

PEOPLE FIRST (SELF ADVOCACY)

England & Wales · Charity number 1057354

Details

Status Registered

Legal form Charitable company

Company number [03134827](#)

Registered 1996-08-06

Register [View on the Charity Commission register](#)

Contact

Address People First
336 BRIXTON ROAD
London
SW97AA

Phone 02072745484

Email andrew.director@peoplefirstltd.com

Website www.peoplefirstltd.com

Activities

Objects: (A) TO ADVANCE AND PROMOTE THE EDUCATION OF PEOPLE WITH LEARNING DIFFICULTIES IN SELF-ADVOCACY AND ALL RELATED AREAS (B) TO ADVANCE PUBLIC EDUCATION ABOUT THE EDUCATIONAL, PHYSICAL, PSYCHOLOGICAL AND EMOTIONAL NEEDS OF SUCH PEOPLE (C) TO CARRY OUT, PROMOTE OR ASSIST IN PROMOTING RESEARCH INTO ALL ASPECTS OF SUCH NEEDS AND TO DISSEMINATE THE USEFUL RESULTS OF SUCH RESEARCH FOR THE BENEFIT OF THE PUBLIC

Activities: People First is an organisation run by and for people with learning difficulties to raise awareness of and campaign for the rights of people with learning difficulties and to support self advocacy groups across the country.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** People With Disabilities

Geography

- Throughout England And Wales

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £161,559 | £153,615 | - | - |
| 2024-03-31 | £200,242 | £190,952 | - | - |
| 2023-03-31 | £173,173 | £232,247 | - | - |
| 2022-03-31 | £259,508 | £249,499 | - | - |
| 2021-03-31 | £279,607 | £242,631 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------------|-------|------------|
| CHRISTINE SPOONER | Chair | 2019-04-19 |
| BELLA FRANCESCA EDWARDS | | 2017-08-18 |
| Firielle Al Jubeh | | 2025-10-28 |
| Janet Anne Kane | | 2025-10-28 |
| KATE BRACKLEY | | 2019-04-19 |
| Maria Denise Barrett | | 2025-10-28 |
| Marie Emma Claire | | 2017-03-02 |
| kweku aswin wilson | | 2023-01-16 |

PEOPLE FIRST (SELF ADVOCACY)

England & Wales - Charity number 1057354

Accounts

People

First

a voice for people with learning difficulties

Annual Report

April 2024 - March 2025



See Us, Hear Us, Value Us!

People First (Self Advocacy)

A charity and company limited by guarantee

Charity number: 1057354 Company number: 03134827

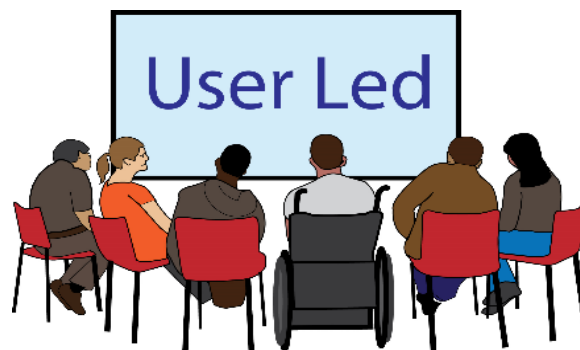
Registered office: 336 Brixton Road, London SW9 7AA

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The Trustees, who are Directors for the purposes of Company Law, present their report and independently examined financial statements for the year ended 31 March 2025

People First (Self Advocacy) is a national user-led self-advocacy organisation. We have both individual members and member self-advocacy organisations. Our Management Committee members and staff all have learning difficulties and our staff are supported through Access to Work to break down the barriers they face as professionals.



60+

**Policy meetings
& events
attended**

26

**Online meetings &
focus groups with
self advocates**

100+

**individuals
received advocacy
support or
signposting**

29

**Workshops
delivered**

57

**Easy Read
translation jobs**

3

Newsletters

6

**Partnership
projects**

30+

**Network &
Campaigns
Meetings**

Message from the Chair

Christine Spooner



Our Board of Trustees did a lot of planning over 2024-2025. At the end of the year we signed off our Big Strategic Plan for 2025-2028.

The tough decisions we made in the previous year paid off and we have been in a stronger position. Although we had less grant money and had to reduce staff hours, we brought in more income through project work and easy read translation and training work.

The Trustees and staff team worked together to produce an accessible Management Committee training pack. This is being piloted with our own Board of Trustees and is being made available to other self advocacy organisations.

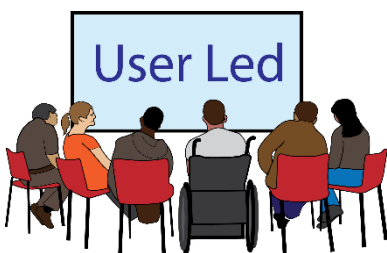
I want to thank our fantastic staff team. They have done a great job delivering on a big programme of work over the last year. I hope you enjoy reading about it in this report.



Thank you to all of our members, supporters and funders for making all of this possible.

Message from the Director

Andrew Lee



2024-2025 was full of exciting projects and opportunities.

We finished and launched the resources for the Co-producing Accessible Legal Information research project with the University of Birmingham.

We also completed the Health Check Matters and the Lambeth 'Living Our Best Lives' projects.

Our work with Transport for London and the Bringing People Home from Psychiatric Hospital Network continued over the year.

We also had some new projects. The London Campaign Network was launched in September 2024, and in October 2024, I was asked to co-chair the Covid Inquiry 'How we survive and thrive' with Dame Phillipa Russell.

I'm really proud of what we achieved with limited resources. A big thank you to everyone who made it possible.



Our people

Management Committee Members

Christine Spooner: Chair

Marie Emma Claire: Vice Chair

Michael Brookstein: Treasurer
(resigned 28 Oct 2025)

Kate Brackley: Membership Secretary

Kweku Wilson: Management Committee Member

John Elliffe: Management Committee Member
(resigned 28 Oct 2025)

Bella Edwards: Management Committee Member

Firielle Al Jubeh: Management Committee Member
(appointed 28 Oct 2025)

Maria Barrett: Management Committee Member
(appointed 28 Oct 2025)

Janet Kane: Management Committee Member
(appointed 28 Oct 2025)

Staff Team

Andrew Lee:
Director

Samantha Johnson:
Advocacy Manager

Ray Johnson:
Development Manager



We have a team of fantastic supporters who help us do our work. We fund this support through Access to Work.

Vision



A UK which is free of barriers faced by people with learning difficulties.

Where people with learning difficulties have:

- Real choice, control and independence
- Access to user-led self-advocacy organisations, accessible information and the advocacy and support that they need to have real equality of opportunity and inclusion in society

Mission



To promote the user-led voice of people with learning difficulties as equal and valued citizens. We do this by supporting people with learning difficulties and their user-led organisations to grow and have a voice both at a local and a national level.

We also support decision makers and services to understand the barriers we face at all levels of society and the support we need to break down these barriers.

Values



- People with learning difficulties are always the first point of contact within the organization
- People with learning difficulties should have the support to speak up, speak out and get heard
- Local self-advocacy organisations should be 100% user-led
- Society should be inclusive; with people with a learning difficulty having equal access to community life, employment and relationships
- People with learning difficulties should know and be able to exercise their rights
- People with learning difficulties can make decisions and have control of their lives with the right support

During this year we finalised our Big Plan for 2025 - 2028.

We are now working hard to raise the funds and increase our capacity to be able to achieve the goals we have set for the next 3 years.



See Us, Hear Us, Value Us



In June 2024 we produced our Manifesto in advance of the general election.

We asked the Government to:

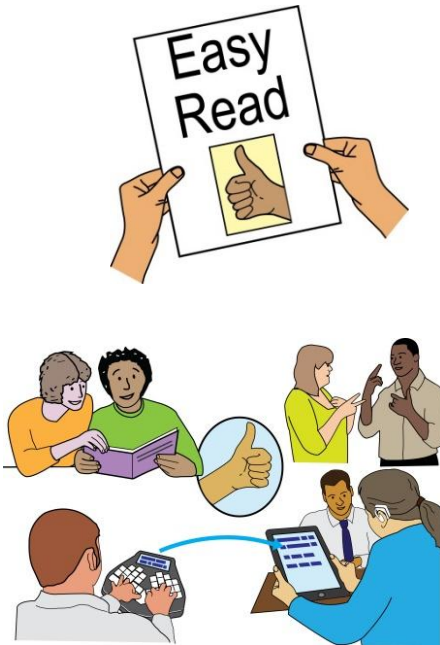
1. **See us** - we are the experts in our own lives, we need to be recognised for the things we can do and know.
2. **Hear us** - speak to us directly, listen to our voices, not just our supporters (PA's, carers, staff).
3. **Value us** – treat us all fairly, make sure people from Black and ethnic minorities do not face additional discrimination or criminalisation.
4. **Include us** – we have the right to be involved in all aspects of civil society, make sure we can understand and use all types of communications and technology.
5. **Free us** - do not lock us up away from our families and communities in hospitals and residential homes, keep to your promises to move people out of them and do not keep sending us into these places.
6. **Support us** - reinvest in independent community and self advocacy, provide the social care support so we can live as independently as possible.

We deserve better – we have a right to live in a world where we are not locked away or written off!

Our Campaign Priorities



Accessible Information and Easy Read



Supporting access to information through more accessible information, processes, communication, and wider use of Easy Read, so that people have the information they need to make decisions and have control of their lives.

Information is power!

Self-advocacy and speaking up



Supporting the growth of user-led speaking up and self-advocacy groups so that people with learning difficulties have the support to speak up, build confidence and break down barriers together.

Nothing about us without us!

Community Advocacy and Support



Supporting access to good, flexible independent local advocacy and support that treats each person as a whole. Having the support to do what they want in life and full access to independent living, choice, and control.

Don't break my life up into pieces!

Everything we do is to promote what is important to people with learning difficulties across the UK.

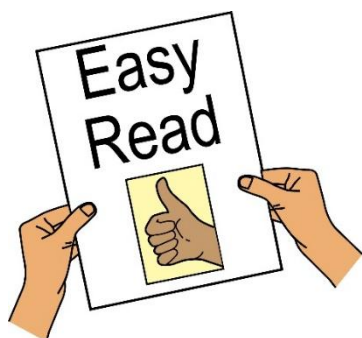
All our activity takes forward our campaign priorities set by our members. These will be reviewed in 2026.

CAMPAIGN PRIORITIES
Breaking down barriers to access + support

| Wider use of easy read | Better funding for self-advocacy | More advocacy support in the community |
|---|--|---|
| <ul style="list-style-type: none"> Raise awareness of rights and responsibilities in law Raise awareness of easy read standards Support organisations to meet access needs of people Support people to get information in easy read | <ul style="list-style-type: none"> Raise awareness of the value of user-led self-advocacy groups Build funding capacity and break down funding barriers Support groups to gain independent funding Support groups to start up in areas without access to self-advocacy organisations | <ul style="list-style-type: none"> Raise awareness of the importance of advocacy and support that looks at the person as a whole Push for inclusion of the right to independent living in UK law Push for advocacy and support in the local community instead of long-stay institutions and ATUs |

Charter for Independent Living - Inclusion

Our Activities and Achievements



The Empower Enterprise

Our Empower service includes Easy Read Translation, Easy Read Training and the Easy Read Picture Bank.

We have translated 57 easy documents for a wide range of organisations over the last year.

We were able to update our Easy Read training package and have delivered 8 training sessions.

We are updating the Picture Bank and exploring new ways of creating images so we can continue to provide a high quality service.





We produced an Easy Read video to explain how important accessible information is. You can watch the video [here](#).

We also produced a short video about Digital Exclusion to support the case study we wrote for the HEAR Equality Network. You can watch the video [here](#).



Visit our YouTube Channel

<https://www.youtube.com/@peoplefirstltd1329>

The Advocacy Plus service includes 'Advocacy, Signposting and Advice service', and our 'Advocacy Matters' work, providing support to over 100 individuals.



We finished our 'Living Our Best Lives' project in May 2025 with local people with learning difficulties in Lambeth. Our final workshops included:

- Eye Care with SightAbility
- Online Safety with Breaking Out Of The Bubble

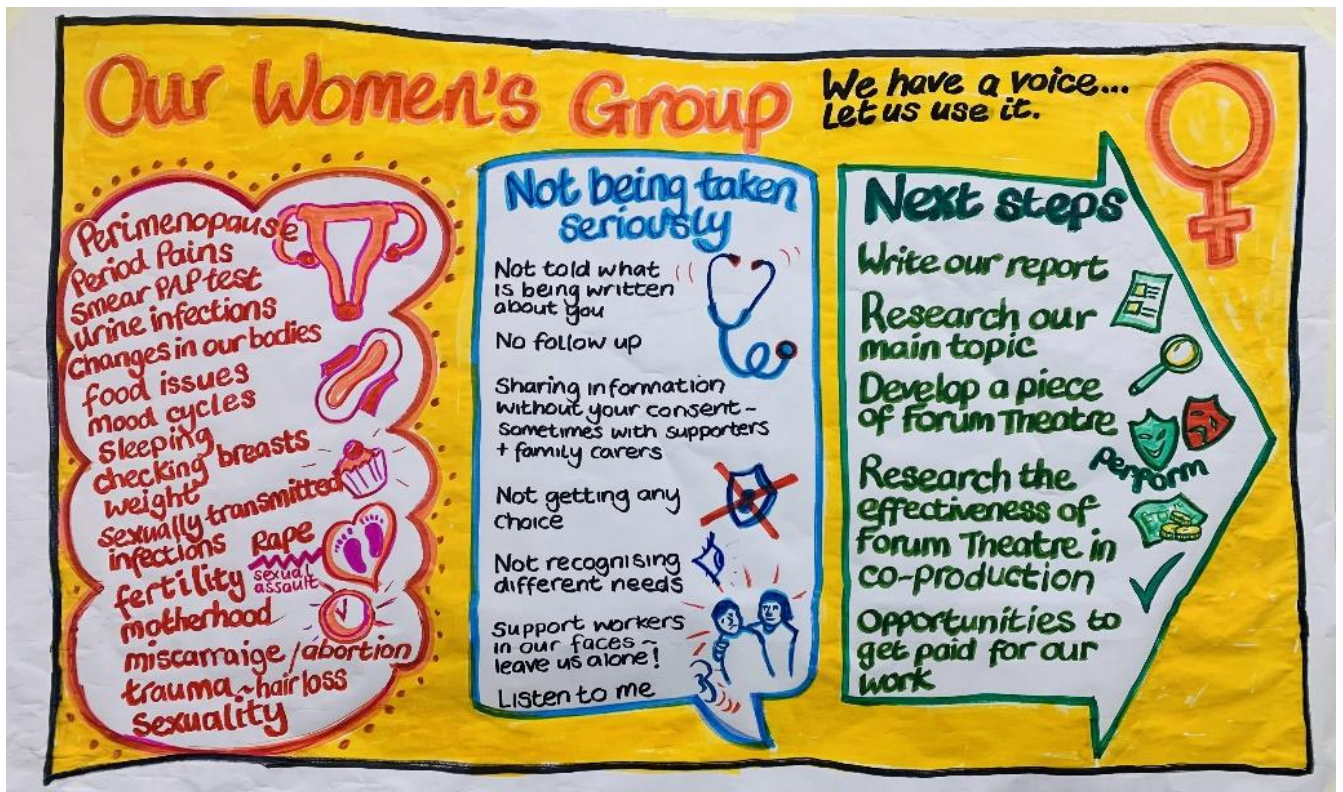


Women's Group Research Project

We worked in partnership with the University of Salford.
We ran 2 online sessions and 2 in-person sessions.

Women were able to think about what issues and subjects they would like to talk about more.

We produced a report to tell researchers what the most important issues are for women with learning difficulties.
We produced a graphic which listed the issues and what the women wanted to focus on.





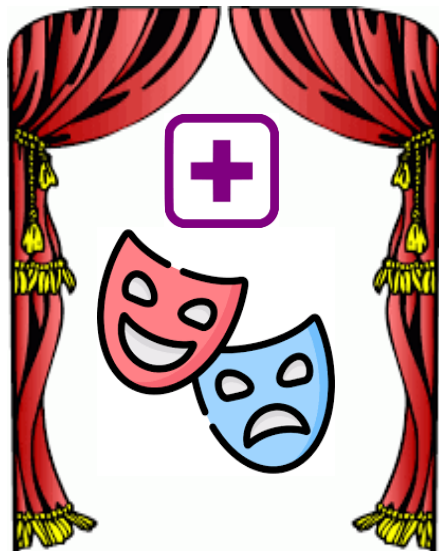
Co-producing Accessible Legal Information

We worked with the University of Birmingham on this research project for over a year.

The easy read legal information templates and report were launched at an online event in July 2024.

We also presented the resources to the Law Works free advice clinics network in October.

The Accessible Legal Toolkit is available [here](#).



Health Check Matters

We delivered workshops for BHR CEPN (Barking & Dagenham, Havering and Redbridge Community Education Provider Network), using Forum theatre. They were for health professionals who are involved in Annual Health Checks for people with learning difficulties across 3 boroughs.

Our Policy work



Strategic Advocacy

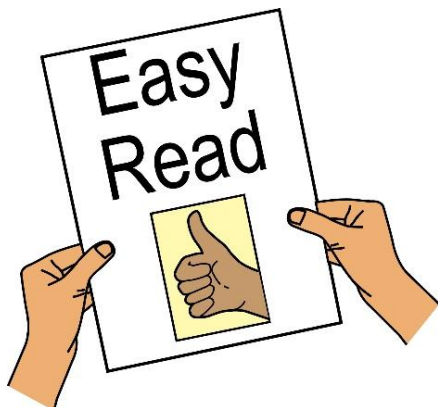
To take forward our campaign priorities and influence policy and decision makers we do the following things.

- Run our own campaigns
- Attend local, regional and national policy meetings
- Join networks
- Support other campaigns
- Respond to consultations about the things that will affect us

We continued to attend:

- NHS England Learning Disability and Autism Partners webinar.
- NHS Learning Disability and Autism Advisory Group
- All Party Parliamentary Group on Learning Disability.
- National (Disabled People's Organisations) DPO Forum.

Making policy accessible



We have had the opportunity to make many policy and campaign documents accessible.

Here are some of them:

- Equality, Diversity & Inclusion Strategy – Brent Council
- DDPO Manifesto – Inclusion London
- Co-production Reimbursement Policy – Hammersmith & Fulham Council
- Equity Surveys – London Funders
- London Hate Crime – Equally Ours
- Local Plan – Richmond & Wandsworth Council
- Equity in Motion strategy – Transport for London
- CBM Global Strategy 2025 – 2030 – CBM Global
- Making the Invisible Visible Summary report - UNFPA

Our Organisational Development



We reviewed our 2020-2023 Organisational Strategy and published our new business plan for 2025-2028.

We continued our work on transforming and modernising our digital operations and systems. All staff received individual digital coaching and training to use the new systems.

We reviewed and updated our Job Descriptions and started reviewing our organisational policies.

During this year we received mentoring support from Equally Ours for marketing our Empower service.

We also received support from Inclusion London to work through an organisational health check.

Legal Section and Finance Report

Part 1: Legal and Administrative Information



Charity Name: People First (Self Advocacy)
Charity registration number: 1057354
Company registration number: 03134827

Registered Office and operational address:
336 Brixton Road, London, SW9 7AA

Independent Examiner

Dick Maule FCA

The Cross House,
South Woodchester, GL5 5EL



Bankers

CAF Bank Ltd

25 Kings Hill Avenue, Kings Hill,
West Malling, Kent ME19 4JQ

Barclays Bank PLC

UK Banking, 1 Churchill Place
London E14 5HP



Part 2: Report of the Management Committee

2.1 Risk Management

Risk management: this means when an organisation looks at things that might go wrong and thinks of ways to stop them from becoming a reality.



The Management Committee has spent time looking at what things can go wrong. We often look at ways to make sure the charity faces less risks.

For example:

- We have rules for checking things, such as paying bills
- We follow rules to make sure there is good health and safety for staff, volunteers and visitors
- We make sure that Privacy and **Safeguarding** are reviewed often and put into practice.

Safeguarding: this means putting rules into place to make sure that people who could be at risk, can live safely.

- We look at the way we do things often, to make sure that we are still doing them right and that they carry on meeting our needs.



Fundraising continues to be our main concern. We have had success in getting small grants and have increased income from our Easy Read work. We need to increase core funding and unrestricted income.

2.2 Structure of the Organisation



People First has a Management Committee of up to 8 members who meet four times a year.

They are the Trustees and are responsible for agreeing on the aims and policies of the charity.

People First (Self Advocacy) is a charity and a company limited by guarantee. People First is governed by Articles of Association; incorporated on 6th December 1995, Articles amended 23rd March 2020.

2.3 Day to day Management



The Director of People First, Andrew Lee, does the day-to-day work and manages the team.

Andrew makes sure the charity meets its targets. He makes sure that staff can do their jobs and carry on building their skills and working well together.

2.4 Financial Review

1 April 2024 to 31 March 2025

Total Income: £161,559

1 April 2023 to 31 March 2024

Total Income: £200,242

1 April 2024 to 31 March 2025

Total expenditure: £153,615

1 April 2023 to 31 March 2024

Total expenditure: £190,952



Reserves Policy

We must aim to have reserves to cover the organisations running costs for at least 3 months.

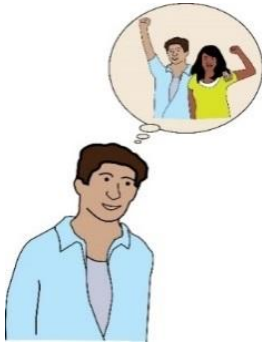
Our unrestricted funds at 31st March 2025 are **£3,118** (£4,049 2024).

The balance on our restricted income reserves at 31st March 2025 is now **£16,425** (£7,550 2024).



We are aiming to increase our reserves through our Empower! Enterprise - Accessible Information and Communication Service and other consultancy contracts.

2.5 Public benefit Statement



The company's objectives and principal activities are to:

- Support groups and individuals with learning difficulties to speak up about what is important to them
- Raise awareness of the rights of people with learning difficulties.
- Develop the skill base of self-advocacy groups and individuals
- Make sure that the voices of people with learning difficulties are heard at local and national government policy level
- Work at a national level providing support, information, advice and training to individuals and user-led self-advocacy groups.



Part 3: Summary Accessible Accounts for the year ending 31st March 2025

Accessible Accounts report by: The Treasurer



The full independently examined accounts for **2024/2025** are shown at the end of this report.

The next few pages explain the money information in a different way to make it clearer.

What the Independent Examiner thought of the full Accounts:



Because we are a charity as well as a company, we have had our finances independently examined.

They said we kept good records and that we spent money correctly.

Where we got our money from:



Grant Money that we got from funders:
Grants from Charitable Trusts

Total Grants: £80,550 (2024: £107,000)



Access to Work: Money for workers' support

Total: 54,239 (2024: £55,615)



By **selling things**, giving training, making documents accessible



Total: £24,465 (2024: £21,790)

Bank Interest Total: £247 (2024: £96)

Donations Total: £2,058 (2024: £15,741)

Total money coming in: £161,559 (2024: £200,242).

What did we spend the money on?



Money was spent mainly on wages for staff, rent and running costs for the office, general membership and project activity.

Total money going out: £153,615

(2024: £190,952)



Did we have any money left over at 31st March 2025?

Yes, we had: £19,543 (2024: £11,599)

Responsibilities of the Management Committee



The Management Committee, who are also the Trustees, are responsible for keeping proper accounting records. These records must show clearly how we are doing with our money at any point in time.

The Management Committee have to make sure that the financial statements follow the rules of the Companies Act 2006.

The Management Committee is also responsible for looking after the assets of the charitable company, such as computers and furniture, and for taking reasonable steps to stop or prevent anyone from stealing or cheating.

The names of the Members of the Management Committee who served during the year and up to the date of this report are set out on page 7.

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

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.



Dick Maule FCA will continue as independent examiner

This report has been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition, the Charities Act 2011, and the Companies Act 2006.

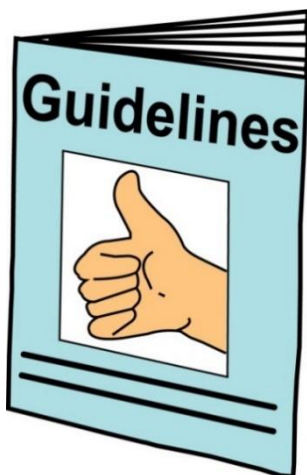
Approved by the Management Committee

Date: 28th October 2025 and signed on its behalf by:

C. P. Spooner



Christine Spooner



The People First Management Committee submits its statutory Report and Accounts for the year ended **31 March 2025**.

The Trustee's Report and Financial Statements have been prepared in accordance with the Companies Act 2006, the Charities Act 2016 and comply with UK Generally Accepted Accounting Practice (GAAP). They also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) in accordance with the Financial Reporting Standard, also known as the Charities (FRS 102) SORP.

Public benefit statement

In reviewing our aims, objectives and activities, the Trustees have taken into account the Charity Commission's general guidance on public benefit. The Trustees ensure that the activities undertaken are always in line with the charitable aims and objectives as set out in People First's governing document. This annual report does not include exemptions from disclosure.

Part 4: Independent Examiner's Report

Respective responsibilities of trustees and examiner

Report to the trustees of People First (Self Advocacy) Ltd

On accounts for the year ended 31st March 2025 as set out on pages 35 to 46.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and to
- state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures

undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

Signed:

Dick Maule FCA
1-12-25

Dick Maule
Fellow

Chartered Institute of Accountants England & Wales
The Cross House, South Woodchester, GL5 5EL

Part 5: Financial Statements for the year ending 31st March 2025



People First

a voice for people with learning difficulties



People First (Self Advocacy) 336 Brixton Road, London SW9 7AA, England

Email: info@peoplefirstltd.com **Website:** www.peoplefirstltd.com

Tel: 020 7274 5484 **Twitter:** @PFselfadvocacy

**People First (Self Advocacy)
(Limited by Guarantee)**

**Statement of Financial Activities
(including Income and Expenditure Account)
For the year ended 31st March 2025**

| Income from | Notes | Unrestricted funds | | Restricted funds | 2025 | Unrestricted funds | | Restricted funds | 2024 |
|--|-------|--------------------|-----------------|------------------|-----------------|--------------------|----------------|------------------|-----------------|
| | | £ | £ | | | £ | £ | | |
| Donations and legacies | 3 | 2,058 | - | - | 2,058 | 15,741 | - | - | 15,741 |
| Charitable activities | 3 | 33,315 | 125,939 | - | 159,254 | 38,640 | 145,765 | - | 184,405 |
| Intevestment income | 3 | 247 | - | - | 247 | 96 | - | - | 96 |
| Total income | | 35,620 | 125,939 | | 161,559 | 54,477 | 145,765 | | 200,242 |
| Expenditure: | 4 | | | | | | | | |
| Raising funds | | 4,903 | - | - | 4,903 | 7,293 | - | - | 7,293 |
| Charitable activities | | 31,648 | 117,064 | - | 148,712 | 45,444 | 138,215 | - | 183,659 |
| Total expenditure | | 36,551 | 117,064 | | 153,615 | 52,737 | 138,215 | | 190,952 |
| Net income | | (931) | 8,875 | | 7,944 | 1,740 | 7,550 | | 9,290 |
| Net income and net movement in funds for the year | | (931) | 8,875 | | 7,944 | 1,740 | 7,550 | | 9,290 |
| Reconciliation of funds | | | | | | | | | |
| Total funds brought forward | | 4,049 | 7,550 | | 11,599 | 2,309 | - | | 2,309 |
| Total funds carried forward | | £ 3,118 | £ 16,425 | | £ 19,543 | £ 4,049 | £ 7,550 | | £ 11,599 |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

The statement of financial activities complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 38 to 46 form part of these accounts.

**People First (Self Advocacy)
(Limited by Guarantee)**

Balance Sheet

As at 31st March 2025

| | Note | <u>2025</u> £ | <u>2024</u> £ |
|---|-----------|------------------|------------------|
| Fixed assets | 10 | - | - |
| Current assets | | | |
| Stock | 7 | - | 75 |
| Debtors | 8 | 20,752 | 18,639 |
| Cash at bank and in hand | | 24,319 | 6,554 |
| | | <hr/> | <hr/> |
| | | 45,071 | 25,268 |
| Liabilities: | | | |
| Creditors: Amount falling due within one year | 9 | 25,528 | 13,669 |
| | | <hr/> | <hr/> |
| Net current assets / (liabilities) | | 19,543 | 11,599 |
| | | <hr/> | <hr/> |
| Total assets less current liabilities | | 19,543 | 11,599 |
| | | <hr/> <hr/> | <hr/> <hr/> |
| The funds of the charity: | 11 | | |
| Restricted income funds | 12 | 16,425 | 7,550 |
| Unrestricted income funds | 12 | | |
| General reserve | | 3,118 | 4,049 |
| | | <hr/> | <hr/> |
| Total charity funds | | 19,543 | 11,599 |
| | | <hr/> <hr/> | <hr/> <hr/> |

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2025. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 38 to 46 form part of these accounts.

The accounts were approved by the Board on 28th October 2025

C. P. Spooner

Trustee Christine Spooner
Name

Charity Registration No. 1057354
Company Registration No. 03134827

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2025

1 Statutory information

People First (Self Advocacy) is a charitable company, limited by guarantee, registered in England and Wales number 03134827, charity number 1057354. The charitable company's registered office address is 336 Brixton Road, London, SW9 7AA. The registered office is the principle place of business. The accounts are prepared in sterling, which is the functional currency.

2 Accounting policies

2.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2.2 Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS102.

2.3 Going concern

The trustees consider that there are no material doubts about the charity's ability to continue as a going concern. Funding confirmed for the next 12 to 18 months is sufficient to enable the charity to continue operating.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

2.4 Income

Donations and grants receivable are included when receivable, unless conditions are attached which specify their application to later periods. Such income would then be carried forward as income received in advance (deferred income). Government grants likewise receivable are included when receivable, unless conditions are attached which specify their application to later periods. Donated goods and services are included at the value to the charity where this can be quantified.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

2.6 Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2025: *continued*

2.7 Expenditure and basis of apportioning costs

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item to which it relates and has been classified under headings that aggregate all costs related to the category. Expenditure is classified under the following activity headings:

Raising funds: Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose, including trading.

Charitable activities: Expenditure on charitable activities includes conducting research, publishing analyses and recommendations, convening meetings and conferences, offering consultancy and expert advice and other activities undertaken to further the purposes of the charity and their associated support costs. Resources expended are allocated directly to the activity to which the cost relates. Salaries are allocated according to time spent, other shared costs are apportioned on an equal basis with central overhead costs apportioned on the basis of total expenditure on each activity.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments.

The trustees seek to use short term deposits to maximise the return on monies held at the bank and to manage cash flow.

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS102 to all of its financial instruments. The Charity only has financial assets and liabilities of a kind that qualify as basic financial subsequently measured at their settlement value.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Creditors and provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.11 Fixed assets

Fixed assets are accounted for over their expected useful life. Items of equipment are capitalised when their purchase price exceeds £500.

Depreciation is provided on the following basis:

Equipment: 25% on straight line basis

Previous accounts erroneously stated depreciation was provided on reducing line basis.

2.12 Fundraising

People First (Self Advocacy) doesn't use 3rd party fundraising organisations. Funds are raised through individual donations, grants from Trusts, Foundations and Government grants and contracts.

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

2.13 Pensions

The charitable company operates an Auto Enrolment defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they are incurred.

2.14 Services provided by volunteers

The value of services provided by volunteers has not been included in these accounts.

| 3 | Income from donations and legacies | Unrestricted | Restricted | Total 2025 | Unrestricted | Restricted | Total 2024 |
|----------|--|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Gifts | 2,058 | - | 2,058 | 15,741 | - | 15,741 |
| | Total income from donations and legacies | 2,058 | - | 2,058 | 15,741 | - | 15,741 |
| | Income from charitable activities | Unrestricted | Restricted | Total 2025 | Unrestricted | Restricted | Total 2024 |
| | | £ | £ | £ | £ | £ | £ |
| | Grants & contracts | | | | | | |
| | Access to Work | - | 54,239 | 54,239 | - | 55,615 | 55,615 |
| | Equally Ours | - | 12,500 | 12,500 | - | 20,000 | 20,000 |
| | The London Community Foundation | - | - | - | - | 14,900 | 14,900 |
| | Trust for London | - | 59,200 | 59,200 | - | 38,500 | 38,500 |
| | LHEP NHSE London | - | - | - | - | 5,000 | 5,000 |
| | Eleanor Rathbone Charitable Trust | - | - | - | - | 3,000 | 3,000 |
| | Kathleen Beryl Sleigh Charitable Trust | - | - | - | 5,000 | - | 5,000 |
| | Steven Block Image of Disability Charitable Trus | - | - | - | 2,000 | - | 2,000 |
| | Birmingham University | - | - | - | 1,200 | - | 1,200 |
| | National Federation of the Disabled | - | - | - | - | 8,750 | 8,750 |
| | BILD | 8,850 | - | 8,850 | 5,900 | - | 5,900 |
| | Other grants | - | - | - | 2,750 | - | 2,750 |
| | Total grants | 8,850 | 125,939 | 134,789 | 16,850 | 145,765 | 162,615 |
| | | Unrestricted | Restricted | Total 2025 | Unrestricted | Restricted | Total 2024 |
| | | £ | £ | £ | £ | £ | £ |
| | Consultancy, sales & services | | | | | | |
| | Consultancy | 8,315 | - | 8,315 | 8,485 | - | 8,485 |
| | Easy Read | 13,750 | - | 13,750 | 12,985 | - | 12,985 |
| | Picture Bank | 2,400 | - | 2,400 | 320 | - | 320 |
| | Total consultancy, sales & services | 24,465 | - | 24,465 | 21,790 | - | 21,790 |
| | Total income from charitable activities | 33,315 | 125,939 | 159,254 | 38,640 | 145,765 | 184,405 |
| | Intevestment income | Unrestricted | Restricted | Total 2025 | Unrestricted | Restricted | Total 2024 |
| | | £ | £ | £ | £ | £ | £ |
| | Interest income | 247 | - | 247 | 96 | - | 96 |
| | Total investment income | 247 | - | 247 | 96 | - | 96 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

4 Analysis of expenditure

| | Cost of raising funds £ | Charitable activities £ | Support & Governance costs £ | 2025 Total £ | 2024 Total £ |
|----------------------------------|----------------------------------|----------------------------|---------------------------------------|-----------------|-----------------|
| Staff costs | 4,633 | 83,387 | 4,633 | 92,652 | 110,715 |
| Consultants & consultant support | - | 36,396 | - | 36,396 | 55,395 |
| Easy Read | - | 9,342 | - | 9,342 | 7,438 |
| Accounting | - | - | 1,046 | 1,046 | 1,341 |
| Fundraising | - | - | - | - | 1,400 |
| Rent & rates/registered office | - | - | 60 | 60 | 4,904 |
| Computer Costs | - | 3,394 | - | 3,394 | 2,781 |
| Travel and Accommodation | - | 444 | - | 444 | 104 |
| Office & related costs | - | 1,515 | - | 1,515 | 1,744 |
| Telephone | - | 499 | - | 499 | 596 |
| Website | - | 1,097 | - | 1,097 | 1,172 |
| Room hire & meeting costs | - | 3,199 | - | 3,199 | 886 |
| Insurances | - | - | 391 | 391 | 330 |
| Legal and professional fees | - | 1,225 | - | 1,225 | 75 |
| Management Committee Expenses | - | - | 846 | 846 | 518 |
| Independent Examination | - | - | 775 | 775 | 775 |
| Bank charges | - | - | 200 | 200 | 265 |
| Storage | - | - | 534 | 534 | - |
| Away Day | - | - | - | - | 513 |
| Total | 4,633 | 140,498 | 8,485 | 153,615 | 190,952 |
| Support & governance costs | 271 | 8,214 | (8,485) | - | |
| Total expenditure 2024 | 4,903 | 148,712 | - | 153,615 | 190,952 |

| | Unrestricted | Restricted | Total |
|--------------------------------|--------------|------------|---------|
| Of the total expenditure: 2025 | 36,551 | 117,064 | 153,615 |
| 2024 | 52,737 | 138,215 | 190,952 |

Analysis of expenditure - prior year comparative

| | Cost of raising funds £ | Charitable activities £ | Support & Governance costs £ | 2024 Total £ |
|----------------------------------|----------------------------------|----------------------------|---------------------------------------|-----------------|
| Staff costs | 5,536 | 99,644 | 5,536 | 110,715 |
| Consultants & consultant support | - | 55,395 | - | 55,395 |
| Easy Read | - | 7,438 | - | 7,438 |
| Fundraising | 1,400 | - | - | 1,400 |
| Rent & rates | - | 4,904 | - | 4,904 |
| Computer Costs | - | 2,781 | - | 2,781 |
| Travel and Accommodation | - | 104 | - | 104 |
| Office & related costs | - | 1,744 | - | 1,744 |
| Telephone | - | 596 | - | 596 |
| Website | - | 1,172 | - | 1,172 |
| Room hire | - | 886 | - | 886 |
| Insurances | - | - | 330 | 330 |
| Legal and professional fees | - | - | 75 | 75 |
| Management Committee Expenses | - | - | 518 | 518 |
| Independent Examination | - | - | 775 | 775 |
| Bank charges | - | - | 265 | 265 |
| Away Day | - | - | 513 | 513 |
| Total | 6,936 | 174,664 | 9,353 | 190,952 |
| Governance costs | 357 | 8,996 | (9,353) | - |
| Total expenditure 2024 | 7,293 | 183,659 | - | 190,952 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

5 Net income for the year

| | 2025 | 2024 |
|---|-------------|-------------|
| | £ | £ |
| The net income for the year is stated after charging: | | |
| Independent Examination | 775 | 775 |

6 Staff & trustee costs

| Staff costs during the year were: | 2025 | 2024 |
|---|---------------|----------------|
| | £ | £ |
| Salaries and wages | 89,283 | 97,600 |
| Social Security costs | 1,045 | 1,785 |
| Employer's contribution to defined contribution pension schemes | 2,324 | 10,594 |
| Redundancy costs | | 736 |
| | 92,652 | 110,715 |

Number of staff

The average monthly number of staff during the year was 5 (2024: 6.3)

There are no employees whose annual remuneration was £60,000 or more.

The key management personnel of the charitable company included the Trustees and Director plus support, which this year was provided by freelance staff. Total benefits paid to key management personnel including NIC and pension were £36,229 (2024: £81,512).

| Trustee expenses during the year were: | 2025 | 2024 |
|---|-------------|-------------|
| | £ | £ |
| Trustee travel expenses | 567 | 518 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

| | | | |
|-----------|---|---------------|--------------------|
| 7 | | 2025 | 2024 |
| | Stock | £ | £ |
| | Publications, cassettes and T'shirts | - | 75 |
| | | <hr/> | <hr/> |
| 8 | Debtors | 2025 | 2024 |
| | Due within one year: | £ | £ |
| | Accrued income | 2,178 | 1,039 |
| | Sundry debtors | 18,574 | 17,600 |
| | | <hr/> | <hr/> |
| | | 20,752 | 18,639 |
| | | <hr/> | <hr/> |
| 9 | Creditors | | |
| | Amounts falling due within one year: | | |
| | | 2025 | 2024 |
| | | £ | £ |
| | Trade creditors | 1,761 | 809 |
| | Social Security and other taxes | 1,382 | 3,176 |
| | Pension | 710 | 7,087 |
| | Deferred income | 20,500 | 380 |
| | Accruals | 1,175 | 2,217 |
| | | <hr/> | <hr/> |
| | | 25,528 | 13,669 |
| | | <hr/> | <hr/> |
| 10 | Tangible fixed assets | | Equipment |
| | Cost | | £ |
| | At 1 April 2024 | | 77,987 |
| | Additions | | - |
| | At 31 March 2025 | | <hr/> 77,987 <hr/> |
| | Accumulated Depreciation | | |
| | At 1 April 2024 | | 77,987 |
| | Charge for the year | | - |
| | At 31 March 2025 | | <hr/> 77,987 <hr/> |
| | Net book value | | |
| | At 31 March 2025 | | <hr/> - <hr/> |
| | At 31 March 2024 | | <hr/> - <hr/> |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

11 Analysis of net assets between funds

| | Unrestricted Funds | Restricted Funds | Total Funds |
|--|-------------------------------|-----------------------------|------------------------|
| | £ | £ | £ |
| Fund Balances at 31 March 2025 are represented by: | | | |
| Tangible Fixed Assets | - | - | - |
| Current Assets | 28,646 | 16,425 | 45,071 |
| Creditors: Amounts falling due within one year | (25,528) | - | (25,528) |
| Total net assets | 3,118 | 16,425 | 19,543 |

Analysis of net assets between funds - prior year comparative

| | Unrestricted Funds | Restricted Funds | Total Funds |
|---|-------------------------------|-----------------------------|------------------------|
| | £ | £ | £ |
| <i>Fund Balances at 31 March 2024 are represented by:</i> | | | |
| <i>Tangible Fixed Assets</i> | - | - | - |
| <i>Current Assets</i> | 17,718 | 7,550 | 25,268 |
| <i>Creditors: Amounts falling due within one year</i> | (13,669) | - | (13,669) |
| Total net assets | 4,049 | 7,550 | 11,599 |

12 Funds - current year

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

| | At 1 Apr 2024 | Incoming | Outgoing | At 31 Mar 2025 |
|-------------------------------|------------------|----------------|------------------|-------------------|
| | £ | £ | £ | £ |
| Restricted Funds | | | | |
| EDP | 3,750 | 12,500 | (16,250) | - |
| Disability Justice Fund | 3,000 | 59,200 | (45,775) | 16,425 |
| Women's Group | 800 | - | (800) | - |
| Access to Work | - | 54,239 | (54,239) | - |
| Total Restricted Funds | 7,550 | 125,939 | (117,064) | 16,425 |
| Unrestricted funds: | | | | |
| General funds | 4,049 | 35,620 | (36,551) | 3,118 |
| Total funds | 11,599 | 161,559 | (153,615) | 19,543 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

Funds - prior year

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

| | At 1 Apr 2023 £ | Incoming £ | Outgoing £ | At 31 Mar 2024 £ |
|-------------------------------|-----------------------|---------------|---------------|------------------------|
| Restricted Funds | | | | |
| EDP | - | 20,000 | (16,250) | 3,750 |
| Advocacy Plus | - | 14,900 | (14,900) | - |
| Disability Justice Fund | - | 38,500 | (35,500) | 3,000 |
| LHEP NHSE London | - | 5,000 | (5,000) | - |
| Women's Group | - | 3,000 | (2,200) | 800 |
| Nepal | - | 8,750 | (8,750) | - |
| Access to Work | - | 55,615 | (55,615) | - |
| Total Restricted Funds | - | 145,765 | (138,215) | 7,550 |
| Unrestricted funds: | | | | |
| General funds | 2,309 | 54,477 | (52,737) | 4,049 |
| Total funds | 2,309 | 200,242 | (190,952) | 11,599 |

Restricted Funds - description

Access to Work

Funding provided by the Government to support additional needs within the workplace.

EDP

Funding to follow on from previous funding to improve and market the Empower Enterprise to build sustainability and self funding. The Empower Enterprise is our user-led accessible information service. It is the overall service that we offer to organisations to support them to produce accessible information. This is so they can meet the access needs of people with learning difficulties, disabilities and autistic people.

Advocacy Plus

A peer advocacy service where people with learning difficulties support each other to reach goals, break down barriers and reduce isolation.

Disability Justice Fund

Funding from Trust for London to support user led self advocacy groups and groups in the London Campaign Network.

LHEP NHSE London

Funding for the Health Check Matters Forum Theatre work.

Women's Group

Funding from Eleanor Rathbone Trust to support women specific self advocacy groups.

Nepal - Consultancy

The project covered three years involving Disability International Nepal and CBM Global. The overall aim was to help self-advocates in Nepal to set up an Easy Read service in Katmandu.

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2025: continued

13 Taxation

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

14 Related parties

There are no donations from related parties, none which are outside the normal course of business and no restricted donations from related parties.

15 Pension and other post-retirement benefit commitments

| Defined contribution | 2025 | 2024 |
|---|-------|--------|
| | £ | £ |
| Contributions payable by the company for the year | 2,323 | 10,594 |

At 31 March 2025 £710 was outstanding, paid in April 2024 (2024: £7,442)

During 2023/24 an error on the Auto Enrolment Pension scheme was corrected, with contributions being made by the charitable company to compensate the affected employees and correct the scheme.

16 Contingent assets or liabilities

There are no contingent assets or liabilities at March 2025 (2024: Nil) and no capital commitments.

17 Professional indemnity insurance

The charitable company has insurance to protect it from loss arising from the neglect or defaults of its Trustee, employees and agents and to indemnify the Trustees or other officers against the consequences of any neglect or default on their part. The total insurance premium incurred by the charitable company during the year totalled £391 (2024: £330).

18 Liability of members

People First (Self Advocacy) is a company limited by guarantee and has no share capital. In the event of the company being wound up, the liability of the members is limited to £1 each.

19 Ultimate controlling party

The charitable company was under the control of the trustees during the period under review. There is no single ultimate controlling party.

PEOPLE FIRST (SELF ADVOCACY)

England & Wales - Charity number 1057354

Accounts

People

First

a voice for people with learning difficulties

Annual Report

April 2023 - March 2024



See Us, Hear Us, Value Us!

People First (Self Advocacy)

A charity and company limited by guarantee

Charity number: 1057354 Company number: 03134827

Registered office: 336 Brixton Road, London SW9 7AA

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The Management Committee presents its report and independently examined financial statements for the year ended 31 March 2024

60+

**Policy meetings
& events
attended**

26

**Online meetings &
focus groups with
self advocates**

150+

**individuals
received advocacy
support or
signposting**

23

**Workshops
delivered**

**Increased
Twitter
followers to
over**

1500

3

Newsletters

3

**Partnership
projects**

20

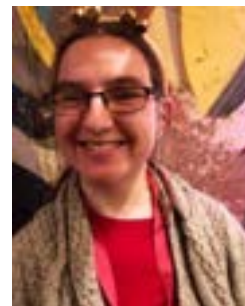
**Network &
Campaigns
Meetings**

People First (Self Advocacy) is a national user-led self-advocacy organisation. We have both individual members and member self-advocacy organisations. Our Management Committee members and staff all have learning difficulties and our staff are supported through Access to Work to break down the barriers they face as professionals.

See Us, Hear Us, Value Us!!

Message from the Chair

Christine Spooner



During 2023-2024 we had to do a lot of work on our finances to make sure we were not spending more than we were getting. The Board had to make some tough decisions but it has helped us get through a difficult period.

Our team has done a great job delivering on lots of projects, which you can read about in this report.

The Equally Ours 'Enterprise Development Programme' provided funding and mentoring to develop our Empower Enterprise that provides easy read translation and training.

We were successful in getting a Disability Justice Fund grant from Trust for London for setting up a London Campaign Network and developing our accessible Management Committee training.

We look forward to offering this to other self-advocacy organisations next year.



Thank you to all of our members, supporters and funders for making all of

this possible.

Message from the Director

Andrew Lee



2023-2024 felt like a year of catching up and picking ourselves up from the Covid years.

Through our Digital Transformation and Modernisation programme we were able to develop and launch our new website, new database, and new system for sending out newsletters.

We moved to fully using Office365 as we gave up our permanent office. Now we can continue to work from home and in person.

As well as finishing some great projects such as the Nepal 'Include Us' project, we started our work on the London Campaign Network, Health Check Matters and the Lambeth 'Living Our Best Lives' projects.

I feel we are going into an exciting period of time where we are rebuilding the voice of people with





learning difficulties from the grassroots upwards. Only by listening to our voices will policy makers get things right for us!

Our people

Management Committee Members

Christine Spooner: Chair

Marie Emma Claire: Vice Chair

Michael Brookstein: Treasurer

Kate Brackley: Membership Secretary

Kweku Wilson: Management Committee Member

John Elliffe: Management Committee Member

Bella Edwards: Management Committee Member

Firielle Al Jubeh: Management Committee Member



Staff Team

Andrew Lee:
Director

Samantha Johnson:
Advocacy Manager

Ray Johnson:
Development Manager





We have a team of fantastic supporters who help us do our work. We fund this support through Access to Work.

Vision



A UK which is free of barriers faced by people with learning difficulties.

Where people with learning difficulties have:

- Real choice, control and independence
- Access to user-led self-advocacy organisations, accessible information and the advocacy and support that they need to have real equality of opportunity and inclusion in society

Mission



To promote the user-led voice of people with learning difficulties as equal and valued citizens. We do this by supporting people with learning difficulties and their user-led organisations to grow and have a voice both at a local and a national level.

We also support decision makers and services to understand the barriers we face at all levels of society

and the support we need to break down these barriers.

Values



- People with learning difficulties are always the first point of contact within the organization
- People with learning difficulties should have the support to speak up, speak out and get heard
- Local self-advocacy organisations should be 100% user-led
- Society should be inclusive; with people with a learning difficulty having equal access to community life, employment and relationships
- People with learning difficulties should know and be able to exercise their rights
- People with learning difficulties can make decisions and have control of their lives with the right support

During this year we started to review our Big Plan for 2024 - 2027.

The pandemic highlighted a lot of things we needed to improve such as our digital skills and systems. These have been included in our plan.



Our Campaign Priorities



Accessible Information and Easy Read



Supporting access to information through more accessible information, processes, communication, and wider use of Easy Read, so that people have the information they need to make decisions and have control of their lives.

Information is power!

Self-advocacy and speaking up



Supporting the growth of user-led speaking up and self-advocacy groups so that people with learning difficulties have the support to speak up, build confidence and break down barriers together.

Nothing about us without us!

Community Advocacy and Support



Supporting access to good, flexible independent local advocacy and support that treats each person as a whole. Having the support to do what they want in life and full access to independent living, choice, and control.

Don't break my life up into pieces!

Everything we do is to promote what is important to people with learning difficulties across the UK.

All our activity takes forward our campaign priorities set by our members. These will be reviewed in 2023.



Our Activities and Achievements





The Empower Enterprise

Our Empower service includes Easy Read Translation, Easy Read Training and the Easy Read Picture Bank.

We have produced easy documents for a wide range of organisations over the last year.

We were able to update our Easy Read training package and start delivering training both online and in person.

We translated over 50 documents into easy read and delivered 2 easy read training sessions.



The Advocacy Plus service includes the Lambeth 'Living Our Best Lives project', the 'Advocacy, Signposting and Advice service', and our 'Advocacy Matters' work.



The 'Living Our Best Lives project' worked with local people with learning difficulties and organisations in Lambeth to run a programme of health and wellbeing workshops.

- Love, Sex & Relationships x 2 (Nov & Jan)
- Relationships & Dating (Feb)

- Safe Socialising & Emotional Health (March)

We are looking forward to running more workshops in 2024-2025.





The Self-Advocate's Support and Action Group originally met weekly during the pandemic, then moved to every 2 weeks.

We then decided to meet once a month from April 2023 until November 2023.

Members of the group still keep in contact but had less time to meet online as people have returned to face-to-face activities and meetings.

Nepal – Include Us! project

We completed our online programme on Self-advocacy, Easy Read and Employment with self-advocates in Nepal. In November 2023, we were invited to Nepal to deliver a week's training around employment using Forum Theatre and Graphic Facilitation.

We co-developed a play, based on people's real-life experiences, of employment and life expectations. After sharing their stories we co-wrote the play, working out the different parts and roles.

Forum Theatre encourages audience participation and explores different options for dealing with a problem or issue. You can see some of our photos on the next page.





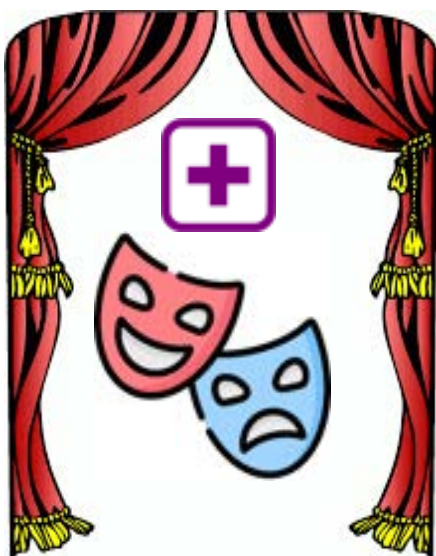
Co-producing Accessible Legal Information

We started working with Professor Rosie Harding (University of Birmingham) on this research project in June 2023.

We ran a number of online workshops, and 2 in person workshops using Forum Theatre.

We also presented at a conference at Nottingham University about the project.

By June 2024 we will produce a number of easy read legal information templates and run two launch events to present the findings of the research project.



Health Check Matters

We were asked to run some workshops for BHR CEPN (Barking & Dagenham, Havering and Redbridge Community Education Provider Network). They were for health professionals who are involved in Annual Health Checks for people with learning difficulties across 3 boroughs.

Our Policy work



Strategic Advocacy

To take forward our campaign priorities and influence policy and decision makers we do the following things.

- Run our own campaigns
- Attend local, regional and national policy meetings
- Join networks
- Support other campaigns
- Respond to consultations about the things that will affect us

We continued to attend:

- NHS England Learning Disability and Autism Partners webinar.
- All Party Parliamentary Group on Learning Disability.
- National (Disabled People's Organisations) DPO Forum

This year we have been involved in over 60 policy and network meetings and policy events.

Making policy accessible



We have had the opportunity to make many policy and campaign documents accessible.

Here are some of them:

- Believe in Better – Centre for Inclusive Policy
- Election Manifesto – Liberty
- Home Care Charges – Disability Law Service
- UNCRPD Shadow report – DDPO organisations
- Disabled People’s Manifesto – Inclusion London
- Independent report to the United Nations Committee on Economic, Social and Cultural Rights – Just Fair
- Equity in Motion strategy – Transport for London
- The rights and inclusion of children with disabilities around the world - UNICEF

Our Organisational Development



We reviewed our 2020-2023 Organisational Strategy. We will publish a new plan for 2024-2027.

We started work on transforming and modernising our digital operations and systems. We used a mentor to help us with researching providers and setting new systems up.

We set up Office 365, Quick Books, and a new database. Staff have been having support and training to use the new systems.

We launched our new website in June 2023. We received support to project manage the process and learn to update it ourselves.

Through the Equally Ours Enterprise Development Programme we received expert financial management support. We have been able to continue this.

Finances

Part 1: Legal and Administrative Information



Charity Name: People First (Self Advocacy)
Charity registration number: 1057354
Company registration number: 03134827

Registered Office and operational address:
336 Brixton Road, London, SW9 7AA

Independent Examiner

Dick Maule FCA

The Cross House, South Woodchester,
GL5 5EL



Bankers

Barclays Bank PLC

UK Banking, 1 Churchill Place
London E14 5HP



Part 2: Report of the Management Committee

2.1 Risk Management

Risk management: this means when an organisation looks at things that might go wrong and thinks of ways to stop them from becoming a reality.



The Management Committee has spent time looking at what things can go wrong. We often look at ways to make sure the charity faces less risks.

For example:

- We have rules for checking things, such as paying bills
- We follow rules to make sure there is good health and safety for staff, volunteers and visitors
- We make sure that Privacy and **Safeguarding** are reviewed often and put into practice.

Safeguarding: this means putting rules into place to make sure that people who could be at risk, can live safely.

- We look at the way we do things often, to make sure that we are still doing them right and that they carry on meeting our needs.



Fundraising continues to be our main concern. We have had success in getting small grants and have increased income from our easy read work. We need to increase core funding and unrestricted income.

2.2 Structure of the Organisation



People First has a Management Committee of up to 8 members who meet at least six times a year.

They are responsible for agreeing on the aims and policies of the charity.

2.3 Day to day Management



The Director of People First, Andrew Lee, does the day-to-day work and manages the team.

Andrew makes sure the charity meets its targets. He makes sure that staff can do their jobs and carry on building their skills and working well together.

2.4 Reserves Policy



We must aim to have reserves to cover the organisations running costs for at least 3 months..

Our unrestricted funds as at 31st March 2024 are **£4,049** (2023: £2,309).

The balance on our restricted income reserves as at 31st March 2024 is now **£7,550** (2023: £0).



We are aiming to increase our reserves through our Empower! Enterprise - Accessible Information and Communication Service and other consultancy contracts.

2.5 Public benefit Statement



The company's objectives and principal activities are to:

- Support groups and individuals with learning difficulties to speak up about what is important to them
- Raise awareness of the rights of people with learning difficulties.
- Develop the skill base of self-advocacy groups and individuals
- Make sure that the voices of people with learning difficulties are heard at local and national government policy level
- Work at a national level providing support, information, advice and training to individuals and user-led self-advocacy groups.



Part 3: Summary Accessible Accounts for the year 2023/24

Accessible Accounts report by: The Treasurer



The full independently examined accounts for **2023/24** are shown at the end of this report.

The next few pages explain the money information in a different way to make it clearer.

What the Independent Examiner thought of the full Accounts!



Because we are a charity as well as a company, we have had our finances independently examined.

They said we kept good records and that we spent money correctly.

Where we got our money from!



Grants & Donations that we got from funders & from charitable trusts

Total Grants & Donations: £178,356
(2023: £159,232)



Including Access to Work: Money for workers' support

Total – £55,615 (2023: £50,830)



By **selling things**, giving training, making documents accessible



Total – £21,790 (2023: £13,933)

Bank Interest Total - £96 (2023: £8)

Total money coming in: £200,242 (2023: £173,173).

What did we spend the money on?



Money was spent mainly on wages for staff, rent and running costs for the office and general membership and project activity.

Total money going out: £190,952
(2023: £232,249)



Did we have any money left over at 31st March 2024?

Yes, we had: £11,599
(2023: £2,309)

Responsibilities of the Management Committee



The Management Committee, who are also known as the Trustees, are responsible for keeping proper accounting records. These records must show clearly how we are doing with our money at any point in time.

The Management Committee have to make sure that the financial statements follow the rules of the Companies Act **2006**.



The Management Committee is also responsible for looking after the assets of the charitable company, such as computers and furniture, and for taking reasonable steps to stop or prevent anyone from stealing or cheating.

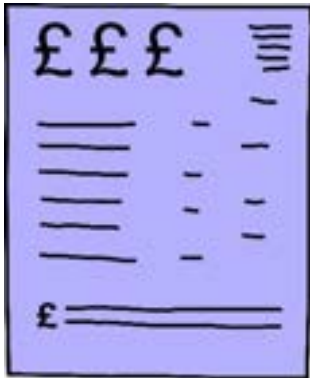


The names of the Members of the Management Committee who served during the year and up to the date of this report are set out on page 6.



The next part is a statement of the Trustees responsibilities for the purposes of Company Law and is declaring that that we have met these responsibilities.

Trustees' responsibilities statement - Charitable Company



The trustees (who are also directors of People First Self Advocacy for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company, including the income and expenditure, of the charitable company for the year

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

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.



Dick Maule FCA will continue as
Independent Examiner

This report has been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition, the Charities Act 2011, and the Companies Act 2006.

Approved by the Management Committee

Date: 23rd August 2024

and signed on its behalf by:

C. P. Spooner

Christine Spooner





The People First Management Committee submits its statutory Report and Accounts for the year ended **31 March 2024**.

The Trustee's Report and Financial Statements have been prepared in accordance with the Companies Act 2006, the Charities Act 2016 and comply with UK Generally Accepted Accounting Practice (GAAP). They also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) in accordance with the Financial Reporting Standard, also known as the Charities (FRS 102) SORP.



Public benefit statement

In reviewing our aims, objectives and activities, the Trustees have taken into account the Charity Commission's general guidance on public benefit. The Trustees ensure that the activities undertaken are always in line with the charitable aims and objectives as set out in People First's governing document. This annual report does not include exemptions from disclosure.



Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Dick Maule FCA

A handwritten signature in black ink that reads "Dick Maule FCA". The signature is written in a cursive style with a large, prominent 'D' at the beginning.

The Cross House South Woodchester GL5 5EL

Date 4-9-2024

**People First (Self Advocacy)
(Limited by Guarantee)**

**Statement of Financial Activities
(including Income and Expenditure Account)
For the year ended 31st March 2024**

| | Notes | Unrestricted funds | | Restricted funds | 2024 | Unrestricted funds | | Restricted funds | Total funds |
|--|-------|--------------------|----------------|------------------|----------------|--------------------|----------------|------------------|-------------|
| | | £ | £ | | | £ | £ | | |
| Income from | | | | | | | | | |
| Donations and legacies | 3 | 15,741 | - | 15,741 | - | - | - | - | - |
| Charitable activities | 3 | 38,640 | 145,765 | 184,405 | 88,433 | 84,732 | 173,165 | | |
| Intevestment income | 3 | 96 | - | 96 | 8 | - | 8 | | |
| Total income | | 54,477 | 145,765 | 200,242 | 88,441 | 84,732 | 173,173 | | |
| Expenditure: | 4 | | | | | | | | |
| Raising funds | | 7,293 | - | 7,293 | 6,750 | - | 6,750 | | |
| Charitable activities | | 45,444 | 138,215 | 183,659 | 95,644 | 129,855 | 225,499 | | |
| Total expenditure | | 52,737 | 138,215 | 190,952 | 102,394 | 129,855 | 232,249 | | |
| Net income | | 1,740 | 7,550 | 9,290 | (13,953) | (45,123) | (59,076) | | |
| Net income and net movement in funds for the year | | 1,740 | 7,550 | 9,290 | (13,953) | (45,123) | (59,076) | | |
| Reconciliation of funds | | | | | | | | | |
| Total funds brought forward | | 2,309 | - | 2,309 | 16,262 | 45,123 | 61,385 | | |
| Total funds carried forward | | £ 4,049 | £ 7,550 | £ 11,599 | £ 2,309 | - | £ 2,309 | | |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The statement of financial activities complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on the following pages form part of these accounts.

**People First (Self Advocacy)
(Limited by Guarantee)**

Balance Sheet

As at 31st March 2024

| | Note | <u>2024</u> £ | <u>2023</u> £ |
|---|-----------|------------------|------------------|
| Fixed assets | 10 | - | - |
| Current assets | | | |
| Stock | 7 | 75 | 75 |
| Debtors | 8 | 18,639 | 26,524 |
| Cash at bank and in hand | | 6,554 | 3,563 |
| | | <u>25,268</u> | <u>30,162</u> |
| Liabilities: | | | |
| Creditors: Amount falling due within one year | 9 | 13,669 | 27,853 |
| | | <u>11,599</u> | <u>2,309</u> |
| Net current assets / (liabilities) | | <u>11,599</u> | <u>2,309</u> |
| Total assets less current liabilities | | <u>11,599</u> | <u>2,309</u> |
| The funds of the charity: | 11 | | |
| Restricted income funds | 12 | 7,550 | - |
| Unrestricted income funds | 12 | | |
| General reserve | | 4,049 | 2,309 |
| Total charity funds | | <u>11,599</u> | <u>2,309</u> |

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2024. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on the following pages form part of these accounts.

The accounts were approved by the Board on 23rd August 2024

C. P. Spooner

Christine Spooner

Trustee

Charity Registration No. 1057354
Company Registration No. 03134827

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2024

1 Statutory information

People First (Self Advocacy) is a charitable company, limited by guarantee, registered in England and Wales number 03134827, charity number 1057354. The charitable company's registered office address is 336 Brixton Road, London, SW9 7AA. The registered office is the principle place of business. The accounts are prepared in sterling, which is the functional currency.

2 Accounting policies

2.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2.2 Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS102.

2.3 Going concern

The trustees consider that there are no material doubts about the charity's ability to continue as a going concern. Funding confirmed for the next 12 to 18 months is sufficient to enable the charity to continue operating.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

2.4 Income

Donations and grants receivable are included when receivable, unless conditions are attached which specify their application to later periods. Such income would then be carried forward as income received in advance (deferred income). Government grants likewise receivable are included when receivable, unless conditions are attached which specify their application to later periods. Donated goods and services are included at the value to the charity where this can be quantified.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

2.6 Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2024: *continued*

2.7 Expenditure and basis of apportioning costs

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item to which it relates and has been classified under headings that aggregate all costs related to the category. Expenditure is classified under the following activity headings:

Raising funds: Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose, including trading.

Charitable activities: Expenditure on charitable activities includes conducting research, publishing analyses and recommendations, convening meetings and conferences, offering consultancy and expert advice and other activities undertaken to further the purposes of the charity and their associated support costs. Resources expended are allocated directly to the activity to which the cost relates. Salaries are allocated according to time spent, other shared costs are apportioned on an equal basis with central overhead costs apportioned on the basis of total expenditure on each activity.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments.

The trustees seek to use short term deposits to maximise the return on monies held at the bank and to manage cash flow.

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS102 to all of its financial instruments. The Charity only has financial assets and liabilities of a kind that qualify as basic financial subsequently measured at their settlement value.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Creditors and provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.11 Fixed assets

Fixed assets are accounted for over their expected useful life. Items of equipment are capitalised when their purchase price exceeds £500.

Depreciation is provided on the following basis:

Equipment: 25% on straight line basis

Previous accounts erroneously stated depreciation was provided on reducing line basis.

2.12 Fundraising

People First (Self Advocacy) doesn't use 3rd party fundraising organisations. Funds are raised through individual donations, grants from Trusts, Foundations and Government grants and contracts.

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2024: continued

2.13 Pensions

The charitable company operates an Auto Enrolment defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they are incurred.

2.14 Services provided by volunteers

The value of services provided by volunteers has not been included in these accounts.

| 3 | Income from donations and legacies | Unrestricted | Restricted | Total 2024 | Unrestricted | Restricted | Total 2023 |
|----------|---|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| | | £ | £ | £ | £ | £ | £ |
| | Gifts | 15,741 | - | 15,741 | - | - | - |
| | Total income from donations and legacies | 15,741 | - | 15,741 | - | - | - |
| | Income from charitable activities | Unrestricted | Restricted | Total 2024 | Unrestricted | Restricted | Total 2023 |
| | | £ | £ | £ | £ | £ | £ |
| | Grants & contracts | | | | | | |
| | Access to Work | - | 55,615 | 55,615 | - | 50,830 | 50,830 |
| | Equally Ours | - | 20,000 | 20,000 | - | 12,497 | 12,497 |
| | The London Community Foundation | - | 14,900 | 14,900 | - | - | - |
| | Trust for London | - | 38,500 | 38,500 | - | - | - |
| | LHEP NHSE London | - | 5,000 | 5,000 | - | - | - |
| | Eleanor Rathbone Charitable Trust | - | 3,000 | 3,000 | - | - | - |
| | Kathleen Beryl Sleigh Charitable Trust | 5,000 | - | 5,000 | - | - | - |
| | Steven Block Image of Disability Charitable Trust | 2,000 | - | 2,000 | - | - | - |
| | Birmingham University | 1,200 | - | 1,200 | - | - | - |
| | Esmee Fairbairn Foundation | - | - | - | 55,000 | 7,000 | 62,000 |
| | CBM Global | - | - | - | - | 14,000 | 14,000 |
| | National Federation of the Disabled | - | 8,750 | 8,750 | - | - | - |
| | BILD | 5,900 | - | 5,900 | - | - | - |
| | UNICEF | - | - | - | - | 405 | 405 |
| | The National Lottery Fund | - | - | - | 4,600 | - | 4,600 |
| | NE London Trust | - | - | - | 9,900 | - | 9,900 |
| | National Voices | - | - | - | 5,000 | - | 5,000 |
| | Other grants | 2,750 | - | 2,750 | - | - | - |
| | Total grants | 16,850 | 145,765 | 162,615 | 74,500 | 84,732 | 159,232 |
| | | Unrestricted | Restricted | Total 2024 | Unrestricted | Restricted | Total 2023 |
| | | £ | £ | £ | £ | £ | £ |
| | Consultancy, sales & services | | | | | | |
| | Consultancy | 8,485 | - | 8,485 | 175 | - | 175 |
| | Easy Read | 12,985 | - | 12,985 | 13,758 | - | 13,758 |
| | Picture Bank | 320 | - | 320 | - | - | - |
| | Total consultancy, sales & services | 21,790 | - | 21,790 | 13,933 | - | 13,933 |
| | Total income from charitable activities | 38,640 | 145,765 | 184,405 | 88,433 | 84,732 | 173,165 |
| | Intevestment income | Unrestricted | Restricted | Total 2024 | Unrestricted | Restricted | Total 2023 |
| | | £ | £ | £ | £ | £ | £ |
| | Interest income | 96 | - | 96 | 8 | - | 8 |
| | Total investment income | 96 | - | 96 | 8 | - | 8 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2024: continued

4 Analysis of expenditure

| | Cost of raising funds £ | Charitable activities £ | Support & Governance costs £ | 2024 Total £ | 2023 Total £ |
|---------------------------------------|----------------------------|----------------------------|---------------------------------|-----------------|-----------------|
| Staff costs | 5,536 | 99,644 | 5,536 | 110,715 | 132,418 |
| Consultants & consultant support | - | 55,395 | - | 55,395 | 69,210 |
| Easy Read | - | 7,438 | - | 7,438 | 4,539 |
| Accounting | - | - | 1,341 | 1,341 | - |
| Fundraising | 1,400 | - | - | 1,400 | 6,750 |
| Rent & rates | - | 4,904 | - | 4,904 | 7,746 |
| Computer Costs | - | 2,781 | - | 2,781 | 4,706 |
| Travel and Accommodation | - | 104 | - | 104 | 200 |
| Office & related costs | - | 1,744 | - | 1,744 | 828 |
| Telephone | - | 596 | - | 596 | 627 |
| Website | - | 1,172 | - | 1,172 | 2,304 |
| Room hire | - | 886 | - | 886 | 696 |
| Insurances | - | - | 330 | 330 | 323 |
| Legal and professional fees | - | - | 75 | 75 | 139 |
| Management Committee Expenses | - | - | 518 | 518 | 604 |
| Independent Examination | - | - | 775 | 775 | 775 |
| Bank charges | - | - | 265 | 265 | 216 |
| Away Day | - | - | 513 | 513 | 168 |
| Total | 6,936 | 174,664 | 9,353 | 190,952 | 232,249 |
| Support & governance costs | 357 | 8,996 | (9,353) | - | |
| Total expenditure 2024 | 7,293 | 183,659 | - | 190,952 | 232,249 |
| | | Unrestricted | Restricted | Total | |
| Of the total expenditure: 2024 | | 52,737 | 138,215 | 190,952 | |
| 2023 | | 79,025 | 153,224 | 232,249 | |

Analysis of expenditure - prior year comparative

| | Cost of raising funds £ | Charitable activities £ | Support & Governance costs £ | 2023 Total £ |
|----------------------------------|----------------------------|----------------------------|---------------------------------|-----------------|
| Staff costs | - | 132,418 | - | 132,418 |
| Consultants & consultant support | - | 69,210 | - | 69,210 |
| Easy Read | - | 4,539 | - | 4,539 |
| Fundraising | 6,750 | - | - | 6,750 |
| Rent & rates | - | 7,746 | - | 7,746 |
| Computer Costs | - | 4,706 | - | 4,706 |
| Travel and Accommodation | - | 200 | - | 200 |
| Office & related costs | - | 828 | - | 828 |
| Telephone | - | 627 | - | 627 |
| Website | - | 2,304 | - | 2,304 |
| Room hire | - | 696 | - | 696 |
| Insurances | - | - | 323 | 323 |
| Legal and professional fees | - | - | 139 | 139 |
| Management Committee Expenses | - | - | 604 | 604 |
| Independent Examination | - | - | 775 | 775 |
| Bank charges | - | - | 216 | 216 |
| Away Day | - | - | 168 | 168 |
| Total | 6,750 | 223,274 | 2,225 | 232,249 |
| Governance costs | 65 | 2,160 | (2,225) | - |
| Total expenditure 2023 | 6,815 | 225,434 | - | 232,249 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2024: continued

5 Net income for the year

| | | |
|---|-------------|-------------|
| The net income for the year is stated after charging: | 2024 | 2023 |
| | £ | £ |
| Independent Examination | 775 | 775 |
| | | |

6 Staff & trustee costs

| | | |
|---|----------------|----------------|
| Staff costs during the year were: | 2024 | 2023 |
| | £ | £ |
| Salaries and wages | 97,600 | 123,477 |
| Social Security costs | 1,785 | 4,032 |
| Employer's contribution to defined contribution pension schemes | 10,594 | 4,909 |
| Redundancy costs | 736 | - |
| | | |
| | 110,715 | 132,418 |
| | | |

Number of staff

The average monthly number of staff during the year was 6.3 (2023: 7)

There no employees whose annual remuneration was £60,000 or more.

The key management personnel of the charitable company included the Trustees and Director. Total benefits paid to key management personnel including NIC and pension were £81,512 (2022: £75,782).

| | | |
|---|-------------|-------------|
| Trustee expenses during the year were: | 2024 | 2023 |
| | £ | £ |
| Trustee travel expenses | 518 | 604 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2024: continued

| | | | |
|-----------|---|---------------|--------------------|
| 7 | | 2024 | 2023 |
| | Stock | £ | £ |
| | Publications, cassettes and T'shirts | 75 | 75 |
| | | <hr/> | <hr/> |
| 8 | Debtors | 2024 | 2023 |
| | Due within one year: | £ | £ |
| | Accrued income | 1,039 | 7,000 |
| | Sundry debtors | 17,600 | 19,524 |
| | | <hr/> | <hr/> |
| | | 18,639 | 26,524 |
| | | <hr/> | <hr/> |
| 9 | Creditors | | |
| | Amounts falling due within one year: | | |
| | | 2024 | 2023 |
| | | £ | £ |
| | Trade creditors | 809 | 16,774 |
| | Social Security and other taxes | 3,176 | 9,319 |
| | Pension | 7,087 | 274 |
| | Deferred income | 380 | - |
| | Accruals | 2,217 | 1,486 |
| | | <hr/> | <hr/> |
| | | 13,669 | 27,853 |
| | | <hr/> | <hr/> |
| 10 | Tangible fixed assets | | Equipment |
| | Cost | | £ |
| | At 1 April 2023 | | 77,987 |
| | Additions | | - |
| | At 31 March 2024 | | <hr/> 77,987 <hr/> |
| | Accumulated Depreciation | | |
| | At 1 April 2023 | | 77,987 |
| | Charge for the year | | - |
| | At 31 March 2024 | | <hr/> 77,987 <hr/> |
| | Net book value | | |
| | At 31 March 2024 | | <hr/> - <hr/> |
| | At 31 March 2023 | | <hr/> - <hr/> |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2024: continued

11 Analysis of net assets between funds

| | Unrestricted Funds | Restricted Funds | Total Funds |
|--|-------------------------------|-----------------------------|------------------------|
| | £ | £ | £ |
| Fund Balances at 31 March 2024 are represented by: | | | |
| Tangible Fixed Assets | - | - | - |
| Current Assets | 17,718 | 7,550 | 25,268 |
| Creditors: Amounts falling due within one year | (13,669) | - | (13,669) |
| Total net assets | 4,049 | 7,550 | 11,599 |

Analysis of net assets between funds - prior year comparative

| | Unrestricted Funds | Restricted Funds | Total Funds |
|---|-------------------------------|-----------------------------|------------------------|
| | £ | £ | £ |
| <i>Fund Balances at 31 March 2023 are represented by:</i> | | | |
| <i>Tangible Fixed Assets</i> | - | - | - |
| <i>Current Assets</i> | 30,162 | - | 30,162 |
| <i>Creditors: Amounts falling due within one year</i> | (27,853) | - | (27,853) |
| Total net assets | 2,309 | - | 2,309 |

12 Funds - current year

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

| | At 1 Apr 2023 | Incoming | Outgoing | At 31 Mar 2024 |
|-------------------------------|------------------|----------------|------------------|-------------------|
| | £ | £ | £ | £ |
| Restricted Funds | | | | |
| EDP | - | 20,000 | (16,250) | 3,750 |
| Advocacy Plus | - | 14,900 | (14,900) | - |
| Disability Justice Fund | - | 38,500 | (35,500) | 3,000 |
| LHEP NHSE London | - | 5,000 | (5,000) | - |
| Women's Group | - | 3,000 | (2,200) | 800 |
| Nepal | - | 8,750 | (8,750) | - |
| Access to Work | - | 55,615 | (55,615) | - |
| Total Restricted Funds | - | 145,765 | (138,215) | 7,550 |
| Unrestricted funds: | | | | |
| General funds | 2,309 | 54,477 | (52,737) | 4,049 |
| Total funds | 2,309 | 200,242 | (190,952) | 11,599 |

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2024: continued

Funds - prior year

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

| | At 1 Apr 2022 £ | Incoming £ | Outgoing £ | At 31 Mar 2023 £ |
|-------------------------------|-----------------------|----------------|------------------|------------------------|
| Restricted Funds | | | | |
| Leaders with lived experience | 17,625 | - | (17,625) | - |
| VCSE | 15,000 | - | (15,000) | - |
| Funding Plus | - | 7,000 | (7,000) | - |
| EDP | 12,498 | 12,497 | (24,995) | - |
| Nepal - Consultancy | - | 7,000 | (7,000) | - |
| Nepal - CBM Global | - | 7,000 | (7,000) | - |
| Nepal: Unicef | - | 405 | (405) | - |
| Access to Work* | - | 50,830 | (50,830) | - |
| Total Restricted Funds | 45,123 | 84,732 | (129,855) | - |
| Unrestricted funds: | | | | |
| General funds | 16,262 | 139,271 | (153,224) | 2,309 |
| Total funds | 61,385 | 224,003 | (283,079) | 2,309 |

Restricted Funds - description

***Access to Work**

Funding provided by the Government to support additional needs within the workplace. Reported as Unrestricted funding in previous year accounts, now re-classified to Restricted funding as the parameters for support are strict.

EDP

Funding to follow on from previous funding to improve and market the Empower Enterprise to build sustainability and self funding. The Empower Enterprise is our user-led accessible information service. It is the overall service that we offer to organisations to support them to produce accessible information. This is so they can meet the access needs of people with learning difficulties, disabilities and autistic people.

Advocacy Plus

A peer advocacy service where people with learning difficulties support each other to reach goals, break down barriers and reduce isolation.

Disability Justice Fund

Funding from Trust for London to support user led self advocacy groups and groups in the London Campaign Network.

LHEP NHSE London

Funding for the Health Check Matters Forum Theatre work.

Women's Group

Funding from Eleanor Rathbone Trust to support women specific self advocacy groups.

Nepal - Consultancy

The project covered three years involving Disability International Nepal and CBM Global. The overall aim was to help self-advocates in Nepal to set up an Easy Read service in Katmandu.

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2024: continued

13 Taxation

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

14 Related parties

There are no donations from related parties, none which are outside the normal course of business and no restricted donations from related parties.

15 Pension and other post-retirement benefit commitments

| | | |
|---|--------|-------|
| Defined contribution | 2024 | 2023 |
| | £ | £ |
| Contributions payable by the company for the year | 10,594 | 4,909 |

At 31 March 2024 £7,442 was outstanding, paid in April 2024 (2023: £274)

During the year an error on the Auto Enrolment Pension scheme was corrected, with contributions being made by the charitable company to compensate the affected employees and correct the scheme.

16 Contingent assets or liabilities

There are no contingent assets or liabilities at March 2024 (2023:Nil) and no capital commitments.

17 Professional indemnity insurance

The charitable company has insurance to protect it from loss arising from the neglect or defaults of its Trustee, employees and agents and to indemnify the Trustees or other officers against the consequences of any neglect or default on their part. The total insurance premium incurred by the charitable company during the year totalled £330 (2023: £323).

18 Liability of members

People First (Self Advocacy) is a company limited by guarantee and has no share capital. In the event of the company being wound up, the liability of the members is limited to £1 each.

19 Ultimate controlling party

The charitable company was under the control of the trustees during the period under review. There is no single ultimate controlling party.

People First

a voice for people with learning difficulties



People First (Self Advocacy) 336 Brixton Road, London SW9 7AA, England

Email: [info@ peoplefirstltd.com](mailto:info@peoplefirstltd.com) **Website:** www.peoplefirstltd.com

Tel: 020 7274 5484 **Twitter:** [@PFselfadvocacy](https://twitter.com/PFselfadvocacy)

PEOPLE FIRST (SELF ADVOCACY)

England & Wales - Charity number 1057354

Accounts

People

First

a voice for people with learning difficulties

Annual Report

April 2022 - March 2023



Speaking up... Speaking out!

People First (Self Advocacy)

A charity and company limited by guarantee

Charity number: 1057354 Company number: 03134827

Registered office: 336 Brixton Road, London SW9 7AA

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The Management Committee presents its report and independently examined financial statements for the year ended 31 March 2023

49

Policy meetings
attended

24

Online meetings &
focus groups with
self advocates

240

individuals
received advocacy
support

7

Presentations
at events

Increased
Twitter
followers to
over

1308

3

Newsletters

5

Campaigns
supported

3

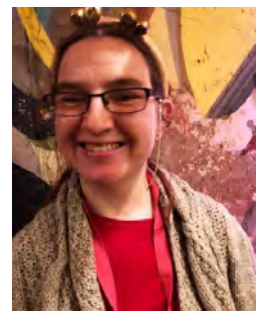
Government
consultations
responded to

People First (Self Advocacy) is a national user-led self-advocacy organisation. We have both individual members and member self-advocacy organisations. Our Management Committee members and staff all have learning difficulties and our staff are supported through Access to Work to break down the barriers they face as professionals.

Speaking up... Speaking out!

Message from the Chair **Christine Spooner**

During 2022-2023 we did a lot of work around updating our digital systems. Covid-19 made us realise that we needed to update the ways we communicate and support people with learning difficulties to get online.



Our team had to make lots of changes to how they work and learn new skills so they can use online platforms as a lot of meetings are now online.

In September 2022, we started working on our Management Committee Induction and Development Programme pack. We are now working through it with our own trustees and plan to pilot this accessible user-led programme with other self-advocacy organisations.

We are looking forward to doing more networking, campaigning and membership work this year.

Thank you to the People First team and members for continuing to campaign for our our rights.

Message from the Director

Andrew Lee



Over the last year we continued to lobby policy makers to communicate directly with user-led organisations rather than going straight to the large non-user led organisations.

Because there have been less opportunities to have direct contact with politicians, we joined other Deaf and Disabled People Organisations (DDPOs) to campaign and influence policy.

Digital exclusion remains an area of focus as many bodies and services are moving to online systems.

For example:

- Department of Work and Pensions – benefit system
- Health and Social Care – application, assessment, and appointment systems
- Transport – ticket booking, refunds, and complaints systems

We are working on these issues.

Thank you to all our team, our members, and supporters for helping us to continue our work.

Our people

Management Committee Members

Christine Spooner: Chair

Marie Emma Claire: Vice Chair

Michael Brookstein: Treasurer

Derek Stevens: Campaigns Officer

Kate Brackley: Membership Secretary

Ruth Caroline Carter: Company Secretary

John Elliffe: Management Committee Member

Bella Edwards: Management Committee Member



Staff Team

Andrew Lee:

Director

Samantha Johnson:

Advocacy Manager

Ray Johnson:

Development Manager

Lorena Hall

Empower Manager



We have a team of fantastic supporters who help us do our work. We fund this support through Access to Work.

Vision



A UK which is free of barriers faced by people with learning difficulties.

Where people with learning difficulties have:

- Real choice, control and independence
- Access to user-led self-advocacy organisations, accessible information and the advocacy and support that they need to have real equality of opportunity and inclusion in society

Mission



To promote the user-led voice of people with learning difficulties as equal and valued citizens. We do this by supporting people with learning difficulties and their user-led organisations to grow and have a voice both at a local and a national level.

We also support decision makers and services to understand the barriers we face at all levels of society and the support we need to break down these barriers.

Values



- People with learning difficulties are always the first point of contact within the organization
- People with learning difficulties should have the support to speak up, speak out and get heard
- Local self-advocacy organisations should be 100% user-led
- Society should be inclusive; with people with a learning difficulty having equal access to community life, employment and relationships
- People with learning difficulties should know and be able to exercise their rights
- People with learning difficulties can make decisions and have control of their lives with the right support

In 2020 we produced a three year plan. We reviewed it during the pandemic as a lot of things had to change.

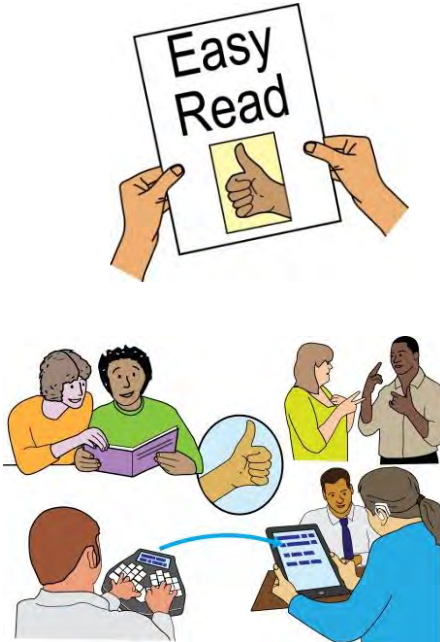
During this year we started to review it so we can have a new plan for 2024 - 2027.



Our Campaign Priorities



Accessible Information and Easy Read



Supporting access to information through more accessible information, processes, communication, and wider use of Easy Read, so that people have the information they need to make decisions and have control of their lives.

Information is power!

Self-advocacy and speaking up



Supporting the growth of user-led speaking up and self-advocacy groups so that people with learning difficulties have the support to speak up, build confidence and break down barriers together.

Nothing about us without us!

Community Advocacy and Support



Supporting access to good, flexible independent local advocacy and support that treats each person as a whole. Having the support to do what they want in life and full access to independent living, choice, and control.

Don't break my life up into pieces!

Everything we do is to promote what is important to people with learning difficulties across the UK.

All our activity takes forward our campaign priorities set by our members. These will be reviewed in 2023.

CAMPAIGN PRIORITIES

Breaking down barriers to access + support

| Wider use of easy read | Better funding for self-advocacy | More advocacy support in the community |
|--|---|---|
| <ul style="list-style-type: none">Raise awareness of rights and responsibilities in lawRaise awareness of easy read standardsSupport organisations to meet access needs of peopleSupport people to get information in easy read | <ul style="list-style-type: none">Raise awareness of the value of user-led self-advocacy groupsBuild funding capacity and break down funding barriersSupport groups to gain independent fundingSupport groups to start up in areas without access to self-advocacy organisations | <ul style="list-style-type: none">Raise awareness of the importance of advocacy and support that looks at the person as a wholePush for inclusion of the right to independent living in UK lawPush for advocacy and support in the local community instead of long-stay institutions and ATUS |

Charter for Independent Living - Inclusion

Our Activities and Achievements



The Empower Enterprise service received funding from Equally Ours to continue to develop our business model.

Our Empower service includes Easy Read Translation, Easy Read Training and the Easy Read Picture Bank.

We have produced easy documents for a wide range of organisations over the last year.

We also work with individuals and organisations to tailor a complete support package, to develop inclusive and accessible ways of working.





In May 2022 we recruited an Empower Enterprise Manager. Unfortunately, they had to step down from the role in July 2022.

The team was able to respond and come up with an alternative plan and approach.

We have improved our business operations, updated our training service and we are now reviewing the Picture Bank.



The Advocacy Plus service grew out of the Supporting Each Other Equals Power (SEOEP) peer advocacy pilot project in Lambeth.

It is a peer advocacy service where people with learning difficulties support each other to:

- Reach their goals
- Not be isolated from society
- Break down barriers

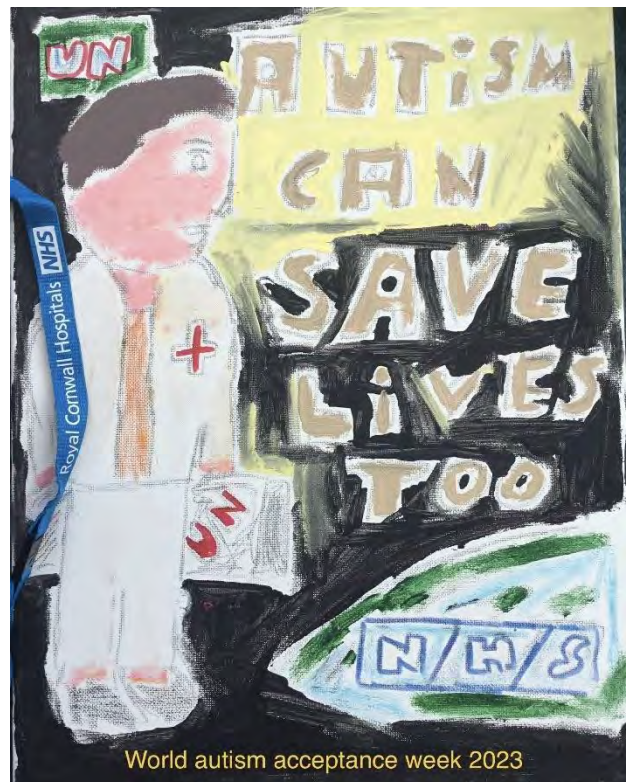
We have supported over 200 people through 1-1 advocacy, group advocacy and online advocacy support during the last year.



The Self-Advocate's Support and Action Group continued to meet but decided to meet every 2 weeks from September 2023 as members had started to do more face-to-face events and activities.

After a review in January 2023 we started meeting monthly. Members still wanted the group to continue as they found it an important source of support and information.

Chris Burns is our resident artist who produces artwork based on our discussions.



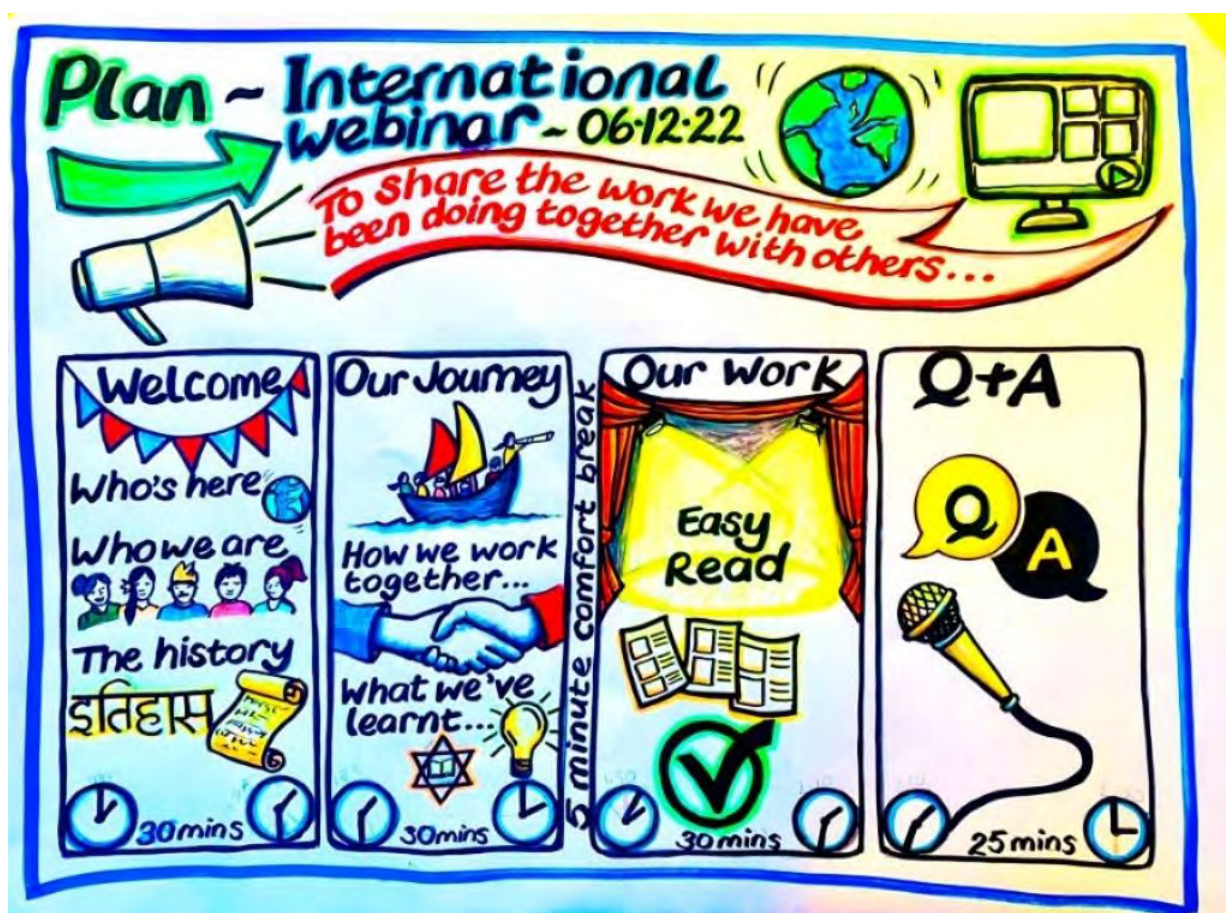
Nepal – Include Us! project

We continued our work with self-advocates in Nepal on the Include Us! Project.

We ran online workshops on developing an easy read service led by people with learning difficulties.

In December 2022, we ran an international webinar to tell other countries about the work.

We are now looking forward to running a series of employment workshops with self-advocates next year.



Our Policy work



Strategic Advocacy

All influencing activity takes forward our campaign priorities set by our members and is directly informed by the views and experiences of both our individual and group members from around the country; and from the projects we deliver.

We continue to raise awareness about health inequalities and work to break down the barriers that cause them.

People First has continued to attend:

- NHS England and NHS Improvement Learning Disability and Autism Partners webinar.
- All Party Parliamentary Group on Learning Disability.
- National (Disabled People's Organisations) DPO Forum
- Reclaiming Our Futures Alliance Steering Group

Campaigns and consultations



- We made a response to the 'Draft Mental Health Act Bill'
- We revised our statement about the Heidi Crowter court case and discussed some very difficult issues around abortion.
- We joined the campaign about the Human Rights Act Reform: A Modern Bill of Rights consultation. We signed the letter to the Joint Committee on Human Rights in the UK Parliament about the consultation being inaccessible. The consultation period was extended, and an easy read version of the consultation papers was eventually produced.
- We invited guests to speak to self-advocates. They included Alexis Quinn (activist) to talk about her experience of inpatient care, Prof. Rosie Harding (Birmingham University) to talk about the Co-producing Accessible Legal Information project, Don Callaghan (Activist) to link us with international self-advocates.



- We linked members with different involvement and influencing opportunities, for example with the Patient's Association, Traverse, NHS England, and Bild.

Our Organisational Development



We reviewed our 2020-2023 Organisational Strategy. We will publish a new plan for 2024-2027.



The pandemic brought into focus the need to transform and modernise our digital operations and systems.



We started work on moving to Office 365, Quick Books, a new database, and website.



We completed a draft Management Committee Induction and Development programme and have started to test out the content.

Finances

Part 1: Legal and Administrative Information



Charity Name: People First (Self Advocacy)
Charity registration number: 1057354
Company registration number: 03134827

Registered Office and operational address:
336 Brixton Road, London, SW9 7AA

Independent Examiner

Dick Maule FCA

The Cross House
South Woodchester
GL5 5EL



Bankers

Barclays Bank PLC

UK Banking, 1 Churchill Place
London E14 5HP



Part 2: Report of the Management Committee

2.1 Risk Management

Risk management: this means when an organisation looks at things that might go wrong and thinks of ways to stop them from becoming a reality.



The Management Committee has spent time looking at what things can go wrong. We often look at ways to make sure the charity faces less risks.

For example:

- We have rules for checking things, such as paying bills
- We follow rules to make sure there is good health and safety for staff, volunteers and visitors
- We make sure that Privacy and **Safeguarding** are reviewed often and put into practice.

Safeguarding: this means putting rules into place to make sure that people who could be at risk, can live safely.

- We look at the way we do things often, to make sure that we are still doing them right and that they carry on meeting our needs.



We keep facing risks to funding. This year, we had some funding come to an end. We need to make sure that we are not continuing work that we are not receiving funding for.



We didn't realise how much the success of a project could affect the main work of an organisation.

We are now working to make sure that the project work of the organisation has lots of funding.

2.2 Structure of the Organisation



People First has a Management Committee of up to 12 members who meet at least six times.

They are responsible for agreeing on the aims and policies of the charity.

2.3 Day to day Management



The Director of People First, Andrew Lee, does the day-to-day work.

Andrew makes sure the charity meets its targets. He makes sure that staff can do their jobs and carry on building their skills and working well together.

2.4 Reserves Policy



We must aim to have reserves to cover the organisations running costs for 6 months, the trustees recognise that our reserves have fallen below that aim.

Our unrestricted funds as at 31st March 2023 are **£2,309** (2022: £16,262)



The balance on our restricted income reserves as at 31st March 2023 is now **£0** (2022: £45,123).



We are aiming to increase our reserves through our Empower! Enterprise - Accessible Information and Communication Service.

We are also increasing other contracts and consultancy work.

2.5 Public benefit Statement



The company's objectives and principal activities are to:



- Support groups and individuals with learning difficulties to speak up about what is important to them

- Raise awareness of the rights of people with learning difficulties.

- Develop the skill base of self-advocacy groups and individuals

- Make sure that the voices of people with learning difficulties are heard at local and national government policy level



- Work at a national level providing support, information, advice and training to individuals and user-led self-advocacy groups.

Part 3: Summary Accessible Accounts for the year 2022/23

Accessible Accounts report by: The Treasurer



The full independently examined accounts for **2022/23** are shown at the end of this report.

The next few pages explain the money information in a different way to make it clearer.

What the Independent Examiner thought of the full Accounts!



Because we are a charity as well as a company, we have had our finances independently examined.

They said we kept good records and that we spent money correctly.

Where we got our money from!



Grant Money that we got from funders:
Grant from Charitable Trusts

Total Grants – £94,172 (2022: £181,780)



Access to Work: Money for workers' support

Total – £50,830 (2022: £64,766)



By **selling things**, giving training, making documents accessible

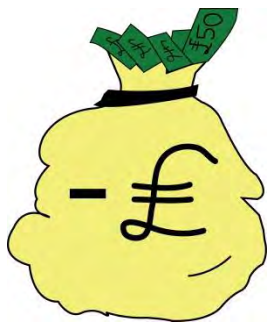


Total – £28,163 (2022: £12,880)

Bank Interest Total - £8 (2022: £82)

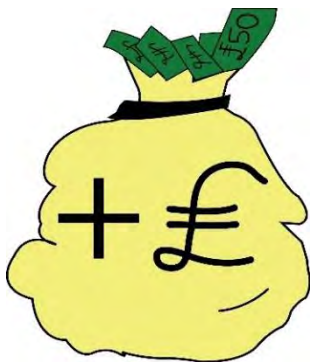
Total money coming in: £173,173 (2022: £259,508).

What did we spend the money on?



Money was spent mainly on wages for staff, rent and running costs for the office and general membership and project activity.

Total money going out: £232,249
(2022: £249,499)



Did we have any money left over at 31st March 2023?

Yes, we had: £2,309
(2022: £61,385)

Responsibilities of the Management Committee



The Management Committee, who are also known as the Trustees, are responsible for keeping proper accounting records. These records must show clearly how we are doing with our money at any point in time.

The Management Committee have to make sure that the financial statements follow the rules of the Companies Act **2006**.



The Management Committee is also responsible for looking after the assets of the charitable company, such as computers and furniture, and for taking reasonable steps to stop or prevent anyone from stealing or cheating.

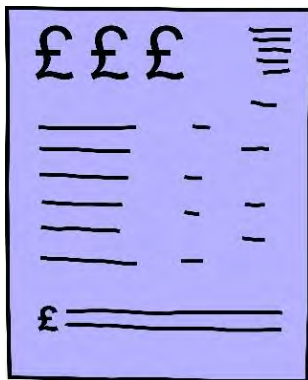


The names of the Members of the Management Committee who served during the year and up to the date of this report are set out on page 6.

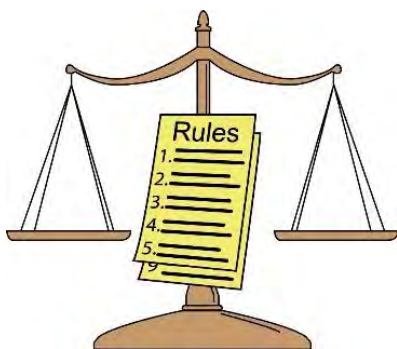


The next part is a statement of the Trustees responsibilities for the purposes of Company Law and is declaring that that we have met these responsibilities.

Trustees' responsibilities statement - Charitable Company



The trustees (who are also directors of People First Self Advocacy for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company, including the income and expenditure, of the charitable company for the year

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant **information and to establish that the examiner is aware of that information.**



Dick Maule FCA will continue as independent examiner

This report has been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition, the Charities Act 2011, and the Companies Act 2006.

Approved by the Management

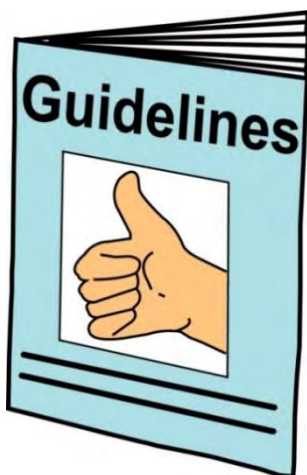
Committee Date: 16.10.2023

and signed on its behalf by:

C. P. Spooner

Christine Spooner





The People First Management Committee submits its statutory Report and Accounts for the year ended **31 March 2023**.

The Trustee's Report and Financial Statements have been prepared in accordance with the Companies Act 2006, the Charities Act 2016 and comply with UK Generally Accepted Accounting Practice (GAAP). They also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) in accordance with the Financial Reporting Standard, also known as the Charities (FRS 102) SORP.

Public benefit statement

In reviewing our aims, objectives and activities, the Trustees have taken into account the Charity Commission's general guidance on public benefit. The Trustees ensure that the activities undertaken are always in line with the charitable aims and objectives as set out in People First's governing document. This annual report does not include exemptions from disclosure.

Part 4: Independent Examiner's Report

To the Trustees of People First (Self Advocacy)

I report on the accounts of People First (Self Advocacy) for the year ended 31st March 2023, which are set out on pages 32 to 38.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
or

2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Dick Maule FCA

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

30/1/24

Part 5: Statement of Financial Activities

People First (Self Advocacy)

Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2023

| | Notes | Unrestricted Fund 2023 £ | Restricted Funds 2023 £ | 2023 £ | 2022 £ |
|--|-------|-----------------------------------|----------------------------------|----------------|----------------|
| Income from | [1] | | | | |
| Consultancy, sales and services | | 13,758 | 7,405 | 21,163 | 12,880 |
| Donations and legacies | | - | - | - | - |
| Interest receivable | | 8 | - | 8 | 82 |
| Charitable activities | | | | | |
| Grants and contracts | | 74,675 | 26,497 | 101,172 | 86,498 |
| Access to Work | | 50,830 | - | 50,830 | 64,766 |
| Total | | <u>139,271</u> | <u>33,902</u> | <u>173,173</u> | <u>259,508</u> |
| Expenditure on: | | | | | |
| Fund raising | | 6,750 | - | 6,750 | - |
| Charitable activities | | 146,474 | 79,025 | 225,499 | 249,499 |
| Total | [9] | <u>153,224</u> | <u>79,025</u> | <u>232,249</u> | <u>249,499</u> |
| Net income / [expenditure] | | (13,953) | (45,123) | (59,076) | 10,008 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | <u>16,262</u> | <u>45,123</u> | <u>61,385</u> | <u>51,377</u> |
| Total funds at 31st. March 2023 | | <u>2,309</u> | <u>-</u> | <u>2,309</u> | <u>61,385</u> |

People First (Self Advocacy)

Company number O3134827

Balance Sheet as at 31st. March 2023

| | Notes | 2023 | | 2022 |
|--------------------------------|-------|-----------------|--------------|-----------------|
| | | £ | £ | £ |
| Tangible assets | (2) | | - | <u>-</u> |
| Current assets | | | | |
| Stock | (4) | 75 | | 75 |
| Debtors and prepayments | (5) | 26,524 | | 21,888 |
| Cash at bank and in hand | | <u>3,563</u> | | <u>69,329</u> |
| | | 30,162 | | 91,292 |
| Current liabilities | | | | |
| Creditors: amounts falling due | (6) | <u>(27,853)</u> | | <u>(29,907)</u> |
| Net current assets | | | <u>2,309</u> | <u>61,385</u> |
| Net assets | | | <u>2,309</u> | <u>61,385</u> |
| Unrestricted funds | | | | |
| General reserves | | | 2,309 | 16,262 |
| Restricted funds | | | <u>-</u> | <u>45,123</u> |
| Total funds | (8) | | <u>2,309</u> | <u>61,385</u> |

For the year ended 31st March 2023

The company was entitled to the exemption from audit under section 477[2] of the Companies Act 2006

The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies` regime.

On behalf of the Trustees

C. P. Spooner

CHRISTINE SPOONER

Dated:- 08/01/2024

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2023

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year except for SORP compliance changes.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2023

(1) Principal Accounting Policies

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed assets

Fixed assets are depreciated over their expected useful lives on the following bases:

Equipment: 25% per annum on the reducing balance basis.

Items of equipment are capitalised when the purchase price exceeds £500.

(2) Tangible Assets

| | Equipment £ | | |
|---------------------------------|----------------|------|------|
| Cost: | | | |
| Balance brought forward | <u>77,987</u> | | |
| Depreciation: | | | |
| Balance brought forward | <u>77,987</u> | | |
| Net book value 31st. March 2023 | <u>-</u> | | |
| Net book value 31st. March 2022 | <u>-</u> | | |
| | | 2023 | 2022 |
| | £ | £ | |

(3) Stock

| | | |
|--------------------------------------|-----------|-----------|
| Publications, cassettes and T-shirts | <u>75</u> | <u>75</u> |
|--------------------------------------|-----------|-----------|

(4) Debtors

| | | |
|--------------------|---------------|---------------|
| Prepayment of rent | - | 1,465 |
| Accrued income | 7,000 | |
| Sundry debtors | <u>19,524</u> | <u>20,423</u> |
| | <u>26,524</u> | <u>21,888</u> |

(5) Creditors: amounts falling due within 12 months

| | | |
|-------------------------------|---------------|---------------|
| Deferred grants | - | 8,333 |
| HMRC | 9,319 | 6,640 |
| Sundry creditors and accruals | <u>18,534</u> | <u>14,934</u> |
| | <u>27,853</u> | <u>29,907</u> |

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2023

(6) Capital commitments and contingent liabilities

There are no capital commitments at 31st March 2023.

(7) Movements in funds

| | Balance 1st. April | 2022 Income | Expenditure | Balance 31st. March 2023 |
|-------------------------------|-----------------------|----------------|------------------|--------------------------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General Fund | <u>16,262</u> | <u>139,271</u> | <u>(153,224)</u> | <u>2,309</u> |
| Restricted funds | | | | |
| Leaders with Lived Experience | 17,625 | - | (17,625) | - |
| VCSE | 15,000 | - | (15,000) | - |
| Funding Plus | - | 7,000 | (7,000) | - |
| EDP | 12,498 | 12,497 | (24,995) | - |
| Nepal : Consultancy | - | 7,000 | (7,000) | - |
| Nepal : CBM Global | - | 7,000 | (7,000) | - |
| Nepal : Unicef | - | 405 | (405) | - |
| | <u>45,123</u> | <u>33,902</u> | <u>(79,025)</u> | <u>-</u> |

(7) Movements in funds : prior year

| | Balance 1st. April | 2021 Income | Expenditure | Balance 31st. March 2022 |
|-------------------------------|-----------------------|----------------|------------------|--------------------------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General Fund | <u>20,853</u> | <u>173,010</u> | <u>(177,600)</u> | <u>16,262</u> |
| Restricted funds | | | | |
| Leaders with Lived Experience | 17,625 | - | - | 17,625 |
| VCSE | - | 60,000 | (45,000) | 15,000 |
| Grocers Charity | 3,000 | - | (3,000) | - |
| EDP | - | 12,498 | - | 12,498 |
| Learning Disability England | 1,500 | - | (1,500) | - |
| Nepal | <u>8,399</u> | <u>14,000</u> | <u>(22,399)</u> | <u>-</u> |
| | <u>30,524</u> | <u>86,498</u> | <u>(71,899)</u> | <u>45,123</u> |

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2023

(8) Expenditure

| | Charitable Activities | Total |
|-------------------------------------|--------------------------|----------------|
| | 2023 | 2022 |
| | £ | £ |
| Staff costs | 132,418 | 142,620 |
| Travel, subsistence and hospitality | 368 | 243 |
| Rent,rates and premises | 7,746 | 4,923 |
| Independent examiner's fees | 775 | 775 |
| Bank charges | 216 | 213 |
| Legal and professional | 139 | 772 |
| Consultancy | 69,210 | 91,338 |
| Office. print, post and stationery | 827 | 1,459 |
| Project expenditure | - | 768 |
| Telephone | 627 | 676 |
| Insurance | 323 | 369 |
| Books and subscriptions | - | 358 |
| Website and IT support | 7,010 | 4,775 |
| Easy Read | 4,539 | - |
| Room hire | 696 | 211 |
| Committee expenses | 604 | - |
| | <u>225,499</u> | <u>249,499</u> |
| Fundraising | <u>6,750</u> | <u>-</u> |
| | <u>232,249</u> | <u>249,499</u> |

(9) Employee information

| | 2023 | 2022 |
|---------------------|------|------|
| Number of employees | 6 | 6 |

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £60,000.

| | £ | £ |
|-----------------------|----------------|----------------|
| Salaries and wages | 123,477 | 132,427 |
| Social security costs | 4,032 | 5,148 |
| Pension costs | 4,909 | 5,045 |
| | <u>132,418</u> | <u>142,620</u> |

(10) Trustees information

| | £ | £ |
|------------------------------------|------------|----------|
| Trustees remuneration and expenses | <u>604</u> | <u>-</u> |

The trustees received no remuneration in the year.

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2023

(11) Analysis of prior year funds

People First (Self Advocacy)

**Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2022**

| | Unrestricted Fund | Restricted Funds | | |
|--|----------------------|----------------------|----------------------|----------------------|
| | 2022 | 2022 | 2022 | 2021 |
| | £ | £ | £ | £ |
| Income from | | | | |
| Consultancy, sales and services | 12,880 | - | 12,880 | 29,299 |
| Donations and legacies | - | - | - | 3,055 |
| Interest receivable | 82 | - | 82 | - |
| Charitable activities | | | | |
| Grants and contracts | 95,282 | 86,498 | 86,498 | 159,436 |
| Access to Work | 64,766 | - | 64,766 | 61,132 |
| Total | <u>173,010</u> | <u>86,498</u> | <u>259,508</u> | <u>279,607</u> |
| Expenditure on: | | | | |
| Charitable activities | <u>177,600</u> | <u>71,899</u> | <u>249,499</u> | <u>242,631</u> |
| Total | <u>177,600</u> | <u>71,899</u> | <u>249,499</u> | <u>242,631</u> |
| Net income / [expenditure] | (4,591) | 14,599 | 10,008 | 36,977 |
| Reconciliation of funds | | | | |
| Total funds brought forward | <u>20,853</u> | <u>30,524</u> | <u>51,377</u> | <u>14,400</u> |
| Total funds at 31st. March 2022 | <u><u>16,262</u></u> | <u><u>45,123</u></u> | <u><u>61,385</u></u> | <u><u>51,377</u></u> |

People First

a voice for people with learning difficulties



People First (Self Advocacy) 336 Brixton Road, London SW9 7AA, England

Email: info@peoplefirstltd.com **Website:** www.peoplefirstltd.com

Tel: 020 7274 5484 **Twitter:** [@PFselfadvocacy](https://twitter.com/PFselfadvocacy)

PEOPLE FIRST (SELF ADVOCACY)

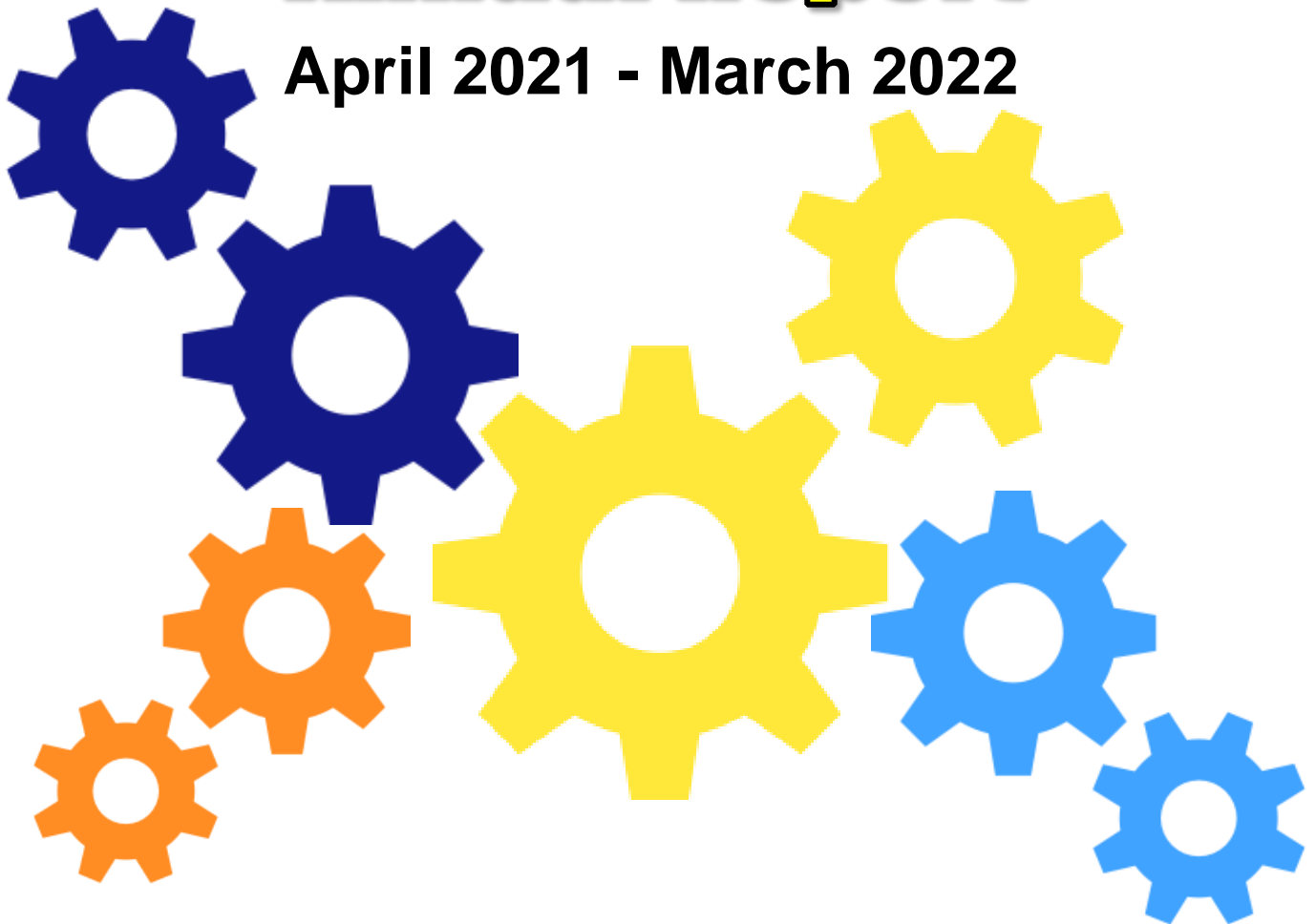
England & Wales - Charity number 1057354

Accounts



Annual Report

April 2021 - March 2022



Recovery & Resilience

People First (Self Advocacy)

A charity and company limited by guarantee

Charity number: 1057354 Company number: 03134827

Registered office: 336 Brixton Road, London SW9 7AA

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65

**Policy meetings
attended**

40

**Online meetings &
focus groups with
self advocates**

212

**individuals
received advocacy
support**

8

**Presentations
at events**

**Increased
Twitter
followers to
over**

1308

3

Newsletters

8

**Campaigns
supported**

3

**Government
consultations
responded to**

People First (Self Advocacy) is a national user-led self-advocacy organisation. We have both individual members and member self-advocacy organisations. Our Management Committee members and staff all have learning difficulties and our staff are supported through Access to Work to break down the barriers they face as professionals.

The People First (Self Advocacy) Management Committee presents its report and independently examined financial statements for the year ended 31 March 2022

2021 - 2022: Recovery & Resilience

Message from the Chair Christine Spooner

2021-2022 was definitely a year where we started to get back to living and working normally. Of course, we made lots of changes during the pandemic and some of those changes were for the better. The People First Team and Management Committee now work more flexibly and are more confident using online communications.



Many people lost their confidence during the pandemic, but now we are starting to meet face-to-face again and are enjoying having different ways of working. We need to go at the right pace and make sure everyone's voices are heard.

Thank you to the People First team for showing us how strong they could be during difficult times.

Message from the Director

Andrew Lee



Over the last year we have slowly started to return to the plans we had before the pandemic.

During the pandemic we got used to working differently. We had to get used to communicating online.

Our big plans were put on hold and some of our priorities changed.

Covid-19 shone a light on the inequalities we were already facing around access to health care, support and digital inclusion. We had to fight for accessible information and equal access to treatment.

Although it's been difficult some good things have happened, like having the opportunity to work with new people and start new projects.

Successful applications for emergency funds helped us continue our policy and campaigns work and our advocacy service.





These were some of the things we were able to do with the money:

- Running the weekly Covid-19 Support & Action Group meetings
- Attending policy meetings and keeping up to date with policy developments
- Providing information for government briefings, such as 'shielding'
- Writing a digital exclusion case study for Hear Equality Network
- Producing statements on specific issues about inequalities we were experiencing
- Working on new projects
- Joint Voices with family carers
- London Groups Covid-19 work
- National Voices - Long Covid project
- Holding the Oi-Out in Front event

We want to thank all our team, our supporters, and funders for helping us to continue our work when it was most needed.

Our people

Management Committee Members

Christine Spooner: Chair

Marie Emma Claire: Vice Chair

Michael Brookstein: Treasurer

Derek Stevens: Campaigns Officer

Kate Brackley: Membership Secretary

Ruth Caroline Carter: Company Secretary

John Elliffe: Management Committee Member

Bella Edwards: Management Committee Member



Staff Team

Andrew Lee: Director

Samantha Johnson: Advocacy Manager

Ray Johnson: SEODevelopment Manager



We also have a team of supporters who help us do our work. We fund this support through Access to Work.

Vision



A UK which is free of barriers faced by people with learning difficulties.

Where people with learning difficulties have:

- Real choice, control and independence
- Access to user-led self-advocacy organisations, accessible information and the advocacy and support that they need to have real equality of opportunity and inclusion in society

Mission



To promote the user-led voice of people with learning difficulties as equal and valued citizens. We do this by supporting people with learning difficulties and their user-led organisations to grow and have a voice both at a local and a national level.

We also support decision makers and services to understand the barriers we face at all levels of society and the support we need to break down these barriers.

Values



- People with learning difficulties are always the first point of contact within the organization
- People with learning difficulties should have the support to speak up, speak out and get heard
- Local self-advocacy organisations should be 100% user-led
- Society should be inclusive; with people with a learning difficulty having equal access to community life, employment and relationships
- People with learning difficulties should know and be able to exercise their rights
- People with learning difficulties can make decisions and have control of their lives with the right support

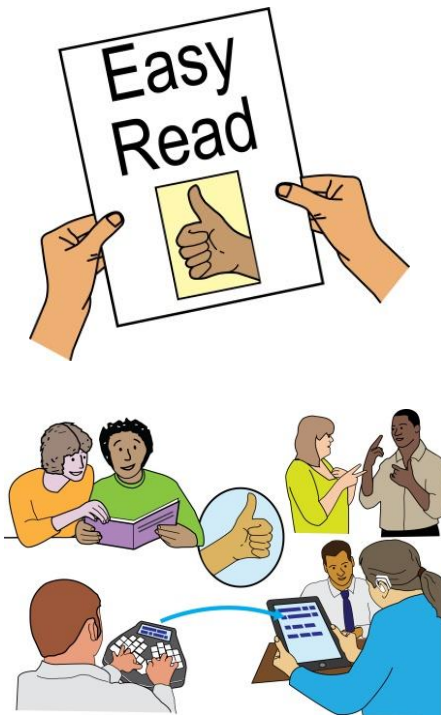
People First got expert advice from a lawyer to update the charity's Articles of Association. This is so we can make sure we keep to the law and so that the charity works better. The changes were agreed by our members by resolution at an Extra-ordinary meeting 20th February 2020.



Our Campaign Priorities

Easy Read and Accessible Information

Information is power!



Easy Read is more than just an accessible format; it is an important tool for making information empowering. It is about the whole process, from how people access the document to how people get support to act on the information in the document if they want to. It is seeing the information as empowering and something that people can use to make the changes that they need or want.

Self-advocacy groups

Nothing about us without us!



Many people with learning difficulties have been told their whole life what they can or can't decide. Self-advocacy is a process, and each person uses their group in a different way. Self-advocacy groups aren't just a place to socialise; for many it is the place where they first realise that they are a person with opinions, desires, plans, and rights.

Community Advocacy and Support

Don't break my life up into pieces!



What we have realised from our work and our own life experience, is that many services and the processes for getting support are so inaccessible, we end up getting left out. Our life gets broken up into different pieces; we have someone to call about housing, someone to call about hate crime, someone to call about benefits, someone to call when we are sick.

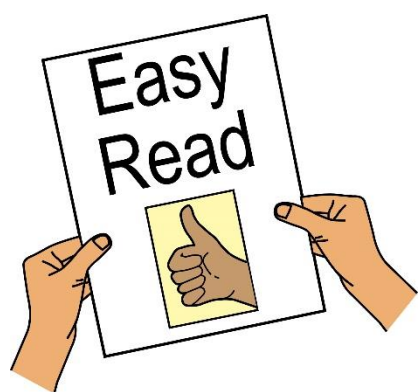


The support we get often looks at just one area of our life. What happens is that we then go to our local self-advocacy group for support as they see us as a whole person with needs, wishes and ideas.

Everything we do is to promote what is important to people with learning difficulties across the UK.

All our activity takes forward our campaign priorities set by our members. These will be reviewed in 2023.

Our Activities and Achievements



In 2021, we continued to develop the service so we could better support organisations to empower people with learning difficulties to not only access their information and communication, but to make decisions and be included in the process.



We recruited a new Empower Manager in March 2022. Unfortunately, Lorena could not continue in post, so we set up a working group to take the work forward.



We are planning to launch the Empower service at our Tri-Annual Meeting in 2023.

Between April 2021-March 2022 we completed 35 Easy Read jobs with 13 different organisations.

Advocacy Plus



Advocacy Plus is a new service that grew out of the Supporting Each Other Equals Power (SEOEP) peer advocacy pilot project in Lambeth.

The aim of the Advocacy Plus service is to make sure people with learning difficulties have the power to help each other to:

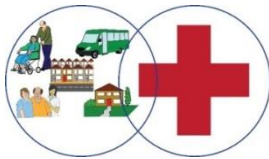
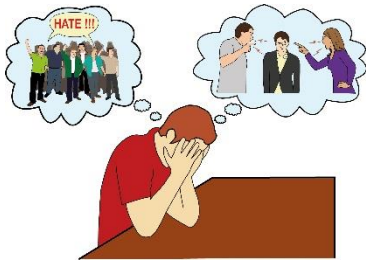
- Reach their goals
- Not be isolated from society
- Break down barriers

The new Advocacy Plus service includes counselling and coaching for people. We are also contacting other groups to see if they want to develop Advocacy Plus in their area.

Over the year we provided Peer Advocacy to 49 people, and online support to over 150. The issues addressed, and support given have included the following:

- Accessible information about COVID safety and information and support re. vaccination

People linked during and post-COVID to ensure inclusion



- Support to carers
- Addressing hate crime issues
- Support around benefits, debt and finances
- Support to access health and social care and understand information
- Access to groups to address isolation and gain information
- Dealing with housing issues
- Support for mental health
- Ongoing review of safeguarding
- Emotional support when facing difficult situations and during bereavement
- People linked to organisations providing food and meals.
- Support to make complaints
- Support to access education

Advocacy, Signposting & Advice Project (ASA)

A telephone helpline for people with learning difficulties and workers



A telephone helpline for people with learning difficulties and workers

ASA runs across the country and aims to support people to look at



services close to their home. These services can support them to get advocacy or support with issues they are struggling to find help with.

People First supported over 120 calls, which came from all around the country. An example of issues that people have needed support with are: being supported at court cases, issues around benefits, housing issues and complaints around health and social service/s.

One of our clients told us:

“A lot of people don’t understand my needs as mild learning disability. I’ve got bipolar and [an] emotionally unstable personality disorder. I get anxious because services are not always there even though there’s a wide range of services, or they find me too demanding. It’s been helpful talking to you because I get on with you. It makes me feel calmer. Most of the wide range of services are not relevant so there’s not that many services to meet my needs.”

The Covid-19 Support and Action Group



The Covid-19 Support and Action Group continued to meet every week between April 2021 to March 2022 on Zoom.



We provided a safe online space for people to share concerns, information, and ideas. You can listen to People First Director Andrew Lee talk about the group [here](#).

In June 2021 we organised and ran our **Oi-Out in Front** online event during Learning Disability Week. We gave presentations on the work the group had done and then guests gave presentations.

The main issues from the event have directed our work since. The group is now known as the **Self Advocates' Support and Action Group**.

OI!

PRESENTATIONS

- Downright Discrimination: equality in the womb
- Heidi Crowter, 6th July
- MyLife MyChoice
- YOUNG PEOPLE'S PARLIAMENT... events & activities
- Supporting Each Other Equals Power
- Helping with benefits, housing, health, tech, shopping, banking... & much more!

WORKSHOPS

- support workers with digital skills
- GPs to be - Apps! accessible
- gov. to produce accessible info - + a quality mark
- more life experience
- power shared equally - more co-production
- not just, led by academics
- work with wider disability movement
- more community support - close institutions
- MHA needs to change LD not a mental illness
- more support:
 - to work
 - to visit family
 - to use tech online
 - when things go wrong
- Advocacy
- Accessible info
- Direct Payments

NEXT STEPS

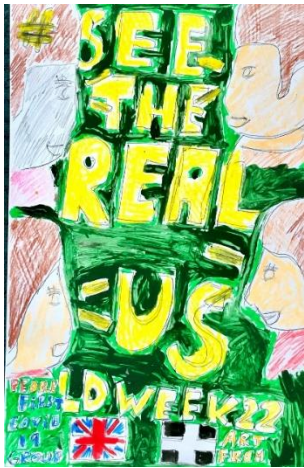
It's time for action!

- Run our own campaigns + Join campaigns
- Other big campaigns: Hate crime + bullying
- Do Not Resuscitate
- Right to life
- Digital access - GPs
- Equal power in: research, local campaigns
- Independent Living: choice of housing, support in community
- A post Covid-19 Action Plan - play by our own rules
- Stronger together
- How was today?
 - Inspiring
 - Powerful
 - Learning
 - Enjoyable
 - Sharing
 - Amazing
 - Interesting
 - Great
 - Empowering
 - Brilliant
 - Compaigning
 - Happy
 - confident
 - Very good
 - Emotional
 - Hopeful
 - Awesome
 - more privilege

SUPPORT & ACTION

- Every week we need COVID-19
- Using ART
- Joint Voices
- Kieran
- Charles
- Olcay
- Jenny + Simone
- Kwaku MyLife

Chris Burns is our resident artist and has been creating art to represent the discussions at each meeting.



National Voices: Long Covid project

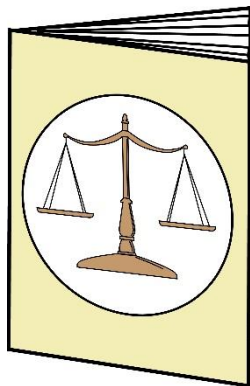


People First was one of six inequalities-focused organisations, who carried out of work with different communities at risk of exclusion from Long Covid.

We were able to raise awareness about how few people with learning difficulties were diagnosed with Long Covid and the lack of inclusion in existing networks.

We also produced [Guidelines for Inclusion for Organisations](#)

Stepping Stones to Positivity



From 2017 we have supported the development of a self-advocacy group in Portsmouth. We have delivered training, consultancy, and support.

The group became a registered charity in 2020, with People First (Self-Advocacy) acting as mentors and advisors as they continue to grow and develop independently.

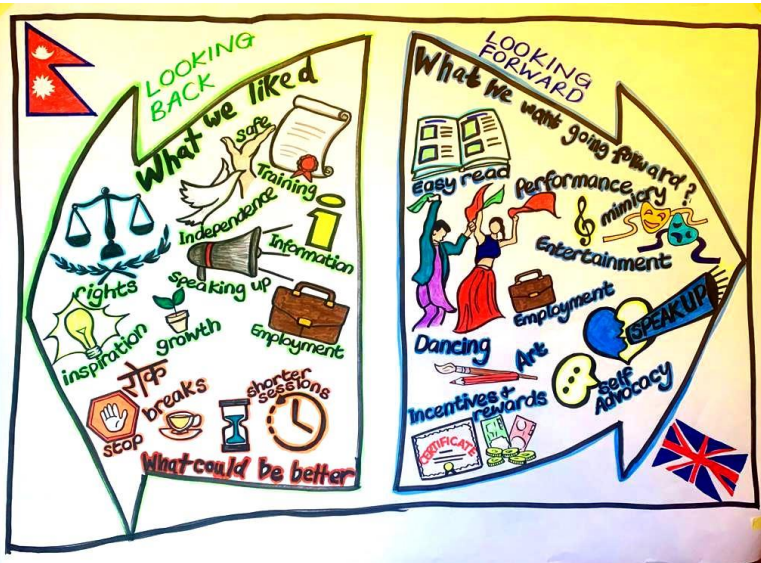
The group aims to support self-advocates to:

- Get self-advocacy skills.
- Get peer support to deal with advocacy issues.
- Campaign on the issues that affect their lives.

The Portsmouth group is a pilot and a model for setting up other user-led self-advocacy groups.

Nepal – Include Us! project

We continued our work with self-advocates in Nepal.



We reviewed our work to see what went well and what could be better.

We then planned for our future sessions. Self-advocates in Nepal wanted to develop their own easy read service.



They agreed standards and set up an Easy Read Quality Checking Group.

We then facilitated a big picture plan for the easy read service.



Together, we are now planning an international webinar to share our work in Nepal.

Our Policy work



Strategic Advocacy

Strategic Advocacy is speaking up and influencing policy at a national level. What we say and do at meetings is directly informed by the views and experiences of our members from around the country; and from the projects we deliver.

Some of the issues raised include:

- a lack of reasonable adjustments when accessing services
- diagnostic overshadowing
- mental and physical health needs not being taken seriously
- poor quality physical healthcare

Some of the national policy meetings we attended in 2021-2022 include:

- NHS England and NHS Improvement Learning Disability and Autism Partners webinar,
- Social Care Taskforce Advisory Group - Autistic people and people with a learning disability
- DWP Taskforce on Accessible Information

Campaigns and consultations



- We responded to the Human Rights Act Reform: A Modern Bill of Rights consultation (Dec 2021)
- We produced easy read information and facilitated a workshop for the United Nations Convention on the Rights of Disabled People (UNCRDP) Shadow Report (Nov 2021)
- We responded to the Human Rights Act Reform: A Modern Bill of Rights consultation (Dec 2021)
- We responded to Changes to the MCA Code of Practice and implementation of the LPS consultation (June 2022)
- We invited speakers to talk about the Down Syndrome Act (Jan-April 2022)
- We contributed to the Working in Partnership with People and Communities consultation (May 2022)

Reclaiming Our Futures Alliance (ROFA)



An alliance of Disabled People
& our organisations in England

As a member of the ROFA Steering Group we support the National Independent Living Service (NILS).

We have also produced videos to explain the difference between Social Care and Independent Living

https://www.rofa.org.uk/nilss_project/

All Party Parliamentary Groups (APPGs)



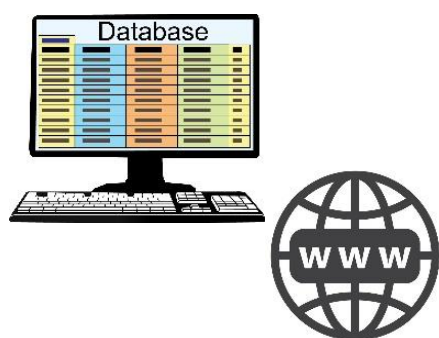
Andrew Lee presented to the All Party Parliamentary Group on Learning Disability (APPG-LD), chaired by Rt. Hon Mark Harper MP, to discuss the impact of COVID-19 on people with a learning disability.

Andrew also attended the meeting dedicated to the 10th Anniversary of Winterbourne View Scandal and the Future of Transforming Care.

Our Organisational Development



We did an annual review of our Organisational Strategy for 2020 - 2023 and our Communications Plan. We learnt a lot during the pandemic and we have put this into action.



We started work on developing our digital systems, which includes a new database and website. We will continue to transform and modernise our digital skills and systems.



We also started our work on the Management Committee Induction and Development programme. In 2022-2023 we will pilot the programme with our own Trustees, with the aim to offer this to other self-advocacy organisations.



In 2022 – 2023, we will be thinking about what staff the organisation needs and what resources we need to deliver our work.

Our Finances

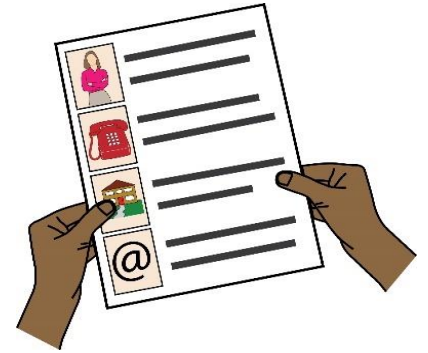
Part 1: Legal and Administrative Information

Charity Name: People First (Self Advocacy)

Charity registration number: 1057354

Company registration number: 03134827

Registered Office and operational address:
336 Brixton Road, London, SW9 7AA



Independent Examiner

Dick Maule FCA

The Cross House,
South Woodchester, GL5 5EL



Bankers

Barclays Bank PLC

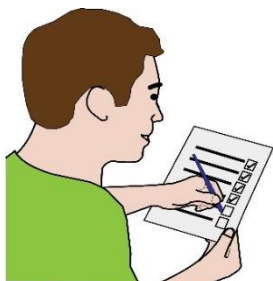
UK Banking, 1 Churchill Place
London E14 5HP



Part 2: Report of the Management Committee

2.1 Risk Management

Risk management: this means when an organisation looks at things that might go wrong and thinks of ways to stop them from becoming a reality.



The Management Committee has spent time looking at what things can go wrong. We often look at ways to make sure the charity faces less risks.

For example:

- We have rules for checking things, such as paying bills
- We follow rules to make sure there is good health and safety for staff, volunteers and visitors
- We make sure that Privacy and **Safeguarding** are reviewed often and put into practice.

Safeguarding: this means putting rules into place to make sure that people who could be at risk, can live safely.

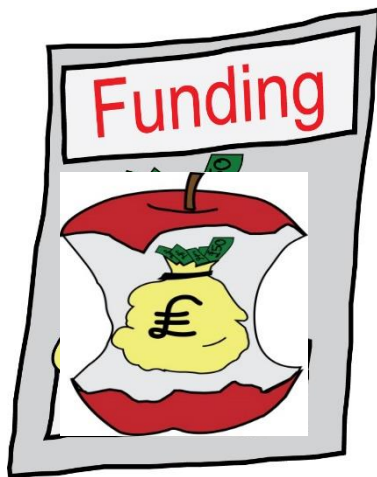
- We look at the way we do things often, to make sure that we are still doing them right and that they carry on meeting our needs.



We keep facing risks to funding. This year, we increased our unrestricted funds and we have increased our income from our Easy Read Service.



During the year we benefited from support from DWP Access to Work to fund support for 3 staff members, £64,766.



- In addition, we received the previously agreed funding from:
Esmee Fairbairn £50,000
- Big Lottery Fund £24,832,
- National Lottery Community Fund, Leaders with Lived Experience £23,500.

We were also awarded new funding from the Enterprise Development Programme to develop our Empower! Enterprise in 2022/23, of £25,000, and funding from NHS England for Advocacy Plus and strategic policy work, £60,000.



We earned income through training and consultancy of £31,527, including our work with Nepal self-advocates.

Unrestricted reserves: this is funding that we can spend on anything for the organisation. It is not given to us for a specific purpose.

Unrestricted reserves at 31/03/22 £16,262

Restricted reserves at 31/03/22 £45,123



We didn't realise how much the success of a project could affect the main work of an organisation. We are now working to make sure that the project work of the organisation has lots of funding.

2.2 Structure of the Organisation



People First has a Management Committee of up to 12 members who meet at least six times.

They are responsible for agreeing on the aims and policies of the charity.

2.3 Day to day Management



The Director of People First does the day-to-day work. He makes sure the charity meets its targets. He makes sure that staff can do their jobs and carry on building their skills and working well together.

2.4 Reserves Policy



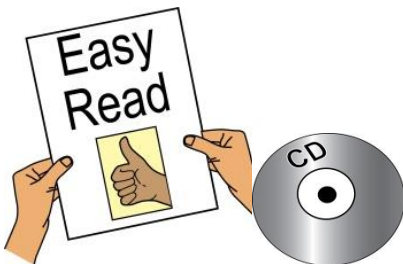
We must aim to have reserves to cover the organisations running costs for 6 months.



Our unrestricted funds at 31st March 2022 were **£16,262**.
(2021: £20,853)



We are aiming to increase this during 2022/2023, as our Easy Read Service becomes more established through **The Empower! Enterprise** - Accessible Information and Communication Service.

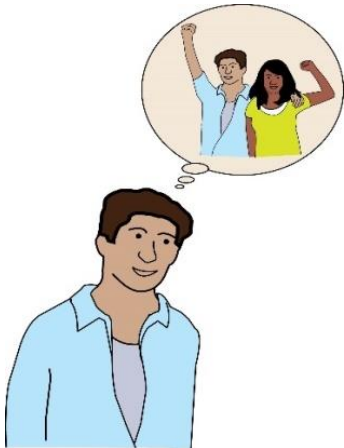


We aim to raise this level of reserves through our Easy Read Service and picture bank sales.



We have also developed training and consultancy contracts amounting to £12,880 in the year 2021/22, including our work with Nepal self-advocates, and National Voices. (2021: £29,299)

2.5 Public Benefit Statement



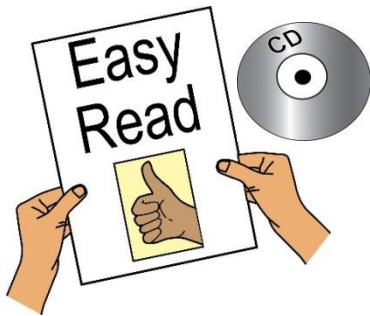
The company's objectives and principal activities are to:

- Support groups and individuals with learning difficulties to speak up about what is important to them
- Raise awareness of the rights of people with learning difficulties
- Develop the skill base of self-advocacy groups and individuals
- Make sure that the voices of people with learning difficulties are heard at local and national government policy level
- Work at a national level providing support, information, advice and training to individuals and user-led self-advocacy groups.



Part 3: Summary Accessible Accounts for the year 2020/21

Accessible Accounts report by: The Treasurer

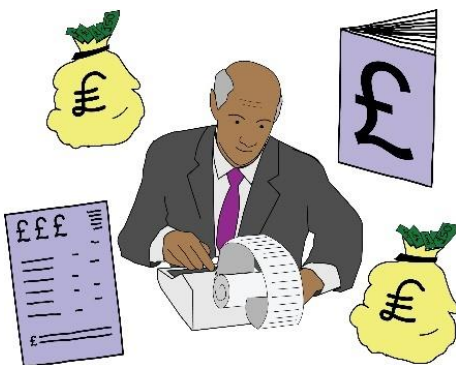


The full independently examined accounts for 2021/22 are shown at the end of this report. They are not very easy to understand so I have made an easy read version



The next few pages explain the money information in a different way to make it clearer.

What the Independent Examiner Thought of the full Accounts!



Because we are a company, we have had our finances independently examined.

The independent examiner said we kept good records and that we spent money correctly

Where we got our money from!



Grant Money that we got from funders:
Grant from Charitable Trusts and COVID-19 funding

Total Grants – £181,780 (2021: £159,436)



Access to Work: Money for workers' support

Total – £64,766 (2021: £61,132)



By **selling things**, giving training, making documents accessible

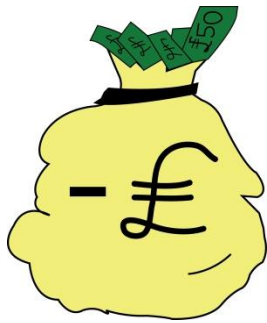
Total – £12,880 (2021: £29,299)



Bank Interest
Total - £82

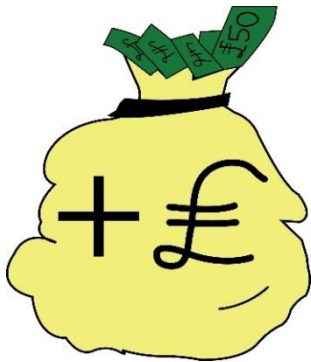
Total money coming in: £259,508 (2021: £289,607)

What did we spend the money on?



Money was spent mainly on wages for staff, rent and running costs for the office and funding local self-advocacy group projects.

Total money going out: £249,499
(2021: £242,631)



Did we have any money left over at 31st March 2022?

Yes, we had: £61,385
(2021: £51,377)

Part 4: Statement of Financial Activities

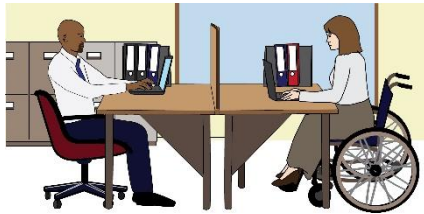
Responsibilities of the Management Committee



The Management Committee, who are also known as the Trustees, are responsible for keeping proper accounting records. These records must show clearly how we are doing with our money at any point in time.



The Management Committee must make sure that the financial statements follow the rules of the Companies Act **2006**.



The Management Committee is also responsible for looking after the assets of the charitable company, such as computers and furniture, and for taking reasonable steps to stop or prevent anyone from stealing or cheating.

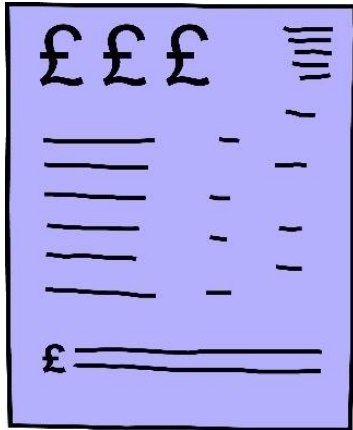


The names of the Members of the Management Committee who served during the year and up to the date of this report are set out on page 7.

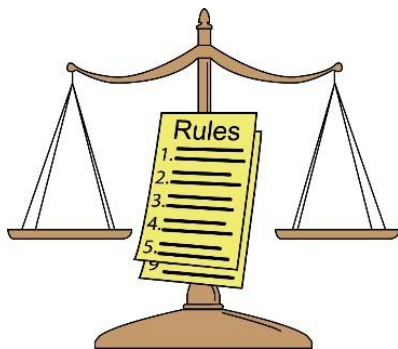


The next part is a statement of the Trustees responsibilities for the purposes of Company Law and is declaring that that we have met these responsibilities.

Trustees' responsibilities statement - Charitable Company



The trustees (who are also directors of People First Self Advocacy for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company, including the income and expenditure, of the charitable company for the year

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.



The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant **information and to establish that the examiner is aware of that information.**

Dick Maule FCA will continue as independent examiner



This report has been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition, the Charities Act 2011, and the Companies Act 2006.

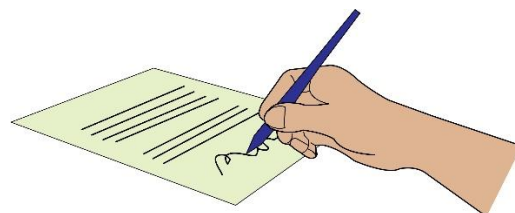
Approved by the Management Committee

Date: 19th December 2022

and signed on its behalf by:

C. P. Spooner

Christine Spooner



People First (Self Advocacy)

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2022

| | Notes | Unrestricted Fund | Restricted Funds | 2022 | 2022 | 2021 |
|--|-------|----------------------|----------------------|----------------------|------|----------------------|
| | | £ | £ | £ | £ | £ |
| Income from | [1] | | | | | |
| Consultancy, sales and services | | 12,880 | - | 12,880 | | 29,299 |
| Donations and legacies | | - | - | - | | 3,055 |
| Interest receivable | | 82 | - | 82 | | - |
| Charitable activities | | | | | | |
| Grants and contracts | | 95,282 | 86,498 | 181,780 | | 159,436 |
| Access to Work | | 64,766 | - | 64,766 | | 61,132 |
| Total | | <u>173,010</u> | <u>86,498</u> | <u>259,508</u> | | <u>279,607</u> |
| Expenditure on: | | | | | | |
| Charitable activities | | <u>177,600</u> | <u>71,899</u> | <u>249,499</u> | | <u>242,631</u> |
| Total | [9] | <u>177,600</u> | <u>71,899</u> | <u>249,499</u> | | <u>242,631</u> |
| Net income / [expenditure] | | (4,591) | 14,599 | 10,008 | | 36,977 |
| Reconciliation of funds | | | | | | |
| Total funds brought forward | | <u>20,853</u> | <u>30,524</u> | <u>51,377</u> | | <u>14,400</u> |
| Total funds at 31st. March 2022 | | <u><u>16,262</u></u> | <u><u>45,123</u></u> | <u><u>61,385</u></u> | | <u><u>51,377</u></u> |

Balance Sheet as at 31st. March 2022

| | Notes | 2022 | |
|--------------------------------|-------|-----------------|-----------------|
| | | £ | £ |
| Tangible assets | (2) | | - |
| Current assets | | | |
| Stock | (4) | 75 | 75 |
| Debtors and prepayments | (5) | 21,888 | 54,607 |
| Cash at bank and in hand | | <u>69,329</u> | <u>26,284</u> |
| | | 91,292 | 80,966 |
| Current liabilities | | | |
| Creditors: amounts falling due | (6) | <u>(29,907)</u> | <u>(29,589)</u> |
| Net current assets | | | <u>61,385</u> |
| Net assets | | | <u>51,377</u> |
| Unrestricted funds | | | |
| General reserves | | | 16,262 |
| Restricted funds | | | <u>45,123</u> |
| Total funds | (8) | | <u>61,385</u> |

For the year ended 31st March 2022

The company was entitled to the exemption from audit under section 477[2] of the Companies Act 2006

The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies` regime.

On behalf of the Trustees

C. P. Spooner

Dated: 19th December 2022

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2022

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year except for SORP compliance changes.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

- [i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- [ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- [iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- [i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- [ii] Donated services and facilities are included at the value to the charity where this can be quantified.
- [iii] The value of services provided by volunteers has not been included in these accounts.
- [iv] Investment income is included when receivable.
- [v] Income from charitable trading activity are accounted for when earned.
- [vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- [i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- [ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2022

(1) Principal Accounting Policies

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed assets

Fixed assets are depreciated over their expected useful lives on the following bases:

Equipment: 25% per annum on the reducing balance basis.

Items of equipment are capitalised when the purchase price exceeds £500.

(2) Tangible Assets

| | Equipment £ | |
|---------------------------------|----------------|------|
| Cost: | | |
| Balance brought forward | <u>77,987</u> | |
| Depreciation: | | |
| Balance brought forward | <u>77,987</u> | |
| Net book value 31st. March 2022 | <u>-</u> | |
| Net book value 31st. March 2021 | <u>-</u> | |
| | 2022 | 2021 |
| | £ | £ |

(3) Stock

| | | |
|--------------------------------------|-----------|-----------|
| Publications, cassettes and T-shirts | <u>75</u> | <u>75</u> |
|--------------------------------------|-----------|-----------|

(4) Debtors

| | | |
|--------------------|---------------|---------------|
| Prepayment of rent | 1,465 | 1,465 |
| Sundry debtors | <u>20,423</u> | <u>53,142</u> |
| | <u>21,888</u> | <u>54,607</u> |

(5) Creditors: amounts falling due within 12 months

| | | |
|-------------------------------|---------------|---------------|
| Deferred grants | 3,094 | 8,333 |
| Sundry creditors and accruals | <u>26,813</u> | <u>21,256</u> |
| | <u>29,907</u> | <u>29,589</u> |

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2022

(6) Capital commitments and contingent liabilities

There are no capital commitments at 31st March 2022.

(7) Movements in funds

| | Balance 1st. April | 2021 Income £ | Expenditure £ | Balance 31st. March 2022 £ |
|-------------------------------|-----------------------|------------------|------------------|-------------------------------------|
| Unrestricted funds | | | | |
| General Fund | <u>20,853</u> | <u>173,010</u> | <u>(177,600)</u> | <u>16,262</u> |
| Restricted funds | | | | |
| Leaders with Lived Experience | 17,625 | - | - | 17,625 |
| VCSE | - | 60,000 | (45,000) | 15,000 |
| Grocers Charity | 3,000 | - | (3,000) | - |
| EDP | - | 12,498 | - | 12,498 |
| Learning Disability England | 1,500 | - | (1,500) | - |
| Nepal | <u>8,399</u> | <u>14,000</u> | <u>(22,399)</u> | <u>-</u> |
| | <u>30,524</u> | <u>86,498</u> | <u>(71,899)</u> | <u>45,123</u> |

(7) Movements in funds : prior year

| | Balance 1st. April | 2020 Income £ | Expenditure £ | Balance 31st. March 2021 £ |
|-------------------------------|-----------------------|------------------|------------------|-------------------------------------|
| Unrestricted funds | | | | |
| General Fund | <u>14,400</u> | <u>120,171</u> | <u>(113,719)</u> | <u>20,853</u> |
| Restricted funds | | | | |
| Leaders with Lived Experience | - | 23,100 | (5,475) | 17,625 |
| DPO Covid | - | 16,230 | (16,230) | - |
| Grocers Charity | - | 5,000 | (2,000) | 3,000 |
| BLF | - | 67,238 | (67,238) | - |
| EDP | - | 18,000 | (18,000) | - |
| LC Trust for London | - | 9,600 | (9,600) | - |
| NSUN | - | 289 | (289) | - |
| Learning Disability England | - | 4,980 | (3,480) | 1,500 |
| Nepal | <u>-</u> | <u>14,999</u> | <u>(6,600)</u> | <u>8,399</u> |
| | <u>-</u> | <u>159,436</u> | <u>(128,912)</u> | <u>30,524</u> |

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2022

(8) Expenditure

| | Charitable Activities | Total |
|-------------------------------------|--------------------------|----------------|
| | 2022 | 2021 |
| | £ | £ |
| Staff costs | 142,620 | 213,435 |
| Travel, subsistence and hospitality | 243 | 1,301 |
| Rent, rates and premises | 4,923 | 5,815 |
| Independent examiner's fees | 775 | 775 |
| Bank charges | 213 | 147 |
| Depreciation | - | - |
| Non capitalised equipment | - | 5,593 |
| Legal and professional | 772 | 93 |
| Consultancy | 91,338 | 10,540 |
| Office. print, post and stationery | 1,459 | 1,395 |
| Project expenditure | 768 | - |
| Telephone | 676 | 503 |
| Equipment rental and repairs | - | - |
| Insurance | 369 | 392 |
| Books and subscriptions | 358 | 251 |
| Website and IT support | 4,775 | 1,970 |
| Training and project development | - | 228 |
| Room hire | 211 | - |
| Committee expenses | - | 191 |
| | <u>249,499</u> | <u>242,631</u> |

(9) Employee information

| | 2022 | 2022 |
|---------------------|------|------|
| Number of employees | 6 | 6 |

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £60,000.

| | £ | £ |
|-----------------------|----------------|----------------|
| Salaries and wages | 132,427 | 200,907 |
| Social security costs | 5,148 | 8,216 |
| Pension costs | 5,045 | 4,312 |
| | <u>142,620</u> | <u>213,435</u> |

(10) Trustees information

| | £ | £ |
|------------------------------------|---|-----|
| Trustees remuneration and expenses | - | 191 |

The trustees received no remuneration in the year.

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2022

(11) Analysis of prior year funds

People First (Self Advocacy)

**Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2021**

| | Unrestricted Fund | Restricted Funds | | |
|--|----------------------|---------------------|----------------------|----------------------|
| | 2021 | 2021 | 2021 | 2019 |
| | £ | £ | £ | £ |
| Income from | | | | |
| Consultancy, sales and services | 10,125 | - | 10,125 | 6,620 |
| Donations and legacies | 7,850 | - | 7,850 | - |
| Interest receivable | 39 | - | 39 | 200 |
| Charitable activities | | | | |
| Grants and contracts | - | 61,622 | 61,622 | 52,199 |
| Access to Work | 68,546 | - | 68,546 | 84,221 |
| Total | <u>86,560</u> | <u>61,622</u> | <u>148,182</u> | <u>143,240</u> |
| Expenditure on: | | | | |
| Charitable activities | <u>132,445</u> | <u>61,622</u> | <u>194,067</u> | <u>228,065</u> |
| Total | <u>132,445</u> | <u>61,622</u> | <u>194,067</u> | <u>228,065</u> |
| Net income / [expenditure] | (45,885) | - | (45,885) | (84,824) |
| Reconciliation of funds | | | | |
| Total funds brought forward | <u>60,285</u> | <u>-</u> | <u>60,285</u> | <u>145,109</u> |
| Total funds at 31st. March 2021 | <u><u>14,400</u></u> | <u><u>-</u></u> | <u><u>14,400</u></u> | <u><u>60,285</u></u> |

Independent Examiner's Report to the Trustees of People First (Self Advocacy)

I report on the accounts of the company for the year ended 31st March 2022 which are set out on pages 38 to 44

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Dick Maule FCA The Cross House South Woodchester GL5 5EL

Date

20-12-22

⁴⁵
Dick Maule FCA

PEOPLE FIRST (SELF ADVOCACY)

England & Wales - Charity number 1057354

Accounts



Annual Report

April 2020 – March 2021



Out In Front !

People First (Self Advocacy)

A charity and company limited by guarantee
Charity number: 1057354 Company number: 03134827
Registered office: 336 Brixton Road, London SW9 7AA

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The Management Committee presents its report and independently examined financial statements for the year ended 31 March 2021

39

**Policy meetings
attended**

64

**Online meetings &
focus groups with
self advocates**

212

**individuals
received advocacy
support**

**Increased
Twitter
followers to
over**

1000

11

**Presentations
at events**

10

**Articles &
videos**

5

**Online
newsletters
sent to members**

8

**Campaigns
supported**

People First (Self Advocacy) is a national user-led self-advocacy organisation. We have both individual members and member self-advocacy organisations. Our Management Committee members and staff all have learning difficulties and our staff are supported through Access to Work to break down the barriers they face as professionals.

2020 – 2021: A year like no other!

Message from the Chair Christine Spooner

This has been one of the toughest years in our history, and it's been particularly hard for disabled people. I've been amazed at how People First, and many other self advocacy organisations around the country, responded to the crisis.



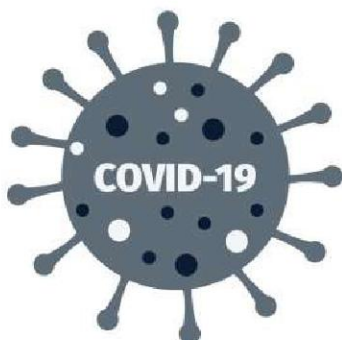
They were able to keep people connected and safe, and help them get the things they needed at a time when other support stopped. This is the reason self advocacy organisation should receive better funding. Covid has shown us that funding can be made more accessible and immediate.

I'd like to thank our funders and supporters, and of course the People First team; they've worked really hard to keep things going and continue to support our members. I'm sure we will go from strength to strength.

C. P. Spooner.

Message from the Director

Andrew Lee



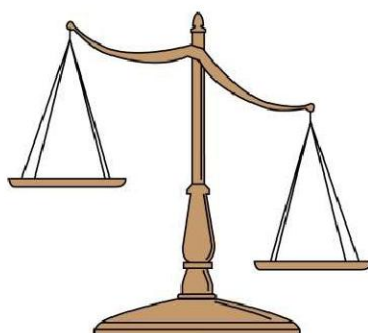
Since March 2020 we have all had to change and adapt the way we work. The pandemic has had a huge impact on our well-being and our way of life.



At the beginning of the year we reviewed our priorities and set a plan for the following six months.



We were able to apply for some of the emergency Covid-19 grants, and the money we got helped us continue our campaigning and policy work, and meet the increased demand for advocacy support.



Covid-19 shone a light on the inequalities we were already facing around access to health care, support and digital inclusion, and in particular accessible information and equal access to treatment for Covid-19.



Many people were left with little or no support during the first lockdown and were left isolated, scared, and forgotten about.



The number of deaths of people with learning difficulties, disabilities, and autism were six times more than the general population. We were also hearing about Do Not Resuscitate Orders being placed on people without any discussion or consent.



In April 2020 we set up and co-facilitated the Covid-19 Support and Action Group. Self-advocates from around the country met weekly and shared their concerns about some of these issues, and organised collective action.



We want to thank all of our team, our supporters, and funders for helping us to respond to this crisis. Our work was able to continue when most needed.

Our people

Management Committee Members

Christine Spooner: Chair

Marie Emma Claire: Vice Chair

Michael Brookstein: Treasurer

Derek Stevens: Campaigns Officer

Kate Brackley: Membership Secretary

Ruth Caroline Carter: Company Secretary

John Elliffe: Management Committee Member

Bella Edwards: Management Committee Member



Staff Team

Andrew Lee: Director

Ray Johnson: SEOEP Co-ordinator

Samantha Johnson: Advocacy Co-ordinator



Our support team now includes a Team PA and a Book Keeper.



We also have a team of supporters who help us do our work. We fund this support through Access to Work.

Vision

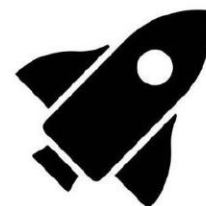


A UK which is free of barriers faced by people with learning difficulties.

Where people with learning difficulties have:

- Real choice, control and independence
- Access to user-led self-advocacy organisations, accessible information and the advocacy and support that they need to have real equality of opportunity and inclusion in society

Mission



To promote the user-led voice of people with learning difficulties as equal and valued citizens. We do this by supporting people with learning difficulties and their user-led organisations to grow and have a voice both at a local and a national level.

We also support decision makers and services to understand the barriers we face at all levels of society and the support we need to break down these barriers.

Values



- People with learning difficulties are always the first point of contact within the organization
- People with learning difficulties should have the support to speak up, speak out and get heard
- Local self-advocacy organisations should be 100% user-led
- Society should be inclusive; with people with a learning difficulty having equal access to community life, employment and relationships
- People with learning difficulties should know and be able to exercise their rights
- People with learning difficulties can make decisions and have control of their lives with the right support

People First got expert advice from a lawyer to update the charity's Articles of Association. This is so we can make sure we keep to the law and so that the charity works better. The changes were agreed by our members by resolution at an Extra-ordinary meeting 20th February 2020.



Our Campaign Priorities

Our campaign priorities were agreed by our membership at our 2017 AGM.

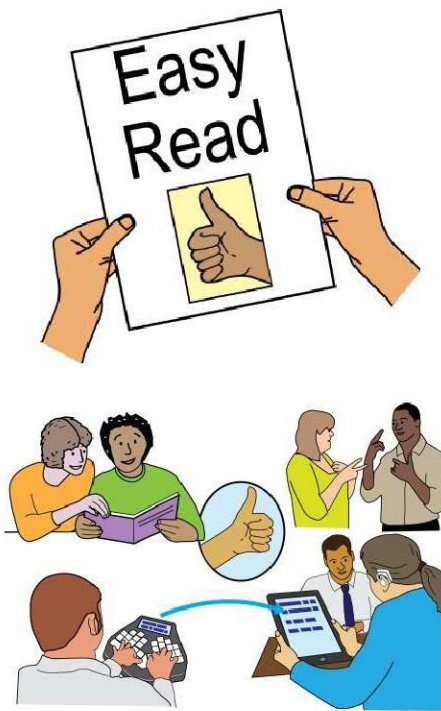
Everything we do is to promote what is important to people with learning difficulties across the UK.



All of our activity takes forward our campaign priorities set by our members.

Easy Read and Accessible Information

Information is power!



Easy Read is more than just an accessible format; it is an important tool for making information empowering. It is about the whole process, from how people access the document to how people get support to act on the information in the document if they want to. It is seeing the information as empowering and something that people can use to make the changes that they need or want.

Self-advocacy groups

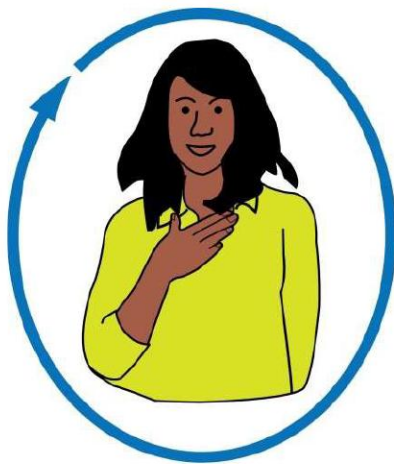
Nothing about us without us!



Many people with learning difficulties have been told their whole life what they can or can't decide. Self-advocacy is a process and each person uses their group in a different way. Self-advocacy groups aren't just a place to socialise; for many it is the place where they first realise that they are a person with opinions, desires, plans, and rights.

Community Advocacy and Support

Don't break my life up into pieces!



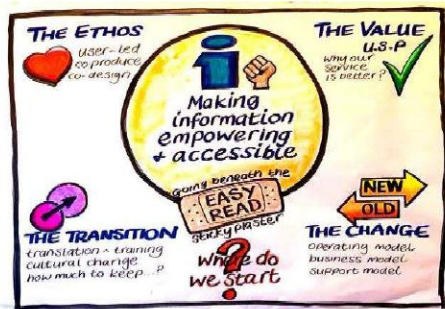
What we have realised from our work and our own life experience, is that many services and the processes for getting support are so inaccessible, we end up getting left out. Our life gets broken up into different pieces; we have someone to call about housing, someone to call about hate crime, someone to call about benefits, someone to call when we are sick.

The support we get often looks at just one area of our life. What happens is that we then go to our local self-advocacy group for support as they see us as a whole person with needs, wishes and ideas.



Our Activities and Achievements

The Empower! Enterprise Accessible Information and Communication Service



In 2020 we started a big review of our Easy Read service. We were able to do this after being accepted on to the Equally Ours, Enterprise Development Programme.



We wanted to develop the service so we could better support organisations to empower people with learning difficulties to not only access their information and communication, but to make decisions and be included in the process.



We continued to run a limited easy read translation service while we were doing this work and took on 35 easy read translation jobs. We will be launching the new service next year, in 2022.

Supporting Each Other Equals Power (SEOEP)



Supporting Each Other Equals Power (SEOEP) is a pilot **peer support** project in Lambeth which makes it possible for people to have social and leisure activities in their life. This work is carried out by Breaking out of the Bubble.

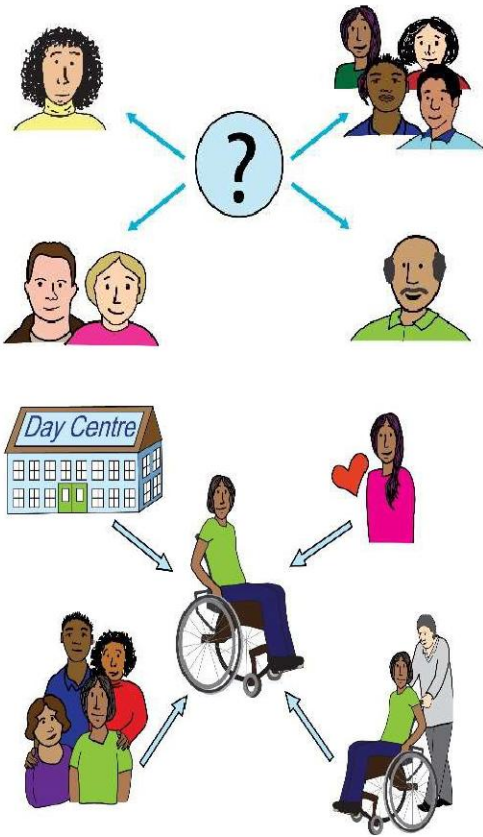
Peer support: this means when people use their own experiences to help each other.



It also gives an advocacy and **wrap round** support service. This work is carried out by People First. The project is funded by the Lottery. It is a partnership between People First, **Breaking out of the Bubble** and the **Social Care Institute of Excellence (SCIE)**, who organise the Steering Group meetings and will carry out the evaluation.



Wrap round: this is a way of supporting people and their families with learning difficulties and other complex needs.



We are excited about the project, but it is also hard work and can be very stressful. The project has worked with over 100 people. Many of the people we work with have very complicated and upsetting problems.

Some of the problems are homelessness, complaints, benefit appeals, housing appeals, asking the local authority to offer more support and take responsibility for fixing the issues.

Stepping Stones to Positivity

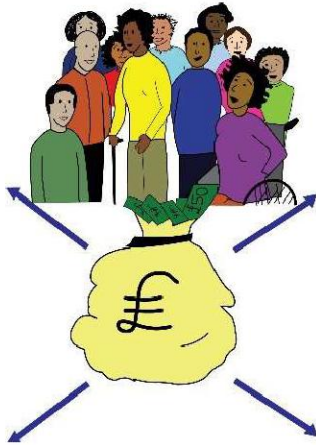


Portsmouth needed a user-led self-advocacy group for people with learning difficulties. The group was needed so people could:

- Get self-advocacy skills.
- Get peer support to deal with advocacy issues.
- Campaign on the issues that affect their lives.



Until the group was set up, people didn't have a chance to talk about the things that affected them.



Portsmouth Social Service gave funding to the group to get started. People First has supported the group to grow, by helping it to develop as a charity and giving management committee training. Over time, the voices became stronger and we worked on ideas and plans to take the group forward.



In January 2020, Stepping Stones to Positivity became a charity. But because of Covid-19, it has been really hard to take the group forward at the pace we want. We now have 30 members.

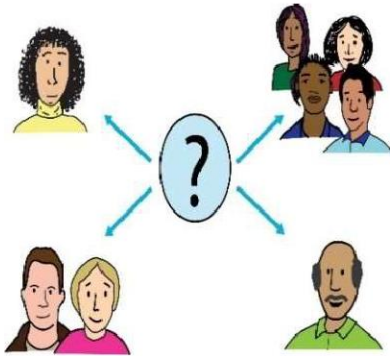
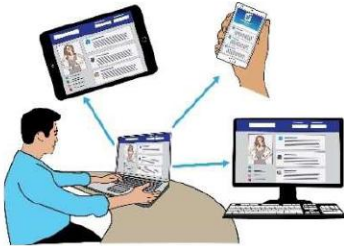


We were successful in getting some funding from the Grocers Charity to fund an Assistant to the Management Committee.



The Assistant to the Management Committee has supported SSTP to:

- Buy computer equipment and give one to one training to



make sure that the Management Committee can work to take the group forward in virtual meetings.

- Develop Website, Facebook and Twitter, and a leaflet about the group to grow the membership. SSTP are taking forward their membership plan
- Make sure that SSTP understand and represent the needs and issues of people with learning difficulties in Portsmouth. We do this at Partnership Board meetings. Easy Read is the area we are taking forward first.
- Work on a Big Picture Plan to set up a project like the Peer Advocacy project developed by Supporting Each Other Equals Power (SEOEP) project.
- Develop and take forward a fundraising plan and set up a bank account

Engage Britain

Engage Britain



We were one of the national facilitators for [Engage Britain's](#) 100 Community Conversations about health and care.

We ran three events with self-advocates in England, Scotland and Wales.

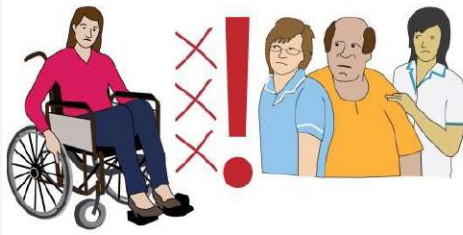
Thank you to our colleagues at People First Scotland and All Wales People First.

The Covid-19 Support and Action Group



In the second week of April we set up the Covid-19 Support and Action Group for self-advocates around the country. We wanted to provide a safe online space for people to share concerns, information, and ideas. It was also an opportunity to discuss the coronavirus guidance, which many people found confusing.

You can listen to People First Director Andrew Lee talk about the group [here](#).



At the start of the lockdown people told us that they had less support, and in some cases it stopped altogether. This meant that people were more isolated.



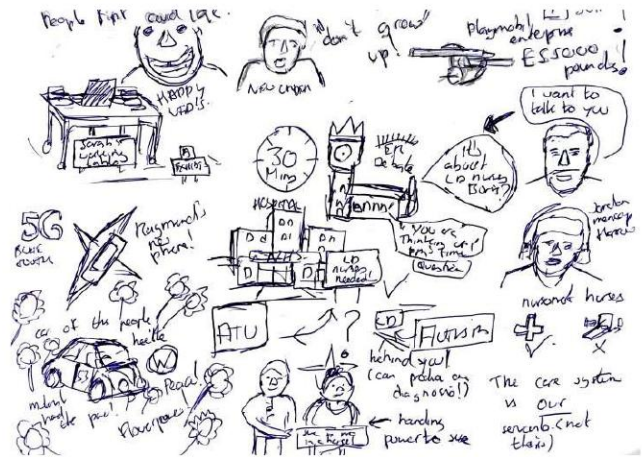
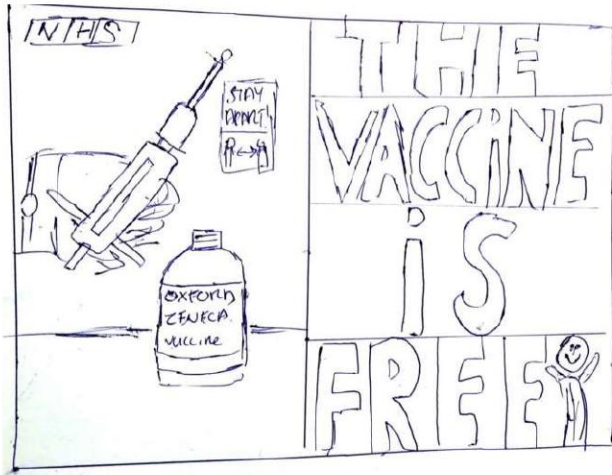
We learnt about other risks due to less face-to-face contact, support and monitoring during the lockdown. This included scamming of people who live alone, increased isolation, higher incidents of domestic abuse and neglect.



We provided practical support for people to get online and use Apps such as Zoom, WhatsApp and Microsoft Teams.

The group has been meeting ever since. Member Chris Burns is our resident artist and has been creating art to represent the discussions at each meeting.





As the level of peer support and trust between members of the group increased, people started to share their fears and concerns about issues such as 'Do Not Resuscitate' and Shielding. People also spoke about other world events such as Black

Lives Matter.

This resulted in the group producing the following statements:

- Our Statement in Support of the Statement Covid-19 and the rights of Disabled People. <https://peoplefirstltd.com/wp-content/uploads/2020/04/Coronavirus-Statement->

[from-People-with-Learning-Disabilities-21.04.2020-1.pdf](#)

- Assessment and Treatment Unit Position Statement <https://peoplefirstltd.com/wp-content/uploads/2020/09/Assessment-and-Treatment-Units-Position-Statement-1.pdf>
- Covid-19 Support and Action Group Research Statement <https://peoplefirstltd.com/wp-content/uploads/2021/02/COVID19-Support-and-Action-Group-Research-Statement.pdf>
- Covid-19 Support and Action Group Black Lives Matter Statement <https://peoplefirstltd.com/wp-content/uploads/2020/07/Black-Lives-Matter-Statement-June-2020.pdf>



Policy people approached the group to take part in consultations.

This included the NHSE shielding consultation, which informed a Prime Minister's briefing, and the Commission on Social Security.



We took part in UK Parliament Week in November 2020, and had training about how Parliament works in January and February 2021.

The group also planned an online event for June 2021
Oi! – Out in Front

The Accessible Information campaign

The need for accessible information was even more important during the pandemic. We found that information about Covid-19 and the lockdown was not being made accessible at the time people needed it.



We had a meeting with other Easy Read services in May, and in June we joined forces with other self-advocates around the country and Learning Disability England.

The Accessible Information campaign was launched soon after. We gathered over 300 signatories from individuals and organisations by September 2020 and sent them to the Government and other policy people.

https://peoplefirstltd.com/wp-content/uploads/2020/08/Campaign-Letter-about-Accessible-Information_Easy-Read-October-2020-2.pdf



Although it was difficult to keep up with the changing guidelines, the Government and services started to make more effort to produce accessible information about Covid-19 and the restrictions when they were needed.

We also produced videos on the importance of accessible information.

Watch **Olcay Lee**

<https://www.youtube.com/watch?v=CBx0ZLqsSK0&t=20s>

and **Ray Johnson**

<https://www.youtube.com/watch?v=3JtjD-zbfr8>

London Groups

From September 2020 - March 2021, we worked with 10 leaders of self-advocacy organisations across London to find out how they managed over the first 6 months of the pandemic. We were able to support each other, share ideas and do things together.

We found out that many of the groups struggled to get their services and activities online; taking up to 6 months or more. We have continued to work with some groups, helping them look at how they can strengthen their work.

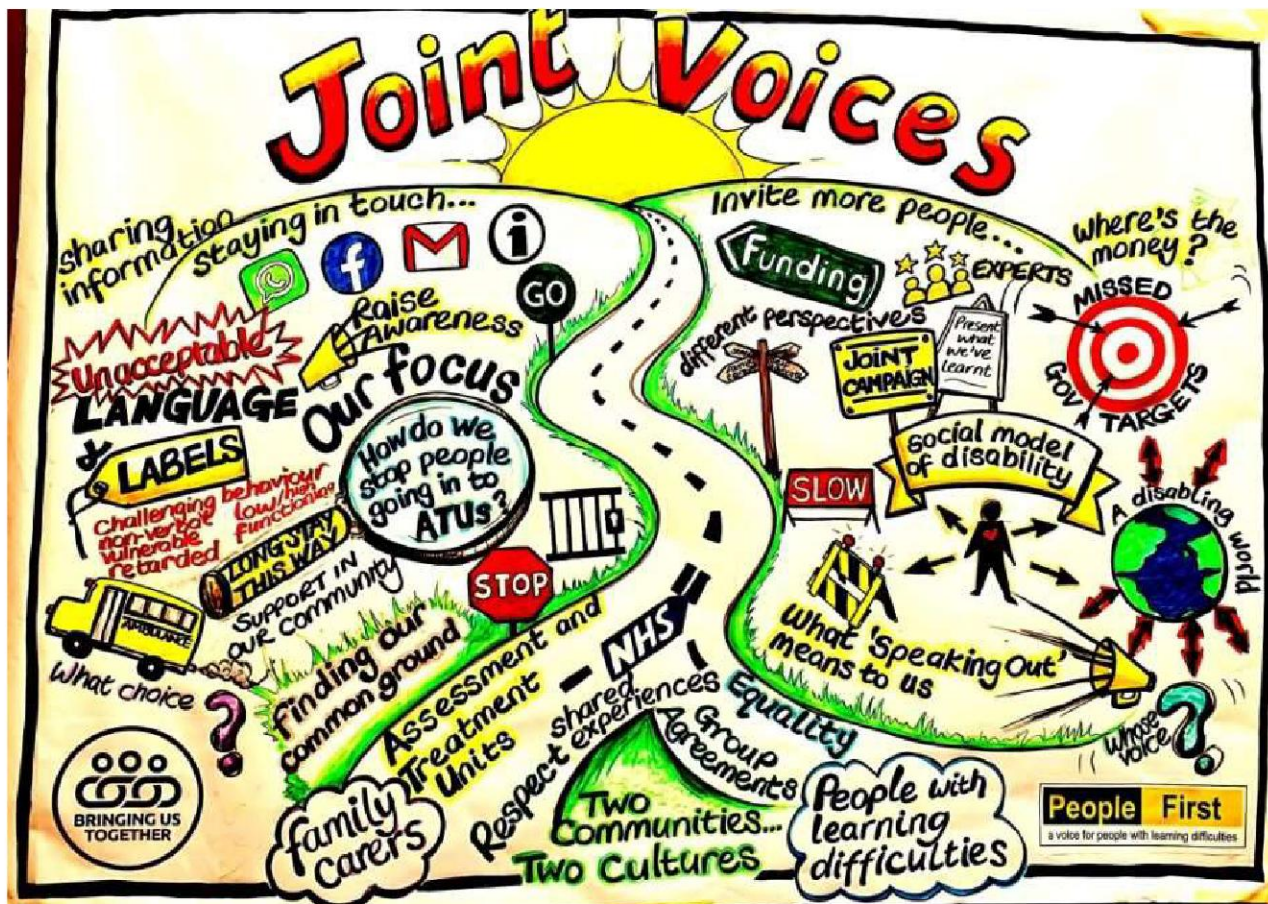


Joint Voices

In January 2021 we joined forces with the family carers group, Bringing Us Together to work on a campaign called 'Joint Voices'. We co-facilitated six sessions. Our main aims were to:

- Look at how we work with family carers equally and positively
- Plan how we can best campaign on stopping people being admitted to Assessment and Treatment Units and asking the Government why targets are still not being met.

We will be looking for funding to continue this work next year.



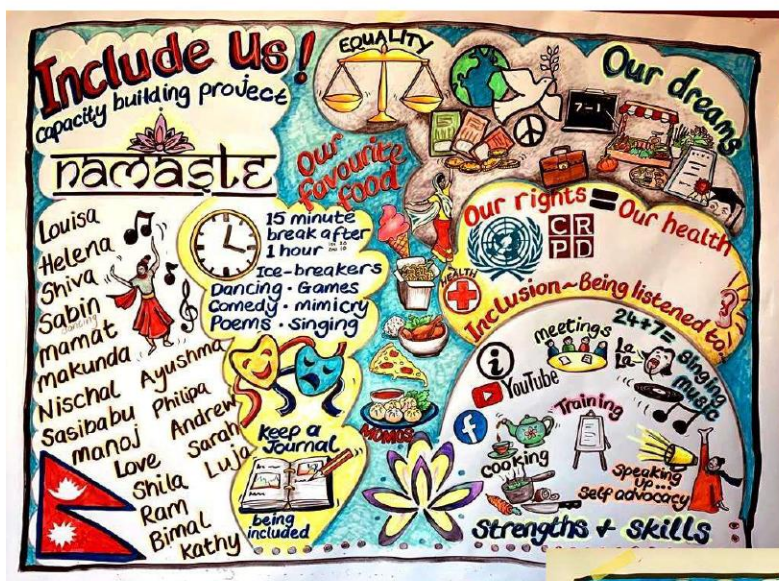
Nepal – Include Us! project

One of the benefits of being more confident using online communications such as Zoom has been our international work. From February 2021 we co-facilitated sessions with a group of self-advocates in Nepal.

The sessions continue next year and will include:

- Freedom, choice and control
- Having an independent voice and good support – what good support looks like

We are continuing this work with Nepal in 2021-2022 with the National Federation of the Disabled-Nepal (NFD-N).



Advocacy, Signposting and Advice Project (ASA)



The Advocacy Signposting and Advice (ASA) project is a telephone helpline for people with learning difficulties and workers. The project runs across the country. It aims to support people to look at services close to their home.



These services can support them to get advocacy or support with issues they are struggling to find help with.

During the year, People First supported 120 calls which came from all around the country.



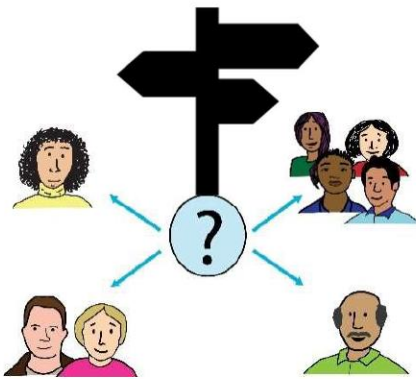
Here are some of the issues that people have needed support with:

- Being supported at court cases
- Advocacy to deal with issues around benefits
- Housing issues

- Complaints around health and social services



It's clear that lots of workers are not used to working with people with learning difficulties. They don't know how to meet their needs or know. They don't know who to ask for advice about this and they haven't got the information they need.



Advocacy Signposting and Advice at People First supports these workers to have more information about the needs of people with learning difficulties. They can tell them about groups which might be able to support them.

ASA during COVID-19 and going forward



We have carried on running our service during the pandemic and will do so in the future. However, less people have a need for this service. We think this is because people have been facing very immediate issues and have had to find support from local workers and supporters.

Our Policy work

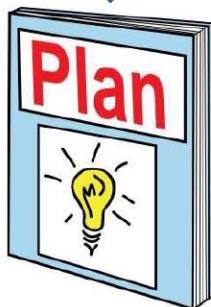
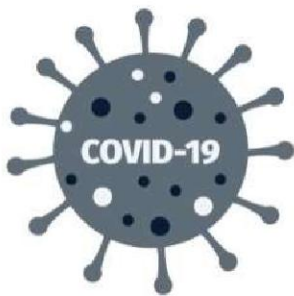
Reclaiming Our Futures Alliance (ROFA)



An alliance of Disabled People
& our organisations in England

We are a member of the ROFA Steering Group and we support the National Independent Living Service (NILS). We have also produced videos to explain the difference between Social Care and Independent Living https://www.rofa.org.uk/nilss_project/

Social Care Covid-19 Taskforce



Andrew Lee was invited to join the Covid-19 Advisory Group for People with Learning Disabilities and Autistic People in the summer of 2020 to help the Department for Health and Social Care to understand and respond to the impacts of Covid-19 on people with a learning disability and autistic people. We helped to shape recommendations for the Social Care Taskforce report and Adult Social Care Winter Plan. The group met again early in 2021 for three meetings, to look at the progress made on the main recommendations:

1. Accessible information
2. Day support and other services which stopped during the pandemic
3. Loneliness and exclusion

Workforce Expert Advisory Group



After 18 months co-facilitating the Workforce Expert Advisory Group (Supporting Skills for Care, Health Education England and NHS England with workforce development) People First resigned as co-facilitators of this group. This was due to a process of recruitment being introduced at a time when people needed continuity and calm.



The language of co-production was used but the practice of co-production was not. We felt strongly that this should be challenged.

All Party Parliamentary Groups (APPGs)



In June we were asked to present at **All Party Parliamentary Group (APPG) on Learning Disability**. We spoke about the things our members told us were impacting them during the pandemic and what the Government should look at when they do their inquiry into the pandemic.

We also attended the meeting dedicated to the 10th Anniversary of Winterbourne View Scandal and the Future of Transforming Care.

DWP Taskforce on Alternative Formats



Department for Work & Pensions



We have provided a lot of input into how the DWP can improve how it communicates with people. This is at a time when a lot of their information is going online. We continue to push for more accessible formats and reasonable adjustments for people with learning difficulties.

Some of the topics this year have included:

- Raising awareness of Easy Read amongst DWP staff and customers
- Disability awareness training within DWP, with a specific focus on accessibility
- Implications of DWP moving towards a more digital service
- Improved support for people with learning difficulties.

Campaigns and consultations



As well as our own campaigns, we have supported local and national campaigns that align with our work. We have also responded to numerous consultations and contributed to published articles and reports.

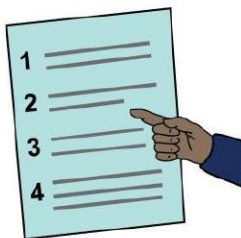
Our Organisational Development



At the beginning of 2020 we produced our new Organisational Strategy for 2020-2023. This was after six months of review and planning in our 'Big Picture' meetings.



Because of the pandemic we had to review what our plan was for the immediate 6 months (March 2020 – August 2020).



Our overall plan didn't change but the order of what we did and how we did it had to change.

Key things to tackle

A

Raise the political presence of people with learning difficulties

- Raising organisational policy profile + the Directors
- Make politics accessible
- Strengthen work relationships + members
- Build confidence of members

Recruit membership and communications officer
Researcher / Mentor
Produce communications strategy

B

Strengthen governance of People First

- Support for trustees to support the Director

Recruit management committee Assistant

C

More advocacy + support in the community + more funding for local self-advocacy groups

- Building capacity, confidence + voice of self-advocacy groups
- Raise profile of 'wrap around' self-advocacy + show value

continue to run SEOEP project
Share learning
Work with others

D

Encourage wider use of easy read

- strengthen easy read standards + guidance
- Scope + plan the national sticker campaign + digital barriers
- Set up strategy group
- consult on standards
- Scope sticker campaign
- Work with SEOEP + Portsmouth

Finances

Part 1: Legal and Administrative Information

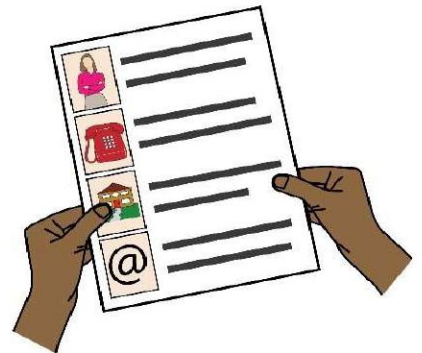
Charity Name: People First (Self Advocacy)

Charity registration number: 1057354

Company registration number: 03134827

Registered Office and operational address:

336 Brixton Road, London, SW9 7AA



Independent Examiner

Dick Maule FCA

3 Penlee View Terrace, Penzance, TR18 4HZ



Bankers

Barclays Bank PLC

UK Banking, 1 Churchill Place

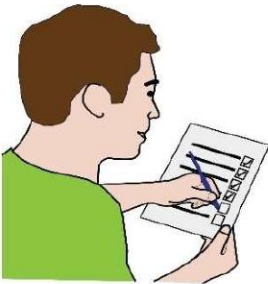
London E14 5HP



Part 2: Report of the Management Committee

2.1 Risk Management

Risk management: this means when an organisation looks at things that might go wrong and thinks of ways to stop them from becoming a reality.



The Management Committee has spent time looking at what things can go wrong. We often look at ways to make sure the charity faces less risks.

For example:

- We have rules for checking things, such as paying bills
- We follow rules to make sure there is good health and safety for staff, volunteers and visitors
- We make sure that Privacy and **Safeguarding** are reviewed often and put into practice.

Safeguarding: this means putting rules into place to make sure that people who could be at risk, can live safely.

- We look at the way we do things often, to make sure that we are still doing them right and that they carry on meeting our needs.



We keep facing risks to funding. This year, we increased our unrestricted funds and we have increased our income from our Easy Read Service.



We were successful with an application to Esmee Fairbairn for a grant of £150,000 over 3 years for core funding, and we were successful in gaining COVID-19 emergency grants from a number of funders.

Unrestricted reserves: this is funding that we can spend on anything for the organisation. It is not given to us for a specific purpose.



We didn't realise how much the success of a project could affect the main work of an organisation. We are now working to make sure that the project work of the organisation has lots of funding.

2.2 Structure of the Organisation



People First has a Management Committee of up to 12 members who meet at least six times.

They are responsible for agreeing on the aims and policies of the charity.

2.3 Day to day Management



The Director of People First does the day-to-day work. He makes sure the charity meets its targets. He makes sure that staff can do their jobs and carry on building their skills and working well together.

2.4 Reserves Policy

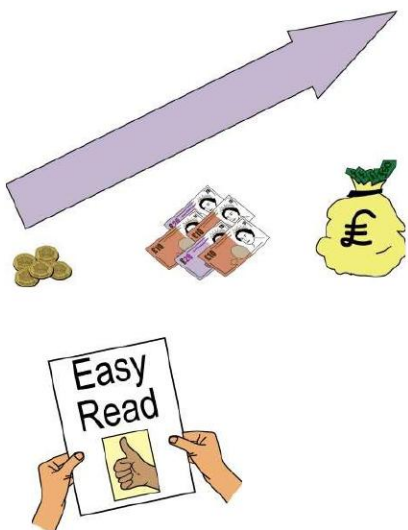


We must aim to have reserves to cover the organisations running costs for 6 months.



Our unrestricted funds as at 31st March 2020 were **£14,400**.

The balance on our unrestricted reserves as at 31st March 2021 is now **£20,853**. The balance on our restricted reserves as at 31st March 2021 is now **£30,524**.



We are aiming to increase this during 2021/2022, as our Easy Read Service becomes more established through **The Empower! Enterprise** - Accessible Information and Communication Service.



We aim to raise this level of reserves through our Easy Read Service and picture bank sales.



We have also taken forward core funding applications which have been successful in the 2020/21. We have succeeded in gaining core funding from the Esmee Fairbairn Foundation of £150,000 over 3 years, and a number of COVID-19 applications amounting to £96,000.



We have also developed training and consultancy contracts amounting to £30,000 in the year 2021.

2.5 Public benefit Statement



The company's objectives and principal activities are to:

- Support groups and individuals with learning difficulties to speak up about what is important to them
- Raise awareness of the rights of people with learning difficulties

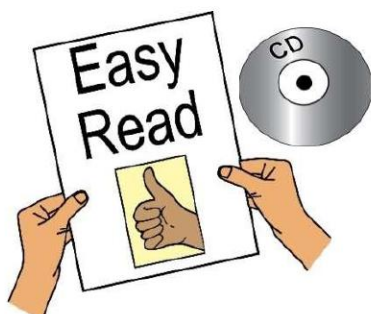




- Develop the skill base of self-advocacy groups and individuals
- Make sure that the voices of people with learning difficulties are heard at local and national government policy level
- Work at a national level providing support, information, advice and training to individuals and user-led self-advocacy groups.

Part 3: Summary Accessible Accounts for the year 2020/21

Accessible Accounts report by: The Treasurer

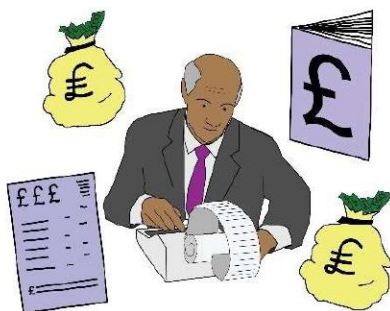


The full independently examined accounts for 2020/21 are shown at the end of this report. They are not very easy to understand so I have made an easy read version



The next few pages explain the money information in a different way to make it clearer.

What the Independent Examiner Thought of the full Accounts!



Because we are a company we have had our finances independently examined. They said we kept good records and that we spent money correctly

Where we got our money from!



Grant Money that we got from funders:
Grant from Charitable Trusts and COVID-19 funding

Total Grants – £159,436 [2020: £61,622]



Access to Work: Money for workers' support

Total – £61,132 [2020: £68,546]



By **selling things**, giving training, making documents accessible

Total – £29,299 [2020: £10,125]



Donations and other
Total £3,055 [2020: £7,850]



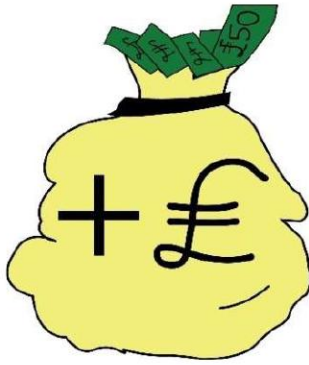
Bank Interest
Total - £0 [2020: £39]

Total money coming in: £279,607 [2020: £148,182]

What did we spend the money on?



Money was spent mainly on wages for staff, rent and running costs for the office and funding local self-advocacy group projects.



**Total money going out: £242,631
[2020: £194,067]**

Did we have any money left over at
31st March 2021?

**Yes, we had: £51,377 [2020: £
£14,400]**

Part 4: Statement of Financial Activities

Responsibilities of the Management Committee



The Management Committee, who are also known as the Trustees, are responsible for keeping proper accounting records. These records must show clearly how we are doing with our money at any point in time. The Management Committee have to make sure that the financial statements follow the rules of the Companies Act **2006**.



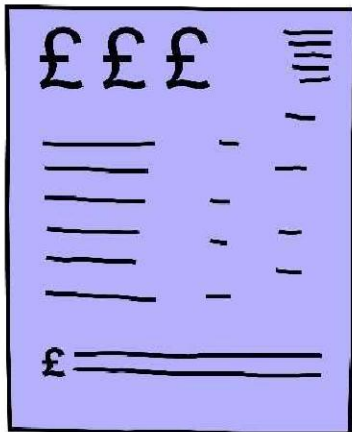
The Management Committee is also responsible for looking after the assets of the charitable company, such as computers and furniture, and for taking reasonable steps to stop or prevent anyone from stealing or cheating.



The names of the Members of the Management Committee who served during the year and up to the date of this report are set out on page 7.

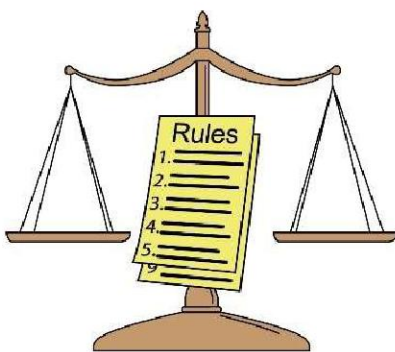


The next part is a statement of the Trustees responsibilities for the purposes of Company Law and is declaring that that we have met these responsibilities.



Trustees' responsibilities statement -Charitable Company

The trustees (who are also directors of People First Self Advocacy for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company, including the income and expenditure, of the charitable company for the year

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.



The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant **information and to establish that the examiner is aware of that information.**

Dick Maule FCA will continue as independent examiner



This report has been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition, the Charities Act 2011, and the Companies Act 2006.

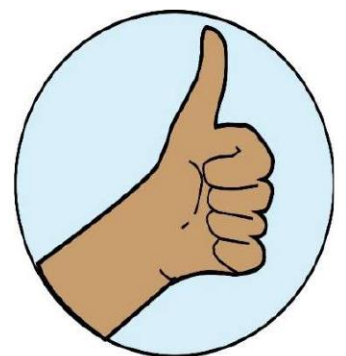
Approved by the Management Committee

Date: 1st October 2021

and signed on its behalf by:

C. P. Spooner

Christine Spooner

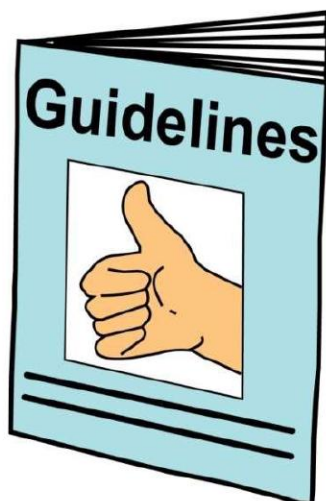




The People First Management Committee submits its statutory Report and Accounts for the year ended 31 March 2021.



The Trustee's Report and Financial Statements have been prepared in accordance with the Companies Act 2006, the Charities Act 2016 and comply with UK Generally Accepted Accounting Practice (GAAP). They also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) in accordance with the Financial Reporting Standard, also known as the Charities (FRS 102) SORP.



Public benefit statement

In reviewing our aims, objectives and activities, the Trustees have taken into account the Charity Commission's general guidance on public benefit. The Trustees ensure that the activities undertaken are always in line with the charitable aims and objectives as set out in People First's governing document. This annual report does not include exemptions from disclosure.

Independent Examiner's Report to the Trustees of People First (Self Advocacy)

I report on the accounts of the company for the year ended 31st March 2021 which are set out on pages 46 to 52

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Dick Maule FCA 3 Penlee View Terrace, Penzance, TR18 4HZ

Date

People First (Self Advocacy)

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2021

| | Notes | Unrestricted | Restricted | | |
|--|-------|----------------------|----------------------|----------------------|----------------------|
| | | Fund | Funds | 2021 | 2020 |
| | | £ | £ | £ | £ |
| Income from | [1] | | | | |
| Consultancy, sales and services | | 29,299 | - | 29,299 | 10,125 |
| Donations and legacies | | 3,055 | - | 3,055 | 7,850 |
| Interest receivable | | - | - | - | 39 |
| Charitable activities | | | | | |
| Grants and contracts | | 26,686 | 159,436 | 159,436 | 61,622 |
| Access to Work | | 61,132 | - | 61,132 | 68,546 |
| Total | | <u>120,171</u> | <u>159,436</u> | <u>279,607</u> | <u>148,182</u> |
| Expenditure on: | | | | | |
| Charitable activities | | <u>113,719</u> | <u>128,912</u> | <u>242,631</u> | <u>194,067</u> |
| Total | [9] | <u>113,719</u> | <u>128,912</u> | <u>242,631</u> | <u>194,067</u> |
| Net income / [expenditure] | | 6,453 | 30,524 | 36,977 | (45,885) |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | <u>14,400</u> | - | <u>14,400</u> | <u>60,285</u> |
| Total funds at 31st. March 2021 | | <u><u>20,853</u></u> | <u><u>30,524</u></u> | <u><u>51,377</u></u> | <u><u>14,400</u></u> |

Balance Sheet as at 31st. March 2021

| | Notes | 2021 | |
|--------------------------------|-------|-----------------|-----------------|
| | | £ | £ |
| Tangible assets | (2) | | - |
| Current assets | | | |
| Stock | (4) | 75 | 75 |
| Debtors and prepayments | (5) | 54,607 | 26,124 |
| Cash at bank and in hand | | <u>26,284</u> | <u>6,046</u> |
| | | 80,966 | 32,245 |
| Current liabilities | | | |
| Creditors: amounts falling due | (6) | <u>(29,589)</u> | <u>(17,845)</u> |
| Net current assets | | | <u>51,377</u> |
| Net assets | | | <u>14,400</u> |
| Unrestricted funds | | | |
| General reserves | | | 20,853 |
| Restricted funds | | | <u>30,524</u> |
| Total funds | (8) | | <u>51,377</u> |

For the year ended 31st March 2021

The company was entitled to the exemption from audit under section 477[2] of the Companies Act 2006

The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies` regime.

On behalf of the Trustees

.....

dated:-

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2021

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year except for SORP compliance changes.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2021

(1) Principal Accounting Policies

[iii]All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed assets

Fixed assets are depreciated over their expected useful lives on the following bases:

Equipment: 25% per annum on the reducing balance basis.

Items of equipment are capitalised when the purchase price exceeds £500.

(2) Tangible Assets

| | Equipment £ | | |
|---------------------------------|----------------|------|------|
| Cost: | | | |
| Balance brought forward | <u>77,987</u> | | |
| Depreciation: | | | |
| Balance brought forward | <u>77,987</u> | | |
| Net book value 31st. March 2021 | <u>-</u> | | |
| Net book value 31st. March 2020 | <u>-</u> | | |
| | | 2021 | 2020 |
| | £ | £ | |

(3) Stock

| | | |
|--------------------------------------|-----------|-----------|
| Publications, cassettes and T-shirts | <u>75</u> | <u>75</u> |
|--------------------------------------|-----------|-----------|

(4) Debtors

| | | |
|-------------------------|---------------|---------------|
| Prepayment of rent rent | 1,465 | - |
| Sundry debtors | <u>53,142</u> | <u>26,124</u> |
| | <u>54,607</u> | <u>26,124</u> |

(5) Creditors: amounts falling due within 12 months

| | | |
|-------------------------------|---------------|---------------|
| Deferred grants | 8,333 | - |
| Sundry creditors and accruals | <u>21,256</u> | <u>17,845</u> |
| | <u>29,589</u> | <u>17,845</u> |

We received from Esmee Fairbairn an unrestricted grant of £50,000, we spent £ 41,667 in the financial year with £8,333 deferred until 2021/22.

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2021

(6) Capital commitments and contingent liabilities

There are no capital commitments at 31st March 2021.

(7) Movements in funds

| | Balance 1st. April | 2020 Income | Expenditure | Balance 31st. March 2021 |
|-------------------------------|-----------------------|----------------|------------------|--------------------------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General Fund | <u>14,400</u> | <u>120,171</u> | <u>(113,719)</u> | <u>20,853</u> |
| Restricted funds | | | | |
| Leaders with Lived Experience | - | 23,100 | (5,475) | 17,625 |
| DPO Covid | - | 16,230 | (16,230) | - |
| Grocers Charity | - | 5,000 | (2,000) | 3,000 |
| BLF | - | 67,238 | (67,238) | - |
| EDP | - | 18,000 | (18,000) | - |
| LC Trust for London | - | 9,600 | (9,600) | - |
| NSUN | - | 289 | (289) | - |
| Learning Disability England | - | 4,980 | (3,480) | 1,500 |
| Nepal | - | 14,999 | (6,600) | 8,399 |
| | <u>-</u> | <u>159,436</u> | <u>(128,912)</u> | <u>30,524</u> |

(7) Movements in funds : prior year

| | Balance 1st. April | 2019 Income | Expenditure | Balance 31st. March 2020 |
|---------------------------|-----------------------|---------------|------------------|--------------------------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General Fund | <u>60,285</u> | <u>86,560</u> | <u>(132,445)</u> | <u>14,400</u> |
| Restricted funds | | | | |
| SEOEP grant | - | 57,354 | (57,354) | - |
| Stepping Stones | - | 4,268 | (4,268) | - |
| | <u>-</u> | <u>61,622</u> | <u>(61,622)</u> | <u>-</u> |

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2021

(8) Expenditure

| | Charitable Activities | Total |
|-------------------------------------|--------------------------|----------------|
| | 2021 | 2020 |
| | £ | £ |
| Staff costs | 213,435 | 137,580 |
| Travel, subsistence and hospitality | 1,301 | 491 |
| Rent,rates and premises | 5,815 | 8,919 |
| Independent examiner's fees | 775 | 775 |
| Bank charges | 147 | 194 |
| Depreciation | - | - |
| Non capitalised equipment | 5,593 | - |
| Legal and professional | 93 | 2,376 |
| Consultancy | 10,540 | 38,349 |
| Print, post and stationery | 1,395 | 435 |
| Picture Bank Development | - | 1,486 |
| Telephone | 503 | 369 |
| Equipment rental and repairs | - | - |
| Insurance | 392 | 470 |
| Books and subscriptions | 251 | - |
| Website and IT support | 1,970 | 2,547 |
| Training and project development | 228 | - |
| Recruitment and advertising | - | - |
| Committee expenses | 191 | 77 |
| | <u>242,631</u> | <u>194,067</u> |

(9) Employee information

| | 2021 | 2020 |
|---------------------|------|------|
| Number of employees | 6 | 6 |

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £60,000.

| | £ | £ |
|-----------------------|----------------|----------------|
| Salaries and wages | 200,907 | 124,967 |
| Social security costs | 8,216 | 7,725 |
| Pension costs | 4,312 | 4,888 |
| | <u>213,435</u> | <u>137,580</u> |

(10) Trustees information

| | £ | £ |
|------------------------------------|------------|-----------|
| Trustees remuneration and expenses | <u>191</u> | <u>77</u> |

The trustees received no remuneration in the year.

The expenses refer to the cost of attending trustees meetings.

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2021

(11) Analysis of prior year funds

People First (Self Advocacy)

**Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2020**

| | Unrestricted Fund | Restricted Funds | | |
|--|----------------------|---------------------|----------------------|----------------------|
| | 2020 | 2020 | 2020 | 2019 |
| | £ | £ | £ | £ |
| Income from | | | | |
| Consultancy, sales and services | 10,125 | - | 10,125 | 6,620 |
| Donations and legacies | 7,850 | - | 7,850 | - |
| Interest receivable | 39 | - | 39 | 200 |
| Charitable activities | | | | |
| Grants and contracts | - | 61,622 | 61,622 | 52,199 |
| Access to Work | 68,546 | - | 68,546 | 84,221 |
| Total | <u>86,560</u> | <u>61,622</u> | <u>148,182</u> | <u>143,240</u> |
| Expenditure on: | | | | |
| Charitable activities | <u>132,445</u> | <u>61,622</u> | <u>194,067</u> | <u>228,065</u> |
| Total | <u>132,445</u> | <u>61,622</u> | <u>194,067</u> | <u>228,065</u> |
| Net income / [expenditure] | (45,885) | - | (45,885) | (84,824) |
| Reconciliation of funds | | | | |
| Total funds brought forward | <u>60,285</u> | <u>-</u> | <u>60,285</u> | <u>145,109</u> |
| Total funds at 31st. March 2020 | <u><u>14,400</u></u> | <u><u>-</u></u> | <u><u>14,400</u></u> | <u><u>60,285</u></u> |