

EATING DISORDER SUPPORT (PLYMOUTH)

Report and Accounts

31 March 2021

Eating Disorder Support (Plymouth)

TRUSTEES REPORT

REGISTERED CHARITY NUMBER: 1057424

TRUSTEES (WHO SERVED IN THE YEAR)

Margaret Mathews
Jane Quigley
Mike Dunstall (Chair and Treasurer)
Janet Swales (appointed in year)
Nick Reddell-Denton (appointed in year)
Nick McLouglin (appointed in year)
Linda White (resigned in year)
Kathy Harris (resigned in year)

DIRECTOR

Terry Lawrence

PRINCIPLE ADDRESS

140 Mount Gould Road
Plymouth
PL4 7PY

BANKERS

Lloyds TSB plc
Central Square
Newquay
Cornwall
TR7 1JB

INDEPENDENT EXAMINER

A P Jopson, FCA
Tony Jopson & Co Limited,
Peverell Corner
246 Peverell Park Road
Plymouth,
PL3 4QG

Eating Disorder Support (Plymouth)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2021

PRINCIPLE OBJECT

Eating Disorder Support (Plymouth) (EDS) is a Registered Charity (No. 1057424) with the principal object of providing counselling to those with eating disorders.

REVIEW OF ACTIVITIES IN THE YEAR

Despite the continuation of the WHO COVID-19 pandemic and restrictions applied to service delivery in the UK, the Eating Disorder Service Plymouth (EDS) continues to be an essential service provider to Livewell Southwest and the New Devon CCG community for eating disorder services to adults. Our service includes a Day Care Service programme, NICE guidelines recommended therapies, advice and information, and delivery of educational services.

The EDS senior leadership team (SLT) this year is unchanged as follows: the Director - Mrs Terry Lawrence, the Clinical Manager, a dietician specialist, Mrs Caragh Sanders-Wright, and our Practice Manager - Mrs Diane Deacon-Philpott, who are supported by the Board of Trustees. Moreover, in total the EDS Plymouth team comprises 11 full/part-time staff: currently five qualified therapists who are specialised in the field of eating disorders although there has been some staff rotation and recruitment, one State Registered Dietitian as a shared asset with Livewell Southwest, an Occupational Therapist (OT), a support administration worker and a cleaner. Additionally, this year we have had a trainee psychologist working with the team, who in the next period will be conducting a related research study towards her PhD. The director also acts as a qualified therapist, offering therapeutic input when required. Furthermore, our clinical manager is fully responsible for the management of client numbers, daily management of the EDS team, and driving the content delivery and outcomes of our innovative Day Care Service programme.

The Chair of Trustees and the Board of Trustees as a group is proactive in helping the SLT in managing their workflows and maintenance of a two departmental structure. Furthermore, they support the administration, strategy planning and ensuring that the EDS meets its obligations for the awarded contracts. This year two more trustees left the Board, and we thank them for their service. We have been fortunate in recruiting two new enthusiastic and proactive members as replacements.

As a whole group, the EDS team has continued to pull together in an increasingly demanding profession, abiding by data protection regulation, with clear understanding, and giving full emotional support to their clients, who are in the main, referred by their GP Practice. Driven by our director, EDS maintains close-links with primarily the Livewell Southwest community mental health teams (CMHT) and the Severe Eating Disorder Consultation & Assessment Service (SEDCAS). Furthermore, she meets 6-monthly with our nominated NHS Commissioners, providing regular verbal and written reports/presentations, feedback and liaison for the funded contracts. Moreover, our practice manager maintains a 'can do' relationship with the NHS Mount Gould Estate Services team ensuring essential works and schedules are completed promptly to our leased building. An annual meeting also takes place between the director, practice manager and our NHS Property Company Manager to review the terms of our lease agreement.

Like most organisations across the UK, the EDS staff have continued to adapt to using on-line video-link sessions for our client group and found ways to maintain our input during a very unsettling time for both staff and clients. Staff have also been open to working from home, often employing their own equipment/workspace without complaint, they most certainly deserve recognition from myself and the Board for their commitment and loyalty to the challenges set by the ongoing pandemic, which has ensured that our community has again been supported throughout the year - well done to all.

In addition, the EDS team has continued to work collaboratively with other agencies sharing knowledge and best practice, and underpinning safe and responsible workflows, and through their attendance of eating disorder related training. We have also been able support staff on

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some complimentary training courses, and our clinical manager following the completion of her Masters last year is completing a PGCert in health leadership and management with the University of the Highlands and Islands, Scotland.

Indeed, this has been certainly a most challenging year for both the EDS team and its clients. EDS has had a total of almost 300 referrals for the year, with a higher proportion of riskier clients. Most of this increase has occurred in the final two quarters of the year, likely due to society reopening after the imposed 'Lockdowns', which is creating a huge backlog for the system with no additional resources to compensate for this unexpected increase.

Total No of referral: 298 - Plymouth (280) and West Devon (18)

Total no of discharges: 184 - Plymouth (167) and West Devon (17)

The increase in client referrals for 3rd & 4th quarters combined for 2020-21 is **29.3% higher**, when compared against the same period last year 2019-20.

Notwithstanding, the whole EDS team have been pulling together and doing their very best to work with this workload, but the picture is unlikely to improve, and potentially will become an on-going issue for the coming year, if not longer into the future. We will need to approach our sponsors to explore how we can possibly increase the overall contracted budget, so that we can better meet our current and future obligations by recruiting more specialist staff to address this influx and demand for our services, thus deliver timely help to all our clients new and old.

The Board of Trustees and I are also proud of how the organisation adapted and coped with the new challenges that the EDS team has faced during this pandemic and the during associated 'Lockdown' periods. The team responded quickly to new requirements and ceased face-to-face contacts with clients. In the first few weeks, all clients were contacted weekly by either their therapist by telephone or email and subsequently online using MS Teams, or a member of staff, to ensure they were safe. Those clients deemed to be at a higher risk, either by CMHT, or SEDCAS, were contacted so that more intensive support could be made available to them. All has technically not been without its problems and we have had change our primary internet provider, a disappointing escapade that had been unduly extended due to poor assistance from the previous provider, fortunately all now seems resolved and ownership of problems finally addressed. From April 2020, EDS had commenced the use of video-link sessions and resumed regularly therapy sessions as well as assessments of new referrals with clients. The Day Service programme is still maintained via this format, when in-house sessions cannot be conducted within national government guidelines. We have no further instances of COVID-19 internally and for now all staff remain well.

Throughout the year we have continued with excellent fiscal practice and we are now at the maximum output in terms of the current budgets received from our sponsors. As in previous years the budget has been allocated appropriately after receipt of quarterly payments, in-line with our plans and reserves planning. Our practice manager has maintained excellent accounting practice and worked closely with our nominated accountant when required. After adjustments in-year EDS retains £105K in reserve, 3-4 months operation should contracts be closed, and we are also holding another £23K for a sensory garden project, which was bid and awarded by the Livewell Southwest Foundation Trust committee to EDS – a landscape contractor has been appointed after EDS completed a tender, this grounds work will commence in the Summer months of 2021. We have not had to furlough any of our staff. Non-essential staff were stood down until required.

The Board of Trustees and SLT again thank our primary public sector sponsors for our continued contract funding, which underpins our provision of key community operational services. Our primary sponsor Livewell Southwest was bidding to renew their 10-year service provision contract with Plymouth NHS Hospitals, however, the EDS element is now being managed through the local CCG. In addition, we continue to receive, and welcome, some small voluntary contributions from former clients and businesses, and through our website. As an organisation we will continue to monitor our financial position and try to reinforce the essential

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need of our operation. Eating disorders as a healthcare provision continues to get increased exposure in the national media.

In summary, I would like to personally thank EDS and all of the staff on behalf of the Board and the extended community, including our director and the SLT, for their commitment, energy, and unequivocal support this year. Furthermore, I am grateful to our trustees and volunteer professionals who offer their support and advice, without obligation and whom we could not operate. The Board of Trustees is exceptionally proud of what the team has again achieved in-year. We are still in a period of uncertainty but we are convinced that we have plans in place to keep this charitable organisation moving forward with each new challenge it is faced. We are very aware of the importance of the EDS work and mindful of the needs of our growing community in terms of direct mental health care provision, support and guidance within the eating disorder field. I must reinforce that community care programmes are key to essential service delivery in this changing national climate driven out of extended pandemic period and client well-being. In the Board's opinion, EDS is prepared to work with our sponsors and community to deliver those services with which is tasked and contracted, but they operating at the limits of the current budget resource. But also as an organisation they must continue to educate and actively promote their services to others to ensure that the EDS skill-set is understood and used, and their programmes are properly funded, and not overlooked by those who commission eating disorder services. Thank you all for your continued support.

ANNUAL AND FINANCIAL REVIEW

The Statement of Financial Activities shows a net surplus for the year of £7,305 (2020 £6,859). Reserves stand at £167,370 (2020 £ 160,065) in total, of which £1,230 is held in fixed assets (2020 £1,711).

All funds are unrestricted.

RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets should ideally be between three and six months of the resources expended, which equates to £76,398 to £152,796 in the year ended 31 March 2021. At this level the Trustees feel they would still be able to carry on the Charity's activities for a few months in the event of a significant fall in funding. At the present time these funds stand at £ 167,370 which is at the top of the above range.

This is due to this year the company running a specific intensive therapy programme with several additional groups. This has meant an increase in staff salaries. The Trustees are actively speaking to the Trust to obtain additional funding to cover these costs going forward.

RISK MANAGEMENT

The Trustees are alerted to operational and financial risks at the periodic meetings of The Management Committee and are fully aware of the need to maintain free reserves at the levels stated above to continue the work of the Charity and the aspirations for the future. Through this medium of periodic reporting the Trustees are exercising an active review of major risk.

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources during the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;

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- state whether applicable 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 Charity and the group will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Dated.....8 Jul 21.....

Signed..........

Mike R Dunstall BSc, CMgr, FCMI

Chair on behalf of the Eating Disorder Support (Plymouth) Trustees

Eating Disorder Support (Plymouth)

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages 7 to 12 below.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (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 the 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 these 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 matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  13/7/21

A P Jopson, FCA

Date

(Fellow of the Institute of Chartered Accountants in England & Wales)

Tony Jopson & Co Ltd, Peverell Corner, 246 Peverell Park Road, Plymouth, PL3 4QG

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH

		<i>Total funds 2021 £</i>	<i>Total funds 2020 £</i>
INCOMING RESOURCES	<i>Notes</i>		
Grants	2	312,709	312,684
Donations		186	1,534
Interest received		2	46
TOTAL INCOMING RESOURCES		312,897	314,264
RESOURCES EXPENDED			
Direct charitable expenditure	3	287,694	287,250
Management and administration	4	17,898	20,155
TOTAL RESOURCES EXPENDED		305,592	307,405
NET MOVEMENT IN FUNDS	5	7,305	6,859
BALANCES BROUGHT FORWARD AS AT 1 APRIL		160,065	153,206
BALANCES CARRIED FORWARD AS AT 31 MARCH		167,370	160,065

The notes on pages 7 to 9 form an integral part of these financial statements.

The charity is able to use its total funds for any purpose in connection with its charitable objectives.

There are no restricted funds.

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BALANCE SHEET AT 31 MARCH

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible fixed assets	7	1,230	1,710
CURRENT ASSETS			
Debtors & Prepayments	8	603	876
Bank balances		199,225	167,421
Petty cash		240	66
		200,068	168,363
CREDITORS			
Amounts falling due within one year	9	33,928	10,009
NET CURRENT ASSETS		166,140	158,354
NET ASSETS		167,370	160,065
FUNDS (all unrestricted)			
Surplus / (deficit)		7,305	6,859
Total funds b/fwd		160,065	153,206
		167,370	160,065

The Council of Members considers that the Charity is exempt from an audit and a report under Section 144(1) of the Charities Act.

The trustees acknowledge their responsibility for;

- 1) ensuring the charity keeps accounting records which comply with the Charities Act; and
- 2) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period, and of its income and expenditure for the period.

The financial statements were approved by the Trustees on *8th July* 2021 and signed on its behalf by



Mike R Dunstall

Trustee

Eating Disorder Support (Plymouth)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules. Accruals accounting has been applied. The accounts comply with the Charities Act 2011 and the Charity Commissions Statement of Recommended Practice (revised 2005), Accounting by Charities.

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that if it had been incorporated as a company under the Companies Act 2006 it would have qualified as a small company.

Incoming resources

Grants are recognised in the period to which they relate.

Resources expended

Direct charitable expenditure represents expenditure incurred directly to support the particular charitable objectives of the charity. Costs of management and administration of the charity have been identified on the basis that they are not direct charitable expenditure.

Tangible Fixed Assets

Depreciation is provided at the following rates to write off each asset over its estimated useful life.

Fixtures and fittings – 20% on reducing balance.

Computer equipment – 30% on reducing balance.

2 INCOME

The bulk of income is received from grants.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

3 DIRECT CHARITABLE EXPENDITURE

	<i>Total</i> <i>2021</i> £	<i>Total</i> <i>2020</i> £
Staff costs	240,277	235,594
Supervision	4,645	6,005
Rent, rates, heat & light	17,889	18,286
Premises costs (estates) & provision	7,648	6,616
Waste collection	500	712
Printing, post & stationery	4,260	2,277
Telephone & internet	965	766
Travel	0	3
Insurance	1,170	1,172
OT resources & refreshments	74	150
Computers & Software	1,888	2,941
Repairs, maintenance & cleaning	4,864	4,335
Day service meals	694	2,491
Training	1,771	4,006
Miscellaneous Purchases	1,049	1,896
	287,694	287,250

4 MANAGEMENT AND ADMINISTRATION

	<i>Total</i> <i>2021</i> £	<i>Total</i> <i>2020</i> £
Accountancy / Independent examiner	1,250	1,100
Legal & professional costs	16,167	18,381
Depreciation	481	674
	17,898	20,155

5 TAXATION

The Charity is a registered charity and is exempt from Corporation Tax under the provisions of Section 505 of the Income and Corporation Taxes Act 1988.

6 TRANSACTIONS WITH TRUSTEES

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

No expenses have been received by trustees in relation to their roles as trustees and there have been no related party transactions.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

7 TANGIBLE FIXED ASSETS

	<i>Office Equipment</i>	<i>Fixtures and Fittings</i>	<i>Total</i>
	£	£	£
Cost			
at 1 April 2020	8,418	3,730	12,148
Additions	0	0	0
at 31 March 2021	8,418	3,730	12,148
Accumulated depreciation			
at 1 April 2020	7,036	3,401	10,437
Charge for year – 20% reducing balance	-	66	66
Charge for year – 30% reducing balance	415	-	415
at 31 March 2020	7,451	3,467	10,918
Net book values			
at 31 March 2021	967	263	1,230
at 31 March 2020	1,382	329	1,711

8 DEBTORS

	<i>2021</i>	<i>2020</i>
	£	£
Debtors (gift aid)	21	573
Prepayment (insurance)	267	303
Prepayment – alarm maintenance	315	0
	603	876

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

9 CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Accountancy / Independent Examination	1,250	1,100
Electricity	100	100
Gas	80	80
Telephone	94	0
Waste disposal	223	238
Credit card	260	0
Group sessions / supervision	220	1,100
Salaries (bonus)	0	1,300
People's Pension	1,841	1,652
Consultancy (fund raising)	0	900
Consultancy	619	1,339
Training	160	0
Recruitment	200	0
Cleaning	981	0
Provision for capital spend	5,200	2,200
Deferred income – garden project	22,700	0
	33,928	10,009