

# ADHD NORTH WEST



Suite 4, Old Town Hall  
Town Hall Square  
Great Harwood  
Tel: 01254 886886  
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## Annual Report for 2020 - 2021

### CHAIRMAN'S REPORT

Well - what can I say - the year has certainly been like no other and has presented numerous challenges which the staff and trustees have met and resolved as they emerged.

- **Covid-19** - I have to start with the impact this pandemic has had throughout the country which some people believe is more severe than the flu pandemic of 2009-10. As mentioned in the previous Annual Report ADHD North West pre-empted the likelihood that the Government would introduce restrictions and lockdowns. To overcome the resulting lack of face-to-face contact with other team members, families, health professionals, social care services, and other stakeholders arrangements were made for staff to work from home utilising various media to ensure continuity of support and communications. Normal working practices and processes were adapted and consolidated to ensure services could be maintained long term.

All service user families were contacted and an online daytime and evening programme utilising Zoom was developed with a total of seven programmes being delivered during the year. This online programme proved extremely successful and will likely continue as an addition to the services we normally provide. Our Business Continuity Plan was updated to meet the changing requirements. Our pro-active approach also paid dividends when a decision was taken to close our office building due to Covid as our advance planning meant we were already prepared for such an eventuality. All this at a time when the number of cases was increasing, children were being home schooled, flexibility in working hours was needed and some staff members contracted Covid.

- **Charitable Incorporated Organisation (CIO)** - Our application to the Charity Commission to upgrade our charity status to that of Charitable Incorporated Organisation (CIO) was a lengthy process but ultimately successful. Due to lockdowns and other issues the transfer to a CIO has been delayed but will take place during 2021. We have been given a new charity number but no other changes are required and staff will transfer under The Transfer of Undertakings (Protection of Employment) (TUPE). This is a progressive step that has been part of our plan for some time.

- **The Child & Adolescent Mental Health Services (CAMHS) Transformation**

The final action plan and subsequent implementation of this important improvement in CAMHS services, originally planned for introduction in April 2020, has been postponed due to the Covid situation. It is now unlikely that these important changes can be phased in until 2022.

- **New Office Premises** - As a result of the rent at our Accrington office being increased substantially, and the fact that it was now too small for our needs, a decision was taken to look for new premises. Finding somewhere suitable at an affordable rent was not easy so we were fortunate to be offered an office in the former Town Hall in Great Harwood. It made sense to close the Morecambe office and concentrate activities in the new premises. The move took place in September 2020 and has proved to be ideal.
- **MBE and Health** - A letter from Buckingham Palace in early December informing me that I was to be awarded an MBE in the New Year's Honours list was a shock that I found difficult to comprehend. How had this happened; who had nominated me. I couldn't ask nor let my family know as you are sworn to secrecy until the list is published. I didn't have time to take it all in as I was admitted to hospital on the 27th December with a heart attack. Another shock! An angiogram carried out two days later at Blackpool Hospital revealed that I needed to have a heart bypass. Unfortunately I contracted Covid in hospital before being transferred to Blackpool Cardiac Unit on 19th January. It was another three weeks before surgery took place on the 5th February and I came home two weeks later. Back to the MBE I subsequently learned that the ADHD North West staff had nominated me. Investitures are currently on hold but I have been informed that mine will take place in late 2021 - can't wait!

This report provides information on the services delivered in different areas of Lancashire, the number of families supported, and other relevant facts and figures.

**And finally** - I want to say thank you to our stalwart staff and practitioners for all their hard work during this difficult year. Their dedication and support for families and each other has been second to none. We are fortunate to have these amazing people: Operational Manager Carolyn, Senior Practitioner and Training Officer Sheena, and - tackle anything - Office Administrator Yvonne are pictured below.

*Barbara Worrell*



## SERVICES AND SUPPORT FOR FAMILIES

### EAST LANCASHIRE

This financial year was the last of a three year contract with East Lancashire CCG. During the 12 months under review the number of families supported was:

- Quarter 1 - 201 of which 96 were new to the service
- Quarter 2 - 178 of which 61 were new to the service
- Quarter 3 - 203 of which 99 were new to the service
- Quarter 4 - 194 of which 104 were new to the service

This shows a total of 360 new families referred or self-referred receiving support appropriate to their individual needs.

During the year, and despite the restrictions posed by Covid, families continued to benefit from our support in a number of ways:

- Telephone Calls totalled 2588 across 588 families
- Outreach Support (by various means) totalled 257 across 124 families
- Case Meetings totalled 241 in respect of 136 families
- Parents attending our online PEST (via Zoom) totalled 152

The tools normally used to measure outcomes and evidence positive changes could not be used but the feedback gained confirmed that we were still providing sustainable and transferable strategies and skills.

### BLACKBURN with DARWEN

The commissioners for Blackburn with Darwen CCG agreed to renew our contract for a further year allowing us to continue providing families with support and establishing ourselves in this area.

During the 12 months under review the number of families supported was:

- Quarter 1 - 93 of which 37 were new to the service
- Quarter 2 - 81 of which 16 were new to the service
- Quarter 3 - 80 of which 52 were new to the service
- Quarter 4 - 84 of which 43 were new to the service

This shows a total of 148 new families referred or self-referred receiving support appropriate to their individual needs; the breakdown for which is:

- Telephone Calls totalled 657 across 292 families
- Outreach Support (by various means) totalled 15 across 11 families
- Case Meetings totalled 49 in respect of 38 families
- Parents attending our online PEST (via Zoom) totalled 42

Wherever we provide services each family's needs are assessed to ensure we give them the most appropriate support.

### WEST LANCASHIRE

West Lancashire CCG renewed our contract for 2020-21. With this small grant we were able to continue providing support for families in this area.

During this financial year the number of families supported was:

- Quarter 1 - 35 of which 18 were new to the service
- Quarter 2 - 39 of which 18 were new to the service
- Quarter 3 - 31 of which 21 were new to the service
- Quarter 4 - 43 of which 30 were new to the service

This shows a total of 87 new families referred or self-referred that received support appropriate to their individual needs; the breakdown for which is:

- Telephone Calls totalled 536 across 135 families
- Outreach Support (by various means) totalled 52 across 35 families
- Case Meetings totalled 34 in respect of 20 families
- Parents attending our online PEST (via Zoom) totalled 35

Despite West Lancashire being remote to our office base in Great Harwood we were still able to keep in contact with families and other stakeholders as evidenced by the figures above.

## **MORECAMBE BAY**

As recorded in last year's Annual Report we were successful in obtaining funding from the Walney Island Windfarm grant programme to provide services in North Lancashire and parts of South Cumbria. The project, named Morecambe Bay, was due to commence early in 2020 but was subsequently put on hold because of Covid. Nevertheless 41 families benefitted during the year by accessing our online Zoom programmes and other types of support.

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## **OTHER NEWS, INFORMATION, AND EVENTS**

### **Staff Training**

Staff training during the year included:

- Sensory Training for three staff members;
- Sleep Training for one staff member

### **ADHD Presentations and Workshops**

- The WISH Centre, Blackburn
- St. Mary's Primary School, Rawtenstall

All of the above were done online via Zoom or Microsoft Teams.



### **INSPIRATIONAL QUOTES...**

**"I have not failed. I've just found 10,000 ways that won't work."**

*Thomas A. Edison*

**"Believe you can and you're halfway there."**

*Theodore Roosevelt*



# ADHD North West

**Registered Charity No: 1082031**

Trustees' Annual Report and Accounts  
for the financial year  
1st April 2020 to 31st March 2021

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Mr Peter Dowbiggin  
Ms Angela Kirk  
Ms Maria Marco  
Mrs Barbara Worrall

**Bankers:** Barclays Bank PLC

1 Churchill Place  
London  
E14 5HP

**Independent Examiner:**

Brian Haywood, plc Finance Director / Company Secretary (Retired)

**The Trustees of ADHD North West present their annual accounts, for the year ended March 2021, which includes the administrative information and list of the Charity's Trustees set out above.**

**Structure, Governance & Management:**

**Nature of Governing Document:** Constitution

**How the Charity was constituted:** Unincorporated

**Date of Governing Document:** Adopted 26/06/99 and amended 29/07/2000 and 20 July 2002



## **ADHD Northwest Annual Report April 1st 2020 to March 31st 2021**

### **Objectives:**

The relief of persons suffering from attention deficit disorders and associated conditions and their families in the North West of England in particular but not exclusively by:

- (a) Raising awareness of the general public regarding Attention Deficit Disorders and Associated conditions.
- (b) The provision of facilities for information, support and other services calculated to relieve the need of such persons and,
- (c) By any such Charitable means as the Trustees shall from time to time deem fit.

### **Management of the Charity:**

The Trustees, elected by a simple majority at the AGM, manage the charity. New trustees are inducted into the workings of the charity, including policies and procedures, at committee meetings. Documentation from the Charity Commission, such as "The Essential Trustee: What you need to know" (CC3), provides guidelines. The chair undertakes the day-to-day running of the organisation, maintains the accounts and payroll, and represents the charity at meetings, forums, and on multi-agency steering groups.

### **Review of Activities:**

Please refer to the 'Annual Report' included with this document as Appendix 1

### **Membership:**

As at 31/03/21, the charity gained 595 new service user families during the year and a number of new professional members. The charity maintains group membership of a variety of organisations with which they share common aims. Some of these are free of charge (or have a nominal annual fee) and represent their support for their broad aims, and vice versa. Examples include a number of Councils for Voluntary Services.

### **Financial Review:**

At the end of this financial year unrestricted funds totalled £20,726.32 which have been accumulated over time mainly through the delivery of commissioned workshops, charges for training, project management and consultation fees. The charity is grateful for the contributions of its trustees who give their support and time. It is proposed that £13,000 of these unrestricted funds be set aside to provide a contingency fund in case of redundancies. The remaining funds will be used towards core running costs for 2021-22 and replacement/additional computer items.

### **Risk Management:**

Main risks identified remain similar to the previous year. These include the long-term future of the charity and the exiting strategies to be established if current funding contracts come to an end.

### **Responsibilities of Trustees:**

The trustees are responsible for keeping proper accounting records that disclose, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safe-guarding the assets of the charity and ensuring compliance of the requirements of the Trust Deed.

**Signed on behalf of the Trustees on 28th July 2021**

**Barbara Worrall, Chair ADHD Northwest**



### **Independent Examiner's Report on the Accounts**

I report on the accounts of ADHD North West for the year ended 31st March 2021, which are set out on pages 4 and 5 following.

### **Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 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 the General Directions given by the Charity Commissioner. 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 statements 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; 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.

### **Brian Haywood**

Retired Finance Director/Company Secretary

Gazelle Book Services Ltd., Units1-4 Hightown, White Cross Mills, Lancaster, LA1 4XS

28th July 2021



## Annual Report – April 1st 2020 to March 31st 2021 - Receipts and Payments Accounts

<b>Opening Balances (Unrestricted)</b>	<b>2020/21</b>	<b>2019/20</b>
Current (Barclays)	3,492.95	6,695.14
Business Saver (Barclays)	16,507.82	10,401.21
Cash in Hand	215.69	520.12
<b>Opening Balances (Restricted)</b>		
Blackburn with Darwen CCG	82.97	3,541.47
East Lancs. CCG	398.88	3,464.57
Lancaster & Morecambe Outreach	0.00	116.02
Morecambe Bay	4,881.14	0.00
West Lancs CCG	<u>(2,838.68)</u>	<u>0.00</u>
	<b>22,740.77</b>	<b>24,738.53</b>
<b>Income Unrestricted:</b>		
General Funds	4,722.96	13,468.92
Donations	239.27	184.09
Bank Interest (Business Saver A/C)	55.59	108.86
<b>Income Restricted:</b>		
Blackburn with Darwen CCG	33,492.18	30,561.40
East Lancs. CCG	68,957.23	62,897.60
Lancaster & Morecambe Outreach	00.00	595.00
Morecambe Bay	00.00	7,293.81
Ad Hoc/Miscellaneous	00.00	480.00
West Lancs CCG	<u>30,631.00</u>	<u>14,550.00</u>
	<b>160,839.00</b>	<b>130,139.68</b>
<b>Expenditure: Unrestricted</b>		
Repairs & Renewals	0.00	186.63
Rent	1,008.00	2,016.00
Telephone	322.78	671.31
Postage	13.87	52.50
Printing	0.00	620.00
Insurance	0.00	95.61
Stationery & Consumables	29.99	145.04
Salaries	2,511.80	3,672.66
Miscellaneous	162.00	449.71
Office Equipment/Software	429.52	611.22
Professional Fees	30.00	00.00
Travel Expenses	0.00	931.32
Training & Development	0.00	143.08
Books & DVDs	0.00	191.80
Donations/Grants	0.00	1,375.00
<b>Expenditure (Restricted Funds):</b>		
Blackburn with Darwen CCG	28,501.70	34,019.90
East Lancs. CCG	59,288.51	65,963.29
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	<b>112,073.35</b>	<b>132,137.44</b>

<b>Closing Balances (Unrestricted)</b>	<b>2020/21</b>	<b>2019/20</b>
Current (Barclays)	4,109.66	3,492.95
Business Saver (Barclays)	16,548.39	16,507.82
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Blackburn with Darwen CCG	5,073.45	82.97
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West Lancs CCG	<u>8,608.41</u>	<u>(2,838.67)</u>
	<b>48,765.65</b>	<b>22,740.77</b>
 <b>Account Balances as at year end 31st March 2021</b>		
Current Account (Barclays)	4,109.66	3,492.95
Business Saver Account (Barclays)	44,587.72	19,032.13
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