



*Inspiring, informing and involving families of people with learning disabilities*



## **ANNUAL REPORT and ACCOUNTS** **1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

# **Oxfordshire Family Support Network**

The Directors present their annual report and financial statements for the year to 31<sup>st</sup> March 2022.

## **Report of the Directors**

### ***Introduction***

This is the eleventh Annual Report of Oxfordshire Family Support Network.

Oxfordshire Family Support Network (OxFSN) is a unique user-led organisation based in Oxfordshire, run by and for family carers of people with a learning disability. We provide independent information, advice and support by families for families of people with a learning disability. Set up by family carers who wanted to share their experience and knowledge to help others in the same situation, we strive to improve lives of people with learning disabilities and their families.

OxFSN is currently managed by a board of six trustees, of whom four are family carers of people with a learning disability. All of the individuals who carry out work on behalf of OxFSN are family carers.

## ***Highlights this year...***



# **From April 2021 to March 2022**

## **OxFSN have .....**



**supported 261 family carers  
of which 154 were new to OxFSN**



**provided 554 hours of support**



**run 15 online events attended by 220  
family carers and 147 professionals**



**worked with 184 professionals**



**connected with 59 organisations  
both local and national**



**attended 535 hours of meetings**



**delivered 131 hours of training**

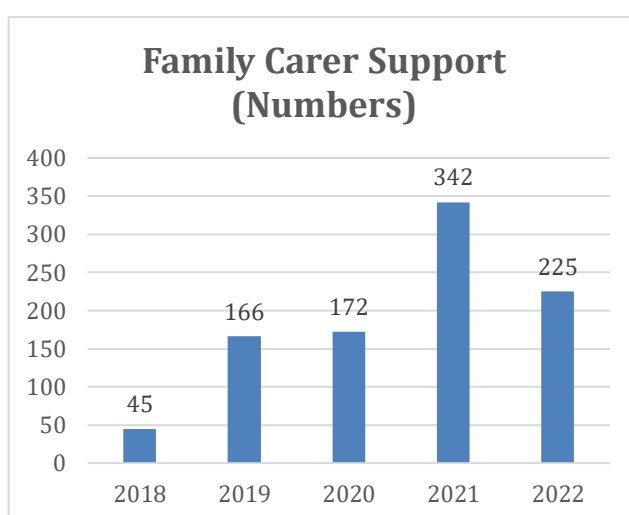
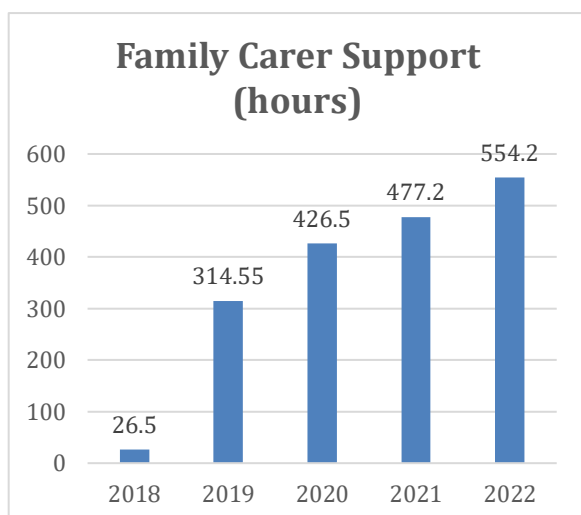


**had 2 articles published**

## Family Support

Our family support service covers a range of services, from telephone, email and face to face support to information events and workshops. We worked with 261 family carers and directly supported 225 individual families this year. The majority of meetings supporting families with professionals however remained online.

In the last year we have had fewer families contact us but with more complex, time consuming, ongoing issues. This, combined with a reduction in the team from 6 to 4 family support workers means there is a pressing need to recruit to this service. However, the major challenge for our family support service has been securing longer term funding, which has proved difficult.



We sent out a survey to measure the impact of our work.  
Of those families who responded to our Survey.....

**92%** of described the support of the Family Support service as 'helpful.'

**87%** felt '**less isolated**' as a result of support from OXFSN.

**93%** felt '**more able**' to manage their situation,

**94%** felt '**more confident**' in navigating the system

*"The way OxFSN actually listen and hear is good. That way we get good advice"*

*"Invaluable support!"*

*"With OxFSN, we the carers and the cared for are the experts and they have worked hard to empower us to stand in that identity. We thank you deeply"*

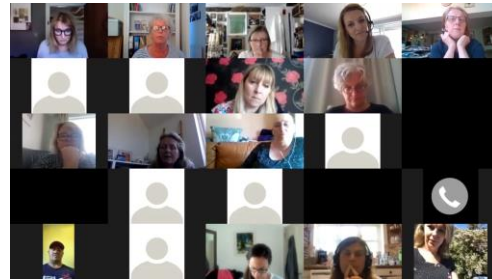
**Our online Q & A events** have been another way of providing families with the information they need. As with everything we do, we take our lead from families we support and arrange them on issues we get asked most about.

*"This has been invaluable".*

Sessions included:

- Mental Capacity Act
- Supported Living x 2

And lots more



### ***Strategic Partnership with OCC Adult Social Care***

Our close working relationship with Adult Social Care was again a major benefit this year and enabled us to quickly respond and feedback issues that affect families. We meet quarterly with the locality teams and the newly formed Moving into Adulthood team. Working with Families workshops have also been part of our strategic partnership arrangement.

Our 3 year agreement came to an end at the end of this financial year, March 2022 and negotiations are underway for a renewal for the next 3 years.

### ***Working with Families Workshops and other Training***

Our Working with Families workshops remained online. We delivered 5 workshops in 2021-2022, attended by 84 professionals from Health and Social Care. Each session was oversubscribed and there are plans to continue to deliver these sessions.

We did a training session with Style Acre Managers in February, our 1<sup>st</sup> face-to face training for some time. It was fabulous to get back in a training room and we look forward to doing more of this in the coming year.

*"I just wanted to say a massive thank you for the day. We have had such lovely positive feedback from the team and it really got people thinking – which is what its all about. A great refresher 😊"* Becky Speight -Style Acre

## **Person Centred Think & Approaches Training**

In October 2021 we delivered Person Centred Thinking and Approaches training to staff from Oxford Health. It's the first time we have attempted to deliver this training online and although we'd always prefer face-to-face, the feedback we received was excellent.

*"I'd like to thank you for the training you have delivered, and state that from the feedback we received, the content was both relevant and challenging. In fact, we discussed the tools provided / training at our away day and we are thinking about how we make this part of what we routinely do, and how we support other teams also embedding it in practice.*

*The training exceeded expectations, and please do pass my thanks to all the team that enabled it to happen."*

We held 2 Person Centred Thinking and Planning courses for family carers – 2.5 hour sessions ran simultaneously over 4 weeks. 10 family carers took part in this training. Feedback was again excellent and plans for more sessions in the coming year are underway.

*"Incredibly helpful and so, so informative. I feel knowledgeable and well equipped to begin to plan xxx's future with xxx, family & friends. Prior to the course I felt totally lost and would have struggled with where to begin. I wish I'd done this course sooner but I'm so grateful that I have had the opportunity to do it."*

## **Moving into Adulthood Handbook**

We were very excited that OCC, Adult Social Care funded us to write a new Moving into Adulthood Handbook for Families. This replaces the current guides on our website and the Transition Matters Guide, written in 2009. Kathy Liddell has spent the last year, working hard to develop the handbook which should be ready to go online by Autumn 2022

## **Family Carer representation**

Ensuring that the issues that affect family carers are heard by those who develop and deliver services is an important part of the work we do at OxFSN. We have an increasing number of family carers attending meetings and participating on strategy groups and Boards. This year we were also invited to be members of the new Learning Disability and Autism Improvement Board, which oversees all issues related to learning disabilities and autism. The Board has representation from Health Education and Social Care from the highest level.

We are members of Learning Disability England, the first membership organisation which brings together people with learning disabilities, family carers and organisations that work with them together.

Representatives from OxFSN have been part of key work to improve services through such initiatives as 'Bringing us Together', Building The Right Support and as experts by experience undertaking NHS England Care and Treatment Reviews (CTR's).



**LeDeR (*Learning from Deaths of people with a Learning Disability*)** is a National programme. Our local group who are part of this programme is called The Vulnerable Adults Mortality group (VAM) and is a sub group of The Oxfordshire Safeguarding Adults Board (OSAB). Programme Manager, Gail Hanrahan is a member of this group, with the aim of providing a family perspective.

We continue to use the learning and lessons from LeDeR locally to plan our events for families and professionals.

## ***Oxfordshire Parent Carer Forum (OXPCF)***

OxFSN continue to manage and support the parent carer forum in Oxfordshire. The forum is supported by a coordinator, who is also a parent carer and is managed by OxFSN. Funding for this work is available annually from the Department for Education (DfE) via Contact.

We ran several online Q&A Sessions this year, in partnership with OxPCF and are looking forward to greater joint working in the coming year.

Our Joint Facebook group 'The SEND Room' now has over 1000 members and continues to be a source of information and advice, by parents for parents of SEND children and young people



We'd like to take this opportunity to thank the forum steering group, who are all parent volunteers, for their hard work in ensuring that the voices of parent carers remains strong in Oxfordshire.

## ***Research***

Angeli Vaid continues to be our lead for research work and over the last year has worked on two projects with Dr Sara Ryan from Manchester Metropolitan University, Growing Older and Planning Ahead and Flourishing Lives.

The idea for the Growing Older project came from our past Comic Relief-funded project 'Embolden'. Embolden aimed to support, advocate for and empower older family carers who were caring for a family member with a learning disability in Oxfordshire. This further research is a fantastic legacy for Embolden.

## ***Looking Ahead - The Future***

### **Funding:**

We were fortunate to be able to secure some small pots of emergency funding, to enable us to continue the work of supporting families during the pandemic. This ran out in January 2022. Consequently, there is a pressing need to secure longer term funding for our Family Support Service. Competition is tough for grant funding currently, but we are hopeful that we are now in a better position to demonstrate the value of OxFSN and the impact on and outcomes for families.

Applications are also underway for Embolden 2, to follow on the work already undertaken and ensure older carers remain a priority when it comes to planning for the future.

*\* **NEWS FLASH!** – at time of writing we have just learned we have been successful in obtaining 3-year funding for Embolden 2 from The National Lottery Community Fund 😊*

### **Future work & opportunities:**

Just before the end of this financial year we were approached by the Head of SEND at OCC to work with them to revamp Oxfordshire's **SEND Local Offer**. We will do this in partnership with Parent Carer Forum. Sarah Karnick, parent carer and steering group rep, from the Forum joined us to deliver this work.

We were also given funding from Oxfordshire CCG to develop a comprehensive online **Health Resource**, for people with learning disabilities, their families and the professionals who work with them. There are hundreds of resources out there, which we aim to collate, with the aim of developing a resource that is, easy to find, easy to navigate and easy to read! Satnam Kaur (parent) and Tilly Hanrahan-Barnes joined us start the research.

Working online has been a necessity over the last couple of years but it opened up a number of new opportunities for working with families and professionals, both locally and nationally. As well as saving time and money for us, reducing the need to pay travel expenses, it is also easier for families and professionals to attend events. We intend to keep some of the virtual events going, alongside face-to-face events where possible and practical.

We are looking at further developing our training offer and have plans for more workshops for families and professionals. This joint working is so valuable and we are very keen to develop a stronger working relationship with children's services in Education, Health and Social Care, replicating what we have with Adult Social Care as a model of good practice and sharing this widely, locally and nationally. We hope, in the coming year, the Local offer will help with this.

### ***And finally –***

A huge thank you to everyone who has worked with us and supported us over the last year.

The impact of Covid 19 on the families we support and the resulting, further pressures on statutory services are huge. Along with the increase in the cost of living, we envisage a greater call on us from families for support in the coming year and beyond. As usual, we aim to meet these challenges head on as we continue to highlight the needs of families of people with learning disabilities in Oxfordshire and respond to what they tell us they need.



**Thanks to our Funders for their support this year and to our family carers for their generous donations and fundraising on our behalf**



**The 29<sup>th</sup> of May 1961 Charitable Trust, Pye Charitable Settlement, St Michaels & All Saints Charitable Trust.**

## Finance report for the year ending 31 March 2022

### Summary

OxFSN received income of £84,455 (prior year £104,301) and expended £99,693 (prior year £103,069) resulting in a deficit of £15,238 (prior year £1,232 surplus). The bank balance at year-end was £83,529 (prior year £70,958).

### Income and Expenditure Account

Both income and expenditure were lower than last year; income - 20% and expenditure - 3%. Income and expenditure have remained stable in the last two years. The deficit of £15,238 was the consequence of a reduction in income.

Income and Expenditure Account for the Year Ended 31 March 2022				
	Current Year			Prior Year
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Ordinary activities	28,748	55,707	84,455	104,301
Other activities	-	-	-	-
Total income	28,748	55,707	84,455	104,301
Expenditure	43,986	55,707	99,693	103,069
Retained surplus	(15,238)	-	(15,238)	1,232

## Balance Sheet

Cash at bank £83,529 was £12,571 higher than prior year. Accruals and deferred income (income received in advance) £34,805 were £5,665 higher than prior year. Total net assets were reduced by £15,238 (the retained surplus for the year) to £37,584.

<b>Balance Sheet as at 31 March 2022</b>		
	Current Year	Prior Year
	£	£
<u>Current assets</u>		
Cash at bank	83,529	70,958
Debtors, prepayments & accrued income	902	20,451
Total current assets	84,431	91,410
<u>Current liabilities</u>		
Accounts payable	12,042	9,448
Accruals & deferred income	34,805	29,140
Total current liabilities	46,847	38,588
<b>Net current and total assets</b>	<b>37,584</b>	<b>52,822</b>
<u>Represented by</u>		
Unrestricted funds	37,584	52,822
Restricted funds	-	-
<b>Total funds</b>	<b>37,584</b>	<b>52,822</b>

### Reserves

Unrestricted funds: a general fund was built prior to this year to cover 12 months employment costs. £15,238 was withdrawn in the year to fund activities and the balance now stands at £37,584. This balance is below the informal target of £42,000 and steps will be taken to rebuild it.

Restricted funds: restricted grants are managed so as to match expenditure with income in the financial year. To the extent that balances brought forward from previous years are not fully spent, they are transferred to unrestricted funds at the end of the project periods.

Reserves for the Year Ended 31 March 2022				
	B/fwd 1 Apr 2021	In year	Transfers	C/fwd 31 Mar 2022
	£	£	£	£
<u>Unrestricted funds</u>				
Total	52,822	(15,238)	-	37,584
<u>Restricted funds</u>				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-
<b>Total Funds</b>				
	<b>52,822</b>	<b>(15,238)</b>	<b>-</b>	<b>37,584</b>

## ***Accounting Policies***

OxFSN follows UK generally accepted accounting practice (UKGAAP). The particular policies adopted are described below. They have been applied consistently in dealing with items considered material in relation to the accounts.

1.           Accounting convention  
These accounts have been prepared under the historical cost convention.
2.           Critical accounting judgements and key sources of estimation uncertainty. In the application of the Company's accounting policies, management is required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates and the estimates and underlying assumptions are continually reviewed. Revisions to accounting estimates are recognised, in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.
3.           Critical judgements in applying accounting policies The following are the critical judgements, apart from those involving estimations (see below) that management has made in the process of applying the Company's accounting policies and that have the most significant effect on the amounts recognised in the financial statements
- 3.1          Accounting for Accruals. Various methods are used for calculating different types of accrual. They include:-
  - i.           Trend analysis
  - ii.          Judgement of directors
  - iii.         Supplier statements
  - iv.         Formulaic approach based on historical cost information
4.           Accounting for Doubtful Debts - Impairment of receivables  
OxFSN is required to judge when there is sufficient evidence to impair individual receivables. It does this based on the age and status of the receivables.
5.           Revenue  
Revenue in respect of services provided is recognised when, and to the extent that, performance occurs, and is measured at the fair value of the consideration receivable. Where income is received for a specific activity that is to be delivered in the following year, that income is deferred.
6.           Other expenses

Other operating expenses are recognised when, and to the extent that, the goods or services have been received. They are measured at the fair value of the consideration payable.

7. Property, plant and equipment Recognition property, plant and equipment is capitalised if:
- it is held for use in delivering services or for administrative purposes;
  - it is probable that future economic benefits will flow to, or service potential will be supplied to OxFSN;
  - it is expected to be used for more than one financial year;
  - the cost of the item can be measured reliably; and
  - the item has cost of at least £5,000.

Where a large asset, for example a building, includes a number of components with significantly different asset lives, the components are treated as separate assets and depreciated over their own useful economic lives.

8. Grants  
Revenue grants are treated as deferred income initially and credited to income to match the expenditure to which they relate.
9. Cash and cash equivalents. Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Balance Sheet, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and that form an integral part of OxFSN's cash management.
10. Provisions are recognised when the Company has a present legal or constructive obligation as a result of a past event, it is probable that the Company will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.
11. Contingencies A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the trust, or a present obligation that is not recognised because it is not probable that a payment will be required to settle the obligation or the amount of the obligation cannot be measured sufficiently



reliably. A contingent liability is disclosed unless the possibility of a payment is remote.

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the trust. A contingent asset is disclosed where an inflow of economic benefits is probable.

12. Financial liabilities are recognised on the Balance Sheet when the goods or services have been received. Financial liabilities are de-recognised when the liability has been discharged, that is, the liability has been paid or has expired.

## **Independent examiner's report**

Report to the trustees of Oxfordshire Family Support Network Limited on Accounts for the year ended 31<sup>st</sup> March 2022.

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income does not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section ,145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

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 those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

A handwritten signature in black ink, appearing to read 'Peter Crabb'. The signature is fluid and cursive, with a large initial 'P' and a distinct 'C'.

Peter Crabb. Independent Examiner

3<sup>rd</sup> June 2022

Charity name	Oxfordshire Family Support Network
Charity registration number	1143367
Company registration number	7583197
Registered Office	30 Tamar Way, Didcot, Oxfordshire OX11 7QH Oxon
Directors and Trustees	Yvonne Cox - Chairman Jan Roast Mena Remedios Charmian Hearne Jessica Patton Ms Kathleen Rist
Bankers	Lloyds Bank plc, Banbury,
Independent examiner	Peter Crabb, 22 Murcot Road, Upper Arcott, Oxon. OX25 1QH
Solicitor	Cooperatives UK, Hanover Street, Manchester. M60 0AS

