



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



**ANNUAL REPORT and ACCOUNTS**  
**1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

# Oxfordshire Family Support Network

The Directors present their annual report and financial statements for the year to 31<sup>st</sup> March 2023.

## Report of the Directors

### *Introduction*

This is the twelfth 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.

### **Our Year**

2022-2023 saw the completion of some existing projects and the start of some exciting new ones. In September we were delighted to receive three-year funding from The National Lottery Community Fund to fund **Embolden 2**. This is our older carers project, helping families to plan for the future when they are no longer around to support their relatives. The project started in September and got off to a brilliant start. We welcomed Oona Bannister as project worker to the team. working with Kathy.

We started working on revamping the **Local offer** with Oxfordshire County Council (OCC) SEND team. We partnered with OxPCF and Sarah Karnick, from their steering group joined us to support delivery of this project. We also began work developing a new online Health Resource, funded by the Integrated Care Board, called **All about Health**. Both projects should be completed by winter 2023 and we look forward to reporting on them next year.

In November 2022 we launched our Online **Moving into Adulthood Handbook**, which provides families of young people and adults of all ages with the key information they need as their child approaches adulthood and beyond. Family carers and professionals who work with them can sign up to download the chapters and it will be regularly updated to its kept current. We have been thrilled with the response this has received.

Our Strategic Partnership with OCC Adult Social Care continues with a further three years grant agreement. This enables us to work closely with services and be involved in any changes, making sure the family carer voice is included.

Overall 2022-23 was a great year, with positive outcomes for the charity and the families we support.

### *Highlights this year...*



## From April 2022 - March 2023

### OxFSN have .....



connected with  
256 family carers,  
162 who were new  
to OxFSN this year



been contacted  
by 82 family  
carers asking for  
support



provided 344  
hours of support  
for families



worked with 343  
professionals



run 16 events  
attended by 338  
family carers &  
professionals



connected with 51  
local and national  
organisations



spent 428.40  
hours in meetings



delivered 44  
hours of training



published The  
Moving into  
Adulthood  
Handbook

## ***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 supported 256 family carers directly this year and provided 344 hours of support.

In the last year, as with the previous year, we have had fewer families contact us but with more complex, time consuming, ongoing issues. Having the Moving into Adulthood Handbook to refer families to has helped enormously as all the information families need in adulthood is usually there. This has reduced the time spent talking family carers through information.

## ***Embolden 2***

Embolden 2 runs from September to September, so by the time you are reading this we will have just completed our first year.

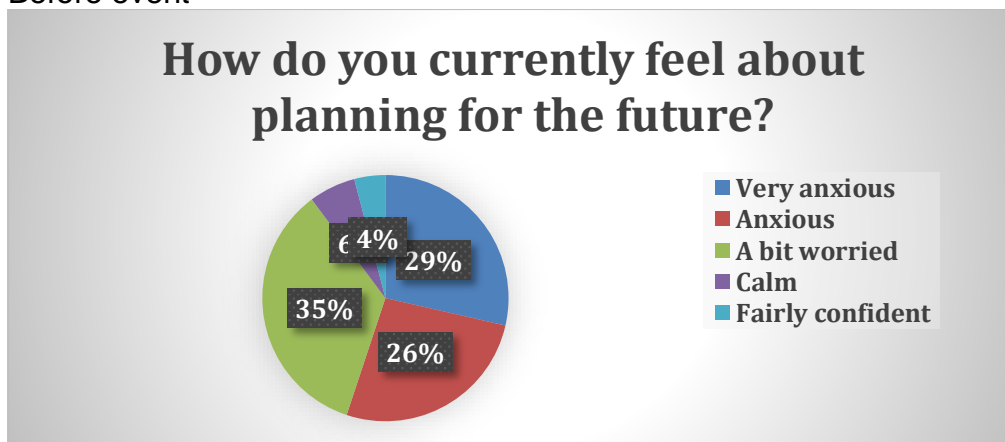
Despite a delayed start (due to the Project Manager completing another project, which had over run) we feel we have made a really positive start to the project and are happy with the progress being made and we are on the right track to make a difference to the families we are working with.



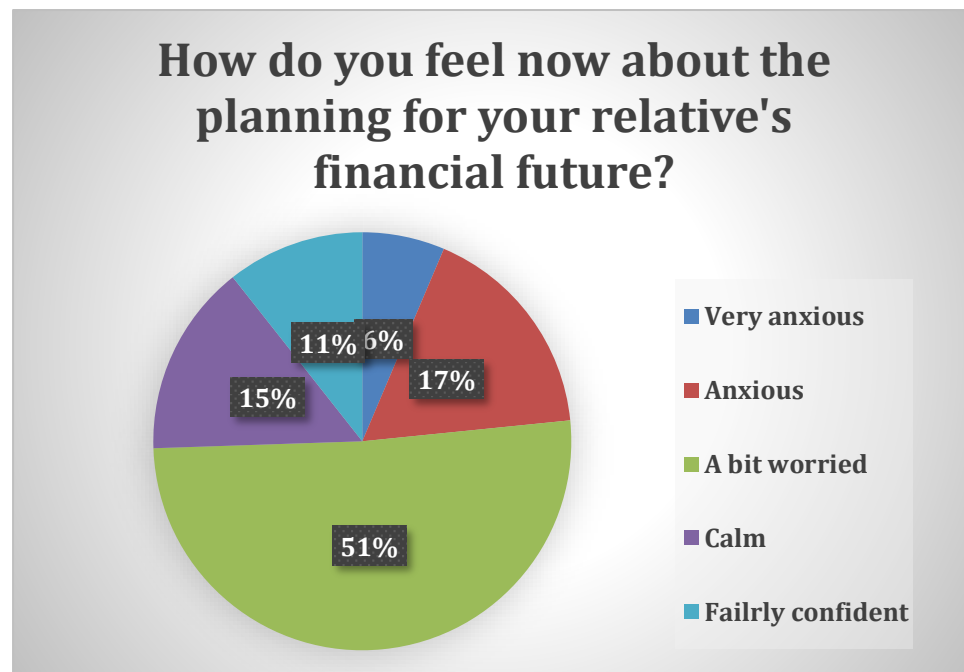
Our first large event on Money Matters, was held at the end of March and was well attended.

We asked questions at the start of the event and after it, to check we were making a different

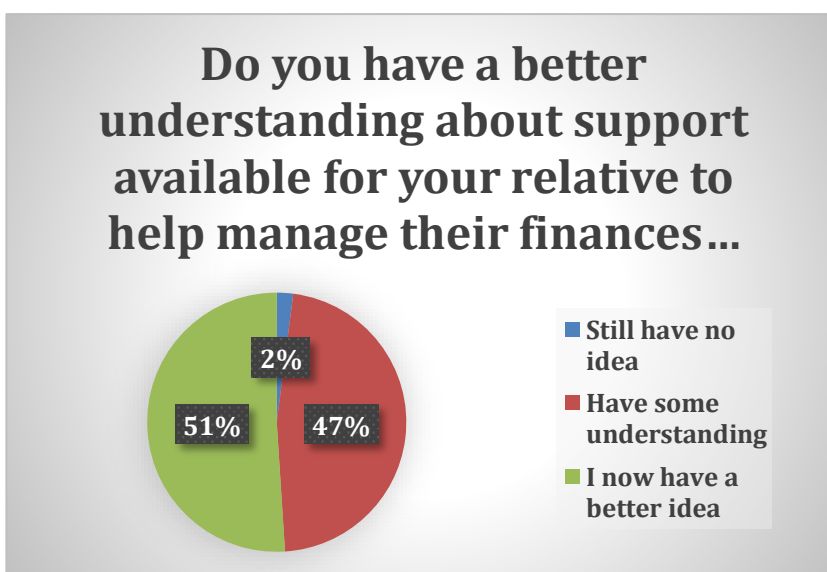
Before event



After the event...



At the start of the event 55% of attendees felt very anxious or anxious. This reduced to 23% after the event. Although 35% of attendees were still a bit worried, this was to be expected given the amount of information they were given on the day and the enormity of the topic.



At the start of the event 73% of attendees had no idea about what help was available to their relative. This reduced to only 2% after the event. With 98% of attendees feeling they had some understanding or a better idea.

*'Just wanted to thank you and all of the organisers for today's session, a bit scary maybe but VERY useful' A parent.*

*"Thank you so much for a really interesting event yesterday. I came home with my head spinning from all the different speakers and the list of things I should investigate / sort out for our son. It was really worthwhile and I appreciate how much time and planning goes into a session that runs so smoothly on the day." A parent*

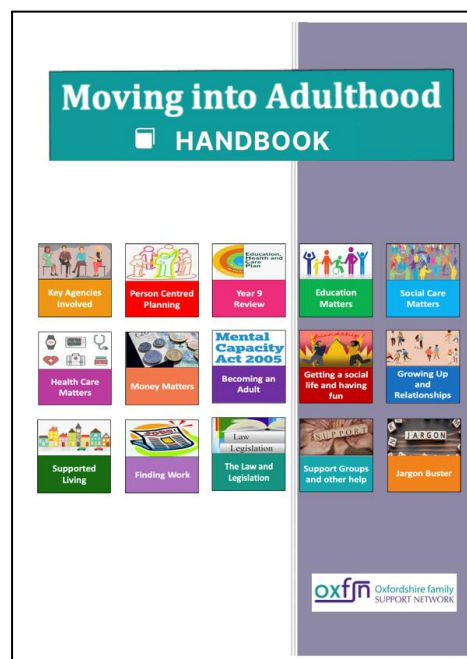


The feedback from families and the professionals we have worked closely so far, has been very positive and we are clearly starting to evidence changes for the better in family carers anxiety levels and their understanding of systems and processes. We are starting to develop practical resources which will support all families to think and plan ahead, which will benefit both current and future families, and will be available long after this project has ended.

### ***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. Working with Families workshops have also been part of our strategic partnership arrangement. Our funding agreement for this work was renewed for a further 3 years. .

### ***Moving into Adulthood Handbook***



Our Moving into Adulthood Handbook for Families was launched in November 2022, thanks to funding from Oxfordshire County Council Adult Social Care. This replaces the old guides on our website and the Transition Matters Guide, written in 2009. Kathy Liddell worked tirelessly for over a year to develop the resource, which has received some really positive feedback from families and professionals.

### ***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.

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 host and support the parent carer forum in Oxfordshire. Funding for this work is available annually from the Department for Education (DfE) via Contact.

Our Joint Facebook group 'The SEND Room' now has over 1.8k 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 once again 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 continued to be our lead for research work and over the last year. The two projects with Dr Sara Ryan from Manchester Metropolitan University, Growing Older and Planning Ahead and Flourishing Lives completed in early 2023.

The idea for the Growing Older project came from our past Comic Relief-funded project 'Embolden' and OxFSN continues to be mentioned in publicity and research materials produced.

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

#### **Funding:**

Funding is looking pretty good at the moment, with guaranteed income, via grants for the next two years for strategic work and older carers. However, there is still a need to fund other Family Support activities. Bids to funders are in progress.

## **Future work & opportunities:**

We are looking at how we develop more guides and resources online, similar to the Moving into Adulthood Handbook. Funding is being sought to develop a handbook for families from birth to 16 in a similar format.

The All About Health website is due to be launched in November 2023.

Keeping this updated will be an ongoing job for OxFSN.

In an ever-changing health, education and social care system there are always new opportunities for our involvement and to make sure the design and delivery of services is coproduced with family carers, alongside people with learning disabilities. As a small charity we are able to adapt and change our offer to families, being guided by them and what they tell us they need. As professionals come and go, we remain the 'holders' of the historical memory, which is increasingly needed in the current climate.

## ***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 can still not be underestimated. Along with the increase in the cost of living, it's a very challenging time for our families. As usual, we continue to highlight these challenges and the ongoing needs of families of people with learning disabilities in Oxfordshire.

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





## Finance report for the year ending 31 March 2023

### Summary

OxFSN received total income for the year 22/23 of £128,251 (prior year £84,455) less expenditure of £113,157 (prior year £99,693) leading to a surplus of £15,095 (prior year had £15,238 deficit).

The bank balance at year-end was £124,604 (prior year £83,529).

### Income and Expenditure Account

We are pleased that income was higher than the prior year, whilst expenditure stayed relatively stable; income up by 51% and expenditure up by 13.5%; generating a surplus of £15,095 due to increased income. Income and expenditure have remained stable in the last two years.

Income and Expenditure Account for the Year Ended 31 March 2023				
	Unrestricted Funds	Current Year Restricted Funds	Total Funds	Prior Year Total Funds
	£	£	£	£
Ordinary activities	33,124	95,127	128,251	84,455
Other activities	-	-	-	-
Total income	33,124	95,127	128,251	84,455
Expenditure	18,030	95,127	113,157	99,693
<b>Retained surplus</b>	<b>15,095</b>	<b>-</b>	<b>15,095</b>	<b>(15,238)</b>

## **Balance Sheet**

Cash at bank £124,604 was £41,345 higher than prior year. Accruals and deferred income (income received in advance) £61,344 were £26,539 higher than prior year. Total net assets were increased by £15,095 (the retained surplus for the year) to £52,679.

<b>Balance Sheet as at 31<sup>st</sup> March 2023</b>			
<u>Current assets</u>			
Cash at bank	124,604	83,529	
Debtors, prepayments & accrued income	3,135	902	
Total current assets	127,739	84,431	
<u>Current liabilities</u>			
Accounts payable	13,716	12,042	
Accruals & deferred income	61,344	34,805	
Total current liabilities	75,060	46,847	
<b>Net current and total assets</b>	<b>52,679</b>	<b>37,584</b>	
<u>Represented by</u>			
Unrestricted funds	52,679	37,584	
Restricted funds	-	-	
<b>Total funds</b>	<b>52,679</b>	<b>37,584</b>	

## Reserves

Unrestricted funds: a general fund was built in prior years to cover 12 months employment costs. Steps were taken to rebuild the fund during the year.

£15,095 was added in the year to the fund and the balance now stands at £52,679. This balance is now above the informal target of £42,000.

Restricted funds: restricted grants are managed so as to match expenditure with income in the financial year.

Reserves for the Year Ended 31 March 2023				
	B/fwd 1 Apr 2022	In year	Transfers	C/fwd 31 Mar 2023
	£	£	£	£
<u>Unrestricted funds</u>				
Total	37,584	15,095	-	52,679
<u>Restricted funds</u>				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-
<b>Total Funds</b>	<b>37,584</b>	<b>15,095</b>	<b>-</b>	<b>52,679</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 OxFNS;
  - 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 OxFNS'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 2023.

#### **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.I

### **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', with a stylized, cursive script.

Peter Crabb. Independent Examiner

20<sup>th</sup> May 2023

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 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

