

"Changing Minds and Lives for Better"



Trustees Annual Report 2020 - 2021

Reference and administrative details

Charity number: 1162000

Company number: 5492205

Website: www.options4change.org.uk

Registered Office: 55 Leigham Court Road, London SW16
2NJ

1. PURPOSE AND IMPACT

Options 4 Change was set up in 2005 and is a children and young people's (CYP) charity based in the London Borough of Lambeth. We provide support services and projects to address youth violence, gangs, schools' exclusions, family welfare and housing issues.

Our vision is to “**Change minds and lives for better**” and we do this by,

Operating as a charity working independently and collaboratively across London Boroughs mainly LB Lambeth. We offer help and support services to vulnerable children, young people (CYP) and their families. We aim to,

- ❖ Inspire CYP to sustain their education, raise their aspirations and provide help and support to help them aim higher to achieve academic and social excellence.
- ❖ Reduce hardships linked to destitution and social welfare issues for CYP and their families.
- ❖ Increase life skills and build positive relationships among CYP to reduce pathways into gangs and dysfunctional lives and by doing so enable CYP to make their own contributions to the development of themselves and their wider communities.

Our work independently and in community partnerships. Our primary services are delivered by our caseworkers and volunteers.

We have had the greatest impact on the lives of our service users and delivered our service users support services via,

- ❖ Advocacy and casework representation on social welfare and wellbeing issues of CYP and their families
- ❖ Support and personal development programmes for CYP with experience of gang involvement or gang exploitation vulnerability.
- ❖ Parents support to challenge school exclusions and reintegrate excluded pupils back into mainstream education
- ❖ Employability and personal skills development programmes.

We have made more progress in this operational year than in 2019/2020. Our projects have continued, remodel and develop further despite the setbacks of the Covid 19 Pandemic and lockdown. During the 2020/2021 period our services impacted and benefited 297 service users.

Projects Delivered During 2020/2021

The Education Sustainment Project (ESP)

The project staff worked directly out of 3 primary schools in Lambeth. The ESP Project is funded by the Walcot Foundation and Reaching Communities. The project staff provided a range of education support and interventions for pupils who were at risk of under achieving academically, affected by low academic aspirations, vulnerable or at risk of falling out of mainstream education.

The project was affected by a national mandatory Covid 19 lockdown. Statutory guidance which affected our service delivery and other aspects of the project model. This resulted in the project staff worked remotely and virtually and provided,

- Home and virtual study support
- Weekly virtual pupil and parent contact
- Virtual Pathway Project Workshops for pupils with school exclusion or low aspiration histories
- Casework and advocacy support for parents to resolve welfare and hardship issues.
- "School Gate after school contact with parents and pupils to further our outreach and in community services after the reopening of schools.
- Evaluations and consultations on project design, service user involvement and project delivery.

The Family Welfare Project

Delivered as part of the ESP the FWP provides casework and advocacy support to parents who need support services to address, Family welfare issues such as,

- Homelessness
- Housing disrepairs
- No recourse to public funds
- Parenting skills development
- Holiday hunger
- Family crisis support
- Severe hardships personal and financial

The post of Family Welfare officer was Funded by Walcot Foundation and the Covid Recovery Fund. The project during the period provided 82 parents with advocacy and casework interventions for,

- Access to temporary and permanent housing
- Securing in-house and legal interventions to challenge statutory lack of action or inadequate decisions to resolve disrepairs, homelessness, child in need and county lines issues impacting hardships and increasing vulnerabilities.
- Food and utilities support via outreach food deliveries or crisis payments for food or utilities support.
- 2 Residential projects in Birmingham and Cardiff.
- 7 days a week virtual engagement for a parent's support network to reduce loneliness and isolation.

- Engagement in multi-agency or community partnerships focused on collaborative work to reduce hardships affecting vulnerable families.

Well Warm and Fed Project

In previous periods the project focused on older persons. The project was remodel was offered inclusively to 30 service users during the period. Most aspects of the project were delivered by our volunteers who carried out outreach and virtual contact with our most vulnerable service users whose hardships were further impacted by the Covid 19 Lockdown.

The Covid recovery fund and donations enabled us to provide service users help with,

- Advocacy and advice support
- Referrals to our community partners
- Groceries, bedding, clothing, utilities, crisis payments, advice and support on keeping well, feeding on a low budget, keeping warm, reducing their vulnerabilities and health risks.
- Providing free information and access to advice to ease financial worries and help them to tackle fuel poverty.
- Gave helpful guides on how to keep warm in the house to save energy and reduce fuel bills.
- Delivered virtual workshops on how to stretch a budget to cook nutritional food for the whole family.
- Made referrals to Foodbanks for those who were destitute and without benefits.

Friends of Options 4 Change Virtual Home Platform

The Virtual Home Platform provides 7 days a week virtual peer support for our most vulnerable service user families. A team of 4 volunteers provide 15 families with,

- 4 personal development, healthy eating and wellbeing workshops on a weekly basis.
- Peer support via videos of school runs for parents who experience daily school run challenges,
- Virtual peer mentoring sessions to share experiences and develop own solutions to challenges faced.
- Meet ups for trips and recreational events

STAFFING

All aspects of the project's delivery were made possible via our recruitment and retention of experienced and capable admin, project

workers and management staff who worked alongside a range of contractors, partners, charities, legal, statutory and voluntary support services.

Staff were required to and received the necessary support to undertake their responsibilities working from home and virtually for most of the period. This presented numerous challenges that were overcome with an “all hands-on deck” approach to ensure that both staff and service users were given the support needed during a very difficult period impacted by the lockdown and the statutory requirements.

Staff were supported and trained to,

- Undertake telephone instead of face-to-face assessments
- Facilitate workshops virtually
- Work with our contractors to review, develop and redesign training and personal development tools including the Pathway Manual.
- Work remotely and be able to access the help and support they need to undertake their responsibilities.
- Increase our volunteers and contractors’ appointments to reach service users and provide them with development and crisis intervention services.
- Extend community partnerships to include food banks, outreach and community hubs for essential client contact.
- Work from home with the provision of the communication, hard and software equipment needed for them to effectively undertake their responsibilities.
- Adapt to working from home and manage the challenges of not having peer support to undertake some aspects of work where there was previously immediate peer support.

We were able to sustain most of our staff however recruitment projects were particularly difficult because of the lockdown and mandatory requirements, than planned in the last year due to the significant impact of staff vacancies and the Covid-19 pandemic. While some of our objectives did not rely on additional staff, those that did restricted our ability to expand our current programmes.

2. VALUES AND WAYS OF WORKING

Our values are equally important in reviewing our progress and in setting future targets. We listened to the voices of CYP and their families and ensured that their views and preferences are evidenced in our project models and ways we deliver our services to them.

We have continued to deliver,

In school advise surgeries

Parents development workshops

Outreach, in-office and community hubs contact.

We supported hard to reach children and families to participate in workshops,

Virtual networking

Increased our partnerships

Evidenced our commitment to supporting the CYP and parents worked with throughout the lockdown to continue their education and reintegrate back into school after the lockdown.

Supported the children worked with to establish new routines and encouraged them to restore routines that reduced their risks of school's exclusions.

More information can be found on our website at www.options4change.org.uk

3. OPERATING MODEL AND RISKS

We are grant funded by the National Lottery Reaching Communities Fund, The Office of Civil Society, Walcott Foundation, individuals and member donations.

The funds support our Education Sustainment Project which operates out of St John's, Christchurch Streatham and St Luke's Primary Schools. The project aims to support 40 families and pupils per year to deal with the multiple issues impacting on their academic aspirations and achievements and placing them at the risk of exclusion. Year on year we have excelled the numbers of service users we were funded to work with.

We have extended our working hours and increased access to service by working virtually as well as face to face. We have a stronger presence in the community where we work alongside community partners of Solicitors, Universities, Churches, Food Banks, Charities, Local Businesses, school gate contact and membership of several professional forums.

IMPACT AND OUTCOMES

295 service users accessed and benefited from our services

52 CYP received education sustainment support

12 children received no further exclusions during the period

7 children were reintegrated back into mainstream after permanent exclusion

4 children were supported to receive special education needs status and a tailored welfare and education package for the child.

26 children were supported to reintegrate back into school after the lockdown

38 families were helped to resolve homelessness and other destitution issues

10 new partnerships were formed and supported us to exchange services

45 parents and children participated in our Cardiff and Birmingham ESP residential.

3 additional Law Firms have formed voluntary partnerships with our charity.

Casework and partnership work with Osborn Law resulted in a change to the Housing Act in terms of how housing assessment of mentally challenged individuals are assessed for housing.

The House of Commons Select Committee used an example of our work with Taylor Rose MW Solicitors on a case of racial bias against one of our young service users who was discriminately stopped and searched by the MET Lambeth Police.

An additional £53, 000 was secured to assist our work during the pandemic

4. GOVERNANCE AND DECISION-MAKING

The organisation is a charitable company limited by guarantee, incorporated on 27 June 2005 and registered as a charity on 4 June 2015. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Trustees

Rahman Mustapha – Chair of Trustees

Aida Huballah – Treasurer

Donna R Sinclair Company Secretary

Options 4 Change Trustees meet on a bi-monthly basis and review the strategic direction of the charity; they review charity policies on a rolling two-year cycle. The Chief Executive Officer provides an update of the charity's activities and financial position along with any issues in the daily operation of the charity ahead of Trustees meetings, in response to Trustees enquiries or involve them as

necessary in organisational decisions such as funding, budgeting, policy reviews and resources required to deliver our services.

Our AGM is the opportunity for our voting members to put forward nominations for trustees and committee members, and to formally announce retiring trustees. Due to the pandemic the AGM was not held in 2021, but Zoom meetings were held for the quarterly Trustee meetings.

5. FINANCIAL REVIEW

Donations for the period was limited due to the lockdown and the Covid 19 Pandemic. Services received additional funding via the Office of Civil Society Covid Recovery Fund. Reviews of financial audits and control were undertaken to ensure that the amounts granted to the charity for service users experiencing severe financial hardships were supported with purchases and small amounts of financial assistance.

No trustee received remuneration or other benefit from their work with the charity. Reserves are under regular review in line with the charity's current financial commitments.

6. OFFICE REFURBISHMENT

The offices were refurbished during the period. The following upgrades were implemented.

- Offices, kitchen, hallway, toilet and conference room decorated and refurbished
- New security surveillance camera and telephone entry system installed.
- Covid compliance fixtures
- Upgraded plumbing of toilets and kitchen
- Upgraded lighting
- IT hardware and standard office furniture

ACCOUNTANTS

Abraham and Associates Chartered Certified Accountants - 6 Weston Road, Southend on Sea, Essex SS1 1AT

Our Accountants independently verify and file our accounts in accordance with charities and companies House requirements, ensuring that Options 4 Change are complying with best practice around financial and auditing procedures.

BANKERS

Santander - 498 Brixton Rd, London SW9 8EX

7. **DECLARATION**

Trustees declare that they have approved the above report.

Signed on behalf of the O4C trustees

Signature

Date 05 Sept 2021

Rahman Mustapha

Signature

Date 05 Sept 2021

Aida Huballah

REGISTERED CHARITY NUMBER: 1162000
COMPANY REGISTRATION NUMBER: 05492205

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 June 2021
For
Options 4 Change

Options 4 Change

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for the Year Ended 30 June 2021

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Options 4 Change

Independent Examiner's Report to the Trustees of Options 4 Change

I report to the charity trustees on my examination of the accounts for the year ended 30 June 2021 set out on pages two to six.

Respective responsibilities of trustees and examiner

As the charity's trustees of the Company (who are also the directors of the company 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 for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity'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 material matters have come to my attention which gives me cause to believe that:

- 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.

Xavier Abraham

Xavier Abraham FCCA
Abraham and Associates
Chartered Certified Accountants Limited
Ebenezer House
41 Clarence Street
Southend on Sea
Essex
SS1 1BH
Date : 14/06/2022

Options 4 Change

Statement of Financial Activities
for the Year Ended 30 June 2021

	Year Ended 30.06.21	Year Ended 30.06.20
	Total funds £	Total funds £
INCOMING RESOURCES		
Grants	162,717	107,838
Donations	1,785	20,047
Total Incoming resources	164,502	127,885
RESOURCES EXPENDED		
Charitable activities		
Charitable activities	82,982	54,709
Governance costs	78,450	52,624
Other resources expended		
Total resources expended	(161,432)	(107,333)
NET INCOMING RESOURCES	3,070	20,552
RECONCILIATION OF FUNDS		
+		
Total funds brought forward	22,161	1,609
TOTAL FUNDS CARRIED FORWARD	25,231	22,161

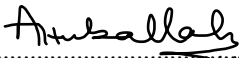
Options 4 Change

Balance Sheet

As at 30 June 2021

		30.06.21	30.06.20
		Total	Total
		funds	funds
	Notes	£	£
FIXED ASSETS			
Intangible assets		0	0
Tangible assets		7,329	2,715
CURRENT ASSETS			
Cash in hand and bank		21,483	21,289
Creditors: Amount falling due within one year	3	(3,581)	(1,843)
NET CURRENT ASSETS		17,902	19,446
TOTAL ASSETS LESS CURRENT LIABILITIES		25,231	22,161
NET ASSETS		25,231	22,161
TOTAL FUNDS		25,231	22,161

The financial statements were approved by the Board of Trustees on 14 June 2022 and were signed on its behalf by:



Trustee name:

AIDA HUSBULLAH .



Trustee name:

RAHMAN MUSTAPHA
(CHAIR)

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Summary of the donations received for the period:-

1. Walcot Foundation - £25,000;
2. Covid-19 response - £53,821;
3. Other grants - £83,896.25

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2021.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 June 2021.

3. CREDITORS: AMOUNT FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Accrued expenses	960	960
Tax payable	2,543	810
Pensions payable	78	73
Total	3,581	1,843

4. MOVEMENT IN FUNDS

	At 30.06.20	Net movement in funds	At 30.06.21
	£	£	£
General funds	22,161	3,070	25,231

Net movement in funds, included in the above are as follows

	Incoming resources	Resources expended	Movement in funds
	£	£	£
General fund	164,502	(161,432)	3,070

Options 4 Change

Detailed Statement of Financial Activities for the Year Ended 30 June 2021

	2021	2020
	£	£
<u>Incoming resources</u>		
Grants & Donations	164,502	127,885
<u>Employee costs:</u>		
Wages and salaries	30,549	26,261
Employers NI	931	0
Employers Pensions	332	221
Training cost	5,200	5,800
	37,012	32,282
<u>Premises costs:</u>		
Rent	4,500	3,000
Light and heat	1,724	1,957
	6,224	4,957
<u>Resources expended</u>		
Client welfare	66,216	31,673
Volunteer expenses	4,752	4,345
Conference and workshops	3,670	7,705
Travel and subsistence	3,844	4,316
Consultancy fees	2,044	5,804
	80,526	53,843
<u>General administrative expenses</u>		
Advertising	0	3,670
Telephone and fax	1,106	1,181
Postage	525	365
Stationery and printing	364	459
Cleaning	0	128
Depreciation	2,745	905
Insurance	0	247
Software	60	115
Service charges	0	146
Repairs and maintenance	10,160	4,165
Equipment expenses	2,448	1,351
Office cost	337	345
Other admin expenses	16,856	20
	34,601	13,097
<u>Legal and professional costs:</u>		
Professional fees	1,332	1,296
Legal costs	1,737	1,858
	3,069	3,154
	161,432	107,333

This page does not form part of the statutory financial statements

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General fund	164,502	(161,432)	3,070

Options 4 Change

Detailed Statement of Financial Activities for the Year Ended 30 June 2021

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