

Trustees' Report and Financial Statements

For the Year Ended 31 March 2021

Charity Number 1178213

Registered in England

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PEOPLE FIRST FORUM

ORGANISATION INFORMATION

Status

The organisation is a Charitable Incorporated Organisation ("CIO"), incorporated and registered as a charity on 2 May 2018.

Charity Trustees

Alison Bale
Simon Shave
Shaun Hayward
Lisa Selby
Charlie Sheldrick
Ruth Crook
Bill Shaw
Debbie Mary Hiscutt
Leslie Hebditch
Mark Dyde
Sarah Peters
Daniel Murray

Registered Office

Rossmore Leisure Centre
Herbert Avenue
Parkstone
Poole
BH12 4HR

Independent Accountant

Bryan Tizzard, FCA
31a Alumhurst Road
Bournemouth
BH4 8EN

Bankers

CAF Bank Ltd

PEOPLE FIRST FORUM

Report of the Charity Trustees for the year ended 31 March 2021

The Charity Trustees present their report and the financial statements for the year ended 31 March 2021.

Status and Administration

The Charity became an incorporated and registered charity on 2 May 2018.

The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

Objects

The charity's objects are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure

People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day to day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees

At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so, but may be reappointed after an interval of at least three years.

Review of Activities and Future Developments

The year ended 31 March 2021 has been very busy. People First Forum focussed on the impact of Covid-19 and how we adjusted our services in line with government guidance and the safety of our members with learning disabilities.

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People First Forum has continued to deliver a range of activities, promoting the rights, choices and equality of people with learning disabilities living in Bournemouth, Christchurch and Poole. All of our work is underpinned by the Bill Of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our partners in BCP Council and the local NHS.

We found ourselves in a very different situation with the UK in the lockdowns because of Covid-19. This year we adapted our services to support our members through the pandemic. Some of our staff with learning disabilities were put on furlough because they did not have internet access, equipment, or support at home. Staff that could continue to work from home did so. We were able to bring some of our staff with learning disabilities back off furlough by equipping them with the I.T needed, securing additional funding and offering extra support. We also received additional funding to be able to continue to reach people and provide our members with more support and advice through what has been such a difficult and challenging year.

Some of our key areas of work throughout from 1st April 2020 - 31st March 2021

- After consultation with the members of both Go Forum and our Friends United groups, they reformed and renamed to become Friends Forum. Due to Covid-19 we had to move our Friends Forum meetings online, providing a wide range of information and support to members. Friends Forum meet twice a month, one takes place in the afternoon, the other in the evening. This group provides opportunities for members to make new/continue friendships, support each other, develop skills and confidence, find information about local services and especially understanding government advice on Covid-19 and the lockdowns. It has been a very difficult time for our members who have found this time isolating and confusing. Speakers and activities have also included: Mental Health, Annual Health Checks, Yellow Health Books, Anxiety related to Covid and Covid Vaccination etc.
- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including for Clinical Commissioning Group, BCP Council, Wessex Voices, Dorset HealthCare and Parent Carers Together. This has been a busy year for the service.
- We have agreed for Poole Hospital to continue to use our training powerpoint for their online training until our trainers with learning disabilities can restart delivering it. We are adapting our training in the hope that our trainers can deliver it online soon.
- We applied for and received funding to design and post out Covid-19 Survival Packs to our members. The packs had all the current advice from the local and national government and health services, recipes, games and a lot more. These packs helped our members to stay connected to People First Forum and have accessible information to feel more informed and less isolated. Members have said that this has been a lifeline to them over the year.
- We received funding to buy 12 tablets to help get some of our members online. Made an easy read manual to help people use Teams and Zoom, set up the tablets, bought webcams and gave ongoing support. The tablets have meant that most of our staff and volunteers with learning disabilities have been able to come back to work for some of their hours.

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- Our work with our statutory partners has continued throughout the year and our core work has included:
 - The BCP Learning Disability Partnership Board took a break and resumed online mid way through the year. When able to we have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on the health issues and information and keeping safe through the joint work of the Health and Keeping Safe Action Groups
 - We have joined the National Safe Place Scheme. We have updated all the Safe Places but these might have changed again as businesses may have closed because of Covid-19.
 - We continued to use our Facebook page which became a vital link with our members throughout Covid-19. We started 'Go Live' videos on Facebook. Initially they were held most days and then reduced as lockdown changed. Since then, our members and staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.
 - We designed and launched our new website with our committee, including up to date information on Covid-19.
 - We gave learning disability awareness training and talked about the Bill Of Rights Charter to BCP Councillors. After this, the full BCP council cabinet went on to vote in favour of continuing to support our Bill Of Rights Charter.
 - We continue to have a phonenumber for Advice, Information and Advocacy diverting to staff mobile phones. We have a call list of people we have rated as high risk of becoming isolated, anxious or vulnerable and have been calling them regularly to see if they are ok or need any support. Our 3 main enquiries were about: emotional wellbeing, our groups and events and speaking up. Our advice and advocacy has supported a great deal more people this year than last.
 - We currently cannot do any Quality Checking but we are continuing to be in contact with many homes and services reporting any issues.
- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.
- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and we were able to restart face to face work within the court setting using their Covid-19 safe guidelines in July 2020.
- We have organised and run 1 club night for people with learning disabilities called the "Big Night In With Suttles" along with partner organisations and supported our members to attend. This year the club night took place online due to Covid-19 restrictions. Our DJ's were unable to perform at this year's Camp Bestival due to it being cancelled but we hope to return in summer 2021.
- Last year we received money from PramaCare and ran cancer awareness workshops for older people with learning disabilities. We were able to do the majority before Covid-19 but did run the last one successfully online this year.
- Our For The Record project funded by the Heritage Lottery is in its second year. This project looks at the difference Poole Forum and Bournemouth People First made to the

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lives of people with learning disabilities. It promotes the importance of self-advocacy to the wider public. We have had to change the project because of Covid-19, we talked with the Heritage Lottery and made a Coronavirus Diary as part of the For The Record project. We posted them to all our members. We are also doing interviews with our members online.

- We have been attending Learning Disability England meetings online to talk with other self-advocacy organisations across the country about how we can help our members during the Coronavirus. These meetings have been very helpful in sharing information and resources. We did a presentation at one of the meetings about our DJ's and Camp Bestival, this was to show how to be part of the wider community.
- Last year we received money from Awards For All to deliver speaking up groups for people with learning disabilities, this has included a group of workshops to Parkstone Connect and Christchurch Connect. We finished the last few speaking up groups online.

The future

As of 1st April 2021 we find ourselves coming out of the 3rd lockdown because of Covid-19. We have planned our own road map, in-line with the government's national road map. We feel proud of how we have adapted and what we have learnt through this time. We will take this learning and go from strength to strength for the benefit of our members. We will continue to provide our services when and how possible, reviewing continuously. We will speak with funders to adapt our projects where necessary. We hope to start more face to face work with our members and seek additional funding to improve ventilation within our office, as well as funding to start new projects in the community looking at inclusive healthy living.

Review of Financial Results

The unrestricted incoming resources for the year amounted to £144,120 (2020 £132,416) from which expenditure of £139,117 (2020 £123,901) was incurred. The general reserves at the end of the year were £68,795 (2020 £59,473).

Reserves

People First Forum is required to ensure that free monies are available to meet any reasonable foreseeable contingency in each financial year.

RiskAssessment

The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit

The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

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The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers

Volunteers work a mix of days and hours but a total of 12.5 hours are given by our volunteers each week i.e. almost £197.63 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Approved by the Trustees on

2021

and signed on its behalf by

Charlie Sheldrick

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STATEMENT OF FINANCIAL ACTIVITIES

1 April 2020 to 31 March 2021

	Note	<u>2021</u> <u>year</u>	<u>2020</u> <u>year</u>		
		<u>General</u> <u>Fund</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>	<u>Total</u>
		£		£	£
Income from					
Donations/Grants	3	39,643	61,474	101,117	22,563
Charitable Activities	4	104,440	4,130	108,570	183,536
Investments		37		37	106
		144,120	65,604	209,724	206,205
Expenditure on					
Charitable Activities	5	139,117	61,285	200,402	197,690
Total Expenditure		139,117	61,285	200,402	197,690
Net Income/(expenditure)		5,003	4,319	9,322	8,515
Gross transfers between funds		0		0	0
Net Movement in Funds		5,003	4,319	9,322	8,515
Reconciliation of Funds					
Brought Forward		59,473		59,473	50,958
Total Funds Carried Forward		64,476	4,319	68,795	59,473

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BALANCE SHEET

as at 31 March 2021

		31 March 2021		31 March 2020	
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
		<u>Funds</u>	<u>Funds</u>		
	Note	£	£		
Current Assets					
Cash at Bank		92,362	27,902	120,264	104,397
Cash in Hand		84		84	84
Debtors & Prepayments	9	725		725	657
		<u>93,171</u>	<u>27,902</u>	<u>121,073</u>	<u>105,138</u>
Creditors					
Amounts falling due within one year	10	28,695	23,583	52,278	45,665
Net Current Assets		64,476	4,319	68,795	59,473
Total Net Assets		<u>64,476</u>	<u>4,319</u>	<u>68,795</u>	<u>59,473</u>
Represented by:					
Funds of the Charity					
Unrestricted Funds					
Accumulated Fund	12	64,656		64,656	59,473
Restricted Funds	12		4,139	4,139	0
		<u>64,656</u>	<u>4,139</u>	<u>68,795</u>	<u>59,473</u>

The financial statements were approved by the Trustees on 2021
and signed on its behalf by Charlie Sheldrick

Trustee

The notes on pages 10 to 13 form part of these accounts.

PEOPLE FIRST FORUM
Notes to the financial statements for the twelve months ended 31 March 2021

1 Accounting policies

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Cashflow Statement

The charity has taken advantage of the provisions within section 14.1 of the SORP (FRS 102) Update Bulletin 1 to not prepare a cashflow statement on the basis that the charity is defined as small.

1.3 Income

Income from government and other grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Bank interest is included in the statement of financial activities on a receivable basis.

Sales of services are included in the statement of financial activities in the period to which they relate.

Contractual income and performance related grants is only included in the SOFA once the charity has provided the related goods or services or met the related conditions.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

1.4 Resources expended

Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates on an accruals basis.

All resources expended are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular fund activity are allocated directly, others are apportioned on an appropriate basis.

1.5 Pension costs

The Charity operates a defined contribution pension scheme (NEST). Contributions are charged to the Statement of Financial Activities as they become payable.

1.6 Restricted Funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Information about such funds is given at Note 9.

1.7 Designated Funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes.

The use of such funds is at the trustees' discretion.

1.8 Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

1.9 Donated services and facilities

Donated professional services are recognised as income when the charity has control over the item, and conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the SORP (FRS102) the general volunteer time is not recognised and refer to the Trustees annual report for more information about their contribution.

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Notes to the financial statements for the twelve months ended 31 March 2021

		2021	2020
		Year	Year
2	Net incoming resources for the year		
	This is stated after charging:	£	£
	Depreciation	0	0
	Accountancy	800	800
		<u>2021</u>	<u>2020</u>
		<u>year</u>	<u>year</u>
		<u>General</u>	<u>Restricted</u>
		<u>Fund</u>	<u>Funds</u>
		<u>Total</u>	
3	Donations/Grants		
	General Fund		
	Talbot Village Trust Covid-19 Emergency Re	8,000	8,000
	CAF Coronavirus Emergency Fund	5,000	5,000
	AmazonSmile donation	53	53
	The Valentine Charitable Trust		0
	Alice Ellen Cooper Dean		10,000
	Co-Op		0
	Bucket collections and Bag packing		20
	PayPal Giving Fund		0
	Mayors Charity		464
	Other donations	0	391
		881	
		345	807
		13,398	22,563
	Dorset Police	17,000	17,000
	BCP Council	27,154	17,000
	HMRC Furlough Grant	11,346	53,399
	Dorset Community Foundation - Coronavirus fund	8,655	24,410
	SeeAbility	1,000	
	Disability Action	5,244	
	Heritage Fund	17,320	17,320
	Lifelink Project		21,650
			4,920
		39,643	61,474
		101,117	90,543
4	Income from Charitable Activities - General Fund		
	BCP Council/Clinical Commissioning Group	98,000	98,000
			0
	Big Night In With Suttles	723	86,750
	Learning Disabilities Awareness Training		723
	Easy Read Production	2,125	4,082
	Fund Raising Events		0
	Access to work	3,404	1,913
	Speaking Up Skills grant		2,125
		4,130	5,678
			0
			3,097
			5,970
			0
			5,781
	Other Income	188	2,285
		104,440	4,130
		108,570	115,556

PEOPLE FIRST FORUM
Notes to the financial statements for the twelve months ended 31 March 2021

5 Cost of Charitable Activities

		2021		2020
		Year		Year
	General	Restricted	Total	Total
	Fund	Funds		
5.1 Staff				
Salaries and wages	109,317	36,620	145,937	138,290
Social Security costs	6,683	3,121	9,804	9,932
Pensions employer contribution	4,575	1,740	6,315	9,816
Payroll Fees	795	0	795	915
Training	30	0	30	621
Travel and Subsistence	204	712	916	3,047
	<u>121,604</u>	<u>42,193</u>	<u>163,797</u>	<u>162,620</u>
5.2 Premises				
Premises & Room Hire	4,300	0	4,300	6,783
Repairs and Maintenance	0	0	0	173
Insurance	975	0	975	862
	<u>5,275</u>	<u>0</u>	<u>5,275</u>	<u>7,818</u>
5.3 Activities & Operations				
Marketing, Publicity and Promotion	10,590	622	11,212	2,747
Stationery and Office Expenses	1,709	201	1,910	4,796
Printing & copying	140	70	210	1,275
IT - software & support	12,114		12,114	9,229
Communications	3,037	0	3,037	2,640
Equipment rental	1,311	0	1,311	1,114
Group Events & Volunteer expenses	29		29	206
Big Night In With Suttles-expense	173	0	173	1,244
Go Forum costs	0	0	0	41
Easy Read costs	-835	0	-835	568
Gifts & Donations	119	0	119	0
Bank charges	138	0	138	120
Miscellaneous expense	175	644	819	930
Contribution to Overheads	-17,555	17,555	0	0
Legal and Professional	0	0	0	71
	<u>11,145</u>	<u>19,092</u>	<u>30,237</u>	<u>24,980</u>
Governance costs				
AGM & Annual Report	-80		-80	1,363
Subscriptions & registration fees	373		373	107
Independent Examination	800		800	800
Trustee Expenses	0		0	0
	<u>1,093</u>	<u>0</u>	<u>1,093</u>	<u>2,271</u>
Total Expenditure on Charitable Activities	<u>139,117</u>	<u>61,285</u>	<u>200,402</u>	<u>197,690</u>

PEOPLE FIRST FORUM
Notes to the financial statements for the twelve months ended 31 March 2021

		<u>2021</u> <u>year</u>	<u>2020</u> <u>year</u>
7	The average weekly number of employees during the period was:		
	Staff - no. of part-timers	16	15
	Staff - full time equivalents	5.35	5.19

- 8 **Taxation**
The charity is exempt from Corporation Tax on its charitable activities

	<u>2021</u> 31 March	<u>2020</u> 31 March
9 Debtors and Prepayments		
Prepayments	725	257
Other Debtors	0	400
	<u>725</u>	<u>657</u>

	General Fund	Restricted Funds	Total 2021	Total 2020
10 Creditors and accruals				
			£	
Amounts falling due within one year	4,195		4,195	4,541
Deferred Income		23,583	23,583	23,583
Restricted				
Unrestricted	24,500		24,500	16,333
	<u>28,695</u>	<u>23,583</u>	<u>52,278</u>	<u>45,665</u>

11 **Restricted and Designated Reserves**

Restricted Funds:

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system. Heritage Fund monies are "For The Record", an oral history project that will identify and record the heritage work of two learning disability user-led advocacy organisations. National Lottery Awards for All has funded the Speaking Up Skills project by bringing people together to build strong relationships across communities and enabling more people to fulfil their potential by having their voices heard.

12 **Movement in funds**

	Balance At 1 April 2020	Incoming Resources	Outgoing Resources	Transfers	Balance At 31 March 2021
Unrestricted	59,473	144,120	139,117		64,656
Total Unrestricted	59,473	144,120	139,117	0	64,656
Restricted Funds:					
Witness Profiling Service	0	44,154	44,154		0
Heritage Fund	0	17,320	13,001		4,319
Speaking Up Skills	0	4,130	4,130		0
Total Restricted Funds	0	65,604	61,285	0	4,319
Total All Funds	<u>59,473</u>	<u>209,724</u>	<u>200,402</u>	<u>0</u>	<u>68,795</u>

The founding charities Bournemouth People First and Poole Forum transferred their reserves to this charity on 1 July 2018
Dorset Clinical Commissioning Group Annual Healthcheck Project received £16,500 to be spent in 2021-22

13 **Financial Commitments**

There were no capital commitments at 31st March 2021

Operating lease commitments

At the balance sheet date the charity has no annual commitments under cancellable operating leases:



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
People First Forum

On accounts for the
twelve months ended

Twelve months ended 31 March 2021

Charity no
(if any)

1178213

Set out on pages

1 to 13

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the twelve months ended 31st March 2021 DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

18 June 2021

Name:

Bryan Tizzard

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant

Address:

31a Alumhurst Road, Bournemouth, BH4 8EN

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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