



ADHD NORTH WEST ANNUAL REVIEW & IMPACT REPORT 2021-22

Registered Charity no. 1082031
Charitable Incorporated
Organisation 1186394
www.adhdnorthwest.org.uk



CHAIRMAN'S INTRODUCTION

The year 21-22 has been a significant year of change for ADHD Northwest as a charity. We have changed our constitution to move from the traditional charity model and constitution to that of a Charitable Incorporated Organisation. The main difference between the two is that the new organisation is a legal body and can enter into contracts and be liable as a business for how it performs. Previously these responsibilities and liabilities sat with individual trustees at a personal level. As the charity has grown there was a need to move to a more appropriate business model.

We have seen a changing of the guard with Barbara Worrall, our charity founder and driving force, deciding this was an appropriate time to step back and take a belated but well earned retirement. I'd like to thank Barbara personally and on behalf of all of our families, staff and trustees for her hard work and effort in championing the ADHD cause and in changing the way the condition is viewed. Congratulations Barbara on your MBE and a big thank you from all of us.

I'd like to end by thanking everyone for their support in helping me to step in Barbara's shoes which is extremely daunting and for your continued support for the charity. 21-22 has been another successful year for us in terms of the numbers of families we assist and the quality of support we provide, a big thank you to our staff team for their work and assistance through this year's changes. Looking forward, we need to build on the strong foundation of Barbara's work, extend our reach and to continue to listen to families. We need to understand what's important to them and tailor the services we provide to suit..

Thank you and best wishes on behalf of the trustees

Fred Attwater

Chair of Trustees

INTRODUCTION

Operating Context

2021 -22 was another busy and challenging year for the organisation, during which we continued to respond to ever changing circumstances in relation to the Covid pandemic and the needs of children and parents. The ability to work online, has enabled us to work more effectively, with the majority of outreach and school meetings along with the parent skills training now held online..

The huge impact of the Covid pandemic on those with additional academic needs and the stop start nature of education is well documented and as the country returned to business as usual, additional delays in ADHD assessment and diagnosis have continued to impact on our services. Many parents were reporting increased anxiety, along with deteriorating behaviour amongst children as schools embarked on 'catch - up ' education leading to increased demand for support.

We continued to be funded in Blackburn with Darwen, East Lancashire, West Lancashire and Morecambe Bay throughout the year and were also pleased to receive additional funding of £35k from Pennine ICP

Personnel

In common with other organisations, recruitment and retention has been a challenge throughout the year with existing staff working extremely hard to meet demand and the trustees are very grateful for their commitment and loyalty. During the year the organisation reviewed its recruitment documents in order to make them more attractive to potential candidates.

Our Chair and founder Barbara Worrall MBE received her honour from Princess Anne in November 2021. Barbara also announced her decision to retire and stand down from the charity at the end of March 2022. She remains as Honorary President and we are grateful for her experience and knowledge.

Fred Attwater took over as Chair of trustees following Barbara's retirement and Carolyn Litherland was appointed as Business Manager and Operational Lead.

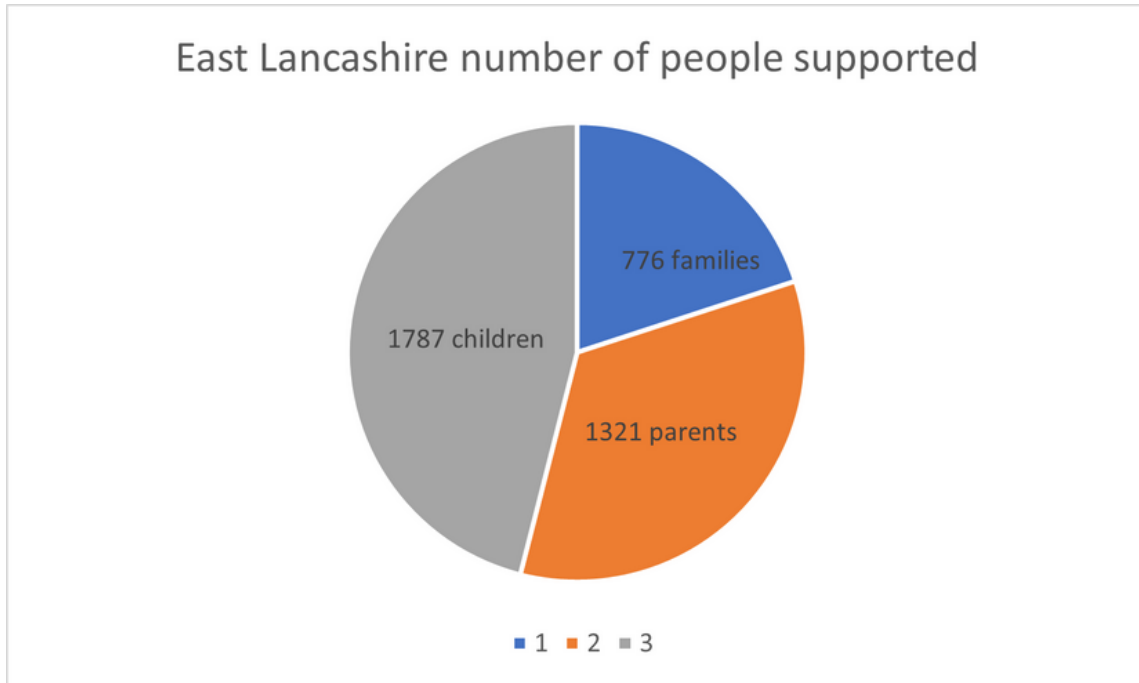
Delivery

During the year, the staff team have increased their knowledge by attending sensory training. Our expertise and knowledge is in demand and we were pleased to deliver awareness raising training to both health and education professionals in addition to families.

FACTS & FIGURES

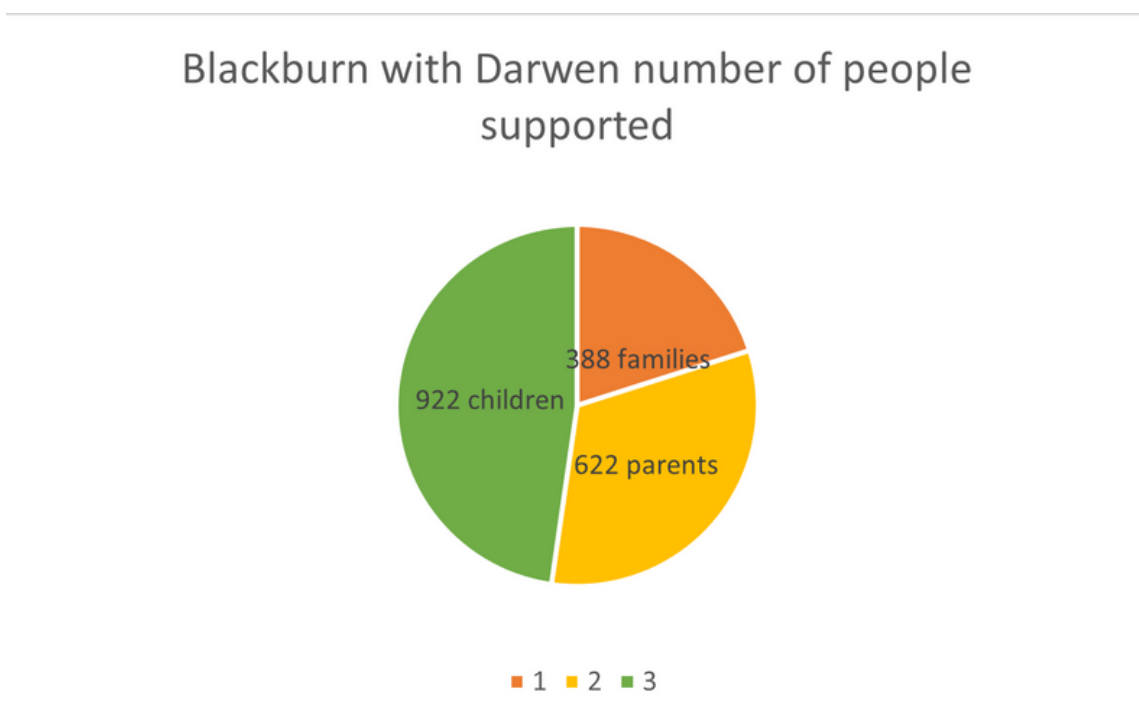
East Lancashire

284 new referrals received



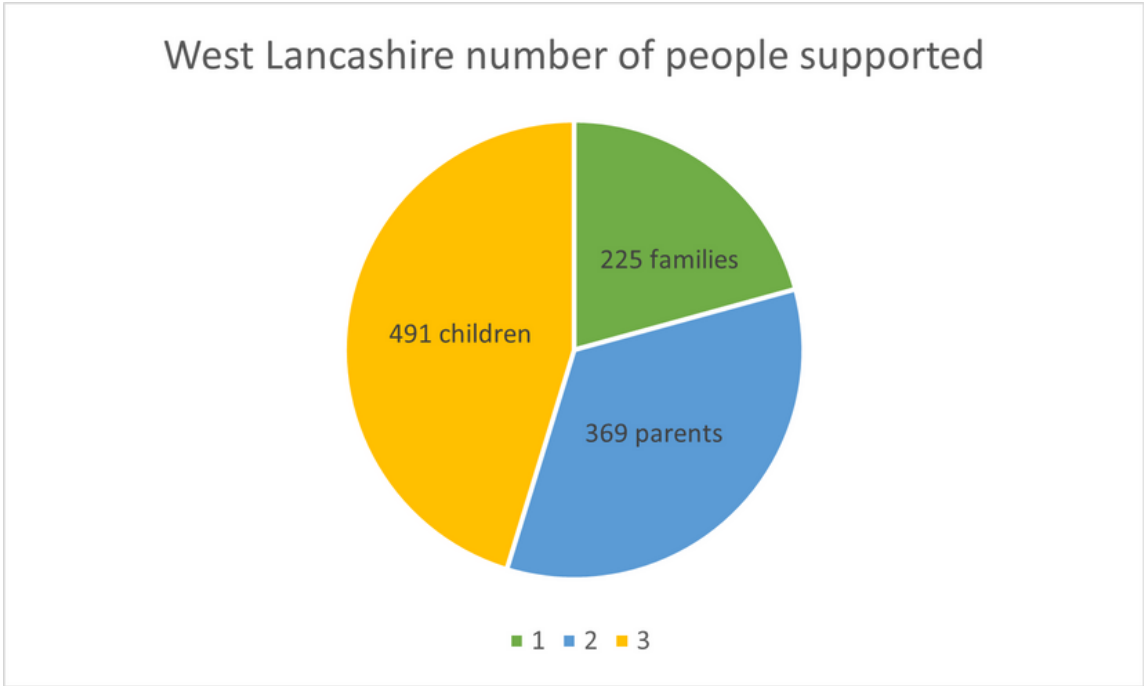
Blackburn with Darwen

153 new referrals received



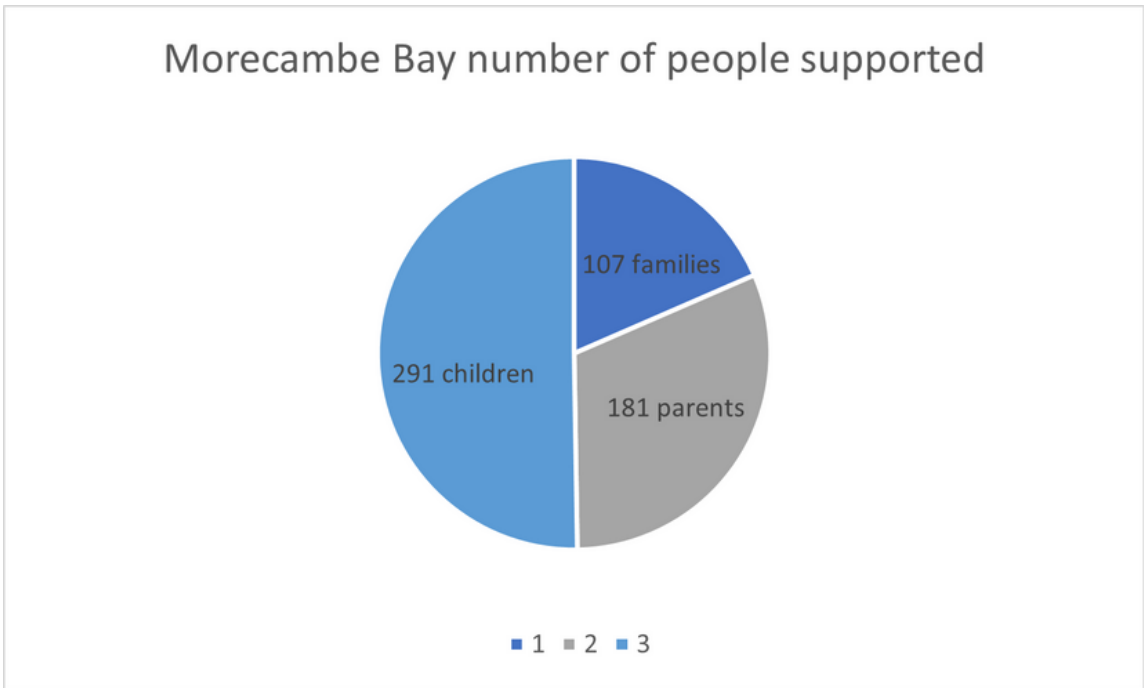
West Lancashire

101 new referrals



Morecambe Bay

52 new referrals



OUR IMPACT

Parent Empowerment and Skills training - PEST

A total of 313 people attended our online PEST training during the year. The PEST training is a core offer of the organisation and one of the main ways that families and parents are supported. This was the second year that the PEST was delivered online, and the course has been rewritten and further adapted to online delivery utilising feedback from participants along with new research and approaches to ADHD management..

Online delivery is well received by parents and delivered in this way it enables the organisation to offer both daytime and evening courses, reaching more parents including those that work during the day.

The course is delivered across 6 sessions and covers topics such as understanding ADHD and associated conditions, behaviour management, school support, and medication and offers parents an important opportunity to share experiences with others.

Parents are also supported on a one to one basis, with liaison meetings at school and with other professionals and most importantly with a listening ear and non judgmental approach when things are difficult

OUR IMPACT

Parent feedback

'I found it incredibly useful in helping me understand exactly what ADHD is and how it affects my child'

'I liked seeing all the different behaviour traits of children with ADHD. I found that reassuring'

'As a parent who is new to this, the facts/statistics were really informative, but it was also the personal examples and insights that were constant lightbulb moments for me, and I felt I understood my daughter so much more after doing the course and can hopefully parent her in a better way for her needs now'

'Finally professionals who fully understand thank you'

'I think everyone with connections to ADHD children or adults would benefit from this course'

'Really enjoyed it and it really made us parents think about how our actions affect his behaviour'

'...it has certainly made me feel less alone with my situation'

About Us

The organisation formally changed its legal status to that of foundation Charitable Incorporated Organisation number 1186394 with effect from June 2021.

Our charitable objects are : The relief of persons suffering from attention deficit disorders and associated conditions and their families in the North West of England in particular but not exclusively by A) raising awareness of the general public regarding attention deficit disorders and associated conditions, B) the provision of facilities for information, support and other services calculated to relieve the need of such persons and, C) by any such charitable means as the trustees shall from time to time deem fit

Trustees

Fred Attwater

Angela Kirk

Maria Carnota

Elaine Jennings appointed 1st June 2021

Trudy Warburton appointed 1st June 2021

ANNUAL ACCOUNTS 21-22

The annual report and financial accounts for this year are presented together as it better shows the transition in charitable status, how it has been managed and importantly demonstrates that the change in constitution has not affected the way organisation works with families and its commitment to grow and improve.

We are entering a period of significant change following Covid as people's expectations on how we provide support have changed. We are also seeing big changes coming up in the way that we are commissioned through the NHS and are preparing ourselves to best adapt and manage these changes.



ADHD North West

Registered Charity Nos: 1082031 and 1186394

Trustees' Annual Report and Accounts
for the financial year
1st April 2021 to 31st March 2022

Address:

Suite 4, Old Town Hall
Town Hall Square
Great Harwood
Lancashire, BB6 7DD
Telephone 01254 886886

Email Address: reception@adhdnorthwest.org.uk

Trustees: (on the date the Trustees' Report was approved)

Mr. Fred Attwater
Ms Angela Kirk
Ms Maria Marco
Mrs Elaine Jennings
Mrs Trudy Warburton

Bankers: Barclays Bank PLC

1 Churchill Place
London
E14 5HP

Independent Examiner:

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

The Trustees of ADHD North West present their annual accounts, for the year ended 31st March 2022, which includes the administrative information and list of the Charity's Trustees as set out above.

Structure, Governance & Management: ADHD North West Charity Number 1082031

Nature of Governing Document: Constitution

How the Charity was constituted: Unincorporated

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

Active Period: 1st April 2021 to 30th June 2021

All activities, assets and liabilities then transferred to ADHD North West Charity Number 1186394. Following submission of accounts for this period Charity 1082031 will be closed

Structure, Governance & Management: ADHD North West Charity Number 1186394

Nature of Governing Document: Constitution

How the Charity was constituted: Charitable Incorporated Organisation

ADHD Northwest Annual Report April 1st 2021 to March 31st 2022

Objective for both Charities:

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

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

Management of the Charities:

The Trustees, elected by a simple majority at the AGM, manage the charity. New trustees are inducted into the workings of the charity, including policies and procedures, at committee meetings. Documentation from the Charity Commission, such as "The Essential Trustee: What you need to know" (CC3), provides guidelines. The ADHD North West Charity 1082031 has been successfully led by Barbara Worrall, its founder from May 1995. As chair she has undertaken the day-to-day running of the organisation, maintained the accounts and payroll, and represented the charity at meetings, forums, and on multi-agency steering groups. She has decided to step down as Chair with the transfer to the new CIO and to enjoy her well-earned retirement. We are pleased to confirm that Barbara will maintain her links to the Charity as our Honary President.

With the change to the new CIO Charity, it has been necessary to review the responsibilities and workloads of the Charity and Trustees have appointed Carolyn Litherland as the Business Manager and Operation Lead with Trustees providing a more traditional management, oversight and scrutiny responsibility.

Review of Activities:

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

Membership:

As at 31/03/22, the charity gained 595 new service user families during the year and a number of new professional members. The charity maintains group membership of a variety of organisations with which they share common aims. Some of these are free of charge (or have a nominal annual fee) and represent their support for their broad aims, and vice versa. Examples include a number of Councils for Voluntary Services.

Financial Review:

At the end of the financial year March 31st 2022 the CIO held unrestricted funds totaling £22,640.46 which has been accumulated over time mainly through the delivery of commissioned workshops, charges for training, project management and consultation fees.

On the 1st of July 2021 all assets, contracts, liabilities transferred from the established Charity Registration Number 1082031 to the new CIO, Charity registration 1186394.

	Opening Balance 01/04/21	Closing Balance 30/06/21	Opening Balance 01/07/21	Closing Balance 31/03/22
Charity 1082031	£48,765.65	£147,863.42	0	0
	Opening Balance 01/04/21	Closing Balance 30/06/21	Opening Balance 01/07/21	Closing Balance 31/03/22
Charity 1186394	0	0	£147,863.42	£58,288.26

As the business was moving from one legal entity to another, all staff employed by the Charity were transferred over to CIO under the **Transfer of Undertakings (Protection of Employment) Regulations** maintaining all employment rights irrespective of length of service.

In addition, the majority of Trustees transferred over, ensuring business continuity, with two new Trustees, Elaine Jennings and Trudy Warburton elected to the Board of Trustees

The charity is grateful for the contributions of all volunteers, staff and trustees who give their support and time.

Risk Management:

The main risk identified continues to be the dependence on annual commissioned contracts from the NHS.

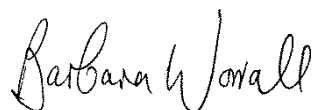
Trustees have considered the necessary exit strategies and resources needed if current contracts were ended and have ring-fenced unrestricted reserves of £13,000 to cover all liabilities associated in closing the business. This amount will be reviewed by Trustees on an annual basis. As at 31/03/22 the CIO is holding £22,640.46 in unrestricted funding. The remaining funds will be used towards salaries and core running costs for 2022-2023.

Responsibilities of Trustees:

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

Signed on behalf of the Trustees of Charity Registration Number 1082031 for the Period to 01/07/2021

Barbara Worrall, Chair ADHD Northwest



Signed on behalf of the Trustees of Charity Registration Numbers 1082031 & 1186394 for the Period to 31/03/2022

Fred Attwater, Chair ADHD Northwest



Independent Examiner's Report on the Accounts

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

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect :

the requirements to keep accounting records in accordance with section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;

or that , in my opinion, attention should be drawn to any matter in order to enable a proper understanding of the accounts to be reached.



Brian Haywood

Retired Finance Director/Company Secretary

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

18th November, 2022

Annual Report April 1st 2021 to March 31st 2022 - Receipts and Payments Accounts

Opening Balances (Unrestricted)	July 21 – March 22	April – June 21
Current (Barclays)	9,659.30	4,109.66
Business Saver (Barclays)	10,949.03	16,548.39
Petty Cash	119.13	68.27
Opening Balances (Restricted)		
Blackburn with Darwen CCG	29,965.27	5,073.45
East Lancs. CCG	66,548.76	10,067.60
Morecambe Bay	2,377.05	4,289.87
West Lancs CCG	<u>28,244.88</u>	<u>8,608.41</u>
	147,863.42	48,765.65
Income Unrestricted:		
General Funds	0.00	0.00
Donations	1,325.35	0.00
Bank Interest (Business Saver A/C)	8.17	1.14
Income Restricted:		
Blackburn with Darwen CCG	631.80	33,408.00
East Lancs. CCG	308.30	68,784.00
Morecambe Bay	6,554.60	0.00
West Lancs. CCG	<u>191.30</u>	<u>25,251.00</u>
	156,882.94	176,209.79
Expenditure:		
Repairs & Renewals	35.00	00.00
Rent	5,309.37	1,769.79
Telephone	900.57	372.99
Postage	27.10	25.12
Printing	333.78	0.00
Insurance	693.53	00.00
Stationery & Consumables	83.27	6.50
Salaries	80,952.41	23,782.42
Pensions	4,135.74	1,062.35
Miscellaneous	533.59	71.37
Office Equipment/Software	2,922.54	480.27
Refunds	146.00	25.24
Professional Fees	2,020.00	550.00
Travel Expenses	316.60	200.32
Training & Development	169.98	0.00
Books & DVDs	0.00	0.00
Office Furniture & Fittings	<u>15.00</u>	<u>0.00</u>
	98,594.48	28,346.37
Closing Balances (Unrestricted)		
Current (Barclays)	11,470.03	9,659.30
Business Saver (Barclays)	10,949.03	10,949.03
Petty Cash (inc. Equals Cards Balances)	221.40	119.13
Closing Balances (Restricted)		
1. Blackburn with Darwen CCG	2,803.10	29,965.27
2. East Lancs. CCG	17,150.18	66,548.76
3. Morecambe Bay	413.18	2,377.05
4. West Lancs CCG	<u>15,281.54</u>	<u>28,244.88</u>
	58,288.46	147,863.42
Account Balances as at year end of Term		
Current Account (Barclays)	11,470.03	35,155.43
Business Saver Account (Barclays)	46,597.03	112,588.86
Petty Cash (inc. Equals Cards Balances)	<u>221.40</u>	<u>119.13</u>
	58,288.46	147,863.42