

CCS Adoption Ltd

England & Wales · Charity number 286814

Details

Other names	CATHOLIC CHILDREN'S SOCIETY (DIOCESE OF CLIFTON), CLIFTON CATHOLIC CHILDREN'S SOCIETY, CLIFTON CHILDREN'S SOCIETY, CCS Adoption
Status	Registered
Legal form	Charitable company
Company number	01655971
Registered	1983-04-12
Register	View on the Charity Commission register

Contact

Address	CCS Adoption The Park Centre Daventry Road Bristol BS4 1DQ
Phone	01179350005
Email	info@ccsadoption.org
Website	www.ccsadoption.org

Activities

Objects: TO PROMOTE THE RELIEF OF POVERTY AND THE WELFARE OF CHILDREN IN NEED FROM ALL BACKGROUNDS, CULTURES AND ALL FAITHS OR NONE, BY:3.1.1. FURTHERING THEIR APPROPRIATE CARE AND SAFETY3.1.2. PROVIDING ASSISTANCE AND SUPPORT TO THEM, THEIR FAMILIES AND CARERS3.1.3 ADVANCING THEIR PHYSICAL, MENTAL, SOCIAL, EMOTIONAL AND SPIRITUAL DEVELOPMENT, RESPECTING THEIR RACIAL, CULTURAL AND SPIRITUAL HERITAGE, SO THAT THEY MAY GROW TO FULL MATURITY AS INDIVIDUALS AND MEMBERS OF SOCIETY

Activities: The Society offers a comprehensive adoption service that includes recruiting, assessing and preparing adoptive families for some of the most vulnerable children in the UK, supporting child and family throughout the adoption process and beyond; working with birth parents who may be considering adoption for their child and providing counselling services to adopted people and their relatives.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People

Geography

- **Area of benefit:** UNDEFINED
- Bath And North East Somerset
- Bristol City
- Gloucestershire
- North Somerset
- Somerset
- South Gloucestershire
- Swindon
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,154,908	£1,125,807	£1,157,447	30
2024-03-31	£1,219,798	£1,024,650	£1,128,310	30
2023-03-31	£1,069,222	£1,289,157	£933,162	39
2022-03-31	£1,138,491	£1,694,282	£1,153,097	50
2021-03-31	£1,888,459	£1,613,202	£1,708,888	50

Trustees

Name	Role	Appointed
Ross Newman	Chair	2026-01-27
Andrea Viner		2023-10-17
Andrew Stephen Lord		2022-02-24
Dr Emma Bradley		2024-11-12
Herdaypal Johal		2024-11-12
Maria Connolly		2026-04-28
RICHARD TIDSWELL		2018-03-12
Ryan Relf-Jones		2023-10-17

CCS Adoption Ltd

England & Wales - Charity number 286814

Accounts



CCS Adoption Ltd

A Company Limited by Guarantee Report and Financial Statements For the Year Ended 31 March 2025

Charity Registration Number: 286814

Company Number: 01655971



ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Contents	Pages
Welcome	3
Legal and Administrative Information	4
Trustee Board Report	5 - 23
Financial Review	24 - 25
Independent Auditor's Report to the Board of Trustees	28 - 31
Statement of Financial Activities	32
Balance Sheet	33
Cash Flow Statement	34
Notes to Financial Statements	35 - 55

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Welcome from Chair of the Board of Trustees



This has been another outstanding year for CCS Adoption. We have exceeded our projected number of placements which means that more vulnerable children have been placed in loving and permanent homes. Our committed staff have worked incredibly hard to achieve this and the Trustees would like to thank them.

We have recruited two new Trustees which has provided additional expertise to the Board.

One of the challenges this year has been with the Government announcement regarding the cut back in the Adoption and Special Guardianship Support Fund (ASGSF). As CCS Adoption is committed in its pledge to provide our families with on-going support, when needed, we have all risen to this challenge and are taking the opportunity to revise and update our support services, ensuring that our families are not compromised, as they remain at the heart of our organisation.

Sally Lockwood
Chair of CCS Adoption

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Legal and Administrative Information

Constitution

CCS Adoption Ltd which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008, the Trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese. On 26 September 2024 the Trustee Board passed a resolution to change the legal name of the business to 'CCS Adoption Ltd'. This was to reflect the work of the charity today and in the future.

Charity Number: 286814

Company Number: 01655971

Patrons: Gareth Rees (appointed Feb 2024)
Jenny Urquhart, Artist

Trustees

The Trustees are a skilled, cohesive team comprising Sally Lockwood who is a retired Social Worker and Counsellor; Catherine Graham, retired Primary School Teacher; Peter Golding, solicitor; Andrea Viner, A Social Worker who has been a specialist in adoption and adoption support service delivery for many years; Richard Tidswell, Director of Business Doctors; Nikolas Thompson, Manager in Responsible Business & Inclusion for Lloyds Banking Group; Stephen Lord, General Manager for a security company, Ryan Relf-Jones, Head of Human Resources with over twenty years' experience in the financial services sector, Emma Bradley, a community paediatrician, and Herdaypal Johal who works in the field of Children and Families Social Work with over 18 years of experience.

Directors and Trustees: The following served as directors and Trustees during the year and since the year end:

Sally Lockwood, Chair (resigned November 2025)
Catherine Graham, Vice Chair (resigned November 2025)
Richard Tidswell, Interim Co-Chair (from November 2025)
Ryan Relf-Jones, Interim Co-Chair (from November 2025)
Andrew Stephen Lord, Treasurer
Nikolas Thompson (resigned November 2025)
Peter Golding
Andrea Viner
Emma Bradley (appointed November 2024)
Herdaypal Johal (appointed November 2024)

Chief Executive Officer: Emma Simpson

Registered Office and Principal Address: CCS Adoption Ltd, The Park Centre, Daventry Road, Bristol, BS4 1DQ

Auditors: Randall & Payne LLP, Chargrove House, Shurdington Rd, Shurdington, Cheltenham GL51 4GA

Bankers: National Westminster Bank, 44 Caledonia Place, The Mall, Clifton, Bristol BS99 5AJ
CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

Solicitors and Insurers: Carbon law Partners, Library Building, Sun Street, Tewkesbury, GL20 5NX
Markel UK, 20 Fenchurch St, London EC3M 3AZ

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Trustee Board Report

The Board of Trustees present their report together with the financial statements of the charity for the year ended 31 March 2025.

The report has been prepared in accordance with Section 8 of the Charities Act 2011 and with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The names of the Trustees (who are directors for the purpose of company law and Trustees for the purpose of charity law) who served during the year and at the date of this report are set out on Page 4.

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006, and 5 June 2008. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 each.

On 1st April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the organisation. The organisation continues this adoption support work under the name Activities and Social Events. The special resolutions putting this into effect are dated 12 March 2018.

The number of Trustees shall not be less than five but (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 15. At each Annual General Meeting, one fifth (or the number nearest to one fifth) of the Trustees shall retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

If at the meeting at which a Trustee retires by rotation, the vacancy is not filled, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

No person other than a Trustee retiring by rotation shall be appointed or reappointed a Trustee at any general meeting unless recommended by the Trustees.

The Trustees are drawn from a variety of disciplines and provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A Trustee skills audit took place during 2025 with a view to assessing the range of experience and skills within the team and identifying any gaps. The audit focussed on the qualities needed for current operations and strategy. Following the audit, a decision was made to recruit personnel related with HR/Marketing background and those with a Social Work background.

A diversity audit of Trustees took place at the same time as the skills audit. The Trustees are keen to ensure they have a Board that is made up of people with different professional expertise, perspectives, and life experiences, recognising that diverse teams have been shown to make better decisions and are more likely to innovate. The results of this audit will be considered during any future recruitment campaigns.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Trustee Recruitment

In 2024 two new members were welcomed to the Board which now totals ten members.

Emma Bradley

Emma is a community paediatrician in Bristol and has done a lot of work with children in Care and those who are going through or have been through adoption.

Herdaypal Johal

Herdaypal has worked in the field of Children and Families Social Work for over 18 years, as a Social Worker, Team Manager, Guardian, Principal Social Worker and Service Manager, specialising primarily in safeguarding as well as having experience in fostering and kinship care. Since qualifying she has worked in various areas across the country including the inner-city areas of Manchester, Birmingham and Bristol as well as rural communities in Devon and Australia. No matter where a child is from, they all have one thing in common and that is the need for a stable and loving home in order to be given the best start in life.

Trustee Induction and Training

Potential new Trustees attend meetings as observers to familiarise themselves with the work of CCS Adoption Ltd. If appointed as a Trustee, they undergo a formal period of induction and training on charity law and governance. Trustees act in accordance with the CCS Adoption Ltd code of conduct. Trustees attended an Away day in March 2025.

Organisation

The Trustees manage and direct the work of CCS Adoption Ltd and meet at least quarterly. The financial governance and investments are overseen by the Business Sub Committee which includes six of the Board Trustees. The committee meets quarterly. Working groups of Trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Emma Simpson who has overall responsibility for the strategic and operational delivery of the work undertaken by CCS Adoption Ltd.

The following senior staff were in post at 31 March 2025:

Emma Simpson – Chief Executive Officer
Charlie Delahunty – Head of Adoption
Ann-Marie Paddison -Team Manager
Jason Tinley – Finance Manager
Laura Shields – Adoption Support Manager
Stacey Thompson – HR, Facilities and Administration Manager

Objectives of the Charity

The Trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The object of CCS Adoption Ltd is to benefit the public through the promotion care and well-being of vulnerable children in need of permanency from all backgrounds, cultures, and all faiths or none by:

- ★ Furthering their appropriate care and safety.
- ★ Providing assistance and support to them, their families, and carers.
- ★ Advancing their physical, mental, social, emotional, and spiritual development, respecting their racial, cultural, and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Vision

“A world where every child grows up in a safe loving family.”

Mission

The organisation’s aim, core purpose and the driving force behind everything the organisation does, is to “*create a positive future for children, by building families and enabling them to grow and thrive.*”

To support its purpose, the organisation will focus and measure itself against four core values and principles:

- ★ **Child Centric** – We will always put the needs of the child first through everything we do.
- ★ **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- ★ **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- ★ **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Statement of Trustees’ responsibilities

The Trustees (who are also directors of CCS Adoption Ltd for the purposes of company law) are responsible for preparing the Trustees’ Report (incorporating the directors’ report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- ★ select suitable accounting policies and then apply them consistently;
- ★ observe the methods and principles in the Charities SORP;
- ★ make judgments and accounting estimates that are reasonable and prudent;
- ★ state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ★ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- ★ there is no relevant audit information of which the charitable company’s auditors are unaware; and
- ★ the Trustees have taken all steps that they ought to make themselves aware of that information.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Auditors

A resolution will be put to the Annual General Meeting that Randall & Payne LLP be reappointed auditors to CCS Adoption Ltd for the coming year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

About Us

CCS Adoption Ltd (CCS) is an independently funded, registered charity and Adoption Agency (Voluntary Adoption Agency or 'VAA'). The organisation works to the highest standards to maintain its strong reputation of putting people and relationships at the heart of what it does, evidenced as an Ofsted 'Outstanding' rated Agency consistently since 2010 (last inspection 2024, page 13).

In 2018, the organisation brought together its existing adoption service, with The Centre for Adoption Support & Education, allowing us to strengthen, broaden and expand the post Adoption support the organisation offers families.

The organisation has continued to concentrate on Adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

Link to research which evidences the value of adoption to society (Nov 2022)

<https://cvaa.org.uk/wp-content/uploads/2022/12/CVAA-The-value-of-adoption-report-final-Nov-22.pdf>

The organisation aims to provide high quality, independent and professional Adoption services recognising the lifelong impact of adoption. CCS Adoption Ltd works to find and support a wide range of adoptive families for children who need them, with a strong commitment to promote Early Permanency through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS Adoption Ltd offers a comprehensive Adoption service that includes recruiting, training, assessing, and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS Adoption Ltd continues to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture, or disability. One of the organisation's values and principals is working in a climate of acceptance and inclusivity and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

The organisation is keen to promote partnership collaborating with other stakeholder groups including Local Authorities, Regional Adoption Agencies (RAA), and Education and Health services all within the South West region.

Adoption, Recruitment & Support

The number of enquiries in 2024/25 have remained similar at 208 compared to 2023/24. This continues to be a theme across the whole adoption sector with the gap between the number of adopters and the number of children waiting for families widening, with significantly higher numbers of children compared to adopters. In order to try and close this gap, CCS have stretched its reach to include parts Somerset, and we are seeing a gentle increase in applications from this part of the region. With there being such an imbalance in numbers, adopters are being matched quickly with children, sometimes much younger children than we would have seen in previous years. This has resulted in the number of children who would be considered as "harder to place" waiting for even longer.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD YEAR ENDED 31 MARCH 2025

Assessments of families continue to be undertaken in a thorough and timely manner. The number of adopters who leave the process either during or at the end of stage 1 remains steady and similar to previous years. In 2024/2025 5 families withdrew from the process after being approved. The primary reason for this was the length of time they had been family finding.

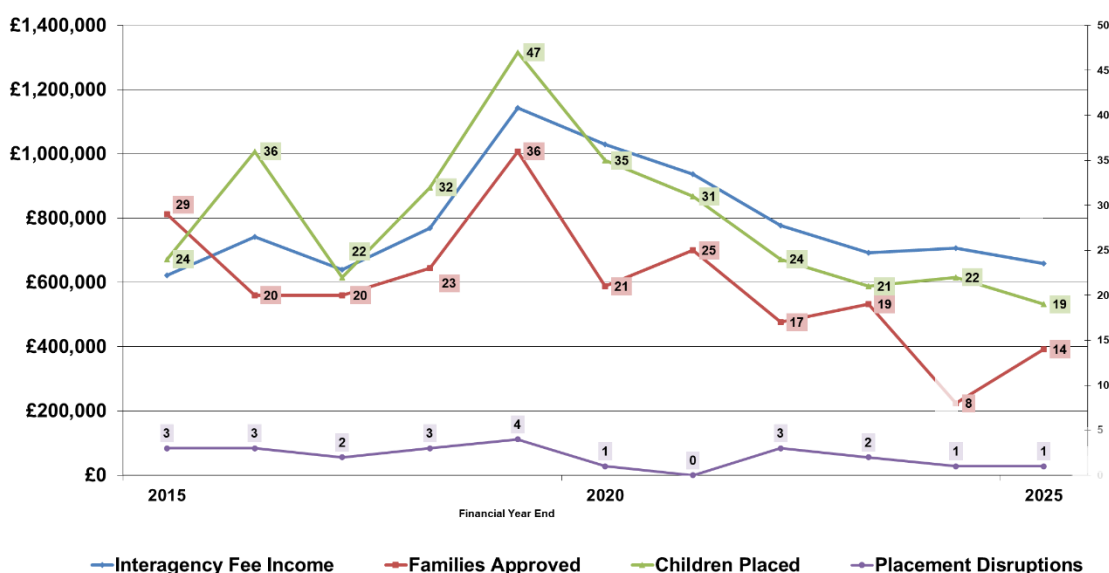
CCS continues to promote the placement of children who are seen as “Harder to place” and therefore are waiting longest. In 2024/2025 73 % of children were placed from this category, including 8 placements of siblings.

In addition to the support provided through the therapy service and Activities and Social events, the primary source for support continues to be the social work service. In 2024/2025 the social work service supported 80 families. This support was provided by a team which comprises 6 Social Workers, 2 independent Social Workers and 2 Family Support Workers. This team is successfully managed by the new Team Manager, Ann-Marie Paddison and the Head of Adoption, Charlie Delahunty.

The Social Work service experienced 1 placement disruption during the financial year. This is always a difficult period for everyone involved and following a disruption adopters are unlikely to go on to adopt another child. Our disruption rate remains below the national average and the team work tirelessly to support adoptive families who are at risk of their placement or their family disrupting.

Sadly SSAFA, (another VAA) closed in January 2025, and CCS took on two of their families and one staff member.

CCS Adoption Recruitment and Placement Statistics



ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Panel

The Adoption Panel, which is constituted in accordance with adoption regulations, meets every six weeks to approve adopters and provide independent scrutiny of CCS's adoption work. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant's legal status to adopt. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance and validation of CCS's adoption work. Since July 2022, an independent Agency Decision Maker has been recruited to panel to enable this role to be shared and to cover periods of sickness and leave (Liz Pickering).

CCS Adoption Ltd continues to specialise in recruiting adoptive families for 'priority children' i.e., sibling groups, older children, children with disabilities and complex health issues and ethnic minority children.

CCS Adoption Ltd experienced one adoption disruption in the year 2024/25. This was one child who was placed for a matter of weeks in October before the disruption took place.

CCS Adoption Ltd offers lifelong support to adoptive families. All families, with whom CCS Adoption Ltd has placed children at any time, are supported through the organisation's Adoption Support Services according to need.

Adoption Support

Over the last year the team have come together to understand further the depth of support offered by a range of services within CCS and integrate this into their advice, guidance and delivery. Therapy Services, Activities and Social Events and Family Support Workers have regularly met, formally and informally, to contribute to a holistic approach to meet the changing needs of adopted families. The development of a more consistent, robust and proactive adoption support team has been the result of newly appointed staff within the Tots group, LGBTQ+, Holiday Hub and Family Fun Afternoons and how they have embraced participation of planning, delivering and evaluating adoption support services.

Activities and Social Events

As seen by the heading above we renamed this area of adoption support to better reflect what can be expected from the services we offer. The engagement of CCS and non-CCS families accessing activities and social events has increased overall by 5.3% with an increase of CCS families of 22.4% from last year.

CCS continue to work in partnership with Adoption West in enabling access to activities and social events for their adopted families. The activities and events are chosen by AW and their grant payable to CCS is dependent on these choices. The grant for 2024/25 total was £33,205

Tots group has flourished this year with the combination of RAAs and VAAs placing younger children and a new dynamic team therapeutically leading the sessions. Jess Lowther Harris joined Adele Parsons in November 2024, and they have quickly generated a successful partnership supporting each other's unique strengths and with a shared commitment to achieving common goals. The twice weekly sessions are oversubscribed with a waiting list as we approach the end of the academic year.

LGBTQ+ coffee mornings have been developed by a new CCS staff member and adopter, Ben Stirling, who has remodelled the sessions, and the group continues to be a well-attended and

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

popular group with families and prospective adopters in Stage 2 training.

Despite the absence of local authority funding, CCS delivered a full programme of school Holiday Hub activities that were accessed by 47 families across Easter and summer holidays. Although this figure is 17% less than the previous year the fact that CCS provided this with no external funding has demonstrated a sustainable model of beneficial and effective services,

Family Fun Afternoons were increased this year from 4 sessions to 9 separate sessions and included specific activities for single adopters. The range of activities has been extended to accommodate indoor and outdoor activities and increase geographical reach to encourage higher participation.

Mums and Dads social groups have consistently seen a decline in attendance and as a result we have ceased delivering these via CCS. We have partnered with We Are Family and It Takes A village to ensure our adopters have access to a peer-to-peer adoption support community

We have continued successful partnership working with Horseworld, Empire Fighting Chance, All Aboard Water Sports, Goblin Coombe Groundwork, Forest School, Mendip Activity Centre, Supersense, Bristol Zoo Project and We The Curious and are actively establishing new relationships with a range of partners.

Chargeable services have generated a small income of £6,558

Therapy Services

Staff changes within this service has seen Jo Palmer embedded as Therapy Services administrator have continued to retain and gain high quality associate therapists and clinical psychologists to deliver a wide range of therapeutic services including full therapy packages, consultations, clinical assessments and therapeutic training for adopted families. A healthy surplus of £26,590 was achieved over the year which enabled the costs of consultations to fall under Therapy Services.

Adoption Special Guardianship Support Fund

The end of the financial year the ASGSF in England announced significant cuts for therapy which has seen the fair access limit (FAL) reduced from £5,000 to £3,000 per child per year. Additionally, the separate allowance for specialist assessments, previously £2,500 per child per year, has been eliminated and must now be funded within the £3,000 FAL. The ASGSF will also no longer offer match funding for therapy exceeding the FAL or for specialist assessments over the £2,500 limit. These changes have caused a high level of concern from families, associates and the organisation and prompted CCS to initiate an emergency fundraising appeal to minimize disruptions in ongoing therapeutic support and action plans for immediate, medium- and long-term objectives and outcomes for CCS' Therapy Services.

SWAC

There are three Regional Adoption Agencies (RAAs) members in the South West (Aspire, Adoption West and Adopt South West).

There are three Voluntary Adoption Agency (VAA) sector members CCS Adoption, PACT and Barnardo's.

SWAC provides the following:

★ Facilitate family finding and matching of children across all adoption agencies in the South

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

West region, whether statutory or voluntary.

- ★ Provide a focus and conduit for communication between all adoption agencies within the South West region through timely information sharing and promoting best practices in adoption and permanence.
- ★ Provide a hub in the South West region to facilitate good communication at national & regional levels in relation to adoption and permanence.
- ★ Promote positive working relationships and the sharing of best practices between the statutory and voluntary adoption sectors in the region.
- ★ Act as a focal point to access funding and as a steering group for projects which will provide opportunities to develop and improve adoption practices.
- ★ Identify and promote workforce development across all agencies in SWAC.
- ★ Identify and provide a collective response to common challenges in adoption and permanence across the SWAC agencies.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Highlights over the last 12 months

- ★ 14 New Families approved to adopt.
- ★ 19 children placed for adoption.
- ★ 33 Children accessed our therapeutic services.
- ★ 239 families accessed Adoption Support Events and Activities.
- ★ Disruption Rate (since 1995) - 5.8%
- ★ CCS received contact from 208 households, making their first enquiries about adoption.
- ★ CCS held 12 information events with 100 households attending these events in total.
- ★ Consultations - 43 consultations were completed by Clinical Psychologists 2024/25.
- ★ Clinical Assessments - 9 clinical assessments were completed by Clinical Psychologists Helen Kirkaldie, Jude Courtney, and Vicky Perkins.
- ★ Therapy packages - 52 therapy packages were started and ASGSF applications successfully submitted.
- ★ Two Agency Days, May 2024 and November 2024 were held for the whole Organisation.
- ★ Ensured the organisation was GDPR compliant.
- ★ The Trustee Board held their 'Trustee Get Together' in March 2025.

Ofsted Inspection

CCS Adoption Ltd is currently one of only three Voluntary Adoption Agencies in the UK that has achieved Outstanding five times in a row.

The organisation was inspected by Ofsted in 19 February 2024 and given the overall quality rating of "Outstanding", as in the previous four inspections (2019, 2015, 2012, 2010). The Ofsted inspection team found the organisation to be "Outstanding" in all three areas it considered:

- ★ 'Overall experiences and progress of service users.'
- ★ 'How well young people and adults are helped and protected;' and
- ★ 'The effectiveness of leaders and managers.'

The inspection is a comprehensive review of the work of the organisation over the previous five years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the organisation focuses its work on those children waiting for adoptive families, and all aspects of adoption support. Attention is also directed at how the organisation contributes to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

families, feedback from partner agencies who have placed children with CCS families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

“Adopters report many examples of how the excellent support from the agency has prevented disruption and helped to build the adoptive families’ resilience through difficulties and challenges.”

“The agency prioritises finding adopters for children who are ‘harder to place’. These include older children, sibling groups and children who have additional needs. Many of the children have very complex needs and have experienced extreme trauma and neglect.”

“The agency benefits from exceptionally high-quality leadership and management. Leaders and managers are inspirational, confident, and ambitious for the agency and for children and adopters. The agency’s development plan is very detailed. It demonstrates a clear and ambitious vision for the future of the agency to ensure that it remains financially viable and continues to offer adoption services of high quality.”

The full inspection report (Unique Reference Number SC048462) may be accessed online at:
<https://www.ccsadoption.org/wp-content/uploads/2024/03/Clifton-Childrens-Society-10222151-FINAL.pdf>

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

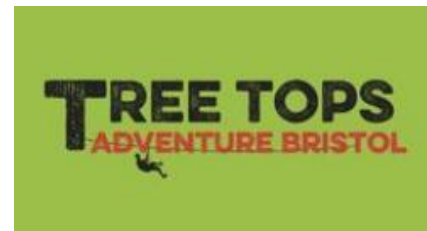
PARTNERS



Grants and External Contracts

Adoption West – Service level Agreement: CCS Adoption Ltd delivers a wide range of activities and social events to their families and under a service level agreement it opens these up to Adoption West families and also families from any agencies. The CEO and Adoption Support Manager meet with the Adoption West Director and business manager several times per year to review the contract and service delivery.

ADOPTION SUPPORT ACTIVITIES



ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Our Focus for 2025/2026

CCS's Strategic Plan has been co-created with all staff and Trustees. The CCS's current strengths, weaknesses, opportunities, and threats were reflected upon. The Strategic Plan covers three years from 2024-2027.

The CVAA 3-Year Strategic Plan and the Adoption England Strategic Plan had been taken into consideration when creating CCS's strategic aims.

The following nine CCS strategic aims encompass the organisation's key focuses:

SA1: Successfully recruit, assess, and support adopters for the priority children waiting for adoption.

SA2: Recognise and celebrate the lived experience of adoptees and adopters in everything we do.

SA3: Maintain and grow CCS's aspirational Trustee board, while enhancing the diversity.

SA4: Sustain and nurture CCS's skilled and ambitious workforce, while enhancing the diversity.

SA5: Develop and diversify services in response to children and families current and futures needs in adoption and permanence.

SA6: Monitor and manage the charities finances to ensure its' stability for the long term.

SA7: Pre-empt and be responsive to external market pressures and opportunities.

SA8: Continuously learn, reflect, and aim for excellence and compliance in all areas of CCS practice.

SA9: Be active in influencing and learning from the regional and national field of adoption and permanence.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Future developments at CCS Adoption

It is known that the adoption climate often moves in cycles, with the numbers of children versus the number of adopters varying and switching over which is greater or lesser than the other. In the year 2024-2025 it is evident that the greater number of children versus a decrease in the number of approved adopters has had a significant impact across the sector. However, this picture is not static and needs to be continually monitored. Emphasis is now on increasing the organisation's pool of adopters, whilst remaining focused on those who wish to adopt priority children.

With income from the ASGSF looking to reduce in 2025-26 because of the reduced Fair Access Limit per child, CCS has taken proactive steps to fundraise, gain funds from a major donor and begin a process of reviewing our whole Adoption Support service including our funding model. This is expected to be completed no later than at the end of 2025. However, the future of the ASGSF remains uncertain and we are expecting the DFE to make announcements about further changes for 2026 onwards at some point later this year.

Income from fundraising remains reliant on each year's individual activity, other than a small amount of fundraising income that is provided over several years from some grant providers or individual donors.

After a significant piece of work to create the nine strategic aims, the agency will now be looking to focus work on achieving these aims over 2024-2027. These are now reviewed quarterly and progress reported to all staff through agency days and all Trustees at quarterly meetings.

In 2024 CCS's achieved its aim of broadening its geographical reach of the recruitment of adopters. CCS is now actively recruiting prospective adopters from Somerset, who currently make up 25% of the initial enquiries.

The charity continues to consider various areas for diversification; however, the charity has been cautious in not estimating any of this income in the 2025-26 budget. It is unclear if one or more areas of diversification will proceed but they are being kept under constant review by the Senior Management Team and the Trustees.

Marketing

The primary goal of Marketing for CCS Adoption is to raise awareness about the adoption agency in the South West for both recruitment and support purposes, increase the number of successful adoptions, and ultimately establish trust within the community. By implementing a multifaceted approach, CCS aims to create a positive brand image and attract more potential adoptive parents.

Marketing Strategy

The marketing officer curated a Strategy which contains all aspects of Marketing for CCS Adoption and sets clear objectives to work on during the upcoming years. This was presented and discussed with the Trustees in November 2024 and represents a comprehensive document that can be updated in the future.

120 Years Celebration

Marketing has had an active role in 2024 for the celebration of the 120th anniversary of the agency. In 2024, a number of different projects were undertaken:

- Birthday Party planning, together with other members of staff – this was advertised both digitally (on social media and newsletters) and physically with flyers that were then distributed at family

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

events.

- CCS History booklet, curated by Amanda Alston – the Marketing Officer worked alongside a graphic designer to create this. Some copies have been distributed in the form of print, and it was also uploaded to the CCS website.
- CCS History timeline, curated by web developers – some highlights of the booklet were picked to create a timeline for the website.
- 120 CCS logo – CCS commissioned a graphic designer to create a 120th anniversary special logo, which was then used for marketing materials (social media profile picture, Info Pack, email signatures, letterheads, presentations, etc.).
- 120 Reflections Plan, together with Sarah Yelland (Fundraising Manager) – from June to December 2024, CCS posted on its social media platforms (Facebook, Instagram and sometimes LinkedIn) 120 posts about reasons to reflect and celebrate how far the organisation has come. Posts included the history of CCS and adoption, fundraising campaigns, myth busters, adoption stories and more.

Website

An update of both the CCS and Adoption Support websites took place. The aim was to simplify the user journeys, providing clearer information on what we offer and for whom, and to give it more of a 'fresh' look with new pictures and videos. There is a work in progress in updating the Resources and the Adoption Stories pages.

The marketing officer keeps maintaining both websites updated by checking and removing old content and broken links.

Eventbrite

CCS Adoption uses Eventbrite to advertise Information Events, which gives the chance for CCS Adoption to appear when people search for adoption events in the area, and prospective adopters to book easily via another platform rather than the booking form on our website, email or telephone. The account is being managed by the Adoption Advisor.

CCS started using Eventbrite to take bookings for the adoption support activities. This account is being managed by the Activities Coordinator.

Email Marketing

The CCS newsletter represents one of the main ways of sending important updates on the agency and the adoption sector, events (both adoption support and training), and any fundraising and adoption support information. Jane Thompson invites people to subscribe to the e-news at the training events, and since then, the CCS's account has experienced a constant increase in the number of subscribers. Now, we have an audience of 948 active subscribers.

In December 2024, the marketing officer and the fundraising manager sent out the first Fundraising newsletter to CCS supporters contacts only, containing 431 active subscribers. A plan is being put in place to engage more with CCS' donors.

SEO and Digital Advertising

The organisation is being supported by a small digital agency for the management of the Google and Meta ads. Digital advertising spending has increased and decreased according to the "busiest" times of year (i.e. January, March and September). Alongside Meta, the organisation has been using Instagram boosting for specific posts and audiences. A sponsored Instagram

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

post was created to target users interested in adoption in the Somerset area only.

Lately, the marketing officer has been attending a few workshops regarding SEO, digital advertising and Google and social media metrics to understand more about this Marketing area and being able to provide more support internally in the organisation.

Social Media

CCS Adoption has been working on creating more real content by using pictures and videos sent from families or taken at adoption support events. These continue to be the most engaging content on Instagram and Facebook.

A plan is in place to get more stories from our adopters. The marketing officer is working alongside the CCS Trainer to get people (both adopters and adoptees) to talk about their experience.

The CCS Adoption Facebook page has 1.4K followers, and the CCS Adoption Instagram account has 721 followers. Content is posted at a rate of three times per week, plus stories.

Print

CCS has been engaging with a graphic designer. They have been designing more print material for CCS, including the History booklet and the Fundraising Pack.

By using Canva, the marketing officer created an Adoption Support leaflet containing all events that are held by CCS. This is being distributed at adoption support events, training and for fundraising purposes.

The marketing officer is now able to edit PDF. This allows CCS to get some designs internally in the organisation and small edits on old designs can be made, like the Early Permanence Stories Book and the Training leaflet. A new Info Events flyer has been created and distributed amongst community centres in Bristol and Somerset.

External Training Provision

CCS Adoption Ltd offers comprehensive adoption preparation training throughout the assessment, family finding and post-placement stages.

In 2023 the training offer was expanded and now on offer are courses or single places available to adoption agencies and individuals, including family and friends, throughout the UK (online). All training is currently delivered by an experienced CCS Adoption trainer who is also an experienced adoptive parent. Both the online and in-person training sessions are interactive, and research based. Feedback from everybody who attends the training is encouraged so that this can provide the learning that will support adopters to be the best parents and advocates for their children.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Fundraising

Sarah Yelland, CCS Fundraising Manager focuses on all aspects of fundraising. The organisation is dependent on fundraising to finance our adoption support services. Fundraising activities included:

- ★ Applications to Trusts and Foundations
- ★ Community fundraising
- ★ Individual giving
- ★ Corporate giving
- ★ Legacies

Adopters and volunteer supporters have also completed various fundraising challenges and supported the organisation's Annual Appeal. The Board would like to thank everyone that has helped CCS in various ways throughout this year, attending events, and completing their own fundraising challenges.

In 2024/25, the organisation aimed to raise £100,000 through fundraising, and thanks to the generosity of CCS supporters the organisation successfully raised £158,020, 158% of the target. The pressure to bring in these substantial sums each year is significant, in the current turbulent fundraising climate.

Trusts and Foundations

There continued to be strong competition for Trusts and Foundation grants we success secured £37,250 in grants in 2024/25. We are immensely grateful to the following trusts, foundations and funds who have supported us through the year. Their kind generosity has enabled us to continue our vital Adoption Support Services for adoptive families for as long as they need support.

The National Lottery Community Fund	£20,000
Van Neste Foundation	£5,000
Nisbet Trust	£5,000
Anonymous Charitable Trust	£3,000
Dandia Charitable Trust	£1,500
The G F Eyre Charitable Trust	£1,000
Studd Charitable Trust	£1,000
Burges Salmon Charitable Trust	£500
Rotary Club of Bristol	£150
The Leonard Laity Stoate Charitable Trust	£100

Individual Giving

The organisation received £37,425 (including Gift Aid) in individual donations. The organisation has a small number of regular donors, some of whom have supported CCS for many years including a major donor who has chosen to donate their money to CCS in memory of their wife Dr Corinne Rees, who worked as a paediatrician in the area, particularly with children in the care system and who had been adopted, she had also worked with CCS for a number of years.

To demonstrate fairness and transparency, the organisation does not accept donations from (or raised by) prospective adopters until they have received their adoption order.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Community Fundraising

Donations from the Clifton Catholic Diocese contribute significantly to the organisation's community fundraising income. The organisation has a long relationship with the Diocese who continue to support through annual appeals, crib collections and parishioner donations. Donations totalling £10,179 were received in 2024/25 (£7,525 in 2023/24).

In total, £10,161 was received through community fundraising. Community fundraising activities included: supporter and staff-led events, individual sporting and challenge events, individual collection boxes, lifestyle giving and 200 club memberships (supporters who take part in a bi-monthly draw).

Corporate giving

The organisation received a £870 (£1,402 in 2023/24) in total via corporate donors, fundraising events, or collections. This year the sole corporate giver was the Lloyds Bank Foundation.

Legacies

The organisation received £62,133 legacy income in 2024/25 (£0 in 2023/24). Legacy income is unpredictable, and with five legacies received in the year, it certainly is extraordinary.

Compliance

The organisation is registered with the Fundraising Regulator and upholds The Code of Fundraising Practice developed by the regulator. We are committed to fundraising in an open, honest, and responsible manner, ensuring all activity is ethical and transparent.

In the year, there were no complaints received concerning the operation of the fundraising activities undertaken.

The organisation does not buy or sell personal data, engage in telephone fundraising, cold mailing, or outsource fundraising to external organisations or professional fundraisers. This approach has been taken to protect vulnerable people and members of the public from unacceptable fundraising behaviour, such as unreasonable intrusion into personal privacy or persistent and undue pressure to give.

All fundraising is conducted by staff and volunteers directly connected to the organisation. Fundraising activities are monitored through internal oversight and regular review to ensure compliance with our ethical standards and the Fundraising Regulator's Code.

GDPR Compliance

CCS continues to update and review policies and procedures to make sure the organisation is GDPR compliant. New staff receive GDPR training, and the full staff team receive refresher training every two years.

Environmental and Sustainable Development

The organisation continues to consider where it can be more environmentally sustainable in its practices and its use of resources. A hybrid working policy was introduced in September 2022

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

which brought clarity to the staff about the agencies expectations of the post pandemic way of working. This alongside many more virtual meetings with Local Authorities has meant that staff continue to travel significantly less than they did pre-pandemic. The appropriateness of services to families being delivered face to face or online continues to be carefully considered and reviewed.

Post-pandemic much of the adopter training has moved back to face to face, where as some of the support groups and parenting courses (Hearts and Minds) remain online as this works better for families.

Pay and Remuneration of Key Management Personnel

The remuneration of all staff including, key management personnel, is reviewed annually by the Board of Trustees and benchmarked against comparable roles in the voluntary adoption sector, using data from sector-wide salary surveys, and comparable roles in other organisations within the voluntary sectors. Pay decisions are made with consideration of the charity's financial position, market conditions, and the need to attract and retain skilled leadership.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Financial Review

We are pleased to report CCS Adoption Ltd financial results for the year to 31st March 2025 are set out in detail in the attached financial statements.

The Trustees monitor the charity's performance against a set of Key Performance Indicators (KPIs) aligned with its strategic aims. These include the number of children placed for adoption, the number of families approved, the reach and impact of adoption support services, and financial sustainability. In 2024–25, CCS Adoption approved 14 new families (target 19), placed 19 children (target 18), 73% of whom were considered 'harder to place', and supported 239 families through adoption support activities, demonstrating strong performance against these KPIs.

The income of £1,154,908 (2023/24 - £1,219,798) includes donations of £55,4036 (2023/24 - £36,839). Income from five legacies totalled £62,133 (2023/24 - nil).

Interagency and other fees totalled £724,444 (2023/24 - £773,326).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing, and supporting adoptive families.

From the 1st June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS has used the uplifted fee structure to apply to all placements from 1st June 2018. To prevent any future erosion of the fee, it will be increased on the 1st April each year based on the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1st April 2024.

The fees represent payment for work conducted over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31st March 2025 was £1,125,807 (2024 - £1,024,650).

As of 31st March 2025, the organisation's net assets were £1,157,447 (2024 - £1,128,310). There was a net increase in funds of £29,137 (2024 - increase of £195,148).

Lease of offices at The Park, Knowle West

An operating lease for a new office at The Park in Knowle West was entered into on 4th April 2023. The twelve-month lease started on 1st June 2023 and has since been renewed to 31st May 2026. The lease can be terminated by giving six months-notice of termination. See note 20 for further details.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2025

Investment policy

The Trustees' policy is to invest funds in short term or immediate access deposits.

Reserves policy

The Trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of six months expenditure out of unrestricted and designated funds; at this level, the Trustees feel they would be able to provide uninterrupted services.

The six months expenditure chosen for this is that of the first six months of the current financial year (2025/26). The target free reserves level is £579,959 in line with the policy above. Total free reserves at the year-end were £758,145 corresponding to the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets (see Note 16).

The actual free reserves were therefore above the target level. Having reviewed the forecast Income and Expenditure for the year to 31st March 2026 and actual Income and Expenditure for the three months to 30th June 2025 the Trustees are confident the free reserves are at a level to provide uninterrupted services.

The Trustees' policy is to hold this amount in a Designated 'Reserves Policy' Fund. The value of this Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the Trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charity's assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

Managing Risk or Principal Risks and uncertainties

The Trustees have responsibility for the oversight of risk and our Board regularly consider the major risks the charity is exposed to, in particular, those relating to the specific operational areas of the Charity, its investments, and finances.

The Risk Register is reviewed on a quarterly basis during the year in line with the Risk Management Policy. This includes identification of new risks, reviewing the control procedures and identification of potential improvements to control procedures.

1. The core business model is reliant on the Interagency Fee

The interagency fee is the largest source of income for the organisation and changes to this could

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

2. Decrease in new adopter applications

There is an ongoing risk around the ongoing reduction in applications from people who wish to adopt, which is a national issue. During this last financial year, we have continued to experience fluctuations in both enquiries and applications. So much so that between April and September 2025 there were no applications received, then eight in September alone. This leaves the agency in a constant predicament when assessing staffing needs for undertaking assessments to approve adopters. To try and balance this, we continue to look to increase our number of Independent Social Workers so we can allocate this work as needed. Without approved adopters, we will not be able to make placements and therefore this will impact our income significantly.

3. The income from the ASGSF does not meet the expenditure of running the Therapeutic Service

The sudden changes regarding the ASGSF have created new financial risks associated with the delivery of therapeutic services. Financial year 2024-25 has seen a surplus income generated from therapeutic services however it is worthy of note that immediate changes announced at the end of the financial year have long term implications to how these services are delivered.

4. Fundraising for the Costs of Adoption Support Activities and Events

Adoption Support Activities and Events are funded by an amalgamation of income from chargeable services, grant negotiated with Adoption West and, in the most part, income via the Fundraising Strategy.

The Fundraising Strategy was now focused on Trusts and Foundations, and prioritising Return on Investment. However, work is also going to take place on looking more at Corporates and major donors to diversify the potential of fundraising income from a variety of sources. In this financial year legacies have been very successful, more work could also be done to keep this is a regular message to our community.

5. Data protection & complying with GDPR.

The organisation deals with sensitive and complex personal data daily, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the organisations reputation and resulting fines. This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff.

6. Government Policy on adoption

A Labour government was elected 4th July 2024. There had been hope for some positive change for adoption sector, although DFE seem committed to funding RAA's and not offering the same grant opportunities to VAA's. In December 2024 the DFE confirmed new grants will only be open to RAA's, but they have been encouraged to work in partnership with VAA's, however very few partnerships then actually took place nationally. CCS continues to work with CVAA to try and positively influence the lack of RAA/VAA partnership, other than our very local arrangement with Adoption West, and discussions through SWAC.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Ryan Relf-Jones

Interim Co-Chair
By order and on behalf of the Trustees

Date: 12th November 2025

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Independent auditor's report to the members of CCS Adoption Ltd

Opinion

We have audited the financial statements of CCS Adoption Ltd (the "Charity") for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2025 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Companies Act 2006 and Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern.

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2025

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities, and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected, and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm. This description forms part of our auditor's report.



Ryan Moore CA (Senior Statutory Auditor)

For and on behalf of Randall & Payne LLP
Statutory Auditors
Chargrove House
Shurdington Rd
Shurdington
Cheltenham
GL51 4GA

Date: [21st November 2025](#)

CCS Adoption Ltd

Statement of Financial Activities (Including Income and Expenditure Account)

Company Number: 01655971

Year Ended 31st March 2025

	Notes	Unrestricted	Unrestricted	Restricted	Total	Total
		General Funds 2025	Designated Funds 2025	Funds 2025	Funds 2025	Funds 2024 Restated
		£	£	£	£	£
Income from :						
Donations, legacies and grants	2	120,802	-	33,620	154,422	90,489
Charitable activities	2	955,648	-	-	955,648	983,080
Other trading activities	2	3,598	-	-	3,598	6,183
Investment income	2	36,682	-	-	36,682	3,738
Other income	2	4,558	-	-	4,558	136,308
Total income	2	1,121,288	-	33,620	1,154,908	1,219,798
Expenditure on :						
Promotional and fundraising activities		27,738	233	-	27,971	19,134
Charitable Activities						
Adoption		714,170	6,673	-	720,843	664,426
Adoption Support Service		79,204	1,148	40,560	120,912	124,073
Therapeutic Services		254,115	1,966	-	256,081	217,017
Total expenditure	3	1,075,227	10,020	40,560	1,125,807	1,024,650
Net Income/(Expenditure) for the year	4	46,061	(10,020)	(6,940)	29,101	195,148
Transfers between funds	15	(40,162)	40,162	-	-	-
Other recognised gains/(losses)						
Actuarial (losses) / gains on pension scheme		36	-	-	36	-
Net movement in funds for the year		5,935	30,142	(6,940)	29,137	195,148
Reconciliation of Funds						
Fund balance brought forward	15	172,251	846,192	109,867	1,128,310	933,162
Fund balances carried forward	15	178,186	876,334	102,927	1,157,447	1,128,310

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

Prior year comparatives have been restated to reflect a revised method of allocating support costs across activities. See Note 24 for further details. Prior year fund comparatives are in note 8.

The notes on pages 35 to 57 from part of these accounts.

CCS Adoption Ltd

Balance Sheet as at 31st March 2025

Company Number: 01655971

	<u>Notes</u>	£	<u>2025</u> £	£	<u>2024</u> £
FIXED ASSETS					
Tangible assets	9		26,975		21,070
Intangible assets	10		-		2,015
			<u>26,975</u>		<u>23,085</u>
CURRENT ASSETS					
Debtors	11	253,088		260,601	
Investments	12	566,025		407,648	
Cash at bank and in hand		466,238		650,528	
			<u>1,285,351</u>	<u>1,318,777</u>	
CREDITORS: Amounts falling due within one year	13		<u>151,181</u>	<u>213,590</u>	
NET CURRENT ASSETS			<u>1,134,170</u>	<u>1,105,187</u>	
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,161,145</u>	<u>1,128,272</u>	
CREDITORS: Amounts falling due after more than one year	14		<u>3,698</u>	<u>(38)</u>	
NET ASSETS			<u>1,157,447</u>	<u>1,128,310</u>	
UNRESTRICTED FUNDS					
General Funds	15,16		178,186		172,251
Designated Funds	15,16		876,334		846,192
			<u>1,054,520</u>	<u>1,018,443</u>	
RESTRICTED FUNDS	15,16		<u>102,927</u>	<u>109,867</u>	
TOTAL CHARITY FUNDS			<u>1,157,447</u>	<u>1,128,310</u>	

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 35 to 57 form part of these accounts.

The financial statements were approved by the Board of Trustees on 12th November 2025 and were signed on its behalf by :

[Ryan Relf-Jones](#)

Interim Co-Chair of Trustees

CCS Adoption Ltd

Statement of Cash Flows for the year ended 31st March 2025

Company Number: 01655971

	<u>2025</u>		<u>2024</u> Restated	
	£	£	£	£
Cash flows from operating activities		<u>(35,609)</u>		<u>16,013</u>
Non-operational cash flows				
Investing activities				
Payments for tangible fixed assets	(13,910)		(19,532)	
Proceeds from disposal of fixed assets	-		650,234	
	<u>(13,910)</u>		<u>630,702</u>	
Deposits placed into investment accounts	(1,129,518)		(403,778)	
Withdrawals from investment accounts	983,341		-	
Investment income (cash receipts)	11,406		2,092	
Total investing activities	<u>(134,771)</u>		<u>(401,686)</u>	
Total non-operational cash flows		<u>(148,681)</u>		<u>229,016</u>
Net Cash Inflow/(Outflow) for the year		<u>(184,290)</u>		<u>245,029</u>
Cash and bank balances at the beginning of the year		<u>650,528</u>		<u>405,499</u>
Cash and bank balances at the end of the year		<u><u>466,238</u></u>		<u><u>650,528</u></u>

Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

Statement of Financial Activities: Net movement in funds	29,137	195,148
Depreciation/Amortisation (Tangible fixed assets)	8,005	16,123
Amortisation (Intangible fixed assets)	2,015	2,043
Loss/(profit) on the sale of fixed assets	-	(143,324)
Investment Income (per SOFA)	(36,682)	(3,738)
Rolled-up investment interest (non-cash)	13,076	-
(Decrease) / Increase in creditors	(58,673)	22,182
Decrease / (increase) in debtors	7,513	(72,421)
	<u>(35,609)</u>	<u>16,013</u>

Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 35 to 57 from part of these accounts.

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

Going Concern

The financial statements have been prepared on a going concern basis. The Trustees have assessed the charity's financial position and its ability to continue operating for a period of at least 12 months from the date of approval of these financial statements.

In 2024 the charity sold its freehold property at Pennywell Road generated a gain of £136.3k. The proceeds from the sale have been reinvested in interest-bearing deposit accounts, supporting the charity's reserves and providing a modest income stream to offset new rental costs. These developments have significantly improved the charity's liquidity and strengthened its free reserves position.

For the year ended 31 March 2025, the charity achieved an operating surplus of £56.7k.

The Trustees have reviewed detailed cash flow forecasts and income projections covering the period through to March 2027. These projections consider anticipated income from adoption placements, therapeutic services, grants, and ongoing cost management initiatives. Sensitivity analyses have also been conducted to assess the impact of potential reductions in income or increases in costs.

Based on this review, the Trustees are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future and have concluded that there are no material uncertainties related to going concern. Accordingly, the financial statements have been prepared on a going concern basis.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Income recognition policies

Items of income, including government grants, are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds.
- Any performance conditions attached to the items of income have been met or are fully within the control of the charity.
- There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.
- Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

1. Accounting Policies (Continued)

Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs 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 activity are allocated directly, others are apportioned on an appropriate basis.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows : -

- Office Equipment	33 $\frac{1}{3}$ % on reducing balance
- IT Equipment	Straight line over 4 years

Expenditure on items of less than £1,000 are not capitalised but written off as repair and maintenance.

Amortisation

Website development has been capitalised to the extent that it is probable that future economic benefits attributable to the website are likely which will benefit to the charity. The asset is being amortised over its estimated useful life of 4 years. The management reviews the carrying value of this asset annually for impairment.

Leasehold improvements are capitalised and amortised over the remaining lease term.

The improvements were capitalised in July 2023, and as of 31 March 2025, the lease has been agreed to extend to 31 May 2026.

Amortisation of the improvements is calculated on this basis, resulting in an amortisation period of 35 months. This policy is reviewed annually, and calculations will take into account any extension of the lease, and therefore increased amortisation period.

1. Accounting Policies (Continued)

Pension Contributions & Employee Benefits

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3. These schemes are multi-employer, defined benefit schemes accounted for as a defined contribution schemes (see Note 22 for the full details of these plans). Full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Investments Accounting

CCS Adoption Ltd does not hold any investments in shares or equity instruments. The investment policy focuses on safeguarding the charity's funds while generating modest returns through the use of fixed-term and notice deposit accounts.

Investments are made through a combination of direct arrangements with banking institutions and the CAF Charity Deposit Platform, managed by Flagstone, which facilitates access to a range of deposit accounts.

These deposits are held at reputable UK financial institutions to ensure diversification and minimise risk. Interest rates and maturity periods vary depending on the terms of individual accounts and are reviewed regularly in line with the charity's risk management and financial policies.

Deposits are measured at amortised cost, as the amounts are recoverable in full and subject to an insignificant risk of changes in value. Investments are classified as current asset investments if the notice period or remaining term exceeds three months at the balance sheet date or as cash at bank and in hand if the notice period or remaining term is three months or less.

Interest income is recognised on an accruals basis in accordance with the deposit terms.

1. Accounting Policies (Continued)

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest method.

Financial assets measured at amortised cost comprise cash at bank and in hand, short-term deposits, and trade and other receivables. Financial liabilities measured at amortised cost comprise trade and other payables.

The charity does not hold any complex financial instruments or derivatives, and none are measured at fair value through profit or loss.

Cash and Cash Equivalents

Cash and cash equivalents include cash at bank and in hand, together with short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the cash flow statement, cash and cash equivalents are defined as cash at bank and in hand and short-term deposits with an original maturity of three months or less. Any deposits or investments with a maturity of more than three months are classified as current asset investments.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

2. Income

	Unrestricted General 2025 £	Unrestricted Designated 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Collection boxes	-	-	-	-	37
Church collections	10,180	-	-	10,180	7,525
Gift Aid and donations	44,739	-	120	44,859	29,277
Legacies receivable	62,133	-	-	62,133	-
Grants	3,750	-	33,500	37,250	53,650
Donations Legacies and Grants	120,802	-	33,620	154,422	90,489
Interagency fees	659,401	-	-	659,401	708,435
Local authority contracts	33,205	-	-	33,205	35,469
Adoption support service activity fees	6,558	-	-	6,558	5,383
Other fees	25,280	-	-	25,280	24,039
Therapeutic Services Income	231,204	-	-	231,204	209,754
Charitable activities	955,648	-	-	955,648	983,080
200 Club	1,551	-	-	1,551	1,578
Other fundraising	2,047	-	-	2,047	4,315
Room hire	-	-	-	-	290
Other trading activities	3,598	-	-	3,598	6,183
Deposit interest	36,682	-	-	36,682	3,738
Investment income	36,682	-	-	36,682	3,738
Gains on Disposal of Freehold Property	-	-	-	-	136,308
Insurance Claims	4,558	-	-	4,558	-
Other income	4,558	-	-	4,558	136,308
Total income	1,121,288	-	33,620	1,154,908	1,219,798

A detailed analysis of grants received during the year is included in the Trustees' Annual Report on page 21.

Investment income arises from cash deposits, not from listed investments.

Prior year income comparatives are in note 8.

3. Expenditure

Expenditure Per Activity

	Direct Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2025 £
<u>Raising funds</u>				
Promotion and fundraising activities	15,194	6,804	5,973	27,971
<u>Charitable Activities</u>				
Adoption	503,580	68,755	148,508	720,843
Adoption Support Service	76,752	16,006	28,154	120,912
Therapeutic Services	65,858	145,764	44,459	256,081
	<u>646,190</u>	<u>230,525</u>	<u>221,121</u>	<u>1,097,836</u>
	<u>661,384</u>	<u>237,329</u>	<u>227,094</u>	<u>1,125,807</u>

Prior Year Comparatives

Prior year comparatives have been restated to reflect a revised method of allocating support costs across activities. See Note 24 for further details.

	Direct Staff Costs £	Direct Costs £	Support costs Restated (see below) £	Total 2024 Restated £
<u>Raising funds</u>				
Promotion and fundraising activities	6,909	8,391	3,834	19,134
<u>Charitable Activities</u>				
Adoption	435,794	49,805	178,827	664,426
Adoption Support Service	73,104	14,898	36,071	124,073
Therapeutic Services	61,208	125,767	30,042	217,017
	<u>570,106</u>	<u>190,470</u>	<u>244,940</u>	<u>1,005,516</u>
	<u>577,015</u>	<u>198,861</u>	<u>248,774</u>	<u>1,024,650</u>

Direct staff costs include only those directly attributable to service delivery staff. Central staffing costs (e.g. finance, admin) are included within support costs and allocated across activities.

3. Expenditure (Continued)

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

Basis of Apportionment	Cost Types
Usage	Marketing; Operations
Staff time	Staff costs (note 5); Agency, staff development and training; Office costs Governance and finance, Premises and depreciation, Systems and IT

Support costs are as follows :

	Raising Funds <u>2025</u> £	Adoption <u>2025</u>	Adoption Support <u>2025</u>	Therapeutic Services <u>2025</u> £	Total <u>2025</u> £
Marketing	914	3,199	3,199	1,827	9,139
Operations	29	1,145	147	147	1,468
Staff costs	2,766	79,285	13,644	23,365	119,060
Agency, staff development and training	230	6,594	1,135	1,943	9,902
Office costs	427	12,244	2,107	3,608	18,386
Governance and finance	200	5,733	986	1,689	8,608
Premises and depreciation	869	24,879	4,281	7,333	37,362
Systems, IT & Amortisation	538	15,429	2,655	4,547	23,169
	<u>5,973</u>	<u>148,508</u>	<u>28,154</u>	<u>44,459</u>	<u>227,094</u>

Prior Year Comparatives

Prior year comparatives have been restated to reflect a revised method of allocating support costs across activities. See Note 24 for further details.

	Raising Funds <u>2024</u> Restated £	Adoption <u>2024</u> Restated	Adoption Support <u>2024</u> Restated	Therapeutic Services <u>2024</u> Restated £	Total <u>2024</u> Restated £
Marketing	860	3,011	3,011	1,722	8,604
Operations	42	1,621	208	208	2,079
Staff costs	1,347	80,040	15,095	12,918	109,400
Agency, staff development and training	76	4,520	853	729	6,178
Office costs	281	16,677	3,145	2,691	22,794
Governance and finance	138	8,170	1,540	1,319	11,167
Premises and depreciation	645	38,351	7,233	6,190	52,419
Systems, IT & Amortisation	445	26,437	4,986	4,265	36,133
	<u>3,834</u>	<u>178,827</u>	<u>36,071</u>	<u>30,042</u>	<u>248,774</u>

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

4. Net Income / (Expenditure) for the year

This is stated after charging :

	<u>2025</u>	<u>2024</u>
	£	£
Depreciation of tangible fixed assets		
IT Equipment	869	-
Office Equipment	3,060	4,910
Freehold Property	-	3,570
Amortisation of fixed assets		
Leasehold Improvements (tangible)	4,076	7,643
Website (intangible)	2,015	2,043
Total depreciation and amortisation	<u>10,020</u>	<u>18,166</u>
Audit Fees	7,440	7,038
Operating leases land and buildings	24,963	19,549
Unwinding of discount on pension liability (Growth Plan)	<u>51</u>	<u>158</u>

5. Staff Cost and Numbers

Prior year figures have been restated to separately present accrued holiday entitlement and to align with the revised support cost allocation methodology. See Note 24 for further details.

This note provides an analysis of total staff-related costs, including both direct and support staff costs, which are allocated across activities as shown in Note 3.

	<u>2025</u>	<u>2024</u>
	£	£
The total staff costs for the year were:		Restated
Gross salaries and wages	673,319	595,823
Employer National Insurance contributions	54,308	46,407
Employer Pension contributions - Define Contributions Scheme	38,437	35,154
Total standard employment costs	<u>766,064</u>	<u>677,383</u>
Pension expenses (see Note 22)	2,795	2,713
Income and expenditure impact of the Growth Plan (see Note 22)	5,701	159
Accrued holiday entitlement (see Note 24)	5,884	3,099
Severance payments	-	3,060
Total staff costs	<u>780,444</u>	<u>686,415</u>

	<u>2025</u>	<u>2024</u>
	£	£
Staff costs are apportioned as follows :		Restated
Promotional and fundraising activities	17,960	8,463
Expenditure on charitable activities	756,783	677,793
Adjustment to Growth Plan pension liability (see Note 22)	5,701	159
	<u>780,444</u>	<u>686,415</u>

5. Staff Cost and Numbers (Continued)

The number of employees whose total employment benefits (excluding employer pension costs) for the year were in excess of £60,000 fall within the bands as follows:

	<u>2025</u>	<u>2024</u>
£60,000 - £69,999	<u>1</u>	<u>1</u>

The average monthly head count was 30 staff (2024 - 30) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 19 (2024 - 17)

Total key management personnel benefits amounted to £66,649 (2024 - £61,122)

Statutory severance payments of £ nil (2024 - £3,060) were made in the period.

6. Taxation

No liability to UK Corporation Tax arose for the year ended 31st March 2025 or for the year ended 31st March 2024.

7. Prior Year Comparatives

The 2024 figures have been restated to reflect revised allocations of support costs and depreciation across charitable activities. See Note 24 for further information.

	Unrestricted General Funds <u>2024</u> Restated £	Unrestricted Designated Funds <u>2024</u> Restated £	Restricted Funds <u>2024</u> £	Total Funds <u>2024</u> £
Income from				
Donations, Legacies and Grants	28,546	-	61,943	90,489
Charitable activities	983,080	-	-	983,080
Other trading activities	6,183	-	-	6,183
Investment income	3,738	-	-	3,738
Other income	136,308	-	-	136,308
Total income	1,157,855	-	61,943	1,219,798
Expenditure on				
Raising funds	18,910	224	-	19,134
Charitable Activities				
Adoption	651,136	13,290	-	664,426
Adoption Support Service	70,915	2,507	50,651	124,073
Therapeutic Services	214,872	2,145	-	217,017
Total expenditure	955,833	18,166	50,651	1,024,650
Net Income / (Expenditure) for the year	202,022	(18,166)	11,292	195,148
Transfers between funds	(116,769)	116,769	-	-
Other recognised gains/(losses)				
Actuarial (losses) / gains on pension scheme	-	-	-	-
Net movement in funds for the year	85,253	98,603	11,292	195,148
Reconciliation of Funds				
Fund balances brought forward	86,998	747,589	98,575	933,162
Fund balances carried forward	172,251	846,192	109,867	1,128,310

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

8. Prior Year Income Comparatives

	Unrestricted General Funds <u>2024</u> £	Unrestricted Designated Funds <u>2024</u> £	Restricted Funds <u>2024</u> £	Total Funds <u>2024</u> £
Collection boxes	37	-	-	37
Church collections	7,525	-	-	7,525
Gift Aid and donations	16,284	-	12,993	29,277
School collections	-	-	-	-
Legacies receivable	-	-	-	-
Grants	4,700	-	48,950	53,650
<u>Donations Legacies and Grants</u>	<u>28,546</u>	<u>-</u>	<u>61,943</u>	<u>90,489</u>
Interagency fees	708,435	-	-	708,435
Local authority contracts	35,469	-	-	35,469
Adoption support service activity fees	5,383	-	-	5,383
Other fees	24,039	-	-	24,039
Therapeutic Services Income	209,754	-	-	209,754
<u>Charitable activities</u>	<u>983,080</u>	<u>-</u>	<u>-</u>	<u>983,080</u>
200 Club	1,578	-	-	1,578
Other fundraising	4,315	-	-	4,315
Room hire	290	-	-	290
<u>Other trading activities:</u>	<u>6,183</u>	<u>-</u>	<u>-</u>	<u>6,183</u>
Deposit interest	3,738	-	-	3,738
<u>Investment income</u>	<u>3,738</u>	<u>-</u>	<u>-</u>	<u>3,738</u>
Gains on Disposal of Freehold Property	136,308	-	-	136,308
<u>Other income</u>	<u>136,308</u>	<u>-</u>	<u>-</u>	<u>136,308</u>
Total income	1,157,855	-	61,943	1,219,798

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

9. Tangible Fixed Assets

Cost	IT	Office	Leasehold	Total
	Equipment	Equipment	Impvts	
	£	£	£	£
At 1st April 2024	-	87,381	19,532	106,913
Additions	13,910	-	-	13,910
Disposals	-	-	-	-
At 31st March 2025	<u>13,910</u>	<u>87,381</u>	<u>19,532</u>	<u>120,823</u>
Depreciation/Amortisation				
At 1st April 2024	-	78,200	7,643	85,843
Charge for the year	869	3,060	4,076	8,005
On disposal	-	-	-	-
At 31st March 2025	<u>869</u>	<u>81,260</u>	<u>11,719</u>	<u>93,848</u>
Net Book Values				
At 31st March 2025	<u>13,041</u>	<u>6,121</u>	<u>7,813</u>	<u>26,975</u>
At 31st March 2024	<u>-</u>	<u>9,181</u>	<u>11,889</u>	<u>21,070</u>

10. Intangible Fixed Assets

Cost	Website
	£
At 1st April 2024	8,172
Additions	-
At 31st March 2025	<u>8,172</u>
Amortisation	
At 1st April 2024	6,157
Charge for the year	2,015
At 31st March 2025	<u>8,172</u>
Net Book Values	
At 31st March 2025	<u>-</u>
At 31st March 2024	<u>2,015</u>

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

11. Debtors: Amounts falling due within one year

	<u>2025</u>	<u>2024</u>
	£	£
Trade debtors	73,634	211,081
Accrued income	135,310	31,490
Other Debtors	16,921	1,378
Prepayments	27,223	16,652
	<u>253,088</u>	<u>260,601</u>

12. Investments

	<u>2025</u>	<u>2024</u>
	£	£
Bank deposit accounts requiring more than 3 months notice of withdrawal	<u>566,025</u>	<u>407,648</u>

These deposits are classified as current asset investments rather than cash, as they are subject to fixed terms or notice periods exceeding three months, in line with the definition in FRS 102.

13. Creditors : Amounts falling due within one year

	<u>2025</u>	<u>2024</u>
	£	£
Trade creditors	34,463	32,331
Taxation and social security	12,464	10,475
Other creditors	1,298	4,229
TPT Growth Plan recovery plan	2,052	1,964
Accruals	28,382	22,736
Deferred income	72,522	141,855
	<u>151,181</u>	<u>213,590</u>

Deferred income reconciliation

Balance brought forward	141,855	109,465
Amounts released to the statement of financial activities	(135,309)	(102,919)
Amounts deferred in the year	65,976	135,309
	<u>72,522</u>	<u>141,855</u>

Interagency Fees are made of two parts. Part 1 corresponds to two-thirds of the total fee, and Part 2 the final third. When a placement is made the full fee is invoiced. Part 1 is recognised immediately as this covers the work up to the day of placement. Part 2 funds 12-months of post-placement support and a pro-rata amount is recognised monthly. If an adoption order is made within these 12 months then the balance is recognised immediately. The majority of the deferred income consist of the pro-rata amount of the Part 2 of the interagency fees which have not yet been reconigised as the funded work is yet to be delivered. The minority of the deferred income consists of funds specific to the delivery of therapetic support to named children & families. These are recognised at the point when therapeutic support is delivered, else the funds are deferred. The balance of the deferred income consists of SWAC membership fees and event registration income.

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

14. Creditors : Amounts falling due after more than one year

	<u>2025</u>	<u>2024</u>
	£	£
Other Creditors - TPT Growth Plan recovery plan	3,698	(38)
	<u>3,698</u>	<u>(38)</u>

TPT Growth Plan recovery plan

TPT recovery plan payments are explained in detail in Note 22, payments are the expected to fall due as follows: (the liability in the accounts is shown at Net Present Value)

	<u>2025</u>	<u>2024</u>
	£	£
Within one year	2,052	1,964
Between one and five years	4,104	-
In five years or more	-	-
	<u>6,156</u>	<u>1,964</u>

The 2024 balance of £(38) shown as a long-term creditor represents a minor adjustment arising from the discounting of the pension provision under FRS 102. The provision calculation was updated during 2025 following a revised contribution schedule, and the liability is now correctly stated at £3,698.

No other long-term liabilities were held at the year-end.

15. Movement in Funds

	At 1st April 2024	Income and gains	Expenditure and losses	Transfers	At 31st March 2025
	£	£	£	£	£
Restricted Funds					
Post Adoption Support	88,200	-	-	-	88,200
Adoption Support (Legacy fund)	4,307	-	(631)	-	3,676
Family Grants	3,211	-	(1,028)	-	2,183
Adoption Support Grants	13,295	33,620	(38,901)	-	8,014
COVID-19 Support Grants	854	-	-	-	854
Total Restricted Funds	<u>109,867</u>	<u>33,620</u>	<u>(40,560)</u>	<u>-</u>	<u>102,927</u>
Unrestricted Designated Funds					
Reserves Policy	565,707	-	-	14,252	579,959
Post Adoption Support	257,400	-	-	12,000	269,400
Fixed Assets	23,085	-	(10,020)	13,910	26,975
Total Unrestricted Designated Funds	<u>846,192</u>	<u>-</u>	<u>(10,020)</u>	<u>40,162</u>	<u>876,334</u>
Unrestricted Funds					
General Funds	<u>172,251</u>	<u>1,121,324</u>	<u>(1,075,227)</u>	<u>(40,162)</u>	<u>178,186</u>
Total Funds	<u>1,128,310</u>	<u>1,154,944</u>	<u>(1,125,807)</u>	<u>-</u>	<u>1,157,447</u>

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2025

Movement in Funds - Prior Year

	At 1st April 2023 £	Income and gains £	Expenditure and losses £	Transfers £	At 31st March 2024 £
Restricted Funds					
Post Adoption Support	88,200	-	-	-	88,200
Adoption Support (Legacy fund)	5,597	-	(1,290)	-	4,307
Family Grants	3,482	-	(271)	-	3,211
Adoption Support Grants	442	61,943	(49,090)	-	13,295
COVID-19 Support Grants	854	-	-	-	854
Total Restricted Funds	98,575	61,943	(50,651)	-	109,867
Unrestricted Designated Funds					
Reserves Policy	504,589	-	-	61,118	565,707
Post Adoption Support	243,000	-	-	14,400	257,400
Fixed Assets	-	-	(18,166)	41,251	23,085
Total Unrestricted Designated Funds	747,589	-	(18,166)	116,769	846,192
Unrestricted Funds					
General Funds	86,998	1,157,855	(955,833)	(116,769)	172,251
Total Funds	933,162	1,219,798	(1,024,650)	-	1,128,310

16. Analysis of Net Assets between Funds

As at 31st March 2025	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds £
Fixed Assets	-	26,975	-	26,975
Current Assets	331,899	849,359	104,093	1,285,351
Liabilities	(153,713)	-	(1,166)	(154,879)
Net Assets	178,186	876,334	102,927	1,157,447
As at 31st March 2024 Restated (see note 24)	Unrestricted General Funds Restated £	Unrestricted Designated Funds Restated £	Restricted Funds Restated £	Total Funds Restated £
Fixed Assets	-	23,085	-	23,085
Current Assets	352,100	823,107	143,570	1,318,777
Liabilities	(179,849)	-	(33,703)	(213,552)
Net Assets	172,251	846,192	109,867	1,128,310

Total free reserves for the year are considered to be £758,145, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

17. Purpose of Restricted and Designated Funds**Post Adoption Support Restricted and Designated Fund**

Following placement and subsequent adoption CCS Adoption Ltd has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing one year of Social Worker support to each relevant adoptee based on 24 hours per year at £25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each adoptee based on 24 hours per year at £25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

During the year this fund was increased by £12,000 in line with the above.

Adoption Support Legacy Fund

CCS Adoption Ltd received a restricted legacy during 2015/16 of £10,000 this is used to provide therapeutic life story work and to support adopted children in education.

Family Grants

These are funds received on the condition that they will be expended on assisting families in need.

Reserves Policy Fund

As explained in more detail in The Trustees' Report (see page 23) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

Fixed Assets

This fund represented the value of the fixed assets. Funds representing the net book value of the charities assets were transferred into this fund in the prior year. The value of fixed assets acquired during the year have been transferred into this fund.

Adoption Support Grants

The restricted fund (formally called The Centre Project) was created by grants and donations received restricted for delivery of Adoption Support Services at the charity.

A detailed analysis of grants received during the year is included in the Trustees' Annual Report on page 21.

COVID-19 Support Grants

This represents grant funds remaining that were received in direct response to the COVID-19 pandemic resulting from successful grant applications. The balance is the remaining of the grant received through the Department for Education, to fund 75% of salaries for Adoption, Adoption Support and Therapeutic Services.

18. Contingent Liabilities

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 17.

19. Related Parties

CCS Adoption Ltd is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year CCS Adoption Ltd paid fees of £ nil (2024 - £ nil) to related parties of the trustees.

Expenses of £ nil (2024 £ 26) were reimbursed to the Trustees.

The Trustees, key management and related parties (six individuals) made donations to the charity during the year of £248. (2024 - £174 by two individuals).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the charity.

20. Operating Leases

The total future minimum lease payments under non-cancellable operating leases :

	<u>2025</u>	<u>2024</u>
	£	£
Payable within one year	26,408	24,963
Payable after one year	4,419	4,211
Total payable	<u><u>30,827</u></u>	<u><u>29,174</u></u>

An operating lease for the office at The Park in Knowle West was entered into on 4th April 2023. The initial term of this lease began on 1st June 2023 for 12 months. It has since been extended to 31st May 2026. Thereafter the lease can be terminated by giving six months notice of termination.

21. Pension Costs

CCS Adoption Ltd's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%. Employees can make Additional Voluntary Contributions.

The employer contributions made during 2024/25 were £38,437 (2023/24 - £35,314)

The employee contributions made during 2024/25 were £31,892 (2023/24 - £41,122)

22. The Growth Plan

In the past CCS Adoption Ltd has paid pension contributions into TPT's Growth Plan series 1,2 and 3. These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 521 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for CCS Adoption Ltd to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a 'last man standing arrangement'. Therefore CCS Adoption Ltd is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2023. This valuation showed assets of £514.9 million, liabilities of £531.0 million and a deficit of £16.1 million. To eliminate this funding shortfall, the Trustee has asked the participating employers (521) to pay additional contributions to the scheme as follows:

Deficit contributions

From 1st April 2025 to 31st March 2028, £2,100,000 per annum - payable monthly.

Unless a concession has been agreed with the Trustee the term to 31st March 2028 applies.

The deficit contributions payable by the charity is a small portion of the above as detail in the contribution schedule.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £61.6m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1st April 2022 to 31st January 2025, £3,312,000 per annum payable monthly.

22. The Growth Plan (Cont.)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and CCS Adoption Ltd has agreed a deficit funding arrangement CCS Adoption Ltd recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

	31/03/2025	31/03/2024	31/03/2023
	£	£	£
Present Value of provision	5,750	1,926	4,124

Reconciliation of opening and closing provisions

	2025	2024
	£	£
Provision at start of year	1,926	4,124
Unwinding of discount factor (interest expense)	51	158
Deficit contribution paid	(1,964)	(2,357)
Remeasurements -		
impact of any change in assumptions	36	1
amendments to the contribution schedule	5,701	-
Provision at end of year	<u><u>5,750</u></u>	<u><u>1,926</u></u>

Impact on Statement of Financial Activities

Interest expense	51	158
Remeasurements -		
impact of any change in assumptions	36	1
amendments to the contribution schedule	5,701	-
	<u><u>5,788</u></u>	<u><u>159</u></u>

Assumptions

	31/03/2025	31/03/2024	31/03/2023
Rate of discount % per annum	4.84%	5.31%	5.52%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

22. The Growth Plan (Cont.)

Deficit Contribution Schedule

The following schedule details the actual contributions payable by CCS Adoption Ltd each year.

Year ending 31st March	<u>2025</u>	<u>2024</u>	<u>2023</u>
	£	£	£
Year 1	2,052	1,964	2,357
Year 2	2,052		1,964
Year 3	2,052		
Year 4			
	<u>6,156</u>	<u>1,964</u>	<u>4,321</u>

If CCS Adoption Ltd ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2024 to be £29,934 (30th September 2023 £34,039). As there are no plans to withdraw from the scheme this liability has not been accounted for.

23. Sale of 162 Pennywell Road, Easton

Reason for disposal

In November 2022, the trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale.

This decision was reached for the following reasons:

- Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- Increases in running costs, maintenance and repair costs.
- Generation of cash to combat the reduction in cash reserves due to two years of deficits.

Sale Details

Date of sale completion	19th October 2023	
	£	£
Sale price	652,000	
Legal Fees	(2,416)	
Agency Fees	(7,825)	
Sale proceeds		<u>641,759</u>
Original Cost	574,116	
Accumulated Depreciation	(68,665)	
Net book value at Disposal		<u>505,451</u>
Gain on disposal - (Included in Other Income Note 2)		<u>136,308</u>

Use of proceeds

The proceeds from the sale have been invested into fixed-term and notice accounts, as per the policy. This will provide an income stream to offset the rental payments for the offices at The Park.

24. Restatements of Prior Year Figures

The charity conducted a review of its expenditure allocation and restated prior year figures (as indicated through the financial statements). The basis for this was to improve accuracy and transparency. The main changes include a revised allocation of support costs based on staff time and resources, apportionment of depreciation and amortisation across activities, separate disclosure of accrued holiday entitlement, and clearer fund presentation. The cash flow statement was also updated to show specific investment movements. These restatements do not affect overall financial outcomes but enhance reporting clarity and compliance with the Charities SORP (FRS 102).

25. Post-Balance Sheet Events

The Trustees confirm that there have been no events since the balance sheet date that require adjustment or disclosure in these financial statements.

CCS Adoption Ltd

England & Wales - Charity number 286814

Accounts



CCS Adoption Ltd

A Company Limited by Guarantee

Report and Financial Statements

For the Year Ended 31 March 2024

Charity Registration Number: 286814

Company Number: 01655971



ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Contents	Pages
Welcome	3
Legal and Administrative Information	4
Trustee Board Report	5 - 21
Financial Review	22 - 25
Independent Auditor's Report to the Board of Trustees	26 - 29
Statement of financial activities	30
Balance Sheet	31
Cash Flow Statement	32
Notes to Financial Statements	33 - 52

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Welcome from Chair of the Board of Trustees



The Trustees are pleased to present the Annual Report for 2023/2024.

This is a special year for CCS Adoption Ltd as we celebrate our 120th Anniversary. The Trustees are very proud of the achievements and developments, as highlighted in the report, over the year and wish to thank all of our volunteers, supporters and our professional staff for their dedication and hard work to have made this possible.

Our families remain at the heart of our organisation, and it is our pledge to find permanency and support for the most vulnerable children in our society.

Sally Lockwood
Chair of Trustees

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Legal and Administrative Information

Constitution

CCS Adoption Ltd which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008, the Trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese. On 26 September 2024 the Trustee Board passed a resolution to change the legal name of the business to 'CCS Adoption Ltd'. This was to reflect the work of the charity today and in the future.

Charity Number: 286814

Company Number: 01655971

Patrons: Gareth Rees (appointed Feb 2024)
Jenny Urquhart, Artist

Trustees

The Trustees are a skilled, cohesive team comprising Sally Lockwood who is a retired Social Worker and Counsellor; Catherine Graham, retired Primary School Teacher; Peter Golding, solicitor; Andrea Viner, A Social Worker who has been a specialist in adoption and adoption support service delivery for many years; Richard Tidswell, Director of Business Doctors; Nikolas Thompson, Manager in Responsible Business & Inclusion for Lloyds Banking Group; Stephen Lord, General Manager for a security company and Ryan Relf-Jones, Head of Human Resources with over twenty years' experience in the financial services sector.

Stephen Allen resigned his role as an Associate Trustee in January 2024.

Directors and Trustees: The following served as directors and Trustees during the year and since the year end:

Sally Lockwood, Chair
Catherine Graham, Vice Chair
Andrew Stephen Lord, Treasurer
Nikolas Thompson
Peter Golding
Richard Tidswell
Celia Balbernie (*resigned August 2023*)
Julie Cooke (*resigned October 2023*)
Andrea Viner (*appointed October 2023*)
Ryan Relf-Jones (*appointed October 2023*)

Chief Executive Officer: Emma Simpson

Registered Office and Principal Address: CCS Adoption Ltd, The Park Centre, Daventry Road, Bristol, BS4 1DQ

Auditors: Randall & Payne LLP, Chargrove House, Shurdington Rd, Shurdington, Cheltenham GL51 4GA

Bankers: National Westminster Bank, 44 Caledonia Place, The Mall, Clifton, Bristol BS99 5AJ
CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

Solicitors and Insurers: Carbon law Partners, Library Building, Sun Street, Tewkesbury, GL20 5NX

Markel UK, 20 Fenchurch St, London EC3M 3AZ

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

Trustee Board Report

The Board of Trustees present their report together with the financial statements of the charity for the year ended 31 March 2024.

The report has been prepared in accordance with Section 8 of the Charities Act 2011 and with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The names of the Trustees (who are directors for the purpose of company law and Trustees for the purpose of charity law) who served during the year and at the date of this report are set out on Page 4.

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006, and 5 June 2008. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 each.

On 1st April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the organisation. The organisation continues the post adoption support work of The Centre. The special resolutions putting this into effect are dated 12 March 2018.

The number of Trustees shall not be less than five but (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 15. At each Annual General Meeting, one fifth (or the number nearest to one fifth) of the Trustees shall retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

If at the meeting at which a Trustee retires by rotation, the vacancy is not filled, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

No person other than a Trustee retiring by rotation shall be appointed or reappointed a Trustee at any general meeting unless recommended by the Trustees.

The Trustees are drawn from a variety of disciplines and provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A Trustee skills audit took place during 2021 with a view to assessing the range of experience and skills within the team and identifying any gaps. The audit focussed on the qualities needed for current operations and strategy. Following the audit, a decision was made to recruit personnel related with HR/Marketing background and those with a Social Work background.

A diversity audit of Trustees took place at the same time as the skills audit. The Trustees are keen to ensure they have a Board that is made up of people with different professional expertise, perspectives, and life experiences, recognising that diverse teams have been shown to make better decisions and are more likely to innovate. The results of this audit will be considered during any future recruitment campaigns.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

Trustee Recruitment

In 2023 two new members were welcomed to the Board which now totals eight members.

Ryan Relf-Jones joined with over 20 years of experience in Human Resources within the financial services sector. Within his current role as Head of Human Resources, he leads on both strategic and cultural change, as well as cyclical HR activity, in partnership with senior executives.

Andrea Viner; A Social Worker who has been a specialist in adoption and adoption support service delivery for many years. She joined CCS Adoption Ltd in 2013 and has taken an active role in developing agency services until retiring in 2023. Now as a Trustee member she seeks to draw on her experiences and influence the future of CCS Adoption Ltd.

Trustee Induction and Training

Potential new Trustees attend meetings as observers to familiarise themselves with the work of CCS Adoption Ltd. If appointed as a Trustee, they undergo a formal period of induction and training on charity law and governance. Trustees act in accordance with the CCS Adoption Ltd code of conduct. Trustees attended an Away day in November 2023 which was facilitated by Cate Hemingway from Gloucestershire VCS Alliance.

Organisation

The Trustees manage and direct the work of CCS Adoption Ltd and meet at least quarterly. The financial governance and investments are overseen by the Business Sub Committee which includes six of the Board Trustees. The committee meets quarterly. Working groups of Trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Emma Simpson who has overall responsibility for the strategic and operational delivery of the work undertaken by CCS Adoption Ltd.

The following senior staff were in post at 31 March 2024:

Emma Simpson – Chief Executive Officer
Charlie Delahunty – Head of Adoption
Jason Tinley – Finance Manager
Laura Shields – Adoption Support Manager
Stacey Thompson – HR, Facilities and Administration Manager

Objectives of the Charity

The Trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The object of CCS Adoption Ltd is to benefit the public through the promotion care and well-being of vulnerable children in need of permanency from all backgrounds, cultures, and all faiths or none by:

- ★ Furthering their appropriate care and safety.
- ★ Providing assistance and support to them, their families, and carers.
- ★ Advancing their physical, mental, social, emotional, and spiritual development, respecting their racial, cultural, and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

Vision

“A world where every child grows up in a safe loving family.”

Mission

The Organisation’s aim, core purpose and the driving force behind everything the Organisation does, is to “*create a positive future for children, by building families and enabling them to grow and thrive.*”

To support its purpose, the Organisation will focus and measure itself against four core values and principles:

- ★ **Child Centric** – We will always put the needs of the child first through everything we do.
- ★ **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- ★ **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- ★ **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Statement of Trustees’ responsibilities

The Trustees (who are also directors of CCS Adoption Ltd for the purposes of company law) are responsible for preparing the Trustees’ Report (incorporating the directors’ report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- ★ select suitable accounting policies and then apply them consistently;
- ★ observe the methods and principles in the Charities SORP;
- ★ make judgments and accounting estimates that are reasonable and prudent;
- ★ state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ★ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- ★ there is no relevant audit information of which the charitable company’s auditors are unaware; and
- ★ the Trustees have taken all steps that they ought to make themselves aware of that information.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Auditors

A resolution will be put to the Annual General Meeting that Randall & Payne LLP be reappointed auditors to CCS Adoption Ltd for the coming year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

About Us

CCS Adoption Ltd (CCS) is an independently funded, registered charity and Adoption Agency (Voluntary Adoption Agency or 'VAA'). The Organisation works to the highest standards to maintain its strong reputation of putting people and relationships at the heart of what it does, evidenced as an Ofsted 'Outstanding' rated Agency consistently since 2010 (last inspection 2024, page 13).

In 2018, the Organisation brought together its existing adoption service, with The Centre for Adoption Support & Education ("The Centre"), allowing us to strengthen, broaden and expand the post Adoption support the Organisation offers families.

The Organisation has continued to concentrate on Adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

Link to research which evidences the value of adoption to society (Nov 2022)

<https://cvaa.org.uk/wp-content/uploads/2022/12/CVAA-The-value-of-adoption-report-final-Nov-22.pdf>

The Organisation aims to provide high quality, independent and professional Adoption services recognising the lifelong impact of adoption. CCS Adoption Ltd works to find and support a wide range of adoptive families for children who need them, with a strong commitment to promote Early Permanency through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS Adoption Ltd offers a comprehensive Adoption service that includes recruiting, training, assessing, and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS Adoption Ltd continues to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture, or disability. One of the Organisation's values and principals is working in a climate of acceptance and inclusivity and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

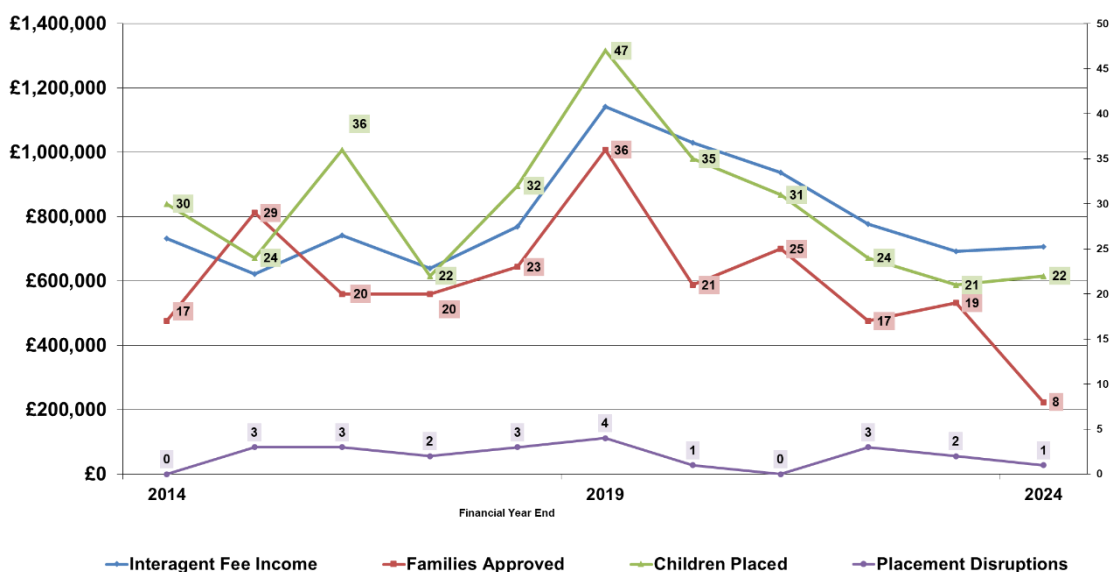
The Organisation is keen to promote partnership collaborating with other stakeholder groups including Local Authorities, Regional Adoption Agencies (RAA), and Education and Health services all within the South West region.

Adoption, Recruitment & Support

The number of enquiries in 2023/24 have remained similar at 224 compared to 2022/23. The need to be transparent about the children CCS Adoption Ltd are being considered for has resulted in people choosing the local RAA for their assessment, especially when they are looking for younger single children.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

**CCS Adoption
 Recruitment and Placement Statistics**



Panel

The Adoption Panel, which is constituted in accordance with adoption regulations, meets every six weeks to approve adopters and provide independent scrutiny of CCS’s adoption work. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant’s legal status to adopt. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance and validation of CCS’s adoption work. Since July 2022, an independent Agency Decision Maker has been recruited to panel to enable this role to be shared and to cover periods of sickness and leave (Liz Pickering).

CCS Adoption Ltd continues to specialise in recruiting adoptive families for ‘priority children’ i.e., sibling groups, older children, and ethnic minority children.

CCS Adoption Ltd experienced one adoption disruption in the year 2023/24. This was a placement of one child who had been placed since August 2021.

CCS Adoption Ltd offers lifelong support to adoptive families. All families, with whom CCS Adoption Ltd has placed children at any time, are supported through the Organisation’s Adoption Support Services according to need.

Adoption Support

A year of exciting, progressive changes has seen the support we offer to children, young people and families become ever more responsive and has shown exciting joined up working across the CCS team. The huge benefit of working together in the office space has sparked and generated lots of conversations around adoption support and a deeper understanding about what is available and how families and prospective families can access it. As this support is available to families who are both pre and post adoption support, this area has been renamed “Adoption

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

Support” rather than “Post Adoption Support”

We have acknowledged that huge benefits can be gained by ensuring that prospective parents in Stage 2 training are not just fully aware of the range of support on offer but feel actively encouraged to participate in groups and events they feel relevant to them.

Centre Services

Tots began the academic year in a new location at The Park and, due in the main part to placing older children, began with low numbers. This, however, has changed over the course of the year and we are now seeing numbers of families increasing to one out of the two weekly sessions now full. Adele Parsons joined Fran Smith in September and together they have worked hard to create a structured group full of fun for children and parents.

LGBTQ+ coffee mornings have found a new home at The Park too and has continued to be a well-used and popular group with families and prospective adopters in Stage 2 training.

We built on the success of Holiday Hub and were thrilled to receive local authority funding to be able to grow the activities and events to 4 days during Easter holidays and 17 summer holiday days in 2023. The increase in registered attendees grew from 31 in 2022 to a staggering 88 children and young people across 2023!

Family Fun Afternoons were introduced in May 2023 at our new outdoor base in Knowle, The Roundhouse. These have proved incredibly successful and over the year we have offered 4 activity days, each of which has been fully booked, forcing us to hold a long wait list for the events. As a result, we have planned to increase the sessions for the coming year to enable more families to benefit.

We have continued successful partnership working with Horseworld, Empire Fighting Chance, All Aboard Water Sports and Forest School and are always looking to establish new relationships.

Chargeable services have generated a small income of £5,383 (£3,160 in 2022/23).

Therapy Services

The associate therapists’ model has proved incredibly successful in our plan to ensure long term financial sustainability of the service. Following transparent scrutiny of how therapy packages are charged, and Adoption Support Fund applications submitted we were thrilled to see the service make a surplus of £34.4K.

Three new associate therapists were recruited throughout the year giving the team a range of therapeutic offers for children and families.

Adoption Special Guardianship Support Fund

Formally the ASF changes have been made to the development of the fund to include eligible adoptive, special guardianship order and child arrangement order families. Additional criteria were also introduced to ensure each funded therapeutic package includes mandatory outcome measures reported at the beginning and end of every funding period. CCS Adoption Ltd has successfully adhered to these criteria and each new therapeutic package follows this process.

SWAC

There are three Regional Adoption Agencies (RAAs) members in the South West (Aspire, Adoption West and Adopt South West). Cornwall LA ran its own adoption service until the end of the 2023-24 year, at which point they merged with Adopt South West.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

There are three Voluntary Adoption Agency (VAA) sector members (CCS, PACT and Barnardo's) as Action for Children and SSAFA have both announced that they are closing their adoption services so these will no longer be members.

SWAC provides the following:

- ★ Facilitate family finding and matching of children across all adoption agencies in the South West region, whether statutory or voluntary.
- ★ Provide a focus and conduit for communication between all adoption agencies within the South West region through timely information sharing and promoting best practices in adoption and permanence.
- ★ Provide a hub in the South West region to facilitate good communication at national & regional levels in relation to adoption and permanence.
- ★ Promote positive working relationships and the sharing of best practices between the statutory and voluntary adoption sectors in the region.
- ★ Act as a focal point to access funding and as a steering group for projects which will provide opportunities to develop and improve adoption practices.
- ★ Identify and promote workforce development across all agencies in SWAC.
- ★ Identify and provide a collective response to common challenges in adoption and permanence across the SWAC agencies.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Highlights over the last 12 months

- ★ 8 New Families approved to adopt.
- ★ 22 children placed for adoption.
- ★ 101 Children accessed our therapeutic services.
- ★ 183 families accessed The Centre for Adoption Support.
- ★ Disruption Rate – 4.8%
- ★ CCS received contact from 224 households, making their first enquiries about adoption.
- ★ CCS held 12 information events with 138 households attending these events in total.
- ★ CCS held 48 days of training for adopters, with 85% of respondents attending Day 1 training rated the session 9/10 or higher.
- ★ Consultations - 41 consultations were completed by Clinical Psychologists 2023/24.
- ★ Clinical Assessments - 12 clinical assessments were completed by Clinical Psychologists Helen Kirkaldie, Jude Courtney, and Vicky Perkins.
- ★ Therapy packages - 40 therapy packages were started and ASF applications successfully submitted.
- ★ Hearts and Minds - 41 parents participated across 2023/24 in the therapeutic course delivered by Clinical Psychologists.
- ★ CCS celebrated 120th Anniversary allowing time for acknowledgement and reflection.
- ★ Two Agency Days, May 2023 and November 2023 were held for the whole Organisation.
- ★ Ensured the Organisation was GDP compliant.
- ★ The Trustee Board held their 'Trustee Get Together' in November 2023.

Ofsted Inspection

CCS Adoption Ltd is currently one of only two Voluntary Adoption Agencies in the UK that has achieved Outstanding five times in a row.

The Organisation was inspected by Ofsted in 19 February 2024 and given the overall quality rating of "Outstanding", as in the previous four inspections (2019, 2015, 2012, 2010). The Ofsted inspection team found the Organisation to be "Outstanding" in all three areas it considered:

- ★ 'Overall experiences and progress of service users.'
- ★ 'How well young people and adults are helped and protected;' and
- ★ 'The effectiveness of leaders and managers.'

The inspection is a comprehensive review of the work of the Organisation over the previous five years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the Organisation focuses its work on those children waiting for adoptive families, and all aspects of

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

adoption support. Attention is also directed at how the Organisation contributes to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive families, feedback from partner agencies who have placed children with CCS families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

“Adopters report many examples of how the excellent support from the agency has prevented disruption and helped to build the adoptive families’ resilience through difficulties and challenges.”

“The agency prioritises finding adopters for children who are ‘harder to place’. These include older children, sibling groups and children who have additional needs. Many of the children have very complex needs and have experienced extreme trauma and neglect.”

“The agency benefits from exceptionally high-quality leadership and management. Leaders and managers are inspirational, confident, and ambitious for the agency and for children and adopters. The agency’s development plan is very detailed. It demonstrates a clear and ambitious vision for the future of the agency to ensure that it remains financially viable and continues to offer adoption services of high quality.”

The full inspection report (Unique Reference Number SC048462) may be accessed online at:
<https://www.ccsadoption.org/wp-content/uploads/2024/03/Clifton-Childrens-Society-10222151-FINAL.pdf>

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

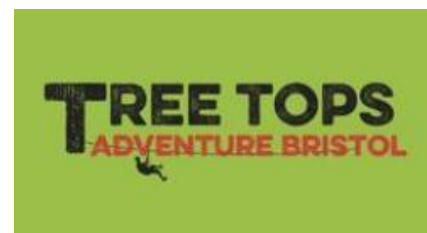
PARTNERS



Grants and External Contracts

Adoption West – Service level Agreement: CCS Adoption Ltd delivers a wide range of activities and social events to their families and under a service level agreement it opens these up to Adoption West families and also families from any agencies. The CEO and Adoption Support Manager meet with the Adoption West Director and business manager several times per year to review the contract and service delivery.

CENTRE ACTIVITIES



ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Our Focus for 2024/2025

CCS's Strategic Plan has been co-created with all staff and Trustees. The CCS's current strengths, weaknesses, opportunities, and threats were reflected upon. The Strategic Plan covers three years from 2023-2026.

The CVAA almost finalised 3-Year Strategic Plan 2023-2026 and the Adoption England Strategic Plan had been taken into consideration when creating CCS's strategic aims.

The following nine CCS strategic aims encompass the Organisation's key focuses:

SA1: Successfully recruit, assess, and support adopters for the priority children waiting for adoption.

SA2: Recognise and celebrate the lived experience of adoptees and adopters in everything we do.

SA3: Maintain and grow CCS's aspirational Trustee board, while enhancing the diversity.

SA4: Sustain and nurture CCS's skilled and ambitious workforce, while enhancing the diversity.

SA5: Develop and diversify services in response to children and families current and futures needs in adoption and permanence.

SA6: Monitor and manage the charities finances to ensure its' stability for the long term.

SA7: Pre-empt and be responsive to external market pressures and opportunities.

SA8: Continuously learn, reflect, and aim for excellence and compliance in all areas of CCS practice.

SA9: Be active in influencing and learning from the regional and national field of adoption and permanence.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

Future developments at CCS Adoption Ltd

It is known that the adoption climate often moves in cycles, with the numbers of children versus the number of adopters varying and switching over which is greater or lesser than the other. In the year 2023-2024 it is evident that the greater number of children versus a decrease in the number of approved adopters has had a significant impact across the sector. However, this picture is not static and needs to be continually monitored. Emphasis is now on increasing the organisation's pool of adopters, whilst remaining focused on those who wish to adopt priority children.

The income from the ASGSF looks to remain stable, with the therapeutic services making a surplus in 2023-2024. There is only certainty of these funds until March 2025, and with the UK new government all agencies await to see what impact politics has on these decisions. Income from fundraising remains reliant on each year's individual activity, other than a small amount of fundraising income that is provided over several years from some grant providers or individual donors.

After a significant piece of work to create the nine strategic aims, the agency will now be looking to focus work on achieving these aims over 2024-2027.

In 2024 one of CCS's aims is to broaden the geographical reach of the recruitment of adopters. This would mean that prospective adopters in Somerset would have more choices when they are choosing an adoption agency.

The charity continues to consider various areas for diversification; however, the charity has been cautious in not estimating any of this income in the 2023-24 budget. It is unclear if one or more areas of diversification will proceed but they are being kept under constant review by the Senior Management Team and the Trustees.

Marketing

Marketing activity at CCS focuses on four key areas. To provide information to those considering adoption which then enables them to contact CCS at the start of their adoption journey. Secondly to provide information to all adoptive families about the adoption support services we provide and how they can access them. Thirdly to inform the audience of matters to do with CCS internally as a charity. Fourthly to provide information to the audience about the external wider adoption landscape, such as links to research, policy, books, and events.

Website

CCS's Marketing Officer, Giorgia Marangone, continues to manage and update the website's content and develops new pages and posts as needed. Recently, there has been progress on updating the CCS homepage to simplify the user journey.

Eventbrite

CCS Adoption Ltd uses Eventbrite to advertise Information Events which gives the chance for CCS Adoption Ltd to appear when people type "Adoption Information Events" into a search engine. This is being used for bookings alongside telephone and email bookings linked with the events on Facebook and Instagram.

Email Marketing

The CCS Adoption Ltd e-newsletter is distributed using Mailchimp and it focuses on updates on

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

CCS, events, Fundraising and Adoption Support.

A process is underway to keep the number of subscribers up-to-date, adding adopters as soon as they are approved. At the moment, we have an audience of 906 subscribers.

Ads

The organisation continues to use the services of a small digital agency for the management of the CCS Google PPC (pay-per-click) ads grant and social media adverts on Facebook and Instagram. Alongside this, we have been using Instagram boosting for specific posts and audiences.

Social Media

CCS Adoption Ltd has switched to more video content, using as much real content as possible from unidentified videos and pictures that adopters send and from activities and social events. This creates more engagement since it is more authentic, parents see their children and interact more. With these videos, CCS has started creating and posting Reels on Instagram and Facebook, to also expand the library of reusable material.

The CCS Adoption Ltd Facebook page has 1.4K followers and the CCS Adoption Ltd Instagram account, @ccsadoption, has 680 followers. Content is posted at a rate of one or two posts per day on Facebook and twice per week on Instagram, plus Instagram stories. In 2023 the decision was made to no longer actively engage via X (formerly Twitter).

As the popularity of video content continues to arise, CCS Adoption Ltd will keep into consideration the option of opening a TikTok account. And for this reason, Giorgia attended a training focussed on the use of this social media platform.

Print

CCS has been engaging with a graphic designer. An update of the CCS Children's Guide was produced in June 2023 and the Information Pack in 2024.

External Training Provision

CCS Adoption Ltd offers comprehensive adoption preparation training throughout the assessment, family finding and post-placement stages.

In 2023 the training offer has expanded and now on offer are courses or single places available to adoption agencies and individuals, including family and friends, throughout the UK (online). All training is currently delivered by an experienced CCS Adoption Ltd trainer who is also an experienced adoptive parent. Both the online and in-person training sessions are interactive, and research based. Feedback from everybody who attends the training is encouraged so that this can provide the learning that will support adopters to be the best parents and advocates for their children.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

Fundraising

CCS Adoption Ltd had been working with a Fundraising Consultant to work on applications to trusts and foundations. Then in December 2023 CCS appointed a new fundraising manager, Sarah Yelland, to focus on all aspects of fundraising across CCS.

The Organisation is dependent on fundraising to finance the adoption support services. Fundraising activities included:

- ★ Applications to Trusts and Foundations
- ★ Community fundraising
- ★ Individual giving
- ★ Corporate giving
- ★ Legacies

Adopters and volunteer supporters have also completed various fundraising challenges and supported the Organisation's Annual Appeal. The Board would like to thank everyone that has helped CCS in various ways throughout this year, such as writing grant applications, attending events, and completing challenges.

In 2023/24, the Organisation had a fundraising target of £75,000 and thanks to the generosity of CCS supporters the organisation successfully raised £96,382, 129% of the target. However, the pressure to bring in these substantial sums each year is significant, and CCS needs to constantly be active in its' fundraising activities.

Trusts and Foundations

There continued to be strong competition for Trusts and Foundation grants however following a number of good applications by a fundraising consultant CCS Adoption Ltd were able to achieve £47,890 income in 2023/24. A further £5,760 was granted from Bristol City Council under the Holiday Activities and Food funding to fund the Holiday Hub Activities (as described under Adoption Support above).

We are immensely grateful to the following trusts, foundations and funds who have supported us through the year. Their kind generosity has enabled us to continue our vital Adoption Support Services for adoptive families for as long as they need support.

- ★ Bristol Pride Community Fund
- ★ Burges Salmon Charitable Trust
- ★ Dandia Charitable Trust
- ★ Denman Charitable Trust
- ★ J & M Britton Charitable Trust
- ★ Lennox Hannay Charitable Trust
- ★ Souter Charitable Trust
- ★ The G F Eyre Charitable Trust
- ★ The Lalonde Trust
- ★ The Leonard Laity Stoate Charitable Trust
- ★ Van Neste Foundation

Individual Giving

The Organisation received £27,570 (including Gift Aid) in individual donations. The Organisation has a small number of regular donors, some of whom have supported CCS for many years. Donations were received in response to the CEO Christmas Letter (alongside the sale of Christmas cards), 'In Memory' donations, donations from ongoing appeals, and donations as a

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

YEAR ENDED 31 MARCH 2024

direct result of engagement with the Centre.

To demonstrate fairness and transparency, the Organisation does not accept donations from (or raised by) prospective adopters until they have received their adoption order.

In the Autumn of 2022, CCS met with Dr Gareth Rees who having heard about the extent and quality of the work achieved at CCS donated £20,000 with a pledge of a further £10,000 annual donation for the following three years. Dr Gareth Rees has chosen to donate this money to CCS in memory of his wife Dr Corinne Rees, who worked as a paediatrician in the area, particularly with children in the care system and who had been adopted, she had also worked with CCS for a number of years.

Community Fundraising

Donations from the Clifton Catholic Diocese contribute significantly to the organisation's community fundraising income. The Organisation has a long relationship with the Diocese who continue to support through annual appeals, crib collections and parishioner donations. Donations totalling £7,525 were received in 2023/24 (£4,867 in 2022/23). The increase is due to the return of the Annual Appeal by the Diocese, which was unfortunately cancelled in the prior year due to reduced income of parishes because of the pandemic.

In total, £13,769.54 was received through community fundraising. Community fundraising activities included: Church appeals, supporter and staff-led events, individual sporting and challenge events, individual collection boxes, lifestyle giving and 200 club memberships (supporters who take part in a bi-monthly draw).

Corporate giving

The Organisation received a £1,402 (£9,721 in 2022/23) in total via corporate donors, fundraising events, or collections. These included: What's Right, DHL, and Co-op Bank (Broadmead).

Legacies

The organisation received no legacy income in 2023/24 (£500 in 2022/23).

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Compliance

The Organisation is registered with the Fundraising Regulator and uphold 'The Code of Fundraising Practice' developed by the regulator.

In the year there were no complaints received concerning the operation of the fundraising activities undertaken.

The Organisation does not buy or sell data, engage in telephone fundraising, cold mailing or outsource fundraising to external organisations. This decision was taken to protect vulnerable people and members of the public from unacceptable behaviour related to fundraising, such as: unreasonable intrusion into a person's privacy; unreasonable persistent and undue pressure on a person to give money or donation in kind.

GDPR Compliance

CCS continues to update and review policies and procedures to make sure the organisation is GDPR compliant. New staff receive GDPR training, and the full staff team receive refresher training every two years (next due in the Autumn of 2024).

Environmental and Sustainable Development

The Organisation continues to consider where it can be more environmentally sustainable in its practices and its use of resources. A hybrid working policy was introduced in September 2022 which brought clarity to the staff about the agencies expectations of the post pandemic way of working. This alongside many more virtual meetings with Local Authorities has meant that staff continue to travel significantly less than they did pre-pandemic. The appropriateness of services to families being delivered face to face or online continues to be carefully considered and reviewed.

Post-pandemic much of the adopter training has moved back to face to face, where as some of the support groups and parenting courses (Hearts and Minds) remain online as this works better for families.

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Financial Review

We are pleased to report CCS Adoption Ltd financial results for the year to 31st March 2024 are set out in detail in the attached financial statements.

The income of £1,219,798 (2022/23 - £1,069,222) includes donations of £36,839 (2022/23 - £52,888). No legacies were received during the year (2022/23 - one).

Interagency and other fees totalled £773,326 (2022/23 - £752,719).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing, and supporting adoptive families.

From the 1st June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS has used the uplifted fee structure to apply to all placements from 1st June 2018. To prevent any future erosion of the fee, it will be increased on the 1st April each year based on the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1st April 2023.

The fees represent payment for work conducted over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The Organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31st March 2024 was £1,024,650 (2023 - £1,289,157).

As of 31st March 2024, the Organisation's net assets were £1,128,310 (2023 - £933,162). There was a net increase in funds of £195,148 (2023 - decrease of £219,935).

Sale of 162 Pennywell Road, Easton

In November 2022, the Trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale. This decision was reached for the following reasons:

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD YEAR ENDED 31 MARCH 2024

- ★ Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- ★ Increases in running costs, maintenance, and repair costs.
- ★ Generation of cash to combat the reduction in cash reserves due to two years of deficits.

In June 2023, the sale of the offices was agreed by the Trustees for a sale price of £652,000. The legal process began in June 2023 and the final sale of the office was completed on 19th October 2023.

This resulted in a gain on disposal of £136,308. This forms much of the increase in the net assets for the year. See note 23 for further details.

Lease of offices at The Park, Knowle West

An operating lease for a new office at The Park in Knowle West was entered into on 4th April 2023. The twelve-month lease started on 1st June 2023 and has since been renewed to 31st May 2025. The lease can be terminated by giving six months-notice of termination. The total cost of this lease is £25,264. See note 20 for further details.

Investment policy

The Trustees' policy is to invest funds in short term or immediate access deposits.

Reserves policy

The Trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of six months expenditure out of unrestricted and designated funds; at this level, the Trustees feel they would be able to provide uninterrupted services.

The six months expenditure chosen for this is that of the first six months of the current financial year (2024/25). The target free reserves level is £565,707 in line with the policy above.

Total free reserves at the year-end were £737,958, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets (see Note 16).

The actual free reserves were therefore above the target level. Having reviewed the forecast Income and Expenditure for the year to 31st March 2025 and actual Income and Expenditure for the three months to 30th June 2024 the Trustees are confident the free reserves are at a level to provide uninterrupted services.

The Trustees' policy is to hold this amount in a Designated 'Reserves Policy' Fund. The value of this Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the Trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charity's assets

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD YEAR ENDED 31 MARCH 2024

are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

Managing Risk or Principal Risks and uncertainties

The Trustees have responsibility for the oversight of risk and our Board regularly consider the major risks the charity is exposed to, in particular, those relating to the specific operational areas of the Charity, its investments, and finances.

The Risk Register is reviewed on a quarterly basis during the year in line with the Risk Management Policy.

1. The core business model is reliant on the Interagency Fee

The interagency fee is the largest source of income for the Organisation and changes to this could pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the Organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

2. The income from the ASGSF does not meet the expenditure of running the Therapeutic Service

The ASGSF is the funding source for the majority of the Therapeutic Service. In early 2022 the Government announced that the Adoption Support Fund would continue for a further three years to the end of March 2025. This provides a level of security that the Therapeutic Service has been lacking in previous years. However, whilst the ASF income per clinical package covers the delivery of the package, there has been insufficient surplus to cover the other expenditure of running the service, such as the administrative and management costs involved up until this year 2023-24. Following adjustments to the service and fees, in 2023-24 the income from ASGSF does now cover the cost of delivering this service.

3. Fundraising for the Costs of The Centre

The Centre was previously funded by a grant from its founder. The organisation became financially responsible for The Centre in 2018/19 and has funded activities partly through fundraising and partly through a cross-subsidy from the core business of CCS Adoption Ltd.

The Fundraising Strategy will now focus on Trusts and Foundations, prioritising Return on Investment.


4. Data protection & complying with GDPR.

The Organisation deals with sensitive and complex personal data daily, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the Organisations reputation and resulting fines. This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff.

5. Reduction in the number of placement opportunities

ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

There is a trend where Courts are favouring the making of Special Guardianship Orders over Adoption Orders. This was exacerbated by the COVID-19 pandemic, as the Courts operate virtually and have a huge backlog of cases. In addition, wherever possible RAAs are operating an agenda of self-sufficiency, placing children with their prospective adopters.

A rectangular box containing a handwritten signature in black ink that reads "S.A. Lockwood".

Sally Lockwood Chair of Trustees
By order and on behalf of the Trustees

Date: 11th December 2024

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Independent auditor's report to the members of CCS Adoption Ltd

Opinion

We have audited the financial statements of CCS Adoption Ltd (the "Charity") for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2024 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Companies Act 2006 and Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern.

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CCS ADOPTION LTD
YEAR ENDED 31 MARCH 2024

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities, and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected, and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

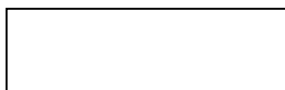
- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm. This description forms part of our auditor's report.



Ryan Moore CA (Senior Statutory Auditor)

For and on behalf of Randall & Payne LLP
Statutory Auditors
Chargrove House
Shurdington Rd
Shurdington
Cheltenham
GL51 4GA

Date:

CCS Adoption Ltd

Statement of Financial Activities (Including Income and Expenditure Account)

Company Number: 01655971

Year Ended 31st March 2024

		Unrestricted General Funds 2024	Unrestricted Designated Funds 2024	Restricted Funds 2024	Total Funds 2024	Total 2023 Restated (Note 24)
	Notes	£	£	£	£	£
Income from :						
Donations, legacies and grants	2	28,546	-	61,943	90,489	91,310
Charitable activities	2	983,080	-	-	983,080	972,192
Other trading activities	2	6,183	-	-	6,183	4,678
Investment income	2	3,738	-	-	3,738	1,042
Other income	2	136,308	-	-	136,308	-
Total income	2	1,157,855	-	61,943	1,219,798	1,069,222
Expenditure on :						
Promotional and fundraising activities		19,585	-	-	19,585	18,093
Charitable Activities						
Adoption		691,163	-	-	691,163	860,480
Adoption Support Service		23,752	18,166	50,651	92,569	135,984
Therapeutic Services		221,333	-	-	221,333	274,600
Total expenditure	3	955,833	18,166	50,651	1,024,650	1,289,157
Net Income/(Expenditure) for the year	4	202,022	(18,166)	11,292	195,148	(219,935)
Transfers between funds	15	(116,769)	116,769	-	-	-
Net movement in funds for the year		85,253	98,603	11,292	195,148	(219,935)
Reconciliation of Funds						
Fund balance brought forward	15	86,998	747,589	98,575	933,162	1,153,097
Fund balances carried forward	15	172,251	846,192	109,867	1,128,310	933,162

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 33 to 52 form part of these accounts.

Prior year fund comparatives are in note 8.

CCS Adoption Ltd

Balance Sheet as at 31st March 2024

Company Number: 01655971

	Notes	£	2024 £	£	2023 £
FIXED ASSETS					
Tangible assets	9		21,070		524,571
Intangible assets	10		2,015		4,058
			<u>23,085</u>		<u>528,629</u>
CURRENT ASSETS					
Debtors	11	260,601		188,180	
Investments	12	407,648		2,224	
Cash at bank and in hand		650,528		405,498	
			<u>1,318,777</u>	<u>595,902</u>	
CREDITORS: Amounts falling due within one year	13	<u>213,590</u>		<u>189,603</u>	
NET CURRENT ASSETS			<u>1,105,187</u>		<u>406,299</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,128,272</u>		<u>934,928</u>
CREDITORS: Amounts falling due after more than one year	14		<u>(38)</u>		<u>1,767</u>
NET ASSETS			<u>1,128,310</u>		<u>933,161</u>
UNRESTRICTED FUNDS					
General Funds	15,16		172,251		86,998
Designated Funds	15,16		846,192		747,589
			<u>1,018,443</u>		<u>834,587</u>
RESTRICTED FUNDS	15,16		<u>109,867</u>		<u>98,575</u>
TOTAL CHARITY FUNDS			<u>1,128,310</u>		<u>933,162</u>

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 33 to 52 form part of these accounts.

The financial statements were approved by the Board of Trustees on 12th November 2024 and were signed on its behalf by :

S Lockwood
Chair of Trustees

CCS Adoption Ltd

Statement of Cash Flows for the year ended 31st March 2024

Company Number: 01655971

	<u>2024</u>		<u>2023</u>	
	£	£	£	£
Cash flows from operating activities		<u>16,013</u>		<u>(168,498)</u>
Non-operational cash flows:				
Investing activities :				
Payments for tangible fixed assets	(19,532)		(3,269)	
Proceeds from disposal of fixed assets	650,234		-	
Transfer of investments to/(from) bank	(405,424)		1,316	
Investment income	3,738		1,042	
	<u>229,016</u>		<u>(911)</u>	
		<u>229,016</u>		<u>(911)</u>
Net Cash Inflow/(Outflow) for the year		<u>245,029</u>		<u>(169,409)</u>
Cash and bank balances at the beginning of the year		<u>405,499</u>		<u>574,908</u>
Cash and bank balances at the end of the year		<u><u>650,528</u></u>		<u><u>405,499</u></u>

Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

Statement of Financial Activities: Net movement in funds	195,148	(219,935)
Investment income	(3,738)	(1,042)
Depreciation/Amortisation (Tangible fixed assets)	16,123	14,258
Amortisation (Intangible fixed assets)	2,043	2,043
Loss/(profit) on the sale of fixed assets	(143,324)	-
(Decrease) / Increase in creditors	22,182	(58,008)
Decrease / (increase) in debtors	(72,421)	94,186
	<u>16,013</u>	<u>(168,498)</u>

Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 33 to 52 from part of these accounts.

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

Preparation of accounts on a going concern basis

Along with other similar charities and organisations, the charity has been subject to the current economic uncertainty. The charity has realised a large deficit in the 2021/2022 and 2022/2023 financial years. During the 2022/2023 two substantial organisational restructures have taken place. This has reduced the staff numbers by 50% since the 2021/2022 year. This was required in order to reduce the overall expenditure, and provide a structure that the charity needs for its long-term sustainability. This has been the main focus of the CEO.

The charity produced an operating surplus of £56.7k during the year and the sale of the office at Pennywell Road (see note 23) produced gains of £136.3k. This has strengthened the cash flow providing a welcome boost to the free reserves. The Trustees have chosen to prepare the financial statements on a going concern basis. The Trustees are of the opinion this is the most appropriate basis based on the forecasts of income and expenditure and cash flow.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Income recognition policies

Items of income, including government grants, are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds.
- Any performance conditions attached to the items of income have been met or are fully within the control of the charity.
- There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.
- Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

1. Accounting Policies (Continued)

Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs 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 activity are allocated directly, others are apportioned on an appropriate basis.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows : -

- Office Equipment	33 1/3% on reducing balance
- Freehold Buildings (excluding land)	2 % on cost

Expenditure on items of less than £1,000 are not capitalised but written off as repair and maintenance.

Amortisation

Website development has been capitalised to the extent that it is probable that future economic benefits attributable to the website are likely which will benefit to the charity. The asset is being amortised over its estimated useful life of 4 years. The management reviews the carrying value of this asset annually for impairment.

Leasehold improvements are capitalised and amortised over the remaining lease term.

The improvements were capitalised in July 2023, and as of 31 March 2024, the lease has been agreed to extend to 31 May 2025.

Amortisation of the improvements is calculated on this basis, resulting in an amortisation period of 23 months. This policy is reviewed annually, and calculations will take into account any extension of the lease, and therefore increased amortisation period.

1. Accounting Policies (Continued)

Pension Contributions & Employee Benefits

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3. These schemes are multi-employer, defined benefit schemes accounted for as a defined contribution schemes (see Note 22 for the full details of these plans). Full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Investments Accounting

CCS Adoption Ltd does not hold any investments in shares or equity instruments. Our investment policy is focused on safeguarding the charity's funds while aiming to generate a modest return through the use of fixed-term deposit accounts and similar low-risk financial products.

Investments are made through a combination of direct arrangements with banking institutions and the CAF Charity Deposit Platform, managed by Flagstone, which facilitates access to a range of deposit accounts. These deposits are held at reputable financial institutions, ensuring diversification and minimising risk.

Investments are recognised at the amount invested and are reviewed regularly to ensure compliance with the charity's risk management and financial policies. The treatment of these investments depends on their notice period. Any cash held with a notice period of over three months are classified as 'Investments', or as 'Cash at Bank' if under three months. They are valued at their nominal value, reflecting the amounts held at financial institutions.

Interest income is recognised on an accruals basis as it is earned, in accordance with the terms of the deposit agreements.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

2. Income

	Unrestricted General <u>2024</u> £	Unrestricted Designated <u>2024</u> £	Restricted <u>2024</u> £	Total <u>2024</u> £	Total <u>2023</u> £
Collection boxes	37	-	-	37	91
Church collections	7,525	-	-	7,525	4,269
Gift Aid and donations	16,284	-	12,993	29,277	47,713
School collections	-	-	-	-	815
Grants	4,700	-	48,950	53,650	37,922
<u>Donations Legacies and Grants</u>	<u>28,546</u>	<u>-</u>	<u>61,943</u>	<u>90,489</u>	<u>91,310</u>
Interagency fees	708,435	-	-	708,435	692,987
Local authority contracts	35,469	-	-	35,469	29,063
Adoption support service activity fees	5,383	-	-	5,383	3,020
Other fees	24,039	-	-	24,039	27,649
Therapeutic Services Income	209,754	-	-	209,754	219,473
<u>Charitable activities</u>	<u>983,080</u>	<u>-</u>	<u>-</u>	<u>983,080</u>	<u>972,192</u>
200 Club	1,578	-	-	1,578	1,794
Other fundraising	4,315	-	-	4,315	2,884
Room hire	290	-	-	290	-
<u>Other trading activities</u>	<u>6,183</u>	<u>-</u>	<u>-</u>	<u>6,183</u>	<u>4,678</u>
Deposit interest	3,738	-	-	3,738	1,042
<u>Investment income</u>	<u>3,738</u>	<u>-</u>	<u>-</u>	<u>3,738</u>	<u>1,042</u>
Gains on Disposal of Freehold Property	136,308	-	-	136,308	-
<u>Other income</u>	<u>136,308</u>	<u>-</u>	<u>-</u>	<u>136,308</u>	<u>-</u>
Total income	1,157,855	-	61,943	1,219,798	1,069,222

Prior year income comparatives are on note 8.

3. Expenditure

	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2024 £
<u>Raising funds</u>				
Promotion and fundraising activities	6,909	8,391	4,285	19,585
<u>Charitable Activities</u>				
Adoption	435,794	49,805	205,564	691,163
Adoption Support Service	73,104	14,898	4,567	92,569
Therapeutic Services	61,208	125,767	34,358	221,333
	<u>570,106</u>	<u>190,470</u>	<u>244,489</u>	<u>1,005,065</u>
	<u>577,015</u>	<u>198,861</u>	<u>248,774</u>	<u>1,024,650</u>
	Staff Costs (note 5) Restated £	Direct Costs Restated £	Support costs (see below) Restated £	Total 2023 Restated £
<u>Prior Year Comparatives (Restated - Note 24)</u>				
<u>Raising funds</u>				
Promotion and fundraising activities	7,564	6,673	3,856	18,093
<u>Charitable Activities</u>				
Adoption	619,166	44,083	197,231	860,480
Adoption Support Service	88,925	14,675	32,384	135,984
Therapeutic Services	102,833	139,211	32,556	274,600
	<u>810,924</u>	<u>197,969</u>	<u>262,171</u>	<u>1,271,064</u>
	<u>818,488</u>	<u>204,642</u>	<u>266,027</u>	<u>1,289,157</u>

3. Expenditure (Continued)

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

Cost Type	Basis of Apportionment
Marketing	Usage
Operations	Usage
Staff costs (note 5)	Staff time
Agency, staff development and training	Staff time
Office costs	Staff time
Governance and finance	Staff time
Premises and depreciation	Staff time
Systems and IT	Staff time

Support costs are as follows :

	Raising Funds <u>2024</u> £	Charitable Activities <u>2024</u> £	Total <u>2024</u> £
Marketing	860	7,744	8,604
Operations	42	2,037	2,079
Staff costs	1,554	107,846	109,400
Independent Contractors	-	-	-
Agency, staff development and training	88	6,090	6,178
Office costs	324	22,470	22,794
Governance and finance	159	11,008	11,167
Premises and depreciation	745	51,674	52,419
Systems, IT & Amortisation	513	35,620	36,133
	<u>4,285</u>	<u>244,489</u>	<u>248,774</u>

Prior Year Comparatives (Restated - Note 24)

	Raising Funds <u>2023</u> £	Charitable Activities <u>2023</u> £	Total <u>2023</u> £
Marketing	796	7,164	7,960
Operations	33	1,622	1,655
Staff costs	1778	148,800	150,578
Independent Contractors	145	12,147	12,292
Agency, staff development and training	60	5,029	5,089
Office costs	312	26,125	26,437
Governance and finance	71	5,916	5,987
Premises and depreciation	457	38,278	38,735
Systems, IT & Amortisation	204	17,090	17,294
	<u>3,856</u>	<u>262,171</u>	<u>266,027</u>

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

4. Net Income / (Expenditure) for the year

This is stated after charging :

	<u>2024</u>	<u>2023</u>
	£	£
Depreciation - Owned Assets	16,123	14,258
Amortisation - Website	2,043	2,043
Audit Fees	7,038	6,900
Operating leases land and buildings	19,549	-
Discounting of pension contributions	158	122
	<u>158</u>	<u>122</u>

5. Staff Cost and Numbers

	<u>2024</u>	<u>2023</u>
	£	Restated (Note 24) £
Staff Costs were as follows :		
Salaries and wages	598,922	799,183
Social security costs	46,407	72,661
Pension costs - current contributions (see Note 21)	35,154	45,772
Pension expenses (see Note 22)	2,713	2,634
Income and expenditure impact of the Growth Plan (see Note 22)	159	12
Severance payments	3,060	48,804
	<u>686,415</u>	<u>969,066</u>

Staff costs are apportioned as follows :

Promotional and fundraising activities	8,463	7,564
Expenditure on charitable activities	677,793	810,912
Discounting of pension contributions	159	12
	<u>686,415</u>	<u>818,488</u>

The number of employees whose total employment benefits (excluding employer pension costs) for the year were in excess of £60,000 fall within the bands as follows:

	<u>2024</u>	<u>2023</u>
£60,000 - £69,999	<u>1</u>	<u>0</u>

The average monthly head count was 30 staff (2023 - 39) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 17 (2023 - 26)

Total key management personnel benefits amounted to £61,122 (2023 - £56,854)

Non-statutory severance payments of £ nil (2023 - £ nil) were made in the period.
Statutory severance payments of £3,060 (2023 - £48,804) were made in the period.

6. Taxation

No liability to UK Corporation Tax arose for the year ended 31st March 2024 or for the year ended 31st March 2023.

7. Prior Year Fund Comparatives (Restated - Note 24)

	Unrestricted General Funds <u>2023</u> Restated £	Unrestricted Designated Funds <u>2023</u> £	Restricted Funds <u>2023</u> £	Total Funds <u>2023</u> Restated £
<u>Income from</u>				
Donations, Legacies and Grants	38,389	25,100	27,821	91,310
Charitable activities	939,409	32,783	-	972,192
Other trading activities	4,578	-	100	4,678
Investment income	1,042	-	-	1,042
<u>Total income</u>	983,418	57,883	27,921	1,069,222
<u>Expenditure on</u>				
Raising funds	18,093	-	-	18,093
Charitable Activities				
Adoption	860,480	-	-	860,480
Adoption Support Service	46,706	57,883	31,395	135,984
Therapeutic Services	274,600	-	-	274,600
<u>Total expenditure</u>	1,199,879	57,883	31,395	1,289,157
<u>Net Income / (Expenditure) for the year</u>	(216,461)	0	(3,474)	(219,935)
<u>Transfers between funds</u>	99,827	(99,827)	-	-
<u>Net movement in funds for the year</u>	(116,634)	(99,827)	(3,474)	(219,935)
<u>Reconciliation of Funds</u>				
<u>Fund balances brought forward</u>	203,632	847,416	102,049	1,153,097
<u>Fund balances carried forward</u>	86,998	747,589	98,575	933,162

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

8. Prior Year Income Comparatives

	Unrestricted General Funds <u>2023</u> £	Unrestricted Designated Funds <u>2023</u> £	Restricted Funds <u>2023</u> £	Total Funds <u>2023</u> £
Collection boxes	91	-	-	91
Church collections	4,269	-	-	4,269
Gift Aid and donations	21,160	25,100	1,453	47,713
School collections	547	-	268	815
Legacies receivable	500	-	-	500
Grants	11,822	-	26,100	37,922
<u>Donations Legacies and Grants</u>	<u>38,389</u>	<u>25,100</u>	<u>27,821</u>	<u>91,310</u>
Interagency fees	692,987	-	-	692,987
Local authority contracts	-	29,063	-	29,063
Adoption support service activity fees	-	3,020	-	3,020
Other fees	26,949	700	-	27,649
Therapeutic Services Income	219,473	-	-	219,473
<u>Charitable activities</u>	<u>939,409</u>	<u>32,783</u>	<u>-</u>	<u>972,192</u>
200 Club	1,794	-	-	1,794
Other fundraising	2,784	-	100	2,884
<u>Other trading activities:</u>	<u>4,578</u>	<u>-</u>	<u>100</u>	<u>4,678</u>
Deposit interest	1,042	-	-	1,042
<u>Investment income</u>	<u>1,042</u>	<u>-</u>	<u>-</u>	<u>1,042</u>
<u>Total income</u>	<u>983,418</u>	<u>57,883</u>	<u>27,921</u>	<u>1,069,222</u>

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

9. Tangible Fixed Assets

	Freehold Property	Office Equipment	Leasehold Improvement	Total
Cost	£	£	£	£
At 1st April 2023	574,116	106,354	-	680,470
Additions	-	-	19,532	19,532
Disposals	(574,116)	(18,973)	-	(593,089)
At 31st March 2024	-	87,381	19,532	106,913
Depreciation/Amortisation				
At 1st April 2023	65,095	90,804	-	155,899
Charge for the year	3,570	4,910	7,643	16,123
On disposal	(68,665)	(17,514)	-	(86,179)
At 31st March 2024	-	78,200	7,643	85,843
Net Book Values				
At 31st March 2024	-	9,181	11,889	21,070
At 31st March 2023	509,021	15,550	-	524,571

10. Intangible Fixed Assets

	Website
Cost	£
At 1st April 2023	8,172
Additions	-
At 31st March 2024	8,172
Amortisation	
At 1st April 2023	4,114
Charge for the year	2,043
At 31st March 2024	6,157
Net Book Values	
At 31st March 2024	2,015
At 31st March 2023	4,058

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

11. Debtors: Amounts falling due within one year

	<u>2024</u>	<u>2023</u>
	£	£
Trade debtors	211,081	155,150
Accrued income	31,490	10,342
Other Debtors	1,378	1,933
Prepayments	16,652	20,755
	<u>260,601</u>	<u>188,180</u>

12. Investments

	<u>2024</u>	<u>2023</u>
	£	£
Bank deposit accounts requiring more than 3 months notice of withdrawal	<u>407,648</u>	<u>2,224</u>

13. Creditors : Amounts falling due within one year

	<u>2024</u>	<u>2023</u>
	£	£
Trade creditors	32,331	23,339
Taxation and social security	10,475	13,931
Other creditors	4,229	510
TPT Growth Plan recovery plan	1,964	2,357
Accruals	22,736	40,001
Deferred income	141,855	109,465
	<u>213,590</u>	<u>189,603</u>

Deferred income reconciliation

Balance brought forward	109,465	97,454
Amounts released to the statement of financial activities	(102,919)	(90,003)
Amounts deferred in the year	135,309	102,014
Balance carried forward	<u>141,855</u>	<u>109,465</u>

Interagency Fees are made of two parts. Part 1 corresponds to two-thirds of the total fee, and Part 2 the final third. When a placement is made the full fee is invoiced. Part 1 is recognised immediately as this covers the work up to the day of placement. Part 2 funds 12-months of post-placement support and a pro-rata amount is recognised monthly. If an adoption order is made within these 12 months then the balance is recognised immediately. The majority of the deferred income consist of the pro-rata amount of the Part 2 of the interagency fees which have not yet been reconigised as the funded work is yet to be delivered. The minority of the deferred income consists of funds specific to the delivery of therapetic support to named children & families. These are recognised at the point when therapeutic support is delivered, else the funds are deferred. The balance of the deferred income consists of SWAC membership fees and event registration income.

14. Creditors : Amounts falling due after more than one year

	<u>2024</u>	<u>2023</u>
	£	£
Other Creditors - TPT Growth Plan recovery plan	(38)	1,767
	<u>(38)</u>	<u>1,767</u>

TPT Growth Plan recovery plan

TPT recovery plan payments are explained in detail in Note 22, payments are the expected to fall due as follows:
(the liability in the accounts is shown at Net Present Value)

	<u>2024</u>	<u>2023</u>
	£	£
Within one year	1,964	2,357
Between one and five years	-	1,964
In five years or more	-	-
	<u>1,964</u>	<u>4,321</u>

15. Movement in Funds

	At 1st April 2023 £	Income and gains £	Expenditure and losses £	Transfers £	At 31st March 2024 £
Restricted Funds					
Post Adoption Support	88,200	-	-	-	88,200
Adoption Support (Legacy fund)	5,597	-	(1,290)	-	4,307
Family Grants	3,482	-	(271)	-	3,211
Adoption Support Grants	442	61,943	(49,090)	-	13,295
Sylvia Adams Grant	-	-	-	-	-
COVID-19 Support Grants	854	-	-	-	854
Total Restricted Funds	<u>98,575</u>	<u>61,943</u>	<u>(50,651)</u>	<u>-</u>	<u>109,867</u>
Unrestricted Designated Funds					
Reserves Policy	504,589	-	-	61,118	565,707
Post Adoption Support	243,000	-	-	14,400	257,400
Fixed Assets	-	-	(18,166)	41,251	23,085
The Centre for Adoption Support	-	-	-	-	-
Total Unrestricted Designated Funds	<u>747,589</u>	<u>-</u>	<u>(18,166)</u>	<u>116,769</u>	<u>846,192</u>
Unrestricted Funds					
General Funds	86,998	1,157,855	(955,833)	(116,769)	172,251
Total Funds	<u>933,162</u>	<u>1,219,798</u>	<u>(1,024,650)</u>	<u>-</u>	<u>1,128,310</u>

CCS Adoption Ltd

Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

Movement in Funds - Prior Year

	At 1st April 2022 £	Income and gains £	Expenditure and losses £	Transfers £	At 31st March 2023 £
Restricted Funds					
Post Adoption Support	88,200	-	-	-	88,200
Adoption Support (Legacy fund)	6,347	-	(750)	-	5,597
Family Grants	5,630	-	(2,148)	-	3,482
Adoption Support Grants	442	27,921	(27,921)	-	442
Sylvia Adams Grant	576	-	(576)	-	-
COVID-19 Support Grants	854	-	-	-	854
Total Restricted Funds	102,049	27,921	(31,395)	-	98,575
Unrestricted Designated Funds					
Reserves Policy	617,016	-	-	(112,427)	504,589
Post Adoption Support	230,400	-	-	12,600	243,000
Fixed Assets	-	-	-	-	-
The Centre for Adoption Support	-	57,883	(57,883)	-	-
Total Unrestricted Designated Funds	847,416	57,883	(57,883)	(99,827)	747,589
Unrestricted Funds					
General Funds	203,632	983,418	(1,199,879)	99,827	86,998
Total Funds	1,153,097	1,069,222	(1,289,157)	-	933,162

16. Analysis of Net Assets between Funds

As at 31st March 2024

	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds £
Fixed Assets	-	23,085	-	23,085
Other Net Assets	172,251	823,107	109,867	1,105,225
Total Funds	172,251	846,192	109,867	1,128,310

As at 31st March 2023

	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds £
Fixed Assets	197,429	243,000	88,200	528,629
Other Net Assets	(110,431)	504,589	10,375	404,533
Total Funds	86,998	747,589	98,575	933,162

Total free reserves for the year are considered to be £737,958, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

17. Purpose of Restricted and Designated Funds**Post Adoption Support Restricted and Designated Fund**

Following placement and subsequent adoption CCS Adoption Ltd has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing one year of Social Worker support to each relevant adoptee based on 24 hours per year at £25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each adoptee based on 24 hours per year at £25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

Adoption Support Legacy Fund

CCS Adoption Ltd received a restricted legacy during 2015/16 of £10,000 this is used to provide therapeutic life story work and to support adopted children in education.

Family Grants

These are funds received on the condition that they will be expended on assisting families in need.

Reserves Policy Fund

As explained in more detail in The Trustees' Report (see page 23) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

17. Purpose of Restricted and Designated Funds (Cont.)

Fixed Assets

This fund represented the value of the fixed assets. Funds representing the net book value of the charities assets were transferred into this fund during the year

The Centre for Adoption Support

This designated fund is a fund designated to help ensure the continuity of The Centre for Adoption Support service whilst further funding is sought.

Adoption Support Grants

The restricted fund (formally called The Centre Project) was created by grants and donations received restricted for delivery of Adoption Support Services at the charity.

Sylvia Adams Grant

These funds were received from the Sylvia Adams Charitable Trust following a successful grant application to provide funding for the Tot's Group and to provide Theraplay Training for appropriate staff members

COVID-19 Support Grants

This represents grant funds remaining that were received in direct response to the COVID-19 pandemic resulting from successful grant applications.

The balance is the remaining of the grant received through the Department for Education, to fund 75% of salaries for Adoption, Adoption Support and Therapeutic Services.

18. Contingent Liabilities

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 17.

19. Related Parties

CCS Adoption Ltd is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year CCS Adoption Ltd paid fees of £ nil (2023 - £ nil) to related parties of the trustees.

Expenses of £26 (2023 £ nil) were reimbursed to the Trustees.

The Trustees, key management and related parties made donations to the charity during the year of £174 (2023 - £160).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the charity.

20. Operating Leases

The total future minimum lease payments under non-cancellable operating leases :

	<u>2024</u>	<u>2023</u>
	£	£
Payable within one year	24,963	-
Payable after one year	4,211	-
Total payable	<u>29,174</u>	<u>-</u>

An operating lease for the office at The Park in Knowle West was entered into on 4th April 2023. The initial term of this lease began on 1st June 2023 for 12 months. It has since been extended to 31st May 2025. Thereafter the lease can be terminated by giving six months notice of termination.

21. Pension Costs

CCS Adoption Ltd's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%.

Employees can make Additional Voluntary Contributions.

The employer contributions made during 2023/24 were £35,314 (2022/23 - £46,074)

The employee contributions made during 2023/24 were £41,122 (2022/23 - £50,200)

22. The Growth Plan

In the past CCS Adoption Ltd has paid pension contributions into TPT's Growth Plan series 1,2 and 3. These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 638 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for CCS Adoption Ltd to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a 'last man standing arrangement'. Therefore CCS Adoption Ltd is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2020. This valuation showed assets of £800.3 million, liabilities of £831.9 million and a deficit of £31.6 million. To eliminate this funding shortfall, the Trustee has asked the participating employers (638) to pay additional contributions to the scheme as follows:

Deficit contributions

From 1st April 2022 to 31st January 2025, £3,312,000 per annum payable monthly and increasing by 3% on each 1st April.

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1st April 2019 to 31st January 2025, £11,243,000 per annum payable monthly and increasing by 3% on each 1st April.

22. The Growth Plan (Cont.)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and CCS Adoption Ltd has agreed a deficit funding arrangement CCS Adoption Ltd recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

	31/03/2024	31/03/2023	31/03/2022
	£	£	£
Present Value of provision	1,926	4,124	6,469

Reconciliation of opening and closing provisions

	2024	2023
	£	£
Provision at start of year	4,124	6,469
Unwinding of discount factor	158	122
Deficit contribution paid	(2,357)	(2,357)
Remeasurements -		
impact of any change in assumptions	1	(110)
amendments to the contribution schedule	-	-
Provision at end of year	<u>1,926</u>	<u>4,124</u>
Income and expenditure impact		
Interest expense	158	122
Remeasurements -		
impact of any change in assumptions	1	(110)
amendments to the contribution schedule	-	-
	<u>159</u>	<u>12</u>

Assumptions

	31/03/2024	31/03/2023	31/03/2022
Rate of discount % per annum	5.31%	5.52%	2.35%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

22. The Growth Plan (Cont.)

Deficit Contribution Schedule

The following schedule details the actual contributions payable by CCS Adoption Ltd each year.

Year ending 31st March	<u>2024</u> £	<u>2023</u> £	<u>2022</u> £
Year 1	1,964	2,357	2,357
Year 2		1,964	2,357
Year 3			1,964
Year 4			
	<u>1,964</u>	<u>4,321</u>	<u>6,678</u>

If CCS Adoption Ltd ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2023 to be £34,039 (30th September 2022 £52,008). As there are no plans to withdraw from the scheme this liability has not been accounted for.

Plan expenses

Previously, the deficit contributions paid by employers included an allowance to cover the running costs of the Plan; these include TPT’s internal administration costs as well as external advisory costs and pension levies. For the 2017 valuation the allowance was £3.6m p.a.

Following consultation with the Employers Committee, it has been agreed that the expenses for running the Plan should be accounted for separately from deficit contributions. This approach is more transparent and has the benefit to employers of reducing the value of deficit contributions that must be disclosed in employer accounts for the purposes of FRS102.

The total amount of expenses paid by employers each year remains broadly unchanged. Rather than these being included in the deficit contributions paid, expenses will in future be shown and charged for separately. The annual expenses charge from 1 April 2022 is £3.7m per annum and will increase by 3% each year. The expenses contribution will be reviewed again at the 2023 valuation.

It was also agreed that, like the deficit contributions, the Plan expenses will continue to be allocated based upon each employer’s percentage share of liabilities.

23. Sale of 162 Pennywell Road, Easton

Reason for disposal

In November 2022, the trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale.

This decision was reached for the following reasons:

- Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- Increases in running costs, maintenance and repair costs.
- Generation of cash to combat the reduction in cash reserves due to two years of deficits.

Sale Details

Date of sale completion	19th October 2023	
	£	£
Sale price	652,000	
Legal Fees	(2,416)	
Agency Fees	(7,825)	
Sale proceeds		641,759
Original Cost	574,116	
Accumulated Depreciation	(68,665)	
Net book value at Disposal		505,451
Gain on disposal		136,308

Use of proceeds

The proceeds from the sale have been invested into fixed-term and notice accounts, as per the policy. This will provide an income stream to offset the rental payments for the offices at The Park.

24. Restatements of Prior Period Expenditure

During the financial year, the charity identified the need to restate its prior period expenditure figures. The restatements were necessary due to reclassification of items. The specific reasons for the restatements are detailed below:

Independent Contractors were previously included in Staff Costs in error. These costs have now been correctly classified as Direct Costs for the charitable activities, or included with Support Costs as appropriate.

Life Assurance Premiums were previously included Pension Costs in error. These costs have now been correctly classified as Direct Costs for the charitable activities, or included with Support Costs as appropriate.

These reclassifications has necessitated restatement of the prior year comparators in the Statement of Financial Activities, Notes 3, 5 and 7.

These expenditure items have been reclassified to better reflect their nature and improve the presentation of the financial statements. These reclassifications have no impact on the net assets or the surplus/deficit for the prior period.

25. Post-Balance Sheet Events

On the 26th September 2024, the company name was officially changed to 'CCS Adoption Ltd', replacing the former name of 'Clifton Children's Society'.

CCS Adoption Ltd

England & Wales - Charity number 286814

Accounts



Clifton Children's Society
A Company Limited by Guarantee
Report and Financial Statements
For the Year Ended 31 March 2023

Charity No: 286814

Company No: 01655971



Contents	Pages
Report of the Trustees	2 - 31
Legal & Administrative Information	33 - 34
Independent Auditor's Report	35 - 38
Statement of Financial Activities	39
Balance Sheet	40
Cash Flow Statement	41
Notes to Financial Statements	42 - 58

Trustees' Report

The Trustees present their report together with the financial statements of the charity for the year ended 31 March 2023.

The names of the Trustees (who are directors for the purpose of company law and Trustees for the purpose of charity law) who served during the year and at the date of this report are set out on page 30.

Governing document

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006, and 5 June 2008. In the event of the company being wound up the members are required to contribute an amount not exceeding £1 each.

On 1st April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the Organisation. The Organisation continues the post adoption support work of The Centre. The special resolutions putting this into effect are dated 12 March 2018.

Recruitment and appointment of Trustees

The number of Trustees shall not be less than five but (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 15. At each Annual General Meeting, one-fifth (or the number nearest to one fifth) of the Trustees shall retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

If at the meeting at which a Trustee retires by rotation, the vacancy is not filled, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

No person other than a Trustee retiring by rotation shall be appointed or reappointed a Trustee at any general meeting unless recommended by the Trustees.

The Trustees provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A Trustee skills audit took place during 2021/22 with a view to assessing the range of experience and skills within the team and identifying any gaps. The audit focussed on the qualities needed for current operations and strategy. Following the audit, a decision was made to recruit a Treasurer Trustee to bring more accountancy and finance expertise to the Board. In support of this exercise and to provide a comprehensive and concise introduction to the organisation, a Trustee Recruitment Pack was developed. The new Treasurer was appointed on 24 February 2022.

A diversity audit of Trustees took place at the same time as the skills audit. The Trustees are keen to ensure they have a Board that is made up of people with different professional expertise, perspectives, and life experiences, recognising that diverse teams have been shown to make better decisions and are more likely to innovate. The results of this audit will be considered during any future recruitment campaigns. It is likely that in 2023 further Trustees will be recruited.

Trustee induction and training

Potential new Trustees attend meetings as observers to familiarise themselves with the Clifton Children's Society. If appointed as a Trustee, they undergo a formal period of induction and training on charity law and governance. In 2017/18 the Trustees and CEO held two developmental workshops which reviewed and shaped the Trustee's roles and responsibilities as members of the Board, and the organisational strategy going forward. Trustees act in accordance with the Clifton Children's Society's code of conduct. Further opportunities for the Trustees to meet outside of the Trustee meetings will be arranged for 2023, to give the space for the board to look at their development and functioning.

Organisation

The Legal and Administrative Information set out on page 30 forms part of this report.

The Trustees manage and direct the Clifton Children's Society's work and meet five times per year. Working groups of Trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Emma Simpson (started as interim CEO in April 2022 and permanent CEO in August 2022) who has overall responsibility for the strategic and operational delivery of the work undertaken by Clifton Children's Society.

Objects of the Charity

The Trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The object of the Clifton Children's Society is to benefit the public through the promotion of the relief of poverty and the welfare of children in need from all backgrounds, cultures, and all faiths or none by:

- Furthering their appropriate care and safety.
- Providing assistance and support to them, their families, and carers.
- Advancing their physical, mental, social, emotional, and spiritual development, respecting their racial, cultural, and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

Vision

A world where every child grows up in a safe loving family.

Activities

Clifton Children's Society (trading as CCS Adoption or 'CCS') is an independently funded, registered charity and Adoption Agency (Voluntary Adoption Agency or 'VAA'). The Organisation works to the highest standards to maintain its strong reputation of putting people and relationships at the heart of what it does, evidenced as an Ofsted 'Outstanding' rated Agency consistently since 2009 (last inspection 2019).

In 2018, the Organisation brought together its existing adoption service, with The Centre for Adoption Support & Education ("The Centre"), allowing us to strengthen, broaden and expand the post Adoption support the Organisation offers families.

The Organisation has continued to concentrate on Adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult

life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

Link to latest research which evidences the value of adoption to society:
<https://cvaa.org.uk/cvaa-publishes-independent-analysis-on-the-value-adoption-brings-to-children-families-and-wider-society/>

The Organisation aims to provide high quality, independent and professional Adoption services recognising the lifelong impact of adoption. CCS works to find and support a wide range of adoptive families for children who need them, with a strong commitment to promote Early Permanency through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS offers a comprehensive Adoption service that includes recruiting, training, assessing, and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS continues to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture, or disability. One of the Organisation's values and principals is working in a climate of acceptance and inclusivity and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

The Organisation is keen to promote partnership collaborating with other stakeholder groups including Local Authorities, Regional Adoption Agencies (RAA), and Education and Health services all within the South West region.

Values

The merger of the Clifton Children's Society and The Centre for Education and Adoption Support in 2017/18 provided the catalyst for Clifton Children's Society to review the purpose and values of the newly combined Organisation, building a strong plan for the future. The Trustees and CEO met for this purpose on 30 April and 24 May 2018, and agreed:

Its core purpose and the driving force behind everything the Organisation does, will be to *“create a positive future for children, by building families and enabling them to grow and thrive.”*

To support its purpose, the Organisation will focus and measure itself against four core values and principles:

- **Child Centric** – We will always put the needs of the child first through everything we do.
- **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Adoption, Recruitment & Support

There has been a decrease in the number of enquiries from 232 in 2021/22 to 223. This is due to the continuing competitive market of choices for prospective adopters, particularly with online, accessible information events that have a wider reach across the region. The need to be transparent about the children CCS are being considered for has resulted in people choosing the local RAA for their assessment, especially when they are looking for younger single children.

Social Media continues to be the main marketing platform for attracting prospective adopters. CCS had a significant increase in engagement in January 2023, to the rest of the financial year. This year CCS held 13 information events which were delivered both face to face and online until September 2022, when CCS made the decision to keep all events online, in line with other agencies. These included:

- Two LGBTQ+ events,
- A BAME (Black, Asian and minority ethnic) specific recruitment event.

These have been positive events with an average of 12 households attending each (2021/22 - 9) - 142 in total (2021/22 - 153). The average has gone up from last year and this is because CCS ran fewer events over the year following research undertaken the previous year researching whether CCS should move to more in person events or keep them online. The overall number of attendees has dropped slightly. There continues to be a theme about enquirers presenting with more of their own personal complexities and other VAA's are reporting a similar theme. CCS has also continued to see, following on from 2021/22, a number of attendees who have attended events with the RAA or have submitted an REI (Registration of Expression of Interest) to be told they will be placed on a waiting list. This has resulted in more adopters coming to CCS who are not considering the children CCS are looking to find families for (Priority Children).

This led to 15 prospective adoptive households submitting an REI to formally begin the adoption process (2021/22 - 24), of which 14 were accepted into Stage 1 (2021/22 - 24). CCS also conducted 24 post information day meetings (PICI's) with potential adopters prior to them joining stage one of the process (2021/22, 29).

CCS held the following training in 2021/22:

- 5 Introduction to Adoption Days for adopters (2021/22 - 5)
- 16 Preparation Days for adopters (2021/22 - 16)
- 6 Friends and Family Workshops (2021/22 - 6)
- 5 Safer Care evening sessions (2021/22 - 5)
- 5 Early Permanence Introduction sessions, and (2021/22 - 4)
- 4 Therapeutic Parent Training days (2021/22 - 3)
- 5 Linking and Matching workshops (2021/22 - 5)
- 2 Adopting with an existing child (2021/22 - 2)

All training courses and materials were adapted to be delivered online during the pandemic; however, since the start of 2022 CCS has gradually moved much of this training back to in person. This has included the flexibility to deliver hybrid training where there are both attendees in the room and online. This was introduced to maintain number of attendees benefitting from training should some attendees be unwell or must isolate due to COVID-19. The return of the preparation training to in-person delivery has been extremely positive. It remains part of the plan that some courses may continue to be delivered online such as the Friends and Family Workshop which, through this method of delivery, can reach family members who live all over the world.

CCS Adopter Training feedback

Day 1

6.25 hours (incl. breaks) face to face training, facilitated by CCS training officer (an adoptive parent) and CCS Head of Adoption. During the 18 months surveyed, some training took place online due to COVID-19 restrictions. **85% of respondents attending Day 1 training rated the session 9/10 or higher, with 91% of that group rated the training 10/10.** The lowest score given for Day 1 during the 18-month period surveyed was 8/10.

Attendees said:

"The whole training session was brilliant. I found the wall activity really memorable, and something that I will keep reflecting on. It felt like such a privilege to hear from someone who had recently adopted her two daughters, and I found her story really useful in thinking about the significance of the foster family. I also really enjoyed the breakout sessions which allowed us to get to know the other people in our cohort."

Day 2

6.25 hours (incl. breaks) face to face training, facilitated by CCS training officer and social worker/social worker assistant. During the 18 months surveyed, some training took place online due to COVID-19 restrictions. **83% of respondents attending Day 2 training rated the session 9/10 or higher, with 73% of that group the training 10/10.** The lowest score given for Day 2 during the 18-month period surveyed was 8/10.

Attendees said:

"I wasn't sure what to expect from this training but the knowledge we have brought home with us is so valuable. Jane our trainer had so much knowledge and also having Becky there to share her experience was just amazing. We look forward to many more sessions."

"Although this training was very hard hitting and did make me think about my life as a child, I found Jane to be very empathetic and kind full of information and I took a lot away from this training day."

Day 3

6.25 hours (incl. breaks) face to face training, facilitated by CCS training officer and social worker/social worker assistant. During the 18 months surveyed, some training took place online due to COVID-19 restrictions. **78% of respondents attending Day 3 training rated the session 9/10 or higher, with 70% of that group rating the training 10/10.** The lowest score given for Day 3 during the 18-month period surveyed was 7/10.

Attendees said:

"The work around the film, A Home for Maisie, gave us a real insight in the day-to-day struggles of an adopted child, emotional and therapeutic needs, attachment difficulties, but also an insight into parenting - learning both what seemed to work well, but also what doesn't work, or could be avoided. It gave us so much food for thought and discussion. But also, we felt excited by the challenge and inspired by the impact adoptive parents can have on the life of a child who otherwise could remain in care."

Day 4

6.25 hours (incl. breaks) face to face training, facilitated by CCS training officer and social worker/social worker assistant. During the 18 months surveyed, some training took place online due to COVID-19 restrictions. **82% of respondents attending Day 4 training rated the session 9/10 or higher, with 69% of those rating the training 10/10.** The lowest score given for Day 4 during the 18-month period surveyed was 7/10.

Attendees said:

"As always, the topics/material covered was very useful and thought provoking in areas for our own further research too. We found day 3 to be heavier than day 4 but both gave us lots of new information."

"Considering the training has some very difficult and heavy aspects, Jane did a wonderful job at covering these topics in a measured and calm way."

Early permanence (EP) information session

3 hours (incl. breaks) online training, facilitated by CCS training officer. **87% of respondents attending EP information training rated the session 8/10 or higher.** The lowest score given for EP training during the 18-month period surveyed was 7/10.

Attendees said:

"Myself and my wife were not sure what EP was but after the training we have taken so much away and have a really good understanding. Another great training session from Jane."

"It really helped to understand the impact of EP on the child and make them the focus, as well as start to understand the disruption it can cause the adopters and how to cope with that. I've really learnt from this how important this can be in improving the child attachments."

Safer Care

3 hours (incl. breaks) face to face training, facilitated by CCS training officer and social worker assistant. During the 18 months surveyed, some training took place online due to COVID-19 restrictions. **91% of respondents attending Safer Care training rated the session 9/10 or higher, with 82% of those rating the training 10/10.** The lowest score given for Safer Care training during the 18-month period surveyed was 7/10.

Attendees said:

"I think the evening session about Safer Care was really informative and an eye opener on how small things of affection could be perceived differently from the child, depending on where you are on your adoption journey after the child has been placed with you. The exercise was really helpful as well as we got to debate and see other people's opinion and how they would deal in a similar situation."

"The physical exercise was eye opening and makes you really think about situations in more depth. Definitely a good lesson to learn. Thank you, CCS."

Linking & Matching

1.5 hours online training, facilitated by CCS training officer and social worker. Over the 18 months surveyed, **83% of respondents attending Linking & Matching training rated the session 8/10 or higher.** The lowest score given for Linking & Matching during the 18-month period surveyed was 7/10.

Attendees said:

"It was a very practical session ... so that gave us a much clearer understanding of what we'll actually need to do and think about. It was a really good session."

Therapeutic parenting

4 hours (incl. breaks) now face to face training, facilitated by CCS training officer and social worker. During the six months surveyed (June 22 to December 22), the training was online. **100% of the five respondents who attended Therapeutic training rated the session 10/10.**

Attendees said:

"Really thought-provoking, valuable training again - thanks Jane! Having the opportunity to chat in the breakout room was good as a way of replicating some of the interactions that we would have if the training were done in-person."

Family & Friends

4 hours (incl. breaks) online training, facilitated by CCS training officer and social worker/social worker assistant. Over the 18 months surveyed, **83% of respondents attending Family & Friends training rated the session 8/10 or higher, with 80% of those rating the training**

9/10 or higher. The lowest score given for Family & Friends training during the 18-month period surveyed was 6/10.

Attendees said:

"The session was incredibly useful. It was great to have the opportunity to formally learn about what my friends are embarking on. Lots of useful information, expertly taught. I also found it very moving and Jane's honesty about her family really helped to embed some of the information. I was glad that there was helpful information about first meetings as that is something I'm keen to get right. I thought the session was very professionally delivered and extremely useful. Jane and Julie seemed fantastic at their jobs. Thank you so much for letting me join."

Adopting with existing siblings

4 hours (incl. breaks) online training, facilitated by CCS training officer and social work.

Panel

During the year, CCS approved 19 families as 'suitable to adopt' against a target of 24 families (2021/22 - 17 approved), and 21 children were placed with families for adoption against a target of 26 (2021/22 - 24 placed). The number of children placed during the year was unexpected and lower than anticipated and significantly lower than CCS had capacity to place. The previous year CCS had experienced a drop in the number of siblings placed, whereas this financial year was much more in line with what was expected.

Throughout 2021/22 the impact of the Practice & Improvement Fund (PIF) project's Early Permanence (EP) training programme and the RAA restructuring has continued to have an impact on the demand for CCS EP placements. This has resulted in CCS advising applicants that if they wish to primarily be considered for EP, they will be waiting for a much longer time if they are approved through CCS. The consequence has been that much lower numbers of adopters have been approved as suitable to take an EP placement, 15% in 2022/23 compared to 23.5% in 2021/22 period (44% in 2020/21). CCS placed one child under an early permanence arrangement in 2022/23 and this was because the foster placement was ending early, rather than as part of the child's plan.

The Adoption Panel, which is constituted in accordance with adoption regulations, meets monthly to approve adopters and provide independent scrutiny of CCS's adoption work. In 2020/21 in response to the pandemic the Adoption Panel moved to an online forum. Currently the plan is that these will remain online. The panel members met in person in November 2022 for training.

The Panel takes responsibility for making a recommendation on each case and determines whether all issues have been appropriately clarified. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant's legal status to adopt. The Agency Decision Maker for Panel moved back to the CEO after her appointment, following this being held temporarily by Lindy Wootton (Early Permanence Manager), who was suitably qualified and experienced. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance and validation of CCS's adoption work. Since July 2022, an independent ADM (Agency Decision Maker) has also been recruited to panel to enable this role to be shared and to cover periods of sickness and leave (Liz Pickering).

In total 19 new applications were presented to Panel to be approved as adoptive parents (17 – 2021/22) and all 19 (17 – 2021/22) were approved as 'suitable to adopt'. Nine sets of adopters

who had been approved for more than one year were reviewed because they had not yet been matched with children and remained approved. Two sets of adopters withdrew from the process, one following a disruption of placement.

Adopters' experience of Panel continues to receive positive feedback:

The Panel Chair did a great job at setting the tone and format for the meeting. She laid out how things would go and ensured we were introduced to everyone at the beginning of the meeting, so we understood their purpose.

The way it [panel] was done was great. Everyone introduced themselves, and those who were only viewing, turned off their cameras to make it more relaxed. The separate room link worked well, and feedback came quickly.

All adopters that attended and provided feedback found the experience to be valuable:

It is helpful to understand what the sticking points are - what the experienced panel want to check that you understand or how you feel. One question has led to us having more to think about.

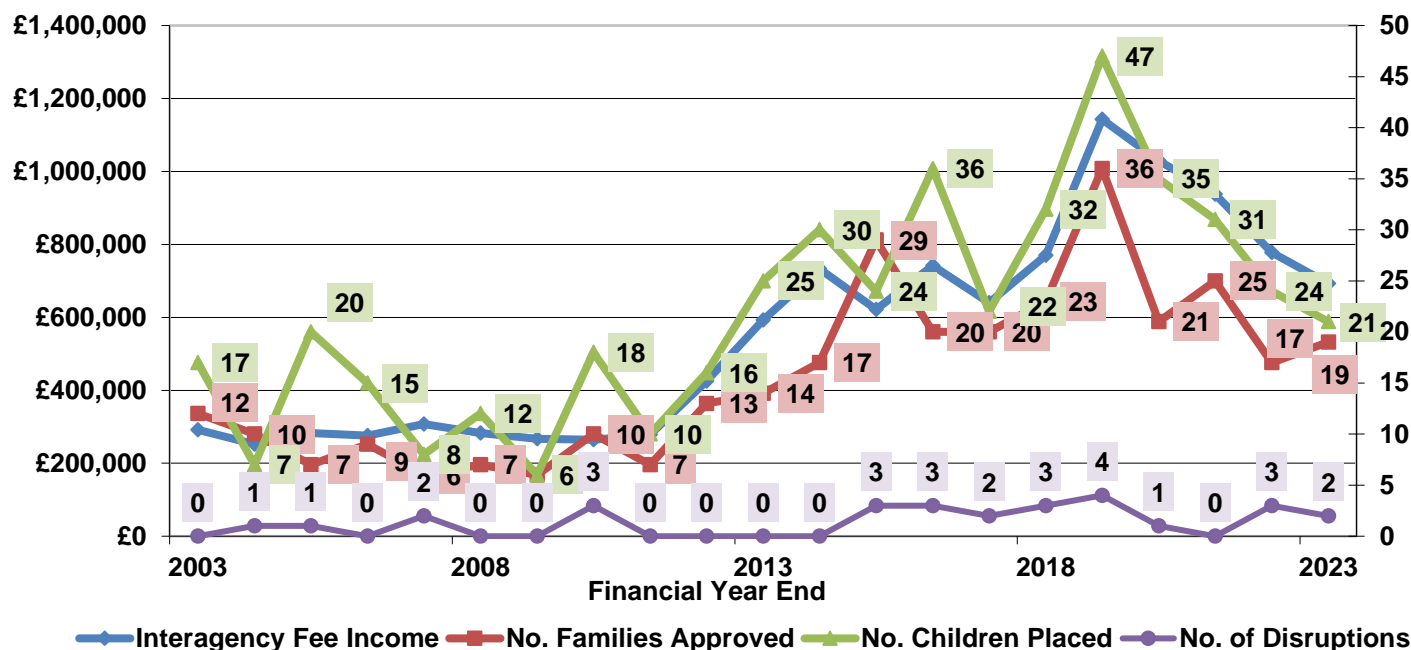
Despite being nervous before hand, yes, I would recommend others to attend. It provides an opportunity for direct engagement with those who are making a decision about you.

The feedback and support were important. The questions the panel had were specific to us e.g., "how will you deal with X" or "please tell us how Y came about". It allowed us to demonstrate to the panel that we support each other and have prepared for adoption.

CCS continues to specialise in recruiting adoptive families for 'priority children' i.e., sibling groups, older children, and children of colour. In 2022/23 CCS saw a rise in the number of sibling placements at CCS with 50% of adopters taking a brother and/or sister group. (2021/22 - 42%). CCS's percentage of LGBTQ+ adopters approved in the financial year is 43%, (2021/22 - 59%). Where BAME children have been placed 19% have one or more adoptive parent who are similar or the same ethnicity (2021/22, 14%).

CCS experienced one adoption disruption in the year 2022/23. This was as placement of two children who returned to foster care within a short period of time following placement.

CCS Adoption Recruitment and Placement Statistics



For all children placed since 1995 CCS’s disruption rate is 5.7%; and the disruption rate for 2022/23 is 10.5% (2021/22–12.5%). The smaller number of placements results in the two disruptions (one for each child in the placement) present a much higher percentage than usual. A significant amount of support was provided to the most at-risk adoptive families to ensure that disruptions were minimised. This should be compared to the estimated national disruption rate of 4 -12% as indicated in Julie Selwyn’s research in 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301889/Final_Report_-_3rd_April_2014v2.pdf

The National adoption landscape over the past 12 months has continued to be impacted by the ongoing changes to planning for children. The independent review of Children’s social care highlighted the need for more support to be given to placing children within their own birth family. While this left a gap in considering the needs of children where family placement is not a suitable option and this is yet to be addressed, the impact on care plans for children has been substantial. When combined with the Somerset ruling, the overall outcome has been that fewer children have had a plan for adoption and therefore the number of adoption placements needed has reduced.

Link to Somerset Ruling:
[Somerset ruling: Update briefing | CoramBAAF](#)

The social care review can be found here:
<https://esmeefairbairn.org.uk/latest-news/review-childrens-social-care-england-published/>

The Organisation offers lifelong support to adoptive families. All families, with whom CCS has placed children at any time, are supported through the Organisation's Adoption Support Services according to need.

The 21 children placed in 14 families in 2021/22 received intensive post-placement support, essential during the early stages of joining a new family (2020/21 - 24 children placed in 17 families). As at 31st March 2022, CCS was supporting 22 placements of children awaiting adoption orders (2021/22 - 21). The pandemic caused a significant delay in the courts and therefore Adoption Celebration Hearings were no longer viable, however this has seen a significant shift recently with the number reducing.

In total 110 families were supported on a regular basis during the year (120 - 2020/21), some of which would have been placed/had adoption orders in previous years. The support comes from the social workers, social work assistants, in collaboration with The Centre for Adoption Support and Education (see The Centre below).

From 19 enquiries in total (13 in 2021/22), 13 adopted adults received counselling and an Intermediary and Tracing service, although some of these were from enquiries received in the previous financial year. Over the last year, CCS has been able to offer a service to those waiting since Liz Hancock returned from maternity leave and took on many of these cases. CCS is currently holding a small waiting list, but it is anticipated that this will not be needed by the autumn. The Advice team and Admin are managing the flow of enquiries.

CCS Restructure:

During the financial year, CCS went through two restructure processes (summer 2022 and January 2023) which has resulted in a reduction in staffing across the charity. Over this period the adoption sector across the country experienced a significant drop in the number of children with adoption care plans, this has resulted in VAA's needing to restructure, downsize, consider diversification and in two cases, close (Families for children and Faith in Families). CCS had an interim CEO start in April 2022 and the first key task was to work with the staff and trustees to identify what changes needed to be made to ensure the future sustainability of the charity. Due to the reduction of work available for the charity a restructure was required but also the roles and responsibility of staff needed to be reorganised to ensure a more cohesive staffing group. As SMT and the trustees closely monitored the financial situation a further restructure was required in January 2023. Staff surveys were carried out throughout this year and results can be seen on pages 26-28 of this report, which despite the charity going through significant change, the staff reported improvements on the questions asked on nearly all measures. A decision was made to sell the charities fixed asset/property and move to rented offices. This is ongoing at the end of this financial year. With the post covid hybrid working practice now the norm and with reduced staffing, keeping the current property was not financially suitable and no longer met the needs of the organisation. A really positive office space has been identified, situated amongst other likeminded charities, with lots of additional facilities and at a reduced cost.

The team now has:

One adoption adviser-	19 hours
5 social workers-	3.8 FTE (Full-time equivalent)
2 Social Work Assistants	1.2 FTE
Head of Adoption	1 FTE

This is a significant change to the way the service looked 12 months ago when there were.

2 Practice Manager-	both FT
9 Social Workers-	7 FTE
2 Social Work Assistants	2 FTE
4 Adoption Advisers-	2 FTE
Head of Adoption –	Vacancy 0.9 FTE

This has been a period of change and development for the charity, with changes in staffing, offices and function. Needing to go through a period of change has encouraged the charity to question what resources it uses and how it functions, which has resulted in some refreshing new ways of working. Staff now access CATCH online training (Children & Trauma Community Hub | Learning & Support | CATCH (catchconnect.org)), and the Centre adoption support services are delivered in partnerships with many more organisations rather than in isolation by just CCS, as just two examples. The team have continued to provide an excellent service to families as well as adjusting the way CCS provide these services in line with the reduction in staffing and the change in the adoption landscape.

Following the re structure of CCS as mentioned in the report, the Trustees acknowledge that there has been a period of instability due to the change in the adoption landscape plus the after effects of Covid. The lessons that the Trustees learnt is to be aware of the need to insure that expenditure is controlled within the resources available to the organisation. This has been achieved by close monitoring of the financial performance of the charity and with realistic forecasts and projections over the next 2/3 years. This will also involve being closely aware of the future trends in the adoption process and how this affects CCS and the VAA's generally.

The Trustees are confident, having taken these measures, of organisational change and with the sale of the freehold property and subsequent move to smaller rented accommodation that the financial future of CCS is more sustainable. The Board are determined that with prudent monitoring and control CCS can move forward and continue providing valuable services in supporting children and families in the field of adoption.

The Centre for Adoption Support and Education

The Centre for Adoption Support and Education (The Centre) provides a comprehensive range of specialist post adoption support for children and families. This group support is available for both CCS's adoptive families and those who have adopted with other agencies in the region. Services are provided from the very beginning of their adoption journey, for as long as they need it. Services include support for pre-school children, primary age children, teenagers, parents, and families as well as online courses, workshops and webinars for parents and professionals.

The following services were provided:

Tots Group: The toddler group offers children an important opportunity to play in a safe environment with other adopted children whilst their parents get the chance to make connections with other adoptive families. The main aim of the sessions is to promote and enable attachment through play using a varied range of play activities and themes including music, books, arts/crafts, and cooking, as well as free time to play with toys and explore their world. Experienced Theraplay trained staff help to develop the children's social and emotional needs at the same time as valuing and supporting the significant relationship between them and their parent/s. The sessions run three mornings per week, term time only. During 2022/23 a total of **35 families benefitted** from a place.

- Feedback included *"My attachment with both girls was minimal when we started the group, but it has completely flourished over the past year and the tots' group has been a big part of this. My confidence in being a parent has greatly improved too."*

Prime and A-Team Programmes: A regular programme of activities for young people aged 6-18 years to participate in events with specific content. This included Horsecworld Discovery Programmes, Empire Fighting Chance Boxing Therapy, Bristol Beacon Music Programmes. 36 children have benefited from these extended programmes demonstrating a positive 56% increase from 2021/22.

- Feedback from the young people included: *"They have given her something positive to talk about as she does not experience being successful at things very often particularly in school. She also learnt to work with another child and have some scaffolding to help with negotiations when neither wanted to back down. She was able to have a shared experience with other children so when she has met them subsequently, she has been able to initiate playing together. She has fully engaged with the manual tasks and put a lot of effort into working hard, which was not expected. I think she also felt accepted by the staff and was able to be herself."*

Mums Group: A support group for adoptive mums to talk with others who understand the complexities and challenges faced around adoption. Sessions are monthly, during the evening and facilitated by an Adoption Support Therapist. These ceased in September 2022, as the facilitator left CCS, and a consultation event was held in November 2022 to ascertain the best way forward to relaunch this service in line with the impact model.

Numbers decreased slightly in this financial year with a total of 17 adoptive mums benefitting from attending the group over a six-month period.

- Feedback included: *"A place to feel normal and not alone. The ability to cope when it's been so hard in a safe space to say unsafe stuff. A place for sharing of experiences and learning from each other in a supportive, non-judgemental environment full of warmth."*

Dads Group: An opportunity for adoptive Dads to share and talk about particular issues, to hear the thoughts of others and discuss strategies. Sessions are monthly, during the evening and facilitated by an Adoption Support Therapist. These ceased in September 2022, as the facilitator left CCS, and a consultation event was held in November 2022 to ascertain the best way forward to relaunch this service in line with the impact model. A total of 15 adoptive dads benefitted from these sessions over a 6-month period.

- Feedback included: *"Feeling like you're not alone and other people are going through similar experiences so you can focus on the positive and know there's always hope."*

LGBTQ+ Coffee Mornings: An award-winning social group for anyone who has started their adoption journey with any agency. Families and prospective adopters meet once per month on a Saturday morning. A total of 25 families have benefitted from this service.

- Feedback included: *"The coffee mornings have been an incredible support for us throughout our adoption journey. It's now a solid part of our monthly routine and we rarely miss one. It's amazing to have a safe space dedicated to children and their LGBTQ+ adoptive parents alike - something that's rare and very special. Within just over per year, we've made some great friends who we're proud and so happy to say are now part of our support network. Thank you for running such a brilliant group -*

we hope it will continue so that future adopted children and their LGBTQ+ adopters can benefit as we have."

Single Adopter Catch-Up: This service (introduced in August 2020) gives single adopters the opportunity to meet for an informal chat about family life, managing wellbeing and the day-to-day challenges that come with being a single adoptive parent. Virtual sessions were offered monthly, and numbers have remained consistent with 10 families benefitting from the service, the same figure as 2021/22.

- Feedback included *"Having a specific single adopters' group is essential. Our issues are different - we can't "tag team" and need different strategies. Income is often very low - it's a different scene from 2 parent adoption."*

Support Through Early Permanence (STEP): A group for current, past, or imminently prospective Early Permanence (EP) carers. The group continues to offer six-weekly virtual sessions and oversee a closed Facebook group. Coordination and support of the EP Network Support List and a STEP Facebook group continues via the Centre Coordinator. These various support forums are accessed and valued by EP carers right across the South West Adoption Consortium (SWAC) as ways of sharing experiences and providing peer support for each other, and the number of EP carers accessing support through all three platforms has increased over the year. Adoption West have appointed a member of staff to actively support Early Permanence carers and to encourage a higher engagement of these services.

Parent and Family Support Groups: These groups have included Wild and Free Forest School, Create and Connect parent art group and Family Funday Sundays. 62 families have benefitted from one or more of these services.

- Feedback included: *"It was lovely to reconnect with other adopted families in a safe and supportive environment and strengthening relationships and friendships."*

Holiday Hub Summer Programme: A new initiative to offer school holiday activities to school age adopted children in collaboration with Bristol City Council's Holiday Activities and Food Programme. By organising a range of fun activities, the purpose is to make sure adopted children and young people are entertained, active, educated and fed during school holidays and experience opportunities to spend time together in a non-judgmental and safe environment. 31 children benefitted from the pilot programme, many of which attended multiple sessions.

Feedback included:

- *"R had a great time and despite being nervous about not knowing anyone did amazingly well and loved it, she was full of praise for the leaders and is very excited about the nest activity."*
- *"The sessions offered a great opportunity to try something new without the pressure of signing up for an entire course which can feel a little overwhelming. It also provided an opportunity to meet with other adopted children."*

Workshops and Training for Adopters: Families have access to CATCH, an online training and support package that enables families to develop their skills and learn at a pace that is comfortable for them and enhances their stage 1 and 2 experience and supports throughout post adoption.

Chargeable services have been introduced for some groups during financial year 2022/23 which has generated a small income of £3,160. The strategic plan is to increase the number of chargeable services available throughout 2023/24.

Therapeutic Support Service

The main income stream for the Therapeutic Service continues to be the Adoption Support Fund (ASF). Changes effecting the Therapy Team include a new model of delivery with the appointment of a Post Adoption Support Manager to oversee Therapy and Centre services and all therapists working as an associate model. CCS continue to support the service with a Therapy Coordinator and part time Therapy Administrator.

Consultations

Throughout 2022/23 38 consultations were completed by associate Clinical Psychologists (2021/22 - 41).

Feedback included – *“Always helpful and caring, I felt listened to.”*

Clinical Assessments

The service continued to offer one assessment slot per month to families and completed clinical assessments for 11 families (2021/22 - 17).

The clinical assessments are completed by Dr Jude Courtney and Dr Helen Kirkaldie.

Therapeutic Interventions

48 packages of therapeutic support to adoptive families were completed (2021/22 – 64).

Feedback included – “Your voice has been reason, comfort and encouragement throughout our time working together, and we will miss you a ridiculous amount. Your unshakeable support, your empathy and your ideas have been beyond value to us and, no doubt, to the girls.”

Therapeutic Training

Hearts and Minds Parenting Programme: The 8-week training programme ran three times, in May 2022, September 2022 and January 2023. This has been the most successfully attended year thus far for H&M's and recorded the following number of parental beneficiaries on each programme. 32 families attended (2020/21 – 23 families attended), 10 families in May; 11 families in September; and 11 families in January.

Feedback included – “I'll be repeating your words in my head forever and endeavour to use the Hearts & Minds training every day.”

Adoption Support Fund

In February 2021, the Government confirmed that the ASF would continue to offer invaluable support to adoptive and special guardianship families up to March 2025. This has enabled the team to plan and deliver services for the next financial year and beyond.

South West Adoption Consortium (SWAC)

Membership

CCS continues to be the host agency for SWAC, which is a membership consortium comprising of three local Regional Adoption Agencies (Aspire Adoption, Adoption West, Adopt South West), one Local Authority (Cornwall) and five Voluntary Adoption Agencies, (SSAFA, CCS, PACT,

Action for Children and Barnardo's). PACT joined SWAC in November 2022 shortly after Families for Children closed in August 2022, so the number of VAAs in SWAC remains the same.

Funding

Members fund the service through the membership fee, depending on the size of the agency determined by the number of full-time equivalent (FTE) staff in the agency. The fee is agreed each year by the end of January for the following financial year.

Staffing

After many years of working for SWAC, both the SWAC administrator and SWAC social work lead retired at the end of August 2022. An Interim Project Lead was appointed from 12th September 2022 until the end of March 2023, with a temporary contract of seven hours per week. The remit of the role was to keep the existing SWAC commitments to running best practice groups and facilitating matching across the region until more long-term appointments were made and the ongoing role of SWAC could be reviewed.

Administrative support of up to five hours per week was provided by CCS from within their existing resources. In January 2023, the Interim Project Lead was given a one-year extension to the original contract, taking SWAC through to 31st March 2024. It was agreed by the members that the hours for the Project Lead role should increase to 10 hours per week from 1st April 2023, with five hours per week administrative support provided by CCS.

SWAC Terms of Reference

New terms of reference for SWAC were agreed at the SWAC Governance Board held on 21st April 2023 to provide a clearer focus and direction for SWAC, reflecting the changes in adoption nationally and regionally in recent years. SWAC was originally set up in 2000, when adoption services were delivered through the 15 local authorities in the region. Since 2017, local authorities in the region have, with different start dates, been setting up and delegating responsibility for adoption services to RAAs, although the local authorities involved retain ultimate responsibility for the funding and functioning of the RAA. Cornwall and the Isles of Scilly currently remain outside of the RAA programme but are working towards joining Adopt South West.

The revised Terms of Reference reflect the changed role of SWAC. They state that SWAC now exists to:

- Facilitate family finding and matching of children across all adoption agencies in the South West region, whether statutory or voluntary.
- Provide a focus and conduit for communication between all adoption agencies within the South West region through the timely sharing of information and promotion of best practice in adoption and permanence.
- Provide a hub in the South West region to facilitate good communication at national & regional level in relation to adoption and permanence.
- Promote positive working relationships and the sharing of best practice between the statutory and voluntary adoption sectors in the region.
- Act as focal point to access funding and as a steering group for projects which will provide opportunities to develop and improve adoption practice.
- Identify and promote workforce development across all agencies in SWAC.
- Identify and provide a collective response to common challenges in adoption and permanence across the SWAC agencies.

Consortium Structure

The new Terms of Reference also clarified and formalised the structure of the consortium, setting up a Governance Board and an Operational Management Board.

The SWAC Governance Board

The strategic priorities and funding arrangements for SWAC are determined at the SWAC Governance Board. Governance Board meetings are held every two months to include the SWAC Project Lead and the Heads of Service of the participating agencies. Each agency has an equal vote in deciding funding, appointing the SWAC Lead and agreeing priorities. A rolling chair for the two monthly Governance Board meetings is appointed from among the Heads of Service for a 12-month period in line with the financial year.

SWAC Operational Management Board

SWAC Operational Managers meet every two months and form the operational arm of SWAC, implementing the work plan agreed by the Governance Board. Membership of the Operational Management Board is for each agency to decide, dependent on the structure within their agency, but those attending are likely to be at service manager or team manager level and should reflect that the work plan for the Operational Management Board will cover all aspects of adoption work.

Services Provided

SWAC is committed to coordinating and facilitating the following core meetings and services for all member agencies to promote communication, positive working relationships, and the sharing of best practice:

- SWAC Governance Board meetings every two months.
- SWAC Operational Management Board meetings every two months.
- SWAC Best Practice Meetings for practitioners in member agencies every two months. There are separate meetings for recruitment and assessment workers, adoption support workers, family finders, panel administrators, intermediary and access to adoption records workers, those supporting birth relatives. These meetings will be held virtually, and notes taken for circulation within a week of each meeting. They will either be chaired by the SWAC Project Lead or by a nominated practitioner from a SWAC agency.
- Meetings three times per year for panel chairs, with a further meeting held jointly with panel advisers.
- Meetings three times per year with panel advisers, with a further meeting held jointly with panel chairs.
- SWAC/Coram/BAAF meetings, three times per year for those working with special guardians and other kinship carers.
- SWAC/Coram/BAAF meetings, three times per year for those working in adoption and permanence.
- A minimum of six open sessions for anyone working in SWAC agencies on topics of interest across all work roles, to take the form of a presentation followed by questions and discussion.
- Safeguarding training to be provided at least once per year, open to all those working in SWAC agencies.
- In addition to the above, meetings of medical advisers across the SWAC region are coordinated by the medical advisers themselves, with assistance from the SWAC Project Lead if requested.

To facilitate family finding and matching for children with adoption plans across agencies in the region, SWAC will set up and coordinate:

- Monthly virtual children's profile meetings for children for whom an interagency placement has been agreed.
- The delivery of three face to face Adoption Exchanges per year.
- The circulation of Individual children's profiles and adopters' profiles across agencies as and when requested.

SWAC Activity 2022/23

Adoption Exchange took place on 14th May 2022 at which Adopt South West and Adoption West attended to profile children. Aspire sent profiles of children to be shared but did not attend in person. 20 prospective adoptive families were invited from across the region. No other Exchange Days were held in 2022-3 because of the change of staffing and limited staffing resources through the rest of the year. One which had been planned for the end of March 2023 was moved to 3rd April 2023.

Also, in the period up to 12th September 2022, a series of workshops run by Julia Feast on Post Commencement Adoptions was offered to SWAC members, with a good take up of places from across the agencies.

Between 12th September 2022 and the end of December 2022, eight best practice meetings were held for different groups of professionals which were attended by a total of 52 people. In addition, SWAC facilitated two workshops with CoramBAAF on adoption, Special Guardianship, and kinship care which a further 12 people attended.

Between 1st January 2023 and 31st March 2023, 14 best practice meetings for different groups of professionals were held, and a further two SWAC CoramBAAF sessions were facilitated. A further innovation was to run monthly virtual open sessions for anyone in a SWAC agency. Three of these open sessions were run between January 2023 and the end of March 2023. The topics for these were as follows- Learning from the serious case review in to the death of a child placed for adoption in Cumbria; Working with birth children in assessments; Adoption support, building resilience in adoptive families. A total of 231 professionals in total attended these sessions. The sessions take the form of a presentation followed by questions and discussion.

From the beginning of December 2022, monthly virtual children's profiling events have been held by the SWAC Project Lead at which the three RAAs and Cornwall profile children for whom they are seeking placements outside of their agencies. Each of the SWAC agencies send a representative from their recruitment and assessment teams to the virtual meeting, to take back information about those children into their agencies to share with colleagues who are supporting their waiting families.

Leading, innovating and influencing policy and practice:

Early Permanence (EP): In early 2022 CCS continued to play a lead role in both National and Regional forums. This included meetings and dialogue with the EP Lead at the DFE (Department for Education). As the EP role at CCS had no external funding during the restructure of CCS in the summer of 2022 this role and project ended. CCS remains committed to EP for children however as an individual charity CCS could not sustain this project without external funding. At this time, the RAA's in the South West had received some funding from the DFE for an EP Project lead (Alexandra Lucas) who then lead on the ongoing development of EP throughout the South West, which began towards the end of 2022 funded until August 2023. CCS has been involved with this project lead and continues to promote EP as it evolves and develops.

In 2022 CCS successfully applied for renewal of the Early Permanence Quality Mark. CCS is once again the first agency to achieve this renewal status and remains one of only five agencies across the country to have achieved this award.

CCS continues to run a number of EP Support groups and networks; The six-weekly Support Through EP (STEP) group, which continues to meet virtually in response to user feedback.

Up to July 2022 CCS continued to run Introduction to EP courses for its prospective adopters and jointly delivers the full EP Day training with Adoption West. From July 2022 Adoption West continued to deliver the full day of EP training and CCS adopters continue to be able to attend this.

Sharing Stories (our Life Story Work service): Life Story Work (LSW) has been further integrated into the post adoption support offered to families. All adopters are contacted at key points early in their adoption journey (Panel Approval, Matching Risk Assessment stage and four months into placement) to help support and equip them to undertake Life Story Work. Until the summer of 2022 CCS families continued to access Sharing Stories for casework, consultations, advice, and support. In the summer of 2022, this project ceased due to lack of any external funding for this project. CCS remains committed to life story work and the social work team continue to provide advice and guidance to all CCS families

OFSTED Inspection

The Organisation was inspected by OFSTED in February 2019 and given the overall quality rating of "Outstanding", as in the previous three inspections (2015, 2012 & 2010). The OFSTED inspection team found the Organisation to be "Outstanding" in all three areas it considered:

- 'Overall experiences and progress of service users.'
- 'How well young people and adults are helped and protected;' and
- 'The effectiveness of leaders and managers.'

The inspection is a comprehensive review of the work of the Organisation over the previous three years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the Organisation focuses its work on those children waiting for adoptive families, and all aspects of adoption support. Attention is also directed at how the Organisation contributes to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive families, feedback from partner agencies who have placed children with CCS families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

"Adopters receive excellent preparation, support, and training prior to adopting their child. They benefit from the extensive training and support provided by the agency that comprehensively prepares them for their parenting role" and

"The agency offers a range of imaginative and creative clubs and activities for adopted children and their parents that are provided in the agency's children's centre and in the community. Children and their parents benefit from taking part in after-school clubs, forest club, holiday activities and a tots' and parents' club" and

"Really impressed with the organisation, CCS is streaks ahead of other agencies," and

"Leaders and managers have an ambitious vision for the agency. They succeed in providing a centre of excellence that provides high-quality adoption services to parents and children. There is a shared sense of purpose from all the staff and expert knowledge of how to achieve very positive outcomes for adopted children and their parents. There are many innovative and creative projects successfully being undertaken by the agency that are further improving outcomes for adopted children."

The full inspection report (Unique Reference Number SC048462) may be accessed online at: <http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports>

Grants and External Contracts

Adoption West Centre SLA: Adoption West has contracted CCS to deliver the activities provide at The Centre for the benefit of RAA adoptive families so that they benefit from the wide range of high-quality services on offer. The CEO and Post Adoption Support Practice Manager meet with the Adoption West Director and business manager several times per year to review the contract and service delivery.

Future developments at CCS Adoption

It is known that the adoption climate often moves in cycles, with the numbers of children versus the number of adopters varying and switching over which is greater or lesser than the other. In the year 2022-2023 it is evident that the greater number of adopters versus the lower number of children has had a significant impact across the sector, and is a continuation of the previous two years. Different factors have affected this such as the pandemic (increase in adopters) and courts practice (significant increase in Special Guardianship orders and reduced placement order for adoption). However, this picture is not static and there are early indications that the number of children with Best Interest Decisions (which mostly lead to placements orders) is increasing and the number of adopters waiting reducing. This would put the charity in the position of being able to more quickly place children with our adopters, and for it to make business sense to increase our pool of adopters, whilst remaining focused on those who wish to adopt priority children.

The income from the Adoption Support Fund looks to remain fairly stable with certainty of these funds being available until March 2025. Income from fundraising remains reliant on each years individual activity, other than fundraising income that is provided over several years from some grant providers or individual donors.

The charity continues to consider various areas for diversification, however the charity has been cautious in not estimating any of this income in the 2023-24 budget. It is unclear if one or more areas of diversification will proceed but they are being kept under constant review by SMT and the trustees.

Marketing

Marketing activity at CCS focuses on four key areas. To provide information to those considering adoption which then enables them to make contact with CCS at the start of their adoption journey. Secondly to provide information to all adoptive families about the adoption support services we provide through The Centre and how they can access them. Thirdly to inform the audience of matters to do with CCS internally as a charity. Fourthly to provide information to the audience about the external wider adoption landscape, such as links to research, policy, books, events etc.

Website

The original developers of the site (Eckhomedmedia) provide hosting and support.

Giorgia (CCS's Marketing officer) continues to manage and update the website's content and develops new pages and posts as needed. New blog posts have been added, such as "How to choose an adoption agency in the UK," two new adoption stories, and the CVAA article about the differences between VAAs and RAAs.

In 2022/23 website traffic went down by 6.57% of users (24,030 vs 25,720 in the previous financial year). However, there has been an increase in conversion of 7.02%, in which the Info Pack downloads went up from a total of 187 in 2021/2022, to 789 in the current financial year. Talk with an Adopter goal also went up, by 180%; whereas Enquire about Adoption went down by 2.83%, Contact Us by 10.64% and Event Booking by 13.60%.

Eventbrite

CCS has started to use Eventbrite to advertise Information Events which will hopefully lead to an increase in bookings. Eventbrite gives CCS the chance to appear when people type "Adoption Information Events" into a search engine. This is being used for bookings alongside telephone and email bookings linked with the events on the Facebook Page.

Email marketing

The newsletter is distributed using Mailchimp and it focuses on updates on CCS, Centre events, Fundraising and Adoption Support.

A process is underway to keep the number of subscribers up to date, adding adopters as soon as they are approved. Previously Giorgia had added contacts from the CCS Adopters to the CCS & The Centre audience, which were missing.

The fortnightly newsletter for existing CCS and Centre adopters is currently distributed to 849 addresses. The average open rate of this email stands at around 54%. Giorgia has started to change the subject of the newsletter to attract more clicks and use the email lists to promote specific Centre activities with standalone emails e.g., Hearts and Minds, and Holiday Hub Activities.

Ads

The organisation continues to use the services of a small digital agency for the management of the CCS Google PPC (pay-per-click) ads grant and social media adverts on Facebook.

CCS currently pay for the following types of advertising: Facebook Ads, Google Search Ads, Google Display & Remarketing Ads and Google Videos. CCS will also start running ads on Instagram for a 3-month trial.

Social Media

CCS are switching to more video content, using as much real content as possible from unidentified videos and pictures that adopters send and from The Centre events. This creates more engagement since it's more authentic, parents see their children and interact more. With these videos, CCS have started creating and posting Reels on Instagram and Facebook, to also expand the library of reusable material.

The CCS Facebook page has 1,414 followers (53 more than last year), The Centre Facebook page has 379 followers (100 more compared to the last financial year), the CCS Twitter account has 1,517 followers and the CCS Instagram account has 485 followers (171 more than last year). Content is posted at a rate of one or two posts per day on Facebook and Twitter and twice per week on Instagram, plus Instagram stories. Facebook reach experienced a drop of 32.2% compared to last year, whereas Instagram, on the other side, had an increase of 135.7%.

CCS have stopped using Buffer to schedule content around social media and have started using Meta Business Suite and Scheduled Tweets instead, as the two are free and work quite well.

Campaigns

During this financial year CCS have seen three main campaigns:

- In May 2022 CCS shared the "Adopter Choice" Campaign, which saw testimonies of people who adopted through a VAA. One of the CCS adopters took part in this campaign, which had a clear purpose of trying to encourage prospective adopters to consider VAA rather than not realising they had a choice.
- In June 2022 "A Life Less Ordinary" campaign was released by You Can Adopt, in which videos were about children interviewing adoptive parents. This campaign covered the

theme of adopting siblings, older, mixed heritage and with additional needs children. The purpose of this campaign was to highlight the range of children who are "harder to place" and wait longer, therefore encouraging prospective adopters to consider adopting these children.

- Lastly, in October 2022, during National Adoption Week, a campaign by You Can Adopt has been launched focusing on the theme of identity and contact. The purpose of this was to combat the negative view that many have about adoption in relation to the severance of the ties between birth family and adopted children/people, to recognise that contact is a growing and key area of modern adoption.

Print

CCS regularly circulate flyers about the Information Events to the Eastside Community and St. Werburghs Centre. The next step would be to find and contact more community centres around Bristol that agree on pinning CCS flyers on their notice boards.

CCS has been engaging with a graphic designer, who offers competitive rates. He has just produced an update of the CCS Children's Guide.

National Adoption Recruitment Steering Group (NARSG)

CCS continue to take part and contribute to initiatives and campaigns from the NARSG which has taken the place of First4Adoption in leading and coordinating government investment in adoption recruitment. The campaigns are delivered by Freuds in London.

Fundraising

The Organisation is dependent on fundraising to finance the post-adoption support services provided through The Centre.

Fundraising activities included:

- Applications to Trusts and Foundations
- Community fundraising
- Individual giving
- Corporate giving
- Legacies

The Organisation does not buy or sell data, engage in telephone fundraising, cold mailing or outsource fundraising to external organisations. The decision not to engage in the aforementioned is taken to protect vulnerable people and members of the public from unacceptable behaviour related to fundraising, such as: unreasonable intrusion into a person's privacy; unreasonable persistent and undue pressure on a person to give money or donation in kind.

CCS had a Fundraising Coordinator in post until July 2022, and for the rest of the year other staff (and Trustees) at CCS took on the role of coordinating the fundraising activities. 3-monthly meetings were regularly held to ensure the ongoing necessary fundraising activities continued. Adopters and volunteers have also completed various fundraising challenges, make the verbal appeal in parishes for the Organisation's Annual Appeal and help with fundraising administration. All volunteers are provided with an induction detailing the values and principles of the Organisation. The Organisation is registered with the Fundraising Regulator and uphold 'The Code of Fundraising Practice' developed by the regulator. In the year there were no complaints received concerning the operation of the fundraising activities undertaken.

Volunteers have helped CCS in various ways throughout this year, such as writing grant applications, attending events, completing challenges, and setting up Friends of CCS, which resulted in lots of volunteers helping run our first ever Winter Fayre.

In 2022/23, the Organisation had a fundraising target of £71,800. This was a reduced target compared to the previous year's target of £150,00 as only 38% had been achieved in 2021/22.

In 2022/23 due to a range of factors CCS was much more successful in its fundraising efforts. However, the pressure to bring in these substantial sums each year is significant, and CCS needs to constantly be active in its' fundraising activities. Thanks to the generosity of CCS supporters, and in particular an individual donor, the Organisation raised a total of £97,004, 135% of the target.

Trusts and Foundations:

There continued to be strong competition for Trusts and Foundation grants however following a number of good applications by a fundraising consultant CCS were able to achieve £28,200 income in 2022/23.

Grants and donations were received from: Leonard Laity Stoate Charitable Trust, Burges Salmon Charitable Trust, Basil Brown Charitable Trust, National Lottery Community Fund, Quartet Community Foundation, Dandia Charitable Trust, Bristol City Council (Holiday activities and food programme), The Lake House Foundation, Bristol Masons Trust Grant, Sir H Hood's Charitable Trust, and Square Food Foundation.

Individual Giving: The Organisation received £45,725 (including Gift Aid) in individual donations.

The Organisation has a small number of regular donors, some of whom have supported CCS for many years. Donations were received in response to the CEO Christmas Letter (alongside the sale of Christmas cards), 'In Memory' donations, donations from ongoing appeals, and donations as a direct result of engagement with the Centre.

To demonstrate fairness and transparency, the Organisation does not accept donations from (or raised by) prospective adopters until they have received their adoption order.

In the Autumn of 2022, CCS met with Dr Gareth Rees who having heard about the extent and quality of the work achieved at CCS donated £20,000 with a pledge of a further £10,000 annual donation for the following three years. Dr Gareth Rees has chosen to donate this money to CCS in memory of his wife Dr Corinne Rees, who worked as a paediatrician in the area, particularly with children in the care system and who had been adopted, she had also worked with CCS for a number of years.

Community Fundraising:

Donations from the Clifton Catholic Diocese contribute significantly to the Organisation's community fundraising income. The Organisation has a long relationship with the Diocese who continue to support through annual appeals, crib collections and parishioner donations. Donations totalling £4,867 were received in 2022/23; this is significantly less than previous years as the Diocese's annual appeal collection was cancelled in 2022 due to reduced income of parishes because of the pandemic. The Diocese kindly agreed to reinstate the annual appeal for 2023 in April.

In total, £13,984 was received through community fundraising. Community fundraising activities included: Church appeals, supporter and staff-led events, individual sporting and challenge events, individual collection boxes, lifestyle giving and 200 club memberships (supporters who take part in a bi-monthly draw).

Fundraising

A group of CCS staff and Trustees collaborated with a keen adopter on a fundraising project called 'Friends of CCS.' Together, the 'Friends of CCS' CCS have organised fundraising activities i.e., clothing donations, non-uniform days, wreath making during the Christmas period. A large Winter Fayre was also arranged for December 2022, where many adoptive families enjoyed the Christmas activities and the opportunity to meet up together after many had not seen each other since before the pandemic. This event raised £1,482, plus a donation from M&G.

An Instagram page was created which has 75 followers. CCS's marketing officer consistently posts about the Friends of CCS events on social media, website and newsletter.

Corporate giving

The organisation received a £9,721 in total via corporate donors, fundraising events, or collections. These included: Wessex Garage, M&G Community Fund, Co-op Bank (Broadmead) and Rightway Environmental.

Legacies: The organisation received legacy donation of £500 in 2022/23.

The External landscape of Adoption.

The number of children with plans for adoption has continued to gradually decrease, whilst at the same time the number of approved adopters nationally has remained at a higher level. The

surplus of adopter therefore has meant a continuation of a there being more adopters waiting longer post approval before they are matched. The RAA's were formed a few years ago and appear to be functioning well as organisations. They have placed more of the children from their Local Authorities with their own adopters and therefore over 2022 there was a decrease in the number of children's profiles that could be viewed by VAA's. however, in early 2023 the number of children profiles increased, and CCS and other VAA saw an increase in family finding activity for CCS adopters.

Emma Simpson rejoined CCS as interim CEO in April 2022 and as permanent CEO in August 2022. Emma sits as the VAA representative of the Adoption West Board and is an active member of the CVAA CEO group and the Buckfast CEO group.

Staffing

Over the previous financial year there had been some significant changes in the staffing and some key roles remained vacant in April 2022 in the 'then' structure, namely CEO, Head of HR, Business Development Manager and Head of Adoption. The trustees were aware of the impact of these vacancies and were working hard to fill these key posts.

In April 2022, the interim CEO first task was to review the financial situation and sustainability of the charity and consider a staffing restructure to make the necessary changes for the long-term security of the charity. The aim was to reduce overall expenditure and resource the organisation in line with current and projected income according to child placements, ASF income, fundraising and any other sources of income. A new structure was designed which reduced the senior management team (some of the vacant roles were removed from the new structure) and reducing the FTE in areas that were over resourced due to the reduction of work because of the changing external adoption climate. The restructure also gave the opportunity to explore ways to increase staff development and opportunities to line manage within CCS, thus aiding staff retention for the future and retaining key skills and experience.

A consultation and subsequent selection process took place with the outcome of staff being mapped to suitable alternative roles, redundancy or continuing in existing roles.

The Social Work Practice Manager roles were reduced from two to one, one of the Practice Managers successfully secured the role of Head of Adoption, a role that had previously been vacant. Two Senior Adoption Social Workers were appointed to newly created Consultant Adoption Social Workers roles taking on line management responsibilities for the Advice service and Social Work Assistants.

The advice team was reduced from four to two people. The EP Project Lead and Sharing Stories roles were removed from the structure, with these services being incorporated into existing social work and associate therapist roles.

The Social Work Administration function was reduced considerably. The restructure gave the opportunity to look at existing processes and change ways of working to become more efficient, with reduced handoffs and increased ownership; increasing skills and knowledge through completing tasks from beginning to end rather than working on specific sections of the adoption process.

The Therapeutic Services Lead and Head of Centre roles were combined, creating a new Post Adoption Support Manager aligning the Therapy and Centre services resulting in joined up services and a drive towards a cost neutral, sustainable service. The therapeutic services model

was changed to operate fully with associates with no therapists employed directly by CCS. This has both reduced expenditure and increased the flexibility in types of therapy that can be offered.

At the end of the restructure in the summer of 2022, the interim CEO secured the position on a permanent basis and along with the newly appointed Head of Adoption formed a new Leadership team which brought a period of stability in Leadership.

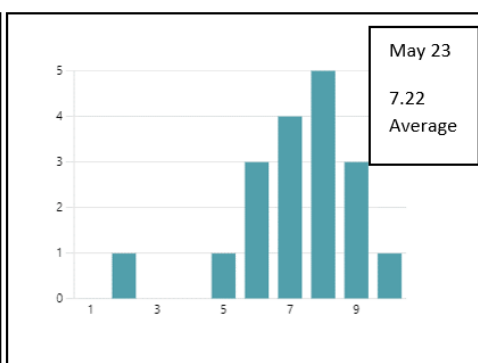
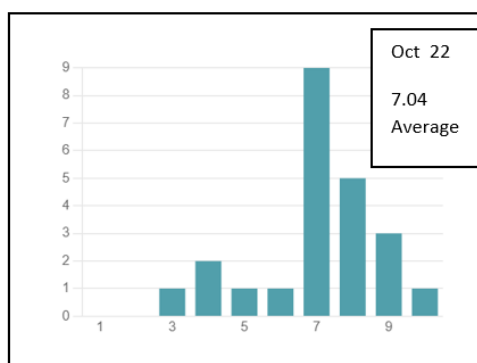
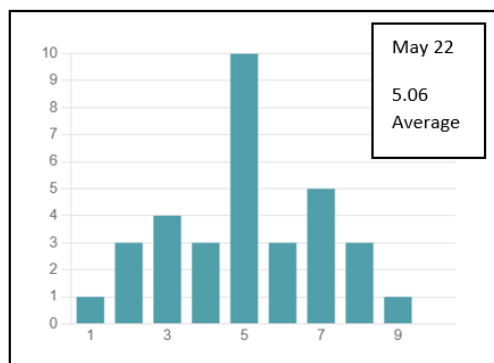
While the outcome had delivered considerable reduction in expenditure, projections of future income and expenditure showed the need to reduce costs further if the future of CCS was to be more secure. In December 2022 staff were notified of the need to reduce staffing levels even further and voluntary redundancy was offered organisation wide. The resulting five voluntary redundancies (Practice Manager, two Senior Social Workers, one children’s activity worker and a Social Work Administrator) along with natural attrition and mapping staff into suitable roles meant there were no further compulsory redundancies.

Despite the considerable changes in structure and reduced staffing levels, sickness absence levels remained stable and close monitoring of staff engagement and wellbeing through surveys has shown increased levels of employee engagement at the end of the financial year.

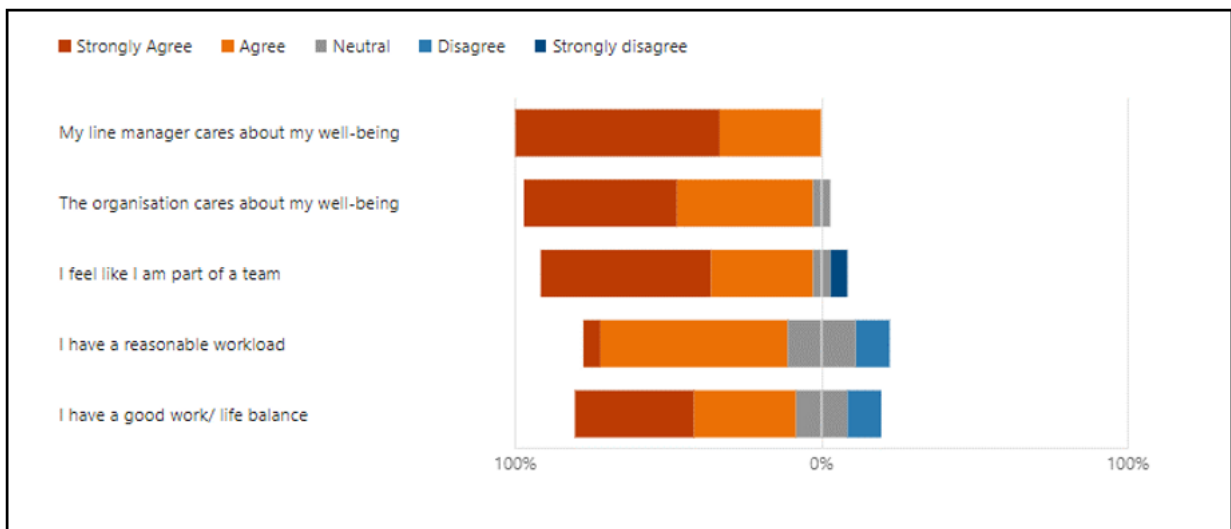
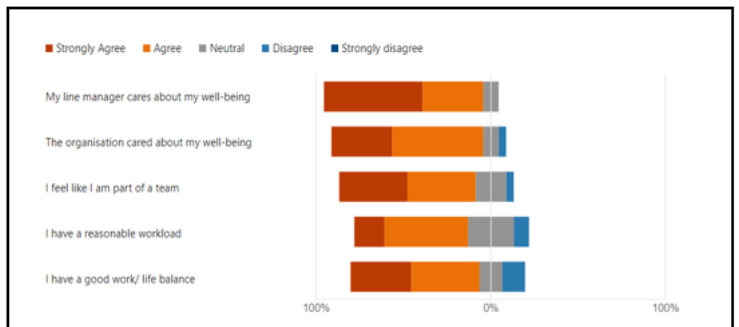
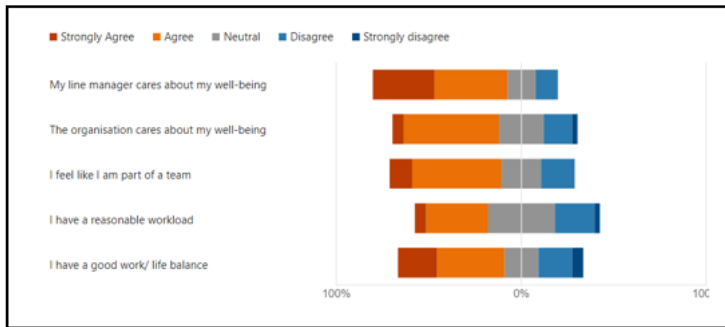
Results of staff Survey – comparison from May 2022, October 2022, and May 2023

Analysis from Staff Surveys May 2022, October 2022 and May 2023

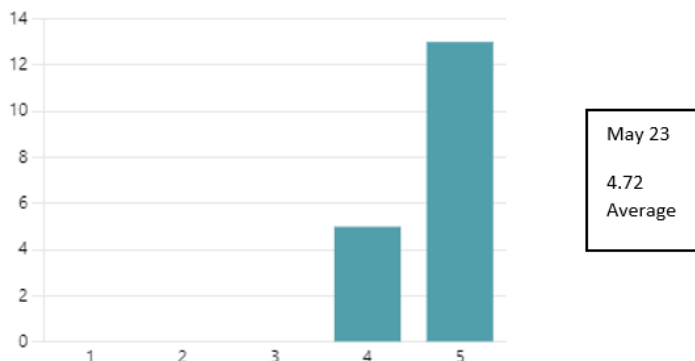
Q. How would you have rated your job satisfaction at CCS?



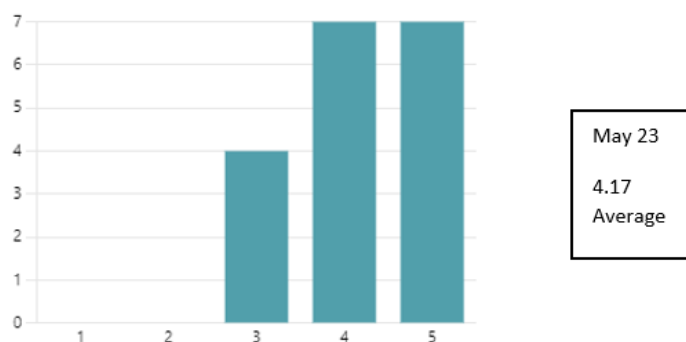
Q. Please rate the following statement comparison, May 22, October 22 and May 23



Q. How would you rate the communication about the changes that have been made at CCS since December grading 1-5?



Q With the changes happening how connected to your team are you feeling, grading 1-5?



GDPR Compliance

CCS continues to update and review policies and procedures to make sure they are GDPR compliant. New staff receive GDPR training, and the full staff team receive refresher training every two years – next due in the autumn of 2023.

Environmental and Sustainable Development

The Organisation continues to consider where it can be more environmentally sustainable in its practices and its use of resources. A hybrid working policy was introduced in September 2022 which brought clarity to the staff about the agencies expectations of the post pandemic way of working. This alongside many more virtual meetings with Local Authorities has meant that staff continue to travel significantly less than they did pre-pandemic. The appropriateness of services to families being delivered face to face or online continues to be carefully considered and reviews. Post-pandemic much of the adopter training has moved back to face to face, where as some of the support groups and parenting courses (Hearts and Minds) remain online as this works better for families.

Financial information

The Clifton Children's Society's financial results for the year to 31st March 2023 are set out in detail in the attached financial statements.

The income of £1,069,222 (2021/22 - £1,138,491) includes donations of £52,888 (2021/22 - £24,390). One legacy was received in the year (2021/22 - none).

Interagency and other fees totalled £752,719 (2021/22 - £809,636).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing, and supporting adoptive families.

From the 1st June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS has used the uplifted fee structure to apply to all placements from 1st June 2018. To prevent any future erosion of the fee, it will be increased on the 1st April each year based on the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1st April 2022.

The fees represent payment for work conducted over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The Organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31st March 2023 was £1,289,157 (2022 - £1,694,282).

As of 31st March 2023, the Organisation's net assets were £933,162 (2022 - £1,153,097). There was a net decrease in funds of £219,935 (2021 - decrease of £555,791).

CEO – Pay remained the same as the previous CEO's pay (in addition to percentage pay rise that was agreed by trustees for all staff in October 2022 and backdated to April 2022). CEO was appointed to the permanent post in September 2022. The CEO post was advertised and taken on for 4 days a week rather than 5 days a week in order to reduce the charities expenditure and in line with the shrinking staffing group of the charity.

Post-Balance Sheet Events

Sale of 162 Pennywell Road, Easton

In November 2022, the trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale. This decision was reached for the following reasons:

- Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- Increases in running costs, maintenance and repair costs.
- Generation of cash to combat the reduction in cash reserves due to two years of deficits.

In June 2023, the sale of the offices was agreed by the trustees for a sale price of £652,000. The legal process began in June and the final sale of the office was completed on 19th October 2023.

Lease of offices at The Park, Knowle West

An operating lease for a new office at The Park in Knowle West was entered into on 4th April 2023. The term of this lease started on 1st June 2023 and ends on 31st May 2024. Thereafter the lease can be terminated by giving six months-notice of termination. The total cost of this lease is £23,459. There is no impact on the financial statements for the year ended 31 March 2023.

Investment policy

The Trustees' policy is to invest funds in short term or immediate access deposits.

Reserves policy

The Trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of six months expenditure out of unrestricted and designated funds; at this level, the Trustees feel they would be able to provide uninterrupted services.

The six months expenditure chosen for this is that of the first six months of the current financial year (2023/24). The target free reserves level is £504,589 in line with the policy above. Total free reserves at the year-end were £394,158, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets (see Note 16).

The actual free reserves were therefore below the target level. Having reviewed the forecast Income and Expenditure for the year to 31st March 2024 and actual Income and Expenditure for the three months to 30th June 2023 the Trustees are confident the free reserves are at a level to provide uninterrupted services.

The Trustees' policy is to hold this amount in a Designated 'Reserves Policy' Fund. The value of this Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the Trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charity's assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this

case. The balance of this fund is also calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

Risk Review

The Risk Register should be reviewed on a quarterly basis during the year in line with the Risk Management Policy.

1. The core business model is reliant on the Interagency Fee

The interagency fee is the largest source of income for the Organisation and changes to this could pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the Organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

2. The income from Adoption Support Fund (ASF) does not meet the expenditure of running the Therapeutic Service

The ASF is the funding source for the majority of the Therapeutic Service. In early 2022 the Government announced that the Adoption Support Fund would continue for a further three years to end of March 2025. This provides a level of security that the Therapeutic Service has been lacking in previous years. However, whilst the ASF income per clinical package covers the delivery of the package, there is insufficient surplus to cover the other expenditure of running the service, such as the administrative and management costs involved.

3. Fundraising for the Costs of The Centre

The Centre was previously funded by a grant from its founder. The organisation became financially responsible for The Centre in 2018/19 and has funded activities partly through fundraising and partly through a cross-subsidy from the core business of CCS.

The Fundraising Strategy will now focus on Trusts and Foundations, prioritising Return on Investment.

4. Data protection & complying with GDPR.

The Organisation deals with sensitive and complex personal data daily, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the Organisations reputation and resulting fines. This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff.

5. Reduction in the number of placement opportunities

There is a trend where Courts are favouring the making of Special Guardianship Orders over Adoption Orders. This has been exacerbated by the COVID-19 pandemic, as the Courts operate virtually and have a huge backlog of cases. In addition, wherever possible RAAs are operating an agenda of self-sufficiency, placing children with their prospective adopters.

Social Work Managers meet regularly with Adoption West Family Finding Manager, and with Local Authorities in other parts of the country.

6. Change in leadership & restructure of the organisation creating uncertainty.

The CEO leaving the organisation in April 2022 without the opportunity for a new permanent CEO to be recruited and other senior management staff has resulted in a loss of experience & skills, contact base and corporate knowledge.

An additional strain on the wellbeing of staff has result for those taking on increased workloads to cover aspects of those positions whilst positions are vacant, and staff in general considering current uncertainty.

The plan for the organisational restructure presents certain HR risks to the organisation such as, employment disputes, claims for stress, unfair dismissal, equality & diversity issues, and low morale.

By March 2023, the organisation had gone through two restructures (Summer 2022 and January 2023) and although staff experienced significant change, the overall impact was what was required for the sustainability of the charity. The expenditure of the charity has been brought more in line with its income, although still a deficit budget for 2023/24 it is significantly less than the last two years. The Charity is also keen to explore diversification and other sources of income, whilst keeping a clear focus on inter agency fees as its main source of income.

Trustees

The Trustees are a skilled, cohesive team comprising Sally Lockwood who is a retired Social Worker and Counsellor; Catherine Graham, retired Primary School Teacher; Peter Golding, solicitor; Julie Cooke, retired social worker, who was a specialist in adoption and fostering for many years; Celia Balbernie, retired team manager of Families First Gloucestershire; Richard Tidswell, director of Business Doctors; Nikolas Thompson, manager in Responsible Business & Inclusion for Lloyds Banking Group; and Stephen Lord, General Manager for a security company.

Stephen Allen, accountant, continues his valuable role as an Associate Trustee, and as Company Secretary up to 25th October 2021.

Legal and Administrative InformationConstitution

The Clifton Children's Society which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008, the Trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese.

Charity No 286814 Company No 01655971

Patrons: Jenny Urquhart, Artist

Directors and Trustees: The following served as directors and Trustees during the year and since the year end:

Sally Lockwood, Chair
Catherine Graham, Vice Chair
Andrew Stephen Lord, Treasurer
Celia Balbernie
John Evans, resigned 15/08/2022.
Julie Cooke
Nikolas Thompson
Peter Golding
Richard Tidswell

Key Management Personnel: Margaret Pitts (to 06/04/2022)
Emma Simpson (from 28/04/2022)

Registered Office: CCS Adoption, The Park Centre, Daventry Road, Bristol,
BS4 1DQ

Auditor: Randall & Payne LLP, Chargrove House, Shurdington Rd, Shurdington,
Cheltenham GL51 4GA

Bankers: National Westminster Bank, 44 Caledonia Place, The Mall, Clifton, Bristol
BS99 5AJ

CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

Solicitors: Carbon law Partners, Library Building, Sun Street, Tewkesbury, GL20 5NX

Chief Executive Officer: Margaret Pitts (to 06/04/2022)
Emma Simpson (from 28/04/2022)

Statement of Trustees' responsibilities

The Trustees (who are also directors of Clifton Children's Society for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and accounting estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to make themselves aware of that information.

Auditors

A resolution will be put to the Annual General Meeting that Randall & Payne LLP be reappointed auditors to the Clifton Children's Society for the coming year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Sally Lockwood
Chair of Trustees
By order and on behalf of the Trustees

Date:

Independent auditor's report to the members of Clifton Children's Society**Opinion**

We have audited the financial statements of Clifton Children's Society (the "Charity") for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern.

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm This description forms part of our auditor's report.

Ryan Moore CA (Senior Statutory Auditor)

For and on behalf of Randall & Payne LLP
Statutory Auditors
Chargrove House
Shurdington Rd
Shurdington
Cheltenham
GL51 4GA

Date:

Clifton Children's Society

Statement of Financial Activities
(Including Income and Expenditure Account)

Company Number: 01655971

Year Ended 31st March 2023

		Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds	Total
		2023	2023	2023	2023	2022
		£	£	£	£	£
Income from :	Notes					
Donations, legacies and grants	2	38,389	25,100	27,821	91,310	81,183
Charitable activities	2	939,409	32,783	-	972,192	1,046,988
Other trading activities	2	4,578	-	100	4,678	8,738
Investment income	2	1,042	-	-	1,042	1,582
Total income	2	983,418	57,883	27,921	1,069,222	1,138,491
Expenditure on :						
Promotional and fundraising activities		18,144	-	-	18,144	64,118
Charitable Activities						
Adoption		860,403	-	-	860,403	1,124,494
The Centre for Adoption Support		46,762	57,883	31,395	136,040	162,059
Therapeutic Services		274,570	-	-	274,570	343,611
Total expenditure	3	1,199,879	57,883	31,395	1,289,157	1,694,282
Net Expenditure for the year	4	(216,461)	-	(3,474)	(219,935)	(555,791)
Transfers between funds	15	99,827	(99,827)	-	-	-
Net movement in funds for the year		(116,634)	(99,827)	(3,474)	(219,935)	(555,791)
Reconciliation of Funds						
Fund balance brought forward	15	203,632	847,416	102,049	1,153,097	1,708,888
Fund balances carried forward	15	86,998	747,589	98,575	933,162	1,153,097

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 42 to 58 form part of these accounts.

Prior year fund comparatives are in note 8.

Clifton Children's Society

Balance Sheet as at 31st March 2023

Company Number: 01655971

	<u>Notes</u>	£	<u>2023</u> £	£	<u>2022</u> £
FIXED ASSETS					
Tangible assets	9		524,571		535,560
Intangible assets	10		4,058		6,101
			<u>528,629</u>		<u>541,661</u>
CURRENT ASSETS					
Debtors	11	188,180		282,366	
Investments	12	2,224		3,540	
Cash at bank and in hand		405,498		574,908	
			<u>595,902</u>	<u>860,814</u>	
CREDITORS: Amounts falling due within one year	13	<u>189,603</u>		<u>245,266</u>	
NET CURRENT ASSETS			<u>406,299</u>		<u>615,548</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>934,928</u>		<u>1,157,209</u>
CREDITORS: Amounts falling due after more than one year	14		<u>1,767</u>		<u>4,112</u>
NET ASSETS			<u>933,161</u>		<u>1,153,097</u>
UNRESTRICTED FUNDS					
General Funds	15,16		86,998		203,632
Designated Funds	15,16		747,589		847,416
			<u>834,587</u>		<u>1,051,048</u>
RESTRICTED FUNDS	15,16		<u>98,575</u>		<u>102,049</u>
TOTAL CHARITY FUNDS			<u>933,162</u>		<u>1,153,097</u>

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 42 to 58 form part of these accounts.
The financial statements were approved by the Board of Trustees on 17th October 2023 and were signed on its behalf by :

S Lockwood Chair

Clifton Children's Society

Statement of Cash Flows for the year ended 31st March 2023

Company Number: 01655971

	<u>2023</u>		<u>2022</u>	
	£	£	£	£
Cash used in operating activities		<u>(168,498)</u>		<u>(279,982)</u>
Non-operational cash flows:				
Investing activities :				
Payments for tangible fixed assets	(3,269)		(11,156)	
Transfer of investments to/(from) bank	1,316		84,164	
Investment income	<u>1,042</u>		<u>1,582</u>	
	<u>(911)</u>		<u>74,590</u>	
		<u>(911)</u>		<u>74,590</u>
Net Cash Outflows for the year		<u>(169,409)</u>		<u>(205,392)</u>
Cash and bank balances at the beginning of the year		<u>574,908</u>		<u>780,300</u>
Cash and bank balances at the end of the year		<u><u>405,499</u></u>		<u><u>574,908</u></u>

Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

Statement of Financial Activities: Net movement in funds	(219,935)	(555,791)
Investment income	(1,042)	(1,582)
Depreciation	14,258	14,099
Amortisation	2,043	2,043
(Decrease) / Increase in creditors	(58,008)	(52,728)
Decrease / (increase) in debtors	94,186	313,977
	<u>(168,498)</u>	<u>(279,982)</u>

Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 42 to 58 from part of these accounts.

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

Preparation of accounts on a going concern basis

Along with other similar charities and organisations, the organisation has been subject to the current economic uncertainty. The Organisation has realised a large deficit in the 2021/2022 and 2022/2023 financial years. During the 2022/2023 two substantial organisational restructures have taken place. This has reduced the staff numbers by 50% since the 2021/2022 year. This was required in order to reduce the overall expenditure, and provide a structure that the organisation needs for its long-term sustainability. This has been the main focus of the CEO. The Trustees have chosen to prepare the financial statements on a going concern basis. The Trustees are of the opinion this is the most appropriate basis based on the forecasts of income and expenditure and cash flow. Further in details in Note 23.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds.
- Any performance conditions attached to the items of income have been met or are fully within the control of the charity.
- There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.
- Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs 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 activity are allocated directly, others are apportioned on an appropriate basis.

1. Accounting Policies (Continued)

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows :-

- Office Equipment	33 1/3% on reducing balance
- Freehold Buildings (excluding land)	2 % on cost

Expenditure on items of less than £1,000 are not capitalised but written off as repair and maintenance.

Amortisation - Website

Website development has been capitalised to the extent that it is probable that future economic benefits attributable to the website are likely which will benefit to the charity. The asset is being amortised over its estimated useful life of 4 years. The management reviews the carrying value of this asset annually for impairment.

Pension Contributions & Employee Benefits

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3. These schemes are multi-employer, defined benefit schemes accounted for as a defined contribution schemes (see Note 22 for the full details of these plans). Full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening to the deposit or similar account. Any cash held with a notice period of over three months are classified as investments.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

2. Income

	Unrestricted General 2023 £	Unrestricted Designated 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Collection boxes	91	-	-	91	473
Church collections	4,269	-	-	4,269	5,437
Gift Aid and donations	21,160	25,100	1,453	47,713	18,480
School collections	547	-	268	815	-
Grants	11,822	-	26,100	37,922	56,793
Donations Legacies and Grants	38,389	25,100	27,821	91,310	81,183
Interagency fees	692,987	-	-	692,987	777,431
Local authority contracts	-	29,063	-	29,063	-
Centre activity fees	-	3,020	-	3,020	-
Other fees	26,949	700	-	27,649	32,205
Therapeutic Services Income	219,473	-	-	219,473	237,352
Charitable activities	939,409	32,783	-	972,192	1,046,988
200 Club	1,794	-	-	1,794	1,883
Other fundraising	2,784	-	100	2,884	6,855
Other trading activities:	4,578	-	100	4,678	8,738
Deposit interest	1,042	-	-	1,042	1,582
Investment income	1,042	-	-	1,042	1,582
Total income	983,418	57,883	27,921	1,069,222	1,138,491

Prior year income comparatives are on note 8.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

3. Expenditure

	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2023 £
<u>Raising funds</u>				
Promotion and fundraising activities	8,570	5,667	3,907	18,144
<u>Charitable Activities</u>				
Adoption	622,534	40,715	197,154	860,403
The Centre for Adoption Support Therapeutic Services	92,792 233,098	10,809 8,945	32,439 32,527	136,040 274,570
	<u>948,424</u>	<u>60,469</u>	<u>262,120</u>	<u>1,271,013</u>
	<u>956,994</u>	<u>66,136</u>	<u>266,027</u>	<u>1,289,157</u>

Prior Year Comparatives

	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2022 £
<u>Raising funds</u>				
Promotion and fundraising activities	44,381	8,433	11,304	64,118
<u>Charitable Activities</u>				
Adoption	832,762	53,317	238,415	1,124,494
The Centre for Adoption Support Therapeutic Services	113,579 277,382	11,603 12,464	36,877 53,765	162,059 343,611
	<u>1,223,723</u>	<u>77,384</u>	<u>329,057</u>	<u>1,630,164</u>
	<u>1,268,104</u>	<u>85,817</u>	<u>340,361</u>	<u>1,694,282</u>

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

Cost Type	Basis of Apportionment
Marketing	Usage
Operations	Usage
Staff costs (note 5)	Staff time
Agency, staff development and training	Staff time
Office costs	Staff time
Governance and finance	Staff time
Premises and depreciation	Staff time
Systems and IT	Staff time

Support costs are as follows :

	Raising Funds 2023 £	Charitable Activities 2023 £	Total 2023 £	Raising Funds 2022 £	Charitable Activities 2022 £	Total 2022 £
Marketing	796	7,164	7,960	1136	10,226	11,362
Operations	33	1,622	1,655	56	2,750	2,806
Staff costs	1,956	161,044	163,000	5543	173,263	178,806
Agency, staff development and training	60	4,899	4,959	381	11,912	12,293
Office costs	317	26,120	26,437	843	26,340	27,183
Governance and finance	72	5,915	5,987	747	23,354	24,101
Premises and depreciation	465	38,270	38,735	1781	55,659	57,440
Systems, IT & Amortisation	208	17,086	17,294	817	25,553	26,370
	<u>3,907</u>	<u>262,120</u>	<u>266,027</u>	<u>11,304</u>	<u>329,057</u>	<u>340,361</u>

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

4. Net Income / (Expenditure) for the year

This is stated after charging :

	<u>2023</u>	<u>2022</u>
	£	£
Depreciation - Owned Assets	14,258	14,099
Amortisation - Website	2,043	2,043
Audit Fees	6,900	6,300
Operating leases land and buildings	-	17,318
Discounting of pension contributions	122	192
	<u>122</u>	<u>192</u>

5. Staff Cost and Numbers

	<u>2023</u>	<u>2022</u>
	£	£
Staff Costs were as follows :		
Salaries and fees	997,772	1,280,364
Social security costs	72,661	103,561
Pension costs - current contributions (see Note 21)	46,915	62,985
Pension expenses (see Note 22)	2,634	-
Income and expenditure impact of the Growth Plan (see Note 22)	12	(18,360)
	<u>1,119,994</u>	<u>1,428,550</u>

Staff costs are apportioned as follows :

Promotional and fundraising activities	10,526	49,924
Expenditure on charitable activities	1,109,456	1,396,986
Discounting of pension contributions	12	(18,360)
	<u>1,119,994</u>	<u>1,428,550</u>

The number of employees whose total employment benefits (excluding employer pension costs) for the year were in excess of £60,000 fall within the bands as follows:

	<u>2023</u>	<u>2022</u>
£60,000 - £69,999	<u>0</u>	<u>1</u>

The average monthly head count was 39 staff (2022 - 50) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 26 (2022 - 36)

Total key management personnel benefits amounted to £56,854 (2022 - £67,670)

Non-statutory severance payments of £ nil (2022: £31,182) were made in the period.

Statutory severance payments of £48,804 (2022: £ nil) were made in the period.

6. Taxation

No liability to UK Corporation Tax arose for the year ended 31st March 2023 or for the year ended 31st March 2022.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

7. Prior Year Fund Comparatives

	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2022</u>
	£	£	£	£
Income from				
Donations, Legacies and Grants	30,124	3,133	47,926	81,183
Charitable activities	810,223	236,765	-	1,046,988
Other trading activities	8,738	-	-	8,738
Investment income	1,582	-	-	1,582
Total income	<u>850,667</u>	<u>239,898</u>	<u>47,926</u>	<u>1,138,491</u>
Expenditure on				
Raising funds	64,118	-	-	64,118
Charitable Activities				
Adoption	1,048,436	76,058	-	1,124,494
The Centre for Adoption Support	28,988	62,698	70,373	162,059
Therapeutic Services	56,173	287,438	-	343,611
Total expenditure	<u>1,197,715</u>	<u>426,194</u>	<u>70,373</u>	<u>1,694,282</u>
Net Income / (Expenditure) for the year	<u>(347,048)</u>	<u>(186,296)</u>	<u>(22,447)</u>	<u>(555,791)</u>
Transfers between funds	<u>321,158</u>	<u>(321,158)</u>	<u>-</u>	<u>-</u>
Net movement in funds for the year	<u>(25,890)</u>	<u>(507,454)</u>	<u>(22,447)</u>	<u>(555,791)</u>
Reconciliation of Funds				
Fund balances brought forward	<u>229,522</u>	<u>1,354,870</u>	<u>124,496</u>	<u>1,708,888</u>
Fund balances carried forward	<u>203,632</u>	<u>847,416</u>	<u>102,049</u>	<u>1,153,097</u>

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

8. Prior Year Income Comparatives

	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2022</u>
	£	£	£	£
Collection boxes	473	-	-	473
Church collections	5,437	-	-	5,437
Gift Aid and donations	16,418	-	2,062	18,480
School collections	-	-	-	-
Legacies receivable	-	-	-	-
Grants	7,796	3133	45,864	56,793
Donations Legacies and Grants	30,124	3,133	47,926	81,183
Interagency fees	777,431	-	-	777,431
Local authority contracts	-	-	-	-
Other fees	29,392	2,813	-	32,205
Therapeutic Services Income	3,400	233,952	-	237,352
Charitable activities	810,223	236,765	-	1,046,988
200 Club	1,883	-	-	1,883
Other fundraising	6,855	-	-	6,855
Other trading activities:	8,738	-	-	8,738
Deposit interest	1,582	-	-	1,582
Investment income	1,582	-	-	1,582
Total income	850,667	239,898	47,926	1,138,491

9. Tangible Fixed Assets

	<u>Freehold Property</u>	<u>Office Equipment</u>	<u>Total</u>
Cost	£	£	£
At 1st April 2022	570,847	106,354	677,201
Additions	3,269	-	3,269
Disposals	-	-	-
At 31st March 2023	<u>574,116</u>	<u>106,354</u>	<u>680,470</u>
Depreciation			
At 1st April 2022	58,612	83,029	141,641
Charge for the year	6,483	7,775	14,258
Disposals	-	-	-
At 31st March 2023	<u>65,095</u>	<u>90,804</u>	<u>155,899</u>
Net Book Values			
At 31st March 2023	<u>509,021</u>	<u>15,550</u>	<u>524,571</u>
At 31st March 2022	<u>512,235</u>	<u>23,325</u>	<u>535,560</u>

10. Intangible Fixed Assets

	<u>Website</u>
Cost	£
At 1st April 2022	8,172
Additions	-
At 31st March 2023	<u>8,172</u>
Amortisation	
At 1st April 2022	2,071
Charge for the year	2,043
At 31st March 2023	<u>4,114</u>
Net Book Values	
At 31st March 2023	<u>4,058</u>
At 31st March 2022	<u>6,101</u>

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

11. Debtors: Amounts falling due within one year

	<u>2023</u>	<u>2022</u>
	£	£
Trade debtors	155,150	195,724
Accrued income	10,342	51,327
Other Debtors	1,933	6,738
Prepayments	20,755	28,577
	<u>188,180</u>	<u>282,366</u>

12. Investments

	<u>2023</u>	<u>2022</u>
	£	£
Bank deposit accounts requiring more than 3 months notice of withdrawal	<u>2,224</u>	<u>3,540</u>

13. Creditors : Amounts falling due within one year

	<u>2023</u>	<u>2022</u>
	£	£
Trade creditors	23,339	39,702
Taxation and social security	13,931	27,635
Other creditors	510	1,683
TPT Growth Plan recovery plan	2,357	2,357
Accruals	40,001	76,435
Deferred income	109,465	97,454
	<u>189,603</u>	<u>245,266</u>

Deferred income reconciliation

Balance brought forward	97,454	145,739
Amounts released to the statement of financial activities	(90,003)	(138,213)
Amounts deferred in the year	102,014	89,928
Balance carried forward	109,465	97,454

Interagency Fees are made of two parts. Part 1 corresponds to two-thirds of the total fee, and Part 2 the final third. When a placement is made the full fee is invoiced. Part 1 is recognised immediately as this covers the work up to the day of placement. Part 2 funds 12-months of post-placement support and a pro-rata amount is recognised monthly. If an adoption order is made within these 12 months then the balance is recognised immediately. The majority of the deferred income consist of the pro-rata amount of the Part 2 of the interagency fees which have not yet been recognised as the funded work is yet to be delivered. The minority of the deferred income consists of funds specific to the delivery of therapeutic support to named children & families. These are recognised at the point when therapeutic support is delivered, else the funds are deferred. The balance of the deferred income consists of SWAC membership fees and event registration income.

14. Creditors : Amounts falling due after more than one year

	<u>2023</u>	<u>2022</u>
	£	£
Other Creditors - TPT Growth Plan recovery plan	1,767	4,112
	<u>1,767</u>	<u>4,112</u>

TPT Growth Plan recovery plan

TPT recovery plan payments are explained in detail in Note 22, payments are the expected to fall due as follows: (the liability in the accounts is shown at Net Present Value)

	<u>2023</u>	<u>2022</u>
	£	£
Within one year	2,357	2,357
Between one and five years	1,964	4,112
In five years or more	-	-
	<u>4,321</u>	<u>6,469</u>

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2023

15. Funds

Designated Funds

	At 1st April 2021 £	Income £	Expendi- ture £	Transfer £	At 31st March 2022 £	Income £	Expendi- ture £	Transfer £	At 31st March 2023 £
Reserves Policy	807,679	-	-	(190,663)	617,016	-	-	(112,427)	504,589
Post Adoption Support	217,200	-	-	13,200	230,400	-	-	12,600	243,000
The Centre for Adoption Support Therapeutic Services	32,703	5,833	27,269	(11,267)	-	57,883	57,883	-	-
	37,500	233,952	287,438	15,986	-	-	-	-	-
Early Permanence	20,000	113	16,642	(3,471)	-	-	-	-	-
Sharing Stories	46,000	-	46,000	-	-	-	-	-	-
Post-Adoption Support Project	193,788	-	48,845	(144,943)	-	-	-	-	-
	<u>1,354,870</u>	<u>239,898</u>	<u>426,194</u>	<u>(321,158)</u>	<u>847,416</u>	<u>57,883</u>	<u>57,883</u>	<u>(99,827)</u>	<u>747,589</u>

Restricted Funds

	At 1st April 2021 £	Income £	Expend- ture £	At 31st March 2022 £	Income £	Expend- ture £	At 31st March 2023 £
Post Adoption Support	88,200	-	-	88,200	-	-	88,200
Adoption Support (Legacy fund)	6,967	-	620	6,347	-	750	5,597
Family Grants	7,130	-	1,500	5,630	-	2,148	3,482
The Centre Project	443	6,862	6,863	442	27,921	27,921	442
Sylvia Adams Grant	4,361	16,428	20,213	576	-	576	-
Adoption West Grant	16,541	24,636	41,177	-	-	-	-
COVID-19 Support Grants	854	-	-	854	-	-	854
	<u>124,496</u>	<u>47,926</u>	<u>70,373</u>	<u>102,049</u>	<u>27,921</u>	<u>31,395</u>	<u>98,575</u>

16. Analysis of Net Assets between Funds

	2023				2022			
	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
Fixed Assets	197,429	243,000	88,200	528,629	223,061	230,400	88,200	541,661
Other Net Assets	(110,431)	504,589	10,375	404,533	(19,429)	617,016	13,849	611,436
Total Funds	86,998	747,589	98,575	933,162	203,632	847,416	102,049	1,153,097

The reason for the establishment of the restricted and designated funds for post adoption support is explained in Note 17 . As it is anticipated that the need for drawing on these reserves would only arise when general reserves have been exhausted the post adoption support restricted and designated fund are represented by that portion of the value of The Clifton Children's Society's Freehold Property. In the event that The Clifton Children's Society ceases to receive adequate income the restricted and designated funds would be applied for the provision of providing The Clifton Children's Society's commitment to lifelong post adoption support. The fixed assets of the charity were not donated to the charity in a restricted or designated fashion; however they are best reflected within restricted and designated funds as these funds are only likely to be utilised once the fixed assets of the charity have been liquidated.

Total free reserves for the year are considered to be £394,158, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

17. Purpose of Restricted and Designated Funds

Post Adoption Support Restricted and Designated Fund

Following placement and subsequent adoption The Clifton Children's Society has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing one year of Social Worker support to each relevant adoptee based on 24 hours per year at £25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each adoptee based on 24 hours per year at £25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

Adoption Support Legacy Fund

The Clifton Children's Society received a restricted legacy during 2015/16 of £10,000 this is used to provide therapeutic life story work and to support adopted children in education.

Family Grants

These are funds received on the condition that they will be expended on assisting families in need.

Reserves Policy Fund

As explained in more detail in The Trustees' Report (see page 23) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

The Centre for Adoption Support

The restricted fund was created with grants and donations received restricted for the benefit of The Centre for Adoption Support

This designated fund is a fund designated to help ensure the continuity of The Centre for Adoption Support service whilst further funding is sought.

17. Purpose of Restricted and Designated Funds (Cont.)

Post-Adoption Support Project

As a result of the reviews of The Centre and the social work service a proposal was presented to the board to strengthen the capacity of the social work team and to widen the reach of The Centre services. This designated fund was created by the board agreements to fund this two year proposal.

Sylvia Adams Grant

These funds were received from the Sylvia Adams Charitable Trust following a successful grant application to provide funding for the Tot's Group and to provide Theraplay Training for appropriate staff members

Adoption West Grant

These funds were received from Adoption West as part of a Post Adoption Support service agreement to provide funding for the activities delivered by The Centre for Adoption Support

Therapeutic Service

The funding received for Therapeutic Services is insufficient to deliver the full service that families require and so a designated fund has been established to meet the expected financial needs.

Early Permanence Fund

This fund is to help ensure the continuity of the delivery of the activities of the Early Permanence Hub after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

Sharing Stories

This fund is to help ensure the continuity of The Sharing Stories Project after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

COVID-19 Support Grants

This represents three grants funds that were received in direct response to the COVID-19 pandemic resulting from successful grant applications.

£445,431 was received through the Department for Education, to fund 75% of salaries for Adoption, Adoption Support and Therapeutic Services.

£9,999 was received from the Big Lottery to provide focussed Adoption Support to those families most affected by the pandemic.

£26,230 was received through the COVID-19 Adoption Support Fund to provide Adoption Support activities, and Therapeutic Services to families in the Adoption West RAA area.

18. Contingent Liabilities

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 17.

19. Related Parties

The Clifton Children's Society is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year The Clifton Children's Society paid fees of £ nil (2022 - £ nil) to related parties of the trustees.

Expenses of £ nil (2022 £ nil) were reimbursed to the Trustees.

The Trustees, key management and related parties made donations to the charity during the year of £160 (2022 - £335).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the organisation.

20. Pension Costs

The Clifton Children's Society's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%.

Employees can make Additional Voluntary Contributions.

The employer contributions made during 2022/23 were £46,915 (2021/22 - £62,985)

The employee contributions made during 2022/23 were £50,200 (2021/22 - £64,057)

21. The Growth Plan

In the past The Clifton Children's Society has paid pension contributions into TPT's Growth Plan series 1,2 and 3. These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 638 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for The Clifton Children's Society to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a 'last man standing arrangement'. Therefore The Clifton Children's Society is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2020. This valuation showed assets of £800.3 million, liabilities of £831.9 million and a deficit of £31.6 million. To eliminate this funding shortfall, the Trustee has asked the participating employers (638) to pay additional contributions to the scheme as follows:

Deficit contributions

From 1st April 2022 to 31st January 2025, £3,312,000 per annum payable monthly and increasing by 3% on each 1st April.

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1st April 2019 to 31st January 2025, £11,243,000 per annum payable monthly and increasing by 3% on each 1st April.

21. The Growth Plan (Cont.)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and The Clifton Children's Society has agreed a deficit funding arrangement The Clifton Children's Society recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

	31/03/2023	31/03/2022	31/03/2021
	£	£	£
Present Value of provision	4,124	6,469	33,241

Reconciliation of opening and closing provisions

	2023	2022
	£	£
Provision at start of year	6,469	33,241
Unwinding of discount factor	122	192
Deficit contribution paid	(2,357)	(8,412)
Remeasurements - impact of any change in assumptions	(110)	(149)
Remeasurements - amendments to the contribution schedule	-	(18,403)
Provision at end of year	<u>4,124</u>	<u>6,469</u>

Income and expenditure impact

Interest expense	122	192
Remeasurements - impact of any change in assumptions	(110)	(149)
Remeasurements - amendments to the contribution schedule	-	(18,403)
	<u>12</u>	<u>(18,360)</u>

Assumptions

	31/03/2023	31/03/2022	31/03/2021
Rate of discount % per annum	5.52%	2.35%	0.66%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

21. The Growth Plan (Cont.)

Deficit Contribution Schedule

The following schedule details the actual contributions payable by The Clifton Children's Society each year.

Year ending 31st March	<u>2023</u> £	<u>2022</u> £	<u>2021</u> £
Year 1	2,357	2,357	8,412
Year 2	1,964	2,357	8,664
Year 3		1,964	8,924
Year 4			7,660
Year 5			
Year 6			
	<u>4,321</u>	<u>6,678</u>	<u>33,660</u>

If The Clifton Children's Society ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2022 to be £52,008 (30th September 2021 £84,442). As there are no plans to withdraw from the scheme this liability has not been accounted for.

Plan expenses

Previously, the deficit contributions paid by employers included an allowance to cover the running costs of the Plan; these include TPT's internal administration costs as well as external advisory costs and pension levies. For the 2017 valuation the allowance was £3.6m p.a.

Following consultation with the Employers Committee, it has been agreed that the expenses for running the Plan should be accounted for separately from deficit contributions. This approach is more transparent and has the benefit to employers of reducing the value of deficit contributions that must be disclosed in employer accounts for the purposes of FRS102.

The total amount of expenses paid by employers each year remains broadly unchanged. Rather than these being included in the deficit contributions paid, expenses will in future be shown and charged for separately. The annual expenses charge from 1 April 2022 is £3.7m per annum and will increase by 3% each year. The expenses contribution will be reviewed again at the 2023 valuation.

It was also agreed that, like the deficit contributions, the Plan expenses will continue to be allocated based upon each employer's percentage share of liabilities.

22. Post-Balance Sheet Events

Sale of 162 Pennywell Road, Easton

In November 2022, the trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale. This decision was reached for the following reasons:

- Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- Increases in running costs, maintenance and repair costs.
- Generation of cash to combat the reduction in cash reserves due to two years of deficits.

In June 2023, the sale of the offices was agreed by the trustees for a sale price of £652,000. The legal process began in June.

The final sale of the office was completed on 19th October 2023.

There is no impact on the financial statements for the year ended 31 March 2023.

Lease of offices at The Park, Knowle West

An operating lease for a new office at The Park in Knowle West was entered into on 4th April 2023.

The term of this lease started on 1st June 2023 and ends on 31st May 2024. Thereafter the lease can be terminated by giving six months notice of termination. The total cost of this lease is £23,459.

There is no impact on the financial statements for the year ended 31 March 2023.

CCS Adoption Ltd

England & Wales - Charity number 286814

Accounts



Clifton Children's Society
A Company Limited by Guarantee
Report and Financial Statements
For the Year Ended 31 March 2022

Charity No: 286814

Company No: 01655971



Clifton Children's Society
For the Year Ended 31 March 2022

Contents	Pages
Report of the Trustees	1 - 27
Legal & Administrative Information	28 - 29
Independent Auditor's Report	30 - 33
Statement of Financial Activities	34
Balance Sheet	35
Cash Flow Statement	36
Notes to Financial Statements	37 - 53

Trustees' Report

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2022.

The names of the trustees (who are directors for the purpose of company law and trustees for the purpose of charity law) who served during the year and at the date of this report are set out on page 28.

Governing document

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006 and 5 June 2008. In the event of the company being wound up the members are required to contribute an amount not exceeding £1 each.

On 1st April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the Organisation. The Organisation continues the post adoption support work of The Centre. The special resolutions putting this into effect are dated 12 March 2018.

Recruitment and appointment of trustees

The number of trustees shall not be less than 5 but (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 15. At each Annual General Meeting, one-fifth (or the number nearest to one fifth) of the trustees shall retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

If at the meeting at which a trustee retires by rotation, the vacancy is not filled, the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless recommended by the trustees.

The trustees provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A trustee skills audit took place during 2021/22 with a view to assessing the range of experience and skills within the team and identifying any gaps. The audit focussed on the qualities needed for current operations and strategy. Following the audit, a decision was made to recruit a Treasurer Trustee to bring more accountancy and finance expertise to the Board. In support of this exercise and to provide a comprehensive and concise introduction to the organisation, a Trustee Recruitment Pack was developed. The new Treasurer was appointed on 24 February 2022.

A diversity audit of trustees took place at the same time as the skills audit. The Trustees are keen to ensure they have a Board that is made up of people with different professional expertise, perspectives and life experiences, recognising that diverse teams have been shown to make better decisions and are more likely to innovate. The results of this audit will be considered during any future recruitment campaigns.

Trustee induction and training

Potential new trustees attend meetings as observers to familiarise themselves with the Clifton Children's Society. If appointed as a trustee, they undergo a formal period of induction and training on charity law and governance. In 2017/18 the Trustees and CEO held two developmental workshops which reviewed and shaped the trustee's roles and responsibilities as members of the Board, and the organisational strategy going forward. Trustees act in accordance with the Clifton Children's Society's code of conduct. Further opportunities for the trustees to meet together outside of the Trustee meetings will be arranged for 2022-2023, in order to give the space for the board to look at their development and functioning.

Organisation

The Legal and Administrative Information set out on page 28 forms part of this report.

The trustees manage and direct the Clifton Children's Society's work and meet five times a year. Working groups of trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Margaret Pitts who has overall responsibility for the strategic and operational delivery of the work undertaken by Clifton Children's Society.

Objects of the Charity

The trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The object of the Clifton Children's Society is to benefit the public through the promotion of the relief of poverty and the welfare of children in need from all backgrounds, cultures and all faiths or none by:

- Furthering their appropriate care and safety.
- Providing assistance and support to them, their families and carers.
- Advancing their physical, mental, social, emotional and spiritual development, respecting their racial, cultural and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

Vision

A society in which adoptive families are available for all children who need them, in which Clifton Children's Society plays a leading and innovative role in valuing relationships, and offering lifelong support.

Activities

CCS Adoption is an independently funded, registered charity and Adoption Agency. The Organisation works to the highest standards to maintain its strong reputation of putting people and relationships at the heart of what it does, evidenced as an Ofsted 'Outstanding' rated Agency consistently since 2009 (last inspection 2019).

In 2018, the Organisation brought together its existing adoption service, CCS Adoption with The Centre for Adoption Support & Education ("The Centre"), allowing us to strengthen, broaden and expand the post Adoption support the Organisation offers families.

The Organisation has continued to concentrate on Adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult

life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

The Organisation aims to provide high quality, independent and professional Adoption services recognising the lifelong impact of adoption. CCS Adoption works to find and support a wide range of adoptive families for children who need them, with a strong commitment to promote Early Permanency through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS Adoption offers a comprehensive Adoption service that includes recruiting, training, assessing and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS Adoption continues to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture or disability. One of the Organisation's values and principals is working in a climate of acceptance and inclusivity, and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

The Organisation is keen to promote partnership working with other stakeholder groups including Local Authorities, Regional Adoption Agencies, and Education and Health services all within the South West region.

Values

The merger of CCS Adoption and The Centre for Education and Adoption Support in 2017/18 provided the catalyst for Clifton Children's Society to review the purpose and values of the newly combined Organisation, building a strong plan for the future. The trustees and CEO met for this purpose in 2018, and agreed:

Its core purpose and the driving force behind everything the Organisation does, will be to *"create a positive future for children, by building families and enabling them to grow and thrive"*.

To support its purpose, the Organisation will focus and measure itself against four core values and principles:

- **Child Centric** – We will always put the needs of the child first through everything we do
- **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Adoption, Recruitment & Support

There has been a decrease in the number of enquiries from 259 (2020/21) to 232 in 2021/22. This is due to there being a competitive market with choice for prospective adopters, particularly with online, accessible information events that have a wider reach across the region. Social Media continues to be the main marketing platform for attracting prospective adopters and this has raised their awareness of the choice of agencies that are available to them. We had a significant increase in January and March 2022, compared not only to the rest of the financial year, but was also our highest number of enquiries within a month in our history.

This year CCS Adoption held 17 information events which were delivered online until September 2021, then a mix of online and in-person events until the end of the year to enable us to have a

comparison, and decide on the format of the events going forward. The breakdown was 13 online and 4 face to face. Some of the online events were held during the day. These events included:

- Two LGBT events,
- A BAME specific recruitment event.

These have been positive events with an average of 9 households attending each (2020/21 - 11) - 153 in total (2020/21 - 150). The average has gone down from last year and this is because we ran more events between September and December while trying to work out whether we would move to more in person events or keep them online. The overall number of attendees has risen slightly. There appears to be a theme recently about enquirers presenting with more of their own personal complexities. We have also seen a number of attendees who have attended events with the RAA or have submitted an REI to be told they will be placed on a waiting list. This has resulted in more adopters coming to us who are not considering the children we are looking to find families for (Priority Children)

This led to 24 prospective adoptive households submitting Registrations of Interest to formally begin the adoption process (2020/21 - 41), of which 24 were accepted into Stage 1 (2020/21 - 36). CCS Adoption also conducted 29 post information day meetings (PICI's) with potential adopters prior to them joining stage one of the process (2020/21, 41).

CCS Adoption held the following training in 2021/22:

- 5 Introduction to Adoption Days for adopters (2020/21 - 5)
- 16 Preparation Days were held for adopters (2020/21 - 16 days)
- 6 Friends and Family Workshops (2020/21 - 6)
- 5 Safer Care evening sessions (2020/21- 5)
- 5 Early Permanence Introduction sessions, and (2020/21 - 4)
- 4 Therapeutic Parent Training days (2020/21 - 3)
- 5 Linking and Matching workshops (2020/21 - 5)
- 2 Adopting with an existing child (2020/21 - 2)

All training courses and materials were adapted to be delivered online during the pandemic; however, since the start of 2022 we have gradually moved some of this training back to in person. Some training has been delivered in a hybrid way, often last minute, as some attendees have had COVID-19, but the response to returning the preparation training in person has been extremely positive. It remains part of the plan that some courses may continue to be delivered online such as the Friends and Family Workshop which, through this method of delivery, can reach family members who live all over the world.

Below are some quotations from attendees of the training days.

Introduction to Adoption Days: "Having attended an introductory event last year and in between, having had discussion with the adoption advisor, the Introductory training inspired to look us more into why we want to adopt. The training session wanted to make us aware of any difficulties in the process of adoption. This along the bibliography we have been reading has made us constantly reflect ourselves to understand the whole process."

Preparation day: "I found these training sessions more intense than Stage 1 training but exceptionally helpful. Reading through both the CPR and PAR reports was a great learning experience for many reasons. Firstly, it really helped to envisage what our experience will be like moving forward onto Stage 2 and the documents we will have to read and write. Secondly, it helped to gauge what experiences an adopted child might have. Also, it puts into perspective why children may be neglected due to the history and neglect of their own parents. It was great

to have bespoke sessions with Jane and Andrea as we could work at our own pace and discuss our own experiences amongst the training sections.”

Safer Care: “The safeguarding processes being highlighted and outlined in the event of an allegation was useful as it gives some context as to what could happen in that eventuality. While the subject matter of the sessions was fairly heavy and very much "what you shouldn't do" it was delivered in a light way that made it easy to digest without feeling draining.”

Adopting with an existing child: “Great course and so glad Adoption West put me in contact with you, although I knew other adopters were in the same position as us none where on our training events so far so really great to chat and make connections with others with that have adopted with existing children. A great range of adopters and some with a lot of experience already, would defiantly recommend and have fed good feedback into Adoption West also”.

During the year, CCS Adoption approved 17 families as ‘suitable to adopt’ against a target of 26 families (2020/21 - 25 approved), and 24 children were placed with families for adoption against a target of 40 (20/2021 - 31 placed). The number of children placed during the year was unexpected and lower than anticipated and significantly lower than we had capacity to place. There was a significant reduction in the number of siblings placed compared to other years.

The impact of the Practice & Improvement Fund (PIF) project's Early Permanence (EP) training programme and the Regional Adoption Agency (RAA) restructuring has significantly reduced the demand for CCS Adoption EP placements. Whilst at Panel approved adopters are continuing to be recommended as suitable for EP, 23.5% in the 2021/22 period (44% in 2020/21), CCS Adoption approved adopters were not taken up as an EP placement of choice by the RAA/Local Authorities for any children in this financial year.

The Adoption Panel, which is constituted in accordance with adoption regulations, meets monthly to approve adopters and provide independent scrutiny of CCS Adoption's adoption work. In 2020/21 in response to the pandemic the Adoption Panel moved to an online forum. Currently the plan is that these will remain online. Consideration will be given to getting panel members to meet in person as the year progresses.

The Panel takes responsibility for making a recommendation on each case and determines whether all issues have been appropriately clarified. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant's legal status to adopt. The Agency Decision Maker for Panel moved to the CEO on the retirement of the previous ADM as she was suitably qualified and experienced in adoption work. Since the CEO has been unavailable, the ADM task has been performed by Lindy Wootton, who is also suitably qualified and experienced. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance, and validation of CCS Adoption's adoption work.

In total 17 new applications were presented to Panel to be approved as adoptive parents (25 – 2020/21) and all 17 (25 – 2020/21) were approved as ‘suitable to adopt’. Two sets of adopters who had been approved for more than one year were reviewed because they had not yet been matched with children, and were re-approved. 2 sets of adopters withdrew from the process.

Adopters' experience of Panel continues to receive positive feedback, one adopter said “We would like to put on record the incredible job our social worker, Jane Griffin, did in preparing us for Panel. Not only that, but also for guiding us through the whole process and in preparing us to be adoptive parents. Jane has been incredible throughout, really getting to know us, flagging our strengths and vulnerabilities sensitively and honestly, and discussing how that

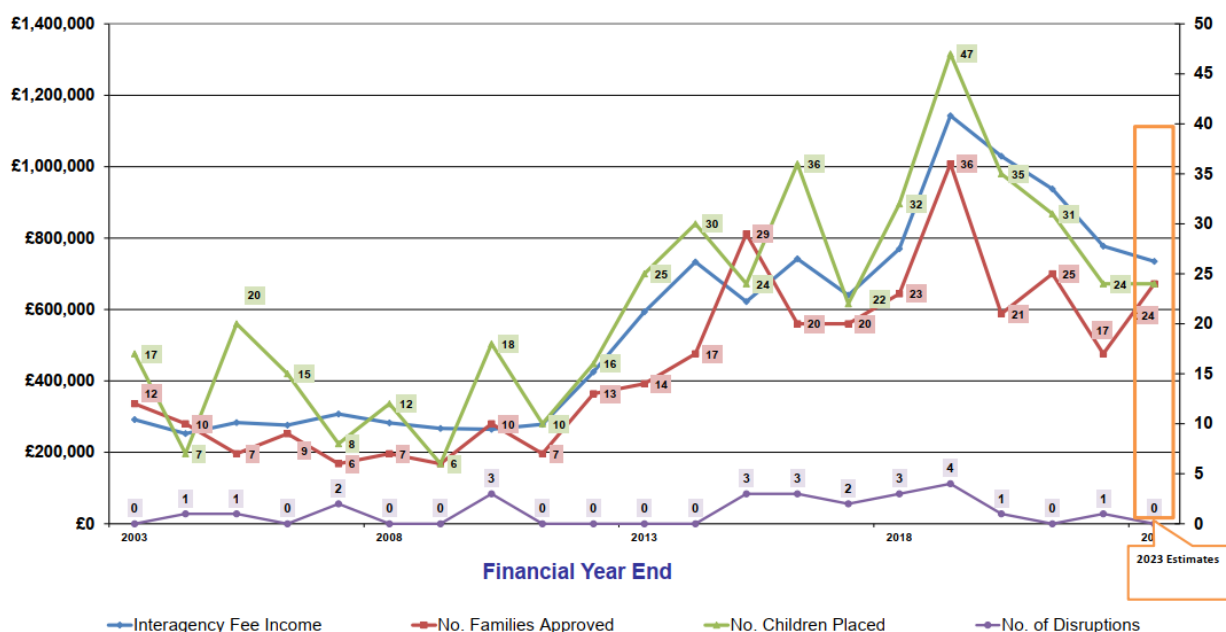
might look in our new family life in a supportive, judgment-free way. We have had to have some difficult conversations, but we have felt comfortable to have them with Jane, knowing that we can be open and honest and be sure that we are all working towards the same goal. We could not have been better prepared for all aspects of the process and that is thanks to Jane. We could not recommend Jane or CCS more highly and we are very grateful for all the support we have received thus far.”

A social worker commented that “Panel comes across as professional and with a clear goal in mind.”

CCS Adoption continues to specialise in recruiting adoptive families for ‘priority children’ i.e. sibling groups, older children and, children of black and minority ethnic (BAME) origins. CCS Adoption’s ‘Adoption Champions’ areas of focus are: Adopters of Children of Colour; LGBT Adopters; Adopters for children with disabilities or complex health-needs; Brother and Sister groups, and older children; and they advocate for this area of adoption in all aspects of work at CCS Adoption, for example, reviewing the website and literature for appropriate language, and arranging information events in communities that represent these constituents. Sadly in 2021-2022, we were not able to reach our previous numbers in terms of placing brother and sister groups and only 42% of the total number of children placed at CCS Adoption were in sibling groups (2020/21 61%). CCS Adoption’s percentage of LGBT approved adopters 59% (2020/21 - 28%). Where BAME children have been placed 14% have one or more adoptive parent who are similar or the same ethnicity (2020/21, 33%).

Each year over the last 4 years, CCS has seen a decrease in the number of children it has placed. 2020-2021 24 children, then 31 (2019-2020), then 35 (2018-2019) and finally 47 (2017-2018). Prior to 2017 CCS Adoption has increased the number of children it placed for a few years. However, CCS had a relatively long period between end 2019 and mid 2021 where there were no disruptions, including in the depths of a global pandemic, CCS experienced 3 disruptions in 2021, on placement of 2 children who returned to foster care within a month of placement and one child from a sibling pair.

CCS Adoption Recruitment and Placement Statistics



For all children placed since 1995 CCS Adoption's disruption rate is 5.7%; and the disruption rate for 2020/21 is 12.5% (2020/21 – 0%). The smaller number of placements resulted in the 3 disruptions present a much higher percentage than usual. A significant amount of support was provided to the most at-risk adoptive families to ensure that disruptions were minimised. This should be compared to the estimated national disruption rate of 4 -12% as indicated in Julie Selwyn's research in 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301889/Final_Report_-_3rd_April_2014v2.pdf

The National adoption landscape over the past 12 months has been impacted significantly, not only by the COVID-19 pandemic, but also by the Somerset ruling, details of which can be found here: <https://corambaaf.org.uk/updates/president-family-division-gives-final-judgement-somerset-case>.

The impact of this initially was a level of delay with children being placed as it appeared many placements had Placement Orders made under similar circumstances. While this was waiting for a conclusion in Somerset, the ripple of this spread and more children, both in adoptive placements and waiting for matches, experienced delays while their cases and the decision making process was reviewed.

Alongside this, the number of children with a plan for adoption decreased compared to the previous year while adopter sufficiency increased, both within RAA's and VAA's. The disparity with the Interagency agreement fee between Regional Adoption Agencies and Voluntary Adoption agencies means that Voluntary adoption agencies are only being sought for the children that are not being placed either in house or with other RAA's. This has resulted in many placements feeling very complex, and alongside the worry around cost of living, many adopters who were approved for siblings have taken a single placement instead, resulting in an unexpected drop in the placements made compared to the placement target.

The Organisation offers lifelong support to adoptive families. All families, with whom CCS Adoption has placed children at any time, are supported through the Organisation's Adoption Support Services according to need.

The 24 children placed in 17 families in 2021/22 received intensive post-placement support, essential during the early stages of joining a new family (2020/21 - 31 children in 25 families). As at 31 March 2022, CCS Adoption was supporting 21 placements of children awaiting adoption orders (2020/21 - 37). The pandemic caused a significant delay in the courts and therefore Adoption Celebration Hearings were no longer viable, however this has seen a significant shift recently with the number reducing.

In total 120 families were supported on a regular basis during the year (121 - 2020/21), some of which would have been placed/had adoption orders in previous years. The support comes from the social workers, social work assistants, in collaboration with The Centre for Adoption Support and Education (see The Centre below).

From 13 enquiries in total (43 in 2020/21), 7 adopted adults received counselling and an Intermediary and Tracing service, although some of these were from enquiries received in the previous financial year (2020/21, 19). Over the last year, CCS has been able to offer only a reduced service. Social Worker Jude left the advice team and Ange, our long standing Intermediary Social worker retired. This left us unable to allocate many of these cases

amongst the social Work team and CCS is currently holding a waiting list. The Advice team and Admin are managing the flow of enquiries.

Social Work Review

A review of the Social Work Service was carried out during 2020/21. The aims of the review were:

- to review the efficiency of the Social Work Service;
- to review the staffing structure;
- to analyse the cost of the service in relation to Interagency Fees, considering per placement cost and income.

The following methods were used during the review: a survey of the advice, administration and social work teams, a time and motion study of the social workers, and analysis of data.

The Social Work Review report was completed in February 2021, and the CEO and trustees held a workshop in March 2021 to discuss the findings and recommendations, alongside those from The Centre review. Action plans were developed for implementation in 2021/22, and approved by trustees. More details can be found on page 10 under Post-Adoption Support Project.

The Centre for Adoption Support and Education

The Centre for Adoption Support and Education (The Centre) provides a comprehensive range of specialist post adoption support for children and families. This group support is available for both CCS Adoption's adoptive families and those who have adopted with other agencies in the region. Services are provided from the very beginning of their adoption journey, for as long as they need it. Services include support for pre-school children, teenagers, parents and families as well as courses and workshops for parents and professionals

The Centre continued to provide support to adoptive families during the COVID-19 pandemic and Government restrictions, with services being adapted for online delivery wherever possible and reverting to face-to-face delivery when restrictions allowed. In total **209 individual families** benefitted from the services run from The Centre in 2021/22 (148 – 2020/21), with some families attending more than one group.

The following services were provided:

Tots Group: Our toddler group offer children an important opportunity to play in a safe environment with other adopted children whilst their parents get the chance to make connections with other adoptive families. The main aim of the sessions is to promote and enable attachment through play using a varied range of play activities and themes including; music, books, arts/crafts and cooking, as well as free time to play with toys and explore their world. Experienced staff help to develop the children's social and emotional needs at the same time as valuing and supporting the significant relationship between them and their parent/s. The sessions run three morning a week, term time only. During 2021/22 a total of **50 children benefitted** from a place (2020/21 - 45).

- Feedback included *"I can't imagine our family life without Tots Group. It has been a great support and network for us."* and *"it feels like a safe space so if my children are struggling I don't feel judged or watched, just supported."*

A-Team: A regular programme of activities for young people aged 12-18 years to participate in monthly events with specific content. This included mountain biking, boxing therapy, jewellery making, trampolining, music and art as examples. Due to the easing of restrictions more young people have benefitted from this service from 8 last year to **23 benefiting** from the service this year, an increase of 15 young people.

- Feedback from the young people included: *"I like doing this stuff, it's helpful. I like seeing people. My other group stopped"*
- Feedback from parents included: *"It helped with my daughter's personal confidence to have focused attention from interested people and to be in a group where she could feel completely understood, accepted and 'normal'"*

Mums Group: A support group for adoptive mums to talk with others who understand the complexities and challenges faced around adoption. Sessions are monthly, during the evening and facilitated by an Adoption Support Therapist. Virtual Zoom sessions were held from April to October 2021, with two face-to-face meetings at The Centre during November and March 2022. Numbers decreased slightly in this financial year with a total of **20 adoptive mums benefiting** from attending the group compared with 24 in 2020/21. 13 adoptive mums attending only one session during this period.

- Feedback included: *"The group has been invaluable and makes me feel less alone. Facilitators are very skilled and supportive" and "Without mums group I would still feel like I'm completely on my own in this situation and that it's because I'm doing something wrong"*

Dads Group: An opportunity for adoptive Dads to share and talk about particular issues, to hear the thoughts of others and discuss strategies. Sessions are monthly, during the evening and facilitated by an Adoption Support Therapist. Virtual Zoom sessions were held from April to September and in January and February, with four face-to-face meetings at The Centre when restrictions allowed. A total of **19 dads benefitted** from these sessions, an increase of almost double from the previous year (2020/21 - 10).

- Feedback included: *"Useful discussions with Dads and therapist regarding understanding children's motivation. Discussing issues with new adopters makes one realise how things have changed and improved in your own family."*

LGBT Coffee Mornings: A social morning for anyone who has started their adoption journey with any agency. Families and prospective adopters meet once a month on a Saturday morning. Service delivery during COVID-19 included a mixture of Zoom sessions, 'get togethers' in the park and a Forest School session. **A total of 32 families have benefitted** from this service, an increase of 9 new families during this reporting period (2020/21 - 23).

- Feedback included: *"We've made great relationships and it's helped to explain difference types of family set ups. Really great to have support to enable chats and coffee with other adopters who just get it!" and "it feels safe. The more often I go, the more I see the changes in our child."*

Single Adopter Catch-Up: This service (introduced in August 2020) gives single adopters the opportunity to meet for an informal chat about family life, managing wellbeing and the day to day challenges that come with being a single adoptive parent. Virtual sessions were offered on a monthly basis and numbers have remained consistent with **10 families benefitting** from the service, the same figure as 2020-21.

- Feedback included *“Having a specific single adopters’ group is essential. Our issues are different - we can’t “tag team” and need different strategies. Income is often very low - it’s a different scene from 2 parent adoption.”*

Support Through Early Permanence (STEP): A group for current, past, or imminently prospective Early Permanence (EP) carers. The group continues to offer 6 weekly virtual sessions and a total of **14 parents have benefitted** from this group, a similar figure from 2020-21. Coordination and support of the EP Network Support List and a STEP Facebook group continues. These various support forums are accessed and valued by EP carers right across the South West Adoption Consortium (SWAC) as ways of sharing experiences and providing peer support for each other, and the number of EP carers accessing support through all three platforms has increased over the year.

Parent and Family Support Groups: These groups have included Wild and Free Forest School, Create and Connect parent art group, family coffee mornings. **56 families have benefitted** from one or more of these services.

- Feedback included: *“Wild and free is the best thing we’ve ever done together and I can’t rate it highly enough. It felt like a place to heal together surrounded by lovely, understanding and friendly faces.”*
- *“The art club was time to completely switch off from family stresses and immerse myself in something creative, often an activity that I was convinced beforehand, would be impossible for me. Both this escape and sense of achievement massively boosted my emotional and mental wellbeing.”*

Workshops and Training for Adopters: The Centre offers workshops and training for families to engage in discussion and build on learning on particular topics. In 2021/22, 12 workshops were delivered as webinars with **a total of 78 unique beneficiaries** (some people attended more than one workshop).

- Riding The Roller-coaster
 - Transitions from Nursery to Primary school
 - Transitions from Primary to Secondary School
 - FASD
 - Hearts & Minds (refreshing the 8 helpful habits)
 - Embodied Behaviours
 - Anger, Rage and Shame
 - Let’s Talk About Contact
 - Life Story Work
- Feedback included: *“Thought provoking around what might be causing certain behaviours, beyond low self-worth, which was covered in training previously. A few new ideas to try. Also reassuring to be with others with similar experiences.”* And *“The session was extremely useful, I felt reassured by lots of what the facilitator said and a lot of our child’s behaviour makes more sense now.”*

Families are invited to make a voluntary donation if they attend any groups or workshops and in 2021/22 donations totalled £2,392 (2020/21 - £1,493).

Centre Review

A Centre Review was carried out during 2020/21. The aims of the review were:

- to identify the current post placement/adoption support (PAS) needs of adoptive families accessing The Centre;
- to establish the best way to support those needs via The Centre, and
- to consider how to sustainably finance The Centre.

The following methods were used during the review: focus groups (with current beneficiaries of Centre services), staff interviews and analysis of output and impact data.

The review found that Centre services are very well received with beneficiaries remarking: *"It's been a lifeline for us"* and *"I'm not sure we would still be a family if I hadn't had the opportunity to go to that (group)"* and *"The staff are all amazing"*. In terms of the service The Centre provides for all adoptive families (not just CCS families) comments included: *"I certainly felt that just because we hadn't adopted through CCS it didn't make any difference to how welcome we were made"* and *"Keep doing what you are doing. You are a lifeline to the adoption network across the South West. I would imagine that if that was lost that would be a massive gap"*.

The Centre Review report was completed in February 2021, and the CEO and trustees held a workshop in March 2021 to discuss the findings and recommendations, alongside those from the Social Work review. Action plans were developed for implementation in 2021/22, and approved by trustees.

Post-Adoption Support Project

This project was created in order to develop The Centre services and to strengthen capacity in the Social Work Team to meet the Post Adoption support needs of CCS adopters and the wider regional network.

This project was based on the findings and recommendation of the Social Work & Centre Reviews. It includes increasing PAS staffing capacity in the Social Work Team, streamlining administrative processes, creating a smoother more connected 'adopter pathway' between the Social Work Team and The Centre; and the appointment of a Centre Head who will lead on operational delivery and strategic planning working closely across all Teams, including Fundraising & Marketing, and in the longer term, Therapy.

The proposal was the recruitment of the following posts:

- Head of The Centre
- Marketing Assistant
- PAS Manager (to work within the social work team)
- Social Work Assistant
- As well as increased hours for The Centre Administrator and The Centre Manager

The Head of The Centre role focusses on raising the profile of The Centre internally & externally, and leans towards a business/commercial approach having responsibility for future income generation via partnerships, collaboration with Children's services. This role provides coordination and link across all teams.

The addition of a Marketing Assistant seeks to strengthen the Centre Marketing presence, and to help promote closer working links between Marketing, Fundraising and The Centre.

The new PAS Manager role in Social Work team would work closely with Head of Centre on throughout of PAS cases to identify support needs of families post Adoption Order.

This project would:

- provide a platform for income diversification (SGO support packages, training packages, plus opportunity to access income from ASF for new innovative services).
- raise the profile of The Centre, and its unique selling point, making clearer that CCS are the experts in the delivery of life-long access to PAS.
- provide a strong marketing message to prospective adopters at the front door
- promote The Centre as 'A Centre of Excellence' and a unique provision in the South West – offering a range of multiple services under one roof.

In order to support this project, the board created a Designated Fund to ensure funding for the project to end March 2023.

Unfortunately, whilst recruitment was successful for the Head of The Centre, Marketing Assistant and two Social Work Assistants; recruiting of the PAS Manager to the support the social work team was not successful. This meant that there was a failure to address the need for additional management in the social work team, and that the desired linking between the team and The Centre was not strengthened.

The Head of Centre has produced positive outcomes for the Centre. A number of strategic partnerships have been sought. A successful example is with Empire Fighting Chance (EFC), a charity in Easton, where a number of adopted young people are able to attend Boxing Therapy sessions delivered by EFC and supervised by The Centre staff.

The Head of Centre and Fundraising Officer were key in developing impact models for The Centre which provide evaluations and statistic on the outcomes for children that attend The Centre services. In addition to an increased offer of activities, this has led to a stronger relationship with Adoption West, from whom we receive a grant to contributed to the running costs of these services.

The Social Work Assistants have been able to provided focused Post-Adoption support to CCS families, which releases capacity for social workers to focus on the assessment of potential adopters and family finding activities.

Therapeutic Support Service

Following the financial deficits for this service since its formation in 2018/19, a review took place in 2019/20, and work has continued to create a sustainable, financial model for the service. The main income stream for the Therapeutic Service continues to be the Adoption Support Fund (ASF).

The COVID-19 pandemic continued to be a challenge for the year and certain parts of the service such as Hearts and Minds parenting programme and Consultations have continued to be delivered online. Organisational staffing also had a significant impact on the team with Head of Adoption (providing line management) leaving in September 2021, and the two Clinical Leads leaving at the beginning of January 2022 to become associates.

A new administrator joined the team in September 2021, as well as a couple of new associates joining the team – one Clinical Psychologist & DDP informed practitioner, and the other a Theraplay and Drama Psychotherapist. A full listing of the team is available on the CCS website.

Consultations

41 consultation appointments (2020/21 - 52) were completed in total (target 44). CCS families were offered on average 3 appointments a month which were all delivered virtually.

The number of consultations completed in the previous year was higher due to a COVID-19 grant which enabled the team to offer additional slots to Adoption West families.

'Listened and understood. Given us a safe, non-judgmental space to think and talk. Helped us to feel hope once again.'

Clinical Assessments

The service continued to offer 1 assessment slot a month to families and whilst the parent meetings remained online the child assessment sessions returned to be offered face-to-face. Over the year 17 assessments (2020/21 - 12) were completed (target 10).

The clinical assessments are in the main completed by Dr Jude Courtney and Dr Helen Kirkaldie. When they both became associates in January the surplus being made on each assessment reduced.

'Expert, empathetic insights for adoptive families'

Therapeutic Interventions

64 packages (2020/21 - 69) of therapeutic support to adoptive families were completed (target 58).

'Therapeutic services always help us to feel understood, and helps us to better understand our children's complex emotions and behaviours. They provide us with strategies to support our children and give us space and time to reflect on things. Without the service, we would be struggling a lot more.'

Therapeutic Training

Hearts and Minds Parenting Programme: The 8-week training programme ran three times, in May 2021, September 2021 and January 2022. 23 households attended (2020/21 – 30 families attended), 7 households in May / 8 households in September / and 8 households in January

The course was geared as much towards parents issues and needs as it was to the children's. It helped parents understand why their children might behave the way they do and provided useful techniques to deal with challenging behaviour. The course provided a really good understanding of the issues/trauma adopted children face, how things/situations affect them and how we can help them through these issues.

TS support programme :(target 6 families). This was proposed to be developed and run however did not take place due to the staff changes in the team.

Adoption Support Fund

In February 2021, the Government confirmed that the ASF would continue to offer invaluable support to adoptive and special guardianship families up to March 2025. This has enabled the team to plan and deliver services for the next financial year and beyond.

South West Adoption Consortium (SWAC)

CCS continues to be the host agency for SWAC which is a membership organisation comprising three local Regional Adoption Agencies, one Local Authority and five Voluntary Adoption Agencies. The following services were agreed by Members to be delivered by SWAC in 2021-22:

12 Best Practice meetings a year (four focusing on issues of particular interest to managers and senior practitioners)

- SWAC delivered 50 Best Practice workshops by the end of March 2022;
- 11 of these have been for Managers and senior practitioners.
- 678 professionals in total benefitted from these workshops.

4 Panel Chairs' and Panel Advisors' meetings: SWAC has delivered 5 meetings for Panel Chairs and Advisors. Panel Administrators are also meeting on 11 May 2022 to discuss the Updated Effective Panels book.

2 Medical Advisers' meetings a year: SWAC has delivered 2 meetings for Medical Advisers during this period.

3 Heads of Service Meetings a year: SWAC has delivered 3 meetings for Heads of Service during this period.

3 Adoption Exchanges a year: Due to pandemic restrictions only 1 Exchange was held in October 2021, another is planned for 14 May 2022.

Children's profiles and adopters' profiles will be circulated as soon as they are received:

Due to the increased use of Link Maker, SWAC has been asked to circulate very few profiles during this period. SWAC has only circulated 10 children's profiles (2 of these have been EP) and 0 adopters' profiles. However, SWAC has recently held 3 meetings with all the agencies in the Consortium to try to encourage collaborative working across the SW region and a Suggested Terms of Reference for this Steering Group has now been drafted and will be presented to the Heads of Service at their meeting on 13 May 2022.

Website and Newsletter: SWAC used the old Somerset.gov website but this has recently been deleted by Somerset, so SWAC does not have a website now. Due to the nature of our role, SWAC has found it easier to communicate via email to SWAC contacts rather than producing regular Newsletters, which often contain out of date information.

STAR Matching Tool: The development of the Strengths and Risks Matching Tool (STAR) began in 2017 when DfE PIF2 grant funding was secured to develop a more evidence-based tool, with the aim of strengthening the quality of matching decisions; improving early identification of support needs; and ultimately, improving stability of placements and reducing risk of disruption.

Matching Tool and Guidance notes was launched nationally by Coram/BAAF on 2 February 2021; attended by over 130 professionals from around the country. CoramBAAF sent out the template of the Tool in early February to all Agencies in England, the Tool was shared with the CVAA, by the CEO and researcher from Bath Spa University presented to the RAA Leaders Group in March 2021.

Bath Spa University had previously desired to undertake follow up research to see how effective the Tool is in considering stability in adoption and as a predictive tool of possible disruptions.

This would have allowed for further refinement and development of the Matching Tool, particularly as part of the national rollout of its use.

Preliminary discussions had taken place about the University making funding applications to organisations including the Nuffield and SRC. Unfortunately, this research has ceased, as recently the lead researcher from Bath Spa University has changed roles.

Leading, innovating and influencing policy and practice:

Early Permanence (EP): Throughout 2021/22 CCS continued to play a lead role in both National and Regional forums. This included meetings and dialogue with the EP Lead at the DfE and co-presenting with CoramBAAF at the EP Network Conference in March 2022.

The CCS EP Lead was also invited to sit on the newly formed DfE national RAA EP Practice and Development Group. Through this work the lead has also presented at two of national forums to share CCS' EP development experience to enable further progress around the country.

CCS has also partnered with Adoption West, Adopt South West and Aspire to be part of a successful bid for DfE funding to further develop EP services across the South West region. CCS has been actively involved in the recruitment of the newly funded project worker post (employed by Adoption West to be appointed early in the next financial year.)

During the year CCS successfully applied for renewal of the Early Permanence Quality Mark. CCS is once again the first agency to achieve this renewal status and remains one of only 5 agencies across the country to have achieved this award.

CCS continues to run a number of EP Support groups and networks; The 6 weekly Support Through EP (STEP) group, which continues to meet virtually in response to user feedback; The STEP Facebook group with just under 40 members; and the EP Network Support List with over 50 members.

CCS continues to run Introduction to EP courses for its prospective adopters and jointly delivers the full EP Day training with Adoption West. Over 100 EP carers attended the full EP training during the course of 2021/22.

The CCS EP Lead has also co-facilitated an 'Update to EP practice for professionals' workshop for SWAC during the year, and continues to send out a bi-annual EP Newsletter to 216 subscribers.

Sharing Stories (our Life Story Work service): Life Story Work (LSW) has been further integrated into the post adoption support offered to families. All adopters are contacted at key points early in their adoption journey (Panel Approval, Matching Risk Assessment stage and 4 months into placement) to help support and equip them to undertake Life Story Work. In 2021/22, a total of 26 CCS families accessed Sharing Stories for casework, consultations, advice and support. This work benefitted 68 CCS children.

During 2021/22 the Sharing Stories service also delivered 2 LSW workshops and started a new series of workshop/discussion groups called Let's talk About Contact in total 29 families benefitted from these workshops (15 CCS families). The service also designed and co-delivered with the Therapy Service a new course; Riding the Roller Coaster for adoptive families within the first year -18 months of placement. A total of 6 families benefitted from this workshop, 4 of whom were CCS families.

Sharing Stories has continued to be actively involved as a partner with the Bristol University 'Difficult Conversations'. *'Difficult Conversations: developing research-led training in dealing with looked after and adopted children's difficult life story questions'*. The project has now completed and has produced an extensive cache of training materials, videos and further resources which are all available on the Project website. CCS jointly ran a CVAA event with Bristol University to showcase the work of the project in Oct 2021.

Sharing Stories also worked with CVAA to organize and chair a national Modernising Contact Conference held in Oct 2021, which in turn led to the Sharing Stories Manager being invited to represent CVAA (and thus the whole VAA sector) on a newly formed ASGLB Task Group Maintaining Significant Relationships for Children.

OFSTED Inspection

The Organisation was inspected by OFSTED in February 2019 and given the overall quality rating of "Outstanding", as in the previous three inspections (2015, 2012 & 2010). The OFSTED inspection team found the Organisation to be "Outstanding" in all three areas it considered:

- 'Overall experiences and progress of service users';
- 'How well young people and adults are helped and protected'; and
- 'The effectiveness of leaders and managers'.

The inspection is a comprehensive review of the work of the Organisation over the previous 3 years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the Organisation focuses its work on those children waiting for adoptive families, and all aspects of adoption support. Attention is also directed at how the Organisation contributes to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive families, feedback from partner agencies who have placed children with CCS Adoption families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

"Adopters receive excellent preparation, support and training prior to adopting their child. They benefit from the extensive training and support provided by the agency that comprehensively prepares them for their parenting role" and

"The agency offers a range of imaginative and creative clubs and activities for adopted children and their parents that are provided in the agency's children's centre and in the community. Children and their parents benefit from taking part in after-school clubs, forest club, holiday activities and a tots' and parents' club", and

"Really impressed with the organisation, CCS is streaks ahead of other agencies", and

"Leaders and managers have an ambitious vision for the agency. They succeed in providing a centre of excellence that provides high-quality adoption services to parents and children. There is a shared sense of purpose from all the staff and expert knowledge of how to achieve very positive outcomes for adopted children and their parents. There are many innovative and creative projects successfully being undertaken by the agency that are further improving outcomes for adopted children".

The full inspection report (Unique Reference Number SC048462) may be accessed online at: <http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports>

Grants and External Contracts

Adoption West Centre grant: Adoption West contributed to the costs of running the Centre services in recognition that the RAA adoptive families benefit from the wide range of high-quality services.

Marketing

Website: Following the decision to commission one new website for both CCS and The Centre in August 2019, the new site was launched on 17 March 2021, and focuses on Adoption Recruitment (CCS), Adoption Support (The Centre) and Fundraising. The site uses the new brand colours and is more visually led with fewer words. It is designed to be largely read and interacted with on a phone. The aim has been to maintain a consistent, friendly and approachable tone of voice throughout. The diversity of the children used in our core range of images of children has been increased. All pages of the site lead to a small range of "calls-to-action" that engage users in taking a step towards recruitment, support or fundraising. These calls to action are monitored and reported on in Google Analytics and form part of the organisation's KPIs.

In 2021/22 website traffic once again increased substantially with a 26% increase in users (25,720 vs 20,422 in the previous financial year). However, there has been a 10% drop in conversions overall. Within the conversions there is a mixed picture with some goals increasing e.g. Event bookings were up by 10% 223 vs 213 but the majority showed a significant decrease e.g. Enquire about adoption forms 30% down with 106 vs 151.

The marketing team continue to manage and update the website's content and develop new pages and posts as needed. Hosting and support are provided by the original developers of the site, Eckhomedata.

Email marketing: The fortnightly newsletter for existing CCS and Centre adopters was published throughout the year with a distribution of 652 addresses. The newsletter focuses on Centre events, Fundraising and Adoption Support. Average open rates of this email stand at around 50% which is well above industry standards. This year we have begun to use our email lists to promote other CCS adoption support activities with standalone emails to this list e.g. Letterbox and Contact workshops and Hearts and Minds.

Social Media Advertising and Google Search advertising: The organisation continued to use the services of a small digital agency for the management of our Google PPC (pay per click) ads grant and social media adverts across Facebook, Twitter and Instagram. We also set up a paid-for Google Ad account in this financial year as many VAAs were reporting much greater success with this as opposed to the grant account. In total we invested £3,800 for search ads, display ads and social media ads. And £3,600 as a management fee to the digital agency.

These adverts (Google paid search ads and display ads) accounted for 21% of the users of the Organisation's annual audience in 2021/22. Social media ads (Facebook, Twitter and Instagram) have made up to a further 10% of our audience.

The Google paid search ads and display ads have contributed to 16% of our conversions.

Digital content: The Organisation continues to create content and share that of others on our website, social media and in the newsletter to ensure a steady flow of messaging that seeks to

- promote adoption as a positive route to creating a family,
- promote CCS as a good choice of agency for prospective adopters,
- promote the needs of the priority children who wait longest,
- educates about what is needed in adoption by the children who wait,
- provide resources and ideas that would be helpful to adoptive parents,

- elicits engagement from our audience.

The CCS Facebook page has 1,361 followers, The Centre Facebook page has 279 followers, the CCS Twitter account has 1,517 followers and the CCS Instagram account has 314 followers. Content is posted at a rate of one or two posts per day on Facebook and Twitter and twice a week on Instagram. Levels of engagement are highest on CCS Facebook page with an average engagement rate of 6%. It is clear to us that video content and content which is newsworthy is the most engaging content type.

National Adoption Recruitment Steering Group (NARSG)

We continue to take part and contribute to initiatives and campaigns from the NARSG which has taken the place of First4Adoption in leading and coordinating government investment in adoption recruitment. The campaigns are delivered by Freuds in London. The national campaign in October 2021 was lower key in terms of its focus on adoption recruitment in the light of the lower numbers of children waiting and more focused on educating about the complexities and nuances of adoption from birth parent and social worker perspectives. A campaign for June 2022 is expected in addition to National Adoption Week in October.

Fundraising

The Organisation is dependent on fundraising to finance the post-adoption support services provided through The Centre.

Fundraising activities included:

- Applications to Trusts and Foundations
- Community fundraising
- Individual giving
- Corporate giving
- Legacies

The Organisation does not buy or sell data, engage in telephone fundraising, cold mailing or outsource fundraising to external organisations. The decision not to engage in the aforementioned is taken in order to protect vulnerable people and members of the public from unacceptable behaviour related to fundraising, such as: unreasonable intrusion into a person's privacy; unreasonable persistent and undue pressure on a person to give money or donation in kind.

Beyond the Fundraising Coordinator and a Fundraising Consultant, those that engage in fundraising are a small number of volunteers who complete fundraising challenge, make the verbal appeal in parishes for the Organisation's Annual Appeal and help with fundraising administration. All volunteers are provided with an induction detailing the values and principles of the Organisation. The Organisation subscribes to and upholds 'The Code of Fundraising Practice' developed by the Fundraising Regulator. In the year there were no complaints received concerning the operation of the fundraising activities undertaken.

In 2021/22, the Organisation had a fundraising target of £150,000. This has been a challenging year for fundraising as charities across the UK felt the impact of the pandemic on their income and fundraising opportunities. The key challenges have been an increase in competition for funding applications, and a decrease in funds available for which the Organisation met the application criteria. Despite the challenges of the last year, thanks to the generosity of CCS supporters, the Organisation raised a total of £57,680, 38% of the target.

Trusts and Foundations:

With competition for Trusts and Foundation grants still significantly increased due to the pandemic, we have had limited success with applications to Trusts and Foundations in 2021/22.

The organisation generated £8,200 from Trusts and Foundations applications, 10% of our target.

Grants and donations were received from: G F Eyre Trust, Hoddell Charitable Trust, Dame Violet Wills Trust, The Leonard Laity Stoate Charitable Trust, Dandia Charitable Trust, Burgess Salmon Charitable Trust, Bristol Rotary Club, Lennox Hannay Charitable Trust, and Denman Charitable Trust.

In addition to this £16,428 was received from Sylvia Adams Charitable Trust in February 2021 for use in the 2021/2022 financial year, as a result of an application in 2020.

Individual Giving: The Organisation received £14,565 (including Gift Aid) in individual donations, 49% of our £30,000 target.

The Organisation has a small number of regular donors, some of whom have supported CCS for many years. Donations were received as a result of our CEO Christmas Letter (alongside the sale of Christmas cards), 'In Memory' donations, donations from ongoing appeals, and donations as a direct result of engagement with the Centre.

To demonstrate fairness and transparency, the Organisation does not accept donations from (or raised by) prospective adopters until they have received their adoption order.

Community Fundraising:

Donations from the Clifton Catholic Diocese contribute significantly to the Organisation's community fundraising income. The Organisation has a long relationship with the Diocese who continue to support us through annual appeals, crib collections and parishioner donations. Donations totalling £4,073 were received in 2021/22; this is significantly less than previous years as the Diocese's annual appeal collection was cancelled in 2021 due to reduced income of parishes as a result of the pandemic. Unfortunately, the annual appeal for 2022 has also been cancelled.

In total, £12,736 was received through community fundraising, 80% of a £16,000 target. Community fundraising activities included: Church appeals, supporter and staff-led events, individual sporting and challenge events, individual collection boxes, lifestyle giving and 200 club memberships (supporters who take part in a bi-monthly draw).

Sale of Merchandise:

The organisation received £4,245 through the sale of Christmas cards, achieving 106% of our £4,000 target.

Corporate giving: In previous years, the Organisation has benefitted from ongoing support from local Waitrose branches. Due to the pandemic, donations are now managed regionally rather than store-led. In 2021/22 £333 was received from Waitrose through their Christmas Give a Little Love Campaign.

The organisation also received a £1,000 donation from Amazon, after being nominated for this award by an Amazon employee who is familiar with our work.

In total, the Organisation received £1,333 through corporate giving, 27% of our £5,000 target.

Legacies: The Organisation did not receive any income from legacy donations in 2021/22. The fundraising team have implemented a legacy giving campaign this year, working in partnership with two Will writing companies to offer our supporters a free Will writing service.

National Adoption Landscape

As reported last year, it has been a very difficult, and unpredictable year for all Adoption Agencies, and the Organisation has operated within a particularly challenging external landscape.

While the issues around COVID-19 have overall settled and a hybrid approach to working has become increasingly normal for the majority of people in the organisation, there has been a commitment to looking at the way we can increase valuable face to face interactions and experiences for adopters, such as face to face training and information events. This is being reviewed in line with other agencies nationally.

Nationally however, the far-reaching effects of the Somerset Judgement have impacted on placements across the country. Many children with Placement Orders were not considered to be compliant and this has caused significant delays in not only the granting of adoption orders, but also the placing of children. While this has been resolved in Somerset itself, there is still a ripple effect further afield. This has specifically caused delays for a number of children linked or placed with CCS adopters.

In addition to this, the number of children with a plan for adoption has reduced. Previously it was seen that this decrease was counterbalanced by an increase in the number of plans for children to be placed under SGO. The latest figures suggest that this number has also decreased; which suggests that there is an overall decrease in children who have plans for permanence in either route, while the number of children looked after continues to increase year by year and is at its highest in the last 20 years.

As a result of this, the sector continues to have an oversupply of adopters and this now outweighs the number of children seeking a placement. There are however still a large number of children with a Placement order that have been waiting for over a year and this is currently under review by CoramBAAF as part of a government initiative. Alongside this, the National Recruitment campaign continues to be focused on recruiting adopters for sibling groups, as the emphasis shifts to 'keeping brothers and sisters together' to reduce plans for separation, as well as maintaining the drive to recruit for 'harder to place' children (children of colour, older children, and children with medical and /or disabilities).

There is also a much-needed focus on the way contact between adoptive and birth families takes place and whether this is really meeting the needs of adopted children, Adopters or birth families or whether it fits the digital age. Letterbox contact remains the default for most contact plans and when this takes place, it is unsupported, inflexible and these plans are often unchallenged.

The Joint Committee on Human Rights launched a new inquiry to understand the experiences of unmarried women whose children were adopted between 1949 and 1976. This enquiry is due to be published in late June 2022. It is unclear what impact this may have on the landscape of adoption at this time.

CCS Adoption remains an active member of the Council for Voluntary Adoption Agencies (CVAA), a membership organisation made up of 33 voluntary adoption agencies across the UK. Members meet on a regular basis to share information and learning across the sector and to provide a voice and link into policy and planning for Children's Services within DfE. The group also offers peer support forums and a Professionals Practice Programme with accessible monthly training and workshops.

In addition to this the CEO is a member of the Regional Adoption & Special Guardian Leadership Board, a strategic group made up of LA /RAA /VAA Heads of Service and other multi-disciplinary leads in Children's Services in order to address the ongoing needs of Looked After Children, and those with a plan for permanency. The CEO also sits as a (non-voting) member of the regional RAA, Adoption West which meets four times a year.

Staffing

Although staff numbers did not grow in 2021/22, there were significant staffing changes within the Organisation.

In September 2021, the Head of Adoption left the organisation. Despite the investment of time and funding into recruitment CCS were unable to recruit to this position. Since their departure the key responsibilities of this role were being undertaken by the two social worker practice managers, Therapeutic lead and the CEO.

Twelve more members of staff left during the year:

- Adoption Administrator x2
- Adoption Advisor
- Head of HR, Facilities and Administration (March 2022)
- Social Worker x2
- Head of Adoption (September 2022)
- Social Work Assistant
- The Centre Manager (March 2022)
- Clinical Psychologist x2
- Theraplay Therapist

It was decided that Head of HR, Facilities and Administration post was to remain vacant for the time being with the key responsibilities being undertaken partly by the Finance Manager, and the HR and Facilities Assistant.

It was decided that the Centre Manager post was to remain vacant, with the role now being undertaken by the Head of The Centre.

Twelve new members of staff started:

- Adoption Advisor x2
- Social Worker x2
- Social Work Assistant x2
- Adoption Administrator
- Therapeutic Services Administrator
- Head of the Centre
- HR and Facilities Assistant
- Apprentice Adoption Administrator
- Marketing Assistant

The CEO left the organisation in April 2022. Since their departure the key responsibilities of this role are being undertaken by the two Social Work Practice Managers; and the Early Permanence Lead holds the role of Agency Decision Maker. An interim CEO was quickly engaged in April 2022 so that the organisation wasn't left without a CEO for any length of time.

IT Investment & GDPR Compliance

In response to the COVID-19 pandemic and Government restrictions, changes were made to set all staff up to work from home at the end of the 2019/20 and beginning of 2020/21. This involved equipping all laptops/desktops for remote working, investing in some new laptops, and risk assessing staff home set-ups and providing equipment where necessary. Access to Microsoft Teams and Zoom was made available to all staff, making it possible to conduct internal and external meetings, and to move service delivery such as adopter training, and Centre and Therapy services online where possible.

The investment made in IT in recent years, for example, the upgrade of computers to Windows 10, the replacement of some desktop computers with laptops and the implementation of CHARMS in 2018/19 (a Cloud based case management system), meant that the Organisation was in a strong position to make the transfer to home working.

Investment has been made this year into a new cloud-based telecoms system. This will allow members of staff who are working from home to have access to the telephone system for both incoming and outgoing call from their laptops and mobile phones.

CCS continues to update and review policies and procedures to make sure they are GDPR compliant and to train staff; this was even more important with all staff working remotely during the pandemic.

Environmental and Sustainable Development

The Organisation continues to make steps to become more sustainable. Travel to work and external meetings was significantly reduced in 2020/21 as all staff worked from home in response to the COVID-19 pandemic and Government restrictions. Whilst these restrictions had eased in 2021/22, many members of staff are choosing to hybrid work, splitting time being working at home and in the office. Likewise, many external meetings are continuing to be held online.

As with last year there has been the efficiencies introduced during the pandemic e.g. online service delivery, have continued where possible, with physical delivery reintroduced in-part. Whilst not as reduced as during the pandemic, there is a general trend to travelling less.

Organisational Restructure

The Organisation has realised a large deficit in the 2021/2022 financial year, and forecasts a substantial reducing income into 2022/2023 and beyond. Along with numerous vacant roles, including some key roles in the senior management team, it has been decided to undertake a restructure of the organisation in order to reduce the overall expenditure, and provide a structure that the organisation needs for its long-term sustainability. This has been the main focus of the CEO.

Plans for the future

Including the above organisational restructure, the organisation has the following plans for the future.

- **Lessons learnt from delivery during the COVID-19 pandemic** – Some of the ways of working that were introduced as a result of the pandemic and Government restrictions have resulted in a reduction in costs, travel time and, in some cases, an increase in engagement or an improvement in quality. Many services, however, lend themselves to face-to-face delivery and we have resumed meeting adopters and prospective adopters at Pennywell Road, with staff working from the office. We will seek to provide the best services both remotely and in person. A hybrid working policy will be implemented in the 2022/2023 to

support staff to continue to work from home, but ensure that there is a key staff presence in the office each day of the week.

- **Recruitment of adopters and placements** – The current estimates for the coming year is to approve 20 adopters and place 19 children.

CCS Adoption will continue to specialise in recruiting adoptive families for 'priority children' and focus on BAME Adopters; LGBT Adopters; Adopters for children with disabilities or complex health-needs, sibling groups and older children. In particular CCS Adoption will be aiming to recruit more BAME adopters, and place more BAME children either with adopters of the same/similar ethnicity or trans-racially.

- **Post Adoption Support Project** – As a result of the Centre and Social Work review findings the trustees had agreed a proposal to develop Centre services and to strengthen capacity in the Social Work Team to meet the Post Adoption support needs of CCS adopters, extend the reach and audience in the wider regional network. Unfortunately, as a result of the organisational restructure the designated funding for the Post Adoption Support Project has been withdrawn. There won't be further recruitment to the project, and staff posts will be considered within the restructure.
- **Fundraising** – The organisation expects the fundraising climate to remain challenging throughout 2022/23. There has been no success in the recruitment of a Fundraising Manager and the Fundraising Officer is due to leave in July 2022. It has been decided that there will be no paid fundraising staff in the immediate future, this will be reviewed regularly. There will still be regular donations from supporters & service users; raising funds from its community, for example maintaining the relationship with the Clifton Diocese churches; as well as grants from small trusts and foundations that give to CCS regularly. In line with the fundraising strategy the organisation will continue to prioritise fundraising from Trusts and Foundations. After the restructure a fundraising consultant will be sought to undertake this work.
- **CHARMS** – The Organisation will continue to maximise the benefits of the case management system, and in particular implement changes which will enhance data collection and reporting for post-adoption support and The Centre.

Financial information

The Clifton Children's Society's financial results for the year to 31 March 2022 are set out in detail in the attached financial statements.

The income of £1,138,491 (2020/21 - £1,888,459) includes donations of £24,390 (2020/21 - £42,826). No legacies were received in the year (2020/21 - none).

Interagency and other fees totalled £1,046,988 (2020/21 - £1,304,162).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS Adoption. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing and supporting adoptive families.

From the 1st June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS Adoption has used the uplifted fee structure to apply to all placements from 1st June 2018. To prevent any future erosion of the fee, it will be increased on the 1st April each year on the basis of the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1st April 2021.

The fees represent payment for work carried out over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The Organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31 March 2022 was £1,694,282 (2021 - £1,613,202).

As at 31 March 2022 the Organisation's net assets were £1,153,097 (2021 - £1,708,888). There was a net decrease in funds of £555,791 (2021 - Increase of £275,257).

Investment policy

The trustees' policy is to invest funds in short term or immediate access deposits.

Reserves policy

The trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of 6 months expenditure out of unrestricted and designated funds; at this level the trustees feel they would be able to provide uninterrupted services.

The 6 months expenditure chosen for this is that of the first 6 months after the proposed organisational restructure. The target free reserves level is £617,016 in line with the policy above and the actual free reserves were £597,587 (see Note 16). The actual free reserves

were therefore in below of the target level. Having reviewed the forecast Income and Expenditure for the year to 31 March 2023 and actual Income and Expenditure for the 3 months to 30th June 2022 the trustees are confident the free reserves are at a level to provide uninterrupted services.

The trustees' policy is to hold this amount in a Designated 'Reserves Policy' Fund. The value of this Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing 1 year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charity's assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing 1 year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

Risk review

The Risk Register was reviewed on a quarterly basis during the year in line with the Risk Management Policy.

1. The core business model is reliant on the Interagency Fee

The interagency fee is the largest source of income for the Organisation and changes to this could pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the Organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

2. The income from Adoption Support Fund (ASF) does not meet the expenditure of running the Therapeutic Service

The ASF is the funding source for the majority of the Therapeutic Service. In early 2022 the Government announced that the Adoption Support Fund would continue for a further 3 years to end of March 2025. This provides a level of security that the Therapeutic Service has been lacking in previous years. However, whilst the ASF income per clinical package covers the delivery of the package, there is insufficient surplus to cover the other expenditure of running the service, such as the administrative and management costs involved.

3. Fundraising to cover the costs of The Centre

The Centre was previously funded by a grant from its founder. The organisation became financially responsible for The Centre in 2018/19 and has funded activities partly through fundraising and partly through a cross-subsidy from the core business of CCS Adoption. Progress against the fundraising target in 2021/22 underperformed, and the fundraising landscape is likely to remain challenging in the coming year, with fierce competition for Trusts and Foundations funding, and a lack of community and corporate fundraising opportunities as a result of COVID-19.

The Fundraising Strategy will now focus on Trusts and Foundations, Legacies and Individuals, prioritising Return on Investment.

4. Data protection & complying with GDPR

The Organisation deals with sensitive and complex personal data on a daily basis, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the Organisations reputation and resulting fines. This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff.

5. Reduction in the number of placement opportunities

There is a trend where Courts are favouring the making of Special Guardianship Orders over Adoption Orders. This has been exacerbated by the COVID-19 pandemic, as the Courts operate virtually and have a huge backlog of cases. In addition, wherever possible RAAs are operating an agenda of self-sufficiency, placing children with their prospective adopters.

Social Work Managers meet regularly with Adoption West Family Finding Manager, and with Local Authorities in other parts of the country. The CEO is part of the Barriers to Matching ASGLB Task Force, and meets with all RAA and VAA Service Heads in the region on a quarterly basis encouraging a joined-up approach to service provision.

6. Change in leadership & restructure of the organisation creating uncertainty

The CEO leaving the organisation in April 2022 without the opportunity for a new permanent CEO to be recruited and other senior management staff has resulted in a loss of experience & skills, contact base and corporate knowledge.

An additional strain on the wellbeing of staff has result for those taking on increased workloads to cover aspects of those positions whilst positions are vacant, and staff in general in light of current uncertainty.

The plan for the organisational restructure presents certain HR risks to the organisation such as, employment disputes, claims for stress, unfair dismissal, equality & diversity issues, and low morale.

Although this is a difficult time, with many major risks, the trustees are confident of the experience of the staff to undertake the required organisational restructure.

The trustees are confident that once completed the restructure, as well as current systems in place, and the reserves held are adequate to meet these risks.

Trustees

The trustees are a skilled, cohesive team comprising Sally Lockwood who is a retired Social Worker and Counsellor; Peter Golding, solicitor; John Evans, aerospace industry background; Julie Cooke, retired social worker, who was a specialist in adoption and fostering for many years; Catherine Graham, retired Primary School Teacher; Celia Balbernie, retired team manager of Families First Gloucestershire; Richard Tidswell, director of Business Doctors; Nikolas Thompson, manager in Responsible Business & Inclusion for Lloyds Banking Group; and Stephen Lord, General Manager for a security company.

John Barnes resigned as a Trustee on 8th November 2021.

Stephen Allen, accountant, continues his valuable role as an Associate Trustee, and as Company Secretary up to 25th October 2021.

Legal and Administrative Information

Constitution

The Clifton Children's Society which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008 the trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese.

Charity No 286814 Company No 01655971

Patrons: Baroness Floella Benjamin, OBE
Jenny Urquhart, Artist

President: Rt Rev Declan Lang, Bishop of Clifton
The Bishop of Clifton is an Honorary Member and does not fulfil an executive role.

Directors and Trustees: The following served as directors and trustees during the year and since the year end

Sally Lockwood , Vice Chair (to 25/10/2021), Chair (from 25/10/2021)	Peter Golding
Catherine Graham , Vice Chair (from 25/10/2021)	Julie Cooke
Andrew Stephen Lord , Treasurer, appointed 24/02/2022	Celia Balbernie
John Barnes , Chair (to 25/10/2021), resigned 08/11/2022	Richard Tidswell
John Evans , resigned 15/08/2022	Nikolas Thompson

Chief Executive Officer & Key Management Personnel: Margaret Pitts (to 06/04/2022)
Emma Simpson (from 28/04/2022)

Company Secretary: Stephen Allen (to 25/10/2021); Vacant (from 25/10/2021)

Registered Office: 162 Pennywell Road, Easton, Bristol BS5 0TX

Auditor: Burton Sweet Limited, The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR (resigned June 2022)

Randall & Payne LLP, Chargrove House, Shurdington Rd, Shurdington, Cheltenham GL51 4GA (appointed June 2022)

Bankers: Allied Irish Bank (GB), 19 Whiteladies Road, Clifton, Bristol BS8 1PB (to December 2021)

National Westminster Bank, 44 Caledonia Place, The Mall, Clifton, Bristol BS99 5AJ

CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

Solicitors: Peter Golding, NRG Law, Bush House, 77, 79, 81 Alma Road, Clifton, Bristol BS8 2DP

Statement of trustees' responsibilities

The trustees (who are also directors of Clifton Children's Society for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to make themselves aware of that information.

Auditors

A resolution will be put to the Annual General Meeting that Randall & Payne LLP be reappointed auditors to the Clifton Children's Society for the coming year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Sally Lockwood
Chair of Trustees
By order and on behalf of the trustees

Date:

Independent auditor's report to the members of Clifton Children's Society**Opinion**

We have audited the financial statements of Clifton Children's Society (the "Charity") for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm This description forms part of our auditor's report.

Ryan Moore CA (Senior statutory auditor)

For and on behalf of Randall & Payne LLP
Chargrove House
Shurdington Rd
Shurdington
Cheltenham
GL51 4GA

Date:

Clifton Children's Society

Statement of Financial Activities
(Including Income and Expenditure Account)

Company Number: 01655971

Year Ended 31st March 2022

		Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds	Total
		2022	2022	2022	2022	2021
		£	£	£	£	£
Income from :	Notes					
Donations, legacies and grants	2	30,124	3,133	47,926	81,183	573,847
Charitable activities	2	810,223	236,765	-	1,046,988	1,304,162
Other trading activities	2	8,738	-	-	8,738	6,562
Investment income	2	1,582	-	-	1,582	3,888
Total income	2	850,667	239,898	47,926	1,138,491	1,888,459
Expenditure on :						
Promotional and fundraising activities		64,118	-	-	64,118	59,244
Charitable Activities						
Adoption		1,048,436	76,058	-	1,124,494	1,090,938
The Centre for Adoption Support		28,988	62,698	70,373	162,059	127,714
Therapeutic Services		56,173	287,438	-	343,611	335,306
Total expenditure	3	1,197,715	426,194	70,373	1,694,282	1,613,202
Net Income / (Expenditure) for the year	4	(347,048)	(186,296)	(22,447)	(555,791)	275,257
Transfers between funds	15	321,158	(321,158)	-	-	-
Net movement in funds for the year		(25,890)	(507,454)	(22,447)	(555,791)	275,257
Reconciliation of Funds						
Fund balance brought forward	15	229,522	1,354,870	124,496	1,708,888	1,433,631
Fund balances carried forward	15	203,632	847,416	102,049	1,153,097	1,708,888

The Statement Of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 37 to 53 form part of these accounts.

Prior year fund comparatives are on note 8.

Clifton Children's Society

Balance Sheet as at 31st March 2022

Company Number: 01655971

	<u>Notes</u>	£	<u>2022</u> £	£	<u>2021</u> £
FIXED ASSETS					
Tangible assets	9		535,560		538,503
Intangible assets	10		6,101		8,144
			<u>541,661</u>		<u>546,647</u>
CURRENT ASSETS					
Debtors	11	282,366		596,343	
Investments	12	3,540		87,704	
Cash at bank and in hand		574,908		780,300	
			<u>860,814</u>	<u>1,464,347</u>	
CREDITORS: Amounts falling due within one year	13		<u>245,266</u>	<u>277,277</u>	
NET CURRENT ASSETS			<u>615,548</u>	<u>1,187,070</u>	
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,157,209</u>	<u>1,733,717</u>	
CREDITORS: Amounts falling due after more than one year	14		<u>4,112</u>	<u>24,829</u>	
NET ASSETS			<u>1,153,097</u>	<u>1,708,888</u>	
UNRESTRICTED FUNDS					
General Funds	15,16		203,632		229,522
Designated Funds	15,16		847,416		1,354,870
			<u>1,051,048</u>	<u>1,584,392</u>	
RESTRICTED FUNDS	15,16		<u>102,049</u>	<u>124,496</u>	
TOTAL CHARITY FUNDS			<u>1,153,097</u>	<u>1,708,888</u>	

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 37 to 53 form part of these accounts.
The financial statements were approved by the Board of Trustees on 7th November 2022 and were signed on its behalf by :

S Lockwood Chair

Clifton Children's Society

Statement of Cash Flows for the year ended 31st March 2022

Company Number: 01655971

	<u>2022</u>		<u>2021</u>	
	£	£	£	£
Cash used in/generated by operating activities		<u>(279,982)</u>		<u>41,521</u>
Non-operational cash flows:				
Investing activities :				
Payments for tangible fixed assets	(11,156)		(1,582)	
Payments for intangible fixed assets	-		(8,172)	
Transfer of investments to/(from) bank	84,164		72,296	
Investment income	<u>1,582</u>		<u>3,888</u>	
		<u>74,590</u>		<u>66,430</u>
Financing activities				
Loan repayments	<u>-</u>		(1,826)	
		<u>74,590</u>		<u>64,604</u>
Net Cash Inflows for the year		<u>(205,392)</u>		<u>106,125</u>
Cash and bank balances at the beginning of the year		<u>780,300</u>		<u>674,175</u>
Cash and bank balances at the end of the year		<u><u>574,908</u></u>		<u><u>780,300</u></u>

Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

Statement of Financial Activities: Net movement in funds	(555,791)	275,257
Investment income	(1,582)	(3,888)
Depreciation	14,099	17,318
Amortisation	2,043	28
(Decrease) / Increase in creditors	(52,728)	37,927
(Decrease) / increase in debtors	313,977	(285,121)
	<u>(279,982)</u>	<u>41,521</u>

Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 37 to 53 form part of these accounts.

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

Preparation of accounts on a going concern basis

Along with other similar charities and organisations, the COVID-19 pandemic has brought many uncertainties to the global economy. The Organisation has realised a large deficit in the 2021/2022 financial year, and forecasts a substantial reducing income into 2022/2023 and beyond. Along with numerous vacant roles, including some key roles in the senior management team, it has been decided to undertake a restructure of the organisation in order to reduce the overall expenditure, and provide a structure that the organisation needs for its long-term sustainability. This has been the main focus of the CEO. The Trustees have chosen to prepare the financial statements on a going concern basis given the free reserves held by the charity, and with the organisational restructure underway. After the restructure, the 12-month expenditure will have been reduced by 33%. This is forecast to reduce the 2023 year end deficit by 29%.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds.
- Any performance conditions attached to the items of income have been met or are fully within the control of the charity.
- There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.
- Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs 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 activity are allocated directly, others are apportioned on an appropriate basis.

1. Accounting Policies (Continued)

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows :-

- Office Equipment	33 1/3% on reducing balance
- Freehold Buildings (excluding land)	2 % on cost

Expenditure on items of less than £1,000 are not capitalised but written off as repair and maintenance.

Amortisation - Website

Website development has been capitalised to the extent that it is probable that future economic benefits attributable to the website are likely which will benefit to the charity. The asset is being amortised over its estimated useful life of 4 years. The management reviews the carrying value of this asset annually for impairment.

Pension Contributions & Employee Benefits

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3. These schemes are multi-employer, defined benefit schemes accounted for as a defined contribution schemes (see Note 22 for the full details of these plans). Full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening to the deposit or similar account. Any cash held with a notice period of over three months are classified as investments.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

2. Income

	Unrestricted General <u>2022</u> £	Unrestricted Designated <u>2022</u> £	Restricted <u>2022</u> £	Total <u>2022</u> £	Total <u>2021</u> £
Collection boxes	473	-	-	473	1,063
Church collections	5,437	-	-	5,437	5,145
Gift Aid and donations	16,418	-	2,062	18,480	36,558
School collections	-	-	-	-	60
Grants	7,796	3,133	45,864	56,793	531,021
Donations Legacies and Grants	30,124	3,133	47,926	81,183	573,847
Interagency fees	777,431	-	-	777,431	937,471
Local authority contracts	-	-	-	-	52,670
Other fees	29,392	2,813	-	32,205	59,647
Therapeutic Services Income	3,400	233,952	-	237,352	254,374
Charitable activities	810,223	236,765	-	1,046,988	1,304,162
200 Club	1,883	-	-	1,883	1,847
Other fundraising	6,855	-	-	6,855	4,715
Other trading activities:	8,738	-	-	8,738	6,562
Deposit interest	1,582	-	-	1,582	3,888
Investment income	1,582	-	-	1,582	3,888
Total income	850,667	239,898	47,926	1,138,491	1,888,459

Prior year income comparatives are on note 8.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

3. Expenditure

	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2022 £
<u>Raising funds</u>				
Promotion and fundraising activities	44,381	8,433	11,304	64,118
<u>Charitable Activities</u>				
Adoption	832,762	53,317	238,415	1,124,494
The Centre for Adoption Support Therapeutic Services	113,579	11,603	36,877	162,059
	277,382	12,464	53,765	343,611
	<u>1,223,723</u>	<u>77,384</u>	<u>329,057</u>	<u>1,630,164</u>
	<u>1,268,104</u>	<u>85,817</u>	<u>340,361</u>	<u>1,694,282</u>

Prior Year Comparatives

	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2021 £
<u>Raising funds</u>				
Promotion and fundraising activities	47,183	5,995	6,066	59,244
<u>Charitable Activities</u>				
Adoption	848,504	52,742	189,692	1,090,938
The Centre for Adoption Support Therapeutic Services	94,384	9,326	24,004	127,714
	273,023	16,957	45,326	335,306
	<u>1,215,911</u>	<u>79,025</u>	<u>259,022</u>	<u>1,553,958</u>
	<u>1,263,094</u>	<u>85,020</u>	<u>265,088</u>	<u>1,613,202</u>

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

Cost Type	Basis of Apportionment
Marketing	Usage
Operations	Usage
Staff costs (note 5)	Staff time
Agency, staff development and training	Staff time
Office costs	Staff time
Governance and finance	Staff time
Premises and depreciation	Staff time
Systems and IT	Staff time

Support costs are as follows :

	Raising Funds 2022 £	Charitable Activities 2022 £	Total 2022 £	Raising Funds 2021 £	Charitable Activities 2021 £	Total 2021 £
Marketing	1,136	10,226	11,362	637	5,730	6,367
Operations	56	2,750	2,806	53	2,612	2,665
Staff costs	5,543	173,263	178,806	2899	135,167	138,066
Agency, staff development and training	381	11,912	12,293	135	6,290	6,425
Office costs	843	26,340	27,183	507	23,658	24,165
Governance and finance	747	23,354	24,101	218	10,172	10,390
Premises and depreciation	1,781	55,659	57,440	1317	61,415	62,732
Systems, IT & Amortisation	817	25,553	26,370	300	13,978	14,278
	<u>11,304</u>	<u>329,057</u>	<u>340,361</u>	<u>6,066</u>	<u>259,022</u>	<u>265,088</u>

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

4. Net Income / (Expenditure) for the year

This is stated after charging :

	<u>2022</u>	<u>2021</u>
	£	£
Depreciation - Owned Assets	14,099	17,318
Amortisation - Website	2,043	28
Audit Fees	6,300	6,360
Operating leases land and buildings	17,318	26,220
Interest Payable	-	5
Discounting of pension contributions	<u>192</u>	<u>884</u>

5. Staff Cost and Numbers

	<u>2022</u>	<u>2021</u>
	£	£
Staff Costs were as follows :		
Salaries and fees	1,280,364	1,233,009
Social security costs	103,561	104,472
Pension costs - current contributions (see Note 22)	62,985	63,679
Income and expenditure impact of the Growth Plan (see Note 22)	(18,360)	2,021
	<u>1,428,550</u>	<u>1,403,181</u>

Staff costs are apportioned as follows :

Promotional and fundraising activities	49,924	50,082
Expenditure on charitable activities	1,396,986	1,351,078
Discounting of pension contributions	(18,360)	2,021
	<u>1,428,550</u>	<u>1,403,181</u>

The number of employees whose total employment benefits (excluding employer pension costs) for the year were in excess of £60,000 fall within the bands as follows:

	<u>2022</u>	<u>2021</u>
£60,000 - £69,999	<u>1</u>	<u>1</u>

The average monthly head count was 50 staff (2021 - 50) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 36 (2021 - 35)

Total key management personnel benefits amounted to £67,670 (2021 - £66,811)

Non-statutory severance payments of £31,182 (2021: £nil) were made in the period.

6. Taxation

No liability to UK Corporation Tax arose for the year ended 31st March 2022 or for the year ended 31st March 2021.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

7. Prior Year Fund Comparatives

	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>
	£	£	£	£
Income from				
Donations, Legacies and Grants	38,278	6,116	529,453	573,847
Charitable activities	992,302	285,630	26,230	1,304,162
Other trading activities	6,562	-	-	6,562
Investment income	3,888	-	-	3,888
Total income	<u>1,041,030</u>	<u>291,746</u>	<u>555,683</u>	<u>1,888,459</u>
Expenditure on				
Raising funds	55,816	-	3,428	59,244
Charitable Activities				
Adoption	706,121	59,376	325,441	1,090,938
The Centre for Adoption Support	22,963	4,373	100,378	127,714
Therapeutic Services	40,802	185,632	108,872	335,306
Total expenditure	<u>825,702</u>	<u>249,381</u>	<u>538,119</u>	<u>1,613,202</u>
Net Income / (Expenditure) for the year	<u>215,328</u>	<u>42,365</u>	<u>17,564</u>	<u>275,257</u>
Transfers between funds	<u>(176,697)</u>	<u>176,697</u>	<u>-</u>	<u>-</u>
Net movement in funds for the year	<u>38,631</u>	<u>219,062</u>	<u>17,564</u>	<u>275,257</u>
Reconciliation of Funds				
Fund balances brought forward	<u>190,891</u>	<u>1,135,808</u>	<u>106,932</u>	<u>1,433,631</u>
Fund balances carried forward	<u>229,522</u>	<u>1,354,870</u>	<u>124,496</u>	<u>1,708,888</u>

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

8. Prior Year Income Comparatives

	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>
	£	£	£	£
Collection boxes	1,063	-	-	1,063
Church collections	5,145	-	-	5,145
Gift Aid and donations	30,038	1,037	5,483	36,558
School collections	60	-	-	60
Legacies receivable	-	-	-	0
Grants	1,972	5079	523,970	531,021
Donations Legacies and Grants	38,278	6,116	529,453	573,847
Interagency fees	937,471	-	-	937,471
Local authority contracts	52,670	-	-	52,670
Other fees	2,161	31,256	26,230	59,647
Therapeutic Services Income	-	254,374	-	254,374
Charitable activities	992,302	285,630	26,230	1,304,162
200 Club	1,847	-	-	1,847
Other fundraising	4,715	-	-	4,715
Other trading activities:	6,562	-	-	6,562
Deposit interest	3,888	-	-	3,888
Investment income	3,888	-	-	3,888
Total income	1,041,030	291,746	555,683	1,888,459

9. Tangible Fixed Assets

	<u>Freehold Property</u>	<u>Office Equipment</u>	<u>Total</u>
Cost	£	£	£
At 1st April 2021	570,847	100,364	671,211
Additions	-	11,156	11,156
Disposals	-	(5,166)	(5,166)
At 31st March 2022	<u>570,847</u>	<u>106,354</u>	<u>677,201</u>
Depreciation			
At 1st April 2021	52,195	80,513	132,708
Charge for the year	6,417	7,682	14,099
Disposals	-	(5,166)	(5,166)
At 31st March 2022	<u>58,612</u>	<u>83,029</u>	<u>141,641</u>
Net Book Values			
At 31st March 2022	<u>512,235</u>	<u>23,325</u>	<u>535,560</u>
At 31st March 2021	<u>518,652</u>	<u>19,851</u>	<u>538,503</u>

10. Intangible Fixed Assets

	<u>Website</u>
Cost	£
At 1st April 2021	8,172
Additions	-
At 31st March 2022	<u>8,172</u>
Amortisation	
At 1st April 2021	28
Charge for the year	2,043
At 31st March 2022	<u>2,071</u>
Net Book Values	
At 31st March 2022	<u>6,101</u>
At 31st March 2021	<u>8,144</u>

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

11. Debtors: Amounts falling due within one year

	<u>2022</u>	<u>2021</u>
	£	£
Trade debtors	195,724	247,144
Accrued income	51,327	313,820
Other Debtors	6,738	3,585
Prepayments	28,577	31,794
	<u>282,366</u>	<u>596,343</u>

12. Investments

	<u>2022</u>	<u>2021</u>
	£	£
Bank deposit accounts requiring more than 3 months notice of withdrawal	<u>3,540</u>	<u>87,704</u>

13. Creditors : Amounts falling due within one year

	<u>2022</u>	<u>2021</u>
	£	£
Trade creditors	39,702	62,760
Taxation and social security	27,635	28,890
Other creditors	1,683	1,919
TPT Growth Plan recovery plan	2,357	8,412
Accruals	76,435	29,557
Deferred income	97,454	145,739
	<u>245,266</u>	<u>277,277</u>

14. Creditors : Amounts falling due after more than one year

	<u>2022</u>	<u>2021</u>
	£	£
Other Creditors - TPT Growth Plan recovery plan	4,112	24,829
	<u>4,112</u>	<u>24,829</u>

TPT Growth Plan recovery plan

TPT recovery plan payments are explained in detail in Note 22, payments are the expected to fall due as follows: (the liability in the accounts is shown at Net Present Value)

	<u>2022</u>	<u>2021</u>
	£	£
Within one year	2,357	8,412
Between one and five years	4,112	24,829
In five years or more	-	-
	<u>6,469</u>	<u>33,241</u>

Notes forming part of the Financial Statements

For the Year Ended 31st March 2022

15. Funds

Designated Funds

	At 1st April 2020 £	Income £	Expendi- ture £	Transfer £	At 31st March 2021 £	Income £	Expendi- ture £	Transfer £	At 31st March 2022 £
Reserves Policy	782,788	-	-	24,891	807,679	-	-	(190,663)	617,016
Post Adoption Support	198,600	-	-	18,600	217,200	-	-	13,200	230,400
The Centre for Adoption Support Therapeutic Services	30,000	7,076	4,373	-	32,703	5,833	27,269	(11,267)	-
Early Permanence	50,000	254,374	185,632	(81,242)	37,500	233,952	287,438	15,986	-
Sharing Stories	16,000	-	9,874	13,874	20,000	113	16,642	(3,471)	-
SWAC	43,000	4,060	22,516	21,456	46,000	-	46,000	-	-
Family Mentoring	4,420	26,236	26,986	(3,670)	-	-	-	-	-
Post-Adoption Support Project	11,000	-	-	(11,000)	-	-	-	-	-
	-	-	-	193,788	193,788	-	48,845	(144,943)	-
	<u>1,135,808</u>	<u>291,746</u>	<u>249,381</u>	<u>176,697</u>	<u>1,354,870</u>	<u>239,898</u>	<u>426,194</u>	<u>(321,158)</u>	<u>847,416</u>

Restricted Funds

	At 1st April 2020 £	Income £	Expend- ture £	At 31st March 2021 £	Income £	Expend- ture £	At 31st March 2022 £
Post Adoption Support	88,200	-	-	88,200	-	-	88,200
Adoption Support (Legacy fund)	7,712	-	745	6,967	-	620	6,347
Family Grants	8,130	-	1,000	7,130	-	1,500	5,630
The Centre Project	2,890	26,983	29,430	443	6,862	6,863	442
Sylvia Adams Grant	-	22,404	18,043	4,361	16,428	20,213	576
Adoption West Grant	-	24,636	8,095	16,541	24,636	41,177	-
Covid-19 Support Grants	-	481,660	480,806	854	-	-	854
	<u>106,932</u>	<u>555,683</u>	<u>538,119</u>	<u>124,496</u>	<u>47,926</u>	<u>70,373</u>	<u>102,049</u>

16. Analysis of Net Assets between Funds

	2022				2021			
	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
Fixed Assets	223,061	230,400	88,200	541,661	241,247	217,200	88,200	546,647
Other Net Assets	(19,429)	617,016	13,849	611,436	(11,725)	1,137,670	36,296	1,162,241
Total Funds	203,632	847,416	102,049	1,153,097	229,522	1,354,870	124,496	1,708,888

The reason for the establishment of the restricted and designated funds for post adoption support is explained in Note 17 . As it is anticipated that the need for drawing on these reserves would only arise when general reserves have been exhausted the post adoption support restricted and designated fund are represented by that portion of the value of The Clifton Children's Society's Freehold Property. In the event that The Clifton Children's Society ceases to receive adequate income the restricted and designated funds would be applied for the provision of providing The Clifton Children's Society's commitment to lifelong post adoption support. The fixed assets of the charity were not donated to the charity in a restricted or designated fashion; however they are best reflected within restricted and designated funds as these funds are only likely to be utilised once the fixed assets of the charity have been liquidated.

Total free reserves for the year are considered to be £597,587, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

17. Purpose of Restricted and Designated Funds

Post Adoption Support Restricted and Designated Fund

Following placement and subsequent adoption The Clifton Children's Society has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing one year of Social Worker support to each relevant adoptee based on 24 hours per year at £25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each adoptee based on 24 hours per year at £25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

Adoption Support Legacy Fund

The Clifton Children's Society received a restricted legacy during 2015/16 of £10,000 this is used to provide therapeutic life story work and to support adopted children in education.

Family Grants

These are funds received on the condition that they will be expended on assisting families in need.

Reserves Policy Fund

As explained in more detail in The Trustees' Report (see page 23) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

The Centre for Adoption Support

The restricted fund was created with grants and donations received restricted for the benefit of The Centre for Adoption Support

This designated fund is a fund designated to help ensure the continuity of The Centre for Adoption Support service whilst further funding is sought.

17. Purpose of Restricted and Designated Funds (Cont.)

Post-Adoption Support Project

As a result of the reviews of The Centre and the social work service a proposal was presented to the board to strengthen the capacity of the social work team and to widen the reach of The Centre services. This designated fund was created by the board agreements to fund this two year proposal.

Sylvia Adams Grant

These funds were received from the Sylvia Adams Charitable Trust following a successful grant application to provide funding for the Tot's Group and to provide Theraplay Training for appropriate staff members

Adoption West Grant

These funds were received from Adoption West as part of a Post Adoption Support service agreement to provide funding for the activities delivered by The Centre for Adoption Support

Therapeutic Service

The funding received for Therapeutic Services is insufficient to deliver the full service that families require and so a designated fund has been established to meet the expected financial needs.

Early Permanence Fund

This fund is to help ensure the continuity of the delivery of the activities of the Early Permanence Hub after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

Sharing Stories

This fund is to help ensure the continuity of The Sharing Stories Project after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

South West Adoption Consortium Fund (SWAC)

This fund is to help ensure the continuity of South West Adoption Consortium after The Practice and Improvement Fund round 2 grant came to an end in August 2019. As of 1st April 2021, this is now full funded by the SWAC membership.

Family Mentoring Fund

This fund is to help ensure the continuity of The Family Mentoring Project. This project ceased end of March 2021.

Covid-19 Support Grants

This represents three grants funds that were received in direct response to the Covid-19 pandemic resulting from successful grant applications.

£445,431 was received through the Department for Education, to fund 75% of salaries for Adoption, Adoption Support and Therapeutic Services.

£9,999 was received from the Big Lottery to provide focussed Adoption Support to those families most affected by the pandemic.

£26,230 was received through the Covid-19 Adoption Support Fund to provide Adoption Support activities, and Therapeutic Services to families in the Adoption West RAA area.

18. Contingent Liabilities

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 17.

19. Related Parties

The Clifton Children's Society is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year The Clifton Children's Society paid fees of £ nil (2021 - £ nil) to related parties of the trustees.

Travel expenses of £ nil (2021 £ nil) were reimbursed to the Trustees.

The Trustees, key management and related parties made donations to the charity during the year of £335 (2021 - £1,001).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the organisation.

20. Operating Leases

The total future minimum lease payments under non-cancellable operating leases :

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Payable within one year	<u>-</u>	<u>-</u>

21. Pension Costs

The Clifton Children's Society's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%. Employees can make Additional Voluntary Contributions.

The employer contributions made during 2021/22 were £62,985 (2020/21 - £63,679)

The employee contributions made during 2021/22 were £64,057 (2020/21 - £67,884)

22. The Growth Plan

In the past The Clifton Children's Society has paid pension contributions into TPT's Growth Plan series 1,2 and 3 .These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for The Clifton Children's Society to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a ' last man standing arrangement '. Therefore The Clifton Children's Society is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2011. This valuation showed assets of £780 million, liabilities of £928 million and a deficit of £148 million.

A full actuarial valuation for The Scheme was carried out at 30th September 2014. This valuation showed assets of £793 million, liabilities of £970 million and a deficit of £177 million. To eliminate this shortfall the Trustee of The Growth Plan has asked the participating employers to pay additional contributions to The Scheme .

A full actuarial valuation for The Scheme was carried out at 30th September 2017. This valuation showed assets of £794.9 million, liabilities of £926.4 million and a deficit of £131.5 million.

A full actuarial valuation for The Scheme was carried out at 30th September 2020. This valuation showed assets of £800.3 million, liabilities of £831.9 million and a deficit of £31.6 million.

As the deficit had significantly reduced The Trustee of The Growth Plan announced the implementation of a new recovery plan with effect from 1st April 2022. Under the new plan, the total deficit contributions due from employers have reduced from 1 April 2022 and each employer's share of the new amount will continue to be based on its own percentage share of the Plan's liabilities.

Deficit contributions (total payable from all 950 employers)

Original recovery plan :

From 1st April 2016 to 30th September 2025, £12,945,440 per annum payable monthly and increasing by 3% on each 1st April.

From 1st April 2016 to 30th September 2028, £54,560 per annum payable monthly and increasing by 3% on each 1st April.

2018 Revised recovery plan :

From 1st April 2019 to 31st January 2025, £11,243,000 per annum payable monthly and increasing by 3% on each 1st April.

22. The Growth Plan (Cont.)

2022 Revised recovery plan :

From 1st April 2022 to 31st January 2025, £3,312,000 per annum payable monthly with no annual increase

Unless a concession has been agreed with the Trustee of The Growth Plan the term to 31st January 2025 applies.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and The Clifton Children's Society has agreed a deficit funding arrangement The Clifton Children's Society recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

	31/03/2022	31/03/2021	31/03/2020
	£	£	£
Present Value of provision	6,469	33,241	39,387

Reconciliation of opening and closing provisions

	2022	2021
	£	£
Provision at start of year	33,241	39,387
Unwinding of discount factor	192	884
Deficit contribution paid	(8,412)	(8,167)
Remeasurements - impact of any change in assumptions	(149)	1,137
Remeasurements - amendments to the contribution schedule	(18,403)	-
Provision at end of year	<u>6,469</u>	<u>33,241</u>

Income and expenditure impact

Interest expense	192	884
Remeasurements - impact of any change in assumptions	(149)	1,137
Remeasurements - amendments to the contribution schedule	(18,403)	-
	<u>(18,360)</u>	<u>2,021</u>

Assumptions

	31/03/2022	31/03/2021	31/03/2020
Rate of discount % per annum	2.35%	0.66%	2.53%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

22. The Growth Plan (Cont.)

Deficit Contribution Schedule

The following schedule details the actual contributions payable by The Clifton Children's Society each year.

Year ending 31st March	<u>2022</u> £	<u>2021</u> £	<u>2020</u> £
Year 1	2,357	8,412	8,167
Year 2	2,357	8,664	8,412
Year 3	1,964	8,924	8,664
Year 4		7,660	8,924
Year 5			7,660
Year 6			
	<u>6,678</u>	<u>33,660</u>	<u>41,827</u>

If The Clifton Children's Society ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2021 to be £82,442 (30th September 2020 £122,271). As there are no plans to withdraw from the scheme this liability has not been accounted for.

Plan expenses

Previously, the deficit contributions paid by employers included an allowance to cover the running costs of the Plan; these include TPT's internal administration costs as well as external advisory costs and pension levies. For the 2017 valuation the allowance was £3.6m p.a.

Following consultation with the Employers Committee, it has been agreed that the expenses for running the Plan should be accounted for separately from deficit contributions. This approach is more transparent and has the benefit to employers of reducing the value of deficit contributions that must be disclosed in employer accounts for the purposes of FRS102.

The total amount of expenses paid by employers each year remains broadly unchanged. Rather than these being included in the deficit contributions paid, expenses will in future be shown and charged for separately. The annual expenses charge from 1 April 2022 is £3.7m per annum and will increase by 3% each year. The expenses contribution will be reviewed again at the 2023 valuation.

It was also agreed that, like the deficit contributions, the Plan expenses will continue to be allocated based upon each employer's percentage share of liabilities.

CCS Adoption Ltd

England & Wales - Charity number 286814

Accounts



Clifton Children's Society
A Company Limited by Guarantee
Report and Financial Statements
For the Year Ended 31 March 2021

Charity No: 286814

Company No: 01655971



**Clifton Children's Society
For the Year Ended 31 March 2021**

Contents	Pages
Report of the Trustees	1 - 22
Legal & Administrative Information	23 - 24
Independent Auditor's Report	25 - 28
Statement of Financial Activities	29
Balance Sheet	30
Cash Flow Statement	31
Notes to Financial Statements	32 - 48

Trustees' Report

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2021.

In response to the COVID-19 pandemic and Government restrictions, the Organisation adapted quickly to put in place remote working for all staff and to deliver services virtually where possible. There were specific restrictions around processing of assessments in relation to obtaining medical reports and DBS clearance; and around the movement of children. This inevitably had an impact on the number of assessments and placements the Organisation completed in the year. However, there was an increase in the volume of adoption support work at this time supporting newly formed families with home schooling and the challenges families faced during the pandemic. It is noteworthy to mention that the organisation did not experience any placement breakdowns during this very challenging year.

The names of the trustees (who are directors for the purpose of company law and trustees for the purpose of charity law) who served during the year and at the date of this report are set out on page 23.

Governing document

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006 and 5 June 2008. In the event of the company being wound up the members are required to contribute an amount not exceeding £1 each.

On 1st April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the Organisation. The Organisation continues the post adoption support work of The Centre. The special resolutions putting this into effect are dated 12 March 2018.

Recruitment and appointment of trustees

The number of trustees shall not be less than 5 but (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 15. At each Annual General Meeting, one-fifth (or the number nearest to one fifth) of the trustees shall retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

If at the meeting at which a trustee retires by rotation, the vacancy is not filled, the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless recommended by the trustees.

The trustees provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A trustee's skills audit was undertaken during 2017/18 and there is ongoing consideration of the composition and diversity of the trustee Board.

Trustee induction and training

Potential new trustees attend meetings as observers to familiarise themselves with the Clifton Children's Society. If appointed as a trustee, they undergo a formal period of induction and training on charity law and governance. In 2017/18 the Trustees and CEO held two developmental workshops which reviewed and shaped the trustee's roles and responsibilities as members of the Board, and the organisational strategy going forward. Trustees act in accordance with the Clifton Children's Society's code of conduct.

Organisation

The Legal and Administrative Information set out on page 23 forms part of this report.

The trustees manage and direct the Clifton Children's Society's work and meet five times a year. Working groups of trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Margaret Pitts, who has overall responsibility for the strategic and operational delivery of the work undertaken by Clifton Children's Society.

Objects of the Charity

The trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The object of the Clifton Children's Society is to benefit the public through the promotion of the relief of poverty and the welfare of children in need from all backgrounds, cultures and all faiths or none by:

- Furthering their appropriate care and safety.
- Providing assistance and support to them, their families and carers.
- Advancing their physical, mental, social, emotional and spiritual development, respecting their racial, cultural and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

Vision

A society in which adoptive families are available for all children who need them, in which Clifton Children's Society plays a leading and innovative role in valuing relationships, and offering lifelong support.

Activities

CCS Adoption is an independently funded, registered charity and Adoption Agency. The Organisation works to the highest standards to maintain its strong reputation of people and relationships at the heart of what it does, evidenced as an Ofsted 'Outstanding' rated Agency consistently since 2009.

In 2018, the Organisation brought together its existing adoption service, CCS Adoption with The Centre for Adoption Support & Education ("The Centre"), allowing us to strengthen, broaden and expand the post Adoption support the Organisation offers families.

The Organisation has continued to concentrate on Adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult

life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

The Organisation aims to provide high quality, independent and professional Adoption services recognising the lifelong impact of adoption. CCS Adoption works to find and support a wide range of adoptive families for children who need them, with a strong commitment to promote Early Permanency through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS Adoption offers a comprehensive Adoption service that includes recruiting, training, assessing and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS Adoption continues to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture or disability. One of the Organisation's values and principals is working in a climate of acceptance and inclusivity, and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

The Organisation is keen to promote partnership working with other stakeholder groups including Local Authorities, Regional Adoption Agencies, and Education and Health services all within the South West region.

Values

The merger of CCS Adoption and The Centre for Education and Adoption Support in 2017/18 provided the catalyst for Clifton Children's Society to review the purpose and values of the newly combined Organisation, building a strong plan for the future. The trustees and CEO met for this purpose on 30 April and 24 May 2018, and agreed:

Its core purpose and the driving force behind everything the Organisation does, will be to "*create a positive future for children, by building families and enabling them to grow and thrive*".

To support its purpose, the Organisation will focus and measure itself against four core values and principles:

- **Child Centric** – We will always put the needs of the child first through everything we do
- **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Adoption, Recruitment & Support

There has been a decrease in the **number of enquiries** from 307 (2019/20) to **259** in 2020/21. This is due to there being a competitive market with choice for prospective adopters, particularly with online, accessible information events that have a wider reach across the region. Social Media has become the main marketing platform for attracting prospective adopters and this has raised their awareness of the choice of agencies that are available to them.

This year the CCS Adoption held **14 information events** which were all delivered online including:

- Two LGBT events,
- A BAME specific recruitment event.

These have been positive events with an average of **11** households attending each (2019/20 - 10) - **150** in total (2019/20 - 134). The average has gone up from last year and this may be due to the way CCS Adoption responded to the pandemic, being the first Agency to go live with online information events. When people were thinking about adoption, either because their IVF journey was slowed down or paused as a result of the pandemic, or because people were re-evaluating their lives, CCS was able to offer them the information they needed.

This led to **41** prospective adoptive households submitting Registrations of Interest to formally begin the adoption process (2019/20 - 35), of which 36 were accepted into Stage 1 (2019/20 - 32). CCS Adoption also conducted **41 post information day meetings (PICI's)** with potential adopters prior to them joining stage one of the process (2019/20, 40).

CCS Adoption held the following **training** in 2020/21:

- 5 Introduction to Adoption Days for adopters (2019/20 - 7)
- 16 Preparation Days were held for adopters (2019/20 - 15 days)
- 6 Friends and Family Workshops (2019/20 - 5)
- 5 Safer Care evening sessions (2019/20 - 6)
- 4 Early Permanence Introduction sessions, and (2019/20 - 5)
- 3 Therapeutic Parent Training days (2019/20 - 6)
- 5 Linking and Matching workshops (2019/20 - 3)
- 2 Adopting with an existing child (new)

All training courses and materials were adapted to be delivered online from April 2021 in response to the COVID-19 pandemic. Information that could not be delivered in this way was incorporated into the social worker assessment. A number of benefits were noted as a result of delivering training online including accessibility, and some courses may continue to be delivered online such as the Friends and Family Workshop which, through this method of delivery, can reach family members who live all over the world.

A new course 'Adopting with an existing child' was developed and delivered by the CCS trainer assisted by social workers. The course is for prospective adopters with existing birth children or existing adopted children to attend during Stage one of the assessment. The course is also open to adopters from other agencies.

Feedback from attendees has been positive with the following examples:

Introduction to Adoption Days: *"The main learning point for us was the attachment disorder that was presented to us and made us truly reflect how we would care for the child we want to adopt. We also had the opportunity to ask questions to an adoptive parent and their social worker".*

Preparation day: *"I found it incredibly useful and effective. These are strange times but I thought the online version worked brilliantly".*

Safer Care: *"I found the training session challenging and very useful. Engaging and informative".*

Adopting with an existing child: *"The staff managing the sessions were professional and knowledgeable, and it gave us the chance to more closely consider some of the aspects of adopting with an existing birth child".*

During the year, CCS Adoption approved **25 families as 'suitable to adopt'** against a target of 28 families (2019/20 - 21 approved), and **31 children were placed with families for adoption** against a target of 39 (2019/20 - 35 placed). The number of children placed during the year was commendable. The work to approve families and place children continued despite lockdowns

and restrictions, with staff working remotely from home and processes being adapted to ensure families were assessed effectively.

The impact of the Practice & Improvement Fund (PIF) project's Early Permanence (EP) training programme and the Regional Adoption Agency (RAA) restructuring has significantly reduced the demand for CCS Adoption EP placements. Whilst at Panel approved adopters are being increasingly recommended as suitable for EP (44% in the 2020/21 period), CCS Adoption approved adopters were not taken up as an EP placement of choice by the RAA/Local Authorities.

The Adoption Panel, which is constituted in accordance with adoption regulations, meets monthly to approve adopters and provide independent scrutiny of CCS Adoption's adoption work. In 2020/21 in response to the pandemic the Adoption Panel moved to an online forum. The Panel takes responsibility for making a recommendation on each case and determines whether all issues have been appropriately clarified. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant's legal status to adopt. The Agency Decision Maker for Panel has moved to the CEO on the retirement of the previous ADM and is suitably qualified and experienced in adoption work. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance, and validation of CCS Adoption's adoption work.

In total **25** new applications were presented to Panel to be approved as adoptive parents and all 25 were approved as 'suitable to adopt'. Two sets of adopters who had been approved for more than one year were reviewed because they had not yet been matched with children, and were re-approved.

Adopters' experience of Panel continues to receive positive feedback, one adopter said "*Apart from feeling nervous, which was inevitable and unavoidable, Panel turned out to be quite straight forward. We felt well prepared. It was nice to have had the information about the panel members prior to panel so we knew who they all were - although they did also introduce themselves on the day.*"

A social worker commented that "*My adopters were really appreciative that panel could go ahead and feedback the panel wasn't as scary as they had expected. They were also pleased all the questions I had prepped them for, came up!*"

CCS Adoption continues to specialise in recruiting adoptive families for 'priority children' i.e. sibling groups, older children and, children of black and minority ethnic (BAME) origins. CCS Adoption's 'Adoption Champions' areas of focus are: Adopters of Children of Colour; LGBT Adopters; Adopters for children with disabilities or complex health-needs; Brother and Sister groups, and older children; and they advocate for this area of adoption in all aspects of work at CCS Adoption, for example, reviewing the website and literature for appropriate language, and arranging information events in communities that represent these constituents. As a result of this approach 61% of the total number of children placed at CCS Adoption were in sibling groups (2019/20 66%), and CCS Adoption's percentage of LGBT approved adopters 28% (2019/20 - 29%). Where BAME children have been placed, 33% have one or more adoptive parent who are similar or the same ethnicity (2019/20, 83%).

CCS Adoption has increased the number of children it places each year: in the last five years (2016/17 - 2020/21) 169 children have been placed whereas in the previous five years (2011/12 - 2015/16) 131 children were placed. Despite this increase the number of disruptive placements has remained low, notwithstanding the fact that CCS Adoption places older children with more complex and additional needs. For all children placed since 1995 CCS Adoption's disruption rate

is 4.32%; and the disruption rate for 2020/21 is 0%. This is a significant achievement during any year, but especially during the past year. A significant amount of support was provided to the most at risk adoptive families to ensure there were no disruptions. This should be compared to the estimated national disruption rate of 4 -12% as indicated in Julie Selwyn's research in 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301889/Final_Report_-_3rd_April_2014v2.pdf

The Organisation offers lifelong support to adoptive families. All families, with whom CCS Adoption has placed children at any time, are supported through the Organisation's Adoption Support Services according to need.

The **31 children** placed in **25 families** in 2020/21 received intensive post-placement support, essential during the early stages of joining a new family (2019/20 - 35 children in 21 families). As at 31 March 2021, CCS Adoption was supporting **37** placements of children awaiting adoption orders (2019/20 - 31). The pandemic caused a significant delay in the courts and therefore Adoption Celebration Hearings were no longer viable.

In total **121 families** were supported on a regular basis during the year (some of which would have been placed/had adoption orders in previous years). The support comes from the social workers, a social work assistant, the Family Mentoring Scheme and, in collaboration with The Centre for Adoption Support and Education (see The Centre below).

Life Story Work has been further integrated into the post adoption support offered to families. All adopters are contacted at key points early in their adoption journey (Panel Approval, Matching Risk Assessment stage and 4 months into placement) to help support and equip them to undertake Life Story Work. Two Life Story Work drop-ins were also held for our adopters. In 2020/21, a total of **38 families** accessed the Life Story Work service, benefitting **53 children**. This included casework and consultations with 23 families.

The Non-Violent Resistance (NVR) seven week course which provides techniques and strategies to adoptive parents with children or adolescents presenting with violent, destructive or harmful behaviours, was postponed due to the lockdown as this training lends itself to face-to-face delivery rather than online delivery.

From **43** enquiries in total (36 in 2019/20), **19** adopted adults received counselling and an Intermediary and Tracing service (2019/20, 17). Although the number of cases that are active at CCS adoption in any one year fluctuates and can be influenced by TV programmes such as 'Long Lost Family' and major events in an individual's life; this year the pandemic also had an impact with referrals from people anxious about becoming ill or checking on birth relatives. It was not possible to allocate intermediary or birth counselling cases between the end of March and beginning of September 2021, as birth records counselling often needs face to face contact and the Intermediary Worker was shielding. However as lockdown progressed, creative ways of providing the counselling were established that were safe for all.

Social Work Review

A review of the Social Work Service was carried out during the financial year. The aims of the review were:

- to review the efficiency of the Social Work Service;
- review the staffing structure;
- analyse the cost of the service in relation to Interagency Fees, considering per placement cost and income.

The following methods were used during the review: a survey of the advice, administration and social work teams, a time and motion study of the social workers, and analysis of data.

The Social Work Review report was completed in February 2021, and the CEO and trustees held a workshop in March 2021 to discuss the findings and recommendations, alongside those from The Centre review. Action plans have been developed for implementation in 2021/22.

The Centre for Adoption Support and Education

The Centre for Adoption Support and Education (The Centre) provides a comprehensive range of specialist post adoption support for children and families. This group support is available for both CCS Adoption's adoptive families and those who have adopted with other agencies in the region. Services are provided from the very beginning of their adoption journey, for as long as they need it. Services include support for pre-school children, teenagers, parents and families as well as courses and workshops for parents and professionals

The Centre continued to provide support to adoptive families during the COVID-19 pandemic and Government restrictions, with services being adapted for online delivery wherever possible and reverting to face-to-face delivery when restrictions allowed. In total **148 individual families** benefitted from the services run from The Centre in 2020/21, with some families attending more than one group.

The following services were provided:

- **Tots Group:** A dedicated pre-school play group for adopted children aged 0 - 4. Sessions run three mornings a week, term time only. During 2020/21 a total of **45 children benefitted from a place** (2019/20 - 57).

From April to July 2020 families were offered support with a weekly Zoom sing along/story time session facilitated by the Centre team rather than face-to-face delivery. A weekly newsletter was published with arts, craft and cooking ideas for families to use at home. A total of 22 activity sheets were issued and distributed to 40 families each week. From September to December families returned to the Centre for sessions delivered in bubbles.

Feedback included *"Thank you to all who work so hard to make tots the nurturing and safe place it is"*.

- **A-Team:** A monthly evening or weekend activity-based group for young people aged 12 to 18 years. Monthly zoom catch-ups were offered from April to June plus a Forest School session in October and two online art projects during March 2021. However, as this is an activity based service, numbers were much reduced compared to the year before with **8 young people accessing the service** (2019/20 - 21).
- **Mums Group:** A support group for adoptive mums to talk with others who understand the complexities and challenges faced around adoption. Sessions are monthly, during the evening and facilitated by an Adoption Support Therapist. Virtual Zoom sessions were held from April to October, with two face-to-face meetings at The Centre during November and March. Numbers increased significantly in this financial year with a total of **24 adoptive mums benefiting** from attending the group compared with 17 in 2019/20.

Feedback included: *"Mums group has been a vital support for me. Meeting others who 'get it', being able to share our highs and lows. Extending friendships beyond the group for both myself and my child. Without the group I'm not sure I would have been able to cope during my darkest days"*.

- Dads Group: An opportunity for adoptive Dads to share and talk about particular issues, to hear the thoughts of others and discuss strategies. Sessions are monthly, during the evening and facilitated by an Adoption Support Therapist. Virtual Zoom sessions were held from April to September and in January and February, with four face-to-face meetings at The Centre when restrictions allowed. A total of **10 dads benefitted** from these sessions (2019/20 - 14).

Feedback included: *"I started attending the group at a particularly low point personally and it really felt like a weight lifted talking about my experiences with others in the same boat as well as hearing the same stuff from others"*.

- LGBT Coffee Mornings: A social morning for anyone who has started their adoption journey with any agency. Families and prospective adopters meet once a month on a Saturday morning. Service delivery during COVID-19 included a mixture of Zoom sessions, 'get togethers' in the park and a Forest School session. During 2020/21 numbers remained consistent with a total of **23 families benefitting from the service** (2019/20 - 27).

Feedback included: *"Meeting other families with LGBT+ parents and adopted children has supported our child in understanding their own story, by talking about children and parents we regularly meet at the Coffee Morning. Our child knows about them and feels they are all sharing a similar family story"*.

- Single Adopter Catch-Up: This is a new service, introduced in August 2020 to give single adopters the opportunity to meet for an informal chat about family life, managing wellbeing and the day to day challenges that come with being a single adoptive parent. Virtual sessions were offered fortnightly. Initially take up was low but the service has since grown and **a total of 10 parents** have benefitted from this group.

Feedback included *"Being a single mum by choice is a privilege but can be lonely at times and feel overwhelming. Having like-minded people really helps to feel not alone and I'm not the only one going through these emotions"*.

- Support Through Early Permanence (STEP): A group for current, past, or imminently prospective Early Permanence (EP) carers. During the pandemic the group moved from bi-monthly face-to-face session to 6 weekly virtual sessions. A total of **15 parents** have benefitted from this group.

Coordination and support of the EP Network Support List and a STEP Facebook group continues. These various support forums are accessed and valued by EP carers right across the South West Adoption Consortium (SWAC) as ways of sharing experiences and providing peer support for each other, and the number of EP carers accessing support through all three platforms has increased over the year.

- Workshops for Adopters: The Centre offers workshops for families to engage in discussions on particular topics. In 2020/21, 10 workshops were delivered as webinars, with **a total of 51** unique beneficiaries (some people attended more than one workshop).
 - Education of adopted children in lockdown
 - Hearts & Minds (refreshing the 8 helpful habits)
 - Talking to your child about COVID-19
 - Your child's feelings and fears about birth families in lockdown
 - Sensory and emotional sensitivities and lockdown
 - Deepening your use of therapeutic parenting during the COVID-19 Crisis
 - Going back to school
 - Life Story Work – 3 workshops (not included in ASF COVID-19 Scheme)

Seven of these webinars were delivered by the Therapeutic Services team and funded via the Adoption Support Fund COVID-19 scheme (see page 13).

Families are invited to make a voluntary donation if they attend any groups or workshops and in 2020/21 donations totalled £1,493.

Centre Review

A Centre Review was carried out during the financial year. The aims of the review were:

- to identify the current post placement/adoption support (PAS) needs of adoptive families accessing The Centre;
- to establish the best way to support those need via The Centre, and
- to consider how to sustainably finance The Centre.

The following methods were used during the review: focus groups (with current beneficiaries of Centre services), staff interviews and analysis of output and impact data.

The review found that Centre services are very well received with beneficiaries remarking: *"It's been a lifeline for us"* and *"I'm not sure we would still be a family if I hadn't had the opportunity to go to that (group)"* and *"The staff are all amazing"*. In terms of the service The Centre provides for all adoptive families (not just CCS families) comments included: *"I certainly felt that just because we hadn't adopted through CCS it didn't make any difference to how welcome we were made"* and *"Keep doing what you are doing. You are a lifeline to the adoption network across the South West. I would imagine that if that was lost that would be a massive gap"*.

The Centre Review report was completed in February 2021, and the CEO and trustees held a workshop in March 2021 to discuss the findings and recommendations, alongside those from the Social Work review. Action plans have been developed for implementation in 2021/22.

Therapeutic Support Service

Following the financial deficits for this service in 2018/19 and 2019/20 and the review in 2019/20, work has continued to create a sustainable, financial model for the service. The main income stream for the Therapeutic Service continues to be the Adoption Support Fund (ASF), and in this financial year income was boosted by the ASF COVID-19 scheme.

The COVID-19 pandemic was the biggest challenge of the year and ways of working with families were adapted to deliver all services online immediately. In certain cases, the risks to individual families and therapists were assessed, and essential face-to-face therapy was provided where online working was not possible or effective. Therefore, during the pandemic the team continued to offer Consultations, Clinical Assessments, a range of Therapeutic Interventions to families, and Therapeutic Training to CCS families. Due to the ASF COVID-19 scheme they were also able to provide some additional services to the region.

Consultations

52 consultation appointments were completed in total (target 51). CCS families were offered 3 appointments a month, delivered virtually, and 30 consultations were offered to Adoption West families via the ASF COVID-19 scheme.

Clinical Assessments

The Clinical Leads offered 1 assessment slot a month to families and these were adapted to be completed largely online, or risk assessed to provide some elements of assessment face to face when appropriate. 12 assessments were completed (target 10).

Therapeutic Interventions

69 packages of therapeutic support to adoptive families were completed (target 54).

Feedback from an Adoptive Parent: *"Since starting our Theraplay® support we have seen huge progress in M. She has really enjoyed the sessions as have we. She is much more accepting of our nurture towards her, is spending longer periods feeling regulated and we have seen her develop a confidence to accept our attempts to comfort and calm her in periods of dysregulation. The support we have received from Jess has made a significant difference to us as a family and to our confidence in parenting M and meeting her complex needs. We have strengthened the bond between M and us as parents and we can see the increase in her feeling more securely attached"*.

Funding from the ASF COVID-19 Scheme (see page 13) allowed the service to provide 12 consultations for Adoption West families, 18 consultations for CCS families with Adoption West children, and additional therapy sessions for two families. These numbers have been incorporated in the figures above.

Therapeutic Training

Hearts and Minds Parenting Programme: The 8 week training programme ran twice, in September 2020 and January 2021. 30 families attended, with a total of 53 individual attendees (target 18 families).

Adoptive Parent Feedback to CCS Adoption Social Worker: *"The course has been fantastic and exactly what we needed at a time when we felt very desperate indeed. We have already been able to try out therapeutic parenting techniques learned on the course and consciously apply them to situations that have arisen with C so that we are supporting her more appropriately"*.

Non-Violent Resistance (NVR) Therapeutic Training and Support Program: In response to COVID-19 participants were consulted about the best way to deliver the program and the majority preferred a delayed and shorted program rather than delivery via Zoom. The program ran once a month from September 2020 to March 2021, and a total of 12 adoptive parents attended.

Adoptive Parent Feedback: *"So good to be reminded of the principles which were very well presented. So good to meet others in similar situations. Amazing flexibility on behalf of the facilitators. Great to have time to reflect on parenting using NVR. I would highly recommend this course to others, especially as it has been so helpful to be able to build upon the previous intensive learning now we have had time to put it into practice"*.

Adoption Support Fund

Late in 2020 the Government announced that the ASF would continue for a further 12 months until March 2022. This has enabled the team to plan and deliver services for the next financial year, however, it continues to be difficult to make long term plans for the Service when the continuation of the ASF is agreed 12 months at a time. We have been informed by DfE that the Spending Review due to take place in autumn 2021 will include a recommendation about the future of the ASF fund.

South West Adoption Consortium (SWAC)

CCS continues to be the host agency for SWAC which is a membership organisation comprising three local Regional Adoption Agencies, one Local Authority and five Voluntary Adoption Agencies. The following services were agreed by Members to be delivered by SWAC in 2020-21:

12 Best Practice meetings a year (four focusing on issues of particular interest to managers and senior practitioners)

- SWAC delivered 33 Best Practice workshops by the end of March 2021 (this figure does not include the STAR Matching Tool Launch workshops);
- 8 of these have been for Managers and senior practitioners.
- 443 professionals in total benefitted from these workshops (our target was 229).

4 Panel Chairs' and Panel Advisors' meetings: SWAC has delivered 5 meetings for Panel Chairs and Advisors and an additional meeting for Panel Administrators, which was well attended.

2 Medical Advisers' meetings a year: SWAC has delivered 2 meetings for Medical Advisers during this period. A Best Practice workshop on Mental Health in Adult Health Assessment was also provided; facilitated by Ellie Johnson, Health Consultant, from Coram/BAAF, which was well attended by Medical Advisers.

3 Heads of Service Meetings a year: SWAC has delivered 3 meetings for Heads of Service during this period.

3 Adoption Exchanges a year: This was not possible due to pandemic restrictions and the logistics of holding a large Regional event over a virtual platform. Some RAA's are holding their own mini-virtual exchanges and mini virtual play days on line. SWAC hopes to resume holding Adoption Exchanges once COVID-19 restrictions allow.

Children's profiles and adopters' profiles will be circulated as soon as they are received: During this period SWAC circulated 68 children's profiles and 39 family profiles. There continues to be a short fall in adopters who are available to parent priority children, e.g. sibling groups, school age children and those with specific additional needs.

Website and Newsletter: The website was updated as required and two Newsletters were sent out in May & September 2020.

STAR Matching Tool: The development of the Strengths and Risks Matching Tool (STAR) began in 2017 when DfE PIF2 grant funding was secured to develop a more evidence based tool, with the aim of strengthening the quality of matching decisions; improving early identification of support needs; and ultimately, improving stability of placements and reducing risk of disruption.

Matching Tool and Guidance notes was launched nationally by Coram/BAAF on 2 February 2021; attended by over 130 professionals from around the country. CoramBAAF sent out the template of the Tool in early February to all Agencies in England, the Tool was shared with the CVAA, by the CEO and researcher from Bath Spa University presented to the RAA Leaders Group in March 2021.

Bath Spa University would like to undertake follow up research to see how effective the Tool is in considering stability in adoption and as a predictive tool of possible disruptions. This would allow for further refinement and development of the Matching Tool, particularly as part of the national rollout of its use. Preliminary discussions have taken place about the University making funding applications to organisations including the Nuffield and SRC. The time SWAC would contribute to the work would be included in any application. The RAA Leaders Group supports this further research.

Leading, innovating and influencing policy and practice:

Early Permanence: Throughout 2020/21 CCS continued to play a lead role in both national and regional forums. This included meetings and dialogue with the EP Lead at the DfE and co-presenting at the CoramBAAF EP Network Conference in Nov 2021 with Adoption West.

The CCS EP Lead worked with CoramBAAF to create a new Early Permanence Placement Planning Form and associated Guidance. This work was completed during the year but unfortunately COVID-19 has delayed the publication, but it is expected to be available soon.

Our Early Permanence Quality Mark was due for renewal in March 2021, however due to COVID-19, and the Organisation's status of being the first Agency to achieve the award, it was extended until March 2022. CCS remains one of the few agencies across the country to have achieved this award.

Sharing Stories: Following on from the success of the Sharing Stories project, CCS was asked to be part of a research project called **Difficult Conversations** working with Bristol University.

'Difficult Conversations: developing research-led training in dealing with looked after and adopted children's difficult life story questions'. This has involved producing training materials and resources for the Project website, as well as continuing to facilitate adopters and adoptive children's involvement in the project.

Throughout the year Sharing Stories led a number of learning events for professionals; 2 CVAA LSW Workshops, a session at the Community Care Live Conference in Oct, training to school staff and mental health professionals at The Bridge Foundation; as well as facilitating a SWAC Best Practice Workshop for professionals.

OFSTED Inspection

The Organisation was inspected by OFSTED in February 2019 and given the overall quality rating of "Outstanding", as in the previous three inspections (2015, 2012 & 2010). The OFSTED inspection team found the Organisation to be "Outstanding" in all three areas it considered:

- 'Overall experiences and progress of service users';
- 'How well young people and adults are helped and protected'; and
- 'The effectiveness of leaders and managers'.

The inspection is a comprehensive review of the work of the Organisation over the previous 3 years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the Organisation focuses its work on those children waiting for adoptive families, and all aspects of adoption support. Attention is also directed at how the Organisation makes a contribution to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive families, feedback from partner agencies who have placed children with CCS Adoption families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

"Adopters receive excellent preparation, support and training prior to adopting their child. They benefit from the extensive training and support provided by the agency that comprehensively prepares them for their parenting role" and

"The agency offers a range of imaginative and creative clubs and activities for adopted children and their parents that are provided in the agency's children's centre and in the community.

Children and their parents benefit from taking part in after-school clubs, forest club, holiday activities and a tots' and parents' club", and

"Really impressed with the organisation, CCS is streaks ahead of other agencies", and

"Leaders and managers have an ambitious vision for the agency. They succeed in providing a centre of excellence that provides high-quality adoption services to parents and children. There is a shared sense of purpose from all the staff and expert knowledge of how to achieve very positive outcomes for adopted children and their parents. There are many innovative and creative projects successfully being undertaken by the agency that are further improving outcomes for adopted children".

The full inspection report (Unique Reference Number SC048462) may be accessed online at: <http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports>

Grants and External Contracts

DFE Grant Funding: This was offered to all VAA's to support up to 75% of monthly staff salaries, enabling VAAs to continue to deliver adoption services during the COVID-19 pandemic. The initial period of the funding was for three months August to October 2020. In January 2021, DfE extended the grant to include a further four months (December 2020 to March 2021). In total the funds received were £445,431.

Adoption Support Fund (ASF) COVID-19 Scheme: This fund had been set up by the Government to offer emergency support to adoptive families including online counselling and couples therapy to meet needs arising from the outbreak of coronavirus. In May 2020 Adoption West agreed to support an application to the fund for the Therapeutic Services team to deliver webinars via The Centre and provide consultations to Adoption West and CCS families, and additional therapy sessions for some families.

Adoption West Training contract: CCS Adoption continued to deliver the adoption preparation training programme for prospective adopters for the Regional Adoption Agency, Adoption West; completing the final year of a three-year contract to deliver prospective adopter training for Stage 1 and 2. The training sessions were delivered across three regional hubs - Bristol, Trowbridge and Gloucestershire. In 2020/21 the training was attended by the following numbers: Stage 1 - 245 (2019/20 - 176), Stage 2 - 210 (2019/20 - 166), Early Permanence Information - 252 (2019/20, 156), and Early Permanence Day - 135 (2019/20 - 89).

Feedback has been positive and included the following examples:

Stage 1 Training Day: *"I found the session very informative and helpful. The trainers were very knowledgeable and made the atmosphere feel relaxed and welcoming. The course was well thought out and covered a lot of topics. You felt very comfortable asking questions and answered questions in detail. Thank you for a great training session!"*

Stage 2 Training Day: *"It was very informative as whole, things we hadn't thought about were mentioned which then raised questions that were always answered very well..... It was great to be in three days' worth of training spread out over three weeks. It kept it fresh in your mind, yet allowed you time to process the information. We found the therapeutic parenting helpful and listening to adopters' stories".*

Early Permanence Day: *"Great session, loads of information. Well delivered by the trainers and very engaging. Having the guest speaker talking about her own experiences gave a really good insight into EP and how it actually works. The whole day was really informative and really built on the initial half day of training".*

The RAA will deliver this training to its prospective adopters from 1 April 2021. The CCS trainers were transferred to Adoption West under TUPE arrangements at the end of the financial year.

Adoption West Centre grant: Adoption West made a contribution to the costs of running the Centre services in recognition that the RAA adoptive families benefit from the wide range of high quality services.

Marketing

Website: Following the decision to commission one new website for both CCS and The Centre in August 2019, the new site was launched on 17 March 2021, and focuses on Adoption Recruitment (CCS), Adoption Support (The Centre) and Fundraising. The site uses the new brand colours and is more visually led with fewer words. It is designed to be largely read and interacted with on a phone. The aim has been to maintain a consistent, friendly and approachable tone of voice throughout. The diversity of the children used in our core range of images of children has been increased.

In 2020/21 website traffic increased substantially with a 24% increase in users and a 92% increase in conversions (enquiry forms, contact us forms, booking info evenings). However, there was a significant decrease in conversions on the site in the final quarter, particularly bookings for Information Evenings (55% down year on year). The reasons behind this are currently being investigated.

Branding: The digital roll out of the new logo and branding across the organisation took place through the year.

Email marketing: The fortnightly newsletter for existing CCS and Centre adopters was published throughout the year with a distribution of approximately 500 addresses. The newsletter focuses on Centre events, Fundraising and Adoption Support. Average open rates of this email stand at around 40% which is well above industry standards.

Social Media Advertising and Google advertising: The Organisation continued to use the services of a small digital agency for the management of our Google PPC ads grant (which brings about 5% of users to the site) and social media adverts across Facebook, Twitter and Instagram. These social media adverts accounted for 19% of the users of the Organisation's annual audience in 2020/21.

Digital content: The Organisation continues to create content and share that of others on our website, social media and in the newsletter to ensure a steady flow of messaging that seeks to

- promote adoption as a positive route to creating a family,
- promote CCS as a good choice of agency for prospective adopters,
- promote the needs of the priority children who wait longest,
- educates about what is needed in adoption by the children who wait,
- provide resources and ideas that would be helpful to adoptive parents,
- elicits engagement from our audience.

The CCS Facebook page has 1,264 followers, The Centre Facebook page has 255 followers, and the CCS Twitter account has 1,567 followers. Content is posted at a rate of one or two posts per day. Levels of engagement are highest on CCS Facebook page with an engagement rate between 2 and 10%. An Instagram account for CCS was started in May 2020 which currently has 210 followers.

National Recruitment Campaigns #YouCanAdopt: The Organisation took part in two national recruitment campaigns orchestrated by the National Recruitment Steering Group, the first in September/October 2020 under the #YouCanAdopt and the second in April/May 2021, focused on sibling adoptions. A CCS Adoption adopter was put forward as an interviewee for a podcast episode which is still available as a resource on the www.youcanadopt.org website. The campaign has produced some great assets which the Organisation has used in both organic and paid for social media.

Fundraising

The Organisation is dependent on fundraising to finance the post-adoption support services provided through The Centre.

Fundraising activities included:

- Applications to Trusts and Foundations
- Community fundraising
- Individual giving
- Corporate giving
- Legacies

The Organisation does not buy or sell data, engage in telephone fundraising, cold mailing or outsource fundraising to external organisations. The decision not to engage in the aforementioned is taken in order to protect vulnerable people and members of the public from unacceptable behaviour related to fundraising, such as: unreasonable intrusion into a person's privacy; unreasonable persistent and undue pressure on a person to give money or donation in kind.

Beyond the Fundraising Coordinator and a Fundraising Consultant, those that engage in fundraising are a small number of volunteers who complete fundraising challenge, make the verbal appeal in parishes for the Organisation's Annual Appeal and help with fundraising administration. All volunteers are provided with an induction detailing the values and principles of the Organisation. The Organisation subscribes to and upholds 'The Code of Fundraising Practice' developed by the Fundraising Regulator. In the year there were no complaints received concerning the operation of the fundraising activities undertaken.

In 2020/21, the Organisation had a fundraising target of £115,000. This has been a challenging year for fundraising as charities across the UK felt the impact of the pandemic on their income and fundraising opportunities. The key challenges were: a decrease in community fundraising opportunities, an increase in competition for funding applications, and a decrease in funds available for which the Organisation met the application criteria. Despite the challenges of the last year, thanks to the generosity of CCS supporters and the efforts of the fundraising team, the Organisation raised total of £101,872 - 89% of the target.

Trusts and Foundations: Competition for Trust and Foundation grants increased significantly, with many charities experiencing a fall in income (due to a drop in regular individual giving and fewer community fundraising opportunities) alongside a rise in demand for services (due to the impact of the pandemic on individuals and communities). A number of Trusts and Foundations have also suffered financially due to the pandemic, with some limiting or pausing their giving in 2020/21. Many revised their criteria to prioritise front line charities working with those most affected by the pandemic. For these reasons, many of the Organisation's applications for funds were unsuccessful, with competition for funds being stated as the main reason for refusal.

Despite this challenging landscape, the Organisation generated £44,477 from Trust and Foundation applications, falling just 11% short of our target. Just over half of this amount is ring-

fenced for specific activities; one-to-one support for families most affected by the pandemic, and an ongoing Theraplay® project.

Grants and donations were received from the following Trusts and Foundations in 2020/21; The Sylvia Adams Trust, The Felicity Wilde Charitable Trust, The G F Eyre Charitable Trust, The Leonard Laity Stoate Charity and The Dandia Charitable Trust. A grant was also secured from the Government's Coronavirus Community Support Fund administered by The National Lottery.

Individual Giving: The Organisation received £29,027 (including Gift Aid) in individual donations, an increase of 108% on the previous year, exceeding our target of £20,000. With the decrease in other fundraising streams, these donations have been vital.

The Organisation has a small number of regular donors, some of whom have supported CCS for many years. These individual supporters have shown enormous generosity this year in response to our COVID-19 emergency appeal which generated £11,873 (including a single individual donation of £5,000). Donations were also received as a result of our CEO Christmas Letter (alongside the sale of Christmas cards), 'In Memory' donations and funeral collections for individuals connected to the Organisation, donations from ongoing appeals, and donations as a direct result of engagement with the Centre.

To demonstrate fairness and transparency, the Organisation does not accept donations from (or raised by) prospective adopters until they have received their adoption order.

Community Fundraising: In previous years, community fundraising has formed the backbone of the Organisation's fundraising strategy. The scope for community fundraising was severely reduced in 2020/21 by the COVID-19 pandemic with restrictions on public gatherings, cancellation of sporting and public events, and community groups unable to meet or switching to virtual interaction.

Donations from the Clifton Catholic Diocese contribute significantly to the Organisation's community fundraising income. The Organisation has a long relationship with the Diocese who continue to support us through annual appeals, crib collections and parishioner donations. Donations totalling £5,190 were received in 2020/21; this is significantly less than previous years due to restrictions on public gatherings and reduced congregation sizes as a result of the pandemic.

In total, £14,170 was received through community fundraising, 47% of a £30,000 target. Community fundraising activities included: Church appeals, Christmas card sales, supporter and staff-led events, individual sporting and challenge events, shop 'blue box' collections, lifestyle giving and 200 club memberships (supporters who take part in a bi-monthly draw).

Corporate giving: The Organisation continues to benefit from support from local supermarkets. In 2020/21 we received £10,500 from two successful applications to the Tesco Community Grant scheme, £2,639 from The Co-op Local Community Fund, and ongoing support from local Waitrose branches. In total, the Organisation received £14,197 through corporate giving, 95% of our target.

Legacies: The Organisation did not receive any income from legacy donations in 2020/21. The fundraising team plan to implement a legacy giving campaign in 2021/22, working in partnership with two Will writing companies to offer our supporters a free Will writing service.

National Adoption Landscape

It has been a very difficult, and unpredictable year for all Adoption Agencies, and the Organisation has operated within a particularly challenging external landscape.

In response to the COVID-19 pandemic, the Organisation quickly transitioned to virtual working, setting up remote working for all staff and delivering as much of our front line service as possible online. All Agencies were governed by regulations around face to face assessment work, undertaking Medical and DBS checks and references, and this greatly impacted on the number of approved adopters the sector was able to achieve, and more significantly much delay around placement activity with restrictions in place about the movement of children nationally. The impact of this has caused significant delays for children across the sector, including delays in the ability, initially, to hold court hearings meaning less children were available for Adoption. Conversely, the pandemic saw an increase in the numbers of people coming forward to enquire about Adoption, driven by the heightened sense of needing to pursue big life decisions. This seemed to compel many 'would be' adopters to go from just thinking about adoption to actually making an enquiry and registering an interest.

As a result of this, the sector now has an oversupply of adopters, and whilst the data indicates the number of adopters waiting outweigh the numbers of children needing placements, there remains a mismatch in the characteristics of the children they would want to care for. The National Recruitment campaign is currently focused on recruiting adopters for sibling groups, as the emphasis shifts to 'keeping brothers and sisters together' to reduce plans for separation, as well as maintaining the drive to recruit for 'harder to place' children (children of colour, older children, and children with medical and /or disabilities).

The pandemic also saw an increase in the number of families referring themselves for Adoption Support, specifically evident for families with teenagers, with an increase in Mental Health related challenges, and the impact of home schooling. This was a particularly challenging time for all newly formed families, where children had recently moved in and were not able to access the face to face support of family and friends due to lockdown. The sector is mindful that the impact of the pandemic and the restrictions at this time are likely to have a lasting impact on children in the Looked After system, given the added delays and uncertainty and losses they will have experienced at this time.

As the judiciary system has re-opened, concern remains about the reduced numbers of children with a plan for adoption. This has been a trend for the last three years, but concern is increasing with the pandemic induced delays to court proceedings combined with a perceived change in attitude from both the courts and the social workers' care planning for children, who are favouring the making of Special Guardianships Orders (SGO) over Adoption. Whilst these orders do not offer the lifetime security that Adoption offers do, they lean towards open contact with Birth family (often placed with an extended family member) and this is a strong influencer in the proven benefits of children being able to grow up and keep links with their family of origin. The long term analysis of the outcomes for children placed under SGOs, are yet to be measured, but there is some anecdotal information that suggests that post four years these children often re-enter the Care system, when they are deemed to be too old for adoption. This raises the question of whether assessment, training and support resources need to be significantly increased for SGO carers, if this model of permanency for children and young people is to be successful.

CCS Adoption remains an active member of the Council for Voluntary Adoption Agencies (CVAA), a membership organisation made up of 33 voluntary adoption agencies across the UK. Members meet on a regular basis to share information and learning across the sector and to provide a voice and link into policy and planning for Children's Services within DfE. The group also offers peer support forums and a Professionals Practice Programme with accessible monthly training and workshops.

In addition to this the CEO, is a member of the Regional Adoption & Special Guardian Leadership Board, a strategic group made up of LA /RAA /VAA Heads of Service and other multi-disciplinary leads in Children's Services in order to address the ongoing needs of Looked After Children, and those with a plan for permanency. The CEO also sits as a (non-voting) member of the regional RAA, Adoption West which meets four times a year.

Staffing

Although staff numbers did not grow in 2020/21, there were some staffing changes within the Organisation. Six members of staff left during the year - the Adoption West Trainers, the CCS Training Officer, a Senior Adoption Social Worker (retirement), the Fundraising Officer, a Clinical Lead (retirement) and a Life Story Worker. Two new members of staff started (a Clinical Lead and a Fundraising Coordinator), and one vacancy was filled by an internal candidate (CCS Training Officer). In March 2021, five vacancies were being advertised (including Adoption Social Workers, an Adoption Advisor and a Fundraiser). The Finance Officer's job title and the Business Support Officer's job titles were changed to Finance Manager and Business Development Manager respectively to reflect the scope of these roles.

The Organisation believes that the Wellbeing of its staff is vitally important. The Organisation introduced a number of initiatives to support staff as they dealt with the personal challenges of the pandemic and working from home. This included: the introduction of Wellbeing Champions who arranged virtual group coffee breaks; socially distanced outdoor meetups (when restrictions allowed); a home working allowance; staff led quizzes and yoga via Zoom; and an Employee Assistance Programme which provided a confidential helpline & counselling.

IT Investment & GDPR Compliance

In response to the COVID-19 pandemic and Government restrictions, changes were made to set all staff up to work from home at the end of the 2019/20 and beginning of 2020/21. This involved equipping all laptops/desktops for remote working, investing in some new laptops, and risk assessing staff home set-ups and providing equipment where necessary. Access to Microsoft Teams and Zoom was made available to all staff, making it possible to conduct internal and external meetings, and to move service delivery such as adopter training, and Centre and Therapy services online where possible.

The investment made in IT in recent years, for example, the upgrade of computers to Windows 10, the replacement of some desktops computers with laptops and the implementation of CHARMS in 2018/19 (a Cloud based case management system), meant that the Organisation was in a strong position to make the transfer to home working.

CCS continues to update and review policies and procedures to make sure they are GDPR compliant and to train staff; this was even more important with all staff working remotely during the pandemic.

Environmental and Sustainable Development

The Organisation continues to make steps to become more sustainable. Travel to work and external meetings was significantly reduced in 2020/21 as all staff worked from home in response to the COVID-19 pandemic and Government restrictions. There was also a significant reduction in printing, with services and processes were adapted to be delivered electronically. In the coming year some service delivery will return to face-to-face where deemed to be more effective. However, other meetings and services will remain online and thus staff travel will not return to the pre-pandemic levels.

Plans for the future

- **Lessons learnt from delivery during the COVID-19 pandemic** – Some of the ways of working that were introduced as a result of the pandemic and Government restrictions have resulted in a reduction in costs, travel time and, in some cases, an increase in engagement or an improvement in quality. Many services, however, lend themselves to face-to-face

delivery and with that in mind a return to meeting adopters and prospective adopters at Pennywell Road, with staff working from the office cannot come soon enough. As restrictions lift the Organisation will consider the lessons learnt from remote delivery/working, and make changes to services and processes where appropriate, whilst monitoring the impact on the longer term stability on placements and outcomes for children.

- **Recruitment of adopters and placements** – The business plan for the coming year is to approve 26 adopters and place 40 children.
CCS Adoption will continue to specialise in recruiting adoptive families for 'priority children' and focus on BAME Adopters; LGBT Adopters; Adopters for children with disabilities or complex health-needs, sibling groups and older children. In particular CCS Adoption will be aiming to recruit more BAME adopters, and place more BAME children either with adopters of the same/similar ethnicity or trans-racially.
- **Post Adoption Support** – As a result of the Centre and Social Work review findings the trustees have agreed a proposal to develop Centre services and to strengthen capacity in the Social Work Team to meet the Post Adoption support needs of CCS adopters, extend the reach and audience in the wider regional network.
- **Therapeutic Services** – New therapeutic training offers will be developed for adoptive families as well as training courses for CCS staff. There will also be a focus on improving collection and collation of feedback, and work on improvements the Service can make to increase placement stability and lifelong outcomes for adopted children.
- **Marketing** – With the goal of raising the profile of The Centre, and maintaining the Organisation's position as a leading Adoption Agency in a competitive market, the capacity of the Marketing team will be increased.
- **Fundraising** – The Organisation expects the fundraising climate to remain challenging throughout 2021/22. A new fundraising strategy is designed to maximise opportunities in the current context and prioritise return on investment. The Organisation will continue to prioritise fundraising from Trusts and Foundations and from individuals, building on the supporter base. A Legacy Giving campaign will be launched with the aim of generating future income. The Organisation will also seek to raise funds from its community where appropriate, for example maintaining the relationship with the Clifton Diocese churches.
- **CHARMS** – The Organisation will continue to maximise the benefits of the case management system, and in particular implement changes which will enhance data collection and reporting for post-adoption support and The Centre.
- **Trustees** – In the coming year the Charity will complete a skills audit and recruit to the Board, recognising the ongoing importance of attracting a diverse Board membership with a mix of skills and experience.

Financial information

The Clifton Children's Society's financial results for the year to 31 March 2021 are set out in detail in the attached financial statements.

The income of £1,888,459 (2019/20 - £1,634,777) includes donations of £42,826 (2019/20 - £158,532). No legacies were received in the year (2019/20 - £87,636).

Interagency and other fees totalled £1,304,162 (2018/19 - £1,351,235).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS Adoption. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing and supporting adoptive families.

From the 1st June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS Adoption has used the uplifted fee structure to apply to all placements from 1st June 2018. To prevent any future erosion of the fee, it will be increased on the 1st April each year on the basis of the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1st April 2020.

The fees represent payment for work carried out over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The Organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31 March 2021 was £1,613,202 (2020 - £1,701,303).

As at 31 March 2021 the Organisation's net assets were £1,708,888 (2020 - £1,433,631). There was a net increase in funds of £275,257 (2020 - Decrease of £66,526).

Investment policy

The trustees' policy is to invest funds in short term or immediate access deposits.

Reserves policy

The trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of 6 months expenditure out of unrestricted and designated funds; at this level the trustees feel they would be able to provide uninterrupted services.

As at 31 March 2021 the target free reserves level was £807,679 in line with the policy above and the actual free reserves were £795,620 (see Note 16). The actual free reserves were therefore below the target level. This difference represents less than 1 week of expenditure

and having reviewed the forecast Income and Expenditure for the year to 31 March 2022 and actual Income and Expenditure for the 3 months to 30th June 2021 the trustees are confident the free reserves are at a level to provide uninterrupted services.

The trustees' policy is to hold this amount in a Designated 'Reserves Policy' Fund. The value of this Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing 1 year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing 1 year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

Risk review

The Risk Management Policy, including the risk methodology, and the Risk Register were reviewed on a quarterly basis during 2020/21. The following were deemed as 'major' risks to the organisation:

1. The core business model is reliant on the Interagency Fee

The interagency fee is the largest source of income for the Organisation and changes to this could pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the Organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

2. Long term uncertainty of Adoption Support Fund (ASF) and administrative burden of accessing the funds

The ASF is the funding source for the majority of the Therapeutic Service. Late in 2020 the Government announced that the Adoption Support Fund would continue for a further 12 months until March 2022. It is unclear in what form the ASF will continue thereafter, but there are serious concerns regarding the future funding of the Therapeutic Service. In addition, the full cost of providing some of the clinical packages is not covered by the ASF.

The Therapeutic Service model was reviewed and changes implemented in 2019/20 to address this. The CEO is active in representing the Organisation and influences policy at the Parliamentary Review of the ASF and the CVAA.

3. Fundraising to cover the costs of The Centre

The Centre was previously funded by a grant from its founder. The organisation became financially responsible for The Centre in 2018/19 and has funded activities partly through fundraising and partly through a cross-subsidy from the core business of CCS Adoption. Good progress was made against the fundraising target in 2020/21. However, the fundraising landscape is likely to remain challenging in the coming year, with fierce competition for Trusts and Foundations funding, and a lack of community and corporate fundraising opportunities as a result of COVID-19.

The findings of the Centre Review have informed the Fundraising Strategy which will focus on Trusts and Foundations, Legacies and Individuals, prioritising Return on Investment.

4. Data protection & complying with GDPR

The Organisation deals with sensitive and complex personal data on a daily basis, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the Organisations reputation and resulting fines. This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff.

5. Reduction in the number of placement opportunities

There is a trend where Courts are favoring the making of Special Guardianship Orders over Adoption Orders. This has been exacerbated by the COVID-19 pandemic, as the Courts operate virtually and have a huge backlog of cases. In addition, wherever possible RAAs are operating an agenda of self-sufficiency, placing children with their prospective adopters.

Social Work Managers meet regularly with Adoption West Family Finding Manager, and with Local Authorities in other parts of the country. The CEO is part of the Barriers to Matching ASGLB Task Force, and meets with all RAA and VAA Service Heads in the region on a quarterly basis encouraging a joined up approach to service provision.

The trustees are confident that the systems in place and the reserves held are adequate to meet these risks.

Trustees

The trustees are a skilled, cohesive team comprising John Barnes, retired Strategic Planning Officer from Bath and NE Somerset Children's Services; Sally Lockwood who is a retired Social Worker and Counsellor; Peter Golding, solicitor; John Evans, aerospace industry background; Julie Cooke, independent consultant in adoption; Catherine Graham, a Primary School Teacher; Celia Balbernie, team manager at Families First Gloucestershire; Richard Tidswell, director of Business Doctors; and Nikolas Thompson, manager in Responsible Business & Inclusion for Lloyds Banking Group.

Ian MacKenzie resigned as a Trustee on 20 March 2020.

Stephen Allen, accountant, continues his valuable role as an Associate Trustee, and as Company Secretary up to 25th October 2021.

Legal and Administrative InformationConstitution

The Clifton Children's Society which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008 the trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese.

Charity No 286814 Company No 01655971

Patrons:	Baroness Floella Benjamin, OBE Jenny Urquhart, Artist
President:	Rt Rev Declan Lang, Bishop of Clifton The Bishop of Clifton is an Honorary Member and does not fulfil an executive role.
Directors and Trustees:	The following served as directors and trustees during the year and since the year end Sally Lockwood, Vice Chair (to 25/10/2021), Chair (from 25/10/2021) Catherine Graham, Vice Chair (from 25/10/2021) John Barnes, Chair (to 25/10/2021) John Evans Peter Golding Julie Cooke Celia Balbernie Richard Tidswell Nikolas Thompson
Key Management Personnel:	Margaret Pitts
Company Secretary:	Stephen Allen (to 25/10/2021) Vacant (from 25/10/2021)
Registered Office:	162 Pennywell Road, Easton, Bristol BS5 0TX
Auditor:	Burton Sweet Limited, The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR
Bankers:	Allied Irish Bank (GB), 19 Whiteladies Road, Clifton, Bristol BS8 1PB National Westminster Bank, 44 Caledonia Place, The Mall, Clifton, Bristol BS99 5AJ CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ
Solicitors:	Peter Golding, Cook & Co Solicitors Bush House, 77, 79, 81 Alma Road, Clifton Bristol BS8 2DP
Chief Executive Officer:	Margaret Pitts

Statement of trustees' responsibilities

The trustees (who are also directors of Clifton Children's Society for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to make themselves aware of that information.

Auditors

A resolution will be put to the Annual General Meeting that Burton Sweet be reappointed auditors to the Clifton Children's Society for the coming year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Sally Lockwood
Chair of Trustees
By order and on behalf of the trustees

Date: 28/10/2021

Independent auditor's report to the members of Clifton Children's Society**Opinion**

We have audited the financial statements of Clifton Children's Society (the "Charity") for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

Clifton Children's Society

Trustees Report 2020/21

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm This description forms part of our auditor's report.

Joshua Kingston ACA (Senior Statutory Auditor)

For and on behalf of Burton Sweet Limited Chartered Accountants and Statutory Auditor
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: ...25 October 2021

Clifton Children's Society

Statement of Financial Activities
(Including Income and Expenditure Account)

Company Number: 01655971

Year Ended 31st March 2021

		Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds	Total
		2021 £	2021 £	2021 £	2021 £	2020 £
Income from :	Notes					
Donations, legacies and grants	2	38,278	6,116	529,453	573,847	268,621
Charitable activities	2	992,302	285,630	26,230	1,304,162	1,351,235
Other trading activities	2	6,562	-	-	6,562	9,402
Investment income	2	3,888	-	-	3,888	5,519
Total income	2	1,041,030	291,746	555,663	1,888,459	1,634,777
Expenditure on :						
Promotional and fundraising activities		55,816	-	3,428	59,244	55,890
Charitable Activities						
Adoption		706,121	59,376	325,441	1,090,938	1,219,308
The Centre for Adoption Support		22,963	4,373	100,378	127,714	138,797
Therapeutic Services		40,802	185,632	108,872	335,306	287,308
Total expenditure	3	825,702	249,381	538,119	1,613,202	1,701,303
Net Income / (Expenditure) for the year	4	215,328	42,365	17,564	275,257	(66,526)
Transfers between funds	15	(176,697)	176,697	-	-	-
Net movement in funds for the year		38,631	219,062	17,564	275,257	(66,526)
Reconciliation of Funds						
Fund balance brought forward	15	190,891	1,135,808	106,932	1,433,631	1,500,157
Fund balances carried forward	15	229,522	1,354,870	124,496	1,708,888	1,433,631

The Statement Of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.
The notes on pages 32 to 48 form part of these accounts.
Prior year fund comparatives are on note 8.

Clifton Children's Society

Balance Sheet as at 31st March 2021

Company Number: 01655971

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	9		538,503		554,239
Intangible assets	10		8,144		-
			546,647		554,239
CURRENT ASSETS					
Debtors	11	596,343		311,222	
Investments	12	87,704		160,000	
Cash at bank and in hand		780,300		674,175	
			1,464,347	1,145,397	
CREDITORS: Amounts falling due within one year	13	277,277		234,785	
			1,187,070	910,612	
NET CURRENT ASSETS					
			1,733,717	1,464,851	
TOTAL ASSETS LESS CURRENT LIABILITIES					
CREDITORS: Amounts falling due after more than one year	14		24,829		31,220
			1,708,888	1,433,631	
NET ASSETS					
UNRESTRICTED FUNDS					
General Funds	16		229,522		190,891
Designated Funds	16		1,354,870		1,135,808
			1,584,392	1,326,699	
RESTRICTED FUNDS					
			124,496	106,932	
TOTAL CHARITY FUNDS					
			1,708,888	1,433,631	

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 32 to 48 form part of these accounts.
The financial statements were approved by the Board of Trustees on 25th October 2021 and were signed on its behalf by :

S Lockwood Chair

Clifton Children's Society

Statement of Cash Flows for the year ended 31st March 2021

Company Number: 01655971

	<u>2021</u>		<u>2020</u>	
	£	£	£	£
Cash used in/generated by operating activities		41,521		44,583
Non-operational cash flows:				
Investing activities :				
Payments for tangible fixed assets	(1,582)		(25,386)	
Payments for intangible fixed assets	(8,172)		-	
Transfer of investments to/(from) bank	72,296		167,453	
Investment income	3,888		5,519	
	-----		-----	
		66,430		147,586
Financing activities				
Loan repayments	1,826		13,752	
	-----		-----	
		1,826		13,752
		-----		-----
		64,604		133,834
Net Cash Inflows for the year		-----		-----
		106,125		178,417
Cash and bank balances at the beginning of the year		674,175		495,758
		-----		-----
Cash and bank balances at the end of the year		780,300		674,175
		=====		=====

Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

Statement of Financial Activities: Net movement in funds	275,257	(66,526)
Investment income	(3,888)	(5,519)
Depreciation	17,318	21,571
Amortisation	28	-
Increase in creditors	37,927	2,409
Decrease/increase in debtors	(285,121)	92,648
	-----	-----
	41,521	44,583
	=====	=====

Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 32 to 48 form part of these accounts.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

Preparation of accounts on a going concern basis

Along with other similar charities and organisations, the COVID-19 pandemic has brought many uncertainties to the global economy. The impact of this on the charity is highlighted in further detail within the Trustees' annual report. Notwithstanding these uncertainties, the Trustees have chosen to prepare the financial statements on a going concern basis given the free reserves held by the charity the careful planning of the Trustees and continued use of the Coronavirus Job Retention Scheme since the year end.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

The charity has entitlement to the funds.

Any performance conditions attached to the items of income have been met or are fully within the control of the charity.

There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.

Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs 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 activity are allocated directly, others are apportioned on an appropriate basis.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

1. Accounting Policies (Continued)

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows : -

Office Equipment	33 1/3% on reducing balance
Freehold Buildings (excluding land)	2 % on cost

Expenditure on items of less than £ 1,000 is not capitalised but written off as repair and maintenance.

Amortisation - Website

Website development has been capitalised to the extent that it is probable that future economic benefits attributable to the website are likely which will benefit to the charity. The asset is being amortised over its estimated useful life of 4 years.

Pension Contributions

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3. These schemes are multi-employer, defined benefit schemes accounted for as a defined contribution schemes (see Note 22 for the full details of these plans). Full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening to the deposit or similar account. Any cash held with a notice period of over three months are classified as investments.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

2 Income

	Unrestricted General 2021 £	Unrestricted Designated 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Collection boxes	1,063	-	-	1,063	1,109
Church collections	5,145	-	-	5,145	23,718
Gift Aid and donations	30,038	1,037	5,483	36,558	45,846
School collections	60	-	-	60	223
Legacies receivable	-	-	-	-	87,636
Grants	1,972	5,079	523,970	531,021	110,089
Donations Legacies and Grants	38,278	6,116	529,453	573,847	268,621
Interagency fees	937,471	-	-	937,471	1,029,390
Local authority contracts	52,670	-	-	52,670	52,601
Other fees	2,161	31,256	26,230	59,647	51,117
Therapeutic Services Income	-	254,374	-	254,374	218,127
Charitable activities	992,302	285,630	26,230	1,304,162	1,351,235
200 Club	1,847	-	-	1,847	1,862
Other fundraising	4,715	-	-	4,715	7,540
Other trading activities:	6,562	-	-	6,562	9,402
Deposit interest	3,888	-	-	3,888	5,519
Investment income	3,888	-	-	3,888	5,519
Total income	1,041,030	291,746	555,683	1,888,459	1,634,777

Prior year income comparatives are on note 8.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

3 Expenditure

	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2021 £
Raising funds				
Promotion and fundraising activities	47,183	5,995	6,066	59,244
Charitable Activities				
Adoption	848,504	52,742	189,692	1,090,938
The Centre for Adoption Support Therapeutic Services	94,384 273,023	9,326 16,957	24,004 45,326	127,714 335,306
	1,215,911	79,025	259,022	1,553,958
	1,263,094	85,020	265,088	1,613,202
=====				
Prior Year Comparatives				
	Staff Costs (note 5) £	Direct Costs £	Support costs (see below) £	Total 2020 £
Raising funds				
Promotion and fundraising activities	44,466	8,024	3,400	55,890
Charitable Activities				
Adoption	957,284	67,840	194,184	1,219,308
The Centre for Adoption Support Therapeutic Services	94,769 233,970	20,706 11,138	23,322 42,200	138,797 287,308
	1,286,023	99,684	259,706	1,645,413
	1,330,489	107,708	263,106	1,701,303
=====				

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

Cost Type	Basis of Apportionment
Marketing	Usage
Operations	Usage
Staff costs (note 5)	Staff time
Agency, staff development and training	Staff time
Office costs	Staff time
Governance and finance	Staff time
Premises and depreciation	Staff time
Systems and IT	Staff time

Support costs are as follows :

	Raising Funds 2021 £	Charitable Activities 2021 £	Total 2021 £	Raising Funds 2020 £	Charitable Activities 2020 £	Total 2020 £
Marketing	637	5,730	6,367	814	7,329	8,143
Operations	53	2,612	2,665	74	3,636	3,710
Staff costs	2,899	135,167	138,066	1,139	112,746	113,885
Agency, staff development and training	135	6,290	6,425	33	3,256	3,289
Office costs	507	23,658	24,165	294	29,137	29,431
Governance and finance	218	10,172	10,390	60	5,987	6,047
Premises and depreciation	1,317	61,415	62,732	718	71,036	71,754
Systems and IT	300	13,978	14,278	268	26,579	26,847
	6,066	259,022	265,088	3,400	259,706	263,106
=====						

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

4 Net Income / (Expenditure) for the year

This is stated after charging :

	<u>2021</u>	<u>2020</u>
	£	£
Depreciation - Owned Assets	17,318	21,571
Amortisation - Website	28	-
Audit Fees	6,360	4,800
Operating leases land and buildings	26,220	27,298
Interest Payable	5	185
Discounting of pension contributions	884	605
	=====	=====

5 Staff Cost and Numbers

	<u>2021</u>	<u>2020</u>
	£	£
Staff Costs were as follows :		
Salaries and fees	1,233,009	1,274,430
Social security costs	104,472	101,564
Pension costs - current contributions (see Note 22)	63,679	68,380
Income and expenditure impact of the Growth Plan (see Note 22)	2,021	(463)
	-----	-----
	1,403,181	1,443,911
	=====	=====

Staff costs are apportioned as follows :

Promotional and fundraising activities	50,082	44,466
Expenditure on charitable activities	1,351,078	1,399,908
Discounting of pension contributions	2,021	(463)
	-----	-----
	1,403,181	1,443,911
	=====	=====

The number of employees whose total employment benefits (excluding employer pension costs) for the year were in excess of £60,000 fall within the bands as follows:

	<u>2021</u>	<u>2020</u>
£60,000 - £69,999	----- 1 -----	----- 1 -----
	=====	=====

The average monthly head count was 50 staff (2020 - 56) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 35 (2020 - 39)

Total key management personnel benefits amounted to £ 66,811 (2020 - £ 64,703)

6 Taxation

No liability to UK Corporation Tax arose for the year ended 31st March 2021 or for the year ended 31st March 2020.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

7 Prior Year Fund Comparatives

	Unrestricted General Funds 2020 £	Unrestricted Designated Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Income from				
Donations, Legacies and Grants	119,701	15,889	133,031	268,621
Charitable activities	1,091,316	259,919	-	1,351,235
Other trading activities	9,387	-	15	9,402
Investment income	5,519	-	-	5,519
Total income	1,225,923	275,808	133,046	1,634,777
Expenditure on				
Raising funds	55,890	-	-	55,890
Charitable Activities				
Adoption	1,015,071	113,214	91,023	1,219,308
The Centre for Adoption Support	-	94,094	44,703	138,797
Therapeutic Services	-	287,308	-	287,308
Total expenditure	1,070,961	494,616	135,726	1,701,303
Net Income / (Expenditure) for the year	154,962	(218,808)	(2,680)	(66,526)
Transfers between funds	(296,833)	296,833	-	-
Net movement in funds for the Year	(141,871)	78,025	(2,680)	(66,526)
Reconciliation of Funds				
Fund balances brought forward	332,762	1,057,783	109,612	1,500,157
Fund balances carried forward	190,891	1,135,808	106,932	1,433,631

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

8 Prior Year Income Comparatives

	Unrestricted General Funds <u>2020</u> £	Unrestricted Designated Funds <u>2020</u> £	Restricted Funds <u>2020</u> £	Total Funds <u>2020</u> £
Collection boxes	1,109	-	-	1,109
Church collections	23,718	-	-	23,718
Gift Aid and donations	5,334	15,889	24,623	45,846
School collections	223	-	-	223
Legacies receivable	87,636	-	-	87,636
Grants	1,681	-	108,408	110,089
<u>Donations Legacies and Grants</u>	<u>119,701</u>	<u>15,889</u>	<u>133,031</u>	<u>268,621</u>
Interagency fees	1,029,390	-	-	1,029,390
Local authority contracts	52,601	-	-	52,601
Other fees	9,325	41,792	-	51,117
Therapeutic Services Income	-	218,127	-	218,127
<u>Charitable activities</u>	<u>1,091,316</u>	<u>259,919</u>	<u>-</u>	<u>1,351,235</u>
200 Club	1,862	-	-	1,862
Other fundraising	7,525	-	15	7,540
<u>Other trading activities:</u>	<u>9,387</u>	<u>-</u>	<u>15</u>	<u>9,402</u>
Deposit interest	5,519	-	-	5,519
<u>Investment income</u>	<u>5,519</u>	<u>-</u>	<u>-</u>	<u>5,519</u>
<u>Total income</u>	<u>1,225,923</u>	<u>275,808</u>	<u>133,046</u>	<u>1,634,777</u>

Clifton Children's Society

Notes forming part of the Financial Statements For the Year Ended 31st March 2021

9 Tangible Fixed Assets

	<u>Freehold Property</u>	<u>Office Equipment</u>	<u>Total</u>
Cost	£	£	£
At 1st April 2020	570,847	103,723	674,570
Additions	-	1,582	1,582
Disposals	-	(4,941)	(4,941)
	-----	-----	-----
At 31st March 2021	570,847	100,364	671,211
	-----	-----	-----
Depreciation			
At 1st April 2020	45,778	74,553	120,331
Charge for the year	6,417	10,901	17,318
Disposals	-	(4,941)	(4,941)
	-----	-----	-----
At 31st March 2021	52,195	80,513	132,708
	-----	-----	-----
Net Book Values			
At 31st March 2021	518,652	19,851	538,503
	=====	=====	=====
At 31st March 2020	525,069	29,170	554,239
	=====	=====	=====

10 Intangible Fixed Assets

	<u>Website</u>
Cost	£
At 1st April 2020	-
Additions	8,172

At 31st March 2021	8,172

Amortisation	
At 1st April 2020	-
Charge for the year	28

At 31st March 2021	28

Net Book Values	
At 31st March 2021	8,144
	=====
At 31st March 2020	-
	=====

Clifton Children's Society

Notes forming part of the Financial Statements For the Year Ended 31st March 2021

11 Debtors: Amounts falling due within one year

	<u>2021</u>	<u>2020</u>
	£	£
Trade debtors	247,144	125,103
Accrued income	313,820	157,311
Other Debtors	3,585	2,047
Prepayments	31,794	26,761
	-----	-----
	596,343	311,222
	=====	=====

12 Investments

	<u>2021</u>	<u>2020</u>
	£	£
Bank deposit accounts requiring more than 3 months notice of withdrawal	87,704	160,000
	-----	-----

13 Creditors : Amounts falling due within one year

	<u>2021</u>	<u>2020</u>
	£	£
Trade creditors	62,760	46,156
Taxation and social security	28,890	24,519
Other creditors	1,919	34,314
TPT Growth Plan recovery plan	8,412	8,167
Accruals	29,557	16,322
Deferred income	145,739	103,481
Bank loan; capital repayable within one year see note 14 below	-	1,826
	-----	-----
	277,277	234,785
	=====	=====

14 Creditors : Amounts falling due after more than one year

	<u>2021</u>	<u>2020</u>
	£	£
Other Creditors - TPT Growth Plan recovery plan	24,829	31,220
	-----	-----
	24,829	31,220
	=====	=====

Bank Loan

The Bank loan which is secured on The Clifton Children's Society Freehold Property is repayable over the period to 2024 by monthly payments of £ 1,072.06 to repay capital and pay interest. The interest rate charged on the loan is 1.25% above bank base rate. Due to the current low bank base rate the Society repaid a larger portion of the capital each month than was necessary to repay the loan over its original term. The loan was fully repaid in June 2020.

	<u>2021</u>	<u>2020</u>
	£	£
Capital repayment within one year	-	1,826
	-----	-----
	-	1,826
	=====	=====

TPT Growth Plan recovery plan

TPT recovery plan payments are explained in detail in Note 22, payments are the expected to fall due as follows: (the liability in the accounts is shown at Net Present Value)

	<u>2021</u>	<u>2020</u>
	£	£
Within one year	8,412	8,167
Between one and five years	24,829	33,660
In five years or more	-	7,660
	-----	-----
	33,241	49,487
	=====	=====

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

15 Funds

Designated Funds

	At 1st April 2019 £	Income £	Expend- ture £	Transfer £	At 31st March 2020 £	Income £	Expend- ture £	Transfer £	At 31st March 2021 £
Reserves Policy	709,783	-	-	73,005	782,788	-	-	24,891	807,679
Post Adoption Support	177,000	-	-	21,600	198,600	-	-	18,600	217,200
The Centre for Adoption Support Therapeutic Services	55,000	15,889	94,094	53,205	30,000	7,076	4,373	-	32,703
	35,000	218,127	287,308	84,181	50,000	254,374	185,632	(81,242)	37,500
Early Permanence	12,000	70	12,542	16,472	16,000	-	9,874	13,874	20,000
Sharing Stories	31,000	141	27,707	39,566	43,000	4,060	22,516	21,456	46,000
SWAC	15,000	41,581	52,161	-	4,420	26,236	26,986	(3,670)	-
Family Mentoring	8,000	-	5,804	8,804	11,000	-	-	(11,000)	-
IT Improvement	15,000	-	15,000	-	-	-	-	-	-
Post-Adoption Support Project	-	-	-	-	-	-	-	193,788	193,788
	1,057,783	275,808	494,616	296,833	1,135,808	291,746	249,381	176,697	1,354,870

Restricted Funds

	At 1st April 2019 £	Income £	Expend- ture £	At 31st March 2020 £	Income £	Expend- ture £	At 31st March 2021 £
Post Adoption Support	88,200	-	-	88,200	-	-	88,200
Practice and Improvement	-	85,453	85,453	-	-	-	-
Adoption Support (Legacy fund)	8,572	-	860	7,712	-	745	6,967
Family Grants	9,380	-	1,250	8,130	-	1,000	7,130
People's Postcode Lottery	3,177	-	3,177	-	-	-	-
Therapy Cabin	283	-	283	-	-	-	-
The Centre Project	-	47,593	44,703	2,890	26,983	29,430	443
Sylvia Adams Grant	-	-	-	-	22,404	18,043	4,361
Adoption West Grant	-	-	-	-	24,636	8,095	16,541
Covid-19 Support Grants	-	-	-	-	481,660	480,806	854
	109,612	133,046	135,726	106,932	555,683	538,119	124,496

Clifton Children's Society

Notes forming part of the Financial Statements For the Year Ended 31st March 2021

16 Analysis of Net Assets between Funds

	<u>2021</u>				<u>2020</u>			
	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds	Unrestricted General Funds	Unrestricted Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
Fixed Assets	241,247	217,200	88,200	546,647	267,439	198,600	88,200	554,239
Other Net Assets	(11,725)	1,137,670	36,296	1,162,241	(76,548)	937,208	18,732	879,392
Total Funds	229,522	1,354,870	124,496	1,708,888	190,891	1,135,808	106,932	1,433,631

The reason for the establishment of the restricted and designated funds for post adoption support is explained in Note 17 . As it is anticipated that the need for drawing on these reserves would only arise when general reserves have been exhausted the post adoption support restricted and designated fund are represented by that portion of the value of The Clifton Children's Society's Freehold Property. In the event that The Clifton Children's Society ceases to receive adequate income the restricted and designated funds would be applied for the provision of providing The Clifton Children's Society's commitment to lifelong post adoption support. The fixed assets of the charity were not donated to the charity in a restricted or designated fashion; however they are best reflected within restricted and designated funds as these funds are only likely to be utilised once the fixed assets of the charity have been liquidated.

Total free reserves for the year are considered to be £795,954, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

17 Purpose of Restricted and Designated Funds

Post Adoption Support Restricted and Designated Fund

Following placement and subsequent adoption The Clifton Children's Society has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing 1 year of Social Worker support to each relevant adoptee based on 24 hours per year at £ 25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each adoptee based on 24 hours per year at £ 25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

Practice and Improvement Fund

The Organisation received DfE Practice & Improvement Fund Round 2, to deliver improved services around the areas of Early Permanency, Life Story Work, and Family Finding and Matching. PIF 2 funding ended on 31 August 2019 with continuation funding from CCS to the end of the financial year. The use of this funding was restricted by the DfE and the expenditure was scrutinised by the DfE to ensure it complied with the restrictions.

Adoption Support Legacy Fund

The Clifton Children's Society received a restricted legacy during 2015/16 of £ 10,000 this is used to provide therapeutic life story work and to support adopted children in education.

Family Grants

These are funds received on the condition that they will be expended on assisting families in need.

People's Postcode Lottery

These funds were received from the People's Postcode Lottery following a successful grant application to provide funding for the Peer Support Groups and Training Courses for Adopters.

Therapy Cabin Appeal

In response to the increased demand on meeting room space for therapy sessions, The Clifton Children's Society now hire a Portacabin. These funds are the result of an appeal to assist in furnishing and decorating the cabin.

Reserves Policy Fund

As explained in more detail in The Trustees' Report (see page 20) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

The Centre for Adoption Support

The restricted fund was created with grants received restricted for the benefit of The Centre for Adoption Support

This designated fund is a fund designated to help ensure the continuity of The Centre for Adoption Support service whilst further funding is sought.

Clifton Children's Society

Notes forming part of the Financial Statements For the Year Ended 31st March 2021

17 Purpose of Restricted and Designated Funds (Cont.)

Post-Adoption Support Project

As a result of the reviews of The Centre and the social work service a proposal was presented to the board to strengthen the capacity of the social work team and to widen the reach of The Centre services. This designated fund was created by the board agreements to fund this two year proposal.

Sylvia Adams Grant

These funds were received from the Sylvia Adams Charitable Trust following a successful grant application to provide funding for the Tot's Group and to provide Theraplay Training for appropriate staff members

Adoption West Grant

These funds were received from Adoption West as part of a Post Adoption Support service agreement to provide funding for the activities delivered by The Centre for Adoption Support

Therapeutic Service

The funding received for Therapeutic Services is insufficient to deliver the full service that families require and so a designated fund has been established to meet the expected financial needs.

Early Permanence Fund

This fund is to help ensure the continuity of the delivery of the activities of the Early Permanence Hub after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

Sharing Stories

This fund is to help ensure the continuity of The Sharing Stories Project after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

South West Adoption Consortium Fund (SWAC)

This fund is to help ensure the continuity of South West Adoption Consortium after The Practice and Improvement Fund round 2 grant came to an end in August 2019. As of 1st April 2021, this is now full funded by the SWAC membership.

Family Mentoring Fund

This fund is to help ensure the continuity of The Family Mentoring Project. This project ceased end of March 2021.

IT Improvement Fund

This fund is to allocate reserves for the purpose of upgrading the IT hardware of The Clifton Children's Society.

Covid-19 Support Grants

This represents three grants funds that were received in direct response to the Covid-19 pandemic resulting from successful grant applications. £445,431 was received through the Department for Education, to fund 75% of salaries for Adoption, Adoption Support and Therapeutic Services. £9,999 was received from the Big Lottery to provide focussed Adoption Support to those families most affected by the pandemic. £26,230 was received through the Covid-19 Adoption Support Fund to provide Adoption Support activities, and Therapeutic Services to families in the Adoption West RAA area.

18 Contingent Liabilities

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 17.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

19 Related Parties

The Clifton Children's Society is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year The Clifton Children's Society paid fees of £ nil (2020 - £ nil) to related parties of the trustees.

Travel expenses of £ nil (2020 £ nil) were reimbursed to the Trustees.

The Trustees, key management and related parties made donations to the charity during the year of £ 1,001 (2020 - £ 325).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the organisation.

20 Operating Leases

The total future minimum lease payments under non-cancellable operating leases :

	<u>2021</u>	<u>2020</u>
	£	£
Payable within one year	-	12,747
	=====	=====

21 Pension Costs

The Clifton Children's Society's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%. Employees can make Additional Voluntary Contributions.

The employer contributions made during 2020/21 were £ 63,679 (2019/20 - £ 68,380)

The employee contributions made during 2020/21 were £ 67,884 (2019/20 - £ 76,356)

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

22 The Growth Plan

In the past The Clifton Children's Society has paid pension contributions into TPT's Growth Plan series 1,2 and 3. These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for The Clifton Children's Society to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a 'last man standing arrangement'. Therefore The Clifton Children's Society is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2011. This valuation showed assets of £780 million, liabilities of £928 million and a deficit of £148 million.

A full actuarial valuation for The Scheme was carried out at 30th September 2014. This valuation showed assets of £793 million, liabilities of £970 million and a deficit of £177 million. To eliminate this shortfall the Trustee of The Growth Plan has asked the participating employers to pay additional contributions to The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2017. This valuation showed assets of £794.9 million, liabilities of £926.4 million and a deficit of £131.5 million.

A full actuarial valuation for The Scheme was carried out at 30th September 2020. This valuation showed assets of £798.6 million, liabilities of £831.9 million and a deficit of £33.3 million.

As the deficit had significantly reduced The Trustee of The Growth Plan has announced the implementation of a new recovery plan with effect from 1st April 2022. Under the new plan, the total deficit contributions due from employers will reduce from 1 April 2022 and each employer's share of the new amount will continue to be based on its own percentage share of the Plan's liabilities.

Deficit contributions (total payable from all 950 employers)

Original recovery plan :

From 1st April 2016 to 30th September 2025 £ 12,945,440 pa payable monthly and increasing by 3% on each 1st April.

From 1st April 2016 to 30th September 2028 £ 54,560 pa payable monthly and increasing by 3% on each 1st April.

2018 Revised recovery plan :

From 1st April 2019 to 31st January 2025 £ 11,243,000 pa payable monthly and increasing by 3% each 1st April

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

22 The Growth Plan (Cont.)

2022 Revised recovery plan :

From 1st April 2022 to 31st January 2025 £ 3,312,000 pa payable monthly with no annual increase

Unless a concession has been agreed with the Trustee of The Growth Plan the term to 31st January 2025 applies.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and The Clifton Children's Society has agreed a deficit funding arrangement The Clifton Children's Society recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

	31/03/2021	31/03/2020	31/03/2019
	£	£	£
Present Value of provision	33,241	39,387	47,779

Reconciliation of opening and closing provisions

	2021	2020
	£	£
Provision at start of year	39,387	47,779
Unwinding of discount factor	884	605
Deficit contribution paid	(8,167)	(7,929)
Remeasurements - impact of any change in assumptions	1,137	(1,068)
	-----	-----
Provision at end of year	33,241	39,387
	=====	=====
Income and expenditure impact		
Interest expense	884	605
Remeasurements - impact of any change in assumptions	1,137	(1,068)
	-----	-----
	2,021	(463)
	=====	=====

Assumptions

	31/03/2021	31/03/2020	31/03/2019
Rate of discount % per annum	0.66	2.53	1.39

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

Clifton Children's Society

Notes forming part of the Financial Statements

For the Year Ended 31st March 2021

22 The Growth Plan (Cont.)

Deficit Contribution Schedule

The following schedule details the actual contributions payable by The Clifton Children's Society each year.

Year ending 31st March	<u>2021</u> £	<u>2020</u> £	<u>2019</u> £
Year 1	8,412	8,167	7,929
Year 2	8,664	8,412	8,167
Year 3	8,924	8,664	8,412
Year 4	7,660	8,924	8,664
Year 5		7,660	8,924
Year 6			7,660
	-----	-----	-----
	33,660	41,827	49,756
	=====	=====	=====

If The Clifton Children's Society ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2020 to be £ 122,271 (30th September 2019 £ 123,849). As there are no plans to withdraw from the scheme this liability has not been accounted for.

Plan expenses

Previously, the deficit contributions paid by employers included an allowance to cover the running costs of the Plan; these include TPT's internal administration costs as well as external advisory costs and pension levies. For the 2017 valuation the allowance was £3.6m p.a.

Following consultation with the Employers Committee, it has been agreed that the expenses for running the Plan should be accounted for separately from deficit contributions. This approach is more transparent and has the benefit to employers of reducing the value of deficit contributions that must be disclosed in employer accounts for the purposes of FRS102.

The total amount of expenses paid by employers each year remains broadly unchanged. Rather than these being included in the deficit contributions paid, expenses will in future be shown and charged for separately. The annual expenses charge from 1 April 2022 is £3.7m per annum and will increase by 3% each year. The expenses contribution will be reviewed again at the 2023 valuation.

It was also agreed that, like the deficit contributions, the Plan expenses will continue to be allocated based upon each employer's percentage share of liabilities.

Further Plan Information

In September 2021 an update was received on the Deficit Recovery Plan and the Plan Contributions that are due from the Society from April 2022 are to be reduced. It was agreed that in order to maintain consistency in these accounts that the updated information be treated as post-balance sheet information and that the non-material effect of these changes will be presented in the 2021-2022 financial accounts.