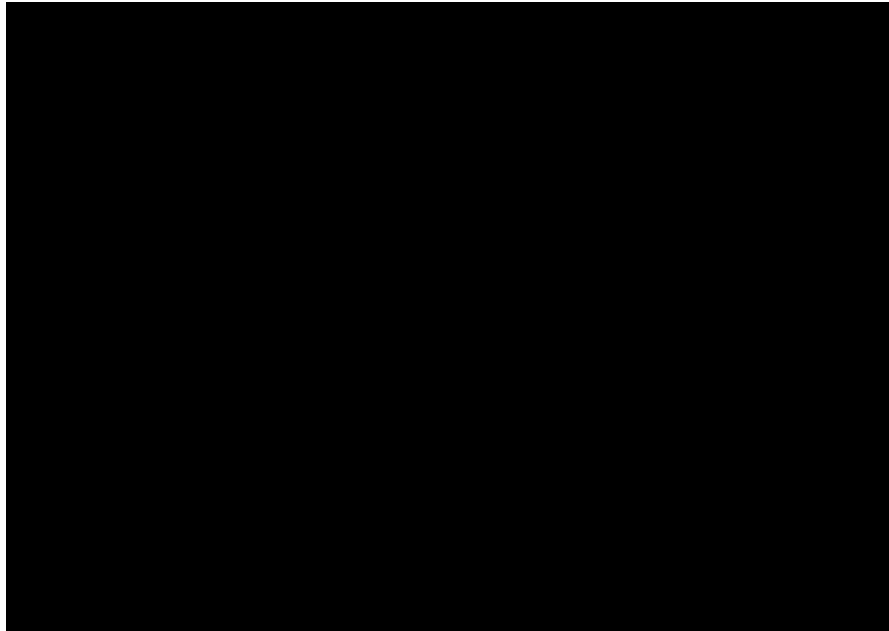




Children's Panel Fund (Falkirk)

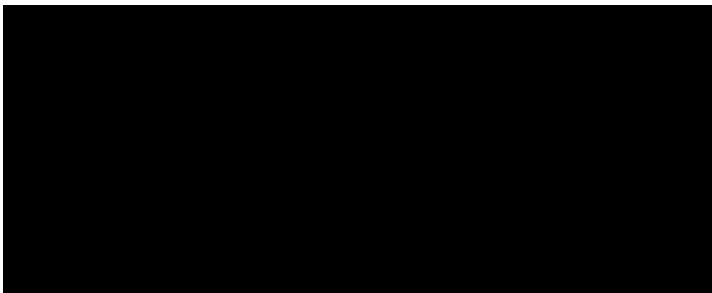
Trustees' Annual Report





Children's Panel Fund (Falkirk)

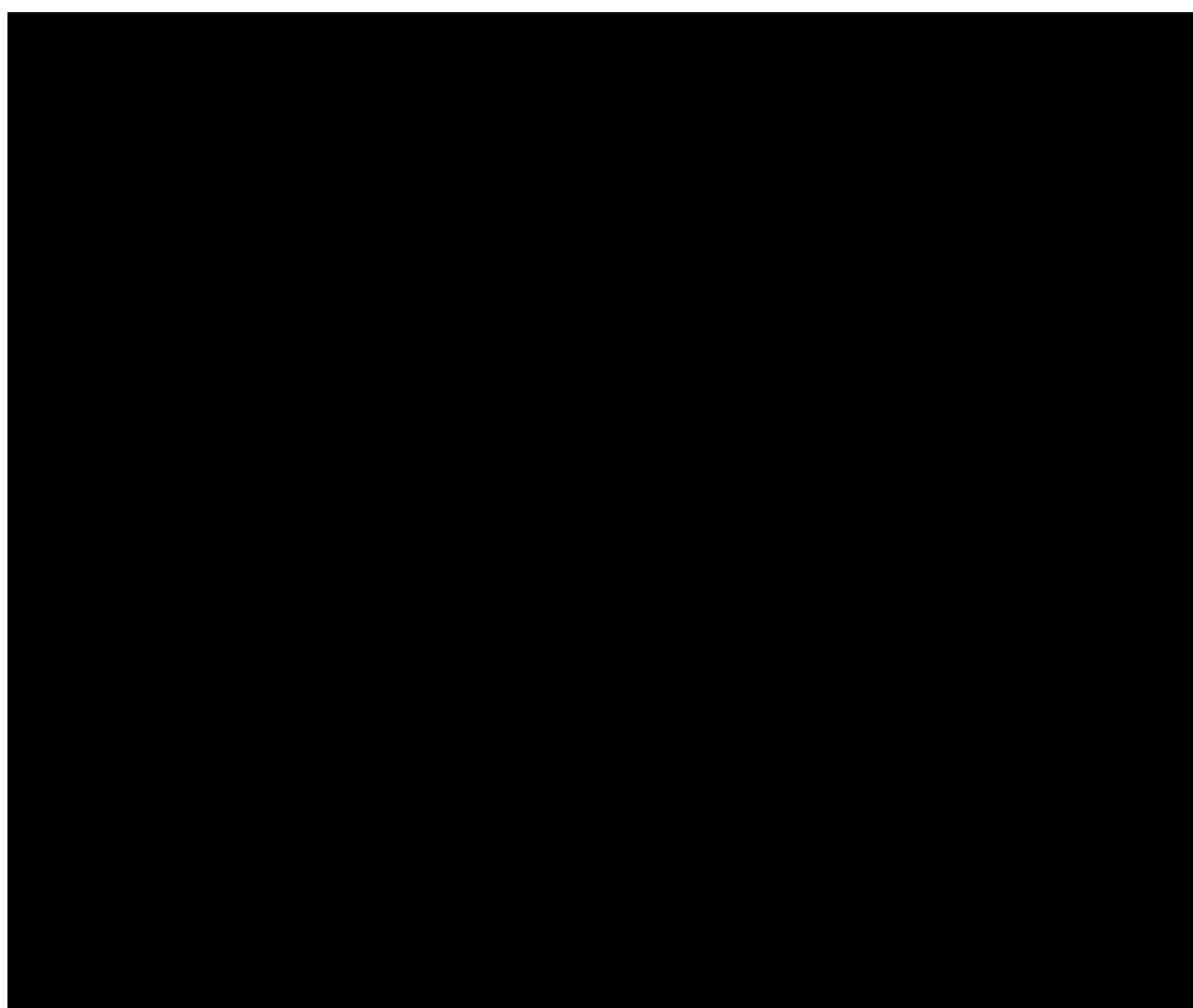
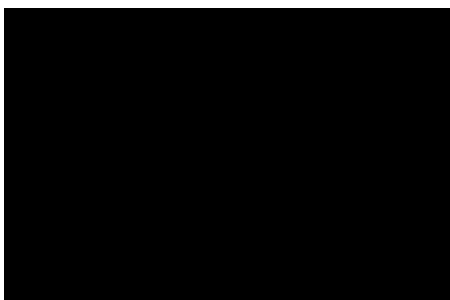
Scottish Charity Number: SC037622



cpffalkirk@gmail.com

Facebook Children's Panel Fund - Falkirk

Charity Trustees



Objectives and activities

In February of 2019 our local Area Support Team were approached by representatives from social work services with a request to investigate the possibility of setting up a second branch of the existing West Lothian Children's Panel Fund in Falkirk, to provide monetary assistance to children and young people living in the Falkirk area who are subject to Compulsory Measures of Care under the Children's Hearings (Scotland) Act 2011. This was taken forward and the existing constitution amended to two branches in February of 2020.

Applications are received from local authority services where no other sources of funding are available, basically, where there is nowhere else to turn. The application is then considered by the trustees, who are all volunteers and serving panel members, who can grant a small monetary award.

Structure, governance and management

The Fund is guided by our Constitution, which was amended in February of 2020 and by the rules set out by the Charities Commission OSCR.

Trustee recruitment and appointment

Trustees are all serving panel members. As a result, they have direct contact with the local authority and the children and young people in its care.

When recruiting a new Trustee information is sent out to all panel members in the Falkirk area with an invitation to apply for the role. After discussion with themselves and the other Trustees, new Trustees are appointed at an Annual General Meeting.

Trustee recruitment and appointment

In the last year, we have lost one trustee who stepped down as a Panel Member and ultimately had to step away from the panel fund, namely:-

- [REDACTED] January 2025

And recruited three new Trustees, namely:-

- [REDACTED]
[REDACTED] (was involved in fundraising for the falkirk fund previously but was not an official trustee)

In light of information provided by OSCR, we have now introduced a new induction process for Trustees following appointment. This includes reference to the relevant sections of OSCR on the duties of a Trustee. This is discussed with the new Trustee prior to their accepting the role to ensure understanding of the obligations & expectations of the role.

Trustees are now provided with a copy of the Governing document so that there is full understanding of what applications can be considered and, in light of that how decisions can be made.

It is intended that the Constitution and, Governing document will be reviewed annually at our AGM.

Clear guidance is given in regard to conflict of interests which overlaps with that given to Trustees as part of their training as Children's Panel members. It is agreed that where a Trustee recognises an application as being for a child whose Hearing they have sat on & made decisions for in regard to compulsory measures of care, will not participate in the decisions around granting funding for that child.

All new Trustees have been through our new induction process, a copy of which is attached as Appendix 1 to this document.

Achievements and performance

At the start of the year, we set ourselves the following targets -

- Continued recruitment of Panel Members to help with fundraising activities.
- Promotion of the Fund among the Panel community and local authority.
- Resumption of fundraising activities.
- General promotion in the wider community.
- Reinvigorate our Facebook page.

Resignations –

██████████ resigned as a panel member and trustee. ██████████ will be missed as he had a crucial role of dealing with requests and put a lot of his time and effort into ensuring the requests were dealt with quickly and efficiently. We thank ██████████ for his dedication to the fund.

██████████ is taking a break from panel. ██████████ has resigned from the fund. ██████████ was our treasurer and gave her time and expertise to support us. ██████████ will also be missed and we thank her for her time and dedication.

Continued recruitment of Panel Members to help with fundraising activities –

██████████ was recruited as a Trustee.

Promotion of the Fund among the Panel community and local authority-

We have promoted the fund at local panel member learning and development sessions as well as shared sessions with social work services. Local service managers have also been approached to share details of the fund with their colleagues. As a result, we have seen an increase in applications from social work services.

A poster has also been developed to be placed in relevant offices to promote the fund and the upcoming Quiz night.

Resumption of fundraising activities -

This year we have been able to restart our fundraising efforts.

There was a proposed Ladies Day by [REDACTED] but this did not progress as [REDACTED] then resigned from the fund. After losing two Trustees new events are now being planned.

Firstly, we held a Summer Raffle which panel members donated prizes for and raised £318.54.

A Quiz Night is planned for May.

An Afternoon Tea is being considered for November as it was a success last time.

Panel members will plan to do the Kilt Walk in Spring 2026 with all funds raised being donated to the panel fund.

Spending-

During this period, we have approved several applications for funding including, among others –

- A washing machine and dryer for small children who needed clean clothes for school. This allowed the children to attend in clean uniforms.
- Money for tutoring for a young person who was struggling at school. The tutoring helped to boost their confidence.
- An Xbox for a young person who is isolated in residential school to be able to play with his friends from home.
- Money for a young child to decorate her bedroom to provide her with a space she could bring friends.
- A Cineworld card for a young person to be able to visit the Cinema as many times as possible due to his elderly carers

being unwell. This allowed other family members to offer support.

General promotion in the wider community –

We are continuing to promote the fund in the local community with links to local supermarkets and plans to inform the public about the Children's hearing system and how we raise funds for local children.

Reinvigorate our Facebook page –

We have increased the number of Trustees who can post updates on our Facebook page.

Financial review

SUMMARY OF ACCOUNTS

1/4/2024 - 31/3/2025

INCOME

BANK

£

Summer Raffle	318.54
Cash Back	2.46
Gross Interest	122.00
Pavers Donation	400.00
Quiz Raffle	19.67

EXPENDITURE

BANK

£

Application 19	264.00
Application 26	508.00
Application 25/27	396.00
Application 28	144.00
Application 29	203.88
Application 30	405.14
Application 31	156.93
Application 32	104.00
Application 33	447.50
Lap top purchase	285.00
Larbert Bowling Club Deposit	20.00

Total Income

862.67

Total Expenditure

2,934.45

£

Opening Bank Balance @ 1/4/24 7645.17

Total Income 862.67

Total Expenditure 2934.45

Closing Bank Balance 31/3/25 5573.39

<u>EXPENDITURE</u>									
<u>BANK</u>									£
Application	19		Tutoring						264.00
Application	26		White goods, washing machine and tumble dryer						508.00
Application	25/27		Equine therapy						396.00
Application	28		X Box						144.00
Application	29		Cineworld card						203.88
Application	30		Bedroom furniture						405.14
Application	31		Baby toys and cushions						156.93
Application	32		Spa Day - 16 th birthday						104.00
Application	33		Contribution to young persons Wake						447.50
Lap top purchase			Required for admin and communication						285.00
Larbert BC Deposit			Deposit for hire of hall, Quiz night						20.00
<u>Total Expenditure</u>									2934.45

Future plans

What now for Fund? Our local authority continues to see a huge turnover in staff and it is important that we bring ourselves to their attention.

Our plans for 2025/26 include –

- Continued recruitment of Panel Members to help with fundraising activities.
- Promotion of the Fund among the Panel community and local authority.
- Increased number of fundraising activities.
- General promotion in the wider community.

Declaration

Signed on behalf of the charity trustees:

Print name

Designation

TRUSTEE

Date

April 2025

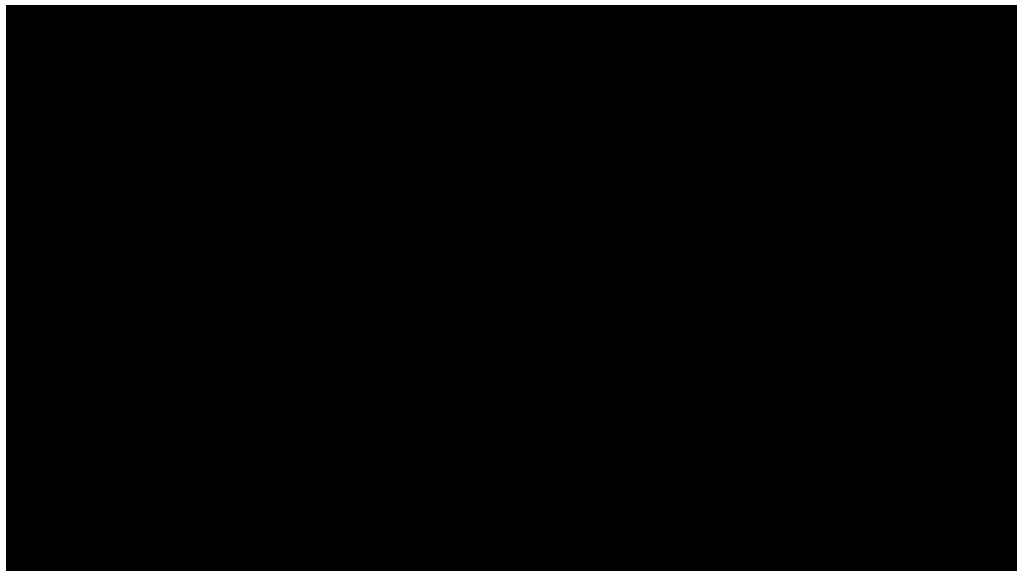
INDUCTION PROCESS
for new
Falkirk Children's Panel Fund Trustees



1. All Trustees will be recruited from existing Panel members but can remain trustees beyond the term of Service as an active Panel member.
2. They will be provided with links to OSCR website and directed to confirm that they have read and understood:
 - Duties of a Trustee
 - Conflict of Interest guidance
3. All Trustees will be provided with a current copy of the Charities Governing Document. This will include the criteria on which decisions to make awards will be made.
4. All Trustees will be provided with a recent set of accounts demonstrating the current availability of Funds.
5. A new trustee will meet with 2-3 existing Trustees to discuss & understand the aims, purposes and operating guidelines as set out in the above documents so being provided with an opportunity to ask questions for clarification.
6. The expectations of declaring Conflicts of Interest, response times when applications are received and, an understanding that decisions need to be justified when deciding to make or deny an award. All Trustees are expected to declare when they have a conflict of interest. Known Conflicts such as being a Trustee for another charity will be declared and a register of these interests maintained & reviewed annually.
7. The expectations that 3 or more Trustees are needed to confirm any decision.
8. A current copy of the publicity leaflet will be provided.
9. The expected time commitment involved and agreed ways of communication to maintain confidentiality and, maintain contact will be set out and explained. This will include no names or dates of birth will be shared with Trustees to maintain the privacy and comply with Information governance within Children's Hearings Scotland.
10. All Trustees are expected to review the Governing document and other relevant regulations and duties of a Trustee as set out by OSCR and this charity on a regular basis and, at least once annually.



Children's Panel Fund (West Lothian) Trustees' Annual Report





Children's Panel Fund (West Lothian)

Scottish Charity Number: SC037622

Address: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Charity Trustees



Objectives and activities

The West Lothian Children's Panel Fund was established to provide monetary assistance to children and young people living in the West Lothian area who are subject to Compulsory Measures of Care under the Children's Hearings (Scotland) Act 2011, are resident in West Lothian, and have identified need for which no formal funding avenue is available

When a need was identified, at the request of Social Work, for a similar fund in Falkirk, the existing constitution amended to allow two branches of the fund to be created in February of 2020.

The constitution states that any funds raised in West Lothian, should be allocated to children and young people within West Lothian and the same applies for Falkirk.

Applications are received from local authority services where no other sources of funding are available, essentially, where there is nowhere else to turn. The application is then considered by the trustees, who are all volunteers and serving panel members, who can grant a small monetary award.

Structure, governance and management

The Fund is guided by our Constitution, which was amended in February of 2020 and by the rules set out by the Charities Commission OSCR.

Trustee recruitment and appointment

Trustees are all serving panel members. As a result, they have direct contact with the local authority and the children and young people in its care.

When recruiting a new Trustee, information is sent out to all panel members in the West Lothian area with an invitation to apply for the role. After discussion with themselves and the other Trustees, new Trustees are appointed at an Annual General Meeting.

NO current Trustee has resigned and no new ones have been appointed.

All are now represented & recorded as Trustees for the Fund's Trustees Bank Account. All previous Trustees recorded on that account have now been removed. This was agreed & concluded during 2023-24 accounting period.

Trustees are inducted into their role following appointment. This includes reference to the relevant sections of OSCR on the duties of a Trustee. This is discussed with the new Trustee to ensure understanding of the obligations & expectations of the role.

Trustees are now provided with a copy of the Governing document so that there is full understanding of what applications can be considered and, in light of that how decisions can be made.

It is intended that the Constitution and, Governing document will be reviewed at the earliest opportunity in 2025 so that any changes can be incorporated into this document. It is anticipated that due to some changes in the ways children who would have remained on a compulsory Order, in the past, can be subject to a Permanence order that removes the obligation to attend a Children's Hearing every year, there are some children who might be excluded from our consideration

as a result of the current wording. This being too narrow for the current circumstances, it is prudent to review it now.

Clear guidance is given in regard to conflict of interests which overlaps with that given to Trustees as part of their training as Children's Panel members. It is agreed that where a Trustee recognises an application as being for a child whose Hearing they have sat on & made decisions for in regard to compulsory measures of care, will not participate in the decisions around granting funding for that child.

Financial review

Summary of Accounts to 31/03/25

OPENING BALANCE **£51,361.72**

Income -

Gift Foundation – [REDACTED]
[REDACTED] £40,000.00

TOTAL INCOME **£40,000.00**

CLOSING BALANCE - **£79,239.68**

Expenditure

— Awards

Ref No

**Cheque
No**

4-24

010209

£ 300.00

Dance Classes (3 months)

6-24

£ -

7-24

010227

£ 275.00

Laptop & Laptop riser (for child with visual impairment)

8-24

010210

£ 420.00

Bed & Mattress, Bed covers & Storage & Hoover

9-24

£ -

10-24

010211

£ -

11-24

010212

£ 490.00

Running Machine
Bedroom storage, carpets & curtains for 2 children

12-24

010213

£ 600.00

13-24

010214

£ 450.00

Holiday for 2 children

14-24

010215

£ 329.00

Nursery Placement

15-24

010216

£ 300.00

Outdoor Equipment

16-24

010217

£ 199.00

Outdoor Play Equipment for 3 children
Annual Pass for Almond Valley Heritage Centre

17-24

010218

£ 450.00

Funding for Swimming Club activities for 2 children

18-24

010219

£ 400.00

19-24		£	-	
20-24	010221	£	329.00	Smart TV
21-24	010220	£	300.00	Mobile Phone
22-24	010222	£	329.00	Nursery Placement for 3 weeks
23-24	010223	£	380.00	Ponies Help Children & Gymnastics Fees
24-24	010224	£	204.43	Carpeting for bedroom
25-24	010225	£	84.00	Ponies Help Children
26-24	010226	£	300.00	Play Items for Torriden House
27-24	010229	£	950.00	Annual Pass Five Sisters Zoo
28-24	010230	£	500.00	Sofa Bed
29-24	010231	£	1,000.00	Clothing & Furniture
30-24	010232	£	400.00	Clothing & Personal Items
31-24	010234	£	600.00	Essential Bedding, Clothing, carpeting & personal items
32-24	010233	£	250.00	Sessions @ Planet Soccer & Wild Warriors & footwear
33-24	010235	£	289.00	Ipad
34-24	010236	£	319.00	Bed
02-25	010238	£	177.00	Passport for two children
03-25	010239	£	300.00	Sofa & Soft furnishings for family room in Torriden House
04-25	010240	£	572.61	Bunk Beds for 2 siblings
05-25	010241	£	250.00	punch bag and boxing gloves
06-25	010243	£	225.00	Clothing Football & Books
07-25	010242	£	150.00	Therapeutic Life Story Work
<u>TOTAL EXPENDITURE</u>			£ 12,122.04	

Achievements in 2024-25:

- Promotion of the existence, aims & purposes of the Fund to Children & Families Social work in West Lothian. This has resulted in a notable increase in applications to the Fund in the 2024/2025 year period and £12,122.04 in awards being made in the 24/25 year period.
- We have received a further generous donation from: a donor advised fund in the Cazenove Capital Donor Advised Fund, administered by National Philanthropic Trust UK (NPT UK). This has allowed the Fund to assist many more children and young people at a time of severe financial pressures on many organisations & individuals.
- Annual passes being purchased for Social Work to enable young people to visit Five Sisters Zoo and Almond Valley Heritage Centre meaning even more children can benefit from this fund.

Future plans

Our plans for 2025/2026 include –

- Consideration on fund raising efforts which is now possible as the return to people attending face to face events is presenting new opportunities.
- Continue to highlight the Fund and promote applications.

Additional information

Most enquiries are resulting in decisions to award funds for the stated purposes.

Often, further information is requested by the Trustees and, this has resulted in additional funds being awarded for items not considered in the original application. The Trustees are demonstrating their understanding of what looked after children need and exercising due diligence in their decision making. All of which reflects their skills & experience as serving Children's Panel Members.

Declaration

Signed on behalf of the charity trustees:



Print name:





Designation: Chair of Trustees

Date 1st April 2025

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Charity name	Children's Panel Fund – Falkirk & West Lothian Branches					
	Registered charity number	sc037622					
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	01	04	2024		31	03	2025
Set out on pages	Pages 10 and 11 of the Falkirk Trustees Annual Report, & Pages 7 & 8 of the West Lothian Trustees Annual Report.						(remember to include the page numbers of additional sheets)
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.						
Basis of independent examiner's statement	My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:					Date:	30 December 2025	
Name:	 Tribunal Delivery Manager, Children's Hearings						
Relevant professional qualification(s) or body (if any):	n/a						

Address: Children's Hearings Scotland, 3rd Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

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

CHILDRENS PANEL FUND FALKIRK

SUMMARY OF ACCOUNTS

1/4/2024 - 31/3/2025

<u>INCOME</u>		<u>EXPENDITURE</u>	
<u>BANK</u>	£	<u>BANK</u>	£
Summer Raffle	318.54	Application 19	264.00
Cash Back	2.46	Application 26	508.00
Gross Interest	122.00	Application 25/27	396.00
Pavers Donation	400.00	Application 28	144.00
Quiz Raffle	19.67	Application 29	203.88
		Application 30	405.14
		Application 31	156.93
		Application 32	104.00
		Application 33	447.50
		Lap top purchase	285.00
		Larbert Bowling Club Deposit	20.00
Total Income	<u>862.67</u>	Total Expenditure	<u>2,934.45</u>
	<u>£</u>		
Opening Bank Balance 1/4/24	7645.17		
Total Income	862.67		
Total Expenditure	2934.45		
Closing Bank Balance 31/3/25	<u>5573.39</u>		

CHILDRENS PANEL FUND WEST LoTHIAN

SUMMARY OF ACCOUNTS

1/4/2024 - 31/3/2025

<u>INCOME</u>		<u>EXPENDITURE</u>	
	£	Ref No	Cheque No
			£

Gift Foundation - Elspeth Gibbs	40000.00	4-24	010209	300.00
		6-24		0.00
		7-24	010227	275.00
		8-24	010210	420.00
		9-24		0.00
		10-24	010211	0.00
		11-24	010212	490.00
		12-24	010213	600.00
		13-24	010214	450.00
		14-24	010215	329.00
		15-24	010216	300.00
		16-24	010217	199.00
		17-24	010218	450.00
		18-24	010219	400.00
		19-24		0.00
		20-24	010221	329.00
		21-24	010220	300.00
		22-24	010222	329.00
		23-24	010223	380.00
		24-24	010224	204.43
		25-24	010225	84.00
		26-24	010226	300.00
		27-24	010229	950.00
		28-24	010230	500.00
		29-24	010231	1000.00
		30-24	010232	400.00
		31-24	010234	600.00
		32-24	010233	250.00
		33-24	010235	289.00
		34-24	010236	319.00
		02-25	010238	177.00
		03-25	010239	300.00
		04-25	010240	572.61
		05-25	010241	250.00
		06-25	010243	225.00
		07-25	010242	150.00
Total Income	40,000.00	Total Expenditure	12,122.04	

£

Opening Bank Balance 1/4/24 **51361.72**Total Income **40,000.00**Total Expenditure **12,122.04**Closing Bank Balance 31/3/25 **79239.68**

EXPENDITURE

<u>BANK</u>		£
Application 19	Tutoring	264.00
Application 26	White goods, washing machine and tumble dryer	508.00
Application 25/27	Equine therapy	396.00
Application 28	X Box	144.00
Application 29	Cineworld card	203.88
Application 30	Bedroom furniture	405.14
Application 31	Baby toys and cushions	156.93
Application 32	Spa Day - 16 th birthday	104.00
Application 33	Contribution to young persons Wake	447.50
Lap top purchase	Required for admin and communication	285.00
Larbert BC Deposit	Deposit for hire of hall, Quiz night	20.00
<u>Total Expenditure</u>		<u>2934.45</u>