



ANNUAL REPORT and ACCOUNTS
1st April 2014 – 31st March 2015

OXFORDSHIRE FAMILY SUPPORT NETWORK LTD

The Directors present their report and financial statements for the year to 31st March 2015.

Report of the Directors

Introduction

This is the fourth Annual Report of Oxfordshire Family Support Network

The Oxfordshire Family Support Network (OxFSN) is a unique user-led organisation based in Oxfordshire, run by and for family carers of people with a learning disability in that area. We provide independent information, advice and support, by families for families of people with a learning disabilities. Set up by family carers who wanted to use their experience to help others in the same situation, we strive to improve the lives of people with learning disabilities and their families.

OxFSN is currently managed by a board of 5 trustees, of whom 4 are family carers of people with learning disabilities and the Chair support two adults with a learning disability on a voluntary basis.

Highlights this year

This has been another challenging year as we continue to support families who face great difficulties.

Family Support

We continue to support a number of families who have had relatives who have died as a result of negligent care from health and social care professionals. We have successfully supported a parent to be able to obtain an independent review into the death of her son, after negligent care in a residential care home. We continue to work with the family of Connor Sparrowhawk who died in a secure treatment unit in Oxford.

This work led to us taking part in a project called "Making Families Count" funded and piloted by NHS England South, in partnership with a small number of user-led charities, where families needed support following complex bereavements, such as the death of relatives in NHS care, or as a result of mental health homicides.

The aim of this project was to train senior level staff within the NHS to support families with greater compassion and transparency in these situations, drawing on the learning from the experiences of Connor's family and others. The project was a national finalist for the Kate Grainger Awards for Compassionate Care.

Annual Event “Moving into Adulthood”

We ran our annual event in November at the Kassam Stadium, this year focusing on planning for the future. The event included a number of expert speakers that covered such issues as the law, housing, employment and support planning.

Changing Scenes

This is the last full year of the Comic Relief funded project, which supports older carers across Oxfordshire. Over 80 family carers and relatives are now being supported through a network of 4 self-help groups and also through individual support for complex needs.

There have been a number of exciting developments this year, which have included one family being filmed by ITV, and a larger group being filmed by the BBC South for regional broadcast reporting on the use of Comic Relief monies.

The Safe Places Scheme continues to develop across Oxfordshire, with funding being sought for a permanent support post to ensure that the Scheme can continue after the Comic Relief grant comes to an end.

A Local Experience of National Concern

Oxfordshire Healthwatch funded a report, which focussed on the system changes that need to take place in order to help family carers safeguard their relatives who have learning disabilities, mental health needs and challenging behaviours.

The report highlights the failures in respect of the current system in Oxfordshire and calls on local commissioners to work with families and people with a learning disability to create services, which meet their needs by working with them as “experts by experience”.

The report has been widely circulated nationally, and has clearly influenced regional and national attitudes and approaches.

Creating Family Champions

A successful bid to European Social Funding enabled us to deliver a project, which aimed to increase capacity across Oxfordshire of family champions.

We have been able to deliver a newly accredited course to 13 family carers. The training was delivered over 8 sessions and covered a basic understanding of person centred thinking and planning; understanding key elements of health and social care services; the working of the new Care Act 2014; carers assessments and an understanding of the implications of the Mental Capacity Act.

Following the successful completion of the course a number of the family members have become actively involved with OxFSN.

Oxfordshire's Big Plan

During the year Oxfordshire County Council and Oxfordshire Clinical Commissioning Group developed a new strategic plan for adults with a learning disability, called The Big Plan. A draft of the Big Plan was launched in November for public consultation.

The plan contained many exciting opportunities for the future, as well as some fundamental changes to the way public services would be delivered in the future.

Following a number of public consultation meetings, as well as hearing directly from families their views and concerns we submitted a very detailed response to the plan.

Finance report for the year ending 31st March 2015.

Summary

In summary, OxFSN earned £78.5k (£64k last year) and expended £76.8k (£53.6k last year) resulting in a retained profit of £1.7k (£10.4k profit last year). The bank balance at year-end was £60k (£49.2k last year).

Income and Expenditure Account for the 12 months to 31st March 2015

Income has increased 23%, reflecting the ESF project. Where project timescales have slipped any income received is being treated as received in advance. See Balance Sheet accruals and prepayments. Other activities income relates to the Valuing Family Carers project.

Income and Expenditure Account				
	Unrestricted funds to 31st March 2015	Restricted funds to 31st March 2015	Total funds to 31st March 2015	Total funds to 31st March 2014
	£	£	£	£
Income				
Ordinary activities	45,247	31,007	76,254	61,787
Other activities	0	2,200	2,200	2,200
Total income	45,247	33,207	78,454	63,987
Expenditure	36,069	40,714	76,783	53,605
Retained profit/-loss	9,178	-7,507	1,671	10,382

Balance Sheet at 31st March 2015.

Over the year cash at bank has increased by £10.7k, accrued income and prepayments are now £6.4k, leading to current assets improving by £17.2k. Accounts due to suppliers decreased by £3.3k, but accruals and prepayments increased by £18.8k. Overall net total and current assets increased by under £2k. Demonstrating a modest improvement in financial robustness.

Reserves has seen a move from restricted to unrestricted funds from 69%/31% to 44%/56%. This gives OxFSN more flexibility to apply resources to areas that need addressing, rather than be tied to a predetermined tightly defined purpose.

Balance Sheet	31st March 2015	31st March 2014
	£	£
<u>Current Assets</u>		
Cash at bank	59,977	49,233
Accrued income and Prepayments	6,434	
Total current assets	<u>66,411</u>	<u>49,233</u>
<u>Current Liabilities</u>		
Accounts payable	13,390	16,670
Accruals and Prepayments	19,787	1,000
Total current liabilities	<u>33,177</u>	<u>17,670</u>
Net total and current assets	<u>33,234</u>	<u>31,563</u>
<u>Represented by</u>		
Unrestricted funds	18,562	9,740
Restricted funds	14,671	21,823
Total funds	<u>33,234</u>	<u>31,563</u>

Reserves.

Unrestricted funds started the year with 2 funds with balances, in the case of Bucks Learning Trust a deficit from the previous year. During the year 6 funds were active and were completed by year-end, with any residual balance being taken to, or from, the General Fund.

Restricted funds also had 1 fund with a deficit from the previous year; this was covered by net income received. The General Fund met the net overspend on

SEND when this project completed. The reduction on restricted funds reserves was due to using the income received in the previous year for the Transition guide. This project is carrying on in 2015/16 and has a balance of £4.4k.

Reserves				
	b/f 01-04-2014	In year	Transfers	c/f 31-03-2015
	£	£	£	£
Unrestricted funds				
General Fund	11,755	3,035	3,771	18,562
Information Fair	0	1,128	-1,128	0
NHS England	0	1,026	-1,026	0
Senco	0	-254	254	0
Bucks Learning Trust	-2,015	3,900	-1,885	0
OCC Generic support and advice	0	0	0	0
Verita	0	741	-741	0
Transition Bucks	0	-400	400	0
Total	9,740	9,176	-355	18,562
Restricted funds				
Comic Relief	9,733	0	0	9,733
Healthwatch	-201	201	0	0
SE Family Carers	1,482	-918	0	564
Transition Guide	10,809	-6,435	0	4,374
SEND	0	-355	355	0
Creating Family Champions (ESF)	0	0	0	0
Total	21,823	-7,507	355	14,671

Accounting Policies

OxFSN follows UK generally accepted accounting practice (UKGAAP). The particular policies adopted are described below. They have been applied consistently in dealing with items considered material in relation to the accounts.

1. Accounting convention
These accounts have been prepared under the historical cost convention.
2. Critical accounting judgements and key sources of estimation uncertainty. In the application of the Company's accounting policies, management is required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates and the estimates and underlying assumptions are continually reviewed. Revisions to accounting estimates are recognised, in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.
3. Critical judgements in applying accounting policies The following are the critical judgements, apart from those involving estimations (see below) that management has made in the process of applying the Company's accounting policies and that have the most significant effect on the amounts recognised in the financial statements
 - 3.1 Accounting for Accruals. Various methods are used for calculating different types of accrual. They include:-
 - i. Trend analysis
 - ii. Judgement of directors
 - iii. Supplier statements
 - iv. Formulaic approach based on historical cost information
4. Accounting for Doubtful Debts - Impairment of receivables
OxFSN is required to judge when there is sufficient evidence to impair individual receivables. It does this based on the age and status of the receivables.
5. Revenue
Revenue in respect of services provided is recognised when, and to the extent that, performance occurs, and is measured at the fair value of the consideration receivable. Where income is received for a specific activity that is to be delivered in the following year, that income is deferred.

6. Other expenses
Other operating expenses are recognised when, and to the extent that, the goods or services have been received. They are measured at the fair value of the consideration payable.
7. Property, plant and equipment Recognition property, plant and equipment is capitalised if:
- it is held for use in delivering services or for administrative purposes;
 - it is probable that future economic benefits will flow to, or service potential will be supplied to OxFSN;
 - it is expected to be used for more than one financial year;
 - the cost of the item can be measured reliably; and
 - the item has cost of at least £5,000.

Where a large asset, for example a building, includes a number of components with significantly different asset lives, the components are treated as separate assets and depreciated over their own useful economic lives.

8. Grants
Revenue grants are treated as deferred income initially and credited to income to match the expenditure to which they relate.
9. Cash and cash equivalents. Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Balance Sheet, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and that form an integral part of the Wheel's cash management.
10. Provisions are recognised when the Company has a present legal or constructive obligation as a result of a past event, it is probable that the Company will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.
11. Contingencies A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the trust, or a present obligation that is not recognised because it is not probable that a payment will be required to settle the obligation or the amount of

the obligation cannot be measured sufficiently reliably. A contingent liability is disclosed unless the possibility of a payment is remote.

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the trust. A contingent asset is disclosed where an inflow of economic benefits is probable.

12. Financial liabilities are recognised on the Balance Sheet when the goods or services have been received. Financial liabilities are de-recognised when the liability has been discharged, that is, the liability has been paid or has expired.

Reference and administrative information.

Charity name	Oxfordshire Family Support Network
Charity registration number	1143367
Company registration number	7583197
Registered Office 2004	The Charter, Level 2, Abingdon, Oxon. OX44 3LZ
Directors and Trustees	Yvonne Cox - Chairman Jan Roast Mena Reynolds Dean Cooke Charmian Hearne Peter Crabb (appointed 2 nd November 2014, resigned 15 th December 2014)
Bankers	Lloyds Bank plc, Banbury, Oxon
Independent examiner	Peter Crabb, 22 Murcot Road, Upper Arcott, Oxon. OX25 1QH
Solicitor	Cooperatives UK, Hanover Street, Manchester. M60 0AS