

REGISTERED COMPANY NUMBER: 3307407 (England and Wales)
REGISTERED CHARITY NUMBER: 1060714

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2015
FOR
THE CHALLENGING BEHAVIOUR FOUNDATION

Calcutt Matthews
Chartered Accountants and Registered Auditors
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees have put in place a risk management strategy, comprising an annual review of the risks the charity may face, the establishment of systems and procedures to mitigate risks identified, and the implementation of procedures designed to minimise any potential impact on the charity should any of these risks materialise.

Day to day management of the charity's activities is delegated by the Trustees to the Chief Executive Officer. The Trustee Board meets quarterly to review achievements and performance, finances and future plans.

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OBJECTIVES AND ACTIVITIES

Objectives and aims

Foreword from the Chair of Trustees

Getting the right support, in the right place, at the right time has always been the aim of the CBF and this year we have taken some great steps forward in providing that support and enabling others to do so.

This year has seen us increase our network of volunteers across the country and provide information and support online, by post and over the phone to more families than ever before. Our national influencing agenda has targeted not only the need to increase local services for adults with severe learning disabilities but also enabled us to produce some of the first evidence to support better early intervention services for children to reduce the impact of behaviours which may challenge later in life.

As a small charity a great deal of work has gone on to form links with other charities, Government and local and national commissioners and providers. A fantastic amount has been achieved with limited resources and a lot of hard work. The small staff team in Chatham and our networks of trainers, experts by experience and volunteers across the country go above and beyond to continue to support families and effect change nationally. I would like to extend my thanks to all of those staff, volunteers, supporters, funders and families who make the work of the charity so far reaching and powerful.

Diana Cutler
Chair of Trustees

Objectives and aims

The Challenging Behaviour Foundation (CBF) exists to enable individuals with severe learning disabilities whose behaviour is described as challenging to exercise their rights to participate in ordinary life opportunities through proper understanding of their behaviour and appropriate support.

To this end, the CBF has two main areas of work, described below as: 'information and support' and 'national influencing'. Our national influencing work is informed and directed by our daily contact with families across the UK.

Objectives and Activities planned for 2015/16

We are continuing with our plans to increase the capacity of our support networks to meet the needs of the families and individuals who we support. 2015/16 is the final year of our Big Lottery Fund grant which has enabled us to recruit and support family carer volunteers to become Local Champions and Family Link Volunteers, supporting other families by visiting local carers networks, sharing information and experiences and being a listening ear for families needing support around specific issues. During 2015/16 we plan to run a further three workshops across England, recruiting a further 39 volunteers. We have also commissioned a report into the diversity of families our support networks reach and how we can improve accessibility for hard to reach groups and those currently under represented. In 2015/16 we will be particularly looking at how we can implement these and integrating. We also plan to talk to the network of professionals we work with to develop a new volunteer role to help us provide additional support to families who need more in depth casework style support.

The charity has over the past four years run a very successful internship programme offering a one year paid placement to recent graduates working four days a week. This year, we would like to extend the placements to full time positions to enable them to extend their roles in the organisation and to provide a more attractive opportunity to candidates.

Our work to support families continues to grow and develop and we are keen to maintain the quality of the support provided. This year we are aiming to secure funding to produce a new film resource around communication. This will replace our current DVD which is one of our best used resources but now desperately needs updating to reflect growing use of new technologies and tools like tablet and smart phone apps. We also want to increase the capacity in the team to maintain support to a larger number of families who require more detailed ongoing support.

We are also aiming to build on the work already carried out on our database, website and newsletter and explore options for updating these tools to improve their reach and effectiveness in providing Information and support to families.

OBJECTIVES AND ACTIVITIES

Objectives and aims

An ongoing aim is to reach more children and younger families to help them access support earlier and reduce the impact behaviours described as challenging can have on an individual's life chances. Our Early Intervention Project funded from the Department of Health looked at where the gaps and barriers are in resource and understanding to support early intervention for challenging behaviours. This project has been very successful in uniquely bringing together families, professionals, academics and influential organisations to focus on this vulnerable group of children and families. We are keen to continue this work over the coming year to develop a resource pulling together the learning from the project, sharing good practice and developing a central point of information for families and professionals. We are also looking to secure funds to continue this much needed work beyond the Department of Health grant in 2016.

This year we have supported projects with two local authorities providing input to their learning disability and challenging behaviour strategies and helping to develop their engagement and support for family carers. This has been a useful way of providing our workshops to family carers and supports the development of embedded local services. Throughout the year these projects have been mostly responsive to demand and have been delivered by staff from across the organisation and our network of family carers who have completed our core training. In 2015/16 we plan to review this area of work and explore how it could be developed and resourced further.

As the tender process for the Care Quality Commission contract to provide Experts by Experience to inspections service has been delayed this year we continue to plan for bidding to continue our work in this area in 2015/16. We remain committed to delivering this project as an important part of our charitable objects supporting people in services and providing quality input from family carers in the inspection and regulation process.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

INFORMATION AND SUPPORT

We are continuing to see a high volume of enquiries to our support service, and particularly an increase in the intensity of support required:

- In 2013/14 we received 1594 enquiries, which is a slight increase on the previous year.
- We have provided support to 569 people this year via our telephone support service. The types of information and support requested and the complexity of our interactions continue to grow. We estimate that around 15% of people we support are experiencing complex situations and are in need of a more case work style approach.
- Aside from challenging behaviour itself, we continue to receive the most enquiries around adult social care, safeguarding, Deprivation of Liberty concerns and the Mental Capacity Act.
- This year we have seen a significant increase in the number of enquiries related to safeguarding concerns. Throughout 2014/15 we were contacted 393 times with safe guarding concerns (an 83% increase on last year). We always refer safeguarding issues on to the relevant authorities and support families to ensure they are guided through the process and that appropriate action is taken to safeguard their relative.
- We have also been providing ongoing support to several families who have serious concerns about their relatives care or sadly whose relatives have died whilst in assessment and treatment centres. These families often request support in making a complaint, finding informed legal support, face to face support attending meetings with providers and commissioners.

"I was listened to and the adviser understood the problems perfectly. I felt the CBF could support me to advocate for my relative. I had been advised by other organisations that I needed to take legal advice but the CBF was the first organisation who was saying they could help point me in the direction of a legal adviser. I knew what had been going on was serious neglect and bad practice.

For the first time I felt confident there was close support"

Family Carer speaking about accessing the CBF family support service

An integral part of our support service is the production of information resources in hard copy and online. We now provide 29 printed resources and 4 DVDs for families and professionals covering everything from understanding challenging behaviour to the impact of caring. In 2014/15 we sent 2340 resources to 439 people across the UK. Whilst this is a decrease in the number of hard copy resource sent we continue to see more visits to our website where all our information sheets are available in summary form and for download. In 2014/15 we have had over 137,000 visitors to the site, a 47% increase on the previous year.

In order to ensure our resources remain relevant we regularly review resources, to ensure they are up to date and accessible. We also identify any gaps in our resources by analysing the common concerns raised by families who contact the support service.

During this year we have made updates to seven existing resources. This has enabled us to include; more up to date information about transition from child to adult services and community care assessments in our planning for the future guide, signposting to useful equipment loans and phone and tablet applications in our specialist equipment resource and clarify information around applying for a Deputyship in our getting legal authority resource.

We have also produced new information for carers about creating a circle of support around an individual. This is a new resource drawing on our recent DVD Everybody Matters. It focuses on practical information to support families in building a group of friends and professionals around a person to help them make decisions and plans for the future and support them to live a full and active life. The CBF resource features frequently asked questions, and a video clip and stories told from a family and professional who have set up a circle of support successfully for their son.

Sadly, we continue to support families whose relatives have been abused or experienced traumatic incidents. Throughout the year we have been working in partnership with Respond, a charity aiming to lessen the effect of trauma and abuse on people with learning disabilities to produce a trauma resource for professionals and family carers. The resource was supported by the Department of Health especially to support people who were resident at Winterbourne View private hospital and gives information on how to recognise trauma support is needed, how to access it and what it might offer to their relative.

Our early intervention project has also produced new resources for families caring for children with learning disabilities. These have been produced following consultation with families and professionals. Following the introduction of combined Education and Health Care Plans (EHCP) we have produced two guides one for professionals and one for families outlining what should be included in an EHCP and how to develop one.

We continue to receive enquiries about our workshops focused on Understanding Challenging Behaviour and Supporting Behaviour Change. During 2014/15 we worked with four organisations to deliver workshops independently. We have also developed several projects to work with Local Authorities and other organisations to deliver workshops affordably to carer groups and we have continued to offer workshops similar to our "core training" for organisations looking to train volunteers in their projects. In 2014/15 we have:

- Delivered eight workshops for families in Scotland in partnership with Dundee charity PAMIS, training 2 new CBF trainers to increase capacity for future projects in Scotland. We are grateful to a number of Scottish funders for supporting this work.
- In partnership with Gloucestershire County Council and Gloucestershire Carers we have delivered a series of 7 workshops around the county with a further 5 planned before July 2015. This has been an excellent way of reaching family carers in the county.
- In partnership with Southwark Council and Southwark Carers we have also been using our tailored volunteer training package to provide 3 workshops to help develop a family linking scheme in the borough.

*"The workshops helped me think about triggers for behaviours and gave me tools and strategies to support my relative"
"The way the presenters spoke to us all was balanced, informative and friendly. It was good to hear examples of behaviour of other children. We aren't alone!"*

Family Carers' comments from workshop feedback

Our Local Champion and Family Linking schemes continue to grow to help us extend support options to more families across the UK. During the year we have recruited and trained another 26 volunteers to take on roles supporting other carers and reaching new families. We now have 28 volunteers taking on the role of Local Champion, and 18 Family Link volunteers. Local Champions are helping us to have more of a local presence, reaching families in their local communities through speaking engagements, attending events and providing information stands. Family Link Volunteers will be matched with other family carers to provide telephone support and a listening ear around particular concerns or issues they are experiencing. The volunteers have been an incredibly important part of our support to families and throughout the year have helped us reach an estimated 526 new families through local events and activities and provide Family Links to 17 families.

"Speaking to some people, who feel down, and say to me, I don't think I can carry on anymore, I share my experiences and they turn around and say to me so I can still do this if I do this or that.

When I get this reaction like this, I feel that I have achieved something as it has given them hope to carry on and made them think about other options that they can explore"

CBF Family Link Volunteer talking about how their work benefits other families.

As part of our information and support service we also facilitate parents' and a professionals' email network. These provide a forum for families and professionals to share experiences, ask questions and receive support. This year we have added an option for families to ask questions to the professional's network. During the year 250 people were part of the families' network and an evaluation of the service showed that the email network continues to be a positive support system for family carers. The majority of family carers use the network to find advice/stories/experiences from other family carers. Since using the email network, family carers reported feeling more calm, hopeful and listened to. The data also shows they feel less anxious, frustrated, guilt, isolated, stressed, worried and have a more positive mood overall.

"It is so helpful to my family. Without it, I don't know how my life and my son would be. I gain lot of tips of support, training and networking with good relationship, better communication with other parent. They are friendly without any discrimination"

Our Challenge newsletter continues to provide information support and a means of sharing experiences for family carers and professionals. Acting on feedback from readers in last year's review we have launched an electronic version of the publication and hope this will be a useful and effective way of reaching more families and professionals with information and support. Currently we reach over 5,450 people via our newsletter, 600 of whom subscribe to the electronic version. We have also updated the content of the newsletter slightly to include more direct information and support to families and provide more platforms for different family and professional voices to be heard in the publication.

NATIONAL INFLUENCING

We continue to chair the Challenging Behaviour National Strategy Group (CB-NSG), a group we founded in 2008 to bring together a variety of stakeholders including Government, charities, family carers, people with learning disabilities, clinicians, professional bodies and others to work collaboratively on issues of concern to children and adults with learning disabilities whose behaviour is described as challenging. The CB-NSG meets twice a year. The theme of each meeting is chosen by a steering group representative of the membership and following each meeting the learning is shared with a wider email network of associate members. Our meetings this year have included:

- March 2014 – **“Children First”**. Speakers included Lanre, the mother of Kinton, a 10 year old boy who has severe learning disabilities and behaviour that challenges, Amanda Allard (Council for Disabled Children) and Dominic Slowie (NHS England) who spoke about a new publication for commissioners Ensuring Quality Services - Core principles, which identifies Positive Behaviour Support as the key framework for delivering a range of evidence based supports to increase quality of life and reduce the occurrence, severity or impact of behaviours that challenge. Ann Gross (Department for Education) discussed the Special Educational Needs and Disability reforms in the Children and Families Bill and Rosey Singh & Corinne Davies (Sussex Partnership NHS Foundation Trust) shared their experiences of setting up and running The Sussex Family Intensive Support Service. Alongside several workshops throughout the day inviting people to input their views and develop action plans in group work sessions, Professor Martin Knapp from the London School of Economics led a workshop to involve members in research on the economic case for intensive support teams.
- October 2013 – **“Skills, leadership and development”**. Speakers included Jenny and Robert Steeples who spoke about how their daughter and sister Claire has found support, Christine Rose from the Association for Real Change who presented on interactive training and active support for staff and Julie Smith from Getta Life who spoke about how they develop and support a staff team around an individual. Workshops were held to discuss core competencies and training on Positive Behaviour Support (PBS) and following the meeting a survey was developed and circulated to members to shape the proposals for the Positive Behaviour Support Academy. Over 300 responses were received in a short time frame and the responses were summarised and fed back to members and wider contacts.

In partnership with Mencap we have continued our work on the Winterbourne View Campaign. The campaign was prompted by the promises made by the Government following the uncovering of abuse at private hospital Winterbourne View in 2011 and aims to end the inappropriate use of out of area Assessment and Treatment Units for people with a learning disability and ensure the availability of good local support. This year we reached the 3 year deadline that the Government set itself as part of the Transforming Care Programme to move people with a learning disability out of inappropriate assessment and treatment placements. This deadline was not met and we were keen to ensure that this did not mean that the issues facing people in secure settings and their families would become less of a priority. During 2014/15 we:

- Continued to work across stakeholders through a difficult period of change in the structure of the Transforming Care programme securing representation on the new Department of Health Assurance Board and engaging with the NHS group led by Sir Stephen Bubb to investigate how a new national framework of support might be delivered locally. We supported this group in particular to engage with families in their work and ensure they were informed about the issues facing families and the learning disabilities sector.
- Successfully called for a National Audit Office investigation in to the Government action on the transforming care objectives and provided evidence to support the report and its referral to the Public Accounts Committee. We hope this will promote further action and the development of a new plan to improve on the disappointing progress to date.
- Organised regular meetings between families and the care and support minister Norman Lamb and other key stakeholders to highlight the need for change and the impact of poor quality placements and inappropriate usage of Assessment and Treatment Units on individuals and their families. This has involved supporting families at individual meetings, attending All Party Parliamentary Group meetings and staging our own regular families' day meetings with leading figures at NHS England, Department of Health, Local Government Authority and Care Quality Commission.
- Continued to monitor, question and highlight the importance of the NHS data reports on people with a learning disability in ATU placements and how this relates to the experience of people in services and their families. This has resulted in several high profile pieces in national media papers including coverage by the BBC, The Sunday Times, The Guardian and Telegraph. The support of families working with us in this project has been incredible and we are very grateful for their input and strength in sharing their stories. In particular the families of some of those who were resident at Winterbourne View who have worked with us to respond jointly to the missed deadline with blog posts and letters to the editors of national newspapers.
- Produced a resource for families explaining their rights to challenge assessment and treatment places and a guide to questions they can ask locally to find out about how the Transforming Care Programme is being implemented locally
- Together with partner organisations supported two families to set up and promote petitions to raise awareness of their

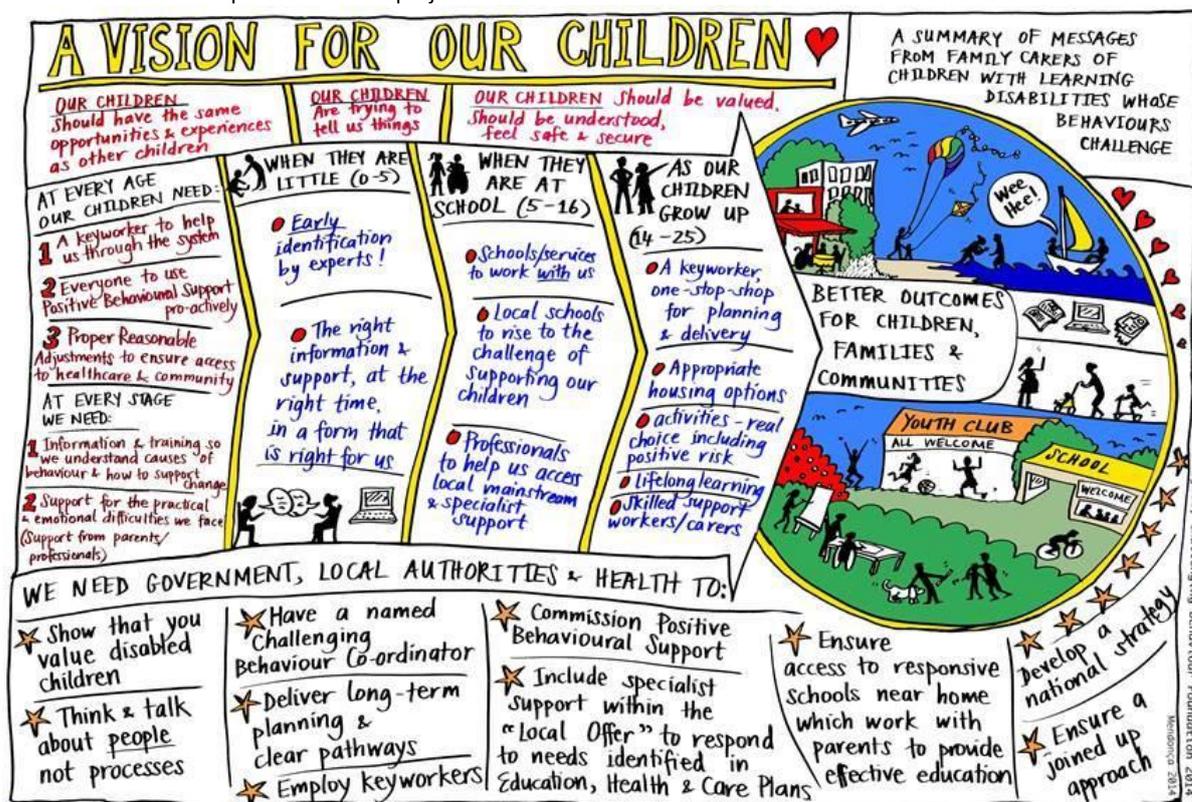
children's placement in an ATU and put pressure on the local authorities involved to put plans in place for a move to local support close to home.

Alongside the Winterbourne View Campaign, we have continued to play a role engaging with several bodies as members of steering committees and responding to consultations. We consider this a vital part of our work bringing the voices and experience of family carers to influence best practice and policy development. During the year we have:

- Produced the 3 lives report in partnership with CQC and followed up with several events engaging families in conversation with CQC around the regulation of services and the impact of the Transforming Care programme on outcomes for people with learning disabilities.
- Contributed to the development of the NICE guidelines on challenging behaviour and the use of antipsychotic medication.

Our Early Intervention Project working in partnership with the Council for Disabled Children has completed its first year of scoping the gaps or barriers to early intervention for children with learning disabilities and behaviours described as challenging. The project has consulted with families, children and young people, professionals, commissioners and academics to produce a vision of what good early intervention looks like in terms of outcomes for children. The project has also produced a briefing paper with the first academic consensus on the number of children in the UK and documenting the existing evidence base for early intervention to inform the national context for the project. The first year evaluation of the project saw the project's strengths as:

- Gaining support from key stakeholders: creating a unified and authoritative voice to ensure key opportunities to make a difference aren't missed
- Redefining the concept of evidence base: combining research/expert opinion with families and children lived experiences
- Creating a clear vision of who needs to be influenced and how: influencing work is very well placed to maximise impact.
- Being visible among national stakeholders and seen as having potential to make a real difference
- Providing evidence/resources for policy makers and commissioners which may not be developed without the project or not to the standard expected from the project.



We continue to work with the Care Quality Commission (CQC) recruiting, training and supporting Experts by Experience (ExEs) to provide family carer viewpoint on service inspections. CBF ExEs have significant experience of caring for an adult relative who has a learning disability and behaviour described as challenging and/or mental health needs or profound and mental learning disabilities, summarised as complex/high support needs. ExEs join CQC inspection teams and spend time talking to people who use the service and observing the environment. Their findings are used to support the inspector's judgment on the service and can also be included in the inspection report. The anticipated retender for delivery of this contract has been delayed this year and we expect a full tender process to take place next year. We are committed to this project as another way for the CBF to contribute to improving the standard of services for people with a learning disability. During the year we have completed a series of recruitment days and we now manage a network of 39 ExEs across the country, who are matched by experience to inspections. This year, CBF ExEs have been involved in over 300 inspections covering Adult Social Care, Domiciliary Care Agencies, Primary Medical services and NHS Acute Trust Hospitals. ExEs also attend events, consultations and staff training

events and take part in activities that develop CQC processes. This year ExEs have also been involved giving input to how CQC uses experts in registrations and in training resources for the inspectors.

This year we have completed the Medway Advocacy Project. There is currently a critical lack of available independent advocacy for people with learning disabilities nationally. This project recruited, trained and supported advocates to work with six people with a learning disability in the Medway towns. Alongside the project we produced an advocacy resource over 400 copies of which has been sent to families and professionals through our information service. We have now planned how to share the knowledge from the project and build on the resource to help others develop services nationally. We have recruited an independent evaluator for the project who will produce a report to be shared with other advocacy organisations and develop a resource to support them in developing their own service.

We are committed to supporting evidence based practice and therefore support a number of research projects through input to steering groups. During the year we have:

- Continued to provide steering group input to E-Pats (Early Intervention project) This project has been linked up with several early intervention projects nationally including our own project in partnership with the Council for Disabled Children. We plan to look at how further links can be developed to take both projects forward.
- Formed part of the steering group of the Tizard prevention research which has been completed this year concluding that some challenging behaviour in social care settings may be prevented by relatively simple interventions which attend to the quality of social care support, especially with respect to communication, health, activities, relationships and the wider social and physical environment.
- Continued to support work at UCL participating in a steering group of a randomised control trial of Positive Behaviour Support.

FINANCIAL REVIEW

Reserves policy

The Trustees seek to hold six months in free reserves to secure the Charity against a downturn in income. Last year the Trustees agreed the need to breach this policy for a temporary drop in the levels of free reserves held by the charity. This is due in part to the restructure of the organisation, the demands on the organisation to respond to a fast changing policy environment, increased demand on its services and the alteration to its funding sources.

Last year we worked hard to manage expenditure to build reserves back up to agreed levels and we have been successful in securing an additional £55,982, equivalent to one month's running costs. This is a step towards our target of growing to full reserves by 2018.

Current levels of free reserves are £194,448 which represents just under four months total running costs. As part of the fundraising strategy we aim to increase sustainability of funding for charity by diversifying our funding sources and seeking longer term commitments from a range of funders. During the year we have been successful at securing funding relationships with several charitable and statutory bodies. These funding relationships secure a significant part of our running costs however they are given as restricted funds. With these commitments in mind, the current level of reserves actually reflects six months of the running costs that would need to be met from unrestricted sources. This is viewed by the Trustees to be a reasonable minimum level though we continue to seek to bring the level back to the desired level of six months of all running costs over the next four years.

Review

As noted above, the charity continues to undergo a period of change and development and we would like to extend our thanks to those volunteers and supporters, who have made this possible, and those organisations and individuals who have participated in partnership working to help achieve common goals effectively and efficiently.

We have begun to slowly but steadily grow opportunities for fundraising from individuals with a growth in income from challenge events and from initiatives enabling supporters to fundraise for free. Whilst growth is slow we continue to maintain levels of income in this area whilst laying the ground work for increasing our interactions with supporters in the future. The long term hope is that this will become a sustainable source of income for the charity in the future.

Our income from contracted and paid work continues to offer an income stream with our workshops, consultancy and work with the Care Quality Commission enabling us to progress our aims whilst delivering services to key partners. We are keen to ensure these works are self-sustaining as well as making a fair contribution to the charity's core costs. We intend to carefully select opportunities to engage in work of this nature in order to ensure it offers a good fit with our aims and object and does not stretch the capacity of the team.

In the meantime we continue to rely on the support of Trusts and Foundations to support our staff and core costs whilst we grow other forms of income. We would like to extend our grateful thanks to all supporters who have enabled us do so. In particular we wish to thank the Big Lottery Fund for supporting the development of our volunteer programme and extending our support networks, The Lloyds Foundation for supporting a full time family support worker role, the Department of Health for supporting our Early Intervention Project, the Esmee Fairbairn Foundation for supporting our work on the Winterbourne View campaign, the Henry Smith Charitable Trust for supporting our family support work and several other smaller foundations for supporting core costs. We continue to work to form meaningful alliances with funders for key pieces of the charities work whilst we focus on growing other income streams.

Results

As shown on page 16, incoming resources for the year amounted to £ 663,868 (£462,246 in 2014) and resources expended were £588,319 (£533,867 in 2014), giving net incoming resources of £75,549 ((£71,621) in 2014).

FUTURE DEVELOPMENTS

We are keen to develop further our work in early intervention over the coming years as we see this as a key area which will prevent families reaching crisis point. We plan to develop networks which will extend our offer of support to young families and carers. In particular we are keen to work with early intervention services to encourage shared evaluation and the development of learning networks able to share good practice and support the development of good quality services, well trained staff and better outcomes for children and young people. We are also planning to undertake a review of our organisational strategy to plan for our work to increase in this area.

As our local champion and family link volunteers continue to support us reaching and supporting more families we also want to engage more professionals in volunteering their time and expertise to support families in crisis and with more complex needs. We hope to work with our current networks to scope how this would work for development over the coming years.

We aim to continue our work with CQC dependent on the upcoming tender and continue to deliver a high quality service. This work together with our workshops, volunteer networks, consultancy offer and national influencing work demonstrates our ongoing commitment to supporting families to engage with service development and delivery and supporting the development and accessibility of local services.

In the interest of raising awareness and improving the evidence base regarding services and treatment of people with severe learning disabilities and behaviour described as challenging we continue to see research and development as a key part of our work in the future period. The dissemination of findings and the sharing of best practice we believe are crucial and we continue to see ourselves playing an important role in bring families together with stakeholders across service provision, Government and Professional bodies.

Financially, we continue to seek to grow unrestricted income from individuals and community sources. We plan to develop our consultancy offer engaging families in local support provision and we see this as a way of both fulfilling our aims and gaining funding for our work, of course our offer needs to balance with our capacity. We do not intend long term to become a service provider or replace services which should be delivered locally or via statutory sources.

PUBLIC BENEFIT

The charity provides public benefit by providing free information and support to families caring for individuals with severe learning disabilities and behaviour described as challenging.

Someone with a severe learning disability will have little or no speech, find it difficult to learn new skills and need ongoing support to carry out daily activities such as washing and dressing. The NHS estimates that there are around 350,000 people in the UK with a severe learning disability. Around 10- 15% of people with severe learning disabilities are likely to develop behaviours described as challenging.

Challenging behaviour is a term used to describe a range of behaviours which some people with severe learning disabilities may use to communicate their needs or exert control over a situation. Behaviours can vary from hair pulling or aggression to eating inedible objects, obsessive repetition or making inappropriate noises. In many cases these behaviours are not intended to cause disruption or distress but offer a form of communication to children and adults with learning disabilities who find verbal communication difficult.

In addition to the immediate health and safety concerns becoming known as "challenging" can mean that an individual can find themselves excluded from local services and left with little control over how their support is provided. Families often find themselves isolated from their local community, unsupported by local services and separated from their relative. Without appropriate support children and adults with severe learning disabilities whose behaviour may challenge find themselves at greater risk of poor healthcare, poor life prospects and at greater risk of abuse. We believe that with good support each individual can live a happy active life in their community with access to healthcare, employment, leisure and education, as well as a fulfilling family life.

More information about the work of the charity can be found at www.challengingbehaviour.org.uk.

The Trustees have paid due regard to Charity Commission guidance on public benefit in deciding what activities the charity should undertake.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Challenging Behaviour Foundation for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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 have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Calcutt Matthews, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mrs D C Cutler - Trustee

We have audited the financial statements of The Challenging Behaviour Foundation for the year ended 31 January 2015 on pages ten to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page seven, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 January 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

N M Hume (Senior Statutory Auditor)
for and on behalf of Calcutt Matthews
Chartered Accountants and Registered Auditors
19 North Street
Ashford
Kent
TN24 8LF

Date:

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 January 2015

		Unrestricted fund	Restricted funds	31.1.15 Total funds	31.1.14 Total funds
	Not es	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	61,049	263,299	324,348	295,397
Activities for generating funds	3	10,162	-	10,162	16,495
Investment income	4	4,371	-	4,371	1,845
Incoming resources from charitable activities					
National Influencing	5	4,000	-	4,000	-
Core Funding		<u>320,987</u>	<u>-</u>	<u>320,987</u>	<u>148,509</u>
Total incoming resources		400,569	263,299	663,868	462,246
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	6	38,393	304	38,697	41,134
Fundraising trading: cost of goods sold and other costs	7	3,885	-	3,885	4,059
Charitable activities					
Information and Support	8	72,997	112,710	185,707	253,951
National Influencing		13,756	131,122	144,878	228,353
Core Funding		209,979	-	209,979	-
Governance costs	9	<u>3,716</u>	<u>1,457</u>	<u>5,173</u>	<u>6,370</u>
Total resources expended		<u>342,726</u>	<u>245,593</u>	<u>588,319</u>	<u>533,867</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		57,843	17,706	75,549	(71,621)
Gross transfers between funds	17	<u>(1,861)</u>	<u>1,861</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		55,982	19,567	75,549	(71,621)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>138,466</u>	<u>77,314</u>	<u>215,780</u>	<u>287,401</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>194,448</u></u>	<u><u>96,881</u></u>	<u><u>291,329</u></u>	<u><u>215,780</u></u>

The notes form part of these financial statements

THE CHALLENGING BEHAVIOUR FOUNDATION

BALANCE SHEET
At 31 January 2015

	Notes	Unrestricted fund £	Restricted funds £	31.1.15 Total funds £	31.1.14 Total funds £
FIXED ASSETS					
Tangible assets	14	420	-	420	839
CURRENT ASSETS					
Debtors	15	81,481	-	81,481	20,386
Cash at bank		<u>139,650</u>	<u>142,301</u>	<u>281,951</u>	<u>285,251</u>
		221,131	142,301	363,432	305,637
CREDITORS					
Amounts falling due within one year	16	(27,103)	(45,420)	(72,523)	(90,696)
		<u>194,028</u>	<u>96,881</u>	<u>290,909</u>	<u>214,941</u>
NET CURRENT ASSETS					
		<u>194,448</u>	<u>96,881</u>	<u>291,329</u>	<u>215,780</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>194,448</u>	<u>96,881</u>	<u>291,329</u>	<u>215,780</u>
NET ASSETS					
		<u>194,448</u>	<u>96,881</u>	<u>291,329</u>	<u>215,780</u>
FUNDS					
	17				
Unrestricted funds				194,448	138,466
Restricted funds				<u>96,881</u>	<u>77,314</u>
TOTAL FUNDS					
				<u>291,329</u>	<u>215,780</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

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

.....
Mrs D C Cutler -Trustee

.....
Mr P McGill -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

- 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 subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on delivery of a specific performance by the charity, are recognised¹ when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with voluntary income and the costs of fundraising.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its 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 costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities 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.

Allocation and apportionment

Support costs are allocated pro rata to staff numbers involved with each charitable activity.

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 20% on cost
Fixtures and fittings	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. VOLUNTARY INCOME

	31.1.15	31.1.14
	£	£
Donations	18,969	17,235
Grants	<u>305,379</u>	<u>278,162</u>
	<u>324,348</u>	<u>295,397</u>

Grants received, included in the above, are as follows:

	31.1.15	31.1.14
	£	£
Department of Education	-	57,122
Colyer- Ferguson Charitable Trust	-	4,000
John Ellerman Foundation	-	13,500
Rank Foundation	-	10,152
Big Lottery Fund	122,503	77,241
Department of Health	84,175	48,924
The Stonewall Park Charitable Trust	300	300
Sir James Roll	1,000	1,000
The Russell Trust	5,000	-
The Henry Smith Charity	35,000	35,000
Scottish Trusts	-	10,159
Esmee Fairburn	41,426	10,630
The Dove Trust	-	1,884
The Childwick Trust	-	8,250
St James Place Grant	1,000	-
The Rest Harrow Trust	100	-
Mencap	1,000	-
Lloyds Foundation	<u>13,875</u>	-
	<u>305,379</u>	<u>278,162</u>

The Big Lottery Reaching Communities Grant was for £103,857 however only £96,538 is recording in the accounts for the year ending 31st January 2015 as the last instalment for the year was received on the 1st February 2015, after the year end and so will be included in next year's accounts.

3. ACTIVITIES FOR GENERATING FUNDS

	31.1.15	31.1.14
	£	£
Fundraising events	1,836	5,716
Other income	-	316
Sales and earned income	<u>8,326</u>	<u>10,463</u>
	<u>10,162</u>	<u>16,495</u>

4. INVESTMENT INCOME

	31.1.15	31.1.14
	£	£
Deposit account interest	<u>4,371</u>	<u>1,845</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants	Unrestricted £	Restricted £	Total 2015 £	2014 £
Grants				
Southwark Council	25,830	-	25,830	7,035
Gloucestershire County Council	27,325	-	27,325	28,452
University College London	9,456	-	9,456	-
Total	<u>62,611</u>	-	<u>62,611</u>	<u>35,487</u>
Contract income				
Charitable contract income	<u>258,376</u>	-	<u>258,376</u>	<u>113,022</u>
TOTAL	<u><u>320,987</u></u>	<u><u>-</u></u>	<u><u>320,987</u></u>	<u><u>148,509</u></u>

6. COSTS OF GENERATING VOLUNTARY INCOME

	31.1.15	31.1.14
	£	£
Staff costs	37,289	38,955
Fundraising	<u>1,408</u>	<u>2,179</u>
	<u><u>38,697</u></u>	<u><u>41,134</u></u>

7. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31.1.15	31.1.14
	£	£
Staff costs	<u>3,885</u>	<u>4,059</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct costs	Totals
	£	£
Information and Support	185,707	185,707
National Influencing	144,878	144,878
Core Funding	<u>209,979</u>	<u>209,979</u>
	<u>540,564</u>	<u>540,564</u>

	Info & Support (Restricted)	Info & Support (Unrestricted)	Campaign & Influencing (Restricted)	Campaign & Influencing (Unrestricted)	Total
Salaries	106,634	21,110	88,734	38,009	254,487
Recruitment & HR	343	2,736		2,628	5,707
Travel		180	2,713	173	3,066
Training	194	433	259	416	1,303
Printing, Postage & Stationary	1,917	7,356	56	7,067	16,396
Project Costs	72,346	41,309	52,991	74,757	241,403
Telephone	598	1,073		1,031	2,703
Volunteer Expenses	320	328		315	963
Equipment & IT Costs	1,476	1,394		1,339	4,209
Premises Costs	1,879	4,031		3,873	9,783
Hire of Plant & Machinery			125		125
Depreciation		214		205	419
	<u>185,707</u>	<u>80,164</u>	<u>144,878</u>	<u>129,815</u>	<u>540,564</u>

9. GOVERNANCE COSTS

	31.1.15 £	31.1.14 £
Trustees' expenses	601	669
Governance	164	313
Accountancy	3,073	4,080
Insurance	<u>1,335</u>	<u>1,308</u>
	<u>5,173</u>	<u>6,370</u>

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.1.15 £	31.1.14 £
Depreciation - owned assets	419	419
Hire of plant and machinery	<u>125</u>	<u>2,246</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

Vivien Cooper was employed full time as Chief Executive Officer with the express permission of the Charity Commission at an annual salary of £40,400 in recognition of her unique experience and skills in this field.

Travel costs of £1,224.85 (2014 £2,018) were reimbursed to Vivien Cooper in her role as Chief Executive Officer.

No Trustee or any person related to the charity had any personal interest in any contract or Trustee transaction entered into by the charity during the year other than as disclosed above. (2014 nil)

Vivien Cooper is enrolled in a workplace pension scheme for her role as Chief Executive Officer. The Employer Pension Contributions for 2015 amount to £436.80.

Trustees' expenses

	31.1.15	31.1.14
	£	£
Trustees' expenses	<u>601</u>	<u>669</u>

The total Trustee expenses for the year amounted to £601 (2013-14 £669)

12. STAFF COSTS

No employee was paid over £60,000 in the year.

The average monthly number of employees during the year was as follows:

	2015	2014
Information, Support & Training	6.2	7.1
National Influencing Work	6.8	5.0
Total	<u>12.8</u>	<u>12.1</u>

13. INTANGIBLE FIXED ASSETS

	Database £
COST	
At 1 February 2014 and 31 January 2015	<u>9,853</u>
AMORTISATION	
At 1 February 2014 and 31 January 2015	<u>9,853</u>
NET BOOK VALUE	
At 31 January 2015	<u>-</u>
At 31 January 2014	<u>-</u>

14. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 February 2014 and 31 January 2015	<u>8,161</u>	<u>1,258</u>	<u>4,523</u>	<u>13,942</u>
DEPRECIATION				
At 1 February 2014	8,161	419	4,523	13,103
Charge for year	<u>-</u>	<u>419</u>	<u>-</u>	<u>419</u>
At 31 January 2015	<u>8,161</u>	<u>838</u>	<u>4,523</u>	<u>13,522</u>
NET BOOK VALUE				
At 31 January 2015	<u>-</u>	<u>420</u>	<u>-</u>	<u>420</u>
At 31 January 2014	<u>-</u>	<u>839</u>	<u>-</u>	<u>839</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.15	31.1.14
	£	£
Trade debtors	79,792	18,132
Other debtors	-	565
Gift Aid reclaimable	<u>1,689</u>	<u>1,689</u>
	<u>81,481</u>	<u>20,386</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.15	31.1.14
	£	£
Trade creditors	6,375	3,545
Social security and other taxes	-	7,618
Funds held for other organisat	14,519	33,664
Accruals and deferred income	<u>51,629</u>	<u>45,869</u>
	<u>72,523</u>	<u>90,696</u>

Funds held for other organisations £14,519 (£33,664: 2014) represents monies held by the charity where it is working with other charities on joint projects. At 31 January 2015 these are as follows:

Family Matters	£9,180
Employment Dissemination	£5,339

17. MOVEMENT IN FUNDS

	At 1.2.14 £	Net movement in funds £	Transfers between funds £	At 31.1.15 £
Unrestricted funds				
Core Funding	138,466	57,843	(1,861)	194,448
Restricted funds				
Scotland Training	9,959	(9,959)	-	-
DVD - Family Carers	11,728	-	-	11,728
Department of Health	14,702	3,732	-	18,434
Medway Advocacy	8,837	(2,573)	-	6,264
Information Services Various	1,495	(664)	-	831
DVD - Everybody Matters	10,972	(12,833)	1,861	-
Esmee Fairburn	1,007	3,580	-	4,587
Big Lottery	18,614	31,247	-	49,861
Lloyds Bank Foundation	-	3,856	-	3,856
DVD - Communications	-	1,320	-	1,320
	77,314	17,706	1,861	96,881
TOTAL FUNDS	<u>215,780</u>	<u>75,549</u>	<u>-</u>	<u>291,329</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Core Funding	400,569	(342,726)	57,843
Restricted funds			
Scotland Training	-	(9,959)	(9,959)
Department of Health	84,175	(80,443)	3,732
Medway Advocacy	-	(2,573)	(2,573)
DVD - Everybody Matters	-	(12,833)	(12,833)
Esmee Fairburn	41,426	(37,846)	3,580
Big Lottery	122,503	(91,256)	31,247
Lloyds Bank Foundation	13,875	(10,019)	3,856
DVD - Communications	1,320	-	1,320
Information Services Various	-	(664)	(664)
	263,299	(245,593)	17,706
TOTAL FUNDS	<u>663,868</u>	<u>(588,319)</u>	<u>75,549</u>