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**REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018
FOR
THE CHALLENGING BEHAVIOUR FOUNDATION**

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THE CHALLENGING BEHAVIOUR FOUNDATION

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for the Year Ended 31 January 2018

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The Challenging Behaviour Foundation (CBF) was formed in 1997 because a family had to send their son with learning disabilities who displayed a range of challenging behaviours 275 miles away from home to a service that could meet his needs. They found this unacceptable and tried to challenge it, but there was no organisation focussed on the needs of this marginalised and hidden group they could turn to. The CBF was set up as a charity to address these issues and help other families needing support. 20 years on, there has been progress for some children, young people and adults and their families - but not enough. When the CBF was founded, we had no idea that it would be so difficult and take so long to change a complex system across education, health and social care. We remain impatient for the change that is so desperately needed to make sure that children, young people and adults with severe learning disabilities who display behaviour described as challenging get the right support in the right place at the right time and remain committed to championing their basic human rights to a happy, interesting and fulfilled life.

The CBF invests most of its funds in staff to provide support and information to families, share and promote best practice and work strategically to raise awareness of the needs of children, young people and adults with severe learning disabilities who display behaviour described as challenging. We have been successful in raising the profile of this group of individuals, and in making a difference to the lives of the families we support, but this year has seen unprecedented financial challenges for the CBF - there is less funding available for charities and more competition for it. Trustees carefully monitor the work, impact and finances of the charity and this year have been even more involved as we have had to make difficult decisions about reducing staff levels despite the need for our support increasing. We have been through a carefully planned and proactively managed re-structure process, and, with the support of staff, volunteers, families and other supporters, have ensured our vital family support work, including casework, has continued, alongside our strategic work. When we communicated the changes to the CBF's stakeholders, we received an overwhelming affirmation of support from families and professionals we have worked with, confirming the continued need for the CBF and the quality and impact of our work.

"CBF has made a life-changing, positive impact on my son's life. Without this charity I, along with others in my position, would have no power and not have our voices heard." - Family Carer

"I am a community paediatrician and often recommended the CBF to parents. I think you are a wonderful organisation doing a fantastic job."

All our work is based on lived experience and is outcome focused in areas that will make the greatest difference to the lives of one of the most marginalised and vulnerable groups in our society, making us uniquely placed to focus on their needs. Despite the reduction in staffing, our approach - combining holistic, practical information and support to empower families to get the right support, in the right place, at the right time, with working at a strategic influencing level - has continued to have an impact at both an individual and national level, and this report gives examples of this.

With limited resources, we ensure we work efficiently and collaboratively, continuing to encourage and support our network of family carer volunteers across the country to provide peer-to-peer support, reaching more families. Our Family Support Service continues to support families in very complex situations which require a level of expertise, knowledge and understanding not available elsewhere. Families are regularly signposted to us from large national charities that recognise our specialist knowledge in this area, particularly as other charities and support groups reduce their capacity as they experience the same financial challenges we have. Our ongoing evaluation processes confirm that families value the consistently high standard of practical and emotional support we provide.

We believe that more can be achieved by working together and proactively encourage partnership working whilst retaining our independence and focus, adopting a co-production approach to all our work. Our strategic decision to invest in early intervention and prevention work has continued to have an impact nationally and locally and, encouraged by the interest across the country in our Paving the Way work, we will continue to share our expertise in this area.

2017/2018 has been a particularly difficult year for the CBF's staff team but their response to the challenges and commitment to the charity have been exceptional. Once again, an enormous amount has been achieved with limited resources and a lot of hard work by our staff, trainers, and volunteers across the UK, who continue to go "above and beyond" 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. It is more important than ever that this marginalised group at risk of poor support and abuse are given access to the specialist support and expertise that we provide - and empowered so they do not remain unseen and unheard.

Diane Lightfoot
Chair of Trustees

The Trustees who are also the directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 January 2018. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2015.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The reason the CBF exists is to improve the quality of life of children, young people and adults with severe learning disabilities whose behaviour is described as challenging, and their families.

Without appropriate support, children, young people 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. Families often find themselves isolated from their local community, unsupported by local services and separated from their relatives.

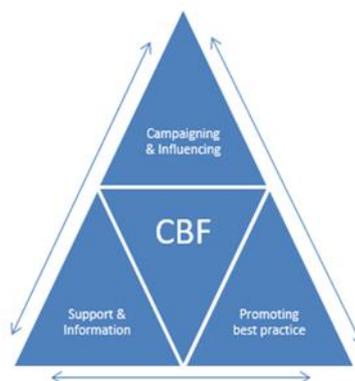
Challenging behaviour is a term used to describe a range of behaviours which some children, young people and adults with learning disabilities may display. Behaviours can vary and include aggression, eating inedible objects, severe self-injury or obsessive repetition - these behaviours typically put the safety of the person or others at risk and/or restrict their access to ordinary life opportunities. There is always a reason for challenging behaviour and for change to happen it is essential to understand what the reasons are.

A child, young person or adult 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.

As the only UK charity focused on the needs of this group, our **objectives** are to ensure 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. Our focus is enabling people to exercise their rights to participate in ordinary life opportunities through proper understanding of their behaviour and access to appropriate support.

To meet these objectives, we have prioritised three interconnected main areas of need: **'information and support'**, **'strategic influencing'** and **'sharing best practice'**, as described below in more detail. More information about the work of the charity can be found at www.challengingbehaviour.org.uk

These strands of work are all interconnected



In planning and reviewing the charity's activities in order to meet these objectives, the Trustees have taken account of the Charity Commission's guidance on public benefit. The CBF delivers **public benefit** by providing information and support to families and professionals caring for and supporting children, young people and adults with severe learning disabilities who display behaviour described as challenging. All our information and support is provided free of charge to family carers. We also work to improve the understanding of challenging behaviour amongst professionals and the wider public, helping others to provide better services and more opportunities.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Information and Support

Our small family support team provides **telephone, email and individual case support** to families of children, young people and adults with severe learning disabilities who display behaviour described as challenging. We produce and regularly update a range of **information resources** including information sheets, DVDs and newsletters. In addition, we facilitate **email networks** for family carers and professionals to share experiences, best practice and information. We also operate a **family linking scheme** to deliver peer-to-peer support for families and we train and support family carers as local champion volunteers to reach more families and provide information within local communities. We have worked with families to co-produce Positive Behaviour Support training **workshops** for families, unpaid carers and professionals around supporting behaviour change which models a collaborative and consistent approach to supporting individuals. These are delivered jointly by family carer and Positive Behaviour Support trainers and have been independently evaluated positively by the Tizard Centre, University of Kent.



In addition to helping families better understand their relative's behaviour and secure better support and services, we are also concerned with a carer's own welfare and the services and support available to them. Family carers of people with learning disabilities often face significant challenges being listened to by those providing and commissioning care and support, and have difficulty accessing relevant information and legal advice in order to effectively address the issues they and their relative are facing. The CBF addresses this issue through our unique longer-term casework, where we can support families through complex situations over many months.

Strategic Influencing

Adopting a strategic approach to the issues individuals and their families face has the potential to deliver far-reaching impact and better outcomes for significantly more families and individuals than working in isolation. We are committed to proactively influencing others to achieve the changes needed to ensure that children, young people and adults with severe learning disabilities who display behaviour described as challenging, and their families, get the right support in the right place at the right time. Good support for this group of individuals is dependent on health, education and social care and those working within these systems understanding the needs of this group of marginalised people and working efficiently in a co-ordinated way to meet those needs.

We are committed to the principle that more can be achieved by working together. We invest in developing and maintaining relationships with individuals, organisations and bodies who have a role to play in supporting individuals and their families. We also co-ordinate and utilise opportunities, share evidence-based practice and positively influence those in positions of power to drive change. We do this through a range of activities.

The **Challenging Behaviour - National Strategy Group (CB-NSG)** which we established in 2008 plays an important role in ensuring that all parts of the system are aware of the needs of this group of individuals, how to support them, and to work together to deliver good outcomes. This unique multi-stakeholder group, working at a senior level with over 70 core members, meets twice a year to share best practice, identify opportunities for collaborative working, create action plans and deliver on the outcomes. The group represents all ages and areas of health, education and social care and includes researchers, service providers, regulators, commissioners family carers and individuals with a learning disability amongst its members. The collective and diverse perspectives and experiences of the CB-NSG enable it to identify creative, joined-up and workable solutions to meet the needs of children, young people and adults with learning disabilities who display behaviours described as challenging.



OBJECTIVES AND ACTIVITIES

Objectives and aims

We co-chair a **campaign sub-group** of the CB-NSG alongside the learning disability charity Mencap, focused particularly on highlighting the needs of the children, young people and adults with learning disabilities who are inappropriately stuck in hospital settings in order to ensure the Government delivers on its Transforming Care promises for this group of individuals. This work has successfully ensured that there is still a spotlight on the need to transform care after the abuse at Winterbourne View Hospital was exposed in 2011.

Several years ago, the CBF Trustees prioritised early intervention and prevention as a strategic objective. We are continuing to build on the work of our **Early Intervention Project** (funded by the Department of Health and in collaboration with the Council for Disabled Children), which provided an excellent opportunity to highlight the benefits of evidence-based early intervention for children with severe learning disabilities and their families, reducing the need for crisis interventions and residential placements, and improving outcomes (<http://pavingtheway.works>). Similarly, our support for three **Integrated Personal Commissioning** sites provided an opportunity to demonstrate the effectiveness of a coordinated approach.

We participate in a range of **work with other stakeholders** including researchers, Government departments, regulators, health and social care bodies and other relevant charities, groups and networks. This may take many different forms, such as membership of steering groups, responding to consultations, projects and consultancy, and speaking at events or running workshops or focus groups. We also proactively support family carers to participate in these activities.

Sharing Best Practice

In order to meet the needs of children, young people and adults with severe learning disabilities who display behaviour described as challenging and their families, it is essential to get the right information to the right people at the right time. We know that there is a body of evidence-based knowledge and good practice, but we also know that this is not uniformly available and delivered.

We work to ensure information is available and accessible by sharing and promoting best practice with a range of stakeholders through our family information and support networks and resources, along with our strategic influencing work.



ACHIEVEMENT AND PERFORMANCE

Charitable activities

Over the past year, we have continued to make progress in all three identified areas of need.

Information and Support

Family Support

Our family support work is closely connected to our sharing best practice and national influencing elements of our work. The data and real-life experiences that families share with us inform our strategic influencing work, so it is focused on what families really need for maximum impact. Our small family support service continued to respond to enquiries during 2017/18, supporting families of children, young people and adults with severe learning disabilities through information, practical resources and ongoing casework, as well as sharing best practice and signposting to other organisations and resources where appropriate for their needs. This was achieved despite a reduced staff team, as family support was prioritised, and internal processes were made more efficient by the use of technology (for example a new database). Families we supported as a priority included those whose relatives had difficulty accessing healthcare, were at risk of abuse, placed inappropriately in an inpatient service, or subjected to inappropriate restrictive practices such as over-medication and inappropriate use of restraint.

We dealt with many enquiries regarding safeguarding issues for people with learning disabilities reflecting the vulnerability of this group of individuals. This included making safeguarding alerts to local authorities, in addition to supporting family carers to do so themselves. Families reported instances of suspected physical abuse, sexual abuse and neglect in care homes, supported living services and inpatient units.

"I've watched for years how she has continued to cause herself extreme physical damage - including breaking her nose and repeated punching, biting and scratching her arms - and how those who are supposed to meet her needs have mostly been unable to provide support or understanding of why she does this or how to deal with it." - Family Carer

*"I sit at home and cry because of the place they have put him in - he is living the life of an old man, shut indoors, watching TV. No wonder he becomes challenging, what sort of life is that for a young man?"
- Family Carer*

"The Case Worker assigned to me, has, from the outset, provided invaluable support and advice. The CBF, in my experience, are the only agency who have in depth experience in providing support for people - and their relatives - who have challenging behaviour issues." - Family Carer

We continued working with a legal panel established by the CBF in 2016 in partnership with other charities, to ensure families benefit from timely legal advice. Families have been referred to the panel for legal support and we have strengthened links between legal firms, law centres and charities to work together to promote the rights of people with a learning disability.

Our casework has included working with families who have been bereaved, families who have relatives with complex unmet health needs to access appropriate care and support, and families who have escalated concerns through the health and social care and regulatory system. This includes meeting with senior representatives of the Nursing and Midwifery Council, Care Quality Commission, NHS England, Department of Health officials, MPs and Ministers.

Information Resources

We produced a comprehensive information pack and interactive online resource, aimed at family carers, on the use of psychotropic medication for people with learning disabilities and autism. The resources are a part of the national programme 'Stopping the Overuse of Medication for People with a learning disability and/or autism' (STOMP), led by NHS England.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

"Thanks for sending me the Medication Pathway. I think it is brilliant! I'll definitely be using it when it comes to reviewing my son's medication. I'll also be recommending it to friends who are in a similar position....this is a really useful resource." - Family Carer

Email Networks

This year we recruited and trained family carer volunteers to moderate the Family Carers' Email Network, making it an all-round peer-to-peer support resource. The volunteers helped CBF staff to share conversations on the Family Carers' Email Network, covering topics ranging from holidays and healthy eating to sensory issues and specialist toilets.

"We would very much like to thank you for all the help and support you have provided this year you have been truly amazing and we wouldn't have been able to do it without you. You helped us prevent [our son] from being sectioned and for that we are truly grateful so thank you so very much." - Family Carer

Workshops

This year we have continued to deliver our Positive Behaviour Support workshops to a variety of organisations and family carer groups. We have delivered a set of 18 workshops for Health Education England and 18 workshops for three Integrated Personal Commissioning (IPC) pilot sites. We are delighted to continue our work with these sites outside of the IPC Programme. We have also delivered workshops to personal assistants and the people who employ them through funding from Skills for Care

We continue to work successfully with Gloucestershire County Council and we are developing proposals to work with Local Authorities in Cornwall and Cumbria to deliver workshops to family carers and front-line staff.

We have been approached by a range of different organisations to develop and deliver workshops about learning disabilities and challenging behaviour and will collaborate with other organisations to explore these opportunities in the coming year.

"I want to thank you for the PBS workshops, I found them most helpful and it has given me a great insight to challenging behaviour and the possible functions and triggers. I feel more empowered to deal with my son and have been able to spread the word to friends and family, so thank you very much."
- Family carer who attended the workshops

Strategic Influencing

Our strategic influencing work is grounded in the real-life experiences of the families we support and utilises information from our best practice strand of work.

Challenging Behaviour - National Strategy Group (CB-NSG)

Steering group members have continued to meet regularly to plan the work of the CB-NSG and the twice yearly national meeting. The June CB-NSG meeting focussed on the use of psychotropic medication through a range of presentations and workshops.

Due to the success of the joint Learning Disability Professional Senate/CB-NSG event in 2016, a joint follow-up event was organised in November 2017. The day was attended by Professional Senate and CB-NSG members who worked together to consider aspects of planning, skilling and supporting the workforce to enable people with learning disabilities to be supported effectively. Feedback from both events has been highly positive. Concrete actions for both CB-NSG and Senate members were agreed, regularly reviewed and progress monitored and shared.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Initial exploratory work has been completed to formally link the work of the CB-NSG to the Challenging Behaviour Charter. This has been taken forward by a student from the Tizard Centre, University of Kent, who will share the findings in summer 2018.

CB-NSG Campaigns Subgroup

The CBF continued to support the campaign subgroup to implement its campaign plan to:

- Continue to highlight to the media the issues for people with learning disabilities who are stuck in inpatient units, to help ensure public support for the continuation of the Transforming Care programme of work.
- Support families in a range of ways to highlight the key issues to enable their voices to be heard, including via social media.
- Provide evidence to the National Audit Office and Public Accounts Committee to ensure that failings in the Transforming Care Programme are addressed.

CBF continues to support a group of families to meet and share their experiences with senior stakeholders in the Transforming Care Programme and wider learning disability field. The impact of this group has led to a number of initiatives, for example, the NHS England Ask Listen Do project. CBF family carers have provided feedback to the 'Building the Right Support' evaluation, contributed to the identification of issues in housing and inputted into development of a policy document to highlight the lack of rights and barriers people are facing along with a range of other activities. In addition, filming took place of families sharing their experiences of inpatient units, which in partnership with the Channel 4 Dispatches film crew is being used to produce a film illustrating the inhumane treatment of people with learning disabilities in inpatient units. The CBF provides regular updates to the campaign subgroup and consults it on key issues which in turn influences the CBF's strategic work.

CB-NSG Data Subgroup

The CB-NSG identified the need for a group to consider the range of data available regarding children, young people and adults with learning disabilities who display behaviour described as challenging, and the support and services available to them. This group aims to review data from a range of sources (for example NHS Digital Assuring Transformation data, NHS Digital Mental Health Data set, evidence from research), to identify gaps in knowledge and information and promote data analysis to inform the Transforming Care Programme. Meetings are attended by key CB-NSG core and associate members, as well as individuals with particular knowledge, expertise and interest in data work and take place 3 times a year. The data group has identified key issues in the data, seeking further clarification and formally raising concerns with NHS England.

Early Intervention

We have continued to share evidence and best practice about early intervention with policy makers, practitioners and families this year, via the Paving the Way website, consultations, advisory groups, conferences and specific projects. Key areas of focus for the year have been:

- Reducing restraint and restrictive interventions with children. We have worked hard to influence the Department for Education and the Department of Health on this issue. Guidance from the two departments was published for consultation and we submitted our response in January 2018. We also contributed to a Radio 5 Live programme on the issue following a Freedom of Information request which provided some data about the extent of the problem. A family carer and CBF volunteer spoke about her daughter's experience and a CBF spokesperson highlighted the issues we hear from a range of families.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

- Direct engagement of children and young people with severe learning disabilities. We have carried out a number of direct engagement visits with children and young people with severe learning disabilities. We worked with the Tizard Centre and used an adapted version of a methodology developed by Dr Nick Gore. This involved the use of Talking Mats, observation and asking questions of family carers. We used this methodology to contribute to a piece of work commissioned by the Council for Disabled Children, to inform the Transforming Care programme. We worked with Mencap to produce a new resource called "Valuing the Views of Children with a Learning Disability" which we published online in December 2017.
- Transforming Care programme focus on children/early intervention. We sit on the Transforming Care Children and Young People's Steering Group and have helped to inform the work done by that group and the operational group which sits beneath it. We also sit on an advisory group informing a review of the children's workforce in relation to Transforming Care. We have been commissioned by that group to provide input on family carer views of the children's workforce.
- Early Intervention and prevention consultancy for local areas. We have been asked by Cumbria County Council to help develop and deliver an early intervention and prevention pilot. We are advising via a steering group, supporting family carer input and running our Positive Behaviour Support (PBS) workshops. We have also provided consultancy support to Cornwall and to Kent County Councils around their services for children and young people.

In addition to these four key areas we have also spoken to 145 health visitors at the Primary Care and Public Health conference (May 2017) and published an article about the findings of our early Intervention project in the Health Visiting Journal (June 2017). We were also members of the CQC children's mental health reform advisory group.

A review of the Paving the Way website, via a survey of website users and an analysis of the website data, found that the site has had around 35,000 views since its launch (almost 100 per day) and that around 11,000 individuals use the site. The survey found that a majority of respondents found the site useful or very useful and easy to use. The sections people found most useful were "learning from families" and the resources.

Five **new blogs** have been added to the site during this period.

- "Cumbria's New Challenging Behaviour Early Intervention Service", written by a commissioner in Cumbria explaining how the local Clinical Commissioning Group (CCG) was influenced by the work of the Early Intervention Project to set up a new service for children with learning disabilities whose behaviours challenge.
- "What you said about the Paving the Way website" reflects back what people told us about the site via the survey, our aims for the site and what we have done in response to some issues raised.
- "Our experience of residential college" by a family carer, explains what residential college was like for one young woman and shares hopes about how Dame Lenehan's review of residential provision could improve future provision.
- "Improving services for people with learning disabilities and autism at Alder Hey" by a consultant learning disability nurse explains how PBS has been used to improve healthcare.
- "Valuing the views of children with a learning disability" launches the resource developed in partnership with Mencap.

National Audit Office and Public Accounts Committee

In addition to providing written evidence to the National Audit Office and Public Accounts Committee, the CBF was invited to, and provided oral witness evidence to the Public Accounts Committee in March 2017. Afterwards we submitted further written evidence and led a coalition of influential organisations and individuals to demand NHS England immediately stop funding places in institutions and in isolated services that are not in line with their own service model.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Care Quality Commission (CQC)

Following our joint evidence (with Mencap) to the Public Select Committee, and our letter to CQC CEO, a meeting was held to discuss our concerns about CQC's ratings of services, and the discrepancy between those and the experiences of families we support. We raised the issue of CQC reports not identifying if a service had been the subject of a Serious Case Review, or if there had been deaths in the service. The CEO agreed that this information should be referred to in future. We also discussed the use of prone restraint, and that "specialist" learning disability services should be inspected against more rigorous standards, as a tertiary service. CQC agreed to take this forward, liaising with the CBF.

National Media

The CBF supported and informed the producers of Channel 4's Dispatches programme "Under Lock and Key" to highlight the inhumane treatment of people with learning disabilities at St. Andrews (a private inpatient service in Northampton). The documentary featured an individual named Fauzia and the CBF was credited with a crucial role in supporting Fauzia's aunt to secure her release. This involved family support over an extended period and campaigns work with Norman Lamb MP (former Minister for Care). We also worked with Mencap and the Channel 4 press team to coordinate statements relating to the documentary and received coverage in a number of national papers including the Guardian, Sun and Daily Mail.

Following the programme, family carer Leo Andrade, whose son was previously placed at St. Andrews, was supported by Mencap to launch a petition "*Enough is enough, @NHSEngland. Stop keeping people #UnderLockAndKey in institutions*". The petition was promoted by Mencap and the CBF and has over 8,000 signatures. An infographic was developed to highlight the key issues for people with learning disabilities. Led by the CBF, letters were sent to the Minister and Jane Cummings, Chief Nursing Officer for England, to press for urgent action.

The CBF was approached by Alison Holt, BBC Social Affairs Correspondent, about one of the families it is supporting whose son has terminal cancer and is receiving palliative care. Prior to the diagnosis he spent nine years in inpatient hospitals. It is believed there were several missed opportunities to diagnose the cancer at a stage when treatment was possible. The CBF provided information on the policy background to illustrate the wider issues and with the family's consent shared relevant family support records with the journalist. A news item was subsequently broadcast on BBC news.

We arranged for a mother to be interviewed by BBC Breakfast about her daughter who died in an assessment and treatment unit (CBF staff supported the mother at the inquest). A powerful interview was broadcast in June and the CBF provided policy information and data to the producer of BBC breakfast to help inform the content.

The CBF was contacted by BBC Radio 5 Live Investigates as part of a planned documentary on restraint in special schools. We gave a policy briefing to the journalist and approached family carers to take part in the programme. A CBF family carer gave a pre-recorded interview about her experiences with her daughter. CBF supported her to prepare for the interview and through the legal process during which the provider contested the claims as well as providing the spokesperson for the live interview.

MindEd

The CBF have worked with MindEd, a cross-professional information hub funded by the Department of Health and the Department of Education, in the development of online training for health and social care staff working with children, young people and adults with learning disabilities. In 2017 the CBF consulted and collated the feedback from professionals and family carers on the content of the MindEd curriculum. Following this, the CBF recruited, trained and supported 9 family carer co-authors to help develop the MindEd online training, contributing to the development of the session briefs and content of the training modules.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

CBF Japan

Former CBF employee Hiromi Gera visited the office to let us know that in August 2017, 'CBF Japan' was registered officially as a national charity in Japan. Hiromi has translated many of our resources and used them to produce a book in Japanese along with a sub-titled DVD. Hiromi thanked the CBF for all our support in setting up the new charity and we plan to continue to support Hiromi and the work of her charity in the future.

Sharing Best Practice

The principle of sharing and promoting best practice runs through all aspects of our work. We share and promote best practice through our family support work, including casework and resources, and our national influencing work, including disseminating information via the CB-NSG, Core and Associate members, our family carer and professional email networks as well as our specific networks e.g. Paving the Way network that focusses on children and young people.

Despite reduced capacity for communications, we have continued to share information via an electronic newsletter, social media and on our website.

We are committed to sharing evidence-based best practice and therefore support a number of research projects through input to steering groups (CBF staff and/or family carers) including dissemination of findings to maximise impact. During the year we have contributed to the following research:

- A study of Positive Behaviour Support for adults with learning disability and challenging behaviour: Randomised Control Trial (RCT) (University College London - UCL)
- Goals and Outcomes for Intervention (GO-for-IT) (Tizard centre, University of Kent)
- Transition to adult social care from residential schools (Tizard Centre, University of Kent)
- FABPOS (Family Based Positive Support) (Northumbria University)
- Who's challenging who (University of Warwick)
- Early Positive Approaches to Support (E-PAtS) for families of young children with intellectual disability: Feasibility study
- Parental impact of child wellbeing - development of a resource for families (University of Warwick).
- Two research students from UCL have analysed the CBF family carer medication survey responses and have published an academic paper.

We have also responded in detail to the following **consultations/calls for evidence** with input from families to highlight the issues for children, young people and adults with severe learning disabilities and behaviour described as challenging and their families:

- The Lenehan Review - Independent Review
- CAMHS Tier 4 - NHS England
- High needs Funding - Department for Education
- Reducing Restrictive Interventions with Children - Department of Health and Department for Education
- Visiting guidance - Department for Education
- Consultation for the proposed redesign of learning disability and autistic spectrum disorder services in the North West - NHS England
- CQC registration of learning disability services - CQC
- CQC regulation - CQC
- Residential Special Schools and Colleges Call for Evidence - Department for Education
- Schools Funding Formulae consultation - Department for Education
- Exclusion guidance - Department for Education
- Adult mental health services new service specifications- NHS England
- Support for adult carers - NICE
- Mental Health Services Dataset (MHSDS)
- Peoples experience in adult social care - NICE

FINANCIAL REVIEW

Financial position

Incoming resources for the year amounted to £281,660 (£369,933 in 2017/18) and resources expended were £269,801 (£465,771 in 2017/18), giving net income of £11,859 (net expenditure of £95,838 in 2017/18). It should be noted that £47,701 of the total in 2016/17 represented planned expenditure associated with restricted funding received and shown as income in the previous year.

In recognition of the challenging funding environment in which the charity operates, the Trustees have set up procedures to monitor the financial position, including forward projections and identification of actions needed, at least monthly. This resulted in pre-emptive measures during the year to reduce core costs, mainly through the restructure of the permanent staff team, not replacing vacant posts and the scaling down of our Internship Programme. This process was very carefully managed with our priority being to sustain our family support and national influencing/policy work and to ensure that we have a sound foundation on which to build so our activities can be increased as more funding is secured. Through careful planning, streamlining our processes and increased funding opportunities, we were able to retain most of our core staff and are now in a period of stability.

Growth in income from contracted and paid work is an important contributor towards the charity's continuing financial sustainability, with the provision of workshops, consultancy, research and policy work enabling us to progress our aims whilst delivering services to key partners. It is essential to ensure that this work is self-sustaining as well as making a fair contribution to the charity's core costs. We intend to continue to carefully select opportunities to engage in work of this nature, ensuring it offers a good fit with our aims and objectives and does not overstretch the capacity of the team.

In the meantime, we continue to rely on the support of trusts and foundations to maintain our core staff team and essential administrative functions. We would like to extend our grateful thanks to all supporters who have enabled us to do so. In particular we wish to thank the Garfield Weston Foundation, The Childwick Trust, Baily Thomas Charitable Fund, The Sobell Foundation and the Lloyds Bank Foundation for supporting our family support service along with the Esmee Fairbairn Foundation for supporting our policy and influencing work as well as several other smaller foundations for supporting core costs.

Reserves policy

In determining the reserves strategy, the Trustees take a holistic and strategic approach and carefully consider the reasons for maintaining reserves as well as the logistics of utilising them. This includes consideration of the external factors that may affect reserves such as demands on capacity and the relatively short-term nature of grant funding, which forms a large part of the charity's income, and often involves a long lead time to secure. We also need to ensure that the charity is able to meet its liabilities in the event of a significant downturn in income. In addition, the reserves target takes into account the need for continuity in the provision of information and support to family carers who often experience complex situations which can last for several months, along with ensuring our strategy work remains embedded at a local and national level despite fluctuations in funding levels. Reserves also enable us to remain sufficiently flexible to respond to any opportunities that may arise at short notice for us to influence national policy on behalf of our beneficiaries.

In the light of these circumstances, the Trustees have set a target to hold twelve months of running costs in free reserves (unrestricted funds). Free reserves amounted to £163,931 at 31 January 2018, representing 8.5 months of running costs, based on predicted expenditure for 2018/19.

FUTURE PLANS

Planned Activities for 2018/2019

We carefully plan activities under our three key areas to achieve the greatest impact and deliver positive outcomes for children, young people and adults with severe learning disabilities who display behaviour described as challenging, and their families. The Board of Trustees, working with our small staff team, have reviewed our activities and agreed that the three interconnected areas of work are an effective approach that should continue. We aim to sustain and progress existing activities that deliver positive outcomes, and further develop areas where we have identified a need, subject to the availability of the necessary funding.

Information and Support

In the coming year we plan to continue the high standard of support provided by the Family Support Service, including telephone and email support, as well as ongoing casework for families approaching a key transition or those who have safeguarding concerns. We aim to increase our staff capacity in order to offer support to a greater number of families.

The Email Networks will be promoted to family carers and professionals and will continue to be run jointly by family carer volunteers and CBF staff.

The CBF's range of information resources will be maintained and will continue to be sent free of charge to family carers around the UK. We will produce a set of new resources about Positive Behaviour Support and provide additional answers to Frequently Asked Questions on the website. We aim to distribute more information resources to family carer groups, via post, email and using our Local Champions to visit the groups. We also aim for Local Champions to give more talks about family carer experiences, to families and professionals, to make good links within their communities and connect with harder to reach families.

The PBS workshops will undergo a refresh, with updated materials and we will recruit new professional and family carer co-trainers to deliver workshops to widen geographical coverage of the UK. This will enable more people to benefit from greater understanding of behaviour and better use of Positive Behaviour Support strategies.

Strategic Influencing

We will continue to prioritise our strategic influencing work, building on our success in raising the profile of this group of individuals and their families at a local, regional and national level.

We will continue to support and resource the CB-NSG and support the families subgroup to:

- Use available evidence, and work with families to highlight to key stakeholders, national programme leads and the media the issues for people with learning disabilities who are stuck in inpatient units.
- Highlight the issues with the current progress of the national Transforming Care programme and the need for action to ensure a strategy beyond the existing programme, including:
 - Bringing together key stakeholders in a CB-NSG meeting to discuss and agree key actions in the final year of Transforming Care and beyond
 - Providing evidence to the National Audit Office and Public Accounts Committee to encourage a review of the progress of the Transforming Care Programme
 - Supporting parliamentary activity focussing on current progress in the Transforming Care Programme
- Respond to consultations incorporating feedback from families focusing on issues and processes affecting people with learning disabilities and their families
- Regularly develop, review, support and share the work of CB-NSG members including holding two national CB-NSG meetings and sub-group meetings.
- Finalise and use a film featuring family carers to illustrate the key issues for people with learning disabilities in inpatient care with the public, programme leaders and key stakeholders.

Early Intervention

Over 2018/19 we plan to

- Complete a report for the Tavistock and Portman Workforce Unit setting out family carer views on children's workforce issues (drawing on two focus groups and previous consultation with families).
- Support the development of a wellbeing booklet aimed at families, explaining what research tells us about how to best support the wellbeing of children with learning disabilities. Disseminate the booklet via our networks.
- Work with partners to deliver an early intervention pilot in Cumbria.
- Publish a report called "Stop, Look and Listen to me" with results of our direct engagement work with children and young people.
- Hold a children and young people's evidence seminar, to inform the Transforming Care programme, in partnership with NHS England and the Council for Disabled Children.
- Continue our influencing work around restrictive interventions.
- Respond to consultations and select committee inquiries, including those on: exclusions, education of children in need, SEND (special educational needs and disabilities) and early intervention.
- Publish five new blogs relevant to policy developments and family concerns, including restrictive interventions when the final guidance is published.

Sharing Best Practice

It is essential to promote and enable the use of resources and share best practice to support and achieve change. We share best practice in both our Family Support and National Influencing work. In 2018/19 we aim to:

- Promote our new medication information resources to enable family carers to have greater and more effective involvement in decisions about use of medication for their family member.
- Revise our Communications Strategy to maximise impact with minimum resources.
- Revamp our website to make it mobile friendly and more accessible to a diverse range of users.
- Continue to work with media organisations to highlight the issues this group of families face, expose poor practice and promote the need to ensure people have their basic human rights met.
- Continue to promote and disseminate evidence-based practice through a range of means including speaking at conferences, contributing to articles in relevant publications and sharing information through our extensive networks.
- Continue to promote best practice through delivery of our workshops.
- Continue to work with researchers to increase evidence-based practice and share research findings so that they have a positive impact on people's lives.

In order to achieve the plans described above, we need resources. Independent evaluation shows that we provide high quality work and good value for money. Securing adequate funding is, however, becoming increasingly challenging and thus our objectives for 2018/19 continues to include increasing funding through grant applications while at the same time diversifying income, particularly through growing the paid work we do.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new Trustees

In seeking to ensure that the needs of individuals with severe learning disabilities and challenging behaviour are being met through the charity, a network of contacts with both personal and professional experience of the issues involved have been recruited to advise the Trustee Board, and to enhance the potential pool of Trustees. Trustee skills are reviewed annually to determine any training needs, and should specific skills be identified which would require the recruitment of new or replacement members to the Trustee Board, individuals from the advisory network may be approached to offer themselves for election.

By invitation Advisers may attend Board meetings as observers and to offer input in order to further their knowledge of how the CBF is managed, thus providing both a recruitment and a training path for new Trustees.

Organisational structure

The Trustees, who are directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on this page. Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up.

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.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed, including ensuring 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 charity should any of these risks materialise. The work has identified financial sustainability as a major risk in the light of the difficult funding environment. The regular updating and review of financial projections and tight budget management are key elements in the management of this risk. Attention has also been focused on non-financial risks such as reputational risk and suitable mitigating actions put in place.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3307407 (England and Wales)

Registered Charity number

1060714

Registered office

c/o The Old Court House
New Road Avenue
Chatham
Kent
ME4 6BE

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Ms S Cooper

Mrs V A Cooper

Mrs D C Cutler

Mr J Dodds

Dr N J Gore

Mr C Hawkins

- resigned 21.4.18

Ms D E Lightfoot

Mr P McGill

- resigned 22.4.17

Mrs C Million

Company Secretary

Mrs C Million

Auditors

Calcutt Matthews Ltd

Chartered Accountants and Statutory Auditors

19 North Street

Ashford

Kent

TN24 8LF

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 V A Cooper - Trustee

Opinion

We have audited the financial statements of The Challenging Behaviour Foundation (the 'charitable company') for the year ended 31 January 2018 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2018 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.

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

Date:

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 January 2018

	Notes	Unrestricted fund £	Restricted funds £	31.1.18 Total funds £	31.1.17 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		32,601	21,643	54,244	49,737
Charitable activities	4				
Information and Support		54,600	28,750	83,350	29,239
National Influencing		12,904	31,800	44,704	130,941
Core Funding		91,527	-	91,527	148,052
Other trading activities	2	7,718	-	7,718	10,540
Investment income	3	117	-	117	1,424
Total		199,467	82,193	281,660	369,933
EXPENDITURE ON					
Raising funds		14,764	-	14,764	22,230
Charitable activities					
Information and Support		102,610	20,264	122,874	230,575
National Influencing		88,586	25,864	114,450	198,854
Core Funding		6,011	11,702	17,713	14,112
Total		211,971	57,830	269,801	465,771
NET INCOME/(EXPENDITURE)		(12,504)	24,363	11,859	(95,838)
RECONCILIATION OF FUNDS					
Total funds brought forward		176,435	-	176,435	272,273
TOTAL FUNDS CARRIED FORWARD		<u>163,931</u>	<u>24,363</u>	<u>188,294</u>	<u>176,435</u>

THE CHALLENGING BEHAVIOUR FOUNDATION

BALANCE SHEET
At 31 January 2018

	Notes	Unrestricted fund £	Restricted funds £	31.1.18 Total funds £	31.1.17 Total funds £
CURRENT ASSETS					
Debtors	10	43,491	-	43,491	32,908
Cash at bank		<u>184,716</u>	<u>63,206</u>	<u>247,922</u>	<u>190,153</u>
		228,207	63,206	291,413	223,061
CREDITORS					
Amounts falling due within one year	11	(64,277)	(38,842)	(103,119)	(46,626)
		<u>163,930</u>	<u>24,364</u>	<u>188,294</u>	<u>176,435</u>
NET CURRENT ASSETS					
		163,930	24,364	188,294	176,435
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>163,930</u>	<u>24,364</u>	<u>188,294</u>	<u>176,435</u>
NET ASSETS					
		<u>163,930</u>	<u>24,364</u>	<u>188,294</u>	<u>176,435</u>
FUNDS					
	12				
Unrestricted funds				163,930	176,435
Restricted funds				<u>24,364</u>	-
TOTAL FUNDS					
				<u>188,294</u>	<u>176,435</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

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

.....
Ms D E Lightfoot -Trustee

.....
Mrs V A Cooper -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

- 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Allocation and apportionment of costs

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

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.

1. ACCOUNTING POLICIES - continued

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. OTHER TRADING ACTIVITIES

	31.1.18	31.1.17
	£	£
Fundraising events	2,520	3,850
Sales and earned income	<u>5,198</u>	<u>6,690</u>
	<u>7,718</u>	<u>10,540</u>

3. INVESTMENT INCOME

	31.1.18	31.1.17
	£	£
Deposit account interest	<u>117</u>	<u>1,424</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Information and Support	National Influencing	Core Funding	31.1.18	31.1.17
	£	£	£	Total activities £	Total activities £
Grants	83,350	44,704	-	128,054	171,784
Contract and Other Non Grant Income	<u>-</u>	<u>-</u>	<u>91,527</u>	<u>91,527</u>	<u>136,448</u>
	<u>83,350</u>	<u>44,704</u>	<u>91,527</u>	<u>219,581</u>	<u>308,232</u>

4. INCOME FROM CHARITABLE ACTIVITIES - continued

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

	31.1.18	31.1.17
	£	£
Garfield Weston Foundation	30,000	-
Big Lottery Fund	-	24,976
Department of Health	-	35,402
The Stonewall Park Charitable Trust	1,000	-
Sir James Roll	-	1,000
The Souter Charitable Trust	-	2,500
Esmee Fairburn	12,500	29,353
The Childwick Trust	18,000	-
The Rest Harrow Trust	100	-
Lloyds Foundation	-	4,263
The Michael and Anna Wix Charitable Trust	-	200
The University of Warwick	7,904	7,904
IPC NHS England	19,300	16,300
Transforming Care Grant NHS England	-	49,886
The Masonic Charitable Foundation	5,000	-
The J & S Asquith Charitable Trust	1,000	-
The Rathbone Charitable Trust	2,000	-
Three Monkeys Trust	2,500	-
Baily Thomas	10,000	-
Skills for Care	<u>18,750</u>	<u>-</u>
	<u>128,054</u>	<u>171,784</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.1.18	31.1.17
	£	£
Auditors' remuneration	2,023	1,130
Depreciation - owned assets	<u>-</u>	<u>210</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

Vivien Cooper was employed as Chief Executive Officer with the express permission of the Charity Commission at an annual salary of £10,585 in recognition of her unique experience and skills in this field.

Travel costs of £998 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. (2017 nil)

Vivien Cooper is enrolled in a workplace pension scheme for her role as Chief Executive Officer. The Employer Pension Contributions for 2018 amount to £927.

Trustees' expenses

	31.1.18	31.1.17
	£	£
Trustees' expenses	<u>47</u>	<u>99</u>

The total Trustee expenses for the year amounted to £47 (2017 £99).

7. STAFF COSTS

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

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

	2018	2017
Information, Support & Training	3.6	6.5
National Influencing Work	3.8	5.7
Total	<u>7.4</u>	<u>12.2</u>

8. INTANGIBLE FIXED ASSETS

	Database £
COST	
At 1 February 2017 and 31 January 2018	<u>9,853</u>
AMORTISATION	
At 1 February 2017 and 31 January 2018	<u>9,853</u>
NET BOOK VALUE	
At 31 January 2018	<u>-</u>
At 31 January 2017	<u>-</u>

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 February 2017 and 31 January 2018	<u>8,161</u>	<u>1,258</u>	<u>4,523</u>	<u>13,942</u>
DEPRECIATION				
At 1 February 2017 and 31 January 2018	<u>8,161</u>	<u>1,258</u>	<u>4,523</u>	<u>13,942</u>
NET BOOK VALUE				
At 31 January 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 January 2017	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.18	31.1.17
	£	£
Trade debtors	41,075	31,003
Gift Aid reclaimable	<u>2,416</u>	<u>1,905</u>
	<u>43,491</u>	<u>32,908</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.18	31.1.17
	£	£
Trade creditors	9,964	5,965
Funds held for other organisations	19,885	33,461
Accruals and deferred income	71,928	7,200
Accrued expenses	<u>1,342</u>	<u>-</u>
	<u>103,119</u>	<u>46,626</u>

Funds held for other organisations £19,885 (£33,462: 2017) represents monies held by the charity where it is working with other charities on joint projects. At 31 January 2018 these are as follows:

Learning Disability Senate	£14,903
Employment Dissemination	£2,582
Bristol E-PATS	£2,400

12. MOVEMENT IN FUNDS

	At 1.2.17 £	Net movement in funds £	At 31.1.18 £
Unrestricted funds			
Core Funding	176,435	(12,505)	163,930
Restricted funds			
Esmee Fairburn	-	3,979	3,979
Bailey Thomas Charitable Foundation	-	4,603	4,603
CB-NSG	-	4,305	4,305
SHIEC	-	3,572	3,572
Skills for Care	-	7,905	7,905
	-	24,364	24,364
TOTAL FUNDS	<u>176,435</u>	<u>11,859</u>	<u>188,294</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Core Funding	199,467	(211,972)	(12,505)
Restricted funds			
Esmee Fairburn	12,499	(8,520)	3,979
IPC NHS England	19,299	(19,299)	-
Bailey Thomas Charitable Foundation	10,000	(5,397)	4,603
CB-NSG	17,850	(13,545)	4,305
SHIEC	3,795	(223)	3,572
Skills for Care	18,750	(10,845)	7,905
	82,193	(57,829)	24,364
TOTAL FUNDS	<u>281,660</u>	<u>(269,801)</u>	<u>11,859</u>

12. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At 1.2.16 £	Net movement in funds £	Transfers between funds £	At 31.1.17 £
Unrestricted Funds				
Core Funding	224,572	(49,055)	918	176,435
Restricted Funds				
DVD - Family Carers	8,978	(8,978)	-	-
Department of Health	17,042	(17,042)	-	-
Medway Advocacy	133	(376)	243	-
Information Services Various	831	(831)	-	-
Esmee Fairburn	4,772	(4,933)	161	-
Big Lottery	14,594	(14,622)	28	-
Lloyds Bank Foundation	1	(1)	-	-
DVD - Communications	1,350	-	(1,350)	-
	47,701	(46,783)	(918)	-
TOTAL FUNDS	<u>272,273</u>	<u>(95,838)</u>	<u>-</u>	<u>176,435</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Core Funding	209,753	(258,808)	(49,055)
Restricted funds			
Department of Health	35,402	(52,444)	(17,042)
Esmee Fairburn	29,353	(34,286)	(4,933)
Big Lottery	24,976	(39,598)	(14,622)
Lloyds Bank Foundation	4,263	(4,264)	(1)
IPC NHS England	16,300	(16,300)	-
NHS England	49,886	(49,886)	-
DVD - Family Carers	-	(8,978)	(8,978)
Medway Advocacy	-	(376)	(376)
Information Services Various	-	(831)	(831)
	160,180	(206,963)	(46,783)
TOTAL FUNDS	<u>369,933</u>	<u>(465,771)</u>	<u>(95,838)</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 January 2018.