

Annual Report 2019-2020



The Challenging
Behaviour Foundation



Contents

	Page
Report of the Trustees	5
Report of the Independent Auditors	25
Statement of Financial Activities	29
Balance Sheet	30
Notes to the Financial Statements	31

Foreword from our Chair

Diane Lightfoot

The Challenging Behaviour Foundation (CBF) was set up by the parent of a child with severe learning disabilities who displayed a range of behaviours described as challenging who struggled to find out about and obtain the right support in the right place at the right time. **It is this key aim - to make “the system” work and deliver good outcomes for children, young people, adults and their families - that continues to drive all our activities.**

2019/20 has been another year of incredibly hard work and dedication from a wide range of people.

I would like to extend my thanks to everyone who has helped make a difference to the lives of children, young people and adults with a severe learning disability by supporting us, and the staff, volunteers and network members who have helped us achieve so much this year.

It is wonderful to hear of so many families reached through our support networks, to learn of and be able to be part of new research evidencing better support and services for people with a learning disability and to see the voices of families really making an impact both at a local and national level.

I know however, that so many individuals are far from getting the right support in the right place at the right time. The alleged appalling abuse at Whorlton Hall uncovered in a BBC Panorama documentary, the ongoing investigations and action taken around Atlas Care Homes and others, the high numbers of services rated as requires improvement or inadequate and the many families who reach out to us each week with concerns about their loved ones' health, support and safety, is evidence of so much more work to do.

“

“The Challenging Behaviour Foundation in our opinion are second to none. They have been so supportive to our son, who is extremely complex and presents many challenges.

They are so approachable and so caring and committed to helping people. They always listen to our concerns and at times we have been desperate for support. We know the Challenging Behaviour Foundation are always there to support our family. We can't speak highly enough of them and they have given us so much help and information over the years that has put us on the right path in getting our son the support he is entitled to and richly deserves.

Never despair when you have the Challenging Behaviour Foundation behind you. They are truly amazing and an incredible organisation that are always there to help and always come back to you with the information you need. They never let you down and forget about you. If there is an organisation that is important to keep it going to help despairing families, this is the one.”

- Family Carer

”

Many of us are disheartened by the ending of the Transforming Care Programme with so little progress made. 1,875 adults and 255 children are still inappropriately in inpatient services at increased risk of abuse and restrictive practices such as restraint, seclusion and overmedication. Our campaign work will continue to highlight and challenge these issues and those perpetuating the model of institutional care over good community support. We will promote individualised, person centred support and services that enable children, young people and adults with severe learning disabilities to exercise their rights to live fulfilled lives that deliver good outcomes.

Of course, we look to the new year with a level of uncertainty given the current concern around Covid -19 and we will be reviewing our work and support to meet the needs of families during this difficult time. Despite being a small charity, we were able to respond quickly and flexibly and adapt to changing needs, and we will continue to do this according to the needs of the families we support. Although this may mean some delays to the delivery of planned work due to the Covid-19 restrictions, we hope we will still be able to take forward work such as further development of our legal panel.

I am particularly excited to see the progress of our new National Lottery Community Fund project 'Getting it Right' which offers us an amazing opportunity to build on our experience, and work closely with local areas to share and deliver our mission of getting the right support for children, young people and adults with a severe learning disability in the right place at the right time.

The CBF team consists of 8 full time and 4 part time staff, including 2 full time Internships, a team of volunteers, a Board of Trustees and number of Trustee advisors. Every member of the team is committed to our work, and makes a valued contribution, often going "above and beyond". This is difficult and stressful work, and we support each other - the rewards are not financial but great in terms of the difference we can and do make to people's lives and futures.

Thank you to everyone who is helping us to make a difference.

Diane Lightfoot
Chair of Trustees

**1,875 adults
and 255 children**



Report of the Trustees

For the year ended 31 January 2020

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 2020. 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 Challenging Behaviour Foundation (CBF) exists to improve the quality of life of children, young people and adults with severe learning disabilities whose behaviour challenges, and their families.

Our vision is for all people with severe learning disabilities whose behaviour challenges, to have the right support and opportunities to live full and active lives.

Our mission is to make a difference to the lives of people with severe learning disabilities whose behaviour challenges, and their families by: -

- **Championing their rights**
- **Ensuring timely information and support**
- **Raising awareness and understanding**
- **Promoting and sharing best practice**

We are the **only** UK charity focussed specifically on the needs of children, young people and adults with a severe learning disability whose behaviours may challenge, their families and those who care for them.

We estimate that there are between 30,000 and 35,000 people in the UK who have a severe learning disability and are at risk of developing challenging behaviours. A person 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. Challenging Behaviour is a term used to refer to a variety of behaviours which some people with a learning disability may display. These behaviours vary and include aggression, eating inedible objects, severe self-injury or obsessive repetition, typically putting the safety of the person or others at risk and/or restricting their access to ordinary life opportunities.

Without appropriate support, people 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.

Our work focuses on family-led carer support and adopts a Positive Behaviour Support (PBS) approach. PBS is a well evidenced approach and aims to understand behaviour and how it functions for the individual. Through providing tailored support, tools and strategies to overcome the communication barriers, the sensory or other needs of the individual, and by teaching alternative skills, PBS aims to give people the ability to overcome challenges, exercise control and choice and live happily, supported in their local community.

As the only UK charity focussed specifically 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 a proper understanding of their behaviour and access to appropriate support.



30,000+
in the UK

who have a severe learning
disability and are at risk of
developing challenging behaviours

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





Information and Support

We offer a free, confidential and expert telephone support and casework service. We run email and local peer-to-peer support networks, provide Positive Behaviour Support training workshops and a comprehensive library of information guides and resources. All of this aims to equip family and professional carers to understand behaviour that may be described as challenging and empower them to access good quality support.

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 carers 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 carers' 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 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

Our family support work, and families' lived experience, informs all our strategic influencing and policy work in a complex system, which spans child and adult policy and practice, education, health and social care, regulators and professional bodies.

We believe that most can be achieved by working together. We established and Chair the influential 'Challenging Behaviour - National Strategy Group' (CB-NSG), a unique multi-stakeholder group whose members include: family carers, senior representatives from health, education and social care, government departments, regulators, service providers, clinicians and researchers. The CB-NSG meets regularly to share learning and take forward key projects to increase the evidence base, inform and influence government policy and develop and share best practice around supporting individuals with severe learning disabilities whose behaviour challenges.

We promote and highlight the need for an early intervention approach, to work with, and invest in families as valued partners, and with full and meaningful co-production. In partnership with others, we work to find ways to seek the views and input of individuals with the most complex needs and share and promote their engagement. We work collaboratively across the sector to highlight the need to co-ordinate fragmented support and services so that they deliver good outcomes for the people they exist to support. We have developed positive relationships with researchers to amplify the voice of families of individuals with severe learning disabilities in research, and support families to input to national policy making and service development, to push forward the agenda for better local provision, with enhanced skills and training for support workers and paid carers.



Sharing Best Practice

Best practice is evidence that it is entirely possible to deliver the right support in the right place at the right time. Sharing, modelling and actively promoting best practice on the ground, runs through all our work. We do this through our family support casework and resources, strategic influencing work and family carer and professional email networks, as well as through specific projects involving local authorities, government departments and other partners.

We believe it is crucial that these three strands of work are interconnected and inform each other. For example, what families tell us when asking for support is fed into our strategic influencing work to ensure the lived experiences of families are reflected accurately in projects we input to, and that learning from all stakeholders is shared to improve experiences and understanding for all.

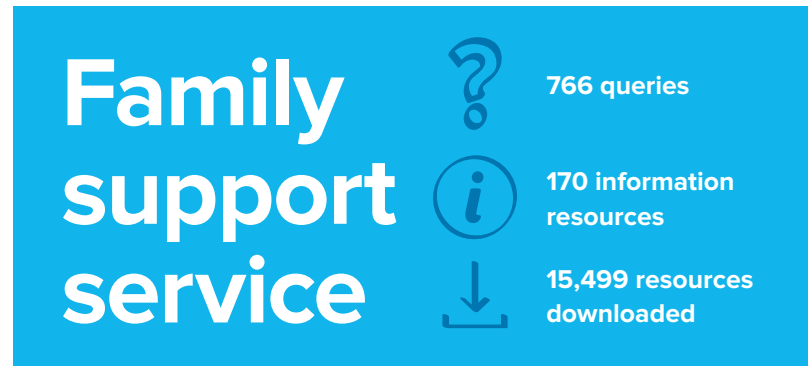
In planning and reviewing the charity's activities in order to meet these objectives, the Trustees have taken account of the Charity Commission's guidance on public benefit. The CBF delivers public benefit by providing information and support to families and professionals caring for and supporting children, young people and adults with severe learning disabilities whose behaviour challenges. 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.

Achievements and Performance



Information and support

Our family support service has responded to 766 queries through our support line, email and website this year. We have provided 170 information resources to families and professionals in hard copy and had 15,499 resources downloaded from our website. The large amount of information available on our website ensures that the families we support have 24-hour access to information around the key issues that impact on their lives. Our family carer review panel and professional volunteers help us to review and update our resources, to ensure they are current and helpful.

We have continued to respond to a high number of families coming to us with complex situations requiring significant support and casework. During the year we have supported 91 requests for individual support requiring casework. We support families with a range of issues including managing specific behaviours, accessing services and support to meet their relative's needs and maintaining contact with family members in care. Most significantly, this work supports families through times of change and transition, such as moving from child to adult services or moving between services. Sadly, these situations often relate to safeguarding issues, lack of appropriate support, poor placements or placement breakdowns, and unrecognised health concerns. Families approaching us with these multiple complex issues often require intensive casework over a long period. The average period of support is six months with some families returning over many years for further support as new issues emerge.



Family support service

-  766 queries
-  170 information resources
-  15,499 resources downloaded

We are most grateful for the support of our legal panel who have played a vital role in enabling families to access legal advice and support to take appropriate action. During the year we have referred a number of families to the panel; they received the specialist legal support required to take their issues forward or were given support specific to their circumstances. In September, the panel led a legal strategy day with families to explore how legal action can be taken. The aim was to consider how the implementation of the Care Act might be strengthened. The participants also considered the Mental Health Act and the Human Rights Act, and what training might be useful for legal practitioners to better support families, and ensure families have access to the right support and information to effectively defend their rights and those of their relative. The outcomes from this meeting will be used to inform how we develop and co-produce actions to take forward our legal panel work in the coming year.

“

‘CBF have been a lifeline to our little family. My son was trapped and being abused within a Hospital Unit. I was a lone parent and I was exhausted and my wits end taking on huge organisations to get support for my son.

I forwarded an email to several UK charities asking for support. CBF were the only charity to respond, they were back then and still remain our lifeline. They have supported us as a family, offered advice, written letters/emails, put us in contact with other organisations, taken part in conference calls and meetings, all to champion my son, give him the chance of life and keep him safe. They made a huge positive difference.’

- Parent

”



30 local champions

who help support families across the country and share their experiences with local families and key professional groups



Our email network

supports 400 family carer members ask one another questions or talk to 350 professional practitioners



67 workshops

were delivered to family carers and a wide range of professionals

With the support of Lloyds Bank Foundation, we have recruited and trained eight new Local Champions. We now have a network of 30 volunteers who help support families across the country and share their experiences with local families and key professional groups. Our team go into the community and run information stalls, give talks and coordinate coffee mornings where family carers can share experiences and support one another. This year our local champions have spoken to social care students and academics at The University of Surrey, attended conferences on giving legal advice to families with solicitors Leigh Day and attended many other local events, including at a Hounslow Gurdwara.

Our email network now has over 400 family carer members. This forum enables families to ask one another questions and seek support around issues impacting their daily life, support package or relative's behaviour that might be described as challenging. This peer to peer support is valued by our members for its emotional and practical support and encouragement through lived experience. Families also have the opportunity to ask questions via our professional email network, a network of over 350 practitioners from across the health, education and social care sectors who also use this forum to share information, learning and asking their peers questions to support their work and disseminate good practice.

During the year we delivered 67 workshops to family carers and a wide range of professionals. These workshops bring family carers and professional support staff together to develop a shared language and understanding around developing and co-producing a positive behaviour support plan for the person they are supporting. We are pleased to have worked with several organisations and local areas to deliver our workshops this year including: Kent County Council, Cumbria County Council, The South East London Transforming Care Partnership, The Nursing and Midwifery Council, Drive Care Homes Ltd and Greenwich Council. We would also like to extend our thanks to the Big Lottery (Awards for All) for supporting recruitment of new family carers to co-deliver the workshops, and the People's Postcode Lottery which has enabled us to provide workshops for some of the many smaller and family led groups in Kent and the South East which otherwise might not have been able to access the training workshops.

This year we have also dedicated time to updating our workshop information and resources to ensure they are current and are mapped against the Positive Behavioural Support Competency Framework, which sets out the knowledge and actions required to deliver best practice. In response to demand, we have created a specific new section in our workshop package on Pica, a behaviour involving eating inedible objects, and established a core group of family carer and professional trainers to co-produce and co-deliver this new content.

Strategic Influencing

As a small organisation we can achieve much more by specifically informing and encouraging individuals and organisations in positions of power and influence to raise awareness of the issues and influence their activity, and to promote collaboration to drive progress.

Two Challenging Behaviour National Strategy Group (CB-NSG) meetings, with multi-stakeholder members, have taken place this year. CB NSG members have all signed up to the Challenging Behaviour Charter, a co-produced rights and action framework to deliver the right support in the right place at the right time. The first focused on **evidence** and aimed to understand how evidence can be better gathered and used to enhance outcomes for people with a learning disability. A key action from the meeting was to map evidence and policy against the Challenging Behaviour Charter to identify areas for improvement and activity. In addition, it was agreed to develop a research group within the CBF to input family experience into the research agenda. In this way we plan to continue to support a national research portfolio to fill the gaps in evidence needed to drive through changes in policy and practice, resulting in better support and services for people with a learning disability. This group has now been set up and regular meetings are being held with actions being taken forward.

The second meeting of the year focused on building **resilience** for individuals and their families, staff and the wider system. An opening presentation from a family carer provided a holistic lived experience perspective, and Dr Peter Baker also shared research on staff wellbeing. A series of workshops provided opportunities to explore ways of enhancing resilience in more practical detail for a range of different groups including families, local services, support staff and providers. Our updated Charter was shared with the community and can be read on our website.

We are very grateful for support from the National Lottery Community Fund, which has enabled us to take forward several actions identified at CB-NSG meetings. Our initial project funded in this way has included support for a family advocate to contribute to the development of a family carer expert role to inform social care practice.

2019 marked the end of the Transforming Care programme. This programme has failed to deliver its objective of reducing the use of inpatient services to support people with a learning disability and equipping local services to provide the range of support and community care needed. We have continued to challenge the lack of progress and promote the need for focussed activity in this area through our campaigning work in partnership with Mencap, and a campaign subgroup of the CB-NSG. During the year we supported families involved in campaigning to share their experiences of Transforming Care with Matt Hancock, (Secretary of State for Health and Social Care), Ministers (at the Department for Education (DfE) Health and Social Care), and senior staff members at the Care Quality Commission (CQC).

The CB-NSG campaign subgroup has responded to the ending of the Transforming Care programme by identifying actions required for the transformation of care across child and adult services, education, health and social care. We will use this work to continue our push for change to transform care.

Work undertaken by the CB-NSG data subgroup has highlighted that data on the use of restraint and psychotropic medication, previously captured under the Transforming Care programme, has now been removed, and we continue to press for this to be published.

In addition, we have supported urgent questions in both Houses of Parliament as well as written questions and challenges to the Public Accounts Committee and other senior Government officials and Ministers to ensure the issues covered by the Transforming Care programme remain high on the Government's agenda.

Following years of campaigning, we are pleased to have been invited, alongside family carer representatives and Mencap, to input to the first draft of a cross-governmental strategy. This cross-cutting approach has been a central focus of our campaigning work for many years. Although initially dismissed by government officials and ministers, we welcome the recent acknowledgement that this is required, and we look forward to progressing this further over the coming year.



Sadly, we continue to be contacted by families experiencing ongoing abuse affecting people with a learning disability. This has also been highlighted in a range of high-profile media investigations. We continue to raise concerns and challenges to a range of senior individuals and organisations both at a local level and nationally.

We were shocked to hear that a new large hospital facility for people with a learning disability was planned to be built on the remote site of a former prison, next to a high security prison. We have raised numerous challenges to officials asking why there is investment in models of support that conflict with national policy and best practice and are in direct opposition to the aims of the Transforming Care programme. We will continue to highlight this issue going forward as we see this as a significant threat to the reduction in dependency on hospital services rather than investing in community support.

Our work on early intervention has continued with a focus on highlighting the inappropriate use of restraint in schools. Working with our colleagues at Scottish charity 'Positive and Active Behaviour Support Scotland (PABSS)' we have produced a new report sharing evidence and experiences of restraint, its impact and its widespread use. In doing this we have worked with a group of family carers with lived experience, the Council for Disabled Children, Children's Rights Alliance for England, solicitors Leigh Day, the British

Institute for Learning Disabilities (BILD), the National Association of Special Schools, Mencap, and NSPCC, to create a series of key messages highlighting ways of reducing restrictive interventions. Restrictive interventions include practices such as physical restraint (e.g. holding a person down), segregation (keeping a person away from others) and seclusion (putting a person somewhere on their own where they cannot leave). Restrictive interventions can cause physical and emotional harm and trauma. The work has included the development of the Reducing Restrictive Intervention - Safeguarding Children and Young People (RRISC) group to work collaboratively to highlight the issues and take forward actions to address this practice. Restrictive interventions remain a significant concern for young people and their families and we continue to ensure the stories and voices of those impacted by excessive restraint remain at the forefront of our campaign for stronger guidance and more effective safeguarding. The report was launched in the House of Lords early in 2020. We produced a briefing paper which supported a backbench debate on this topic with many MPs joining our call for more robust guidelines. New guidance has finally been produced with an increased emphasis on using Positive Behaviour Support with children and young people, but we continue to have concerns around the use of restraint allowed in the guidance and lack of data and reporting. We will continue our work in this area.

Sharing Best Practice

The principle of sharing and actively 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, its 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.

During the year we have been engaged in work with several local areas across the UK including Cumbria, Kent and Hampshire where we have shared our knowledge of good practice and co-production and helped these local areas to identify and engage with children and adults with severe learning disabilities whose behaviour challenges and their families who are often marginalised and excluded.

We have worked with these local areas to support families to participate in consultations to increase local understanding of the needs of families and the support and services required. We have piloted an approach to engage and consult directly with children and young people with complex needs and we hope to expand this work in the future including important consultations such as the NHS England Long Term Plan.

We have also supported the Health Education England mental health e-learning platform, MindEd with developing learning disability training for health and social care professionals. The project entailed supporting 10 family carer authors with lived experience to write key sections of the training material. We were also asked during 2019/20 to support the development of new training materials around the prevention of inappropriate and overuse of medication. To inform this work, we produced a report featuring the views, experiences and recommendations from over 150 family carers.

With funding from the National Lottery Community Fund, we have begun a project entitled Getting it Right, which will enable us to work in partnership with West Sussex County Council, the first of three local authorities, to share and implement evidence based practice. The project is progressing well with local families recruited and engaged to support this important work. The project has already established a local project lead, evaluation working group and committed project team.

In line with our aim of sharing family experiences and building up evidence to inform our strategic influencing work we have continued to support and shape a variety of research applications and funded projects with a wide range of academics and researchers. We have provided input to steering and advisory groups and supported paid family carer participation in consultation and focus groups, including translating research findings into practice.

Research projects

During the year we have supported a number of research projects in this way covering diverse areas including:



How to best identify children at risk of developing challenging behaviour.



Testing new therapies for post-traumatic stress disorder in people with a learning disability.



Developing training for families and understanding of withdrawal programmes to support the prevention of over-medication of people with a learning disability.



A range of projects looking at the gaps in evidence for service development and delivery and the engagement of carers in the research process.

We continue to work with The Tizard Centre at the University of Kent and a group of family carers who are interested in all elements of research – from suggesting research areas, to participating in research projects and carrying out research. The group has developed a Logic Model framework which has been shared widely for further input from families and researchers. This group is exploring opportunities to work collaboratively with other family led charities on research proposals.

We continue to encourage and support families to contribute to consultations and calls for evidence so that their experience and views are heard and included in any response that the CBF submits. We have responded to a range of consultations/calls for evidence with input from families to highlight the issues for children, young people and adults with severe learning disabilities whose behaviour challenges and their families.



**Electronic
newsletter**

with plans to produce hard copies
in the future

The graphic features a blue background with white text and icons. On the left is an icon of a computer monitor displaying an envelope labeled 'Challenge'. On the right is an icon of a printer tray with a document labeled 'Challenge' being printed.

We continue to produce and disseminate our regular newsletter 'Challenge' electronically and look to secure funding to produce this in hard copy in the future, recognising that many families do not have access to the internet.

Financial review

Financial position

Incoming resources for the year amounted to £437,695 (£343,153 in 2018/19) and resources expended were £322,359 (£258,034 in 2018/19), giving net income of £115,336 (£85,119 in 2018/19). The increase in incoming resources was due mainly to grants received from the National Lottery Community Fund and People's Postcode Lottery, offset by a reduction in non-grant income from the previous year. Of total net income, £79,558 arose within restricted funds and relates to timing differences between the receipt and expenditure of grant income. The unrestricted net income of £35,778 reflects continuing tight budget management, the impact of cost reductions made in 2017/18 in response to financial pressures, and the use of the core staff team to undertake project work wherever possible, reducing the need to deploy additional external resources.

The support of trusts and foundations remains vital in enabling us to carry out work to increase the CBF's impact while helping to maintain its financial viability. We would like to extend our grateful thanks to all supporters who have enabled us to achieve this. The receipt of a 3-year grant from the National Lottery Community Fund will enable us to promulgate our evidence-based approach much more effectively. We wish to thank the Esmee Fairbairn Foundation for supporting our policy and influencing work, and the Sobell Foundation and the Lloyds Bank Foundation for supporting our family support service. A grant from the People's Postcode Trust has enabled us to expand our capacity to provide training workshops, while thanks are also due to several smaller foundations for supporting core costs.

Since the year end, the Covid-19 crisis has brought financial as well as other challenges and placed increased strain on the CBF's resources and capacity. We have been fortunate to secure £217,796 of emergency funding from the Department of Health and Social Care, £25,040 from the Big Lottery Community Fund and £20,000 from the Esmee Fairbairn Foundation. As well as enabling us to undertake additional special projects to support our beneficiaries during the pandemic, these grants will help defray our core overheads during this difficult period.

In the longer term we expect the funding environment to become more challenging than ever. Most paid work is ad hoc, unpredictable and fluctuates in volume, while grant funding is one-off or relatively short term and subject to fierce competition. In the light of this, the Trustees continue to follow the enhanced financial monitoring procedures set up in 2017/18, including regular forward projections, close review of the financial performance of individual projects and pre-emptive identification of any funding gaps and the actions needed to address them.



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 can 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 £230,795 at 31 January 2020, representing 7.2 months of running costs, based on predicted expenditure for 2020/21.

Our plans for the coming year

Our core aim is to ensure that “the system” and society enable individuals with severe learning disabilities, and their families, to receive the right support in the right place at the right time. Our approach and all of our work is carefully planned and thought-through with regular reviews, and in the coming year we will continue to focus on our **three key interconnected areas of work** (information and support, strategic influencing and sharing best practice).

Whilst compiling this report, we have been living through the pandemic and the Covid-19 restrictions which has had a significant impact, and which is covered separately below.



Family support

We plan to continue to ensure our family support and information service is maintained and provides high quality independent expertise and advocacy for families in need. The families we support are often in very complex situations, navigating through a complex education health and care system, and they experience marginalisation and exclusion. Families clearly describe “the fight” for the support and services they need, and their experiences of discrimination and basic human rights being ignored.



New resources

A key challenge in the coming year will be to ensure children and adults with a learning disability who display behaviour that challenges and their family carers, are supported through the impacts of Covid-19 and the restrictions imposed as a result. This will add an additional layer of challenge, complexity and concern to their daily lives. We are planning now for our response for this group who are likely to be adversely impacted. We are mindful that demand for our support is already high, so this will require increasing our capacity, providing support in even more complex situations and developing new resources and online forms of support and information.



Funding

Funds generously provided by The Lloyds Bank Foundation, The Sobell Foundation and Garfield Weston Foundation for our family support helpline and casework are vital to enable this work to continue and we will seek further funding to ensure we can maintain and develop the support and information we provide for families who are often in crisis.



Research

We know that many families who contact us have relatives who are traumatised and who are traumatised themselves – but this is often not acknowledged or recognised and there is little or no support or therapy available. We plan to work with others to collect evidence, highlight the issues and address the underlying causes in the coming year.

The views and experiences of children and adults with severe learning disabilities are often disregarded as they are unable to attend or use traditional methods such as focus groups or surveys – but it is important that we adapt our approach to enable their views to be captured. We will therefore continue to develop our work on engagement with children, young people and adults with complex needs to find innovative ways to seek their views, and to demonstrate that it is possible to consult with them in a meaningful way. At the same time, we will take every opportunity, in our own work and the work of other organisations, to ensure that families of children, young people and adults with complex needs can share their lived experience to drive forward change.

We were delighted this year to receive funding from The National Lottery Community Fund for a three-year project working across England, building on our previous work and experience of local area and national strategic work and providing an opportunity to increase our reach through additional capacity for communications and sharing best practice. In 2020-21 we look forward to continuing work with West Sussex, laying the foundations for future work with a second local authority and launching our new website.

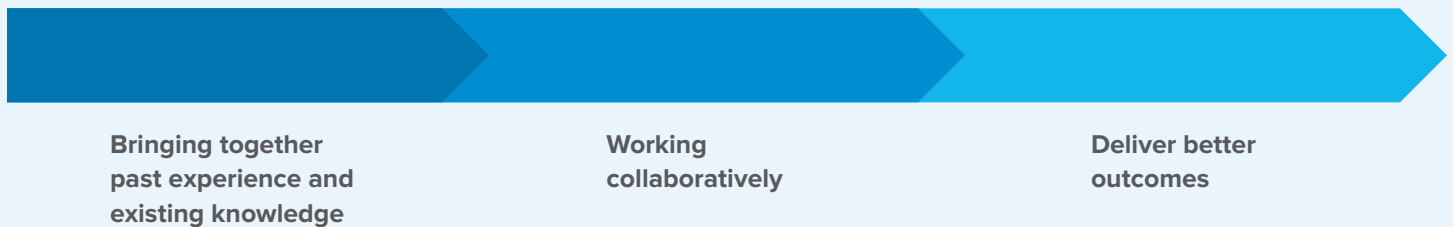
We also plan to take forward the strategic legal work identified by our legal panel, and to build on our collaborative working relationship with key experts in the legal field. We plan to bring together more partners to promote a joined up approach to enable easier access for families to legal support and information, as we are mindful of the reluctance of many families to instruct lawyers fearing it results in an adversarial approach. This work will use the learning from the legal issues faced by the families we support, and bring together other charities and support organisations to target limited resources to areas with the potential for greatest impact and may require seeking additional specialist capacity to drive this forward.



Promotion of early intervention approaches, both in terms of support in early childhood as well as early support with emerging challenging behaviour at any age, will remain a key feature in all three strands of our work- information and support, sharing best practice and strategic influencing. We will continue to collate and present evidence of the positive benefits of early intervention, and work with researchers and academics to achieve this. Other research initiatives will be pursued, both with academic partners and through our CBF/ Tizard Family Carer research group, to further build the evidence base.

Our influencing agenda will of course continue to be responsive to the changing political circumstances and challenges that arise. We remain committed to continue to challenge the failure of the Transforming Care agenda and to ensure that a cross Government approach is developed that keeps this on the national and local agenda for action. This work has the potential for a very significant impact for our client group and specific multi-year funding support to pursue this work from Esmee Fairbairn is enabling this vital long-term work to progress. There is no “quick fix” solution - it requires strategic patience, commitment and determination.

Driving change



We will continue to bring together a diverse range of stakeholders, through our CB-NSG members and associates, and work in partnership to identify ways to drive forward the change needed, developing workable initiatives that build on past experience and existing knowledge, and delivering a solution focussed approach. Working collaboratively takes longer and requires skilled management to build trust and focus on shared aims and objectives rather than differences of opinion, but we believe we can achieve more by working together and, by using this co-production approach, can deliver better outcomes.

Our work on reducing the use of restrictive interventions will continue, via the RRISC (Reducing Restrictive Interventions and Safeguarding Children) group, and other initiatives such as the NHS England STOMP and STAMP programmes, which aim to address the inappropriate medication of individuals with learning disabilities. All parts of the system need to work well for children, young people and adults with severe learning disabilities whose behaviour challenges - including the regulators. **We will continue to press for robust regulation, inspections, monitoring and data collection, and challenge the registration of new services which do not fit the model of increasing good quality local community support.**

In the coming year we will continue to progress our work in all three key areas, regularly reviewing our activities and their impact. As a small team with limited capacity and resources, we are ever mindful of the need to target our efforts carefully and influence those in positions of power who can make change happen, and who have a wider reach and more resources. We know that there are many areas of work that need to be taken forward concurrently. All elements of our work and projects are interconnected, we work proactively but are also able to respond quickly to opportunities and needs as they arise - as evidenced in our response to the pandemic. We know there will be significant challenges ahead - both in terms of the needs of the families we support, and the financial challenges we will face as a small charity to secure funds for our work, and we will take all the necessary steps we can to ensure we are able to continue our much-needed work, making a difference to the lives of children, young people and adults with severe learning disabilities whose behaviour challenges.

Covid-19

Shortly after the end of our financial year, the UK was affected by a pandemic. In the months that followed we have seen a significant increase in our work, with families facing additional layers of challenge and loss of statutory support. We have had to change our working arrangements – all staff have had to change to working from home, in addition to any personal impact of the Covid-19 restrictions. This posed significant challenges - the increased workload combined with practical and financial challenges such as ensuring all staff had access to IT systems and equipment. Moving our telecoms system to allow staff to receive, make and transfer calls from their homes took time and money, with the family support helpline being a priority. We recognise that not all families have access to the internet, or a computer/printer. We support many families via telephone and posted resources.



Access

New arrangements had to be made for posting out resources to family carers who needed hard copies and we moved the content of all our DVD's online to enable greater access whilst still posting copies to families as needed.



Resources

We co-developed and co-produced new, practical resources for families to help them during the restrictions and we were able to secure specialist legal advice via our legal panel through a frequently asked questions resource which is regularly updated and added to.



Helpline

Calls to our helpline increased along with the complexities of the issues the families were contacting us about.



Information and support

From the experiences of families we support, we co-developed and co-produced new resources e.g. online behaviour chats and carer catchups which were funded through emergency funding made available by the Department of Health and Social Care. This funding was awarded to a number of learning disability charities who are now working collaboratively to ensure families' journey to get support is co-ordinated and they are signposted to the organisation(s) best placed to provide them with the information and support they need.



Guidance

We monitored and reviewed new government guidance as it was issued to draw out the relevant parts and present these in an accessible format for the families we support and shared it widely. We identified significant gaps and issues with the guidance and raised this at senior levels with the Department of Health and Social Care and NHS England. This resulted in new or revised guidance being issued which we shared with families.



Research

We are also working collaboratively with other family-led, grass roots organisations to provide flexible support to families and share our collective knowledge, learning and resources. We hope to continue this collaborative approach.



In order to continue our support to families whilst adapting to the new Covid-19 restrictions we relied on our reserves which has reinforced our approach of holding sufficient reserves to allow us to be reactive to unforeseen circumstances. We have since benefitted from some emergency Covid-19 funding and we would particularly like to thank Esmee Fairbairn, Lloyds Bank Foundation and the National Lottery for their swift actions and understanding of the challenges faced by the voluntary sector during this unprecedented time. Some project work has had to be put on hold and this will have to be resumed when possible as well as making adaptations to how the work is delivered.

Throughout the ongoing Covid-19 challenges, we have continued our work in all 3 key areas, increasing our information and support service, increasing sharing best practice and continuing our strategic influencing work.

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.

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 to offer input and to further their knowledge of the CBF, 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 the following 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 the 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 focussed on non-financial risks such as reputational risk and suitable mitigating actions put in place, while the current Covid-19 crisis has highlighted the importance of ensuring that the CBF is in a position to respond to national or international-scale incidents that lie beyond our control.

Reference and administrative details

Registered Company number

3307407 (England and Wales)

Registered Charity number

1060714

Registered office

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

Trustees

Ms S Cooper
Mrs V A Cooper
Mrs D C Cutler
Mr J Dodd
Ms A K Giles (appointed 12 October 2019)
Dr N J Gore
Ms D E Lightfoot
Mrs C Million

Company Secretary

Mrs C Million

Auditors

Calcutt Matthews Ltd
Chartered Accountants and Statutory Auditors
19 North Street
Ashford
Kent
TN24 8LF

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.

Report of the independent auditors to the members of The Challenging Behaviour Foundation

Opinion

We have audited the financial statements of The Challenging Behaviour Foundation (the ‘charitable company’) for the year ended 31 January 2020 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 2020 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, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the 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 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 WBZ Ltd
Chartered Accountants and Statutory Auditors
19 North Street
Ashford
Kent

Statement of financial activities

for the Year Ended 31 January 2020

	Notes	Unrestricted funds £	Restricted funds £	31.1.20 Total funds £	31.1.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		29,806	21,003	50,809	31,144
Charitable activities	4				
Information and Support		96,730	89,199	185,929	76,050
National Influencing		-	129,514	129,514	124,644
Core Funding		68,442	-	68,442	107,170
Other trading activities	2	2,570	-	2,570	3,865
Investment income	3	431	-	431	280
Total		197,979	239,716	437,695	343,153
EXPENDITURE ON					
Raising funds		21,968	-	21,968	17,648
Charitable activities					
Information and Support		62,581	76,577	139,158	82,325
National Influencing		78,785	81,475	160,260	148,481
Core Funding		(1,133)	2,106	973	9,580
Total		162,201	160,158	322,359	258,034
NET INCOME		35,778	79,558	115,336	85,119
RECONCILIATION OF FUNDS					
Total funds brought forward		240,932	32,481	273,413	188,294
TOTAL FUNDS CARRIED FORWARD		276,710	112,039	388,749	273,413

Balance sheet

for the Year Ended 31 January 2020

	Notes	Unrestricted funds £	Restricted funds £	31.1.20 Total funds £	31.1.19 Total funds £
FIXED ASSETS					
Tangible assets	9	188	-	188	370
CURRENT ASSETS					
Debtors	10	54,820	-	54,820	46,308
Cash at bank		297,490	152,625	450,115	309,548
		352,310	152,625	504,935	355,856
CREDITORS					
Amounts falling due within one year	11	(75,786)	(40,588)	(116,374)	(82,813)
NET CURRENT ASSETS		276,524	112,037	388,561	273,043
TOTAL ASSETS LESS CURRENT LIABILITIES		276,712	112,037	388,749	273,413
NET ASSETS		276,712	112,037	388,749	273,413
FUNDS					
	12				
Unrestricted funds				276,712	240,932
Restricted funds				112,037	32,481
TOTAL FUNDS				388,749	273,413

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

Notes to the financial statements

for the Year Ended 31 January 2020

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.

Notes to the financial statements - continued

for the Year Ended 31 January 2020

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

	31.1.20	31.1.19
	£	£
Fundraising events	1,738	2,810
Sales and earned income	832	1,055
	2,570	3,865

3. INVESTMENT INCOME

	31.1.20	31.1.19
	£	£
Deposit account interest	431	280

4. INCOME FROM CHARITABLE ACTIVITIES

	Information and Support	National Influencing	Core Funding	31.1.20	31.1.19
	£	£	£	Total activities	Total activities
	£	£	£	£	£
Grants	89,199	129,514	25,000	243,713	138,223
Contract and Other Non Grant Income	96,730	-	43,442	140,172	169,641
	185,929	129,514	68,442	383,885	307,864

4. INCOME FROM CHARITABLE ACTIVITIES - continued

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

	31.1.20	31.1.19
	£	£
Sobell Foundation	25,000	20,833
The National Lottery Community Fund	79,029	9,550
The Stonewall Park Charitable Trust	-	1,000
The Sir James Roll Charitable Trust	-	1,000
The Souter Charitable Trust	-	1,000
The Esmee Fairburn Foundation	40,000	47,500
Lloyds Bank Foundation	24,684	18,262
The University of Warwick	25,000	10,778
IPC NHS England	-	5,800
Three Monkeys Trust	-	2,500
Peoples Postcode Trust	-	20,000
National Lottery People's Project	50,000	-
	243,713	138,223

5. NET INCOME/(EXPENDITURE)

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

	31.1.20	31.1.19
	£	£
Auditors' remuneration	2,023	2,023
Depreciation - owned assets	182	182

6. TRUSTEES' REMUNERATION AND BENEFITS

Vivien Cooper was employed full time as Chief Executive Officer with the express permission of the Charity Commission in recognition of her unique skills and experience. Due to funding constraints Vivien Cooper volunteered to accept less than her full salary during the early part of the year. The salary paid to her during 2019/20 amounted to £34,570 (2019; £7,882)

Travel costs of £1,004 (2019; £51) were reimbursed to Vivien Cooper in her role as Chief Executive Officer. Almost all of these costs related directly to specific projects and were reimbursed by the relevant funders.

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.

Vivien Cooper is enrolled in a workplace pension scheme for her role as Chief Executive Officer. The Employer Pension Contributions for 2020 amount to £2,617 (2019; £553.)

Trustees' expenses

	31.1.20	31.1.19
	£	£
Trustees' expenses	47	55

The total Trustee expenses for the year amounted to £47 (2019 - £55).

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:

	2020	2019
Information, Support & Training	3.9	3.6
National Influencing Work	4.35	3.8
Total	8.25	7.4

8. INTANGIBLE FIXED ASSETS

	Database £
COST	
At 1 February 2019 and 31 January 2020	9,853
AMORTISATION	
At 1 February 2019 and 31 January 2020	9,853
NET BOOK VALUE	
At 31 January 2020	-
At 31 January 2019	-

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 February 2019 and 31 January 2020	8,161	1,258	5,075	14,494
DEPRECIATION				
At 1 February 2019	8,161	1,258	4,705	14,124
Charge for year	-	-	182	182
At 31 January 2020	8,161	1,258	4,887	14,306
NET BOOK VALUE				
At 31 January 2020	-	-	188	188
At 31 January 2019	-	-	370	370

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.20	31.1.19
	£	£
Trade debtors	48,078	42,139
Other debtors	-	230
Gift Aid reclaimable	5,356	3,939
Prepayments	1,386	-
	54,820	46,308

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.20	31.1.19
	£	£
Trade creditors	5,750	4,435
Social security and other taxes	4,562	4,345
Funds held for other organisations	15,474	16,235
Accruals and deferred income	90,588	57,798
	116,374	82,813

Funds held for other organisations £15,474 (2019: £16,235) represents monies held by the charity where it is working with other charities on joint projects. At 31 January 2020 these are as follows:

Learning Disability Senate	£12,892
Employment Dissemination	£2,582

12. MOVEMENT IN FUNDS

	At 1.2.19	Net movement in funds £	At 31.1.20 £
Unrestricted funds			
Core Funding	221,686	9,109	230,795
Training Designated Fund	19,246	26,671	45,917
	240,932	35,780	276,712
Restricted funds			
The Esmee Fairburn Foundation	4,684	(3,441)	1,243
The National Lottery Community Fund	3,377	38,706	42,083
The Lloyds Bank Foundation	1,682	(561)	1,121
CB-NSG	4,305	-	4,305
SHIEC	3,572	-	3,572
Peoples Postcode Trust	14,861	(10,634)	4,227
Risc	-	978	978
Asquith Legacy	-	13,963	13,963
National Lottery People's Project	-	40,545	40,545
	32,481	79,556	112,037
TOTAL FUNDS	273,413	115,336	388,749

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Core Funding	118,458	(109,349)	9,109
Training Designated Fund	79,521	(52,850)	26,671
	197,979	(162,199)	35,780
Restricted funds			
The Esmee Fairburn Foundation	40,001	(43,442)	(3,441)
The National Lottery Community Fund	79,030	(40,324)	38,706
The Lloyds Bank Foundation	24,684	(25,245)	(561)
The Sobell Foundation	25,000	(25,000)	-
Peoples Postcode Trust	-	(10,634)	(10,634)
Risc	1,001	(23)	978
Asquith Legacy	20,000	(6,037)	13,963
National Lottery People's Project	50,000	(9,455)	40,545
	239,716	(160,160)	79,556
TOTAL FUNDS	437,695	(322,359)	115,336

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.2.18	Net movement in funds	At 31.1.19
	£	£	£
Unrestricted Funds			
Core Funding	163,930	57,756	221,686
Training Designated Fund	-	19,246	19,246
	163,930	77,002	240,932
Restricted funds			
The Esmee Fairburn Foundation	3,979	705	4,684
The National Lottery Community Fund	-	3,377	3,377
The Lloyds Bank Foundation	-	1,682	1,682
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)	-
Peoples Postcode Trust	-	14,861	14,861
	24,364	8,117	32,481
TOTAL FUNDS	188,294	85,119	273,413

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
Core Funding	147,658	(89,902)	57,756
Training Designated Fund	73,549	(54,303)	19,246
	221,207	(144,205)	77,002
Restricted funds			
The Esmee Fairburn Foundation	47,500	(46,795)	705
The National Lottery Community Fund	9,550	(6,173)	3,377
The Lloyds Bank Foundation	18,262	(16,580)	1,682
IPC NHS England	5,800	(5,800)	-
Bailey Thomas Charitable Foundation	-	(4,603)	(4,603)
Skills for Care	-	(7,905)	(7,905)
The Sobell Foundation	20,834	(20,834)	-
Peoples Postcode Trust	20,000	(5,139)	14,861
	121,946	(113,829)	8,117
TOTAL FUNDS	343,153	(258,034)	85,119

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.2.18	Net movement in funds	At 31.1.20
	£	£	£
Unrestricted Funds			
Core Funding	163,930	66,865	230,795
Training Designated Fund	-	45,917	45,917
Restricted funds			
The Esmee Fairburn Foundation	3,979	(2,736)	1,243
The National Lottery Community Fund	-	42,083	42,083
The Lloyds Bank Foundation	-	1,121	1,121
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)	-
Peoples Postcode Trust	-	4,227	4,227
Rrisc	-	978	978
Asquith Legacy	-	13,963	13,963
National Lottery People's Project	-	40,545	40,545
	24,364	87,673	112,037
TOTAL FUNDS	188,294	200,455	388,749

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
Core Funding	266,116	(199,251)	66,865
Training Designated Fund	153,070	(107,153)	45,917
	419,186	(306,404)	112,782
Restricted funds			
The Esmee Fairburn Foundation	87,501	(90,237)	(2,736)
The National Lottery Community Fund	88,580	(46,497)	42,083
The Lloyds Bank Foundation	42,946	(41,825)	1,121
IPC NHS England	5,800	(5,800)	-
The Sobell Foundation	45,834	(45,834)	-
Peoples Postcode Trust	20,000	(15,773)	4,227
Risc	1,001	(23)	978
Asquith Legacy	20,000	(6,037)	13,963
National Lottery People's Project	50,000	(9,455)	40,545
Bailey Thomas Charitable Foundation	-	(4,603)	(4,603)
Skills for Care	-	(7,905)	(7,905)
	361,662	(273,989)	87,673
TOTAL FUNDS	780,848	(580,393)	200,455

The Training Designated Fund represents funds set aside by the Trustees to invest in the CBF's capacity to deliver training and help diversify the charity's income.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 January 2020.