

YORK PARENT CARER FORUM
(FORMERLY CANDI (CHILDREN AND INCLUSION))

ACCOUNTS

Year ended 31 March 2017

YORK PARENT CARER FORUM
(FORMERLY CANDI (CHILDREN AND INCLUSION))
(Charity number 1141682)

Annual Report of the Board of Trustees for the year ended 31 March 2017

YORK PARENT CARER FORUM (FORMERLY CANDI (CHILDREN AND INCLUSION)) is constituted by a constitution adopted 1 July 2008, as amended on 22 March 2011, and is a registered charity, number 1141682, administered by the Trustees.

The Charity Trustees during the year ended 31 March 2016 and to date were:

	<u>Appointed</u>	<u>Resigned</u>
Vanessa Simons	23/04/12	
Elizabeth Johnstone	18/06/14	
Dawn Potter	20/11/14	
Helen Aconley-Rowan	20/11/14	
Demi Parker	15/04/15	
Sarah Anderson	15/04/15	
Heather Mathers	10/05/16	
Bianca Veldhuizen	05/07/16	
Carol Bedlingham	21/10/16	
Eleanor Duffy	21/11/16	

Principal office: 15 Priory Street
York
YO1 6ET

Bankers: National Westminster Bank
Market Street
York
YO1 8SR

Accountants: Hardcastle France
30 Yorkersgate
Malton
YO17 7AW

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Annual Report of the Board of Trustees for the year ended 31 March 2017 - Continued

History, objectives and activities of the Charity

The Charity was established in 2008 as CANDI to (a) support the needs of disabled children and their families in York and the surrounding area to live meaningful lives, but not exclusively by seeking to improve services, both in quality and quantity, (b) providing informal social support, (c) encouraging and promoting inclusive attitudes and practices, (d) promoting disability equality and challenging discrimination. The change of name to York Parent Carer Forum was made in April 2016 to reflect the changes in Special Educational Needs reform to support children and young people up to the age of twenty-five.

York Parent Carer Funding 2016/17

City of York Council	£9,450 partial funding of the Coordinator post
Department for Education	£15,000
City of York Council	£810 specifically for provision of sessions on an introduction to and coping strategies for anxiety for parents and carers.

Introduction, Annual Objectives and Summary of Activities 2015/16

The review of the implementation of the Special Education Needs (SEN) reforms has resulted in a considerable amount of work in preparation for the SEND Inspection of the Local Area. We have, however, due to the commitment of volunteers and staff, continued to ensure parents and carers have been involved in the development and review of services.

We would like to thank all parents and carers who have participated and shared their views to support our work. Thank you also to Jess Haslam, Susan De Val and Gillian Bucklow for your continued support and to that of your colleagues.

How we met our objectives for 2016/17

Objective 1: Continue to influence policy and improve services provided by partner organisations by strengthening the structure of York Parent Carer Forum as a fully operational forum.

We have continued to encourage participation through, events, information and discussion sessions with parent carers and practitioners, gathering evidence and views to influence service development and review.

In 2016/17, we developed our partnership agreement; the key work areas have formed the basis for the forward plan for the Strategic Partnership for Integrated Services for Disabled Children.

We have continued to recruit new committee members with a variety of skills and experiences.

Objective 2: Increase active Parent /Carer participation.

The change of name to York Parent Carer Forum and our new website has facilitated new partnerships enabling us to offer discussions on additional subject areas. This has attracted participation from a wider group of parents and carers. We have also worked with existing partners to provide support and information on practical subjects such as sensory processing and anxiety.

We held our first joint parent carer information day in conjunction with York Carers Centre. We were supported by other parent carer groups, York and District Dyslexia Association, York Down Syndrome Support Group and York Inspirational Kids with information stands, along with colleagues from the Local Authority, Health and Voluntary Sector.

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Annual Report of the Board of Trustees for the year ended 31 March 2017 - Continued

Objectives for the day:

- To provide a less formal setting for Parents and Practitioners to meet.
- To gain feedback on services available.
- To promote membership of YPCF and encourage participation.
- To build on our work with existing partners and develop new partnerships.

Parents could feed in comments to the Local Authority and Health on services provided in a less formal setting, including non-members of YPCF.

Comments from the day included:

“A great way to share information with parents and carers in an informal setting”

“Brilliant”

Events

We held two workshops on the Care Act and Preparing for Adulthood and Transition giving parents, carers and practitioners a better understanding of legal rights and services available; an update on housing and the national preparing for adulthood project, along with discussions on experience of short breaks.

Studies

University of York the impact of therapies on neurodisabilities.

Involvement in a national study capturing parents and practitioner’s views. This prompted a further piece of work on the role of therapists and training that parents will find beneficial.

Coffee and Cake Sessions

Have provided the opportunity for informal discussions and further case histories that will be shared with partner organisations. A group for guardians, parents and carers of adopted children has met to discuss issues relevant to them. New members have joined YPCF and existing members participated. These sessions have provided information on wills, deputyships and benefits, the local offer and the Special Educational Needs + Disability Information Advice and Support Service.

Information and Discussion Sessions

The Local Offer website redesign discussion gave parents and carers the opportunity to comment on and explore the website. A session on Sensory Processing provided by colleagues from health gave an understanding of how sensory input affects individuals and how to support individuals.

University of York St John, Is SEN a stigmatising or positive label. This was a discussion session with students, following this a case history and comments were shared with the Local Authority. Commissioners and Therapists. A multi-agency group has been formed looking at employment for young people with Autism.

Interviews for Therapists, parent and carers were able to discuss the current process and volunteered to be involved in the interview process in the future.

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Annual Report of the Board of Trustees for the year ended 31 March 2017 - Continued

Committee Meetings

We held 9 committee meetings throughout the year. We have utilised the committee meetings to plan the work of YPCF and work with the Local Authority on areas such as storyboards and evidence gathering for the SEND inspection. We have also continued to be involved in the review of the Local Authorities self-assessment of the involvement of Parents, Carers, Children and Young People in SEND reforms

Working with Schools

We held three coffee and cake sessions with parents at Woodthorpe Primary School informal discussions gathered parents' views on the Education and Health Care plan *Process and Autism diagnosis*.

Training for Parents

We received additional funding from City of York council to provide and commission three sessions of training on an introduction to anxiety and coping strategies for parents and carers.

Objective 3: Continue to ensure York Parent Carer Forum (YPCF) are represented on all strategic planning groups.

YPCF attended and contributed to work-streams along with partner members of the following strategic groups.

- Strategic Partnership for Integrated Services for Disabled Children
- Carers Strategy Group
- DMO Network Meeting
- Independent Support
- The All Age Autism Strategy Group
- Community Equipment and Wheelchair Group
- Single Point of Access Working Group
- PRO Autism
- SEND Inspection Leads Meeting
- SEND Inspection Parent Participation Focus Group

We have continued to send out regular newsletters to members and colleagues to update recipients on strategic meetings, national, regional developments and local activities. Utilised Social media and e-mail to give regular updates on meetings and activities.

Objective 4: Ensure that local commissioners of Health services understand the needs of families accessing Health Care.

We have continued to build on our work with the Partnership Commissioning Unit and Clinical Commissioning Group raising issues at strategic and individual meetings. Looking at Autism diagnosis and Children's and Adolescent Mental Health Services. In addition to meetings, views have been captured by case histories and questionnaires.

We have raised any concerns on health services our members have by working in partnership with Healthwatch and by promoting consultations and surveys.

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Objective 5: To increase engagement with other parent carer groups and organisations.

We held two meetings with other parent carer groups to discuss the SEND Inspection, how we collate evidence on this and how the inspection process will work.

Our parent carer marketplace was held in conjunction with York Carers Centre and we will be exploring how we work together in the future.

Activities

During the year we held a music session for families with Songbox and organised a trip to Bushbabies Woodland Adventure, where we built a shelter, made potions and looked for fairies.

Management and governance arrangements

The Trustees annually review the risks the charity faces.

Financial risk

From the financial aspect risks have mainly related to ongoing funding from the Department for Education and City of York Council. To date this has been ameliorated the work of York Parent Carer Forum and provision of evidence but funding cannot be guaranteed. This, as in previous years, has been supported by the national network of Parent Carer Forums collating evidence on the impact of Parent Carer Forums. City of York Council and the Partnership Commissioning Unit on behalf of the Vale of York Clinical Commissioning Group providing feedback on the impact of parents and carers views.

In addition, the financial policy contains a reserves statement that York Parent Carer Forum will maintain a reserve of at least three months' running costs.

Business Continuity

From the business continuity aspect risks relate to resignation of Officers or the Parent Participation Co-ordinator mitigating actions are listed below.

The Chair's role: The structure of the organisation now includes a Co-Chair role involved in the decision-making process with the Chair and supporting the work of the Chair.

The Treasurer's role: The accountancy system used has been developed in conjunction with the Parent Participation Coordinator and Administration Staff, the annual accounts are prepared by Hardcastle France Chartered Accountants.

The Parent Participation Coordinator's role: The Parent Participation Coordinator has introduced several systems to support business continuity including Office 365 and utilisation of a shared drive. The contracted administration support provides consistent and skilled support ensuring up to date membership and database information.

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Annual Report of the Board of Trustees for the year ended 31 March 2017 - Continued

Risk assessment

A risk assessment for activities with families is requested from providers and reviewed prior to an event, details of any activity based events are provided to our Insurance provider for approval.

For and on behalf of the Trustees

E Duffy – Treasurer

Dated: 27 June 2017

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Year ended 31 March 2017

Independent Examiner's Report to the accounts of The York Parent Carer Forum

I report on the accounts for the year ended 31 March 2017 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C G Payne FCA
Hardcastle France
30 Yorkersgate, Malton, YO17 7AW

Date: 3 August 2017

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Receipts and payments account for the year ended 31 March 2017

	<i>Restricted funds</i>	<i>Unrestricted funds</i>	<i>Total funds</i>
	£	£	£
<u>RECEIPTS</u>			
D of E funding	-	15,000	15,000
City of York Council funding	10,260	-	10,260
Donations and fundraising	-	170	170
	-----	-----	-----
	10,260	15,170	25,430
	=====	=====	=====
<u>PAYMENTS</u>			
Salaries and administration costs	9,450	150	9,600
Forums	-	497	497
Stationery, printing and postage	-	1,770	1,770
Events	-	1,387	1,387
Parent expenses	-	563	563
Accountancy	-	432	432
AGM costs	-	-	-
PPC role and administration support	-	5,652	5,652
Insurance	-	523	523
Mobile telephone costs	-	665	665
Computer costs	-	502	502
Website design and costs	-	564	564
Purchase of furniture, etc	-	1,592	1,592
Office sundries	-	1,144	1,144
Transfer between funds	-	-	-
Training	-	272	272
Sundry expenses	-	14	14
Anxiety grant expense	25	-	25
	-----	-----	-----
	9,475	15,727	25,202
	=====	=====	=====
Net increase in bank and cash for the year			228
Funds brought forward at 1 April 2016			21,810

Funds carried forward at 31 March 2017			22,038
			=====

Signed on behalf of the Trustees

E Duffy – Treasurer

Date: 27 June 2017

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Statement of Assets and Liabilities

	£
<u>ASSETS</u>	
Cash at bank	21,983
Cash in hand	55
Laptops (4), iPad and printer, shredder, mobile phone and office furniture	
<u>LIABILITIES</u>	
Accountancy	240
Restricted fund – Anxiety Grant	785

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

Accounting convention

The financial accounts have been prepared on a receipts and payments basis.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees for the furtherance of the general objectives of the Charity.

The restricted funds are in respect of the grants received from City of York Council specifically for the salary of the Parent Participation Co-ordinator and towards sessions for anxiety.

2. TRUSTEES' REMUNERATION AND EXPENSES REIMBURSED

No Trustee received any remuneration from the Charity.

Expenses were reimbursed as follows:

	£
D Potter	531
H Rowan	25
E Duffy	4