



Clifton Children's Society
A Company Limited by Guarantee
Report and Financial Statements
For the Year Ended 31 March 2020

Charity No: 286814

Company No: 01655971



Clifton Children's Society
For the Year Ended 31 March 2020

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Trustees' Report

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2020.

The names of 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 at the date of this report are set out on page 21.

Governing document

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006 and 5 June 2008. In the event of the company being wound up the members are required to contribute an amount not exceeding £1 each.

On 1st April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the Organisation. The Organisation continues the post adoption support work of The Centre. The special resolutions putting this into effect are dated 12 March 2018.

Recruitment and appointment of trustees

There must be at least 5 but not more than 15 trustees. At each Annual General Meeting, one fifth (or the number nearest to one fifth) of the trustees shall retire from office, those longest in office retiring first, and they may be re-elected. No person shall be appointed a trustee unless recommended by the trustees.

The trustees provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A trustee's skills audit was undertaken during 2017/18 and there is ongoing consideration of the composition and diversity of the trustee Board.

Trustee induction and training

Potential new trustees attend meetings as observers to familiarise themselves with the Clifton Children's Society. If appointed as a trustee, they undergo a formal period of induction and training on charity law and governance. In 2017/18 the Trustees and CEO held two developmental workshops which reviewed and shaped the trustee's roles and responsibilities as members of the Board, and the organisational strategy going forward. Trustees act in accordance with the Clifton Children's Society's code of conduct.

Organisation

The Legal and Administrative Information set out on page 21 forms part of this report.

The trustees manage and direct the Clifton Children's Society's work and meet five times a year. Working groups of trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Margaret Pitts, who has overall responsibility for the strategic and operational delivery of the work undertaken by Clifton Children's Society.

Objects of the Charity

The trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The objects of the Clifton Children's Society is to benefit the public through the promotion of the relief of poverty and the welfare of children in need from all backgrounds, cultures and all faiths or none by:

- Furthering their appropriate care and safety.
- Providing assistance and support to them, their families and carers.
- Advancing their physical, mental, social, emotional and spiritual development, respecting their racial, cultural and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

In carrying out these objects, the Clifton Children's Society will be guided by respect and love for all people and by the values of the Catholic Church.

Vision

A society in which adoptive families are available for all children who need them, in which Clifton Children's Society plays a leading and innovative role in valuing relationships, and offering lifelong support.

Activities

The Organisation is an independently funded, registered charity and Adoption Agency. The Organisation works to the highest standards to maintain its strong reputation of people and relationships at the heart of what it does – evidenced as an Ofsted 'Outstanding' rated Organisation consistently since 2009

In 2018, the Organisation brought together its existing adoption service, CCS Adoption with The Centre for Adoption Support & Education ("The Centre"), allowing us to strengthen, broaden and expand the post Adoption support the Organisation offers families.

The Organisation has continued to concentrate on adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

The Organisation aims to provide high quality, independent and professional adoption services recognising the lifelong impact of adoption. CCS Adoption works to find and support a wide range of adoptive families for children who need them, with a strong commitment to Early Permanence through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS Adoption offers a comprehensive adoption service that includes recruiting, training, assessing and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS Adoption continue to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture or disability. One of the Organisation's values and principals is working in a climate of acceptance and inclusivity, and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

The Organisation is keen to promote partnership working with other stakeholder groups including Local Authorities, Regional Adoption Agencies, and Education and Health services all within the South West region.

Values

The merger of CCS Adoption and The Centre for Education and Adoption Support in 2017/18 provided the catalyst for Clifton Children's Society to review the purpose and values of the newly combined Organisation, building a strong plan for the future. The trustees and CEO met for this purpose on 30 April and 24 May 2018, and agreed:

Its core purpose and the driving force behind everything the Organisation does, will be to *“create a positive future for children, by building families and enabling them to grow and thrive.”*

To support its purpose, the Organisation will focus and measure itself against four core values and principles:

- **Child Centric** – We will always put the needs of the child first through everything we do
- **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Adoption, Recruitment & Support

The **number of enquiries** in 2019/20 increased from 289 (2018/19) to **307** with an unexpected increase in enquiries between January and March. Following the implementation of the regionalisation agenda and the local operation of three Regional Adoption Agencies (RAAs), many potential adopters continue to enquire with CCS Adoption.

The **number of initial interviews** decreased from 36 (2018/19) to **23** in 2019/20. There was a conscious decision to undertake fewer initial office interviews as we moved to conduct more interviews by telephone. This can often be quicker and more efficient than meeting people face to face, although interviews are still being offered when there are complexities that need discussing.

This year the CCS Adoption held **14 information events** including:

- Three LGBT events, including one at PRIDE,
- A BAME specific recruitment event with AFC at Rose green Community Centre.

15 events had been planned, however the event due on 30 March was postponed until April due to the Covid-19 pandemic and whilst CCS Adoption adapted to online delivery of the event.

These have been positive events with an average of **10** households attending each (2018/19 - 12) - **134** in total (2018/19 - 147). This does not include the people that received information at the Pride event which was informal and households did not need to book a place. This average number is slightly down on last year with attendance in the first three quarters of the year being lower than expected; although those in a position to proceed has been higher. This led to **35** prospective adoptive households submitting Registrations of Interest to formally begin the adoption process (2018/19, 37), of which 32 were accepted into Stage 1 (2018/19, 33).

CCS Adoption also conducted **40 post information day meetings (PICI's)** with potential adopters prior to them joining stage one of the process (2018/19, 38)

CCS Adoption held the following **training** in 2019/20:

- 7 Introduction to Adoption Days for adopters (2018/19 – 6)
- 15 Preparation Days were held for adopters (2018/19 – 15 days)
- 5 Friends and Family Workshops (2018/19 – 5)
- 6 Safer Care evening sessions (2018/19 - 5)
- 5 Early Permanence Introduction sessions, and (2018/19 – 5)
- 6 Therapeutic Parent Training days (2018/19 – 6)
- 3 Linking and Matching workshops (new this year)

Feedback from attendees has been positive with the following examples:

Introduction to Adoption Days: *“Great day, well presented in encouraging and friendly style”*

Safer Care: *“Lots of information to process but very informative and useful”*

Early Permanence Introduction: *“Very thought provoking. Raised my awareness of EP greatly. Feeling a bit conflicted but optimistic.”*

During the year, CCS Adoption approved **21 families as ‘suitable to adopt’** against a target of 23 families (2018/19 – 36 approved), and **35 children were placed with families for adoption** against a target of 41 (2018/19 – 47 placed). As at 31 March 2020, CCS Adoption was supporting 31 placements of children awaiting adoption orders and two early permanence placement (2018/19 - 38).

The Adoption Panel, which is constituted in accordance with adoption regulations, meets monthly to approve adopters and provide independent scrutiny of CCS Adoption’s adoption work. The panel takes responsibility for making a recommendation on each case and determines whether all issues have been appropriately clarified. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant’s legal status to adopt. The Agency Decision Maker for Panel is a trustee of the Organisation and is suitably qualified and experienced in adoption work. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance, and validation of CCS Adoption’s adoption work.

In total **21** new applications were presented to Panel to be approved as adoptive parents and all 21 were approved as ‘suitable to adopt’. Two sets of adopters who had been approved for more than one year were reviewed because they had not yet been matched with children, and both were re-approved.

Adopters’ experience of Panel continues to receive positive feedback, one adopter said that before they went into Panel they were: “made to feel comfortable and put at ease in a quiet space” and “it was all very professionally done”. A social worker commented that “myself and the adopters had a positive experience today.....the questions were relevant and as expected”.

CCS Adoption continues to specialise in recruiting adoptive families for ‘priority children’ i.e. sibling groups, older children and, children of black and minority ethnic (BAME) origins. CCS Adoption’s ‘Adoption Champions’ areas of focus are: BAME Adopters; LGBT Adopters; Adopters for children with disabilities or complex health-needs, sibling groups and older children; and they advocate for this area of adoption in all aspects of work at CCS Adoption, for example, reviewing the website and literature for appropriate language, and arranging information events in communities that represent these constituents. As a result of this approach 66% of the total number of children placed at CCS Adoption were in sibling groups (2018/19 68%), and CCS

Adoption's percentage of LGBT approved adopters 29% (2018/19 – 22%). Where BAME children have been placed, 83% have one or more adoptive parent who are similar or the same ethnicity.

CCS Adoption has significantly increased the number of children it places each year: in the last five years (2015/16 – 2019/20) 174 children have been placed whereas in the previous five years (2010/11-2014/15) 105 children were placed. Despite this increase the number of disruptive placements has remained low, notwithstanding the fact that CCS Adoption places older children with more complex and additional needs. For all children placed since 1995 CCS Adoption's disruption rate is 5.71%; and the disruption rate for 2019/20 is 3%. This should be compared to the estimated national disruption rate of 4 -12% as indicated in Julie Selwyn's research in 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301889/Final_Report_-_3rd_April_2014v2.pdf

It is the Organisation's policy to offer lifelong support to adoptive families. All families, with whom CCS Adoption has placed children at any time, are supported through the Organisation's Adoption Support Services according to need. 35 children placed in 21 families in 2019/20 received intensive post-placement support, essential during the early stages of joining a new family (2018/19 - 47 children in 36 families). The support comes from the social workers, a social work assistant, the Family Mentoring Scheme and Sharing Stories workers, in collaboration with The Centre for Adoption Support and Education (see The Centre below). In total 125 families were being supported on a regular basis during the year (some of which would have been placed in previous years).

Another example of the support provided to adoptive families in 2019/20 is the Non-Violent Resistance (NVR) seven-week training course that ran from September to November 2019 with 8 participants. The course provided NVR techniques and strategies to adoptive parents with children or adolescents presenting with violent, destructive or harmful behaviours. The course focused on resisting the use of any physical or verbal violence; persisting in the stand against unwanted behaviours, and repairing and uniting the relationship between the parent and the child. A second course was due to start in March 2020 but this was postponed due to the Covid-19 pandemic.

Feedback from attendees has been positive with the following examples:

"Excellent. Best course I have done!"

"Very friendly, easy to be open. Valued the knowledge of the facilitators"

From 36 enquiries in total (34 in 2018/19), 17 adopted adults received counselling and an Intermediary and Tracing service (2018/19, 19). Many adopted adults are choosing to contact birth family members independently such as via social media, as well as those seeking support with this via agencies such as CCS Adoption. The number of cases that are active at CCS Adoption in any one year fluctuates as this is often affected by TV programmes like Long Lost Family or of course most importantly major events in an individual's life. There is also an impact from enduring long term contact arrangements that need support and advice and the impact of referring people on to other agencies for counselling, tracing or to access their foster care records. No new intermediary or birth records counselling cases were allocated from 24 March 2020 due to the lockdown situation, and as result two cases awaited allocation as at 31 March 2020.

“The Centre”

The post-adoption support provided by **The Centre for Adoption Support and Education** provides post-adoption support services to both CCS Adoption’s adoptive families and those who have adopted with other agencies in the region. Recognising that Adoption is a life-long process and that adopters may need different kinds of support at different times of the journey The Centre’s services include adoption support groups, workshops, training courses and specialist therapeutic services. In 2019/20 The Centre have provided the following support to adoptive families:

- Tots Group – the group runs 3 days a week during term time. During 2019/20 57 children benefited from a place (2018/19, 60), with 27 children graduating.
- Family Well-being Sundays and Summer Play Dates – a total of 396 places were taken up by families in 2019/20. This is an average of 26 families per event. This compares to 372 places in 2018/19 and an average of 25 families per event.
- After School Club – The group ran weekly during term time for children aged 5 to 11. In 2019/20 6 children benefitted from attending (2018/19, 8 children).
- A Team – this group is for adopted young people aged 12 - 18. In 2019/20 21 young people benefitted from attending (2018/19, 17). 10 activities were held during the year including: a graffiti workshop, a trip to the Redpoint Climbing Centre, and a cooking session with the Square Food Foundation.
- Mums Support Group – a monthly group facilitated by a Clinical Psychologist. A total of 17 adoptive mum’s benefited from attending this group in 2019/20 with an average attendance of 6. This is on par with the number of attendees in 2018/19.
- Dad’s Support Group - a monthly group facilitated by a Clinical Psychologist. A total of 14 adoptive dad’s benefitted from attending this group in 2018/19 with an average attendance of 5. This compares to 18 beneficiaries in 2018/19.
- LGBT Support Group – a monthly coffee morning for LGBT adopters (and their children) and prospective adopters. A total of 27 families benefitted from attending this group, with an average monthly attendance of 18 adults and children (2018/19, average monthly attendance of 21)
- A range of workshops and courses have been run for families and professionals with a total attendance in 2019/20 of 149 (2018/19, 213). These have included:
 - Life Story, Sensory and Controlling Behaviours workshops for adopters,
 - ‘This is me’ writing workshop for young people 11-18, and
 - Courses for professionals such as Introduction to Attachment & Trauma for Educational Professionals

The Centre carried out a survey to review adopter views around workshops which informed delivery in 2019/20.

- Summer Fete – the fete took place on 8 June 2019 with 40 families attending (2018, 39)

Feedback from attendees has been positive with the following examples:

Tots Group: “To be in an environment where people genuinely care and have a good level of understanding really helps. I am very grateful to the Centre staff and other parents for the invaluable support they have given. I would highly recommend the group to prospective adopters and other adoptive families”

Afterschool Club: “It’s one of the very few places he can go and be properly understood and supported. It is a welcome relief after being in school all day”

Family Well-being Sundays: “This is a very valuable resource which gives a strong message of belonging without the use of words. Children are both free and cared for at the same time”

Families are invited to make a voluntary donation if they attend any groups or workshops and in 2018/19 donations totalled £1,369.51.

Therapeutic Support Service

Following a financial deficit in 2018/19 a review of the Therapeutic Service was carried out in July 2019 with a view to creating a new financially sustainable model. The review also took into consideration the need for more Clinical Lead time and maternity cover that would be required during the financial year.

As a result of the review, it was agreed that the service moved towards providing clinical assessments and therapy for CCS families only. This has been implemented and we continue to honour our commitment to work with non CCS families until the completion of their clinical assessments or packages of therapy.

The following other significant changes were made across the whole service:

- a second joint clinical lead was appointed,
- the design of an associate therapist model with the plan to increase the use of associates over the coming year,
- the costings for therapy packages and the Hearts and Minds course was increased
- the quantity of work required to complete a Clinical assessments was streamlined
- a temporary new post of Therapeutic Co-ordinator was created to cover the Team Lead's maternity leave.

The team delivered the following during the year:

- 16 Clinical Assessment
- 2 Cognitive Assessments (these are different smaller assessments)
- 31 families attended the Hearts & Minds Therapeutic Parenting Workshop
- 50 Therapeutic Support packages over 36 families.

Feedback has been positive and included the following examples:

"Thank you so much for your time yesterday, it was really helpful having that safe space to 'sound off', be encouraged and advised on ideas for the way forward", and

"Thanks again for your support, kind words and regular check ins! We always felt that we had someone championing us and our efforts."

The main income stream for the Therapeutic Service is the Adoption Support Fund (ASF). Late in 2019 the Government announced that the ASF would continue for a further 12 months until March 2021, this enabled the team to continue to plan and deliver services, including starting therapy packages towards the end of the year (i.e. early 2020) that may last until 2021. However unless the Government confirms a further continuation of the ASF, and preferably more than 12 months at a time, it will be difficult to make long term plans for the team. The ASF is accessed via the RAAs, and the Organisation is reliant on the administrative processes of both the RAA ASF to work speedily and efficiently to ensure there are no delays in the receipt of this funding.

Although the service came in with a smaller deficit than in 2018/19, further work to create a sustainable, financial model remains a priority. The plan to recruit more associate (independent) therapists to meet demand is being tested, and will be balanced against the management and supervision challenges of using independent workers and our reputation for providing high quality services.

OFSTED Inspection

The Organisation was inspected by OFSTED in February 2019 and given the overall quality rating of “Outstanding”, as in the previous three inspections (2015, 2012 & 2010). The OFSTED inspection team found the Organisation to be “Outstanding” in all three areas it considered:

- ‘Overall experiences and progress of service users’;
- ‘How well young people and adults are helped and protected’; and
- ‘The effectiveness of leaders and managers.’

The inspection is a comprehensive review of the work of the Organisation over the previous 3 years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the Organisation focuses its work on those children waiting for adoptive families, and all aspects of adoption support. Attention is also directed at how the Organisation makes a contribution to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive families, feedback from partner agencies who have placed children with CCS Adoption families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

“Adopters receive excellent preparation, support and training prior to adopting their child. They benefit from the extensive training and support provided by the agency that comprehensively prepares them for their parenting role” and

“The agency offers a range of imaginative and creative clubs and activities for adopted children and their parents that are provided in the agency’s children’s centre and in the community. Children and their parents benefit from taking part in after-school clubs, forest club, holiday activities and a tots’ and parents’ club.” and

“Really impressed with the organisation, CCS is streaks ahead of other agencies.” And

“Leaders and managers have an ambitious vision for the agency. They succeed in providing a centre of excellence that provides high-quality adoption services to parents and children. There is a shared sense of purpose from all the staff and expert knowledge of how to achieve very positive outcomes for adopted children and their parents. There are many innovative and creative projects successfully being undertaken by the agency that are further improving outcomes for adopted children.”

The full inspection report (Unique Reference Number SC048462) may be accessed online at: <http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports>

Grants and External Contracts

Practice & Improvement Fund (PIF 2)

The Organisation received DfE Practice & Improvement Funds Round 1 & 2, to deliver improved services around the areas of Therapeutic Services (PIF 1), and Early Permanency (PIF 1 & 2), Life Story Work (PIF 2), and Family Finding and Matching (PIF 2). PIF 1 funding ended on 31 March 2018. Please refer to page 7 for an update on the Therapeutic Service. PIF 2 funding ended on 31 August 2019 with continuation funding from CCS to the end of the financial year. An update on Early Permanence, Sharing Stories Project and SWAC can be found below.

Early Permanence (EP): CCS Adoption successfully met all of its PIF 2 KPIs and completed a substantive evaluation for the Department of Education in September 2019. The

accomplishments of both PIF projects have helped to ensure that EP is now fully embedded as a placement option, not just within CCS but across the SWAC region as a whole. During PIF 2 538 professionals attended EP training, making a total of 820 professionals trained by the EP project across both PIF projects.

Throughout 2019/20 CCS took a lead role in various forums and events (both regionally and nationally) sharing our EP experience and learning. This included a presentation at a conference in the North East in April 2019 alongside national and governmental figures. As part of our strategy of EP integration, we closed the Concurrency and Early Permanence Project website and incorporated the resources and information into the CCS website. CCS Adoption continued to facilitate bi-monthly 'Support through Early Permanence' (STEP) groups as well as coordinating and supporting an EP Network Support List and a STEP Facebook group. These various support forums are accessed and valued by EP carers right across SWAC as ways of sharing experiences and providing peer support for each other.

In the summer of 2019 we published an online digital book "Our Stories: A collection of early permanence carer experiences". We continued to offer Introduction to EP training to all our prospective adopters as well as a focused EP training day, alongside Adoption West trainers, to those interested in pursuing this route to adoption.

CCS retained its National Early Permanence Quality Mark status throughout the year and remains one of the few agencies across the country to have achieved this.

Sharing Stories: 2019/20 was a year of transition for the Sharing Stories Project. A Life Story Work (LSW) conference was held, attended by 59 professionals. A video resource was created of a birth maternal grandmother talking about how the project (and the LSW) had helped her and her grandson. This is now available across the region for training purposes. Other resources were also created/compiled throughout the year including a list of LSW resources for adopters and professionals and life story book templates and guidance notes.

PIF 2 funding finished at the end of August and the evaluation of the projects' work in regard to its KPIs was completed for the DfE in September 2019. In total 17 Life Story Books were produced and 46 children gained further information about their birth family from the work of Sharing Stories.

Possible funding streams going forward were explored, and as part of a publicity drive during the latter part of the year articles were produced for CoramBAAF Spotlight publication, Community Care Magazine and the Guardian newspaper. These resulted in a number of enquiries about the service and we were approached by the University of Bristol to run sessions on their Social Work Masters and Post Qualifying course. We were also approached by Bristol University to partner them, Gloucestershire County Council and CoramBAAF in a LSW project: **'Difficult Conversations: developing research-led training in dealing with looked after and adopted children's difficult life story questions.'** From November to January a number of focus groups were successfully run, including those of adopted young people, adopters and professionals for this work.

Since being funded by CCS from September onwards LSW workshops for all CCS adopters (not just EP) have been run as well as Drop-In events for adopters to access support and guidance around LSW. We started to offer a service to CCS families outside of EP, taking on direct case work, and by the end of the year working with 7 CCS cases. Following a decision to fund the service as part of the CCS core offer for another year, planning started for a fully integrated life story work service within the Social Work team.

South West Adoption Consortium (SWAC): CCS continues to be the host agency for SWAC which is a membership organisation (the three local Regional Adoption Agencies, one local

authority and five Voluntary Adoption Agencies). PIF2 funded additional activity up to the end of August 2019. With membership fees remaining the same, CCS provided continuation funding up to the end of the year.

At the end of March 2020 there were **142 children** on the SWAC register waiting for an adoption placement (2019, 125 children waiting) and **47 approved families** (2019, 54 approved families). In comparison to the year before this is an **increase in children of 14%** and a **decrease in the number of approved families of 13%**. Of these children waiting, 58 are single children, 72 are in sibling groups of 2, and 12 are in sibling groups of 3. Of the 47 approved families; one family is approved for three siblings, 16 are approved for two siblings, and 30 are approved for one child.

A total of 20 children were linked through SWAC during this period (2019, 68 children). Links significantly increased in 2018/19 and it was not possible to maintain the level this year, in part due to the decrease in the number of adopters available. All 20 of the children placed were defined as 'priority' children.

Following implementation of the RAA agenda and resulting reduced membership income, a review of the capacity of the service was undertaken. SWAC changed to providing topic based Best Practice workshops during this period and held 6 workshops during the year. These have proved to be very popular. The SWAC Main Contacts meetings were changed to Best Practice meetings in Permanence, and three of these meetings were held this year. CoramBAAF attend these meetings resulting in National and SGO issues being shared within the Region. The decision making for SWAC issues has now moved from the Main Contacts meeting to a Heads of Service meeting which will take place three times a year.

Four Panel Chairs and Advisers meetings were held. Medical Advisers met three times, including an additional meeting with Medical Advisers and Health Consultant from CoramBAAF. With the end of PIF2 funding, work was undertaken at the end of the year to remodel the service for 2020/21. See Future Plans on page 15.

Matching Tool: Stage 3 refinement of the Matching Tool was completed. The Matching Tool was presented nationally and regionally in October 2019, and there has been substantial national interest. Our research partner, Bath Spa University, was able to offer another 6 months refining the Tool but unfortunately this has been on hold due to bereavement. It is hoped that work on completing procedures to accompany the Matching Tool and national dissemination will take place in the coming year 2020-2021.

Adoption West

Training contract: CCS Adoption continues to deliver the adoption preparation training programme for prospective adopters for the Regional Adoption Agency, Adoption West. The Organisation has just completed the second year of a three-year contract to deliver prospective adopter training for Stage 1 and 2. The training sessions are delivered across three regional hubs – Bristol, Trowbridge and Gloucestershire. In 2019/20 the training was attended by the following numbers: Stage 1 – 176 (2018/19, 141), Stage 2 – 166 (2018/19, 132), Early Permanence Information – 156 (2018/19, 135), and Early Permanence Day – 89 (2018/19, 91).

Feedback has been positive and included the following examples:

Stage 1 Training Day: *“Very informative and helpful understanding the children that are adopted and in the care system. Was great to hear about the trainer’s real experiences and the guest speaker”*

Stage 2 Training Day: *"I have been telling friends and family this is and how therapeutic parenting should be taught in...schools – I think it is great! Also brilliant trainers who genuinely struck the right tone and made the topics engaging"*

Early Permanence Day: When asked what they found helpful one participant said *"Listening to someone who had been through it and the advice of the social workers"*.

The Centre grant: Adoption West made a contribution to the costs of running the Centre services in recognition that the RAA adoptive families benefit from the wide range of high quality services.

Marketing

Branding: In 2019/20 we developed a new logo and branding that updated our appearance visually and brought both parts of the organisation – CCS Adoption and The Centre - under one identity, and also making it clear that The Centre provides a service for CCS adopters primarily, and other adopters as appropriate and possible. By the end of March 2020 we started to roll out this new logo across the organisation, primarily digitally but also in print with several new printed assets being created.

Websites: The decision to commission one new website for both CCS and The Centre was taken in August 2019, coinciding with the new logo and branding. A tender process to 10 local companies in December resulted in the appointment of a company to build a new website. Work is ongoing with a view to delivery in autumn 2020.

The traffic to the CCS website has continued to build and there has been a 67% increase in users in 2019/20 compared to the previous year. This audience found the Organisation's site via the following routes:

- 45% via organic search
- 24% directly by bookmark or typing in our address
- 11% via social media paid adverts
- 8.5% via organic social media posts on FB and Twitter
- 7.5% via Google Ads
- 3.8% via referrals

Levels of conversions and engagement, which are measured regularly in Google Analytics, have also increased significantly. Examples of goals measured in Google Analytics include: the length of time spent on the website, if more than one page is visited and if an information pack is downloaded.

Email marketing: In October we overhauled both the content and presentation of our regular newsletter which goes out to 450 people. The format now presents a heading, brief extract and a link to the whole piece which is generally on either the CCS or Centre websites. By reducing the frequency to fortnightly and expanding the range of content beyond our own events and fundraising, we have been able to measure and monitor what is of interest thereby keeping the content relevant. Average open rates of this email stand at around 40% which is well above industry standards.

Social Media Advertising and Google advertising: We moved the management of our Google PPC ads to a new agency in October and also started advertising via them on Facebook, Twitter and Instagram. These social media adverts which started in October are having an impact, they accounted for 11% of the users of our annual audience in 2019/20

Digital content: We continue to create content and share that of others on our website, social media and in the newsletter to ensure a steady flow of messaging that seeks to

- promote adoption as a positive route to creating a family,

- promote CCS as a good choice of agency for prospective adopters,
- promote the needs of the priority children who wait longest,
- educates about what is needed in adoption by the children who wait,
- provide resources and ideas that would be helpful to adoptive parents,
- elicits engagement from our audience.

We have a Facebook page for both CCS (1,141 followers) and The Centre (206 followers) and a Twitter account for CCS (1,417 followers). Content is posted at a rate of one or two posts per day. Levels of engagement are highest on CCS Facebook page with an engagement rate somewhere between 2 and 10%.

Print Advertising and Editorial: A campaign that involved print and digital editorial and paid advertising was run with Bristol 24/7 and Up Our Street for National Adoption Week. This was accompanied by some free large digital billboard advertising alongside the M32 and Lawrence Hill roundabout that raised our profile.

Fundraising

The Organisation relies on fundraising in order to provide the level of post-adoption support required to meet the life-long needs of adoptive families. Fundraising activities include:

- Applications to Trusts and Foundations
- Individual giving
- Community fundraising
- Support from faith based organisations
- Corporate giving/partnerships

Thanks to our many supporters, the Fundraising Officers, Fundraising Consultant, and the wider team, the Organisation raised a total of £186,338.45 in 2019/20.

Trusts and Foundations: The Organisation has put increased effort and emphasis into fundraising through Trusts and Foundations over the last year and appointed a Fundraising Consultant to drive this area forward. As a result, the Organisation has submitted 12 successful grant applications generating £30,954, gaining 9 new supporters. These grants are generally ring-fenced for specific groups or activities at The Centre, which delivers specialist post-adoption support to families in the region. For example, £18,404 secured for delivery of the Tots Group during 2020-2021.

Grants and donations were received from the following Trusts and Foundations: The G F Eyre Charitable Trust, The Leonard Laity Stoate Charitable Trust, Dandia Charitable Trust, The Lalonde Trust, The Dame Violet Wills Will Trust, Denman Charitable Trust, Burges Salmon Charitable Trust, Rotary Club of Bristol, The Basil Brown Charitable Trust, The Sylvia Adams Charitable Trust, The Clara E Burgess Charity and The Hoddell Charitable Trust.

Individual giving: Individual donations encompass both one-off and regular donations which are made as a result of:

- Our Christmas mailing (a newsletter and Christmas catalogue sent to supporters annually by post)
- Appeals on social media and through the Agency's adopter e-newsletter
- Verbal appeals made by staff members and Trustees
- A direct result of the Agency's work with children and families

Some of our regular donors have supported us for many years. The Organisation also continues to receive one-off legacy/in memory donations. These donations are, by their nature,

difficult to predict or plan for however they can be hugely beneficial, which is why the Organisation is looking at ways to develop legacy fundraising in the year ahead.

In the interests of fairness and transparency, the Organisation's policy is not to accept donations from prospective adopters and not to accept donations of more than £500 from adopters that have been approved/had their child(ren) placed but have not yet received their Adoption Order. The Organisation welcomes donations from adoptive families once they have received their Adoption Order.

The Organisation received £101,460.73 (including Gift Aid) in individual and legacy donations in 2019/20, a significant increase on previous years which can be attributed to a significant legacy received during this period.

Community fundraising: In 2019/20 the Organisation raised £21,795.81 from these activities which include:

- Sporting challenges
- Individual fundraising, i.e. supporter-led events
- Events organised or attended by the Agency and its staff members
- Support from schools and community groups
- Lifestyle giving
- Bucket, shop and 'blue box' collections
- Sale of Christmas cards and other merchandise
- The 200 Club which consists of a range of supporters who take part in a bi-monthly draw and an annual Christmas draw

Over the year we saw a significant increase in the number of people, including some of our own staff, undertaking sponsored sporting challenges. The Organisation is, as ever, hugely grateful to those that endured tough physical challenges (10ks, half- and full-marathons and cycling, sometimes hundreds of miles) to raise money for CCS Adoption.

Support from faith based organisations: The Organisation continues to have a good relationship with the Clifton Diocese and many of its parishes. Donations totalling £17,323.70 were received in 2019/20. This is a significant increase on previous years, however, it may be explained by the moving of the 2020 Annual Appeal to February, when this usually would take place in April (i.e. within the next financial year). The Organisation also benefitted from being nominated as the St Mary Redcliffe Lent Appeal charity in 2019, and ran a series of events to raise funds and awareness. This partnership raised £6,395.56.

Corporate giving/partnerships: The Organisation has also continued to apply for and receive support from local corporates and supermarkets in particular both those that we have an existing relationship with and those that we have been introduced to. In 2019/20, the organisation received support from Waitrose and The Co-op, and secured funding through the Tesco Bags of Help scheme for the delivery of Wellbeing Events in 2020-2021. In 2019/20 we received £8,408.65 in corporate donations.

National Adoption Landscape

The Organisation continues to operate in a changing external landscape, whilst the impact of the RAA agenda reverberates throughout the sector. Changes in staffing and operational structures in Local Authority Children and Families teams and the outsourcing of adoption work to RAAs, continue to have a negative impact on timeliness for children entering the care system alongside a shortage of approved adopters.

This in turn has led to the courts being nervous about granting placement orders and leaning more favourably to the making of Special Guardianship Orders (SGOs). SGO now equal that

of placement orders, however, the rigorous assessment/approval process as well as the support packages for SGO carers does not match the statutory levels required in adoption, hence there is much concern from professionals that the protection, planning and support for children could be diluted in the future. It is too early to evaluate the stability of SGO placements but there is recognition in the sector that more resources will need to be generated to support these placements and make them more akin to adoption placements.

In July 2019 the Education Secretary announced more that £1 million would be provided to RAAs working with Voluntary Adoption Agencies (VAAs) on a national level to develop and run adopter recruitment campaigns, with a focus on BAME children (Black, Asian and Minority Ethnic). These funds led to the development of a national recruitment strategy and steering group. After much work and engagement with a marketing/PR agency, a national recruitment strategy was due to go live in March 2020, however, due to Covid-19 this was postponed to autumn 2020.

CCS Adoption remains an active member of the Council for Voluntary Adoption Agencies (CVAA), a membership organisation made up of 35 voluntary adoption agencies across the UK. This year CCS Adoption hosted the annual AGM and conference held in Bristol (June 2019); a well-received event with high attendance. Positive feedback was received including the following from the Chair of the CVAA:

"I really appreciate all the time, thought and effort you (and your team) put into place to make the couple of days work. And it did. Your folk - both staff, adopters and kids made a particular difference and brought real focus to why we all do what we do. They were amazing."

The Organisation is active and aware of the national agenda through membership of the CVAA. The CEO is fully engaged in Government Consultations with DfE and is a member both of the Adoption and Special Guardian Leadership Board (ASGLB) and the Adoption West Board. CCS Adoption has member representation of the All Parliamentary Committee. The CEO meets regularly with Heads of Service and RAA directors to share information and learning across the region.

Staffing

2019-20 was a year of consolidation after the considerable growth of the staff team over subsequent years. Four employees left the organisation and recruitment reduced from the higher level in previous years, with one new member of staff joining the Advice Team. The Office Manager's job title changed to Head of HR, Facilities & Administration to reflect the breadth of this role.

As noted on page 7, Therapeutic Services was restructured resulting in the appointment of a second joint Clinical Lead, a temporary job share post of Therapeutic Services Co-ordinator for maternity cover, and the introduction of associates. The Social Work team has seen one social worker and one assistant social worker leave, and although these have not been replaced, the team has two experienced social workers returning from maternity leave in the first quarter of 2020-21.

IT Investment & GDPR Compliance

Significant investment was made into IT in 2019/20. The implementation of CHARMS, an online secure database was completed. This was a complex task with a number of different databases and systems that were used for the Adoption and Therapeutic Services being moved onto one system. The process included an initial business analysis, a full and secure data transfer from the various different databases to the new system, and the training of all staff who would be using CHARMS. The system went live in October 2019, followed by a post-implementation review with the supplier in January 2020. The new system allows for improved functionality,

joined up working and enhanced reporting. The full benefits of the implementation of CHARMS will become evident over the next financial year.

In addition the Organisation upgraded or replaced all computers to the latest operation system. This was necessary as Microsoft were no longer supporting security updates for Windows 7. All staff now have up to date computers with the latest windows and Microsoft software.

Environmental and Sustainable Development

The Organisation is committed to having a positive influence on the environment, aiming for continued improvement on its environmental performance. The introduction of CHARMS in 2019/20, along with the aim to introduce paperless Panels in the coming year, will decrease the amount of paper used throughout the adoption process. The Therapeutic Service is already running as a paperless service.

Plans for the future

- **Impact of Covid-19 pandemic** – From mid-March the Organisation moved quickly to respond to the pandemic, moving all staff to home working and adapting services that would normally be conducted face-to-face to online/virtual services wherever possible. The challenges that the lockdown has presented for children, adoptive families and the Organisation continue and some of the consequences of the pandemic are yet to unfold. The Organisation will continue to respond proactively and innovatively to these challenges. At the time of writing, plans are being made to gradually reinstate some services in line with Government guidance. It is recognised, however, that some approaches taken during 'lockdown' have resulted in greater engagement, efficiency and savings; and a reduced environmental impact. The Organisation will consider lessons learnt and integrate them within service delivery.
- **Recruitment of adopters and placements** – the business plan for the coming year is to approve 28 adopters and place 39 children. The ongoing impact of the Covid-19 pandemic has been taken into account when setting these targets.

CCS Adoption will continue to specialise in recruiting adoptive families for 'priority children' and focus on BAME Adopters; LGBT Adopters; Adopters for children with disabilities or complex health-needs, sibling groups and older children. In particular CCS Adoption will be aiming to recruit more BAME adopters, and place more BAME children either with adopters of the same/similar ethnicity or trans-racially.
- **Marketing** – Work will continue on developing one new website for both CCS and The Centre with plans for implementation in autumn 2020.
- **The Centre** – A review will be conducted to ensure activities provided continue to be in line with the needs of adoptive families, are able to adapt flexibly to a world where Covid-19 exists, and are realistic and sustainable. The review will inform the fundraising strategy.
- **Fundraising** – The fundraising strategy will take into account the impact of Covid-19 on the economic climate and fundraising prospects specifically. The strategy will also further explore an approach to Legacies and Will Giving. Following the review of Centre activities, fundraising will be focused predominantly on Centre services.
- **SWAC** – The service has been remodelled and will be funded by membership fees only in 2020/21. The reduced service will have an emphasis on sharing and supporting the development of best practice in adoption. With the pandemic and changing working practices, SWAC will have an important role to play in sharing ideas and best practice in the region via virtual workshops.

Covid-19

Operational Considerations

The Organisation has made Covid-19 a priority for its Risk and Finance Trustee sub-committee, and produced a separate Covid-19 Risk Register to assess the risk identified relating to Covid-19. These meetings met initially on a fortnightly basis, and now on a monthly basis to continue to assess the long-term financial sustainability of the organisation.

It was decided that there was ample work, capacity and facilities in place to continue delivery of virtual Adoption and Therapeutic Services, and as such no staff were furloughed.

The organisation quickly adapted its operational Social Work activity to a 'virtual' service. There were a number of priority areas:

- a) Being able to maintain a timely 'front door' response to customers who continued to enquire about becoming prospective adopters, to ensure the pipeline remained buoyant throughout the pandemic.
- b) To continue with the Assessment of prospective adopters, where this was possible, specifically, undertaking online training and Stage 1 of the Assessment process. Obtaining Medicals, DBS checks and the various employers and personal references necessary to complete Stage 1 has been the area causing most delay, and these processes have needed to be risk assessed and moved into Stage 2. The inability to meet prospective adopters face-to-face to undertake a full assessment has also impacted on timeliness of completing assessments and approving adopters. This is likely to result in future delay of placement activity and increased pressure regarding workforce capacity in the remainder of the financial year.
- c) To respond to adoptive families in need of urgent family social work support. This has been a considerable pressure, specifically for newly formed families, who need intense support at the time of children joining their new family. The added pressure of 'home-schooling' and no face-to-face social work support has increased the risk of early disruption for some placements and these have needed high levels of online interventions. In some families, therapeutic input was deemed as necessary and additional online resources have been made available.
- d) Support groups, workshops and training have all been adapted into online courses, and these have been used extensively across all areas and subjects. Adoptive families have consistently fed back how helpful these sessions have been, despite the lack of physical face-to-face engagement, this is an area we will continue to monitor and evaluate going forward.

Whilst the pandemic has affected all areas of Social Work activity, concern has been raised around the impact of no physical Court hearings taking place and the subsequent legal aspect of securing Placement Orders for children coming into care and much further down the line, final Adoption Orders being made. Whilst Designated Family Judges are working hard to ensure 'virtual' emergency hearings are taking place, where children need to be removed due to safeguarding issues, planned scheduled care hearings are being postponed, thus creating huge backlogs in the courts. Whilst attempts to minimise the effect of this on all parties involved (i.e. children, Birth family and Adoptive family) are being addressed, this is still highly likely to have a detrimental impact on the adoption landscape, and the numbers of children being adopted in this financial year.

Financial Considerations

The financial impact of the virus control response was assessed. The estimated number of placements was decreased, as well as the estimated delivery from the Therapy Service as there

are some types of therapy which are unable to be delivered virtually. This reduction in income and the effect on expenditure was taken into account in a revised budget for the 2020-2021 financial year. Cash Flow Forecasts are now produced monthly and regularly reviewed by the Risk and Finance Trustee sub-committee and the Trustee Board. Notice of withdrawal was given on a number of deposit accounts to ensure that the effect of any large variations in cash flow would be minimised. As part of the response two new current accounts were opened to maximum the value of fund held under the FSCS limit of £85,000.

As no staff were furloughed, the Coronavirus Job Retention Scheme was not accessed. It was decided that the level of reserves is sufficient that the organisation would not apply to the Coronavirus Business Interruption Loan scheme, nor arrange any overdraft facilities.

Fundraising will be impacted for the 2020-2021 financial year as many events, such as Bristol 10k and Half Marathon, where supporters take part and raise money, have been cancelled. A number of steps have been taken to minimise this impact through the promotion of virtual events, such as individual challenges e.g. running or cycling and virtual quizzes. A Covid-19 fundraising appeal was quickly launched, with communications being made with past donors. The response to May 2020 has been good with donations close to £3,000.

Fundraising through the application to Trusts and Foundations will be affected and presents a challenge as many remain closed due to Covid-19 or have diverted funds to Covid-19 front-line response charities (such as foodbanks).

Staffing Considerations

The initial Government advice to work from home if able was followed promptly with the closure of the office. The technology required for the staff team to work remotely had already been in place. However investment into upgraded hardware, licensing and video conferencing facilities was required.

A survey of the staff team using an Employee Profile Questionnaire was undertaken to determine the needs, concerns, risks and care responsibilities of the staff team during lockdown, so that considerations could be made in respect of flexible working and the provision of support and equipment. In response to this provision of an Employee Assistance Programme was arranged through Health Assured which is intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. The EAP includes assessment, short-term counselling and referral services for employees and their immediate family.

In June 2020, plans were made and a risk assessment completed to guide a phased return to the office. Phase one of this began on 4th June, with the office only being open for essential exceptional meetings. Phase two started on 6th July, where the office was opened for assessments, therapy and small meetings, only if necessary. Future phases allow for opening the office for small groups of staff, on a rota basis; and then eventually return to 'business as usual'. All due consideration has been made to the health and safety of the staff team and service users. Provision of hand sanitiser, regular office cleaning, and aids for social distancing measures have been put into place.

Financial information

The Clifton Children's Society's financial results for the year to 31 March 2020 are set out in detail in the attached financial statements.

The income of £1,634,777 (2018/19 - £1,734,400) includes donations of £158,532 (2018/19 - £73,764) including one legacy of £87,636 received in the year (2018/19 – £25,141).

The organisation was awarded a twenty month DfE Practice & Improvement Grant - Round 2 in December 2017, with £85,453 receivable in 2019/20 (2018/19 - £203,237)

Interagency and other fees totalled £1,351,235 (2018/19 - £1,376,014).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS Adoption. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing and supporting adoptive families.

From the 1st June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS Adoption has used the uplifted fee structure to apply to all placements from 1st June 2018. To prevent any future erosion of the fee, it will be increased on the 1st April each year on the basis of the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1st April 2019.

The fees represent payment for work carried out over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The Organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31 March 2020 was £1,701,303 (2019 - £1,630,632).

As at 31 March 2020 the Organisation's net assets were £1,433,631 (2019 - £1,500,157). There was a net decrease in funds of £66,526 (2019 - Increase of £103,768).

Investment policy

The trustees' policy is to invest funds in short term or immediate access deposits.

Reserves policy

The trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of 6 months expenditure out of unrestricted funds; at this level the trustees feel they would be able to provide uninterrupted services.

As at 31 March 2020 the target free reserves level was £ 782,788, in line with the policy above, the actual free reserves were £ 706,240 (see note 15). The actual free reserves were therefore below the target level. This represents less than 3 weeks expenditure and having reviewed forecast Income and Expenditure for the year to 31 March 2020 and actual Income and Expenditure for the 3 months to 30th June 2020 the Trustees are confident the free reserves are at a level to provide uninterrupted services.

The trustees' policy is to hold the target free reserves total in a Designated 'Reserves Policy' Fund. The value of the Reserves Policy Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing 1 year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing 1 year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

Risk review

The Risk Management Policy, including the risk methodology, and the Risk Register were reviewed during 2019/20. The following were deemed as 'major' risks to the organisation:

1. The core business model is reliant on the Interagency fee

The interagency fee is the largest source of income for the Organisation and changes to this could pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the Organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

2. Long term uncertainty of Adoption Support Fund (ASF) and administrative burden of accessing the funds

The ASF is the funding source for the majority of the Therapeutic Service. Late in 2019 the Government announced that the Adoption Support Fund would continue for a further 12 months until March 2021. It is unclear in what form the ASF will continue thereafter, but there are serious concerns regarding the future funding of the Therapeutic Service. In addition, the full cost of providing some of the clinical packages is not covered by the ASF.

The Therapeutic Service model has been reviewed and changes implemented in 2019/20 to address this. The CEO is active in representing the Organisation and influences policy at the Parliamentary Review of the ASF and the CVAA.

3. Fundraising to cover the costs of The Centre

The Centre was previously funded by a grant from its founder. The organisation became financially responsible for The Centre in 2018/19 and has funded activities partly through fundraising and partly through a cross-subsidy from the core business of CCS Adoption. In 2019/20 a fundraising consultant was appointed to focus specifically on applications to Trusts and Foundations with positive results; and to contribute their expertise to the Organisation's fundraising strategy. The Fundraising Officer continued to focus on community and corporate fundraising, as well as being mentored by the consultant in applying for large grants.

With the financial deficit this year, and the inevitable impact of Covid-19 on the fundraising landscape, a review of The Centre services will take place in 2020/21 to ensure they meet the current needs of adoptive families and will attract sustainable funding. The review will also inform the fundraising strategy going forward.

4. Data protection & complying with GDPR

The Organisation deals with sensitive and complex personal data on a daily basis, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the Organisations reputation and resulting fines.

This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff. The introduction of the CHARMS system in 2019/20 has further improved the security of adopter information, and the Organisation is currently exploring software packages which would further mitigate the risk of any data breaches resulting from email communications.

The trustees are confident that the systems in place and the reserves held are adequate to meet these risks.

Trustees

The trustees are a skilled, cohesive team comprising John Barnes, (Chair of trustees) retired Strategic Planning Officer from Bath and NE Somerset Children's Services; Sally Lockwood (Vice Chair from 8 November 2018) who was CEO of the Bristol Area Stroke Foundation; Ian Mackenzie, (previous Vice Chair until 8 November 2018)) retired from The Royal Artillery (resigned on 20 March 2020), and British Aerospace; Peter Golding, solicitor; John Evans, aerospace industry background; Julie Cooke, independent consultant in adoption; Catherine Graham, a Primary School Teacher; Celia Balbernie, team manager at Families First Gloucestershire; Richard Tidswell, director of Business Doctors; and Nikolas Thompson, manager in Responsible Business & Inclusion for Lloyds Banking Group.

Stephen Allen, accountant, continues his valuable role as Company Secretary.

Legal and Administrative Information

Constitution

The Clifton Children's Society which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008 the trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese.

Charity No 286814 Company No 01655971

Patrons:	Baroness Floella Benjamin, OBE Jenny Urquhart, Artist
President:	Rt Rev Declan Lang, Bishop of Clifton The Bishop of Clifton is an Honorary Member and does not fulfil an executive role.
Directors and Trustees:	The following served as directors and trustees during the year and since the year end John Barnes, Chair Alexander Ian Mackenzie, Vice Chair (to 8 th Nov 2018). Resigned on 20 March 2020 Sally Lockwood, Vice Chair (from 8 th Nov 2018) John Evans Peter Golding Julie Cooke Catherine Graham Celia Balbernie Richard Tidswell Nikolas Thompson
Key Management Personnel:	Margaret Pitts
Company Secretary:	Stephen Allen
Registered Office:	162 Pennywell Road, Easton, Bristol BS5 0TX
Auditor:	Burton Sweet The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR
Bankers:	Allied Irish Bank (GB) 19 Whiteladies Road, Clifton, Bristol BS8 1PB National Westminster Bank 44 Caledonia Place, The Mall, Clifton, Bristol BS99 5AJ
Solicitors:	Peter Golding, Neath Raisbeck Golding Law Bush House, 77-81 Alma Road, Clifton Bristol BS8 2DP
Chief Executive Officer:	Margaret Pitts

Statement of trustees' responsibilities

The trustees (who are also directors of Clifton Children's Society for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom 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 income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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 make themselves aware of that information.

Auditors

A resolution will be put to the Annual General Meeting that Burton Sweet be reappointed auditors to the Clifton Children's Society for the coming year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

John Barnes

Chairman

By order and on behalf of the trustees

Date:

Independent auditor's report to the members of Clifton Children's Society

Opinion

We have audited the financial statements of Clifton Children's Society (the "Charity") for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity 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 Charity's ability to continue to adopt the going concern basis of accounting for a period of a 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 auditor's report 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 the 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 trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception

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

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they 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 Charity'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 Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's 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 an auditor's report 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/apb/scope/private.cfm This description forms part of our auditor's report.

Neil Kingston FCA (Senior Statutory Auditor)

For and on behalf of Burton Sweet Chartered Accountants and Statutory Auditor
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date:

Clifton Children's Society

Statement of Financial Activities (Including Income and Expenditure Account)

Company Number: 01655971

Year Ended 31st March 2020

		Unrestricted General Funds	Designated Funds	Restricted Funds	Total Funds	Total Restated
	Notes	2020	2020	2020	2020	2019
		£	£	£	£	£
<u>Income from :</u>						
Donations, legacies and grants	2	119,701	15,889	133,031	268,621	282,937
The Centre	22	-	-	-	-	60,804
Charitable activities	2	1,091,316	259,919	-	1,351,235	1,376,014
Other trading activities	2	9,387	-	15	9,402	8,771
Investment income	2	5,519	-	-	5,519	5,874
<u>Total income</u>	2	1,225,923	275,808	133,046	1,634,777	1,734,400
<u>Expenditure on :</u>						
Promotional and fundraising activities		55,890	-	-	55,890	64,594
Charitable Activities						
Adoption		1,015,071	113,214	91,023	1,219,308	1,214,744
The Centre for Adoption Support		-	94,094	44,703	138,797	120,535
Therapeutic Services		-	287,308	-	287,308	230,759
<u>Total expenditure</u>	3	1,070,961	494,616	135,726	1,701,303	1,630,632
<u>Net income for the year</u>	4	154,962	-218,808	-2,680	-66,526	103,768
<u>Transfers between funds</u>	14	-296,833	296,833	-	-	-
<u>Net movement in funds for the year</u>		-141,871	78,025	-2,680	-66,526	103,768
<u>Reconciliation of Funds</u>						
<u>Fund balance brought forward</u>	14	332,762	1,057,783	109,612	1,500,157	1,396,389
<u>Fund balances carried forward</u>	14	190,891	1,135,808	106,932	1,433,631	1,500,157

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 29 to 44 form part of these accounts.

Prior year fund comparatives are on note 7.

Clifton Children's Society

Balance Sheet as at 31st March 2020

Company Number: 01655971

	Notes	£	2020 £	£	2019 £
FIXED ASSETS					
Tangible assets	9		554,239		550,424
CURRENT ASSETS					
Debtors	10	311,222		403,870	
Investments	11	160,000		327,453	
Cash at bank and in hand		674,175		495,758	
			1,145,397		1,227,081
CREDITORS: Amounts falling due within one year	12	234,785		235,583	
NET CURRENT ASSETS			910,612		991,498
TOTAL ASSETS LESS CURRENT LIABILITIES			1,464,851		1,541,922
CREDITORS: Amounts falling due after more than one year	13		31,220		41,765
NET ASSETS			1,433,631		1,500,157
UNRESTRICTED FUNDS					
General Funds	14		190,891		332,762
Designated Funds	14		1,135,808		1,057,783
			1,326,699		1,390,545
RESTRICTED FUNDS	14,16		106,932		109,612
TOTAL CHARITY FUNDS			1,433,631		1,500,157

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 29 to 44 form part of these accounts.

The financial statements were approved by the Board of Trustees on 19th October 2020 and were signed on its behalf by :

J G Barnes

Chair

Statement of Cash Flows for the year ended 31st March 2020

Company Number: 01655971

	£	2020 £	£	2019 £
Cash used in/generated by operating activities		44,583		115,686
Non-operational cash flows:				
Investing activities :				
Payments for tangible fixed assets	-25,386		-31,932	
Transfer of investments to/(from) bank	167,453		-1,668	
Investment income	5,519		5,874	
		-----		-----
	147,586		-27,726	
Financing activities				
Loan repayments	13,752		12,452	
		-----		-----
	13,752		12,452	
		133,834		-40,178
		-----		-----
Net Cash Inflows for the year		178,417		75,508
Cash and bank balances at the beginning of the year		495,758		420,250
		-----		-----
Cash and bank balances at the end of the year		674,175		495,758
		=====		=====

Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

Statement of Financial Activities: Net movement in funds	-66,526	103,768
Investment income	-5,519	-5,874
Depreciation	21,571	19,978
Increase in creditors	2,409	80,478
Decrease/increase in debtors	92,648	-82,664
	-----	-----
	44,583	115,686
	=====	=====

Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 29 to 44 form part of these accounts.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

Preparation of accounts on a going concern basis

The accounts have been prepared on the basis that the charity is a going concern as the Trustees consider this is appropriate.

Fund Accounting

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 subjected to restrictions on their expenditure imposed by the donor.

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

The charity has entitlement to the funds.

Any performance conditions attached to the items of income have been met or are fully within the control of the charity.

There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.

Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

1. Accounting Policies (Continued)

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows : -

Office Equipment	33 1/3% on reducing balance
Freehold Buildings (excluding land)	2 % on cost

Expenditure on items of less than £ 1,000 is not capitalised but written off as repair and maintenance.

Pension Contributions

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3 (see Note 21 for the full details of these plans) full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

2 INCOME

	Unrestricted	Designated	Restricted	Total	Total
	2020	2020	2020	2020	2019
	£			£	£
Collection boxes	1,109	-	-	1,109	1,410
Church collections	23,718	-	-	23,718	10,336
Gift Aid and donations	5,334	15,889	24,623	45,846	35,491
School collections	223	-	-	223	1,386
Legacies receivable	87,636	-	-	87,636	25,141
Grants	1,681	-	108,408	110,089	209,173
<u>Donations Legacies and Grants</u>	<u>119,701</u>	<u>15,889</u>	<u>133,031</u>	<u>268,621</u>	<u>282,937</u>
<u>The Centre for Adoption Support and Education</u> (see Note 22)	-	-	-	-	60,804
Interagency fees	1,029,390	-	-	1,029,390	1,142,862
Local authority contracts	52,601	-	-	52,601	54,254
Training and conference income	-	-	-	-	500
Other fees	9,325	41,792	-	51,117	50,550
Therapeutic Services Income	-	218,127	-	218,127	127,848
<u>Charitable activities</u>	<u>1,091,316</u>	<u>259,919</u>	<u>-</u>	<u>1,351,235</u>	<u>1,376,014</u>
200 Club	1,862	-	-	1,862	1,814
Other fundraising	7,525	-	15	7,540	6,807
Room hire	-	-	-	-	150
<u>Other trading activities:</u>	<u>9,387</u>	<u>-</u>	<u>15</u>	<u>9,402</u>	<u>8,771</u>
Deposit interest	5,519	-	-	5,519	5,874
<u>Investment income</u>	<u>5,519</u>	<u>-</u>	<u>-</u>	<u>5,519</u>	<u>5,874</u>
<u>Total income</u>	<u>1,225,923</u>	<u>275,808</u>	<u>133,046</u>	<u>1,634,777</u>	<u>1,734,400</u>

Prior year income comparatives are on note 8.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

3 EXPENDITURE

	Total	Total
	2020	Restated
	£	£
Promotional and fundraising activities		
Staff Costs	44,466	46,475
Direct costs	8,024	10,837
Support costs (see below)	3,400	7,282
	-----	-----
All expenditure out of unrestricted funds	55,890	64,594
	=====	=====
Expenditure on charitable activities		
Adoption		
Staff Costs	957,284	947,444
Direct costs	67,840	87,567
Support costs (see below)	194,184	179,733
	-----	-----
	1,219,308	1,214,744
	=====	=====
Allocation of expenditure		
Unrestricted funds	1,015,071	1,006,087
Designated funds	113,214	-
Restricted funds	91,023	208,657
	-----	-----
	1,219,308	1,214,744
	=====	=====
The Centre for Adoption Support		
Staff Costs	94,769	84,532
Direct costs	20,706	18,296
Support costs (see below)	23,322	17,707
	-----	-----
	138,797	120,535
	=====	=====
Allocation of expenditure		
Unrestricted funds	-	118,125
Designated funds	94,094	-
Restricted funds	44,703	2,410
	-----	-----
	138,797	120,535
	=====	=====
Therapeutic services		
Staff Costs	233,970	184,708
Direct costs	11,138	17,786
Support costs (see below)	42,200	28,265
	-----	-----
	287,308	230,759
	=====	=====
Allocation of expenditure		
Unrestricted funds	-	230,759
Designated funds	287,308	-
Restricted funds	-	-
	-----	-----
	287,308	230,759
	=====	=====
Allocation of total expenditure		
Unrestricted funds	1,070,961	1,419,565
Designated funds	494,616	-
Restricted funds	135,726	211,067
	-----	-----
	1,701,303	1,630,632
	=====	=====

Notes forming part of the Financial Statements

3 EXPENDITURE (Continued)

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

Cost Type	Basis of Apportionment
Marketing	Usage
Operations	Usage
Staff costs	Staff time
Agency, staff development and training	Staff time
Office costs	Staff time
Governance and finance	Staff time
Premises and depreciation	Staff time
Systems and IT	Staff time

Support costs are as follows :

	Raising Funds	Charitable Activities	Total	Raising Funds Restated	Charitable Activities Restated	Total Restated
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Marketing	814	7,329	8,143	464	4,181	4,645
Operations	74	3,636	3,710	65	3,178	3,243
Staff costs	1139	112,746	113,885	3,081	99,554	102,635
Agency, staff development and training	33	3,256	3,289	167	5,404	5,571
Office costs	294	29,137	29,431	752	24,317	25,069
Governance and finance	60	5,987	6,047	199	6,419	6,618
Premises and depreciation	718	71,036	71,754	1,890	61,198	63,088
Systems and IT	268	26,579	26,847	664	21,454	22,118
	3,400	259,706	263,106	7,282	225,705	232,987

The 2019 expenditure disclosure has been reallocated to be split on a charitable activity basis as per of the SORP. Disclosure notes relating to expenditure have been restated but overall expenditure has not been affected and fund totals have not been affected. Charitable activity expenditure in the prior year has decreased on restatement by £ 54,356 , fundraising activity expenditure has increased on restatement by £ 54,356.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

4 Net Income for the year

This is stated after charging :

	<u>2020</u>	<u>2019</u>
	£	£
Depreciation - Owned Assets	21,571	19,978
Audit Fees	4,800	4,320
Directors & Trustees remuneration	-	-
Operating leases land and buildings	27,298	15,339
Interest Payable	185	412
Discounting of pension contributions	605	926
	=====	=====

5 Staff Cost and Numbers

	<u>2020</u>	<u>2019</u>
	£	£
Staff Costs were as follows :		
Salaries and fees	1,274,430	1,202,890
Social security costs	101,564	98,467
Pension costs - current contributions (see Note 20)	68,380	63,400
Income and expenditure impact of the Growth Plan (see Note 21)	-463	1,276
	-----	-----
	1,443,911	1,366,033
	=====	=====

Staff costs are apportioned as follows :

Promotional and fund raising activities	44,466	64,594
Expenditure on charitable activities	1,399,908	1,300,513
Discounting of pension contributions	-463	926
	-----	-----
	1,443,911	1,366,033
	=====	=====

No employee received emoluments of more than £ 60,000.

The average monthly head count was 56 staff (2019 - 53) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 39 (2019 - 36)

Total key management personnel benefits amounted to £ 64,703 (2019 - £ 64,581)

6 Taxation

No liability to UK Corporation Tax arose for the year ended 31st March 2020 or for the year ended 31st March 2019.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

7 Prior Year Fund Comparatives - Restated

	Unrestricted General Funds Restated 2019 £	Unrestricted Designated Funds Restated 2019 £	Restricted Funds Restated 2019 £	Total Funds Restated 2019 £
<u>Income from</u>				
Donations, Legacies and Grants	70,550	-	212,387	282,937
The Centre for Adoption Support and Education	60,804	-	-	60,804
Charitable activities	1,376,014	-	-	1,376,014
Other trading activities	8,771	-	-	8,771
Investment income	5,874	-	-	5,874
<u>Total income</u>	1,522,013	-	212,387	1,734,400
<u>Expenditure on</u>				
Raising funds	64,594	-	-	64,594
Charitable Activities				
Adoption	1,006,087	-	208,657	1,214,744
The Centre for Adoption Support	118,125	-	2,410	120,535
Therapeutic Services	230,759	-	-	230,759
<u>Total expenditure</u>	1,419,565	-	211,067	1,630,632
<u>Net Income for the year</u>	102,448	-	1,320	103,768
Transfers between funds	-908,983	908,983	-	-
<u>Net movement in funds for the year</u>	-806,535	908,983	1,320	103,768
Reconciliation of Funds				
<u>FUND BALANCES BROUGHT FORWARD</u>	1,139,297	148,800	108,292	1,396,389
<u>FUND BALANCES CARRIED FORWARD</u>	332,762	1,057,783	109,612	1,500,157
	=====	=====	=====	=====

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

8 Prior Year Income Comparatives

	Unrestricted	Designated	Restricted	Total	Total
	2019	2019	2019	2019	2018
	£			£	£
Collection boxes	1,410	-	-	1,410	1,270
Church collections	10,336	-	-	10,336	12,762
Gift Aid and donations	32,277	-	3,214	35,491	38,675
School collections	1,386	-	-	1,386	982
Legacies receivable	25,141	-	-	25,141	150
Grants	-	-	209,173	209,173	194,241
<u>Donations Legacies and Grants</u>	70,550	0	212,387	282,937	248,080
<u>The Centre for Adoption Support and Education</u> (see Note 22)	60,804	-	-	60,804	-
Interagency fees	1,142,862	-	-	1,142,862	769,983
Local authority contracts	54,254	-	-	54,254	51,439
Training and conference income	500	-	-	500	1,700
Other fees	50,550	-	-	50,550	46,002
Therapeutic Services Income	127,848	-	-	127,848	16,892
<u>Charitable activities</u>	1,376,014	-	-	1,376,014	886,016
200 Club	1,814	-	-	1,814	1,719
Other fundraising	6,807	-	-	6,807	6,869
Room hire	150	-	-	150	4,847
<u>Other trading activities:</u>	8,771	-	0	8,771	13,435
Deposit interest	5,874	-	-	5,874	5,639
<u>Investment income</u>	5,874	-	-	5,874	5,639
<u>Total income</u>	1,522,013	-	212,387	1,734,400	1,153,170

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

9 Tangible Fixed Assets

	<u>Freehold Property</u>	<u>Office Equipment</u>	<u>Total</u>
Cost			
At 1st April 2019	563,398	97,887	661,285
Additions	7,449	17,937	25,386
Disposals	-	-12,101	-12,101
	-----	-----	-----
At 31st March 2020	570,847	103,723	674,570
	-----	-----	-----
Depreciation			
At 1st April 2019	39,510	71,351	110,861
Charge for the year	6,268	15,303	21,571
Disposals	-	-12,101	-12,101
	-----	-----	-----
At 31st March 2020	45,778	74,553	120,331
	-----	-----	-----
Net Book Values			
At 31st March 2020	525,069	29,170	554,239
	=====	=====	=====
At 31st March 2019	523,888	26,536	550,424
	=====	=====	=====

10 Debtors: Amounts falling due within one year

	<u>2020</u>	<u>2019</u>
	£	£
Trade debtors	125,103	195,259
Accrued income	157,311	190,610
Other Debtors	2,047	2,494
Prepayments	26,761	15,507
	-----	-----
	311,222	403,870
	=====	=====

11 Investments

	<u>2020</u>	<u>2019</u>
	£	£
Bank deposit accounts requiring more than 3 months notice of withdrawal	160,000	327,453
	=====	=====

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

12 Creditors : Amounts falling due within one year

	<u>2020</u>	<u>2019</u>
	£	£
Trade creditors	46,156	39,175
Taxation and social security	24,519	-
Other creditors	34,314	15,730
TPT Growth Plan recovery plan	8,167	7,929
Accruals	16,322	10,765
Deferred income	103,481	148,321
Bank loan; expected capital repayable within one year see note 13 below	1,826	13,663
	-----	-----
	234,785	235,583
	=====	=====

13 Creditors : Amounts falling due after more than one year

	<u>2020</u>	<u>2019</u>
	£	£
Other Creditors - TPT Growth Plan recovery plan	31,220	39,850
Bank loan; expected capital repayable after one year	-	1,915
	-----	-----
	31,220	41,765
	=====	=====

Bank Loan

The Bank loan which is secured on The Clifton Children's Society Freehold Property is repayable over the period to 2024 by monthly payments of £ 1,072.06 to repay capital and pay interest.

The interest rate charged on the loan is 1.25% above bank base rate.

Due to the current low bank base rate the Society is currently repaying a larger portion of the capital each month than is necessary to repay the loan over its original term.

As the interest rate is variable the portion of capital repayable will vary. The estimated split of the repayment of the capital of the bank loan is as follows :

	<u>2020</u>	<u>2019</u>
	£	£
Capital repayment within one year	1,826	13,663
Capital repayment between one and five years	-	1,915
	-----	-----
	1,826	15,578
	=====	=====

TPT Growth Plan recovery plan

TPT recovery plan payments are explained in detail in Note 20, payments are the expected to fall due as follows : (the liability in the accounts is shown at Net Present Value.)

	<u>2020</u>	<u>2019</u>
	£	£
Within one year	8,167	7,929
Between one and five years	33,660	34,167
In five years or more	-	7,660
	-----	-----
	41,827	49,756
	=====	=====

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

14 Funds

	General Unrestricted Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
At 1st April 2018	1,139,297	148,800	108,292	1,396,389
Income	1,522,013	-	212,387	1,734,400
Expenditure	-1,419,565	-	-211,067	-1,630,632
Transfer	-908,983	908,983	-	-
At 31st March 2019	332,762	1,057,783	109,612	1,500,157
Income	1,225,923	275,808	133,046	1,634,777
Expenditure	-1,070,961	-494,616	-135,726	-1,701,303
Transfer	-296,833	296,833	-	-
At 31st March 2020	190,891	1,135,808	106,932	1,433,631

Designated Funds

	At 1st April 2018	Transfer	At 31st March 2019	Income	Expend- ture	Transfer	At 31st March 2020
	£	£	£	£	£	£	£
Reserves Policy	-	709,783	709,783	-	-	73,005	782,788
Post Adoption Support	148,800	28,200	177,000	-	-	21,600	198,600
The Centre for Adoption Support Therapeutic Services	-	55,000	55,000	15,889	94,094	53,205	30,000
	-	35,000	35,000	218,127	287,308	84,181	50,000
Early Permanence	-	12,000	12,000	70	12,542	16,472	16,000
Sharing Stories	-	31,000	31,000	141	27,707	39,566	43,000
SWAC	-	15,000	15,000	41,581	52,161	-	4,420
Family Mentoring	-	8,000	8,000	-	5,804	8,804	11,000
IT Improvement	-	15,000	15,000	-	15,000	-	-
	148,800	908,983	1,057,783	275,808	494,616	296,833	1,135,808

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

14 Funds (Continued)
Restricted Funds

	At 1st April 2018 £	Income £	Expend- ture £	At 31st March 2019 £	Income £	Expend- ture £	At 31st March 2020 £
Post Adoption Support	88,200	-	-	88,200	-	-	88,200
Practice and Improvement	-	203,237	203,237	-	85,453	85,453	-
Adoption Support (Legacy fund)	9,532	-	960	8,572	-	860	7,712
Family Grants	10,560	270	1,450	9,380	-	1,250	8,130
People's Postcode Lottery	-	5,936	2,759	3,177	-	3,177	-
Therapy Cabin	-	1,863	1,580	283	-	283	-
Other Fund-Raising	-	1,081	1,081	-	-	-	-
The Centre Project	-	-	-	-	47,593	44,703	2,890
	108,292	212,387	211,067	109,612	133,046	135,726	106,932

15 Analysis of Net Assets between Funds

	<u>2020</u>				<u>2019</u>			
	Un - restricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Un - restricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed Assets	267,439	198,600	88,200	554,239	285,224	177,000	88,200	550,424
Other Net Assets	-76,548	937,208	18,732	879,392	47,538	880,783	21,412	949,733
Total Funds	190,891	1,135,808	106,932	1,433,631	332,762	1,057,783	109,612	1,500,157

The reason for the establishment of the restricted and designated funds for post adoption support is explained in Note 16 . As it is anticipated that the need for drawing on these reserves would only arise when general reserves have been exhausted the post adoption support restricted and designated fund are represented by that portion of the value of The Clifton Children's Society's Freehold Property. In the event that The Clifton Children's Society ceases to receive adequate income the restricted and designated funds would be applied for the provision of providing The Clifton Children's Society's commitment to lifelong post adoption support. The fixed assets of the charity were not donated to the charity in a restricted or designated fashion; however they are best reflected within restricted and designated funds as these funds are only likely to be utilised once the fixed assets of the charity have been liquidated.

Total free reserves for the year are considered to be £706,240, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

16 Purpose of Restricted and Designated Funds

Post Adoption Support Restricted and Designated Fund

Following placement and subsequent adoption The Clifton Children's Society has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing 1 year of Social Worker support to each relevant adoptee based on 24 hours per year at £ 25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing 1 year of Social Worker support to each adoptee based on 24 hours per year at £ 25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

Practice and Improvement Fund

As explained in detail in the Trustee Report (page 8) the charity was in receipt of funding from the DfE. The use of this funding was restricted by the DfE and the expenditure was scrutinised by the DfE to ensure it complied with the restrictions.

Adoption Support Legacy Fund

The Clifton Children's Society received a restricted legacy during 2015/16 of £ 10,000 this is used to provide therapeutic life story work and to support adopted children in education.

Family Grants

These are funds received on the condition that they will be expended on assisting families in need.

People's Postcode Lottery

These funds were received from the People's Postcode Lottery following a successful grant application to provide funding for the Peer Support Groups and Training Courses for Adopters.

Therapy Cabin Appeal

In response to the increased demand on meeting room space for therapy sessions, The Clifton Children's Society now hire a Portacabin. These funds are the result of an appeal to assist in furnishing and decorating the cabin.

Reserves Policy Fund

As explained in more detail in The Trustees' Report (see page 19) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

The Centre for Adoption Support

The restricted fund was created with a grant received restricted for the benefit of The Centre for Adoption Support

This designated fund is a fund designated to help ensure the continuity of The Centre for Adoption Support service whilst further funding is sought.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

Therapeutic Service

The funding received for Therapeutic Services is insufficient to deliver the full service that families require and so a designated fund has been established to meet the expected financial needs.

Early Permanence Fund

This fund is to help ensure the continuity of the delivery of the activities of the Early Permanence Hub after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

Other Fund Raising

During the year to 31st March 2019 various restricted fundraising activities took place and all funds raised were expended under their restrictions during that year

Sharing Stories

This fund is to help ensure the continuity of The Sharing Stories Project after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

South West Adoption Consortium Fund (SWAC)

This fund is to help ensure the continuity of South West Adoption Consortium after The Practice and Improvement Fund round 2 grant came to an end in August 2019.

Family Mentoring Fund

This fund is to help ensure the continuity of The Family Mentoring Project.

IT Improvement Fund

This fund is to allocate reserves for the purpose of upgrading the IT hardware of The Clifton Children's Society.

17 Contingent Liabilities

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 16.

18 Related Parties

The Clifton Children's Society is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year The Clifton Children's Society paid fees of nil (2019 -£ 2,190) to a business owned by Mr Richard Tidswell (a director/trustee) for Trustee development workshops.

Travel expenses of £ nil (2019 £ 57) were reimbursed to one Trustee.

The Trustees, key management and related parties made donations to the charity during the year of £ 325 (2019 - £ 294).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the organisation.

Notes forming part of the Financial Statements

19 Operating Leases

The total future minimum lease payments under non-cancellable operating leases :

	2020	2019
	£	£
Payable within one year	12,747	12,142
	=====	=====

20 Pension Costs

The Clifton Children's Society's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%.

Employees can make Additional Voluntary Contributions.

The employer contributions made during 2019/20 were £ 68,380 (2018/19 - £ 63,400)

The employee contributions made during 2019/20 were £ 76,356 (2018/19 - £ 69,170) .

21 The Growth Plan

In the past The Clifton Children's Society has paid pension contributions into TPT's Growth Plan series 1,2 and 3 .These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for The Clifton Children's Society to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a ' last man standing arrangement ' . Therefore The Clifton Children's Society is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2011. This valuation showed assets of £ 780million, liabilities of £ 928million and a deficit of £ 148million..

A full actuarial valuation for The Scheme was carried out at 30th September 2014. This valuation showed assets of £ 793million, liabilities of £ 970million and a deficit of £ 177million. To eliminate this shortfall the Trustee of The Growth Plan has asked the participating employers to pay additional contributions to The Scheme .

A full actuarial valuation for The Scheme was carried out at 30th September 2017. This valuation showed assets of £ 794.9million, liabilities of £ 926.4million and a deficit of £ 131.5million.

As the deficit had significantly reduced The Trustee of The Growth Plan has announced the implementation of a new recovery plan with effect from 1st April 2019. The additional contributions to eliminate the shortfall payable by the participating employers are as follows;

Deficit contributions (total payable from all 950 employers)

Original recovery plan :

From 1st April 2016 to 30th September 2025 £ 12,945,440 pa payable monthly and increasing by 3% on each 1st April.

From 1st April 2016 to 30th September 2028 £ 54,560 pa payable monthly and increasing by 3% on each 1st April.

Revised recovery plan :

From 1st April 2019 to 31st January 2025 £ 11,243,000 pa payable monthly and increasing by 3% each 1st April

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

Unless a concession has been agreed with the Trustee of The Growth Plan the term to 31st January 2025 applies.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and The Clifton Children's Society has agreed a deficit funding arrangement The Clifton Children's Society recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

	31/03/2020	31/3/2019	31/03/2018
	£	£	£
Present Value of provision	39,387	47,779	53,960
Reconciliation of opening and closing provisions			
	2018	2019	
	£	£	
Provision at start of year	47,779	53,960	
Reduction in contributions under new recovery plan	-	-87	
Unwinding of discount factor	605	926	
Deficit contribution paid	-7,929	-7,457	
Remeasurements - impact of any change in assumptions	-1,068	437	
Provision at end of year	39,387	47,779	
Income and expenditure impact			
Reduction in contributions under new recovery plan	-	-87	
Interest expense	605	926	
Remeasurements - impact of any change in assumptions	-1,068	437	
	-463	1,276	

Assumptions

	31/03/2020	31/3/2019	31/03/2018
Rate of discount % per annum	2.53	1.39	1.71

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

Notes forming part of the Financial Statements

For the Year Ended 31st March 2020

Deficit Contribution Schedule

The following schedule details the actual contributions payable by The Clifton Children's Society each year.

Year ending 31st March	2020 £	2019 £	2018 £
Year 1	8,167	7,929	7,457
Year 2	8,412	8,167	7,681
Year 3	8,664	8,412	7,911
Year 4	8,924	8,664	8,149
Year 5	7,660	8,924	8,393
Year 6		7,660	8,645
Year 7			8,904
Year 8			4,586
Year 9			
Year 10			
	41,827	49,756	61,726

If The Clifton Children's Society ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2019 to be £ 123,849 (30th September 2018 £ 127,776) , As there are no plans to withdraw from the scheme this liability has not been accounted for.

22 Merger with The Centre for Adoption Support and Education

On the 1st April 2018 the charity merged with The Centre for Adoption Support and Education (charity number 1153616)(company number 08512740) which provides post adoption support. The objects of the two merged charities are aligned and the Trustees carried out a process of due diligence prior to the merger. The net assets of The Centre for Adoption Support and Education were donated to the charity with effect from 1st April 2018, this amounted to £ 60,804.