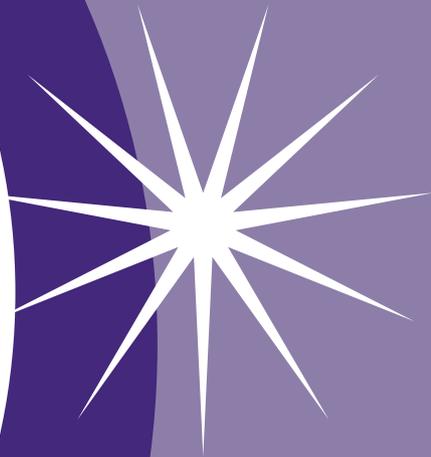




2024-2025



# Annual Report



# Oxfordshire Family Support Network

The Directors present their annual report and financial statements for the year to 31st March 2025.

## Report of the Directors

### Introduction

This is the fourteenth Annual Report of Oxfordshire Family Support Network. Oxfordshire Family Support Network (OxFSN) is a unique user-led organisation based in Oxfordshire, run by and for family carers of people with a learning disability. We provide independent information, advice and support by families for families of people with a learning disability. Set up by family carers who wanted to share their experience and knowledge to help others in the same situation, we strive to improve lives of people with learning disabilities and their families. We are currently managed by a board of six trustees, of whom four are family carers of people with a learning disability. All of the individuals who carry out work on behalf of OxFSN are family carers.

OxFSN is, to our knowledge, the only charity of its kind in the country. Everyone who works with us is a family carer of someone with a learning disability. Whilst we work directly with family carers, our support gives them the information and help they need to advocate for their loved one – with the aim of driving better services for people with learning disabilities. We also help to bring family carers together, enabling peer support and reducing isolation.

OxFSN brings a voice to family carers, representing them at the highest level locally and ensuring their reality is recognised by health and social care services.

As a user led organisation, we are able to build trust with families and act as a bridge to statutory services and professionals, helping to drive positive engagement. Our small team are all fully trained and we work to an 'expert by experience' model, with experienced family carers training to become members of our staff team.

Our support aims to support family carers, not only to ensure their knowledge of systems, processes and rights – but to improve confidence, reduce anxiety and help people feel more able to self-manage.

# Highlights ....

## FROM APRIL 2024 TO MARCH 2025

### OXFSN HAVE .....

262

#### Family Members

connected with 262 family members of which 159 were new to OxFSN & included 14 siblings, 2 grandparent & 5 people with learning disabilities



#### Professionals

connected with 163 professionals across social care, health, education and other sectors

163

47

#### Organisations

connected with 47 different organisations locally and nationally



#### Events

run 8 events for family carers on Money Matters, Supported Living, Mental Capacity Act, Office of the Public Guardian, Wills and Trusts and The Care Act

8

# Our Projects

## Family Support

The core services of OxFSN are information, advice and family support. Our family support service covers a range of services, from telephone, email and face to face support to information events and workshops. When we can, we visit special schools when they have their post 16 events. Much of our family support this year has been through events although, we still get a steady flow from families contacting us and referrals from professionals.

## Early Years Support Project

Just before the end of the year we found that we had been successful in a bid to Global's Makes Some Noise for our new Early Years Support Project. The project, running over 2 years, aims to provide support to parent carers at the very start of their caring journey.



## Moving into Adulthood



Our handbook continues to be a useful source of information for families whose relatives are moving from childhood to adulthood and those with relatives who are already adults of any age.

Having the Moving into Adulthood Handbook to refer families to has helped enormously as all the information families need in adulthood is usually there. This has reduced the time spent talking family carers through information.

## Embolden 2



Embolden 2, our older carers project, is funded by The National Lottery Community Fund. Reporting for this project follows a September–August cycle, so by the end of this financial year we were halfway through the final year and already planning the next stage. So far, we have supported **359 family carers** — far exceeding our original target of 125. In 2024/25 alone, we supported **34 Tier 3 families** (target 12). These are typically parents in their late 70s, 80s, or 90s who require intensive, face-to-face, person-centred support to plan for the future. The learning from this work has been invaluable, and we will share it widely once the project concludes in August 2025.

Thanks to this funding, we were also able to run a wide range of information events — designed for older carers, but beneficial to all families of adults. A huge thank you goes to Kathy Liddell and Oona Banister for their tireless commitment and the great outcomes they are achieving alongside families.

“As well as being very informative, the events also meant we got to speak to other parents, exchange experiences, and ask professionals questions. The coffee and chat events are really great too. There is nowhere else, no other organisation like this, that relates to our situation as older carers of an adult child. It is invaluable.”

### Events in 2024/2025 included



- Money Matters
- Planning for Supported Living (x2)
- Office of the Public Guardian
- Supported Living: Families by Families
- Folder Filling Coffee Mornings (x2)
- Mental Capacity Act
- The Care Act
- Coffee and Chat sessions
- Wills and Trusts

OxFSN are able to run this event thanks to funding from the National Lottery Community Fund who have funded us to run Embodiment 2

**oxfsn**  
Oxfordshire family  
SUPPORT NETWORK

**SUPPORTED LIVING**

A free information event for all family or sibling carers to help them plan ahead for their relative with a learning disability and/or autism who may need support with where they will live in the future.

Thursday  
June 20th  
2024  
10.00 am -  
3.00 pm

Seacourt Hall  
West Way Square  
Botley  
Oxford  
OX2 9TH

**About the Event**

Many family carers worry about where their relative will live in the future, and how to go about organising and finding out about all the options.

At this event you will hear from a number of family carers who have already gone down this route who will discuss how they went about finding the right home for their relative.

**ADVANCE** Housing will talk about the role of a housing provider including tenancy agreements and HOLD Mortgages.

This will be followed by a Q and A session with a panel of Oxfordshire based support providers who will be able to answer your questions on support provision and the role of a support provider. They will also have stands at the event.

Paid parking is available at the location. Free parking is available on nearby residential streets.

You can register for your free space through Eventbrite or by scanning the QR code

Refreshments will be available but we will not be able to provide lunch.

Questions? Contact Kathy on 07821 987080 or  
Kathy.liddell@oxfsn.org.uk

<https://www.oxfsn.org.uk>

**oxfsn** Oxfordshire family  
SUPPORT NETWORK

ONLINE  
PRESENTATION....

**...BY THE OFFICE OF THE  
PUBLIC GUARDIAN**

Hear directly from the Office of the Public Guardian who will be joining us for an online presentation on teams to speak about a number of topics including:-

- DEPUTYSHIP
- LASTING POWER OF ATTORNEY COVERING
- HEALTH AND WELFARE
- PROPERTY AND FINANCE

The Office of the Public Guardian (OPG) helps people in England and Wales to stay in control of decisions about their health and finance and make important decisions for others who cannot decide for themselves.

This is the first time the OPG have offered this opportunity so it is a great chance for you to hear directly from them and ask any questions you may have.

Booking is essential. You can secure your space by scanning the QR code or visiting [www.ticketsource.co.uk/oxfordshire-family-support-network](http://www.ticketsource.co.uk/oxfordshire-family-support-network)

**TUESDAY  
21ST MAY 2024  
1:00PM - 2:00PM**

For more information email  
kathy.liddell@oxfsn.org.uk

www.OXFSN.ORG.UK

# Strategic Partnership with OCC

Our close working relationship with Adult Social Care was again a major benefit this year and enabled us to involve families in coproduction and to quickly respond and feedback issues that affect families. *Here's what we've been doing...*

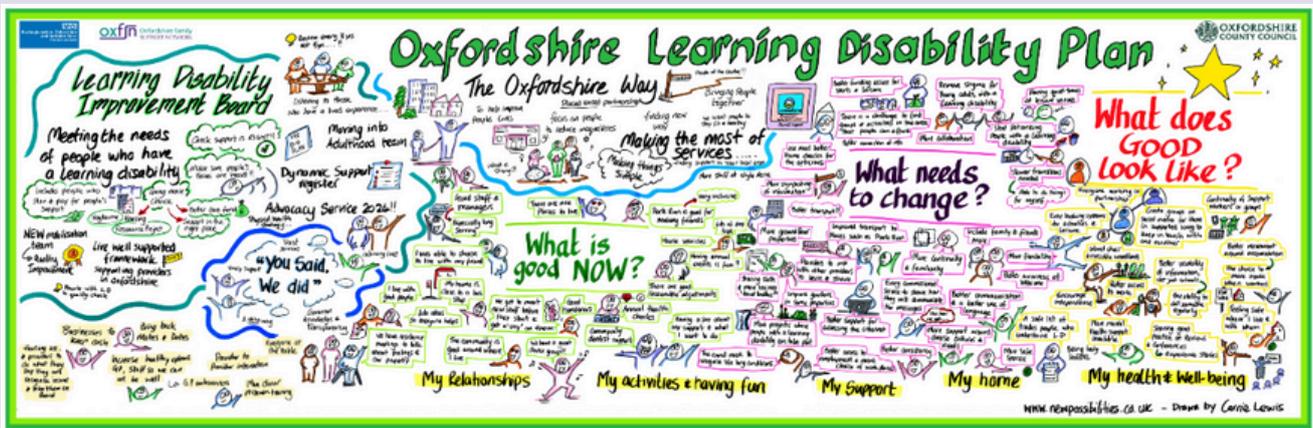
## Overview of Activities in 2024/2025

### Attendance at Board meetings and strategy groups:

- The Learning Disability and Neurodiversity Improvement Board
- Co Production Board
- Carers Strategy Group (OCC)
- Building the Right Support Group - Complex Needs Sub-Group
  - Safe space
  - Supporting Living Sub Group
- Physical Health Strategy Group
- KIT (keeping in touch) meetings with SEND Team
- Learning Disability Strategy Group

### Commissioning:

As part of our funding agreement with OCC we were asked to be part of the work to develop a 10-year learning disability strategy. In November 2024 we facilitated a large World Café type event at Didcot Civic Hall, to hear from



as many people as possible and get their input into the strategy. It was fabulous to see so many people attend, including families, professionals, people with learning disabilities alongside their support staff.



## Other work with OCC

### Supported Living Tender

- Supporting families to be part of the tender process
- Meetings with families, meetings with procurement and OCC Team
- Supporting families at Evaluation sessions

### Events, Workshops and Training:

- *SEND Together event March 2024 (with OXPCF)*
- *Working with Families Training*

# Oxfordshire Parent Carer Forum (OXPCF)



OxFSN continue to host and support the parent carer forum in Oxfordshire. Funding for this work is available annually from the Department for Education (DfE) via Contact and the Local Area Partnership. The Forum is now a well-established vehicle to ensure the voices of SEND parents in Oxfordshire are heard.

We'd like to take this opportunity once again to thank the forum steering group, who are all parent volunteers, for their hard work and dedication to ensuring this happens

## Looking Ahead - The Future

By the end of this financial year, thanks to several successful funding bids, we began searching for a permanent base for OxFSN. After five years of remote working (and previously relying on free office space), we are excited to create a welcoming space where families can connect, and where we can host workshops, training, and events, as well as provide office space for our small but dedicated team.



Other exciting developments include:

- **Early Years Project:** A new staff team will join us in April 2025 to deliver this project and support parents at the very start of their journey.
- **Embolden 2:** As this three-year project concludes in August 2025, we are working hard to secure funding to continue and expand the programme. We want to reach more families earlier, helping them plan with confidence and feel less anxious about the future.
- **New Home:** At the time of writing, we are thrilled to announce we have secured a fantastic new space in Didcot, which we look forward to opening at our AGM in 2025.

# And finally -

A heartfelt thank you to everyone who has worked with us and supported us this year. In an increasingly complex health, education, and social care system, our role is to ensure families are heard, involved in co-production, and able to navigate services more easily.

We will continue to take our lead from the families we support, work closely with partners, and remain committed to simplifying the system wherever we can.

*Thanks to our Funders for their support this year and to our amazing family carers for their generous donations and fundraising on our behalf*



# Finance Report for the year ending 31<sup>st</sup> March 2025

## Summary

OxFSN received total income of £177,572 for the year 2024/2025, an increase of 28.5% from the prior year (£138,213). Expenditure rose to £168,618 (prior year £132,026), reflecting a planned and proportionate increase in activity made possible by the growth in income. This resulted in a surplus of £8,954, compared to £6,186 in the previous year.

The year-end bank balance stood at £155,873, up from £120,380, further strengthening OxFSN's financial position.

## Income and Expenditure Account

We are pleased to report that income increased by 28.5% compared to the previous year, while expenditure rose by a relatively modest 27.7%. This resulted in a surplus of £8,954. The increase in expenditure was anticipated and aligned with the growth in income, enabling OxFSN to expand its activities and impact. Over the past two years, both income and expenditure have remained broadly stable, reflecting consistent financial performance.

Income and Expenditure Account for the Year Ended 31 March 2025				
	Unrestricted Funds	Current Year Restricted Funds	Total Funds	Prior Year Total Funds
	£	£	£	£
Ordinary Activities	1,885	175,687	177,572	138,213
Other activities	-	-	-	-
Total income	1,885	175,687	177,572	138,213
Expenditure	(7,069)	175,687	168,618	132,026
<b>Retained surplus</b>	<b>8,954</b>	<b>-</b>	<b>8,954</b>	<b>6,188</b>

## Balance Sheet

Cash at bank £155,873. Accruals and deferred income (income received in advance) £69,395. Total net assets were increased by £8,954 (the retained surplus for the year) to £67,818.

<b>Balance Sheet as at 31st March 2025</b>		
<b>Current Assets</b>	<b>Current Year £</b>	<b>Prior Year £</b>
Cash at bank	155,873	120,380
Debtors, prepayments & accrued income	456	457
Total current assets	156,329	120,837
<b>Current liabilities</b>		
Accounts payable	19,118	11,274
Accruals & deferred income	69,395	50,699
Total current liabilities	88,512	61,973
<b>Net current and total assets</b>	<b>67,818</b>	<b>58,865</b>
<b>Represented by</b>		
Unrestricted funds	67,818	58,865
Restricted funds	-	-
<b>Total Funds</b>	<b>67,818</b>	<b>58,865</b>

## Reserves

**Unrestricted funds:** A general fund was established in prior years to provide a financial reserve capable of supporting the organisation's employment costs for a 12-month period. During 2024/2025, steps were taken to build the reserve in line with rising costs, resulting in an addition of £8,954. The unrestricted fund now stands at £67,818, offering a stable foundation for sustaining staffing and operational continuity.

**Restricted funds:** restricted grants are managed so as to match expenditure with income in the financial year.

Reserves for the Year Ended 31st March 2025				
	B/fwd 1 Apr 2024 £	In year £	Transfers £	C/fwd 1 Mar 2025 £
Unrestricted Funds				
<b>Total</b>	<b>58,864</b>	<b>8,954</b>	<b>-</b>	<b>67,818</b>
Restricted Funds				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Funds</b>	<b>58,864</b>	<b>8,954</b>	<b>-</b>	<b>67,818</b>

## Accounting Policies

OxFSN follows UK generally accepted accounting practice (UKGAAP). The particular policies adopted are described below. They have been applied consistently in dealing with items considered material in relation to the accounts.

1. Accounting convention  
These accounts have been prepared under the historical cost convention.
2. Critical accounting judgements and key sources of estimation uncertainty.  
required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates and the estimates and underlying assumptions are continually reviewed. Revisions to accounting estimates are recognised, in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affect both current and future periods.
3. Critical judgements in applying accounting policies  
The following are the critical judgements, apart from those involving estimations (see below) that management has made in the process of applying the Company's accounting policies and that have the most significant effect on the amounts recognised in the financial statements
- 3.1 Accounting for Accruals. Various methods are used for calculating different types of accrual. They include:-
  - i. Trend analysis
  - ii. Judgement of directors
  - iii. Supplier statements
  - iv. Formulaic approach based on historical cost information
4. Accounting for Doubtful Debts - Impairment of receivables  
OxFSN is required to judge when there is sufficient evidence to impair individual receivables. It does this based on the age and status of the receivables.
5. Revenue  
Revenue in respect of services provided is recognised when, and to the extent that, performance occurs, and is measured at the fair value of the consideration receivable. Where income is received for a specific activity that is to be delivered in the following year, that income is deferred.

6. Other expenses  
Other operating expenses are recognised when, and to the extent that, the goods or services have been received. They are measured at the fair value of the consideration payable.
7. Property, plant and equipment Recognition property, plant and equipment is capitalised if:
- it is held for use in delivering services or for administrative purposes;
  - it is probable that future economic benefits will flow to, or service potential will be supplied to OxFSN;
  - it is expected to be used for more than one financial year;
  - the cost of the item can be measured reliably; and
  - the item has cost of at least £5,000.

Where a large asset, for example a building, includes a number of components with significantly different asset lives, the components are treated as separate assets and depreciated over their own useful economic lives.

8. Grants  
Revenue grants are treated as deferred income initially and credited to income to match the expenditure to which they relate.
9. Cash and cash equivalents. Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Balance Sheet, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and that form an integral part of OxFSN's cash management.
10. Provisions are recognised when the Company has a present legal or constructive obligation as a result of a past event, it is probable that the Company will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.
11. Contingencies. A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the trust, or a present obligation that is not recognised because it is not probable that a payment will be required to settle the obligation or the amount of the obligation cannot be measured sufficiently reliably. A contingent liability is disclosed unless the possibility of a payment is remote.

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the trust. A contingent asset is disclosed where an inflow of economic benefits is probable.

12. Financial liabilities are recognised on the Balance Sheet when the goods or services have been received. Financial liabilities are de-recognised when the liability has been discharged, that is, the liability has been paid or has expired.

## **Independent examiner's report**

Report to the trustees of Oxfordshire Family Support Network Limited on Accounts for the year ended 31st March 2025.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income does not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### **Basis of independent examiner's report**

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

## **Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Peter Crabb. Independent Examiner**

**2nd October 2025**

Charity name: Oxfordshire Family Support Network

Charity registration number: 1143367

Company registration number: 7583197

Registered office: 30 Tamar Way, Didcot,  
Oxfordshire, OX11 7QH, Oxon

Directors and Trustees: Yvonne Cox - Chair  
Jan Roast  
Charmian Hearne  
Jessica Patton  
Ms Kathleen Rist  
Simon Jones

Bankers Lloyds Bank plc  
Banbury

Independent examiner: Peter Crabb, 22 Murcot Road,  
Upper Arcott, Oxon, OX25 1QH

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Manchester, M60 0AS