

Charity Registration No. 1015728

Company Registration No. 02758481 (England and Wales)

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)**

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mr Vas Selvaratnam (Chairperson)
Mr Gregory Borkiewicz
Ms Tora Colwill (resigned 15/12/2022)
Ms Brigid Day
Mr Jamie Elliott (Treasurer)
Mr Jeremy Laver
Dr Feylyn Lewis
Mr James Pike

Patrons

Mrs Caroline Lucas MP (Pavilion, Brighton)
Prof Saul Becker, Provost at University of Sussex

Chief Executive Officer & Secretary

Mr Thomas Lambert

Charity number

1015728

Company number

02758481

Principal Address and Registered office

18 Bedford Place
Brighton
East Sussex
BN1 2PT

Independent Examiners

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Charities Aid Foundation Bank Ltd
Kings Hill
West Malling
Kent
ME19 4TA

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(LIMITED BY GUARANTEE)
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THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at each Annual General Meeting by the Members of the organisation.

The Members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up. The number of Members at 31 March 2023 was 32 (2021-22: 34).

The charity is run by a Board of Trustees, who delegate the day to day operation to the Chief Executive Officer and staff. The Board of Trustees meets six times per year to receive operational reports and review and agree policy and procedures, and on one or more occasions for the purposes of strategic planning.

Recruitment and appointment of new trustees

Trustees are recruited by general advertisement in local media, volunteer centre and the organisation's regular newsletter. Interested parties complete a full application form and references are taken up, before being invited to meet the trustees formally.

Induction and training of new trustees

There is a full induction and training programme in place for new trustees.

Risk Review

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. The Financial Management Policy, Risk Management Policy and Reserves Policy were reviewed and updated at the Trustee Board meeting on 6th July 2023. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

AIMS & OBJECTIVES OF THE ORGANISATION

OUR VISION

An improved quality of life for carers in Brighton & Hove

OUR MISSION

To make a positive difference to the lives of carers by encouraging a wider recognition of their caring role; enabling them to fulfil their own needs as individuals and offering them appropriate and suitable support

CARERS: A DEFINITION

- Carers provide physical and/or emotional support to family members, partners or friends in need because they have a long-term illness, disability, mental health condition or substance-dependence. The care they provide is unpaid.
- Young carers are children and young people aged 17 or under who provide, or intend to provide, care, assistance or support to another family member. They carry out, often on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult.

OUR AIMS AND VALUES

Putting carers first

Our services will focus on supporting carers; seeing things from their point of view. Many carers need better services for the person they care for. We will therefore take a holistic approach to all our work, considering the needs of carers, and those they care for.

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Empowerment

In all our work we will aim to empower individual carers to take control of their lives, play a full part in the local community and to move on from their role when appropriate. We believe that carers themselves are a powerful force for change, and we aim to give carers a real voice in designing and influencing services.

Involvement

We are committed to providing services which respond to carers' needs and enable carers and former carers to take an active part in our work. We also offer carers safe spaces to provide invaluable peer support for each other.

Equality

We recognise that many groups and communities experience discrimination and firmly assert that this is wrong. We aim to ensure that all our services are accessible, flexible, adaptable and appropriate to all carers in Brighton & Hove.

Service delivery

We will work in partnership with statutory and voluntary agencies, whilst retaining our independence. In doing so, we will use our resources effectively to provide a responsive and high-quality service to carers. Where we have identified needs that are not best met by our organisation, we will work proactively with other organisations to ensure that appropriate and timely services are provided.

Challenging and supportive

We aim to provide a challenging workplace for staff and volunteers, with an open and consultative management style, and to provide the support that staff and volunteers need to do their jobs.

STRATEGIC OUTCOMES

As a result of contact with The Carers Centre for Brighton & Hove:

- carers are more informed, supported and resilient through accessing services appropriate to their needs
- carers' needs are identified and prioritised with carer participation at both individual and service-wide levels
- carers and former carers feel empowered to contribute to policy, research and the development of services both locally and nationally
- stakeholders, decision-makers and the general public have an increased understanding of carers' experiences and recognition of what being an unpaid carer means
- staff and volunteers are valued, supported and part of a sustainable, respected organisation with a positive, inclusive culture

OUR SERVICES

In 2022-23, the Carers Centre employed a total of 18 staff members (6 full-time and 12 part-time), 9 sessional workers and 72 volunteers (63 during 2021-22). The Chief Executive Officer is accountable to the Board of Trustees (8 trustees in 2022-23) and is line-managed by the Chairperson of the Board.

The Carers Centre provides a wide range of services, which are available to any unpaid carers in Brighton and Hove. By the end of the financial year 2022-23, the Carers Centre was 5½ years into delivery of the Carers Hub model which provides a 'front door' access point to all carers' support services in the city. Within the 3-tier system, the Carers Centre holds a dedicated phone line – 01273 977 000 between 9am and 5pm Monday to Friday; and a website – www.carershub.co.uk with online resources and links related to young and adult carers. The Hub is an effective and efficient single-entry point for carers to get information, advice, support and services through agreeing a series of pathways with the Adult Social Care Team, Childrens' Services, the Memory Assessment Service, Alzheimer's Society, Crossroads Care and other voluntary sector organisations.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

(I) Our Services for Adult Carers

Our services for adult carers include the provision of emotional support, information, guidance and peer-support activities to a wide range of carers, including carers of people with mental health conditions, learning disabilities, physical or sensory disabilities and life-limiting illnesses.

Between April 2022 and March 2023, 1,722 adult carers received information, support and services from the core Adult Carers Team (1,767 in 2021-22). 807 of these were newly referred carers, with 644 of those presenting with a variety of support requirements necessitating a carers contact assessment (545 in 2021-22). These assessments established their eligible needs and formed an intervention plan resulting in onward referrals to both internal and external support projects. In addition, 862 anonymous clients were advised on specific matters which either did not require registration or where the client chose not to register.

The Carers Hub service delivery model has strengthened our approach to offer carers advice, information and the aforementioned carers contact assessments over the phone and/or email. During this financial year, Carers Hub has made 24,101 contacts in person and by correspondence providing support, information and advice (23,400 in 2021-22).

Carers Peer Support

The Carers Centre continued to deliver a weekly online peer support provision during this period as a legacy from the digital programme that was developed during the COVID-19 pandemic. We also continued to deliver our in-person coffee mornings in central Brighton, in Hove and from quarter four in East Brighton. Carers received support to remain emotionally resilient and physically well, both through directed information, and through the impact of shared experience with other carers away from their caring role. During the period, 76 group sessions were organised with 370 carer attendances (357 in 2021-22).

The other two peer support groups not covered under the headings below are:

- 1) our regular group for carers of those with learning disabilities or autistic spectrum disorders. During the period, 10 group sessions were organised with 21 carer attendances.
- 2) We also delivered 7 out of office hours peer support sessions for working carers. This provision generated 14 attendance.

Carers Reablement Project

This project matches a skilled volunteer with a carer with a view to the carer learning a new skill or rediscovering an old hobby that had been lost due to their busy caring role.

A large majority of our matches are now face to face meetings as virtual meet ups are being requested less and less. We have however had one volunteer working remotely with a Carer on Music Production so we will continue to offer virtual meetings to those who would like them. We continue to offer one off support sessions to some carers, where the skill they wish to learn or issue they have would not take more than a session or two. Our targeted recruitment campaign for volunteers looking for those with requested skills such as Spanish and sewing was successful and many of those matches are now drawing to an end. We will be matching these volunteers up with more carers and we will be advertising available skills through our usual communications channels.

The project also delivers a number of volunteer-led group activities to carers. Here are just 2 examples: Reablement Book Club has continued operating once a month online to discuss a short story each time (12 sessions generating 49 attendances). We are currently in the final planning stages with Jubilee Library to host an in-person book group for carers once a month in the library. Plans are coming together and we are looking at starting to meet in person in May 2023. The library staff will help to choose books from their collection of Book Group books allowing us to borrow x10 books at a time for carers to collect and read before the in-person session.

Our Wellbeing Carers Walking Group continues to go from strength to strength with members joining us regularly to meet with the group, have a stroll and a chat and to enjoy a well-earned sit down and a coffee or hot chocolate at the end. Each month we walk somewhere different in the City. We have also recruited one Carer walker as a volunteer for the project following conversations she has had with volunteers who come on the walk, her recruitment and training is now complete and we are currently awaiting the start of her first match in Q1 of next year.

End of Life Project

The End of Life support project continues to support carers of people with a range of life-limiting illnesses. The Project continues to provide 1:1 support (59 recipients during the period up from 47 in 2021-22). Our monthly outreach at the

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Macmillan Horizon Centre has proved to be a useful way of identifying new carers and providing face-to-face information and support to carers using the Centre on an ad hoc or appointment basis.

The Project also provides 13 months of support for bereaved carers with the addition of signposting to specialist bereavement services within the City. Furthermore, a peer support group for bereaved carers met 12 times during the year with a total of 83 attendances (47 in 2021-22).

Memory Assessment Service (MAS) Link Work

During the period, the Memory Assessment Service Carers Link Worker offered support, information, signposting and help with the assessment process for carers of those living with dementia.

In addition, the Worker offered support to carers who are caring for someone with a diagnosis of Mild Cognitive Impairment (MCI), ensuring that the caring role for someone with a mild memory problem was still acknowledged and carers assessments accessed.

The 2 day per week post enabled many carers to receive specialist case coordination, access to a broad range of support options and feel more consulted by clinical staff. The MAS Carer Link Worker provided enhanced support to 80 carers during the period.

Changes Ahead

Changes Ahead supports carers of those living with a mental health condition and has been a part of The Carers Centre's suite of services since December 2019. With a strong history of providing 1:1 and peer support for this group of carers, the successful integration of the Changes Ahead offer has built upon our ability to provide specialist services.

With increasing demands and wait times for statutory mental health services currently, the role of the carer for many has expanded both in levels of care given and the amount of advocacy needed for the person they care for to bridge the gap with services. This has resulted in many experiencing more social isolation and potential burnout, which we have responded to by not limiting the time in which people can access 1:1 support, to give carers more time to focus on their needs and support them to advocate effectively.

We have also seen an increase in referrals for people whose cared-for have both mental health concerns and either/both neurodivergence and/or physical health issues. For these people isolation and difficulty accessing services is often compounded by stigma faced in the community. Once again, these elements result in more pressure being placed on the carers, both regarding the time required, social isolation, and the need to advocate with services on behalf of their cared-for. We are actively seeking enhanced resource for this important provision. 177 carers accessed support from this project during the period.

Carer Inclusion Project

With our Inclusion and Development Worker role having been established in February 2020, their work has been sustained thanks to Carers Trust's Making Carers Count project. This funded project is a partnership between The Carers Centre and two other carer support organisations in Sussex and sees each partner receive funding to support carers from ethnic minority backgrounds. The post also enables direct support to carers from the LGBTQ+ community.

During the year:

- Identification and monitoring of registered carers continued to improve. For example, we now have 567 carers from ethnic minorities registered (449 in March 2022, 299 in March 2021 and 183 in Feb 2020) and 219 carers who identify as LGBTQ+ (122 in March 2022, 71 in March 2021 and 23 in Feb 2020)
- Our LGBTQ+ peer support group welcomed 12 individual carers to 6 sessions for a total of 28 attendances
- A translation feature was added to the Carers Hub website, bringing it in line with The Carers Centre website
- 37 carers from minority ethnic backgrounds received targeted, one-to-one support

Activities and events

Other activities provided include the following:

- Free legal surgeries (41 sessions (30 provided in 2021-22)) were held during the year, each with a solicitor offering appointments to carers. Issues covered in the sessions included wills & trusts, housing, community

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FOR THE YEAR ENDED 31 MARCH 2023

care and Power of Attorney. From time to time the solicitors also give additional free time to run workshops and information sessions for the Centre.

- The Adult Carers Team also delivered 43 Tai Chi/Qi Gong sessions online. This provision saw 18 individual carers make a total of 244 attendances.

(II) Our Services for Young Carers

The Young Carers Team aims to support children and young people who care for a member of their family who has a physical or mental health support need, substance misuse issue or sensory or learning disability. The Team supports children & young people whose social, emotional or educational development is negatively affected by their caring role.

The Team has two main aims: to reduce the actual caring role and / or to reduce the impact of the caring role. The first thing we do is try to improve the support provided to the family in order to reduce the reliance on children as carers. In particular we engage with Education, Children and Families Social Care, Adult Social Care, Health and Housing services. We also provide activities and run groups, to enable young carers to enjoy a break and develop their peer support network. Furthermore, the team provides one-to-one emotional support work to build the internal resilience of young carers when they face times of particular stress or transition.

During the period, the Young Carers Team received 131 new referrals (118 in 2021-22) for young carers aged 6-17, and offered information, advice and activities to a total number of 385 young carers (397 in 2021-22).

The Team supported young carers by offering:

- Casework and support to young carers and their families to improve the caring role and working in partnership with adult and Children & Families Services around the needs of the young carer and their families
- 85 in-person and online group activities for young carers including comic book design, swimming, ice skating and art workshops. 278 different young carers accessed these activities, taking up a total of 839 places
- 69 young adult carers aged 18-25 received advice and guidance (56 in 2021-22, 50 in 2020-21 and 25 in 2019-20). 16 young adult carers also attended 6 different targeted events including yoga and a consultation about their wishes for the future of this service

Schools work

In the academic year of September 2021 – August 2022 the Schools Worker worked with 18 schools, delivering training and running awareness sessions with pupils or teachers, attending schools conferences and cluster events. The Schools Worker's role includes Identifying young carers through partnerships with schools in the city; building knowledge and awareness of young carers issues and needs, and of the support available from the Young Carers Project (YCP); clarifying and supporting expectations around in-school support systems for young carers, including the use of policies and protocols; championing young carers in education settings in the city, and directly delivering PSHE (Personal, Social & Health Education) sessions to schools focused on the role of caring.

- 285 attendees at 9 awareness-raising events such as parents' evenings and FE freshers' fairs
- 3630 pupils attended 20 school assemblies delivered by the YCP
- 11 training sessions delivered to 112 teachers and school support staff to improve the identification of young carers
- 65 identified young carers attending 9 new peer support groups established in schools
- 25 new YCP referrals generated plus 7 from School Nurses

(III) Development Work Information

Carers News goes out four times a year to over 3,000 carers and professionals. The Centre continues to encourage carers to receive the electronic version of the newsletter in order to save printing and postage costs. The Carers Centre also produces a series of factsheets free to carers on a range of topics including respite, transport, community care, bereavement services and returning to employment. Each of the 11 factsheets is updated annually to provide as much up-to-date information to carers as possible. Carers can also get access to information and advice via Carers Hub phone line (9-5; Monday to Friday) and website – www.carershub.co.uk, which posts regular updates, news and activities relevant to the city's carers. Different social media methods, such as Facebook and Twitter have been used to stay in touch with and contact more carers in the City.

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FOR THE YEAR ENDED 31 MARCH 2023

Employment

The Carers Centre works with employers to support their workers who are also unpaid carers. Raising awareness and offering free online resources are the key focus at the initial stage. Further support is available to those seeking to embed good practice. 30 employers were visited in-person with a further 7 employers attending online awareness-raising sessions. As part of our work to promote Carers UK's Employers for Carers (EFC) and Digital Resources for Carers (DRC), we now have 23 employers signed up to EFC and 321 carers using the DRC.

As the campaign for unpaid carer leave continues to progress on a national level through Parliament, we now have a Carer Leave Policy in effect which recognises and values the staff we employ who have caring roles in their own lives. It entitles them to additional paid leave throughout the year.

(IV) Campaigning

Carers Week June 2022

We were able to welcome over 40 carers to our carers festival at St Augustine's Arts and Events Centre on June 9. Free refreshments kept everyone going while the centre was energised by the wonderful staff from over 15 organisations who attended and provided information.

We also held a meet up of the Carers Voice group, a Question and Answer session with our Brighton and Hove Carers Commissioner, a Self-Care and Creativity session with Changes Ahead and finished off with some relaxing music and slides in the Chill Zone.

Carers' Rights Day November 2022

We were delighted to welcome over 20 carers to our Carers Rights Day event on 24th November 2022 hosted at the Old Ship Hotel. Carers were joined by staff from The Carers Centre along with the Chief of Staff at NHS Sussex and 3 of his colleagues. The theme of Carers Rights Day this year was 'caring costs' and in their communications, Carers UK outlined that this includes 'the cost to unpaid carers' wellbeing and ability to access health services'. This is why we invited NHS colleagues to engage with carers about their experiences of accessing healthcare.

An enthusiastic discussion followed updates on recent carer engagement work that the Centre has undertaken and the formation of NHS Sussex Integrated Care System (known locally as Sussex Health and Care Partnership). Our discussions included recommendations to take the opportunity to amplify local carers' voices at a national level, improve access to straightforward information about available services and a need for first contact clinicians to improve carer identification.

(V) Carers Engagement

Carers are identified who are willing to be consulted as experts as and when required. We have 40 registered members of our Carers Voice group.

- Approx. 4,500 carers engaged with, plus 517 potential carers or employers via our Linked In page.

Positive impacts of our engagement work included the final development stages of our online Carer Awareness Training offer which was co-produced with the Carers Voice group:

The training will be launched during Carers Week 2023 and currently comprises 4 distinct modules offering a tailored training approach for:

- General Carer Awareness - for all
- Young Carers - aimed at anyone working with young people but school and college staff in particular
- Primary Care - especially aimed at GP practices
- Employers - with specialist information for employers and employees.

All modules will enable the participant to be registered with The Carers Centre as a Carers Champion and receive a certificate, badge and lanyard to increase their visibility in their organisation or community group. Champions will receive follow up support from us. Completion of the modules does not have to lead to Champion status but can be for general interest or as part of Continuing Professional Development.

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FOR THE YEAR ENDED 31 MARCH 2023

All of this is part of our free offer, as we strive to raise awareness of unpaid family/friend carers, help organisations and communities create carer networks supported by Champions and ensure that Brighton and Hove is a "carer-friendly city".

Social Media Engagement

As of 31st March 2022, we had 2,366 followers on Twitter (plus a further 1,652 followers of our Young Carers Project account) and 1,020 followers and 881 likes on Facebook. We also have increased our Linked In followers from 428 to 517.

(VI) Volunteers

The Carers Centre has a committed team of volunteers. 72 volunteers supported our work during the period including the 8 voluntary members of the Board of Trustees. Our office volunteer works with us regularly to undertake office administrative tasks: updating and maintaining our information library, co-ordinating carer events, producing factsheets and updating our website. Our office volunteer received 6 supervision sessions during the year. We had 1 social work student on a 70-day placement with the Young Carers Project and 2 volunteers supporting the development of our social media.

Reablement Project: We had 20 Reablement volunteers in 2022-23. During this period, we successfully recruited 12 new volunteers, with 9 having made it through their induction journey including training and checks. 3 are still in the process, such as waiting for DBS certificates to be returned. Some of the skills offered by these new volunteers have been in demand for a while including Sewing and Dress Making as well as Arts and Crafts skills. During the period, we have held 9 volunteer induction training sessions and 4 group supervision sessions.

We have 40 Carer Experts who share their experiences and contribute to the aforementioned Carer Engagement work. Through the process, carers gain peer support and knowledge to sustain their caring role. It is also an empowerment mechanism to build carers' confidence and knowledge to challenge and influence policy and decision makers.

(VII) Representation

In 2022-23, The Carers Centre represented carers at the following partnerships and working groups, with Carer Experts also involved in some of these meetings:

- Carers Strategy Working Group
- Young Carers Strategy Group
- National Young Carers Voice Group
- Carers Hub Operational Group
- Learning Disabilities Partnership Board
- Autism Partnership Board
- Brighton Chamber of Commerce
- Triangle of Care Advisory Group – Sussex Partnership Foundation Trust
- NHS Carer Engagement Forum
- Community Works Voluntary Sector Reps Group
- Our CEO is also Community Works Carers Rep and represents the voluntary sector on the Brighton & Hove Health and Wellbeing Board

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FOR THE YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

Results

There was a surplus for the year of £39,629 (2022: £69,110). This has been transferred to the accumulated fund, leaving a balance of funds carried forward of £1,043,844 at 1 April 2023 (2022: £1,004,215) of which £104,933 (2022: £112,215) has to be used on restricted projects. Unrestricted free reserves now stand at £683,911 (2022: £584,910).

Reserves Policy

The Trustees wish to maintain a level of reserves that would ensure the stability of the organisation in the medium term, whilst maximising the use of the charity's resources towards its charitable objects. In addition to the review of the organisation's financial management policy, the Trustees agreed a prudent reserves and legacy policy at the Trustee Board meeting on 6th July 2023. The Trustees have decided that a level of working reserves should be maintained to cover at least 9 months' running costs (this currently equates to £556,082), which are not committed or invested in tangible fixed assets.

Unrestricted free reserves now stand at £683,911 (2022: £584,910) which is in line with the organisation's Reserves Policy outlined above. The Board of Trustees see it is prudent to maintain the current level of reserves alongside the designated funds outlined below to ensure the cash flow of the organisation is funded and that the work of the Carers Centre continues into the future. Securing alternative funding and creating sustainability takes time and resources and it is important that these reserve levels are maintained, particularly in an ever-changing climate.

Designated funds are set aside for the following:

- Infrastructure Fund £40,000 (over 1 year from April 2023) set aside to improve facilities and accommodate IT development costs
- Young Carers Services £105,000 (over 3 year from April 2023). The board has designated these funds due to this area of work being in deficit during the few years. The board feels that these services are important to maintain.
- Fundraising £40,000 (over 1 year from April 2023) in-line with the budget agreed in the organisation's Fundraising Strategy
- Closure Contingency Fund £70,000. In the event that closure contingency is needed, this would fund projected redundancy payments due to employees, terminating service contracts such as office rent and equipment, accountancy, audit and other professional costs

Should unforeseen reductions in funding occur, our reserves will enable us to respond accordingly and maintain the organisation's offer of vital support and services to carers.

Investment Policy

The Trustees have considered the most appropriate policy for investing funds and are continuing to monitor the placement of funds.

Principal Funding Sources

93% of income in 2022-23 (91% in 2021-22) came from statutory sources (Brighton & Hove City Council and the NHS Brighton & Hove Clinical Commissioning Group). The remaining 7% came from charitable trusts and organisations, including Carers Trust and the Alex Roberts-Miller Foundation along with interest on investments and donations. It is a long-term intention to reduce our reliance on statutory funders. Through the development of our newly launched, 5-year fundraising strategy we will move towards our aim of raising a greater proportion of our funds from charitable sources, and we work hard to maintain a close collaborative relationship with all our funders. The Carers Centre's contract as lead provider of the Carers Hub service has been extended until September 2023 with the possibility of a further extension thereafter. Both Alzheimer's Society and Crossroads Care Brighton & Hove are sub-contractors of the Carers Hub contract providing specific support and services to carers.

Fundraising performance

Fundraising priorities are set and an annual plan agreed by the Board of Trustees. In 2022-23, 6 successful funding bids generated £169,600. These bids range from small amounts for one-off events to large ongoing projects. Due to the current financial climate, fundraising remains an ongoing challenge but The Carers Centre has a good record of securing charitable grants. We are actively reviewing our fundraising strategy and aim to increase our focus on charitable trust, community and corporate fundraising in the future.

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(LIMITED BY GUARANTEE)
TRUSTEES' REPORT**

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Brokerage Grants

The team often applies for financial support for individual carers from charitable trusts. During the financial year we received £8,433 from the following:

- Carers Trust - £6,820
- Brighton & Hove City Council - £723
- The Olgilvie Trust - £450
- Brighton Lions Club - £378
- Greater Brighton Metropolitan College - £62

The grants have been used for a variety of purposes according to the specific needs of the carers concerned. Examples include funding for a new domestic appliance, alternative therapies, respite opportunities and bus passes for Young Carers experiencing financial hardship.

Investment performance

We have no investments other than our deposit accounts with CAF Bank, Charity Bank, Shawbrook Bank and Virgin Money which pay standard interest rates on accessible funds (£7,169 in 2022-23, £2,385 in 2021-22).

PLANS FOR THE FUTURE

The Carers Centre's five-year strategic business plan and fundraising strategy have now been in place for a year. These two key documents were produced following extensive consultation with carers, staff, trustees, funders and other stakeholders. The board is committed to continuing to develop services for carers and we are excited by two key new projects that will launch in 2023-24. A bespoke service for young siblings carers and two new Hospital Carer Link Workers. Our Fundraising and Communications Manager will be providing a further update to our members at the July 2023 AGM. Our plans will help us mobilise community, grass-roots supporters and diversify revenue streams. Regular consultation events with carers are held and feedback gathered from all events and activities in order to inform our future plans. We also actively participate in national and local consultation and research into the role of unpaid carers in society.

ON BEHALF OF THE BOARD:



.....
Mr. Thomas Lambert – Company Secretary

Date: 12/10/2023

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of The Carers Centre for Brighton & Hove Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland'

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023 which are set out on pages 12 to 23.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

TC Group

Mr Mark Cummins FCCA

tc accounts · tax · legal · financial planning

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: *24 October 2023*

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds £	Restricted funds £	Designated funds £	Total 2023 £	Total 2022 £
Income from:						
Donations, grants and gifts	3	1,918	62,300	-	64,218	30,164
Charitable activities	4	703,417	1,400	-	704,817	640,214
Other income	5	4,868	-	-	4,868	-
Investment income - Interest received		<u>7,169</u>	-	-	<u>7,169</u>	<u>2,385</u>
Total income		<u>717,372</u>	<u>63,700</u>	<u>-</u>	<u>781,072</u>	<u>672,763</u>
Expenditure on:						
Charitable activities	6					
Activities undertaken directly		507,618	74,719	99,336	681,673	548,261
Other costs		<u>53,355</u>	<u>471</u>	<u>5,944</u>	<u>59,770</u>	<u>55,392</u>
Total expenditure		<u>560,973</u>	<u>75,190</u>	<u>105,280</u>	<u>741,443</u>	<u>603,653</u>
Net income/(expenditure)		156,399	(11,490)	(105,280)	39,629	69,110
Transfer between funds	17, 18	<u>(57,398)</u>	<u>4,208</u>	<u>53,190</u>	-	-
Net movement in funds		99,001	(7,282)	(52,090)	39,629	69,110
Fund balances at 1 April 2022		<u>584,910</u>	<u>112,215</u>	<u>307,090</u>	<u>1,004,215</u>	<u>935,105</u>
Fund balances at 31 March 2023		<u>683,911</u>	<u>104,933</u>	<u>255,000</u>	<u>1,043,844</u>	<u>1,004,215</u>

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

The notes of pages 15 to 23 form a part of these accounts.

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets	12		413		4,207
Current assets					
Debtors	13	87,158		17,923	
Cash at bank and in hand		<u>1,020,498</u>		<u>1,010,947</u>	
		1,107,656		1,028,870	
Creditors: amounts falling due within one year	14	(64,225)		(28,862)	
Net current assets			<u>1,043,431</u>		<u>1,000,008</u>
Total assets less current liabilities			<u>1,043,844</u>		<u>1,004,215</u>
Income funds					
Restricted funds	17		104,933		112,215
Unrestricted funds	18		683,911		584,910
Designated funds	18		255,000		307,090
			<u>1,043,844</u>		<u>1,004,215</u>

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

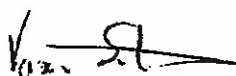
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Board on 27/09/2023



Mr V Selvaratnam
Trustee

Company Registration No. 02758481

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
CASH FLOW STATEMENT**

FOR THE YEAR ENDED 31 MARCH 2023

	£	2023 £	£	2022 £
Net cash used in operating activities				
Net income/(expenditure)	39,629		69,110	
Depreciation	3,794		3,796	
Increase/(decrease) in creditors	35,363		4,912	
(Increase)/decrease in debtors	<u>(69,235)</u>		<u>15,116</u>	
		9,551		92,934
Cash flows from investing activities				
Purchase of tangible fixed assets	<u>-</u>		<u>(1,214)</u>	
		-		(1,214)
Increase in cash		9,551		91,720
Cash and cash equivalents at the beginning of the year				
		<u>1,010,947</u>		<u>919,227</u>
Cash and cash equivalents at the end of the year				
		<u>1,020,498</u>		<u>1,010,947</u>
Analysis of net cash:				
	1 April 2022	Cash flow	31 March 2023	
	£	£	£	
Cash at bank and in hand	<u>1,010,947</u>	<u>9,551</u>	<u>1,020,498</u>	

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2023

1 Statutory information

The Carers Centre for Brighton & Hove Limited is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

2 Accounting policies

2.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – Charities SORP (FRS102) and the Companies Act 2006.

The Carers Centre for Brighton & Hove Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about The Carers Centre for Brighton & Hove Limited's ability as a going concern.

2.2 Income

All income is recognised in the Statement of Financial Activities once the charity has gained entitlement to the income and the amounts can be quantified with sufficient reliability. The following specific policies are applied to particular categories of income:

Donations, grants and gifts are included in full in the Statement of Financial Activities once receivable.

Contract income is recognised as the charity becomes entitled to the contract income (i.e. over the term of the contract).

Investment income is recognised in the financial statements when receivable.

2.3 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is included within the item of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in pursuit of its charitable objectives. It includes both direct costs and support costs relating to such activities. Support costs, including salaries, are apportioned on the basis of the time involved on the activity.

Governance costs include those costs associated with meeting the statutory requirements of the charity and include its audit fees and costs linked to strategic management of the charity. These costs are included in support costs under the Charities SORP (FRS 102).

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2023

Accounting policies (continued)

2.4 Fixed assets

Fixed assets are recognised at historic cost less accumulated depreciation. Depreciation rates are as follows:

Fixtures and fittings	33% on cost
Computer equipment	33% on cost

2.5 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

2.7 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

2.8 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

2.9 Pensions

Retirement benefits to employees of the entity are provided by a defined contribution scheme. The assets of the scheme are held separately from those of the entity.

The contributions made in relation to the defined contribution scheme are charged in the accounts as they become payable in accordance with the rules of the scheme.

2.10 Fund accounting

Restricted funds are subject to specific conditions by funders as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are available for use at the discretion of the trustees for the specific purposes as set out by the trustees.

2.11 Taxation

The company is a registered charity (number: 1015728). All of the charity's income falls within the exemptions set out in part 11 of the Corporation Tax Act 2010.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Donations, grants and gifts

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Donations	1,621	5,800	7,421	5,261
Grants	297	56,500	56,797	24,903
	<u>1,918</u>	<u>62,300</u>	<u>64,218</u>	<u>30,164</u>

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Contract income	<u>703,417</u>	<u>1,400</u>	<u>704,817</u>	<u>640,214</u>

5 Other income

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Other income	<u>4,868</u>	-	<u>4,868</u>	-

6 Total expenditure

	Staff costs £	Other costs £	Total 2023 £	Total 2022 £
Charitable activities				
Activities undertaken directly	328,755	352,918	681,673	548,261
Other costs (note 6)	<u>46,607</u>	<u>13,163</u>	<u>59,770</u>	<u>55,392</u>
Total	<u>375,362</u>	<u>366,081</u>	<u>741,443</u>	<u>603,653</u>

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2023

7 Other costs

	Total	Total
	2023	2022
	£	£
Staff costs	46,607	43,925
Governance costs (Note 8)	13,163	11,467
	<u>59,770</u>	<u>55,392</u>

8 Governance costs

	Total	Total
	2023	2022
	£	£
Independent examiners' fee	4,320	3,960
Accountancy	8,745	7,494
AGM	85	-
Companies House filing fees	13	13
	<u>13,163</u>	<u>11,467</u>

9 Trustees

During the year, and in the previous year, no trustees were reimbursed for expenses.

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2023

10 Statement of financial activities comparative funds – year ended 31 March 2022

	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2022 £	Total 2021 £
Income from:					
Donations, grants and gifts	3,681	26,483	-	30,164	30,881
Charitable activities	639,806	408	-	640,214	586,497
Investment income - Interest received	2,385	-	-	2,385	3,914
Total income	645,872	26,891	-	672,763	621,292
Expenditure on:					
Charitable activities					
Activities undertaken directly	481,257	29,157	37,847	548,261	530,833
Other costs	50,967	207	4,218	55,392	55,821
Total expenditure	532,224	29,364	42,065	69,110	586,654
Net income/(expenditure)	113,648	(2,473)	(42,065)	69,110	34,638
Transfer between funds	(24,801)	(754)	25,555	-	-
Net movement in funds	88,847	(3,227)	(16,510)	69,110	34,638
Fund balances at 1 April 2020	496,063	115,442	323,600	935,105	900,467
Fund balances at 31 March 2021	584,910	112,215	307,090	1,004,215	935,105

11 Employees

Number of employees

The average number of employees during the year was 21 (2022: 19).

Employment costs	2023	2022
	£	£
Wages and salaries	345,050	323,352
Social security costs	22,366	20,610
Other pension costs	7,947	7,584
	375,362	351,546

Total employee benefits for key management personnel of the charity in the year amounted to £46,607 (2022: £43,925).

There were no employees with emoluments above £60,000 during the year (2022: none).

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12	Fixed Assets	Fixtures and Fittings	Computer Equipment	Total
	Cost			
	At 1 April 2022	5,119	59,256	64,375
	Additions in the year	-	-	-
	At 31 March 2023	<u>5,119</u>	<u>59,256</u>	<u>64,375</u>
	Depreciation			
	At 1 April 2022	5,119	55,049	60,168
	Depreciation charge in the year	-	3,794	3,794
	At 31 March 2023	<u>5,119</u>	<u>58,843</u>	<u>63,962</u>
	Net Book Value			
	At 31 March 2023	<u>-</u>	<u>413</u>	<u>413</u>
	At 31 March 2022	<u>-</u>	<u>4,207</u>	<u>4,207</u>
13	Debtors		2023	2022
			£	£
	Trade debtors		74,206	5,906
	Other debtors		5,126	5,125
	Prepayments and accrued income		7,826	6,892
			<u>87,158</u>	<u>17,923</u>
14	Creditors: amounts falling due within one year		2023	2022
			£	£
	Trade creditors		40,402	7,007
	Taxes and social security costs		6,339	5,741
	Accruals and deferred income		17,484	16,114
			<u>64,225</u>	<u>28,862</u>

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2023

15 Pension and other post-retirement benefit commitments

At the balance sheet date £Nil (2022: £Nil) was owed in respect of contributions to schemes.

	2023 £	2022 £
Contributions payable by the charity for the year	<u>7,947</u>	<u>7,584</u>

16 Share capital & control

The Carers Centre for Brighton & Hove Limited is a company limited by guarantee and has no share capital. The liability of the members is limited to a sum not exceeding £1. The charity is controlled by its trustees. No one member has overall control of the charity.

17 Restricted funds

The income funds of the charity include restricted funds comprising the following balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2023 £
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	
Young Carers	3,784	9,700	(17,692)	4,208	-
Development Work	21,231	-	-	-	21,231
Adult Carers	87,200	54,000	(57,498)	-	83,702
	<u>112,215</u>	<u>63,700</u>	<u>(75,190)</u>	<u>4,208</u>	<u>104,933</u>

Young Carers – This fund provides resources to run group work sessions and activities for Young Carers aged between 6 and 17 years old.

Development Work – This fund provides resources for future development work to support unpaid Carers.

Adult Carers – This fund provides resources to run services for Adult Carers aged 18 years old or above.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Other funds

	Movement in funds				Balance at 31 March 2023
	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Unrestricted funds	584,910	717,372	(560,973)	(57,398)	683,911
Designated fund – Infrastructure	8,465	-	(8,301)	39,836	40,000
Designated fund - Repairs	28,625	-	(28,722)	97	-
Designated fund – Young Carers Services	105,000	-	(43,142)	43,142	105,000
Designated fund – Closure contingency	165,000	-	-	(95,000)	70,000
Designated fund – Fundraising	-	-	(25,115)	65,115	40,000
	<u>892,000</u>	<u>717,372</u>	<u>(666,253)</u>	<u>(4,208)</u>	<u>938,911</u>

The designated funds for infrastructure and repairs were established enable the charity to fund such expenditure in the future.

The designated funds for Young carer's services and closure contingency were all established during the prior year.

19 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2023
	£	£	£	£
Fund balances at 31 March 2023 are represented by:				
Fixed Assets	-	413	-	413
Current assets	748,136	254,587	104,933	1,107,656
Creditors: amounts falling due within one year	(64,225)	-	-	(64,225)
	<u>683,911</u>	<u>255,000</u>	<u>104,933</u>	<u>1,043,844</u>

	Unrestricted funds	Designated funds	Restricted funds	Total 2022
	£	£	£	£
Fund balances at 31 March 2022 are represented by:				
Fixed Assets	-	4,207	-	4,207
Current assets	613,772	302,883	112,215	1,028,870
Creditors: amounts falling due within one year	(28,862)	-	-	(28,862)
	<u>584,910</u>	<u>307,090</u>	<u>112,215</u>	<u>1,004,215</u>

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2023

20 Commitments under operating leases

At 31 March 2023 the company had total commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2023	2022
	£	£
Expiry date:		
Within one year	21,500	21,500
1-5 years	54,646	76,146
	<u> </u>	<u> </u>
	Other	
	2023	2022
	£	£
Expiry date:		
Within one year	2,146	2,146
1-5 years	3,218	5,364
	<u> </u>	<u> </u>

Included within the Statement of Financial Activities are operating lease payments of £24,815 (2022: £23,106).

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