Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

HEALTH AND WELLBEING GRANT APPLICATION

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure shouldbe enclosed.

1.	Name of Organisation	Age UK West Sussex, Brighton & Hove
2.	Name, Address and Status of Contact within the organisation.	Rowan Hillier – Head of Localities Head Office: 29-31 Prestonville Road, Brighton, BN1 3TJ
3.	Telephone number and Email Address	[redacted] Rowan.hillier@ageukwsbh.org.uk
4.	Is the organisation a Registered Charity? If yes, then please provide charity number	Yes - 1086323
5.	Amount of Grant Requested	£1,000
6.	For what purpose or project is the grant requested? How will it enhance the health and wellbeing of residents? Please be as detailed as possible about how **exactly** the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	Unfortunately, Know Dementia, which ran multiple support groups for those living with dementia and their carers, has recently folded. This is a significant loss for the Mid Sussex community. While other organisations have stepped in to support some groups, there remains a gap in services for Hurstpierpoint and Hassocks. We are seeking support from the Health & Wellbeing grant to contribute towards costs for a volunteer-led dementia support group in Hurstpierpoint. Funds will be used for venue hire, volunteer recruitment and expenses, refreshments, and coordination. Your assistance will help us continue providing crucial support to those affected by dementia in these areas.
7.	What will be the total cost of the project?	£31.50 venue costs £10 Refreshments £10 Volunteer Expenses £12 Coordination £12.70 Management Costs (Covered by AUKWSBH) Total per session: £63.50 (£76.20) We plan to ask for £1-2 donation per person to contribute towards costs: based on 30 people attending at £1pp Total: £30

		Overall Total per session - **£33.50** £1,000 will allow running costs for 29 sessions. **We anticipate holding x2 sessions per month and costs will allow this for one year.** To support with the group development, we also plan to pay for a paid sessional worker to support the group for the initial 3 months set up at a cost of £72 (£24 per session). We will aim to contribute these costs ourselves from further fundraising efforts.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Supporting those living with dementia is what we do at Age UK West Sussex, Brighton & Hove and it's important to us to continue to support this community in a sustainable way. We are committed to match funding the additional costs through fundraising.

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Approximately how many/what percentage of those who will benefit are parishioners?	We believe 15-20 people attended the Hurstpierpoint Group and we would open the group up to Hassocks to ensure capacity and sustainability of the group going forward. We will of course review whether it would be sustainable to split the groups into two as the project develops.
11.	Have financial details been enclosed with the grant application?	Yes.
12.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed Date:04/07/2024

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

Registered Company number: 04146487 (England and Wales)

Registered Charity number: 1086323

CONSOLIDATED FINANCIAL STATEMENTS

FOR

AGE UK WEST SUSSEX, BRIGHTON AND HOVE

(LIMITED BY GUARANTEE)

FOR THE YEAR END 31 MARCH 2023

AGE UK WEST SUSSEX, BRIGHTON AND HOVE (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Dixon Paul Allen Linda Dyos Caroline Instance Sam Jones Philip Lansberry Amanda Latham Maureen Vallon Peter Worster
Secretary	Helen Rice
Charity Number	1086323
Company Number	04146487
Registered Office & Principal Address	29-31 Prestonville Road Brighton BN1 3TJ
Auditors	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bank	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Lloyds Bank Plc 10 East Street Chichester West Sussex PO19 1HJ

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AGE UK WEST SUSSEX, BRIGHTON AND HOVE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCORPORATING THE DIRECTORS REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees (who also act as Directors for Companies Act purposes) present their annual report together with the audited financial statements of Age UK West Sussex, Brighton and Hove for the year to 31 March 2023. The Trustees confirm that the Annual report and financial statements of the charitable company and group comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) 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 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Age UK West Sussex, Brighton and Hove is a charitable company limited by guarantee, incorporated in England and Wales on 23 January 2001 and registered with the Charity Commission on 26 April 2001. In the event of the charitable company being wound up members are required to contribute an amount not exceeding £1. The governing document of the organisation is its Articles of Association.

The charity is established to:

- To promote and develop services for older people in any manner which now or hereafter may be deemed by law to be charitable in and round West Sussex or such other areas as the trustees shall determine from time to time (for the avoidance of doubt this shall include the areas of Portslade, Brighton and Hove) (hereinafter called "the area of benefit").

- To provide or assist in the provision of facilities in the interest of social welfare for recreation, community participation or other leisure time occupation of individuals who have use of such facilities by reason of their age, infirmity or disability, financial hardship, or social circumstances with the object of improving conditions of life in the community at large.

The management of the group and the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. None of the Trustees have any beneficial interest in the company. All the Trustees are members of the charitable company and guarantee to contribute £1 in the event of a winding up.

Directors of the group and charity are appointed following proposal and seconding by the Board of Trustees at the full Annual General Meeting. Board members may also be co-opted during the year. The Trustees of the charity are responsible for the overall strategic direction and control of the charity and receive reports and recommendations from the directors and the operational leadership team. The Trustees delegate day to day management of the charity to Helen Rice who is Chief Executive Officer (CEO) and Company Secretary.

As far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. The charity is a member of an Association of over 130 independent charities in England that share a commitment to making life fulfilling, enjoyable and productive for all people in later life. The charity has a close relationship with the County Council, borough and district councils, and statutory health bodies together with other voluntary organisations both nationally and throughout West Sussex, Brighton and Hove. These close links have proved invaluable to the charity in establishing improved links within the community and identifying relevant policy developments and prospective funding.

All serving Trustees are familiar with the practical work of the charity. Potential new Trustees, who are selected for their strengths and the diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible, at our other bases of activity and outreach locations, to familiarise themselves with the charity and the context within which it operates. New Trustees will be made fully aware of:

- The obligations of Trustees.
- The eligibility of Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- The current financial position, including a copy of the latest published accounts.

- The strategies, plans and objectives; and
- The Charity Commission's role and the publications that can be obtained there, such as their guide 'The Essential Trustee.'

The Trustees set the level of remuneration of the CEO and other members of the Executive Leadership Team (ELT). This is normally done at an annual review each December for implementation in the following April. In making their decisions, the Chair and other Board members review and benchmark the salary in equivalent local charities and in the statutory sector we work within.

PUBLIC BENEFIT
The long-term vision and ambition of the charity is an area in which everyone can love later life. Our mission is to respond to the needs of local older people, working in partnership with them and others, to provide activities and quality services that influence, and enable choice, independence, and wellbeing.

In setting objectives and planning for activities, the Trustees have given consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

OBJECTIVES, AIMS AND ACTIVITIES
The charity's aim is to improve later life, helping older people to remain healthy, stay independent, be informed, and get connected. It offers information, advice, and services, while social clubs and centers offer activities for fun, friendship, and fitness.

Age UK West Sussex, Brighton and Hove (hereinafter AUKWSBH) has supported older people through another challenging year where Covid-19's impact was replaced with a global Cost of Living crisis which has significantly affected the finances of older people and continues to affect their mental and physical health, contributing to loneliness, frailty, and depression.

The Cost-of-Living crisis has also significantly affected the Charity's own finances and severely impacted on the Charity's ability to generate income as well as recruit and retain staff. Despite these challenges, throughout 2022-23 the team continued to work tirelessly to be there for older people, whatever they were facing. AUKWSBH supported more than 13,300 clients throughout the year, an increase of 32% since 2020-21.

Increasingly, a growing area of our work is around delivering and working with partners on preventative services. As the NHS crisis continued to deepen in 2022-23 our staff and teams continued to deliver the pilot Home Wellbeing Service even though the pilot had ended; we partnered with the Red Cross to deliver seasonal surge support and continued to work with the NHS to support people from being readmitted to hospital as well as settling them back home.

Grant making
Through its grant-giving, AUKWSBH supports its donor partners in delivering their key objectives as outlined in their funding criteria. AUKWSBH's grant programme is funded by the government, external trusts, and foundations and sometimes from its own income. Each application received for grant aid is rigorously assessed according to the specific eligibility criteria.

Volunteers
Volunteers are the lifeblood of AUKWSBH. Without them, the charity could not deliver its extensive range of existing services or develop new ones. The charity has seen a reduction in the number of active volunteers with just over 250 volunteers donating their time, however their efforts equate to over 46,800 hours of donated time throughout the year. An increase of 5.2% on the previous year.

Volunteers are matched to roles based on their interests, skills, and experience. Roles are diverse and include helping with activities or in kitchens, visiting people in their own homes (Support at Home after Hospital), telephone befriending, providing administrative support and gardening within our centers. Volunteers also play a crucial role in supporting many fundraising events.

In 2022 the volunteer team undertook its first volunteer survey to capture intelligence from our active volunteer and to inform training and support needs as well as aid future recruitment. Across the year the volunteer team have held surgeries and celebrated National Volunteer week saying thank you to those who have supported us.

The value of volunteer hours this year was more than £463,320 and their invaluable support allows AUKWSBH to continue to deliver great services across its area. The charity is incredibly grateful for everything they do.

Investment policy
AUKWSBH have the power to invest as contained in its governing document.

At present, AUKWSBH holds only small investments, which include a very small shareholding in National Grid and in its subsidiary Age UK West Sussex Enterprises Limited. Responsibility for sanctioning and approving investments lies with the Trustees who will seek professional advice in these matters if they consider it appropriate. Such proposals will be prepared by the Head of Finance in liaison with the CEO and Chief Operating Officer with appropriate professional advice.

The broad investment policy is:
- Investments should be made to strike a balance between a good return on investment and security;
- To re-invest investment income;
- To review investments annually;
- To consider ethical factors only insofar as these reflect the charitable objects of Age UK West Sussex, Brighton and Hove, and are consistent with charity law; and
- To ensure that an appropriate level of accessible funds is maintained.

In addition, procedures should ensure that all records of investments are held in a secure place, that statements of investments are available for inspection by Trustees at finance sub-committee meetings if requested and that controls are in place to ensure that all investment income is received on a timely basis.

ACHIEVEMENTS AND PERFORMANCE
This year, AUKWSBH supported more than 13,300 older people from the most frail and vulnerable, to those who just wanted to boost their social life. The Information & Advice team alone were there for over 3,900 people when they had queries on a vast range of subjects, many which were complex or challenging. The team were able to help older people access just under £4 million in unclaimed benefits or cost of living grants, in 2022-23 our support provided a lifeline and often made a dramatic difference to client's quality of life.

The Help at Home service supported over 2,000 people, enabling many to stay independent in their own homes for longer. Over 1,100 were helped by Hospital Services ensuring they had someone to turn to after an accident or serious illness.

AUKWSBH provides high level advocacy and influencing to ensure the needs of older people are respected and understood regionally. The Chief Executive, Helen Rice presently is a board member of the Health and Wellbeing Board, the Safeguarding Board, the Adult Social Care Sounding Board and is a Governor for University Hospitals Sussex. Helen also is part of the Community Solutions Consortium and the Sussex Alliance working to influence the new Integrated Care System.

Jo Clarke, Director of Partnerships and Localities is the VCS (Voluntary and Community Sector) representative in Brighton for Older People and Commissioning.

The main challenges for AUKWSBH are managing costs and maintaining service delivery impacted by the Cost-of-Living crisis. We continue to have ongoing challenges around recruitment and retention of staff. Recruitment, particularly in social care roles, is proving difficult sector-wide including at AUKWSBH. The charity continues to do all it can to mitigate this and attract talented and empathetic employees to join its dedicated team.

The year has seen a marked increase in clients supported compared the previous year where our client group were facing social anxiety, post pandemic mobility issues and afraid to return to our services and activities, however managing the increase in demand for our services is a constant challenge. In the last quarter of the budget year AUKWSBH had to take and make some tough decisions to restructure and reduce costs, to reduce losses and establish a balanced budget for the year ahead.

Everyone at AUKWSBH is committed to helping older people love later life. While that is not always possible, the team always strives to make a positive difference to clients' lives, making later life easier and happier for as many people as possible.

AUKWSBH's key organisational priorities for 2022-23 were:

1) **Refocus on our strategic position in Brighton** to ensure we have the biggest impact on older people's lives, are the leading older peoples' charity to seek support from and develop sustainable income streams to support this work across the city. To this end, the team in Brighton secured AUK National funding for a pilot bereavement service which has received AUK national acclaim, and further funding to launch a 'let's get digital' programme across the city in 2022. The Information and Advice Service re-established a monthly surgery and we refocused our buildings as hirable space to cover costs and locate services in the community.

   We also made the decision to move our registered address to our Brighton building (owned by the charity) following a review of our premises strategy and held our annual staff day at the Amex Stadium to cement our presence in the city.

   Whilst notice was served in December on the information and advice contract, we delivered for Impact Initiatives under the Ageing Well partnership, this decision fuelled the charity's desire even further to ensure we continue to lobby and serve the older people of Brighton to the best of our ability.

2) **Begin our journey to sustainability both economically and environmentally.** We prepared our outline strategy to drive sustainability and recruited resources though the Charity Works intern programme to lead and coordinate this activity. In addition, we completed the full move to Office365 and migrated away from our traditional servers to the cloud and in Quarter 4 of the budget year 2022-23, we refocused and identified 10% efficiency savings to mitigate and ensure financial stability for implementation from 1 April 2023.

3) **Implement strategies to increase and grow our earnt income post-pandemic.** In year we monitored and further reviewed and refined our catering function, we also undertook a premises review which saw us exit Eastbrook Manor Community Centre, and open Kings Weald Community Centre in Burgess Hill.

   We continued mobilsation of WSCC contracts and completed the first full year of the new services; took on the delivery of additional Social Prescribing contracts; completed the Pilot Home Wellbeing Service evaluation report to NHS; we reviewed and amended our charitable objects to support multigenerational working. We completed research on and developed group structure options for the charity and we completed our VAT registration in June 2022.

4) **Continue the focus on being 'one organisation'** through learning and development and improved internal communications. Following the pandemic, the charity has organically moved to a flexible and hybrid model of working which has created opportunities, identified the requirements for investment in IT and our digital infrastructure but has also required an original approach to charity wide communications as staff. Our annual staff development days play a key part in our 'one organisation' approach and was held at The Amex Stadium in

Brighton in 2022 and was followed by a partners networking session to celebrate our 65th Anniversary. Additional work this year has seen the launch of our externally led bespoke Leadership Programme; design and launch of the Staff Forum and staff forum Training via ACAS and the launch of a monthly staff online seminar programme and relaunch of our induction programme.

5) **Re-focusing our activities and marketing fundraising campaigns on three key areas: Dementia, Loneliness and Frailty** highlighting our 65th Anniversary. Celebrating our 65th anniversary gave us the opportunity to refocus our fundraising campaigns and raise our profile which included a sky dive challenge, our first attendance at Brighton Pride in August and the production of three films focusing on the support the charity provides and impact this has on clients, volunteer and carers. We also launched our first tic-toc account and increased our Instagram following designed to reach a new audience.

In addition, we

- successfully tendered for the WSCC Carers Support contract over the winter months.
- continued to lobby the NHS and Public sector for support and to influence decisions though our engagement and participation on key strategic Board and networks.
- completed the year-long leadership programme designed to support, coach, and grow our leadership team.
- renewed our commitment to the Real Living Wage
- made significant progress in our digital and infrastructure strategy resulting in all staff being issued with equipment and devices to support hybrid working and flexible working out in the community, as well as focussed on the upgrading of our buildings digital infrastructure in preparation for a wholesale move to Microsoft Calls in 2023-24.

Principal sources of funds

The principal funding sources for the charity are currently by way of contract income and grants from various bodies including West Sussex County Council, Arun District Council, Mid Sussex District Council, Horsham District Council and Crawley Borough Council. We have also received NHS CCG funding from Brighton & Hove, Horsham & Mid Sussex, Regis and Chanctonbury. The income from these sources, which amounts to 65% of our total income, underpins a major proportion of the work that we do to meet our charitable objectives.

Fundraising

Because of the Cost-of-Living crisis income sources are under increased pressure and demand, all resulting in greater competition for funding and donations. To mitigate this and the impact upon the charity in December 2022 we refocused our Fundraising Strategy and appointed two graduate interns through the Charity Works scheme. This has enabled us to double our grant submissions and reinvigorate our approach following the relaunch of our fundraising pack and materials last year.

A total of 26 Application were submitted in 2022-23 of which 11 were successful.

FINANCIAL REVIEW

The consolidated results of the charity and its subsidiary are set out in the Statement of Financial Activities. The total consolidated funds held at the balance sheet are £2,287,054 (2022: £2,689,706) which consist of £79,937 (2022: £131,560) held in restricted funds, £223,567 (2022: £312,522) in designated funds and £1,983,550 (2022: £2,245,624) held in general unrestricted funds. The charity's net movement in funds for the year was therefore a deficit of £402,652 (2022: deficit of £278,375) which was attributed largely to a downturn in expected income. This was mainly made up of donations, legacies and fundraising.

RESERVES POLICY

The process of holding reserves is an essential part of good financial management practice. Trustees are, however, required to justify their legal power to hold reserves.

Because of the vulnerability of our client group and the nature of the services we offer, the Trustees of AUKWSBH have determined that there is a need to secure the organisation's viability beyond the immediate future to provide reliable services and funding over the longer term and to be able to absorb downturns in income.

A formula to determine the level of reserves should include:

- costs of staff redundancies;
- contractual relationships e.g., leases;
- working capital requirements;
- any outstanding net liabilities;
- insurance costs - public liability, employer's liability, contents, and buildings; and
- financing planned investments.

The level of reserves required will be adjusted annually during budget setting to consider the above formula.

Responsibility for approving the annual assessment is vested with the Trustees, assisted, if appropriate, by professional advisers. The CEO and Finance Director should prepare a report for a meeting of the Trustees every year and make such recommendations for adjusting the reserves as appropriate.

Free reserves on 31 March 2023 were £600,887 (2022: £874,993). The charity defines free reserves as unrestricted funds which have not been earmarked and may be used to further the charity's objectives. This does not cover the target reserves level which the Trustees have set of £850,000 and measures will be undertaken in the future to rectify this.

GOING CONCERN

As part of the annual budget process the Trustees have undertaken a thorough review of the year ahead and approved an eighteen-month cashflow projection. This has given them a reasonable expectation that the Company has adequate resources to continue in operational existence for the near future. For this reason, they continue to adopt the going concern basis in preparing financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place or specific actions agreed to manage these major risks. A risk register is updated every month for all risks and reviewed at each Board meeting.

A key risk that the organisation faces is the one shared with many others – that of the recovery from the legacy impact of the Covid 19 pandemic and Cost of Living crisis. With reduced customer confidence, recruitment challenges and supply chain challenges and price rises, our income generated has been reduced. To mitigate this, we continue to seek high quality feedback from customers, market our services widely, strive to diversify our income with fundraising initiatives and have adapted our operating model to become a more agile service provider.

STATEMENT OF DISCLOSURE TO AUDITOR

As far as each person who was a Trustee at the date of approving this report are aware, there is no relevant audit information of which the group's auditor is unaware. Additionally, the trustees individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the group's auditor is aware of that information.

This report was approved by the Trustees on and signed on their behalf, by:

John Dixon
Trustee

Date: 18 October 2023

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also the directors of Age UK West Sussex, Brighton and Hove 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 FRS102 '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 charitable company and group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company and group 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 charitable company will continue in operation.

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

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS

Opinion

We have audited the financial statements of Age UK West Sussex, Brighton and Hove ('the charitable company') and its subsidiary ('the group') for the year ended 31 March 2023 which comprise the Consolidated Statement of Financial Activities, the Group Balance Sheet, the Charity 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).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's and group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of our knowledge and understanding of the charitable company and group and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the director's report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Responsibilities of trustees
As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities, including fraud
The objectives of our audit, in respect to fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, and through discussion with the directors and other management (as required by auditing standards), and discussed with the directors and other management the policies and procedures regarding compliance with laws and regulations;

- We identified the following areas as those most likely to have such an effect: health and safety; General Data Protection Regulation (GDPR); fraud; bribery and corruption and employment law. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.

- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102 and the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK;

- We considered the nature of the group's operations, the control environment and business performance, including the key drivers for management's remuneration;

- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit;

- We considered the procedures and controls that the group has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes and controls.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified fraud risk. These procedures included: testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Stanards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

TC Group

Mark Cummins FCCA (Senior Statutory Auditor)
for and on behalf of TC Group
Statutory Auditors

Office: Sussex

Dated: 31 October 2023

AGE UK WEST SUSSEX, BRIGHTON AND HOVE (LIMITED BY GUARANTEE)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING THE INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds	Designated funds	Restricted funds	Total 2023	Total 2022
INCOME FROM:	Notes	£	£	£	£	£
Donations and legacies	3	196,459	-	100,106	296,565	495,413
Charitable activities	4	3,811,050	-	287,727	4,098,777	3,718,715
Investments	5	4,157	-	-	4,157	2,700
Total income		4,011,666	-	387,833	4,399,499	4,216,828
EXPENDITURE ON:	6					
Raising funds		1,159	-	-	1,159	8,461
Charitable activities		4,272,581	88,955	439,456	4,800,992	4,490,369
Total expenditure		4,273,740	88,955	439,456	4,802,151	4,498,830
Net income/(expenditure)		(262,074)	(88,955)	(51,623)	(402,652)	(282,002)
Net gains on investments	12	-	-	-	-	627
Pension provision gains	23	-	-	-	-	3,000
Net movement in funds		(262,074)	(88,955)	(51,623)	(402,652)	(278,375)
Reconciliation of funds						
Total funds brought forward		2,245,624	312,522	131,560	2,689,706	2,968,081
Total funds carried forward		1,983,550	223,567	79,937	2,287,054	2,689,706

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 32 form part of these financial statements.

AGE UK WEST SUSSEX, BRIGHTON AND HOVE (LIMITED BY GUARANTEE)

CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
FIXED ASSETS					
Tangible assets	11		1,382,663		1,370,631
Investments	12		2,884		2,884
			1,385,547		1,373,515
CURRENT ASSETS					
Stocks	13	4,648		1,183	
Debtors	14	595,710		966,538	
Cash at bank and in hand		686,172		973,661	
		1,286,530		1,941,382	
CURRENT LIABILITIES					
Creditors due within one year	15	(385,023)		(625,191)	
NET CURRENT ASSETS			901,507		1,316,191
TOTAL ASSETS LESS CURRENT LIABILITIES			2,287,054		2,689,706
Defined benefit pension scheme	23		-		-
TOTAL NET ASSETS			2,287,054		2,689,706
GROUP FUNDS	16				
Restricted funds			79,937		131,560
Unrestricted Designated funds			223,567		312,522
Unrestricted General funds			1,983,550		2,245,624
			2,287,054		2,689,706

The financial statements were approved and authorised by the Board of Trustees on 18 October 2023 and signed on their behalf by:

John Dixon

....

John Dixon

Company Number – 04146487

The notes on pages 17 to 32 form part of these financial statements

AGE UK WEST SUSSEX, BRIGHTON AND HOVE (LIMITED BY GUARANTEE)

CHARITY BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
FIXED ASSETS					
Tangible assets	11		1,382,663		1,370,631
Investments	12		2,885		2,885
			1,385,548		1,373,516
CURRENT ASSETS					
Stocks	13	4,648		1,183	
Debtors	14	595,710		966,538	
Cash at bank and in hand		677,976		965,277	
		1,278,334		1,932,998	
Creditors due within one year	15	(381,441)		(621,578)	
NET CURRENT ASSETS			896,893		1,311,420
TOTAL ASSETS LESS CURRENT LIABILITIES			2,282,441		2,684,936
Defined benefit pension scheme	23		-		-
TOTAL NET ASSETS			2,282,441		2,684,936
CHARITY FUNDS					
Restricted funds			79,937		131,560
Unrestricted Designated funds			223,567		312,522
Unrestricted General funds			1,978,937		2,240,854
			2,282,441		2,684,936

The financial statements were approved and authorised by the Board of Trustees on 18 October 2023 and signed on their behalf by:

Jan Dixon

....

John Dixon

Company Number – 04146487

The notes on pages 17 to 32 form part of these financial statements

AGE UK WEST SUSSEX, BRIGHTON AND HOVE (LIMITED BY GUARANTEE)

CONSOLIDATED CASH FLOW

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
Cash flows from operating activities			
Net cash used in operating activities	18	(191,496)	(571,839)
Cash flows from investing activities			
Dividends, interest and rents from investments		4,157	2,700
Purchase of tangible fixed assets	11	(100,150)	(36,687)
Net cash used in investing activities		(95,993)	(33,987)
Change in cash and cash equivalents in the year		(287,489)	(605,826)
Cash and cash equivalents at the beginning of the year		973,661	1,579,487
Cash and cash equivalents at the end of the year		686,172	973,661

The notes on pages 17 to 32 form part of these financial statements

1 STATUTORY INFORMATION

Age UK West Sussex, Brighton and Hove is a company limited by guarantee. The members of the company are the Trustees named on the legal and admin information page. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

2 ACCOUNTING POLICIES

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Charities SORP (FRS102) – Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial reporting Standard applicable in the UK (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Age UK West Sussex, Brighton and Hove meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Charity has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

2.2 Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the trustees have taken into account the ongoing economic uncertainty on its activities and finances. Thus the trustees continue to adopt the going concern basis in preparing the financial statements.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the consolidated statement of financial activities on an accruals basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.3 Income (continued)

Gifts in kind donated for distribution are included at valuation and recognised as income where they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation. Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probably that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spend, and depreciation charges allocated on the portion of asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and included costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible assets are treated as deferred income and released to the consolidated Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the consolidated Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible asset into its intended working condition should be included in the measurement of cost.

2 ACCOUNTING POLICIES (continued)

2.7 Tangible fixed assets and depreciation (continued)

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	Nil
Office equipment	25% reducing balance

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the consolidated Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost included all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand include cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

2 ACCOUNTING POLICIES (continued)

2.13 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.14 Operating leases

Rentals paid under operating leases are charged to the Consolidated Statement of Financial Activities on a straight line basis over the lease term.

2.15 Pensions

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

The Group also operates a defined benefits pension scheme and the pension charge is based on a full actuarial valuation dated 31 March 2023.

2.16 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against such funds are charged against the specific fund. The aim and use of each restricted fund is set in the notes to the financial statements.

3 INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
General donations	20,139	1,006	21,145	29,191
Fundraising	36,314	18,793	55,107	129,627
Legacies	121,845	5,000	126,845	278,481
Grants	14,200	75,307	89,507	49,224
HMRC CJRS	-	-	-	4,898
Other income	3,961	-	3,961	3,992
	196,459	100,106	296,565	495,413
Total 2022	392,066	103,347	495,413	

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Charitable activities	3,811,050	287,727	4,098,777	3,718,715
	3,811,050	287,727	4,098,777	3,718,715
Total 2022	3,464,001	254,714	3,718,715	

5 INVESTMENT INCOME

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Interest received	4,157	-	4,157	2,700

6 EXPENDITURE

	Staff costs 2023 £	Depreciation 2023 £	Other costs 2023 £	Total funds 2023 £	Total funds 2022 £
Raising funds	-	-	1,159	1,159	8,461
Charitable activities	3,117,785	88,118	1,595,089	4,800,992	4,490,369
Total expenditure	3,117,785	88,118	1,596,248	4,802,151	4,498,830

	Direct activities 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Direct costs of charitable activities – see note 7	4,743,475	57,517	4,800,992	4,490,369
	4,743,475	57,517	4,800,992	4,490,369
Total 2022	4,394,272	96,097	4,490,369	

7 EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct activities 2023 £	Direct activities 2022 £
Staff costs	**3,117,785**	3,036,931
Activity centre catering and other costs	**276,647**	194,520
Travel costs and mileage	**75,698**	71,437
Agency and consultancy	**98,982**	95,325
Other costs	**42,128**	55,049
Conferences and meetings	**3,574**	6,849
Office and computer costs	**70,830**	76,251
Activity centre overheads	**412,424**	386,890
Payments to partners	**557,289**	402,404
Depreciation	**88,118**	68,616
	4,743,475	4,394,272

	Support costs 2023 £	Support costs 2022 £
Support costs including Governance costs		
Staff welfare costs	**13,816**	16,769
Professional indemnity insurance	**-**	534
Professional fees	**43,701**	78,794
	57,517	96,097

8 AUDITOR'S REMUNERATION

	Total 2023 £	Total 2022 £
Fees payable to the Charity's current auditor for the audit	**10,500**	9,500

9 STAFF COSTS

	Group and Charity 2023 £	Group and Charity 2022 £
Wages and salaries	2,797,147	2,733,232
Social security costs	212,138	196,437
Contribution to defined contribution pension schemes	97,100	95,862
Contribution to defined benefit pension schemes	11,400	11,400
	3,117,785	3,036,931

The average number of persons employed by the Charity during the year was as follows:

	Group and Charity 2023 No	Group and Charity 2022 No
Activity centres and clubs	55	56
Other projects	90	97
Administration	15	16
	160	169

The number of employees' whole benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2023 No	Group 2022 No
In the band £80,001 - £90,000	1	1

Key management personnel comprises of the CEO and COO. The aggregate remuneration of key management personnel was £167,133 (2022: £162,585).

Total settlement agreements and associated pay in the year was £5,498.

10 TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2022: £Nil).

During the year, expenses totalling £Nil were reimbursed or paid directly to Trustees (2022: £Nil).

11 TANGIBLE FIXED ASSETS

Group and Charity

	Freehold property	Office equipment	Total
	£	£	£
Cost or valuation			
At 1 April 2022	1,300,000	330,465	1,630,465
Additions	8,928	91,222	100,150
At 31 March 2023	1,308,928	421,687	1,730,615
Depreciation			
At 1 April 2022	26,000	233,834	259,834
Charge for the year	26,446	61,672	88,118
At 31 March 2023	52,446	295,506	347,952
Net book value			
At 31 March 2023	1,256,482	126,181	1,382,663
At 31 March 2022	1,274,000	96,631	1,370,631

Land and buildings with a carrying value of £1.3 million were revalued in the accounts on 18 June 2019 by Stiles Harold Williams, independent valuers not connected with the charity on the basis of market value. The trustees are not aware of any material changes in the value since this valuation.

12 FIXED ASSET INVESMENTS

Group

	Listed investments	Total
	£	£
Cost or valuation		
At 1 April 2022	2,884	2,884
At 31 March 2023	2,884	2,884
Net book value		
At 31 March 2023	2,884	2,884
At 31 March 2022	2,884	2,884

12 FIXED ASSET INVESTMENTS (CONTINUED)

Charity	Investments in subsidiary	Listed investments	Total
	£	£	£
Cost or valuation			
At 1 April 2022	1	2,884	2,885
At 31 March 2023	**1**	**2,884**	**2,885**
Net book value			
At 31 March 2023	**1**	**2,884**	**2,885**
At 31 March 2022	1	2,884	2,885

Principal subsidiaries
The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Principal activity
Age UK West Sussex Enterprises Limited	03618876	Suite 2, 1st Floor, Anchor Springs, Littlehampton, West Sussex, BN17 6BP	Dormant – no trade in the year

Class of shares	Holding	Included in consolidation
Ordinary	100%	Yes

13 STOCKS

	Group		Charity	
	2023	2022	**2023**	2022
	£	£	£	£
Finished goods and goods for resale	**4,648**	1,183	**4,648**	1,183
	4,648	1,183	**4,648**	1,183

14 DEBTORS

	Group		Charity	
	2023	2022	2023	2022
	£	£	£	£
Due within one year				
Trade debtors	443,207	506,619	443,207	506,619
Other debtors	-	271,167	-	271,167
Prepayments and accrued income	152,503	188,752	152,503	188,752
	595,710	966,538	595,710	966,538

15 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group		Charity	
	2023	2022	2023	2022
	£	£	£	£
Trade creditors	85,334	181,263	85,334	181,263
Amounts owed to group undertakings	-	-	1	1
Other taxation and social security	127,913	252,529	127,943	252,529
Other creditors	7,018	7,095	3,403	3,481
Accruals and deferred income	164,758	184,304	164,760	184,304
	385,023	625,191	381,441	621,578

16 STATEMENT OF FUNDS - CONSOLIDATED

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
Unrestricted general funds					
General funds	2,240,854	4,011,666	(4,273,583)	-	1,978,937
Reserves	4,770	-	(157)	-	4,613
	2,245,624	**4,011,666**	**(4,273,740)**	-	**1,983,550**
Unrestricted designated funds					
Our Customers	115,638	-	(58,136)	-	57,502
Our Services	54,000	-	-	-	54,000
Our People	58,550	-	(11,400)	-	47,150
Our Operations	30,000	-	-	-	30,000
Our Organisation	54,334	-	(19,419)	-	34,915
	312,522	-	**(88,955)**	-	**223,567**
Restricted funds					
Broadbridge Heath Village Agent	-	15,960	(15,960)	-	-
Welfare donations	10,321	-	(2,133)	-	8,188
Arun activity centre and clubs	38,319	-	(24,201)	-	14,118
Bereavement support	-	15,250	(15,016)	-	234
Chichester activities	-	6,000	(6,000)	-	-
Burgess Hill activity centre	-	1,800	(1,800)	-	-
Haywards Heath activity centre	20,000	8,243	(28,243)	-	-
B&H dementia services	5,000	17,484	(22,484)	-	-
Dementia CST	-	29,157	(29,157)	-	-
Dementia MCST	5,000	-	(5,000)	-	-
Dementia Extra care	-	73,350	(72,817)	-	533
Digital Champions	-	39,290	(37,927)	-	1,363
Ernest Kleinwort Mid Sussex & Crawley	-	10,000	(6,000)	-	4,000
Christ's Hospital fund	2,920	10,000	(1,549)	-	11,371
Crawley Borough Council	-	15,000	(15,000)	-	-
Falls prevention	-	21,061	(21,061)	-	-
Horsham district	-	56,158	(56,158)	-	-
Household support fund	-	1,150	(1,150)	-	-
Kings Weald Community Centre	-	21,000	(21,000)	-	-
The Older People's Directory	-	1,000	(1,000)	-	-
One Family Christmas Activities	-	2,000	(2,000)	-	-
Laburnam Centre refit	50,000	-	(9,870)	-	40,130
Selsey fitness activities	-	2,400	(2,400)	-	-
Tackling inequalities	-	1,473	(1,473)	-	-
Walking football	-	5,360	(5,360)	-	-
Workforce grant	-	3,000	(3,000)	-	-
The Hope Keith Trust	-	31,697	(31,697)	-	-
	131,560	**387,833**	**(439,456)**	-	**79,937**
Total funds	**2,689,706**	**4,399,499**	**(4,802,151)**	-	**2,287,054**

16 STATEMENT OF FUNDS – CONSOLIDATED (CONTINUED)

DESIGNATED FUNDS

Our designated funds are funds required for our future investment and link directly to our 5 year Strategic Plan. We operate the following Funds:

- **Our Customers**: To develop and maintain a broad and deep understanding of our customers, developing clear and informed insights into their needs, expectations and aspirations.
- **Our Services:** Join up our services to facilitate positive customer journeys and care pathways that enable our customers to successfully achieve the positive outcomes they wish.
- **Our People:** To create a diverse, inclusive and enabling culture where staff, volunteers and trustees feel welcomed, valued and can thrive.
- **Our Operations:** To put local work at the heart of our business, developing and participating in local networks, teams and services, tailored to the needs and resources within distinct localities.
- **Our Organisation:** To develop and promote our profile, reputation and brand as one organisation, with a single mission and vision.

RESTRICTED FUNDS

Broadbridge Heath Parish Council and the Hope Keith Trust funded our **Village Agents** and rural outreach workers who supported local groups and clubs, helping set up new ones and providing a friendly face, assisting those in rural communities with advice and practical help.

Our **Welfare Donations** and **Christ's Hospital** projects are hardship funds which older people can access to help with among other things payment of their bills, purchase of white goods or food vouchers.

Our Localities Team provide fun, engaging, stimulating social and physical activities and projects in our buildings and in the local community to encourage older people to be active and reduce social isolation and loneliness. These projects were partly funded by several restricted funds from **Arun District Council, Chichester** District Council, Mid Sussex (**Burgess Hill** and **Haywards Heath**) District Council, **Crawley** Borough Council, **Horsham** District Council, **Crawley Golf Club**, Age UK national (**Tackling Inequalities** fund) and the Rangoonwala Foundation for the **Eastbrook Community Centre.**

Our **Walking Football** programme which took place in Worthing, Arun, Arundel and Portslade (women only) was funded by Age UK national and Active Sussex who also funded the expansion in participation of our **Selsey Fitness Classes.**

Our **Laburnam Centre** in Bognor Regis will be receiving a refit this year including the inclusion of changing rooms for the gym facility which has been funded by the Garfield Weston Foundation.

The **Prevention Assessment Team community workers** provided triage and low-level interventions and support, including information and signposting to services to support and prevent clients from entering crisis.

Our **Help at Home** funds helped support our service which provides shopping, cleaning, and gardening for older people to enable them to maintain their independence.

Our Dementia clubs which provided support to carers and the cared for, offering a range of stimulating activities for those with dementia were partly funded from the following funds **Elderberry dementia clubs, Brighton and Hove dementia clubs** and the Age UK national funded **Cognitive Stimulation therapy and Maintenance Cognitive Stimulation therapy**.

16 STATEMENT OF FUNDS – CONSOLIDATED (CONTINUED)

The **Extreme Weather** (Age UK national) and **Winter Warmer** (West Sussex County Council) grants helped support older people during the period of low winter temperatures and the **Fuel Poverty** (West Sussex County Council) fund supported us to deliver a frozen meal service to older people across West Sussex.

The **Workforce Recruitment & Retention Fund** was provided by Brighton & Hove City Council to ensure safe staffing levels over the winter period and to address other workforce challenges and pressures to ensure there is sufficient workforce capacity across services.

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds – current period

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	1,382,663	-	-	1,382,663
Fixed asset investments	2,884	-	-	2,884
Current assets	983,026	223,567	79,937	1,286,530
Creditors due within one year	(385,023)	-	-	(385,023)
	1,983,550	223,567	79,937	2,287,054

Analysis of net assets between funds – prior period

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	1,370,631	-	-	1,370,631
Fixed asset investments	2,884	-	-	2,884
Current assets	1,497,300	312,522	131,560	1,941,382
Creditors due within one year	(625,191)	-	-	(625,191)
	2,245,624	312,522	131,560	2,689,706

18 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2023 £	Group 2022 £
Net income/expenditure for the period (as per SoFA)	(402,652)	(278,375)
Adjustments for:		
Depreciation charges	88,118	68,616
Profits/(losses) on investments	-	627
Dividends, interest and rents	(4,157)	(2,700)
Pension provision movement	-	3,000
(Increase) / decrease in stocks	(3,465)	993
(Increase) / decrease in debtors	370,828	(824,280)
Increase / (decrease) in creditors	(240,168)	460,280
Net cash provided by/(used in) operating activities	(191,496)	(571,839)

19 ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2023 £	Group 2022 £
Cash in hand	686,172	973,661
Total cash and cash equivalents	686,172	973,661

20 ANALYSIS OF CHANGES IN NET DEBT

	At 1 April 2022 £	Cash flows £	At 31 March 2023 £
Cash at bank and in hand	973,661	(287,489)	686,172
Bank overdrafts repayable on demand	(2,260)	1,359	(901)
	971,401	(286,130)	685,271

21 CONTROLLING PARTY

The charitable company is controlled by the Board of Trustees, who are also directors under company law.

22 OPERATING LEASE COMMITMENTS

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	19,988	30,950
Between two and five years	22,800	35,188
Over five years	80,414	88,014
	123,202	154,152

23 PENSION COMMITMENTS

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund.

The pension cost charge represents contributions payable by the group to the fund and amounted to £97,100 (2022 - £95,862). Contributions amounting to £Nil (2022 - £Nil) were payable to the fund at the balance sheet date and are included in creditors.

The group also operates a defined benefit pension scheme. The disclosures below are provided in respect of the Age Concern Section of the Age UK Retirement Benefits Scheme (the 'Scheme').

The level of benefits provided by the Scheme depends on a member's length of service and their salary at their date of leaving the Scheme. This section of the Scheme closed to future employees on 30 November 2008.

A full actuarial valuation of the Scheme was carried out as at 31 March 2019 and the results of this valuation have been updated to 31 March 2023 by a qualified independent actuary.

The present value of the defined benefit obligation was measured using the Projected Unit Method.

Principal actuarial assumptions at the Balance sheet date (expressed as weighted averages):

	2023	2022
	%	%
Discount rate for scheme liabilities	4.85	2.80
Expected rate of salary increases	N/A	N/A
RPI inflation assumption	3.25	3.60
CPI inflation assumption	2.45	2.80

	2023	2022
Mortality rates (in years)	Years	Years
- For a male aged 65 now	21.8	22.1
- At 65 for a male aged 45 now	23.1	23.1
- For a female aged 65 now	23.8	24.5
- At 65 for a female aged 45 now	25.2	25.6

23 PENSION COMMITMENTS (CONTINUED)

The Group's share of the assets in the Scheme was:

	2023	2022
	£ '000	£ '000
Equities	32	75
Diversified growth fund	17	56
Property	46	43
Cash and other liquid assets	11	5
Matching assets/bonds	248	268
	354	447

The current service cost in the year £11,400 (2022 - £11,400).

	2023	2022
	£ '000	£ '000
Fair value of plan assets	354	447
Present value of funded liabilities	(332)	(419)
Surplus / (deficit)	22	28
Deficits only recognised in the SoFA	-	-

As the pension scheme is in surplus, the previous provision recorded in the financial statements has been released.

CAF Bank

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CafCash Account
Age UK West Sussex

Age Concern West Sussex
Mrs Dawn Watson-Jones
The Laburnum Centre
Lyon Street
Bognor Regis, West Sussex
PO21 1UX

Account Name:	**Age Concern West Sussex**
Date:	**30 May 2024**
Sort Code:	**40-52-40**
Account Number:	**00015311**
IBAN:	**GB83CAFB40524000015311**
Statement Number:	**207**
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Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
30/04/24	Brought forward			50,071.75
01/05/24	POS SAINSBURYS	44.56		
	[redacted]		57.00	
	[redacted]		5.00	
	BACS BACS AGE UK WEST SUSSEX		457.50	
	BACS AGE UK WEST SUSSEX PAYPAL INC.		1,197.29	
	DD B&H BC 35555181	661.00		
	DD MSDC NNDR 68 68434224 AGE UK	1,047.90		
	FP STRIPE Stripe Payments UK		1,133.15	
	FP [redacted]ipe Payments UK		122.72	
	[redacted] CARE LTD		261.33	
	FP AGEUKWESTSUS-K8YHF GC C1		864.18	
	FP YOURPARKINGSPACE YOURPARKINGSPACE L		100.00	
	AUTO FUNDING	2,273.85		50,242.61
02/05/24	POS Spotify Limited Mr J [redacted]	10.99		
	POS GTR RAIL TICKET DIREC Ms [redacted]	7.40		
	FP AGE UK INV-25030 BURGESS [redacted]		401.10	
	FP [redacted] TRANSPOR		351.20	
02/05/24	Carried forward			50,976.52

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Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
02/05/24	Brought forward			50,976.52
	FP INV2547[redacted]		40.00	
	BACS AGE UK [redacted]		562.92	
	PAYPAL INC.			
	FP STRIPE Stripe Payments UK		49.05	
	FP STRIPE Stripe Payments UK		122.72	
	FP [redacted]		1,593.70	
	FP [redacted]		25.00	
	[redacted]			
	AUTO FUNDING	3,145.69		50,224.22
03/05/24	POS GTR RAIL TICKET DIREC Ms	8.80		
	[redacted]			
	FP 24641 PRESTO[redacted]		6,419.00	
	FP 25273 RB MT EG GG SR JM		6,804.00	
	BACS AGE UK WEST SUSSEX		1,068.99	
	PAYPAL INC.			
	BACS N05746 CDC PAYMENTS		10,000.00	
	BACS PMT010524 AGE UK		800.00	
	DD AGE UK WEST SUSSEX BACS	103,620.87		
	DD GOCARDLESS GOCARDLESS-	240.00		
	RFE47X3			
	DD PITNEY BOWES	514.84		
	6335052000836076			
	FP STRIPE Stripe Payments UK		368.97	
03/05/24	Carried forward			-28,699.33

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Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
03/05/24	Brought forward			-28,699.33
	FP STRIPE Stripe Payments UK		95.14	
	FP AGEUKWESTSUS-W3JSW GC C1		14,339.18	
	F[redacted]		175.00	
	FP [redacted]		720.00	
	AUTO FUNDING		63,585.43	50,215.42
07/05/24	FP INVOICE-25489 MS C		264.32	
	[redacted]			
	FP KEMP HH25509 KEMP JD		50.00	
	FP INv 24424 MARCHANT DE		93.60	
	FP INV25031 SECRET2FITNESS		114.60	
	BACS AGE UK WEST SUSSEX		545.38	
	PAYPAL INC.			
	DD CAF BANK LTD CAFB0004	165.40		
	DD XERO UK LTD	296.72		
	KRKWMW7Y46RWZ88F9H			
	DD VIRGIN MEDIA PYMTS	54.00		
	497110002001			
	FP STRIPE Stripe Payments UK		498.96	
	FP STRIPE Stripe Payments UK		362.44	
	FP INV-25026 Your		445.50	
	Nutritional B			
	FP[redacted]		50.00	
07/05/24	Carried forward			52,124.10

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Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
07/05/24	Brought forward			52,124.10
	FP INV-24084 MORAN PE		200.00	
	Online transfer to HERTFORDSHIRE COMMUNITY M Privage001	206.64		
	FP AGEUKWESTSUS-7779F GC C1		282.12	
	FP INV-25558 BRISTOW RA		50.00	
	AUTO FUNDING	2,234.16		50,215.42
08/05/24	POS TESCO STORES 2102	215.42		
	FP INV-24799 SANDRA LEE		200.00	
	FP 3811046 AGE CONCER JUSTGIVING		26.12	
	FP 3783052 AGE CONCER JUSTGIVING		107.51	
	BACS AGE UK WEST SUSSEX PAYPAL INC.		1,110.38	
	FP STRIPE Stripe Payments UK		379.20	
	Online transfer to Edmonds Electrical Ltd INV-0740	1,020.00		
	FP AGEUKWESTSUS-KPA49 GC C1		305.83	
	FP INV-2551[redacted]		75.00	
	FP INV 24552 [redacted]		105.00	
	FP PARKER 2524[redacted]		200.00	
08/05/24	Carried forward			51,489.04

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Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
08/05/24	Brought forw[redacted]			51,489.04
	FP INV25402[redacted]		200.00	
	FP Inv 2553[redacted]		500.00	
	NETWORK			
	AUTO FUNDING	1,917.38		50,271.66
09/05/24	BACS AGE UK WEST SUSSEX		1,141.01	
	PAYPAL INC.			
	FP STRIPE Stripe Payments UK		98.09	
	FP STRIPE Stripe Payments UK		919.54	
	FP INV-25232 FOOT NURSES		200.00	
	LIMITE			
	FP INV-2[redacted]		55.00	
	FP AGEUKWESTSUS-MQVBJ GC C1		932.85	
	FP [redacted]		1,000.00	
	TRUST			
	FP INV-25231[redacted]		606.60	
	AUTO FUNDING	4,953.09		50,271.66
10/05/24	FP INV- 25568 C Bennett		200.00	
	BACS BACS AGE UK WEST SUSSEX		5.00	
	BACS AGE UK WEST SUSSEX		1,009.65	
	PAYPAL INC.			
	DD AGE UK WEST SUSSEX BACS	20,598.31		
	DD HMRC E VAT 0000052814	69,813.29		
10/05/24	Carried forward			-38,925.29

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Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
10/05/24	Brought forward			-38,925.29
	DD [redacted] 90226067	248.29		
	Online transfer from Horsham Matters Ltd		206.64	
	FP STRIPE Stripe Payments UK		494.90	
	FP STRIPE Stripe Payments UK		787.16	
	FP Headway INV-24421 Headway Suss		105.00	
	FP INV-2563[redacted]		75.00	
	FP AGEUKWESTSUS-M4TPW GC C1		418.20	
	FP EDGOOSE INV25552 EDGOOSE [redacted]		57.00	
	AUTO FUNDING		87,301.34	50,271.66
13/05/24	FP INV 25245 Parker F Parker		200.00	
	FP [redacted] COMMU		170.60	
	FP Inv 202[redacted]		57.00	
	BACS AGE UK WEST SUSSEX PAYPAL INC.		496.55	
	BACS 10790286146 SUSSEX COMMUNITY N		75.00	
	FP STRIPE Stripe Payments UK		408.58	
	FP STRIPE Stripe Payments UK		419.01	
	FP AGEUKWESTSUS-C7TRQ GC C1		201.53	
13/05/24	Carried forward			52,299.93

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Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
13/05/24	Brought forward			52,299.93
	FP 3812207 AGE CONCER		106.13	
	JUSTGIVING			
	AUTO FUNDING	2,134.40		50,271.66
14/05/24	POS TESCO STORES 2102	271.66		
	FP 25629[redacted]		55.00	
	FP [redacted]		55.00	
	DEPO[redacted]			
	BACS AGE UK WEST SUSSEX		1,165.99	
	PAYPAL INC.			
	BACS 96084 QUARTER 1 20 EASY		39.79	
	FUNDRAISING			
	DD CAF BANK LTD CAFB0004	173.20		
	FP STRIPE Stripe Payments UK		142.91	
	FP STRIPE Stripe Payments UK		491.70	
	FP Garden Service SYLVIA		75.00	
	PRINGLE			
	FP AGEUKWESTSU[redacted]		274.59	
	FP INV-257[redacted]		75.00	
	FP inv-252[redacted]		200.00	
	FP INV-256[redacted]		105.00	
	AUTO FUNDING	2,506.78		50,000.00
15/05/24	FP REFUND CELLULAR SOL		303.00	
	BACS AGE UK WEST SUSSEX		1,146.97	
	PAYPAL INC.			
15/05/24	Carried forward			51,449.97

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Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
15/05/24	Brought forward			51,449.97
	BACS ML84792 MUCH LOVED		23.62	
	Monthly Account Fee	5.00		
	DD AGE UK WEST SUSSEX BACS	203,039.85		
	DD WIGHTMAN & PARRISH DDC00832	396.44		
	Online transfer [redacted]	41.60		
	FP STRIPE Stripe Payments UK		814.95	
	FP STRIPE Stripe Payments UK		843.31	
	FP [redacted]		132.00	
	FP AGEUKWESTSUS-[redacted]		936.45	
	FP [redacted]		47.26	
	AUTO FUNDING		199,518.81	50,283.48
16/05/24	BACS AGE UK WEST SUSSEX PAYPAL INC.		539.51	
	DD AGE UK WEST SUSSEX BACS	48,529.81		
	DD BRITISH GAS BGL0506202-0489890	760.02		
	FP STRIPE Stripe Payments UK		73.67	
	FP STRIPE Stripe Payments UK		573.83	
	FP [redacted] CARE LTD		100.00	
16/05/24	Carried forward			2,280.66

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Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
16/05/24	Brought forward			2,280.66
	FP AGEUKWESTSUS-EME6B GC C1		331.15	
	FP INV 25192 CHATFIELD SA		200.00	
	FP RYDER- INV2553[redacted]		57.00	
	AUTO FUNDING		47,414.67	50,283.48
17/05/24	FP HILS Lavinia House HRT INDP LIV SER		1,139.28	
	FP INV-25230 Cancer United		70.00	
	BACS AGE UK WEST SUSSEX PAYPAL INC.		975.49	
	BACS INV-25198 HIDDEN HEARING LTD		420.00	
	BACS PMT150524 AGE UK		5,525.54	
	BACS 024350 ARUN D C		475.00	
	BACS 1000 9702420789 K WEST SUSSEX COUNTY		107.28	
	DD AGE UK WEST SUSSEX BACS	15,834.26		
	DD PERSONNEL HYGIENE AI00196259	2,339.50		
	FP STRIPE Stripe Payments UK		305.70	
	FP Hairdres[redacted]		49.20	
	Online transfer from Olive Tree Cancer Support		1,650.00	
	FP AGEUKWESTSUS-4R6F7 GC C1		1,389.32	
17/05/24	Carried forward			44,216.53

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Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
17/05/24	Brought forward			44,216.53
	AUTO FUNDING		6,084.35	50,300.88
20/05/24	FP INV-25788 COXHEAD SUSAN GASTON		57.00	
	FP RP LEISURE 25771 RP Leisure Service		94.52	
	FP LABURNUM INV 0352 [redacted]		360.00	
	FP EGF-AP65 TH[redacted]		1,000.00	
	FP LPRICEINV25725MA[redacted]		180.00	
	FP INVOICE NO 25695[redacted] IB		180.00	
	FP INVOICE NO 25727[redacted] IB		180.00	
	FP DEMENTIA CLASS FEE [redacted]		128.00	
	BACS CLARION FUTURES		1,580.00	
	BACS AGE UK WEST SUSSEX PAYPAL INC.		584.10	
	BACS 89290059213 NHS SUSSEX ICB		36,306.99	
	DD EDF ENERGY 671189683328	38.38		
	DD EDF ENERGY 671189683809	280.76		
	FP STRIPE Stripe Payments UK		87.29	
	FP STRIPE Stripe Payments UK		631.93	
	FP[redacted]		105.00	
20/05/24	Carried forward			91,456.57

CAF Bank

Statement

Registered office:CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T:03000 123 456 **E:**cafbank@cafonline.org **W:**www.cafonline.org/banking

CafCash Account
Age UK West Sussex

Age Concern West Sussex
Mrs Dawn Watson-Jones
The Laburnum Centre
Lyon Street
Bognor Regis, West Sussex
PO21 1UX

Account Name:	**Age Concern West Sussex**
Date:	**30 May 2024**
Sort Code:	**40-52-40**
Account Number:	**00015311**
IBAN:	**GB83CAFB40524000015311**
Statement Number:	**207**
Page Number:	**11**

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
20/05/24	Brought forward			91,456.57
	FP INV-[redacted]		453.60	
	FP INV 2485[redacted]		140.00	
	FP AGEUKWESTS[redacted]		1,003.84	
	FP INV 257[redacted]		467.79	
	FP INV- 2586[redacted]		200.00	
	AUTO FUNDING	43,420.92		50,300.88
21/05/24	POS SAINSBURYS	283.48		
	FP INV-25362[redacted]		125.00	
	FP SOUTHERN INV 11282 [redacted]		20.00	
	BACS AGE UK WEST SUSSEX		964.00	
	PAYPAL INC.			
	BACS 1000 970242204[redacted]		405,986.99	
	DD EVERFLOW LIMITED C286272A	216.75		
	FP STRIPE Stripe Payments UK		283.65	
	F[redacted]		75.00	
	FP INV-25685 WRIGHT MM&C		140.00	
	FP AGEUKWESTSUS-WMXZ2 GC C1		610.94	
	FP HAYWARD INV 2344[redacted]		57.00	
	AUTO FUNDING	408,045.83		
21/05/24	Carried forward			50,017.40

CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T: 03000 123 456 **E:** cafbank@cafonline.org **W:** www.cafonline.org/banking

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Page Number:	**12**

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
21/05/24	Brought forward			50,017.40
22/05/24	FP 3833030 AGE CONCER JUSTGIVING		21.37	
	BACS AGE UK WEST SUSSEX PAYPAL INC.		1,106.11	
	BACS [redacted] INNOVATIONS IN PRI		3,346.58	
	BACS ERPXAP0001[redacted]		36.00	
	BACS REGIS PCN INNOVATIONS IN PRI		37,313.32	
	BACS 85504 B&H C		3,100.00	
	DD BRITISH GAS BGL0332118-0319006	1,651.36		
	DD THE PENSIONS TRUST E0010019202405	17,960.04		
	DD THE PENSIONS TRUST E0011732202405	645.00		
	DD ROYAL MAIL WEST TE 414903000	34.44		
	FP STRIPE Stripe Payments UK		117.79	
	FP STRIPE Stripe Payments UK		214.71	
	FP AGEUKWESTSUS-CFJ6Z GC C1		1,260.91	
	FP Carer Support ROGER BANNISTER		200.00	
	AUTO FUNDING	26,284.65		50,158.70
23/05/24	POS Trainline.Com Trainli Mr [redacted]	17.40		
	FP INV25828[redacted]		200.00	
23/05/24	Carried forward			50,341.30

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Page Number:	**13**

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
23/05/24	Brought forward			50,341.30
	BACS AGE UK WEST SUSSEX		976.43	
	PAYPAL INC.			
	BACS ST PAULS CATH COLL		568.62	
	BOSCO [redacted]			
	DD [redacted]	277.78		
	C35759804287656			
	FP STRIPE Stripe Payments UK		23.04	
	FP STRIPE Stripe Payments UK		677.45	
	FP AGEUKWESTSUS-QMBBA GC C1		522.33	
	AUTO FUNDING	2,670.12		50,161.27
24/05/24	BACS PMT220524 AGE UK		1,300.00	
	DD AGE UK WEST SUSSEX BACS	29,629.50		
	DD SCOTTISH WIDOWS AS	134.86		
	ZUAABN000000019855			
	FP STRIPE Stripe Payments UK		169.26	
	FP STRIPE Str[redacted]nts UK		816.81	
	FP INV-2590[redacted]		175.00	
	FP AGEUKWESTSUS-HPFF8 GC C1		19.57	
	FP INV -25113 M Moffat		200.00	
	AUTO FUNDING		27,095.52	50,173.07
28/05/24	FP INV-2594[redacted]		57.00	
28/05/24	Carried forward			50,230.07

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Page Number:	**14**

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
28/05/24	Brought forward			50,230.07
	FP INV-24679 ARUN INTEGRATED CA		6,419.00	
	DD JUSTGIVING SUBS JG011516	18.00		
	DD GOCARDLESS VISITHORSHAM-MGRB6	8.00		
	DD WATERLOGIC GB LTD WATERWELLBEMSZVHZ	31.11		
	FP STRIPE Stripe Paym[redacted]s UK		149.28	
	FP INV.2555[redacted]		105.00	
	FP STRIPE Stripe Payments UK		55.94	
	FP INV 2554[redacted]		75.00	
	FP AGEUKWESTSUS-[redacted]		190.66	
	FP INV-26065[redacted]		20.00	
	FP 25080 GYDE SB		200.00	
	AUTO FUNDING	6,787.02		50,600.82
29/05/24	POS SAINSBURYS	141.30		
	FP 3827539 AGE CONCER JUSTGIVING		57.85	
	FP 22833/23651 VITALE CARE		72.00	
	DD CHUBB F AND S 52785325	45.36		
	DD CHUBB F AND S 52785954	22.43		
29/05/24	Carried forward			50,521.58

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Page Number:	**15**

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Accrued Interest is £ 17.80

Date	Particulars	Debit	Credit	Balance
29/05/24	Brought forward			50,521.58
	FP STRIPE Stripe Payments UK		672.74	
	FP STRIPE Stripe Payments UK		565.74	
	FP INV-26062 Selective [redacted]		153.75	
	FP 25291 [redacted]		75.00	
	FP Inv 252[redacted] NETWORK		195.00	
	FP AGEUKWESTSUS-[redacted]		312.73	
	FP GKR INV 25055 [redacted] NO2		165.40	
	AUTO FUNDING	2,202.42		50,459.52
30/05/24	POS Worthing Borough Coun	5.20		
	FP UNBARRED BREWERY UNBARRED LIMITED		281.00	
	FP LLOYDS TRANSFER Age UK West Sussex		34,000.00	
	FP Boreham Inv 26072 E [redacted]		200.00	
	[redacted] Stripe Payments UK		250.77	
	FP INV-2589[redacted]		105.00	
	FP AGEUKWESTSUS-DP9KY GC C1		699.56	
	AUTO FUNDING	35,536.33		
30/05/24	Carried forward			50,454.32

CAF Bank

Statement

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T:03000 123 456 **E:**cafbank@cafonline.org **W:**www.cafonline.org/banking

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Statement Number:	**207**
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Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 17.80

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Your deposit is eligible for protection by the Financial Services Compensation Scheme.
********************************************************************************
*                                                                              *
*                      Protecting Your Account From Fraud                      *
* Sometimes we will send you a text message containing a Passcode so you can   *
* complete a card or online banking payment.                                   *
*                                                                              *
* Please remember you should never share this code with anyone else and        *
* CAF Bank will never ask you to share this code during any telephone calls.   *
*                                                                              *
* If you receive an unexpected text message from CAF Bank containing a code    *
* please contact us as soon as possible on 03000 123 456.                      *
*                                                                              *
********************************************************************************
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AGE UK WEST SUSSEX, BRIGHTON AND HOVE

SAFEGUARDING CHILDEN AND YOUNG PEOPLE POLICY

Version 1.0

November 2022

Version Control		
Date	**Action**	**by**
Nov-22	V1.0 created to sit alongside AUKWSBH Safeguarding Adults Policy.	Sarah Watson

Age UK West Sussex, Brighton & Hove

Safeguarding Children and Young People Policy

1. Introduction

Age UK West Sussex, Brighton & Hove is committed to safeguarding the welfare of children and young people. Safeguarding is taking all reasonable measures to ensure that the risks of harm to children and young people's welfare are minimised.

Age UK West Sussex, Brighton & Hove works predominantly with and delivers services to people over 50 years old but recognises the importance of ensuring the safeguarding and welfare of children and young people. It establishes the roles and responsibilities of everyone who works for Age UK West Sussex, Brighton & Hove in relation to safeguarding the people with whom we work. It does this by setting out clear guidance, so Staff and Volunteers are able act appropriately in any given situation.

This policy is based on and reflects, the principles of both UK legislation and guidance and other relevant Age UK West Sussex, Brighton & Hove policies and procedures. The approach has been developed in such a way as to be consistent with 'Best Practice' within the field of safeguarding children and young people and this Policy sits alongside our Safeguarding Adults Policy.

2. Statutory Framework

The Children's Act 2014, which is fundamental to people working with children and young people in the UK.

The Protection of Children Act 1999 requires employers to carry out Disclosure and Barring Service (DBS) checks before employees are allowed to come into contact with children. Age UK West Sussex, Brighton & Hove is required under this legislation to apply for enhanced disclosure from the Disclosure and Barring Service for staff working with children.

AUKWSBH takes account of guidance issued by the Government, the Disclosure and Barring Service and other relevant bodies and groups.

The Safeguarding Vulnerable Groups Act 2006 which sets out the type of activity in relation to young people and adults at risk for which employers and individuals will be subject.

The Protection of Freedoms Act 2012 which changed the definition of Regulated Activity including who is eligible for a barred check list

3. Forms of Abuse

Abuse can take many forms. These include:

3.1 Physical Abuse

This may include hitting, shaking, throwing burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a young person who they are looking after. This is commonly described using such terms as ‘fictitious’ illness by proxy or ‘Munchausen’s Syndrome by proxy’.

3.2 Sexual Abuse

Involves forcing or enticing a young person to take part in sexual activities, whether or not the young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities such as involving young people in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging young people to behave in sexually inappropriate ways.

3.3 Neglect

This is the persistent failure to meet the young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the young person’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing; failure to protect a young person from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a young person’s basic emotional needs.

3.4 Emotional Abuse

This is the persistent emotional ill-treatment of a young person such as to cause severe and persistent effects on the young person’s emotional development. It may involve conveying to young people that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of ill-treatment of a young person, though it may occur alone.

3.5 Significant Harm

Some young people may be in need because they are suffering or likely to suffer significant harm. The Children Act V section 47 (1) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the young person.

4. Protection from Harm or Abuse

It is everyone at Age UK West Sussex, Brighton & Hove's responsibility to promote the safety of the children and young people we work with. Staff, and volunteers are always expected to maintain a sense of proportion, apply common sense to situations and protect the child' or the young person's welfare as the key priority.

It is also Age UK West Sussex, Brighton & Hove's duty to ensure that staff and volunteers are never placed in situations where abuse might be alleged. It is not intended that the policy should restrict staff and volunteers from normal ways of working, but they always need to consider how an action or activity may be perceived as opposed to how it is intended.

5. Principles of Good Practice

Age UK West Sussex, Brighton & Hove considers that:

- All children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to be treated with care, respect and dignity;
- The welfare of the child or young person is the paramount consideration;
- Those working for Age UK West Sussex, Brighton & Hove will be perceived by children and young people as trusted representatives of Age UK West Sussex, Brighton & Hove
- It is important to ensure communication with children and young people is open and clear;
- It is essential to assess the risks to children and young people of its activities through comprehensive risk assessments.
- It is important for staff and volunteers to avoid physical contact with children and young people except for that which is clearly outlined in the service user's risk assessment and the duties outlined in job descriptions and role profiles.

6. Designated Safeguarding Lead

The Designated Safeguarding Lead is Age UK West Sussex, Brighton & Hove’s Head of Health.

The role of the designated member of staff for safeguarding children and young people is to:

- Ensure that Age UK West Sussex, Brighton & Hove’s Safeguarding Children and Young People Policy is implemented throughout the organisation;
- Oversee the referral of cases of suspected abuse or allegations to the relevant investigating agencies;
- Liaise with the local authority, LSCB and LADO and other appropriate agencies;
- Carry out all necessary child protection/safeguarding-related enquiries, procedures and investigations in line with internal procedures;
- Provide advice and support to other staff on issues relating to safeguarding;
- Maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral);
- Ensure secure and confidential record-keeping on safeguarding matters, that a "need to know" confidentiality policy is preserved on such matters and that all staff, volunteers, trainees and management committee members apply themselves fully to the Data Protection Act, 2018;
- Liaise with social services and the police in the relevant boroughs on child protection/safeguarding matters, both formally and informally;
- Report allegations and suspicions of abuse to the appropriate authorities;
- Ensure there are adequate and appropriate induction and training for all Staff, volunteers, trainees and management committee members on child safeguarding matters;
- Ensure that all activities carried out by Age UK West Sussex, Brighton & Hove satisfy safeguarding requirements with regard to personnel, practices and premises;
- Check and countersigns all incident reports made by staff making such reference to outside agencies as is appropriate.
- Report on the implementation of the Safeguarding Children Policy at all Age UK West Sussex, Brighton & Hove Board meetings.

7. Staffing Issues and Disclosure

7.1 New Appointments

Age UK West Sussex, Brighton & Hove is registered with the Disclosure and Barring Service (DBS). As part of the Age UK West Sussex, Brighton & Hove recruitment, and selection process, offers of all employment positions are subject to DBS enhanced disclosure. This applies to persons engaged on permanent or temporary contracts whether they work with children and young people or not.

If the disclosure reveals that that they have been convicted of any offence relating to children or young people; and/or subject to any disciplinary action or sanction relating to children or young people, the candidate will not be appointed to that post or area of work.

If the disclosure shows that the candidate has previous convictions, but they are not related to children or young people, Age UK West Sussex, Brighton & Hove in consultation with any contracting body will decide whether the candidate is suitable for the post they have applied for.

Any decision will be recorded in writing and stored for future reference.

7.2 Current Staff

7.2.1 All current members of Staff and volunteers have their DBS disclosure updated every three years.

7.2.2 If the disclosure reveals that that they have been convicted of any offence relating to children or young people and/or subject to any disciplinary action or sanction relating to children, Age UK West Sussex, Brighton & Hove's Grievance and Disciplinary Procedure will be enacted.

7.2.3 If the disclosure shows that the staff member has received a conviction, but that it is not related to children or young people, Age UK West Sussex, Brighton & Hove in consultation with any contracting body will decide whether the candidate can remain in post.

7.2.4 If the disclosure reveals no convictions or disciplinary action or sanctions the post holder will remain in post and no further action will be taken.

7.2.5 Any decision will be recorded in writing and stored for future reference.

7.2.6 Irrespective of the requirements outlined under 7.2.1 should a member of Age UK West Sussex, Brighton & Hove personnel be charged or convicted of any offence clauses 7.2.2. or 7.2.3 will apply.

8. Procedures for Age UK West Sussex, Brighton & Hove Personnel (Staff, Volunteers, Trainees, Management Committee Members)

Reporting Witnessed Incidents or Abuse or Reports from Children and Young People

8.1 Reporting Witnessed Incidents

All Age UK West Sussex, Brighton & Hove's staff and volunteers should be alert to any signs of abuse and report any concerns or suspicions to their line manager or in the case of management directly to the Designated Safeguarding Lead immediately or as soon as it is practicable to do so i.e.

The member of staff or volunteer will be required to complete an incident report;

In the case of staff and volunteers the line manager will refer this matter to the Designated Safeguarding Led who should contact the contracting authority or agency. The contracting authority or agency's child protection/safeguarding children and young people's procedures will then apply;

If the alleged incident did not occur within the context of a contract operated by Age UK West Sussex, Brighton & Hove the local authority within which the alleged incident occurred should be contacted and/or the police. Their guidance should then be followed;

A record of the incident and action taken must be kept and filed within Age UK West Sussex, Brighton & Hove. Record-keeping on safeguarding children's matters must be secure and confidential, that a "need to know" confidentiality policy is preserved on such matters and that all staff and members of the management committee within Age UK West Sussex, Brighton & Hove must apply themselves fully to the Data Protection Act, 2018.

8.2 Reports from Children and Young People

If a child or young person tells a member of Age UK West Sussex, Brighton & Hove personnel of any incident of abuse, or states any concerns about the behaviour of any person this person must inform the child or young person that this matter cannot remain confidential;

The member of Staff, volunteers or trainee should contact their line manager who will require them to complete an occurrence report (see Appendix B).

The line manager will then refer this matter to the Designated Safeguarding Lead who should contact the contracting authority or agency. The contracting authority or agency's child protection/safeguarding children and young people's procedures will then apply;

If the alleged incident did not occur within the context of a contract operated by Age UK West Sussex, Brighton & Hove the local authority LADO within which the alleged incident occurred should be contacted and/or the police. Their guidance should then be followed.

A record of the incident and action taken must be kept and filed within Age UK West Sussex, Brighton & Hove. Record-keeping on safeguarding children's matters must be secure and confidential, that a "need to know" confidentiality policy is preserved on such matters and that all staff and members of the management committee within Age UK West Sussex, Brighton & Hove must apply themselves fully to the Data Protection Act, 2018.

8.3 Allegations Made Against Age UK West Sussex, Brighton & Hove staff or volunteers.

If an allegation against any person working for Age UK West Sussex, Brighton & Hove is made the following procedure must be followed. The person or persons making the allegation will be required to complete an occurrence report. This should be taken by a member of Age UK West Sussex, Brighton & Hove Senior Leadership Team. The manager will then refer this matter to the Designated Safeguarding Lead.

The Designated Safeguarding Lead or their nominee should inform the Age UK West Sussex, Brighton & Hove employee against whom the complaint has been made as soon as possible, unless there appears to be a case that this might prejudice a criminal investigation. The Designated Safeguarding Lead or their nominee should consult with the contracting authority regarding police notification and involvement and take direction from the contracting authority. If the allegation/s made is/are of a criminal nature, e.g. allegations of sexual abuse, physical assault or inappropriate behaviour, the Designated Safeguarding Lead or nominee will enact Age UK West Sussex, Brighton & Hove Grievance and Disciplinary Procedure and suspend the person from any activity in Age UK West Sussex, Brighton & Hove for reasons of alleged gross misconduct.

The member of Staff or volunteer in question will remain suspended unless and until the police and/or social services confirm there was no substance to the report. An incident report will be made and treated as confidential.

If no criminal allegation has been made the Designated Safeguarding Lead or nominee will conduct an investigation by gathering as much detail as possible from available sources of information. For Staff and volunteers and trainees the investigation will follow Age UK West Sussex, Brighton & Hove’s Grievance and Disciplinary Procedure. The contracting authority (if relevant) will be informed of the outcome of the investigation process and any resultant appeal.

9. Review and Evaluation

9.1 Documenting Disclosure

In all cases outlined above written records of the process and the decisions taken throughout must be maintained. In the first instance this will include the completion of an incident report.

9.2 Monitoring, Review and Evaluation

Incidences of breaches of this policy should be kept and reviewed at Leadership meetings and Senior Leadership meetings to review how these matters were dealt with to inform future policy and practice.

Appendix A

Designated Safeguarding Children Officer:

Charlie Raynor

Role: Head of Integrated Care

Address: Age UK West Sussex Brighton and Hove, Suite 2, Anchor Springs, Littlehampton BN17 6BP

Email: admin@ageukwsbh.org.uk

Telephone: 0800 019 1310

Appendix B – Safeguarding Children Occurrence Form

Age UK West Sussex, Brighton and Hove Safeguarding Children Occurrence Report Form	
Date:	
Name of the person completing the report:	
Name of the child or young person:	
Details of the incident:	
Please describe what happened, what you have noticed or been told:	
Are there any witnesses? If so, please provide details.	

Please return this completed form to the designated safeguarding lead.

AGE UK WEST SUSSEX, BRIGHTON, AND HOVE

SAFEGUARDING ADULTS

July 2023

AUKWSBH Safeguarding Adults
July 2023
Version 8

1. Introduction

1.1. Age UK West Sussex, Brighton, and Hove (AUKWSBH) is signed up to the Pan Sussex Safeguarding Adults Policy. The attached page is the policy statement.

1.2. The policy and procedures are available on the internet. All updates will be posted there.

1.3. Reporting abuse and neglect is done online.

Brighton & Hove: Raising a Safeguarding Brighton & Hove

West Sussex: Raising a Safeguarding West Sussex

1.4. This is the access point for reporting all aspects of abuse and self-harm and/or neglect.

2. Staff/ Volunteer induction and training

2.1 All staff and volunteers as part of their induction will undertake training on recognising abuse and reporting it. Refresher training will be undertaken at team meeting discussions with all staff and volunteers who have day-to-day contact with older people. Safeguarding training is required to be updated annually by all staff & Volunteers.

3. Reporting

3.1 Any safeguarding(s) raised are to be input onto our charity log system, the organisation safeguarding leads will run reports on a regular basis to monitor trends. Further information on how to complete this can be found within our safeguarding guidance document Safeguarding Guidance

3.2 All cases will be reported to the Board every year.

3.3 As an organisation we are committed to protecting the adults we support keeping them safe from harm, we recognise some adults may be at risk even before a safeguarding concern is required to be raised, for this reason we will monitor and record low level incidents via our charity log system to highlight an individual at risk and the support provided, It could mean this incident leading to safeguarding if no further action was to be taken, further details on this and how to raise can be found using our Safeguarding guidance document.

3.4 Any case which is deemed to be a “Serious Case Review” will be reported to the Chair immediately and in full to the next Board meeting.

4. Abuse by AUKWSBH people

4.1 If any AUKWSBH volunteers, trustees, patrons or nominated members are directly cited in a safeguarding report above the alert stage they will be interviewed by the CEO or Chair and may be asked to step down from Age UK until the case is resolved.

4.2 Staff cited as above will be subject to the appropriate disciplinary procedure.

5. Serious Incident Reports to Charity Commission

5.1 If the case results in, or risks, damage or harm to the charity's work, beneficiaries, or reputation, it may be necessary to make a serious incident report to the Charity Commission or CQC when required. The Chair will make this decision.

6. Policy (directly from Pan Sussex Agreement)

6.1 Having policies and procedures to safeguard adults is a legal requirement under the Care Act 2014. The policy and procedures will ensure a proportionate, timely and professional approach is taken, and that safeguarding work is coordinated across all relevant agencies and organisations. This is essential for the prevention of harm and abuse.

6.2 The policy and procedures update and replaces Edition 3 published, July 2016 and has been commissioned and agreed by Brighton & Hove, East Sussex, and West Sussex Safeguarding Adults Boards.

6.3 The local authority has the coordinating role in relation to adult safeguarding, and other partner agencies have legal duties regarding safeguarding adults.

6.4 The policy and procedures provide an overarching framework to coordinate all activity undertaken through other processes and procedures where a concern relates to an adult who is experiencing abuse or is at risk of abuse or neglect. This relates to an adult who meets the following three key tests:

- The adult has needs for care and support (whether the local authority is meeting any of those needs).
- The adult is experiencing, or at risk of, abuse or neglect.
- As a result of their care and support needs, the adult is unable protect themselves from either the risk of, or the experience of abuse or neglect.

6.5 individual services and organisations should ensure their internal adult safeguarding policy and procedures reflect this Sussex Safeguarding.

6.6 The local Safeguarding Adults Boards will lead work to ensure that the organisations or agencies that support persons experiencing or at risk of abuse or neglect will:

- Explicitly include representation of adults as a key partner in all aspects of safeguarding work. This includes building the participation of adults into the
- Board's membership, monitoring, development, and implementation of the Board's work, training strategies, planning and implementation of the individual's safeguarding assessment and plan.
- Develop a culture that does not tolerate abuse, neglect, and exploitation.
- Raise awareness about safeguarding adults.
- Prevent abuse, neglect, and exploitation from happening wherever possible.

If you are concerned that abuse or neglect may be taking place, take immediate action. Share your concerns or seek advice from Adult Social Care. If you are a member of staff, also share your concerns with your manager, and or your organisation safeguarding leads.

Further support on this please refer to our Safeguarding guidance document.

6 Key principles informing this policy.

7.1 All safeguarding work with adults should be based on the following principles:

- The empowerment of adults underpins all safeguarding adults' work.
- The focus of safeguarding adults should always be to identify and endeavor to meet the desired outcomes of the adult.
- Every person has a right to live a life free from abuse, neglect, and fear.
- Safeguarding adults is everyone's business and responsibility.
- There is zero tolerance to the abuse of adults.
- All reports of abuse will be treated seriously.
- Every person should be able to access information about how to gain safety from abuse and violence and neglect.
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.
- All partner agencies, organisations, and partners across the community of Sussex actively work together and encourage accountability, transparency and appropriate professional challenge.
- People working or involved in supporting adults have the appropriate knowledge, skills, and training to undertake their responsibilities in relation to safeguarding adults.
- Support is in place for adults to prevent abuse from occurring as well as post-abuse support

7.2 The Care Act and the Care Act guidance sets out the statutory requirement for local authority social services, health, police, and other agencies to both develop and assess the effectiveness of their local safeguarding arrangements. This is founded on the six key principles bel

Principle	Description	Outcome for the adult at risk	In practice this means
Empowerment	Presumption of person led decisions and informed consent.	*"I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens."*	-Having clear and accessible systems for adult's views to be heard and influence change. -Giving people relevant information and support about safeguarding and the choices available to them to ensure their own safety.
Prevention	It is better to act before harm occurs.	*"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."*	- Raising public awareness about safeguarding, including how to recognise and report it. - All staff are clear on their roles and responsibilities in relation to safeguarding adults at risk.
Proportionality	The least intrusive response appropriate to the risk presented.	*"I am sure that the professionals will work in my interests, as I see them, and they will only get involved as much as needed."*	- The adult is at the center of all responses to the safeguarding concern and any action taken is based on their preferred outcomes or best interests. - An approach to positive risk taking in which the adult at risk is fully involved.
Protection	Support and representation for those in greatest need.	*"I get help and support to report abuse and neglect. I get help so that I can take part in the safeguarding process to the extent to which I want and to which I am able."*	- Organisations have effective processes to be able to identify and respond to concerns or emerging risks. - Consideration of mental capacity is part of the safeguarding process, and where people lack capacity decisions are always made in their best interests.
Partnership	Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.	*"I know that staff will treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*	- Information is shared between organisations in a way that reflects its personal and sensitive nature. - Ensuring local information sharing protocols are in place and staff understand and use them.
Accountability	Accountability and transparency in delivering safeguarding.	*"I understand the role of everyone involved in my life and so do. they."*	- The roles and responsibilities of the organisation are clear so that staff understand what is expected of them and other

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