



Trustees' Annual Report for the period						
		Period start date			Period end date	
	06	04	2020		05	2021
From				To		

Section A Reference and administration details

Charity name	ASD Helping Hands
Other names charity is known by	
Registered charity number (if any)	1175729
Charity's principal address	Room 219 Breckland Business Centre
	St Withburga Lane, Dereham, Norfolk
	UK
	Postcode NR19 1FD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Baldwin	Chair		
2	Carol Farrow	Trustee		
3	Lisa Harris	Secretary		
4	Stephen Adcock	Treasurer		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Julie Adcock – CEO/Founder Lee Gibbons- Operations Manager

Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted Nov 2017
How the charity is constituted (eg. trust, association, company)	charitable incorporated organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed for a term of 3 years by a resolution convened at a meeting of the Charities Trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. 	<p>All trustees are made aware of their role and responsibilities using training provided by NCVO and this needs to be completed within 3 months of appointment to their position or before the next scheduled trustee meeting, which ever is closest. All policies and procedures are readily available for each trustee member using our online portal via the charities website.</p> <p>The Charity operates as an independent body from any statutory/governmental body or charity. We do however adopt the guidelines of recruitment, safeguarding and risk management from a variety of organisations.</p> <p>Trustees meet at least 4 times a year one of which constitutes as the Annual General Meeting (AGM)</p>
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Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>ASD Helping Hands objectives as set out in the governing document are as below:</p> <ul style="list-style-type: none"> • Support and assistance for those affected by an Autism Spectrum Disorder (ASD) and co-morbid conditions • Promotion of equality and diversity • Provision of recreational groups and outings • Co operating and supporting other organisations in the work where their objectives fall in line with our own. <p>It is our mission to support all those affected by an Autism Spectrum</p>
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condition whether they are diagnosed, undiagnosed or a family member or professional working with someone on the Autism Spectrum

Summer 2020

Due to the ongoing Covid019 Pandemic and the statutory restrictions placed on meeting with those from outside of your household we were unable to hold any specialized events such as our support groups and Activity days. We did how ever begin to host online support groups which had a good level of participation to begin with but soon dropped off. During these we hosted Q&A sessions with professionals, run family games and quizzes and other activities.

Autumn 2020

In Autumn 2020 we had begun to trial running our support groups again with reduced numbers and covid restrictions in place. These were received well, and we were able to return to running these regularly until we were mandated not to hold gatherings due to the Covid-19 response once again. We deemed that due to our service users, the risk posed to our service users and financial obligations we would be unable to continue running these groups in any capacity.

Winter 2021

With the continued restrictions our face-to-face support has completed ceased at this time and are holding a lot of our events and consultations. virtually

Spring 2021

In Spring we held out first residential holiday of the year. A one-night camping trip for 5 families. During this time, we held a number of activities for the families. We also begun to open our support groups again trialling with one group but have as of yet been able to open these further.

Year round and ongoing work

Our family support service runs year-round and offers advice and support for parents/carers and professionals working with an individual on the Autism Spectrum. Over the 12-month period this report covers we have received 224 referrals into this service of which all have received support through the service we have not had to signpost or deny support to any party for this period. Frome the 12/10/2020 we also changed the Family Support service to the Autism Information and Advice Service, the aim of this was to be more transparent on what we offer to families affected by Autism and make the process more streamline so that we can get in contact with families and those that need our support faster and had a clearer idea of what we were supporting those service users with.

Our Family Support groups operate on a Saturday morning alternating location on a biweekly basis, in total we have 3 support groups each hosting 24 support groups a year lasting 2 hours each, seeing an average of around 10 families in attendance at each.

ASD Helping Hands also offer training programmes to parents/carers and professionals on a range of issues relating to Autism Spectrum Disorder through face to face training sessions although in the current climate we have moved these to online Zoom sessions.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

ASD Helping Hands continues to be an active part of the Norfolk All Age Autism Partnership board where we sit as one of the voluntary organisations guiding and bring the views of those, we support to the table to influence discussion and policy writing in relation to the Autism Act 2010. We are responsible for the management of the website, engagement events and Engagement Working Group and this has continued virtually throughout the pandemic.

The Covid-19 Pandemic has hit the charity hard especially with regards to volunteers we have now dropped from a total of 10 to 2 volunteers who both offer 8 hours a week. Over the next year we need to focus on bringing on more volunteers or secure funding arrangements to employ those to help us deliver our mission statement.

All trustees have made consideration to the Charities Commission's guidance on public benefit when considering and planning the activities for the year during the trustee meetings.

Additional details of objectives and activities (Optional information)

ASD Helping Hands values all our volunteer support and we would be unable to run many if not all our activities without their ongoing time, support and commitment we are eternally grateful for their contribution and dedication.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

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Summary of the main achievements of the charity during the year

ASD Helping Hands is still the go to charity in Norfolk for those wishing for support, guidance or information on all subjects to do with Autism.

The Covid -1 9 pandemic and the restrictions have had a hugely negative impact on the charity, where we have seen a rise in the number of people contacting us and the reduction in our resources.

Our volunteer team has been reduced to a fraction of what it was before, and we have been unable to run many of our activities due to the face-to-face nature needed for those we support.

We have used technology not great advantage to be able to allow us to keep interacting and in ouch both those families who are comfortable using such media and hosting our training sessions and support groups online via Zoom.

We continue to offer a full inclusive service for those affected by Autism and have managed to get our waiting times down to less than 10 days after the introduction of the Autism Information and Advice service.

We are looking positively towards the future and with he support group slowly starting to build back up and our service users becoming more confident in attending I believe we are only going to go from strength to strength come the latter part of the year.

Section E Financial review

Brief statement of the charity's policy on reserves

We aim to have enough in reserves to last 3-6 months.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Caroline Baldwin</i>	<i>Stephen Adcock</i>
Full name(s)	Caroline Baldwin	Stephen Adcock
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27/01/2022	