



| Trustees Annual Report for the period of |                   |    |    |    |                 |  |    |
|--|-------------------|----|----|----|-----------------|--|----|
| From                                     | Period Start Date |    |    | To | Period end date |  |    |
|  |                   | 06 | 04 |    | 2023            |  | 05 |

## Section A

## Reference and administration details

|  |   |  |  |
|--|---|--|--|
| <b>Charity Name</b>                    | ASD Helping Hands                       |  |  |
| <b>Other names charity is known by</b> |   |  |  |
| <b>Registered charity number</b>       | 1175729                                 |  |  |
| <b>Charity's principal address</b>     | Room 412-416, Breckland Business Centre |  |  |
|  | St Withburga Lane, Dereham, Norfolk     |  |  |
|  | UK                                      |  |  |
| <b>Postcode</b>                        | 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 | Amy Culverhouse | Chair           |                                   |   |
| 2 | Adam Gaskin     | Secretary       |                                   |   |
| 3 | Stephen Adcock  | Treasurer       |                                   |   |
| 4 |                 |                 |                                   |   |
| 5 |                 |                 |                                   |   |
| 6 |                 |                 |                                   |   |
| 7 |                 |                 |                                   |   |

### Names and addresses of advisers (Optional Information)

| Type of Advisor | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |

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

| Name         | Position           |
|--------------|--------------------|
| Julie Adcock | CEO / Founder      |
| Lee Gibbons  | Operations Manager |

## Section B Structure, Governance and Management

### Description of Charity's trusts

|  |  |
|--|--|
| <b>Type of governing Document</b><br><small>(e.g. trust deed, constitution)</small>        | Constitution adopted Nov 2017  |
| <b>How is the charity constituted</b><br><small>(e.g. trust, association, company)</small> | Charitable Incorporated Organisation (CIO)   |
| <b>Trustee selection method</b><br><small>(e.g. appointed by, elected by)</small>          | 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)

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

- 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.

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, whichever is closest. All policies and procedures are readily available for each trustee member using our online portal via the charities website.

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.

Trustees meet at least 4 times a year one of which constitutes as the Annual General Meeting (AGM)

**Section C Objectives and Activities**

Summary of the objects of the charity set out in its governing document

ASD Helping Hands objectives as set out in the governing document are as below:

- 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
- Cooperating and supporting other organisations in the work where their objectives fall in line with our own.

It is our mission to support all those affected by an Autism Spectrum condition whether they are diagnosed, undiagnosed or a family member or professional working with someone on the Autism Spectrum

**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)**

**Year round and ongoing work**

**Autism Information and Advice service**

Our Autism information and advice service continued to receive referrals are we are now offering both appointment-based contact and email-based contact dependant on the preference of the individual.

Main reason for referrals continues to be challenging behaviour and diagnosis. In the period of this report, we received 276 referrals into this service.

The Autism Information and Advice service is a free service provided information and support on:

- SEN Support and Educational, Health, and Care Plans
- The Autism diagnosis pathway for both Adults and Children in Norfolk, Great Yarmouth, and Waveney
- The Welfare system and guidance on how to complete and apply for disability benefits, as well as information on appealing decisions.
- Challenging behaviours relating to an autism spectrum disorder.
- Short breaks applications and Young Carers Groups
- Adult Social Care and Budgets
- Suitable Training, Events, and social groups

**Support and Social groups**

We now have 4 support groups two young people groups, one adult group and one family group. All of these are very well attended with our

Young People groups now operating on a waiting list system. These groups were attending by over 250 people during this reporting period and many of them were repeat visitors.

**Training and Events**

We delivered the Understanding Autism course endorsed by the University of East Anglian and the Norfolk Autism Partnership Board to two organisations. Realise Futures to a total of 16 participants and the Hertfordshire NHS Trust, a total of 87 participants. We delivered our Just Diagnosed and Just Behaviour courses to a combined participation of 54 people ranging from both self-hosted courses and external courses. We have begun the set up of a dedicated E-Learning website for our training so that we can engage in a wider audience and have recruited a Videographer (Nimble.) to allow us to produce high quality training videos after agreement at a trustee meeting in early 2023.

**Norfolk Autism Partnership**

The Norfolk Autism Partnership have now signed off on the Norfolk All Age Autism Strategy 2024-2029 and partners have now begun to develop and deliver the actions outlined in this plan.

**Norfolk Learning Disability Partnership**

The Norfolk Learning Disability Partnership have signed off and agreed on the Norfolk Adults Learning Disability plan 2023-2028, and actions have begun to be delivered by external partners and statutory organisations. We are due to report to the Norfolk Learning Disability and Autism Programme Board early 2025.

Both Partnerships have seen an increase in self-advocate representation, and they now form the largest ration of partners that sit on these boards ensuring that the voice of people with a learning disability and Autistic people are at the heart of the conversations around plan to improve services for them within Norfolk. We have also increased the involvement fee (over inflation) we pay our self-advocates to better represent their valued input.

**Additional details of objectives and activities (Optional information)**

|  |  |
|--|--|
| <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• policy programme related investment.</li> <li>• contribution made by volunteers.</li> </ul> |  |
|--|--|

## Section D

## Achievements and Performance

Summary of the main achievements of the charity during the year

-

## Section E Financial Review

Brief statement of the charity's policy on reserves  
 Details of any funds materially in deficit

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

### 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.

|                     |                        |                       |
|---------------------|------------------------|-----------------------|
| <b>Signature(s)</b> | <i>Amy Culverhouse</i> | <i>Stephen Adcock</i> |
| <b>Full Names</b>   | <b>AMY CULVERHOUSE</b> | <b>STEPHEN ADOCK</b>  |
| <b>Position</b>     | <b>CHAIRPERSON</b>     | <b>TREASURER</b>      |
|                     | <b>Date</b>            | <b>08/01/2025</b>     |