

Let's Talk Relationships

England & Wales - Charity number 1013811

Details

Other names RELATE BRADFORD, RELATE BRADFORD & LEEDS LTD

Status Registered

Legal form Charitable company

Company number [02652414](#)

Registered 1992-08-20

Register [View on the Charity Commission register](#)

Contact

Address Perkin House
1st Floor
Grattan Road
Bradford
BD1 2LU

Phone 01274726096

Email info@relatebradfordandleeds.org

Website www.relatebradford.org

Activities

Objects: A. TO EDUCATE THE PUBLIC CONCERNING THE BENEFITS OF SECURE COUPLE RELATIONSHIPS, MARRIAGE AND FAMILY LIFE IN ORDER TO IMPROVE THE EMOTIONAL, SEXUAL AND SPIRITUAL WELL-BEING OF INDIVIDUALS WHICH IS DERIVED FROM COMMITTED RELATIONSHIPS; B. TO PROMOTE RESEARCH INTO ALL ASPECTS OF COUPLE RELATIONSHIPS AND MARRIAGE AND TO MAKE THE RESULTS AVAILABLE TO THE PUBLIC; C. TO SEEK TO ENHANCE, THE GOOD HEALTH, BOTH AND PHYSICAL, OF ADULTS AND CHILDREN BY INCREASING PUBLIC AWARENESS OF THE BENEFIT OF COMMITTED COUPLED RELATIONSHIPS, MARRIAGE AND FAMILY LIFE AND WORKING TO PREVENT POVERTY, HARDSHIP AND DISTRESS CAUSED BY THE BREAKDOWN OF SUCH RELATIONSHIPS

Activities: We offer a range of therapeutic counselling, which includes :- Relationship counselling and PST services to adult couples and individuals- Family, children and young peoples counselling- Life skills courses- IAPT Couple Therapy for Depression - Counselling service for carers - Reaching with Relate (working in schools)- Northern Powergrid training

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** BRADFORD METROPOLITAN DISTRICT
- Bradford City
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£449,348	£560,084	-	-
2024-03-31	£397,458	£406,911	-	-
2023-03-31	£408,681	£397,036	-	-
2022-03-31	£373,527	£357,981	-	-
2021-03-31	£343,079	£357,627	-	-
2020-03-31	£413,633	£334,486	-	-

Trustees

Name	Role	Appointed
Catherine Jowitt	Chair	2023-06-12
Jennifer Brearley		2022-05-10
Sabreen Ahsan		2023-03-08

Let's Talk Relationships

England & Wales - Charity number 1013811

Accounts

LET'S TALK RELATIONSHIPS LTD
Previously known as RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT AND ACCOUNTS

FOR THE 17 MONTHS ENDED 31 AUGUST 2025

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 16

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Jennifer Brearley Sabreen Ahsan Catherine Jowitt Paul Stockwell (resigned 31 August 2025) Lynne Joyce (resigned 31 August 2025) Fiona Hibbits (resigned 31 August 2025) Nazia Kotia (resigned 31 August 2025) Susan Long (resigned 31 August 2025) Karen Ruth Bodger (resigned 24 July 2024) Hazel Murgatroyd (resigned 10 October 2024)
Charlty number	1013811
Company number	02652414
Registered office	Perkin House 1 st Floor Grattan Road Bradford BD1 2LU
Independent examiner	Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester WR1 1RU
Bankers	The Co-Operative Bank P O Box 101 1 Balloon Street Manchester M60 4EP

LET'S TALK RELATIONSHIPS LTD

previously known as RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT

FOR THE 17 MONTHS ENDED 31 AUGUST 2025

The trustees present their report and accounts for the 17 months ended 31 August 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects and principal activities of the charity are

- (a) to educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals which is derived from committed relationships;
- (b) to promote research into all aspects of couple relationships and marriage and to make the results available to the public;
- (c) to seek to enhance, the good health, both mental and physical, of adults and children by increasing public awareness of the benefit of committed coupled relationships, marriage and family life and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
- (d) to provide counselling, advice, education, guidance and relief to adults and/or children in relation to any aspect of contemporary life or work which may prejudice their physical or mental well being, or influence their present or future family or couple relationship;
- (e) to advance citizenship and community development;
- (f) to relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Public benefit

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance on public benefit published by the Charity Commission when reviewing the charity's objectives and in planning future activities.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

During the 17 months under review, the organisation continued to suffer from further funding cuts from commissioners and private work remained challenging to acquire. This resulted in some job losses and reduction in hours colleagues worked, in order to save costs to enable the organisation to support the populations of Bradford and Leeds with relationship services.

Funding was sought from new income streams, to enable support to continue, albeit at a lower level, for example, a grant from the Sir George Martin Trust helped support families in Leeds, replacing lost funding in that area. Services diversified from former individual or family therapy sessions to workshops to help more people, such as Pink Ribbon to support women with a breast cancer diagnosis through group sessions.

Further cost savings were made by moving to smaller premises in October 2024, which better suited the reduced workforce and the delivery of services. However, with the demise of Relate National and subsequent take over by Family Action, which resulted in increased Federation fee charges, the decision was made to find a new partner to support the organisation. TLC: Talk, Listen, Change, a Manchester based charity, a former Relate federated centre was chosen and Let's Talk Relationships joined the group as a subsidiary on 1 April 2025. On 1 September 2025, Let's Talk Relationships merged fully into TLC: Talk, Listen, Change.

LET'S TALK RELATIONSHIPS LTD

previously known as RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE 17 MONTHS ENDED 31 AUGUST 2025

Structure, governance and management

Governing document

The company is a company limited by guarantee, incorporated on 8 October 1991, and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1.

Change of name

The charitable company passed a special resolution on 16 May 2025 changing its name from Relate Bradford & Leeds Ltd to Let's Talk Relationships Ltd to better reflect our mission and the work we do to support healthier, stronger relationships and wellbeing in our communities. These changes follow the buyout of the Relate Federation by Family Action.

Recruitment and appointment of new Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

Induction and training of new Trustees

A formal induction Policy Document: A Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

Organisational structure

The CEO also sits on the committee although has no voting rights.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop their skills and working practices in line with good practice. All practitioners receive supervision from Clinical Supervisors, in house or bought in where appropriate.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Financial Review

For the period under review the organisation reports a deficit of £110,736 (2024: deficit of £9,453).

Total reserves at the end of the period under review were £156,737 (2024: £267,473).

The trustees and senior leadership team meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure. At the point of closure, our total reserves represented just under five months.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 10.

Going concern

On 1 September 2025 Let's Talk Relationships merged fully with TLC: Talk Listen Change and ceased to trade under the name Let's Talk Relationships. Our work with, and support to, the West Yorkshire community continue under the TLC group.

Following the transfer of business to TLC, the charity will be wound up on a solvent basis.

The current period has been prepared on a going concern basis, with the assets and business to be transferred to TLC as a going concern.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the board of trustees



Jennifer Brearley

Trustee

Dated: 28-May-2026

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF LET'S TALK RELATIONSHIPS LTD ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the period 1st April 2024 to 31st August 2025.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Let's Talk Relationships Ltd for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. The trustees consider that an audit is not required for this period under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies. I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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



Melissa Jean Godwin (ACA ACCA)

The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
WR1 1RU

Dated: 28.05.26

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income						
Donations		1,500	-	-	1,500	115
Income from charitable activities:						
Client income		43,367	-	-	43,367	36,372
Contract income		-	-	87,266	87,266	45,512
Room hire		2,310	-	-	2,310	2,864
Investment income		3,977	-	-	3,977	997
Grants receivable	2	-	-	302,864	302,864	311,598
Other income		8,064	-	-	8,064	-
Total income		59,218	-	390,130	449,348	397,458
Expenditure						
Charitable activities	3	169,954	-	390,130	560,084	406,911
Total expenditure		169,954	-	390,130	560,084	406,911
Net income/net movement in funds before transfers		(110,736)	-	-	(110,736)	(9,453)
Transfers between funds		110,736	(110,736)	-	-	-
Net income/net movement in funds after transfers		-	(110,736)	-	(110,736)	(9,453)
Total funds brought forward		-	267,473	-	267,473	276,926
Total funds carried forward		-	156,737	-	156,737	267,473

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

BALANCE SHEET
AS AT 31 AUGUST 2025

	Notes	Total 2025 £	Total 2024 £
Current assets			
Debtors	7	101,092	11,495
Cash at bank and in hand		137,394	283,924
		<hr/>	<hr/>
Total assets		238,486	295,419
		<hr/>	<hr/>
Creditors: amounts falling due within one year			
	8	(81,749)	(27,946)
		<hr/>	<hr/>
Total assets less current liabilities		156,737	267,473
		<hr/>	<hr/>
The funds of the charity			
Restricted funds	10	-	-
Unrestricted funds		-	-
Designated funds	11	156,737	267,473
		<hr/>	<hr/>
Total charity funds		156,737	267,473
		<hr/>	<hr/>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 August 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and 387 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the period under review and of its incoming resources and application of resources, including its income and expenditure, for the period under review in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 28 May 2026



Jennifer Brearley

Trustee

Company Registration No. 02652414

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

STATEMENT OF CASHFLOWS
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

	Notes	2025 £	2024 £
Cash generated from operating activities	13	(150,507)	8,397
Cashflow from investing activities		3,977	997
Increase in cash equivalents in the period under review		(146,530)	9,394
Cash equivalents at the beginning of the period under review		283,924	274,530
Total cash equivalents at the end of the period under review		137,394	283,924

LET'S TALK RELATIONSHIPS LTD

previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE 17 MONTHS ENDED 31 AUGUST 2025

1. Accounting policies

1.1 Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

Cessation of trade

The charity has merged with TLC; Talk, Listen, Change on 1st September 2025, at which point the assets and liabilities of this charity will be transferred to TLC in full on a going concern basis. The trustees are satisfied that these financial statements should be prepared on a going concern basis. The charity is expected to be wound up in the near future.

Changes in financial year end

The charity has changed its financial year end from 31 March to 31 August, so that its financial year end finishes one day before the merger with TLC.

Following this change in financial year end date, these financial statements have been prepared for a period of 17 months.

The comparative amounts presented in the financial statements, which relate to the 12 month period ending 31 March 2024, are not entirely comparable.

1.2 Incoming resources

Donations are accounted for when received by the Centre.

Client income is accounted for in line with the activity to which it relates.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts have been carried forward and transferred into the merged entity for completion within TLC: Talk, Listen, Change.

Invoiced income is accounted for in line with the activity to which it relates.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 Fund accounting

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the note 10 to the accounts.

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

1.5 Pensions

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

1.6 Financial Instruments

The charity has elected to apply the provisions of Section 11' Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Basic Financial Liabilities

Basic Financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction cost.

1.7 Operating leases

The charity recognises lease payments under operating leases as an expense over the lease term on a straight-line basis.

2. Grants receivable:

	2025	2024
	£	£
CBMDC: Children, Young People and Family Counselling	19,150	38,299
NHS WY ICB: Relationship and PST Counselling (Bradford)	229,103	161,720
NHS WY ICB: Schools/Young People	23,726	19,930
DoH: CALM Counselling Services	-	6,977
NHS WY ICB: Relationship Counselling (Leeds)	-	48,443
NHS WY ICB: Wellbeing	-	12,114
Step2Relate	-	17,500
New Burdens Domestic Abuse	24,885	6,615
Sovereign Health	3,000	-
Pink Ribbon	3,000	-
	<u>302,864</u>	<u>311,598</u>

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

3. Charitable activities

	2025	2024
	£	£
Counselling and supervision salaries	210,695	159,792
Training and supervision fees	4,555	2,120
Centre salaries	248,021	162,221
Staff welfare costs	-	335
Rent and utilities	26,606	41,235
Rates	697	1,254
Insurance	5,895	3,399
Pension costs	13,091	8,814
Telephone	476	749
Centre running costs	5,573	2,757
Membership fees	82	35
Payroll costs	1,350	900
Marketing	-	-
Interpreter costs	1,605	1,119
DBS costs	361	124
Computer costs, IT and telephone upgrades	18,729	8,176
Governance costs (note 4)	16,589	13,881
Management support fee	5,759	-
	<u>560,084</u>	<u>406,911</u>

4. Governance costs

	2025	2024
	£	£
Relate federation charge	15,361	12,368
Independent examination fee	1,140	1,500
Annual return and Companies House costs	88	13
	<u>16,589</u>	<u>13,881</u>

NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging:

	2025	2024
	£	£
Other operating leases	24,013	29,950
	<u>24,013</u>	<u>29,950</u>

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period under review (2024 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2024: none).

6. Employees

Number of employees

The average number of employees during the period under review was:

	2025	2024
	Number	Number
Counselling and supervision	8	9
Administration and management	9	9
	<u>17</u>	<u>18</u>
Employment costs		
	2025	2024
	£	£
Wages and salaries	436,177	304,896
Social security costs	22,539	17,117
Pension costs	13,091	8,814
	<u>471,807</u>	<u>330,827</u>

There were no employees whose annual emoluments were £60,000 or more within any 12-month period.

7. Debtors

	2025	2024
	£	£
Prepayments	45,238	6,387
Trade debtors	55,854	5,108
	<u>101,092</u>	<u>11,495</u>

8. Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals	7,932	1,500
Trade creditors	1,876	7,255
Taxes and social security costs	15,034	4,806
Deferred income	56,907	14,385
	<u>81,749</u>	<u>27,946</u>

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

Deferred income

Deferred income at the start of the period related to uncompleted work on the New Burdens Domestic Abuse contract. This work was satisfied within the period, along with activity to fulfil a further £10,500 of funding.

Deferred income at the end of the period relates to:

- a) funding for the NHS WY ICB: Relationship and PST Counselling (Bradford) contract which ran until 31 December 2025. 17 months of this 21-month contract were satisfied within the 17 months of trading; 4 months were deferred and transferred to TLC: Talk, Listen, Change upon merger; and
- b) funding for the Pink Ribbon fund. 50% of the grant was spent on delivering half of the workshops required by the terms of the grant within the 17 months of trading; the remaining 50% was deferred and transferred to TLC: Talk, Listen, Change upon merger, in which the remaining workshops will be delivered.

	Balance at 1 April 2024 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 August 2025 £
New Burdens Domestic Abuse	14,385	10,500	(24,885)	-	-
NHS WY ICB: Relationship and PST Counselling (Bradford)	-	283,010	(229,103)	-	53,907
Pink Ribbon	-	6,000	(3,000)	-	3,000
	<u>14,385</u>	<u>299,510</u>	<u>(256,988)</u>	<u>-</u>	<u>56,907</u>

9. Analysis of Net Assets between Funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Balance at 31 August 2025 £
Debtors	10,992	-	90,100	101,092
Cash at bank	13,850	123,544	-	137,394
Inter-fund loan	-	33,193	(33,193)	-
Creditors	(24,842)	-	(56,907)	(81,749)
	<u>-</u>	<u>156,737</u>	<u>-</u>	<u>156,737</u>

At the year end included in year end debtors was grant income due but not yet received relating to restricted funds that were wholly spent as at the year end. Cash reserves that would otherwise have been allocated to the general unrestricted funds has been used to finance restricted fund expenditure ahead of this grant income being received. This has been accounted for as inter-fund loans in the above table.

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

10. Restricted funds

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

	Balance at 1 April 2024 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 August 2025 £
CBMDC: Children, Young People and Family Counselling	-	19,150	(19,150)	-	-
NHS WY ICB: Relationship and PST Counselling (Bradford)	-	229,103	(229,103)	-	-
NHS: WY ICB: Talking Therapies	-	54,360	(54,360)	-	-
NHS: WY ICB: Schools/Young People	-	23,726	(23,726)	-	-
Parkinson's UK	-	2,275	(2,275)	-	-
Relate National Contracts	-	7,660	(7,660)	-	-
New Burdens Domestic Abuse	-	24,885	(24,885)	-	-
Locala	-	756	(756)	-	-
Sovereign Health	-	3,000	(3,000)	-	-
Pink Ribbon	-	3,000	(3,000)	-	-
Sir George Martin Trust	-	3,000	(3,000)	-	-
The Liz and Terry Bramall Foundation	-	5,000	(5,000)	-	-
Waythrough	-	12,610	(12,610)	-	-
Bradford Children and Families Trust	-	390	(390)	-	-
City of Bradford – Domestic Abuse	-	630	(630)	-	-
Leeds University Students Union	-	585	(585)	-	-
	-	390,130	(390,130)	-	-

Restricted funds - Comparatives

	Balance at 1 April 2023 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2024 £
CBMDC: Children, Young People and Family Counselling	-	38,299	(38,299)	-	-
NHS WY ICB: Relationship and PST Counselling (Bradford)	-	161,720	(161,720)	-	-
NHS: WY ICB: Talking Therapies	-	29,520	(29,520)	-	-
NHS: WY ICB: Schools/Young People	-	19,930	(19,930)	-	-
DoH: CALM Counselling Services	-	6,977	(6,977)	-	-
Parkinson's UK	-	3,055	(3,055)	-	-
NHS WY ICB: Relationship Counselling (Leeds)	-	48,443	(48,443)	-	-
NHS WY ICB: Wellbeing Hub	-	12,114	(12,114)	-	-
Relate National Contracts	-	12,559	(12,559)	-	-
Step2Relate	-	17,500	(17,500)	-	-
New Burdens Domestic Abuse	-	6,615	(6,615)	-	-
Locala	-	378	(378)	-	-
	-	357,110	(357,110)	-	-

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

City of Bradford Metropolitan District Council: Children, Young People and Family Counselling

To provide counselling for children, young people and families.

NHS West Yorkshire Integrated Care Board: Relationships and Psycho-Sexual Therapy Counselling (Bradford)

To provide relationship counselling and psycho-sexual therapy services for people across the Bradford district.

NHS West Yorkshire Integrated Care Board: Talking Therapies

To provide counselling services for couples where one or both partners are experiencing moderate depression.

NHS West Yorkshire Integrated Care Board: Schools/Young People

Young people's counselling is provided in schools or at the Let's Talk Relationships Centre with a focus on supporting the emotional wellbeing of the young person.

Parkinson's UK

To support people affected with Parkinson's across the Leeds area.

Relate National Contracts

To provide specific counselling sessions, across Bradford & Leeds.

New Burdens Domestic Abuse

To support children and families where there is a domestic abuse issue.

Locala

To provide relationship counselling to clients of Locala, Bradford, a joint partnership with Relate Cross Pennine.

Sovereign Health

To offer counselling to young people and families within Bradford.

Pink Ribbon

To provide workshops and face to face counselling for women with a diagnosis of breast cancer.

Sir George Martin Trust

To offer counselling to young people and families within Leeds.

The Liz and Terry Bramall Foundation

To offer counselling to young people and families within Bradford.

Waythrough

To provide counselling and support to unemployed individuals with a mental health diagnosis.

Bradford Children and Families Trust

A one-off counselling service for a Bradford family.

City of Bradford – Domestic Abuse and Sexual Violence

Support to counsellors working at Bradford Council within the Domestic Abuse and Sexual Violence department.

Leeds University Students Union

Funding for a workshop with students on relationships.

LET'S TALK RELATIONSHIPS LTD
previously known as RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE 17 MONTHS ENDED 31 AUGUST 2025

11. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure. The Liabilities Fund was set up to represent this element of the reserves. At the point of closure, our total reserves represented just under five months of expenditure.

	Balance at 1 April 2024 £	Movement in funds		Transfers £	Balance at 31 August 2025 £
		Incoming resources £	Resources expended £		
Liabilities Fund	204,000	-	-	(47,263)	156,737
Development Fund	63,473	-	-	(63,473)	-
	<u>267,473</u>	<u>-</u>	<u>-</u>	<u>(110,736)</u>	<u>156,737</u>

12. Commitments under operating leases

At 31 August 2025 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2025 £	2024 £
Expiry date:		
Within one year	-	-
Between two and five years	-	-
	<u>-</u>	<u>-</u>

13. Reconciliation of net movement in funds to net cashflow from operating activities

	2025 £	2024 £
Net movement in funds	(110,736)	(9,453)
Deduct interest income	(3,977)	(997)
Increase/decrease in debtors	(89,597)	10,952
Increase in creditors	53,803	7,895
	<u>(150,507)</u>	<u>8,397</u>
Net cash generated from operating activities	<u>(150,507)</u>	<u>8,397</u>

Let's Talk Relationships

England & Wales - Charity number 1013811

Accounts

RELATE BRADFORD & LEEDS LTD
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

RELATE BRADFORD & LEEDS LTD

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 15

RELATE BRADFORD & LEEDS LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Paul Stockwell
Lynne Joyce
Jennifer Brearley
Sabreen Ahsan
Fiona Hibbits
Nazia Kotia
Susan Long
Catherine Jowitt

Charity number

1013811

Company number

02652414

Registered office

Perkin House 1st Floor
Grattan Road
Bradford
BD1 2LU

Independent examiner

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Bankers

The Co-Operative Bank
P O Box 101
1 Balloon Street
Manchester
M60 4EP

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report and accounts for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee, incorporated on 8 October 1991, and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford & Leeds Ltd charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:

Paul Stockwell
Jonathan Smith (resigned 6 June 2023)
Catherine Jowitt (appointed 12 June 2023)
Lynne Joyce
Saeed Khan (resigned 22 January 2024)
Magdalena O'Connell (resigned 12 December 2023)
Mahmud Nawaz (resigned 13 February 2024)
Jennifer Brearley
Sabreen Ahsan
Karen Bodger (resigned 24 July 2024)
Fiona Hibbits
Nazia Kotia
Susan Long
Hazel Murgatroyd (resigned 10 October 2024)
William Dawson (resigned 8 January 2024)

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document: A Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has eight members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

Relate Bradford & Leeds Ltd, whilst being an autonomous organisation in its own right, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Financial Review

This year the organisation report a deficit of £9,453 (2023: surplus of £11,645).

Total reserves at the end of the financial year were £267,743 (2023: £276,926).

The trustees and senior leadership team meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure. Our Designated Funds contains a fund specifically named Liabilities Fund which represents this amount.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 9.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

Statement of Directors Responsibilities

The directors of Relate Bradford & Leeds Ltd are responsible for preparing the Trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

Jennifer Brearley

Trustee

Dated:

RELATE BRADFORD & LEEDS LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2024, which are set out on pages 6 to 15.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford & Leeds Ltd for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated:

RELATE BRADFORD & LEEDS LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income						
Donations		115	-	-	115	1,701
Income from charitable activities:						
Client income		36,372	-	-	36,372	23,505
Contract income		-	-	45,512	45,512	41,700
Room hire		2,864	-	-	2,864	1,620
Investment income		997	-	-	997	112
Grants receivable	2	-	-	311,598	311,598	336,736
Other income		-	-	-	-	3,307
Total income		40,348	-	357,110	397,458	408,681
Expenditure						
Charitable activities	3	49,801	-	357,110	406,911	397,036
Total expenditure		49,801	-	357,110	406,911	397,036
Net income/net movement in funds before transfers		(9,453)	-	-	(9,453)	11,645
Transfers between funds		9,453	(9,453)	-	-	-
Net income/net movement in funds after transfers		-	(9,453)	-	(9,453)	11,645
Total funds brought forward		-	276,926	-	276,926	265,281
Total funds carried forward		-	267,743	-	267,743	276,926

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE BRADFORD & LEEDS LTD

BALANCE SHEET AS AT 31 MARCH 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Current assets						
Debtors	7	6,512	-	4,983	11,495	22,447
Cash at bank and in hand		7,049	267,473	9,402	283,924	274,530
Total assets		13,561	267,473	14,385	295,419	296,977
Creditors: amounts falling due within one year						
	8	(13,561)	-	(14,385)	(27,946)	
Total assets less current liabilities		-	267,743	-	267,743	276,926
The funds of the charity						
Restricted funds	9	-	-	-	-	-
Unrestricted funds		-	-	-	-	-
Designated funds	10	-	267,743	-	267,743	276,926
Total charity funds		-	-	-	267,743	276,926

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on

Jennifer Brearley

Trustee

Company Registration No. 02652414

RELATE BRADFORD & LEEDS LTD**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2024 £	2023 £
Cash generated from operating activities	12	8,397	60,544
Cashflow from investing activities		997	112
Increase in cash equivalents in the year		9,394	60,656
Cash equivalents at the beginning of the year		274,530	213,874
Total cash equivalents at the end of the year		283,924	274,530

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; 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 (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

1.2 Incoming resources

Donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 Fund accounting

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the note 9 to the accounts.

1.5 Pensions

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

RELATE BRADFORD & LEEDS LTD**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024****2. Grants receivable:**

	2024	2023
	£	£
CBMDC: Children, Young People and Family Counselling	38,299	38,299
NHS WY ICB: Relationship and PST Counselling (Bradford)	161,720	161,720
NHS WY ICB: Schools/Young People	19,930	18,981
DoH: CALM Counselling Services	6,977	41,863
NHS WY ICB: Relationship Counselling (Leeds)	48,443	48,443
NHS WY ICB: Wellbeing	12,114	21,716
Step2Relate	17,500	-
New Burdens Domestic Abuse	6,615	-
Horton and City Health Collaboration	-	5,714
	<hr/>	<hr/>
	311,598	336,736
	<hr/>	<hr/>

RELATE BRADFORD & LEEDS LTD**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024****3. Charitable activities**

	2024	2023
	£	£
Counselling and supervision salaries	159,792	140,786
Training and supervision fees	2,120	420
Centre salaries	162,221	171,383
Staff welfare costs	335	-
Rent and utilities	41,235	42,115
Rates	1,254	1,664
Insurance	3,399	2,785
Pension costs	8,814	8,050
Telephone	749	749
Centre running costs	2,757	4,752
Membership fees	35	294
Payroll costs	900	900
Marketing	-	400
Interpreter costs	1,119	830
DBS costs	124	172
Computer costs, IT and telephone upgrades	8,176	8,037
Governance costs (note 4)	13,881	13,699
	<u>406,911</u>	<u>397,036</u>

4. Governance costs

	2024	2023
	£	£
Relate federation charge	12,368	12,186
Independent examination fee	1,500	1,500
Annual return and Companies House costs	13	13
	<u>13,881</u>	<u>13,699</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2023 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2023: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2024 Number	2023 Number
Counselling and supervision	9	8
Administration and management	9	9
	18	17
	18	17
Employment costs		
	2024	2023
	£	£
Wages and salaries	304,896	295,262
Social security costs	17,117	16,907
Pension costs	8,814	8,050
	320,827	320,219
	320,827	320,219

There were no employees whose annual emoluments were £60,000 or more.

7. Debtors

	2024 £	2023 £
Prepayments	6,387	539
Trade debtors	5,108	21,908
	11,495	22,447
	11,495	22,447

8. Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals	1,500	1,500
Trade creditors	7,255	1,360
Taxes and social security costs	4,806	5,077
Deferred income	14,385	12,114
	27,946	20,051
	27,946	20,051

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

9. Restricted funds

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

expended	Balance at 1 April 2022 March 2024 £	Movement in funds			Balance at 31 £
		Incoming Resources £	Transfers £	£	
CBMDC: Children, Young People and Family Counselling	-	38,299	(38,299)	-	-
NHS WY ICB: Relationship and PST Counselling (Bradford)	-	161,720	(161,720)	-	-
NHS: WY ICB: Talking Therapies	-	29,520	(29,520)	-	-
NHS: WY ICB: Schools/Young People	-	19,930	(19,930)	-	-
DoH: CALM Counselling Services	-	6,977	(6,977)	-	-
Parkinson's UK	-	3,055	(3,055)	-	-
NHS WY ICB: Relationship Counselling (Leeds)	-	48,443	(48,443)	-	-
NHS WY ICB: Wellbeing Hub	-	12,114	(12,114)	-	-
Relate National Contracts	-	12,559	(12,559)	-	-
Step2Relate	-	17,500	(17,500)	-	-
New Burdens Domestic Abuse	-	6,615	(6,615)	-	-
Locala	-	378	(378)	-	-
	-	357,110	(357,110)	-	-

City of Bradford Metropolitan District Council: Children, Young People and Family Counselling

To provide counselling for children, young people and families.

NHS West Yorkshire Integrated Care Board: Relationships and Psycho-Sexual Therapy Counselling (Bradford)

To provide relationship counselling and psycho-sexual therapy services for people across the Bradford district.

NHS West Yorkshire Integrated Care Board: Talking Therapies

To provide counselling services for couples where one or both partners are experiencing moderate depression.

NHS West Yorkshire Integrated Care Board: Schools/Young People

Young people's counselling is provided in schools or at the Relate Bradford & Leeds Centre with a focus on supporting the emotional wellbeing of the young person.

Department of Health: CALM Counselling Services

To support children, young people and families, who are struggling with their emotional health and wellbeing, which may be as a result of childhood trauma. Contract ended in 2024.

Parkinson's UK

To support people affected with Parkinson's across the Leeds area.

NHS West Yorkshire Integrated Care Board: Relationship Counselling (Leeds)

To provide counselling services for people who need adult relationship support, individually or for couples. There is an outpost in Leeds. Contract ended in 2024.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

NHS West Yorkshire Integrated Care Board: Wellbeing Hub

To support people across the NHS and social care, impacted by COVID-19, with their relationships.

Relate National Contracts

To provide specific counselling sessions, across Bradford & Leeds.

Step2Relate

To support children, young people and families, who are struggling with their emotional health and wellbeing, which may be as a result of childhood trauma. A joint partnership with Step 2, a replacement for CALM. Contract started and ended in 2024.

New Burdens Domestic Abuse

To support children and families where there is a domestic abuse issue.

Locala

To provide relationship counselling to clients of Locala, Bradford, a joint partnership with Relate Cross Pennine.

10. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2023	Movement in funds		Transfers	Balance at 31 March 2024
	£	Incoming resources £	Resources expended £	£	£
Liabilities Fund	199,000	-	-	5,000	204,000
Development Fund	77,926	-	-	(14,453)	63,473
	<u>276,926</u>	<u>-</u>	<u>-</u>	<u>(9,453)</u>	<u>267,743</u>

11. Commitments under operating leases

At 31 March 2024 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2024	2023
	£	£
Expiry date:		
Within one year	-	26,500
Between two and five years	-	-
	<u>-</u>	<u>26,500</u>

RELATE BRADFORD & LEEDS LTD**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024****12. Reconciliation of net movement in funds to net cashflow from operating activities**

	2024	2023
	£	£
Net movement in funds	(9,453)	11,645
Deduct interest income	(997)	(112)
Decrease in debtors	10,952	44,275
Increase in creditors	7,895	4,736
	<hr/>	<hr/>
Net cash generated from operating activities	8,397	60,544
	<hr/> <hr/>	<hr/> <hr/>

Let's Talk Relationships

England & Wales - Charity number 1013811

Accounts

RELATE BRADFORD & LEEDS LTD
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

RELATE BRADFORD & LEEDS LTD

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 15

RELATE BRADFORD & LEEDS LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Paul Stockwell
Lynne Joyce
Saeed Khan
Magdalena O'Connell
Mahmud Nawaz
Jennifer Brearley
Sabreen Ahsan
Karen Bodger
Fiona Hibbits
Nazia Kotia
Susan Long
Hazel Murgatroyd
William Dawson
Catherine Jowitt (appointed 12 June 2023)

Charity number

1013811

Company number

02652414

Registered office

Bradford Trident Business Centre
1st Floor
11 Edward Street
Bradford
West Yorkshire
BD4 7BH

Independent examiner

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Bankers

The Co-Operative Bank
P O Box 101
1 Balloon Street
Manchester
M60 4EP

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee, incorporated on 8 October 1991, and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford & Leeds Ltd charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:-

Carol Ann Duerden (resigned 30 January 2023)
 Paul Stockwell
 Jonathan Smith (resigned 6 June 2023)
 Hazel Jackson (resigned 20 April 2022)
 Catherine Jowitt (resigned 18 July 2022 and re-appointed 12 June 2023)
 Lynne Joyce
 Saeed Khan
 Magdalena O'Connell
 Mahmud Nawaz
 Jennifer Brearley (appointed 10 May 2022)
 Sabreen Ahsan (appointed 8 March 2023)
 Karen Bodger (appointed 8 March 2023)
 Fiona Hibbits (appointed 8 March 2023)
 Nazia Kotia (appointed 8 March 2023)
 Susan Long (appointed 8 March 2023)
 Hazel Murgatroyd (appointed 8 March 2023)
 William Dawson (appointed 10 March 2023)

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document: A Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has fourteen members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

Relate Bradford & Leeds Ltd, whilst being an autonomous organisation in its own right, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Financial Review

This year the organisation can report a surplus of £11,645 (2022: surplus of £15,546).

Total reserves at the end of the financial year were £279,926 (2022: £265,281).

The trustees and senior leadership team meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure. Our Designated Funds contains a fund specifically named Liabilities Fund which represents this amount.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 9.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Statement of Directors Responsibilities

The directors of Relate Bradford & Leeds Ltd are responsible for preparing the Trustees' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

Jennifer Brearley

Trustee

Dated: 14 December 2023

RELATE BRADFORD & LEEDS LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 6 to 15.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford & Leeds Ltd for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 18 December 2023

RELATE BRADFORD & LEEDS LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income						
Donations		1,701	-	-	1,701	7,630
Income from charitable activities:						
Client income		23,505	-	-	23,505	13,728
Contract income		-	-	41,700	41,700	30,511
Room hire		1,620	-	-	1,620	-
Investment income		112	-	-	112	27
Grants receivable	2	5,714	-	331,022	336,736	320,987
Other income		3,307	-	-	3,307	-
Job retention scheme		-	-	-	-	644
Total income		35,959	-	372,722	408,681	373,527
Expenditure						
Charitable activities	3	24,314	-	372,722	397,036	357,981
Total expenditure		24,314	-	372,722	397,036	357,981
Net income/net movement in funds before transfers		11,645	-	-	11,645	15,546
Transfers between funds		(11,645)	11,645	-	-	-
Net income/net movement in funds after transfers		-	11,645	-	11,645	15,546
Total funds brought forward		-	265,281	-	265,281	249,735
Total funds carried forward		-	276,926	-	276,926	265,281

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE BRADFORD & LEEDS LTD

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Current assets						
Debtors	7	704	-	21,743	22,447	66,722
Cash at bank and in hand		7,233	276,926	(9,629)	274,530	213,874
Total assets		7,937	276,926	12,114	296,977	280,596
Creditors: amounts falling due within one year						
	8	(7,937)	-	(12,114)	(20,051)	(15,315)
Total assets less current liabilities		-	276,926	-	276,926	265,281
The funds of the charity						
Restricted funds	9	-	-	-	-	-
Unrestricted funds		-	-	-	-	-
Designated funds	10	-	276,926	-	276,926	265,281
Total charity funds		-	276,926	-	276,926	265,281

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 14 December 2023

Jennifer Brearley

Trustee

Company Registration No. 02652414

RELATE BRADFORD & LEEDS LTD

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
Cash generated/(used) in operating activities	12	60,544	(51,128)
Cashflow from investing activities		112	27
Increase/(decrease) in cash equivalents in the year		60,656	(51,101)
Cash equivalents at the beginning of the year		213,874	264,975
Total cash equivalents at the end of the year		247,530	213,874

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; 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 (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

1.2 Incoming resources

Donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 Fund accounting

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the note 9 to the accounts.

1.5 Pensions

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

2. Grants receivable:

	2023 £	2022 £
CBMDC: Children, Young People and Family Counselling	38,299	38,299
NHS WY ICB: Relationship and PST Counselling (Bradford)	161,720	161,720
NHS WY ICB: Schools/Young People	18,981	18,171
DoH: CALM Counselling Services	41,863	64,528
NHS WY ICB: Relationship Counselling (Leeds)	48,443	31,557
NHS WY ICB: Wellbeing	21,716	1,170
Horton and City Health Collaboration	5,714	-
One Adoption West Yorkshire	-	3,468
NHS West Yorkshire Integrated Care Board: Wellbeing Hub	-	2,074
	<hr/>	<hr/>
	336,736	320,987
	<hr/>	<hr/>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3. Charitable activities

	2023	2022
	£	£
Counselling and supervision salaries	140,786	124,814
Training and supervision fees	420	626
Centre salaries	171,383	154,674
Rent and utilities	42,115	36,547
Rates	1,664	699
Insurance	2,785	2,358
Pension costs	8,050	7,712
Telephone	749	1,035
Centre running costs	4,752	4,149
Membership fees	294	315
Payroll costs	900	900
Marketing	400	275
Interpreter costs	830	310
DBS costs	172	419
Computer costs, IT and telephone upgrades	8,037	10,561
Governance costs (note 4)	13,699	12,587
	<hr/>	<hr/>
	397,036	357,981
	<hr/> <hr/>	<hr/> <hr/>

4. Governance costs

	2023	2022
	£	£
Relate federation charge	12,186	11,062
Independent examination fee	1,500	1,504
Annual return and Companies House costs	13	21
	<hr/>	<hr/>
	13,699	12,587
	<hr/> <hr/>	<hr/> <hr/>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2022 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2022: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2023 Number	2022 Number
Counselling and supervision	8	8
Administration and management	9	9
	<u>17</u>	<u>17</u>

Employment costs

	2023 £	2022 £
Wages and salaries	295,262	264,850
Social security costs	16,907	14,638
Pension costs	8,050	7,712
	<u>320,219</u>	<u>287,200</u>

There were no employees whose annual emoluments were £60,000 or more.

7. Debtors

	2023 £	2022 £
Prepayments	539	2,586
Trade debtors	21,908	64,136
	<u>22,447</u>	<u>66,722</u>

8. Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	1,500	1,395
Trade creditors	6,437	13,920
Deferred income	12,114	-
	<u>20,051</u>	<u>15,315</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9. Restricted funds

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

	Balance at 1 April 2022 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2023 £
CBMDC: Children, Young People and Family Counselling	-	38,299	(38,299)	-	-
NHS WY ICB: Relationship and PST Counselling (Bradford)	-	161,720	(161,720)	-	-
NHS: WY ICB: Talking Therapies	-	39,150	(39,150)	-	-
NHS: WY ICB: Schools/Young People	-	18,981	(18,981)	-	-
DoH: CALM Counselling Services	-	41,863	(41,863)	-	-
Parkinson's UK	-	1,235	(1,235)	-	-
NHS WY ICB: Relationship Counselling (Leeds)	-	48,443	(48,443)	-	-
NHS WY ICB: Wellbeing	-	21,716	(21,716)	-	-
Relate National Contracts	-	1,315	(1,315)	-	-
	-	372,722	(372,722)	-	-

City of Bradford Metropolitan District Council: Children, Young People and Family Counselling

To provide counselling for children, young people and families.

NHS West Yorkshire Integrated Care Board: Relationships and Psycho-Sexual Therapy Counselling (Bradford)

To provide relationship counselling and psycho-sexual therapy services for people across the Bradford district.

NHS West Yorkshire Integrated Care Board: Talking Therapies

To provide counselling services for couples where one or both partners are experiencing moderate depression.

NHS West Yorkshire Integrated Care Board: Schools/Young People

Young people's counselling is provided in schools or at the Relate Bradford & Leeds Centre with a focus on supporting the emotional wellbeing of the young person.

Department of Health: CALM Counselling Services

To support children, young people and families, who are struggling with their emotional health and wellbeing, which may be as a result of childhood trauma.

Parkinson's UK

To support people affected with Parkinson's across the Leeds area.

NHS West Yorkshire Integrated Care Board: Relationship Counselling (Leeds)

To provide counselling services for people who need adult relationship support, individually or for couples. There is an outpost in Leeds.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

NHS West Yorkshire Integrated Care Board: Wellbeing Hub

To support people across the NHS and social care, impacted by COVID-19, with their relationships.

Relate National Contracts

To provide specific counselling sessions, across Bradford & Leeds.

10. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022 £	Movement in funds			Balance at 31 March 2023 £
		Incoming resources £	Resources expended £	Transfers £	
Liabilities Fund	179,000	-	-	20,000	199,000
CALM Counselling Services Fund	24,528	-	-	(24,528)	-
Organisational Growth and Development Fund	61,753	-	-	16,173	77,926
	<u>265,281</u>	<u>-</u>	<u>-</u>	<u>11,645</u>	<u>276,926</u>

11. Commitments under operating leases

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

	Land and Buildings	
	2023 £	2022 £
Expiry date:		
Within one year	26,500	30,000
Between two and five years	-	7,500
	<u>26,500</u>	<u>37,500</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12. Reconciliation of net movement in funds to net cashflow from operating activities

	2023	2022
	£	£
Net movement in funds	11,645	15,546
Deduct interest income	(112)	(27)
Decrease/(increase) in debtors	44,275	(35,493)
Increase/(decrease) in creditors	4,736	(31,154)
	<hr/>	<hr/>
Net cash generated/(used) in operating activities	60,544	(51,128)
	<hr/> <hr/>	<hr/> <hr/>

Let's Talk Relationships

England & Wales - Charity number 1013811

Accounts

Relate

Bradford & Leeds
we can Relate



RELATE BRADFORD & LEEDS LTD

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Charity Registration No: 1013811

Company Registration No: 02652414 (England and Wales)

Contents

1. **A Message from the Chair of the Board of Trustees**
2. **Who are Relate Bradford & Leeds?**
3. **Our Vision**
4. **What we do**
5. **Reflections from Tamara**
6. **Our services**
7. **Statistics**
8. **Strategic priorities**
9. **Strategic highlights**
10. **Partnership Testimonials**
11. **Emi's summer internship experience**
12. **The difference we make**
13. **A word from finance**
14. **Looking ahead**



A message from the Chair of the Board of Trustees



It is my pleasure to write my first Annual Report and Accounts foreword since taking over as Chair of Relate Bradford & Leeds from Marilyn at the last Annual General Meeting a year ago.

I am very proud to lead our organisation, and it has been fantastic to meet so many of our amazing staff and learn about the work we do to transform lives. Relate Bradford and Leeds is a special place, where both the staff and the trustees share a common purpose to make a difference using our expertise for adults, couples, families, children, schools and organisations within Bradford and Leeds.

It has been of course a challenging year for both us, our partners and our clients with the effects of Covid still being felt on both the way we all work and interact and in the real and growing need for relationship and mental health support across all ages and groups within the communities we serve.

We have found a great balance of offering both face-to-face and virtual appointments for our clients, and were quick to get back to offering face to face appointments which I was delighted to see. And despite the challenges, I am really proud that we as an organisation earned a surplus in the last financial year – that is testament to the hard work of everyone across Relate Bradford and Leeds. I would also like to thank our Commissioners for the flexible way that they worked with us in tandem to support our communities, and to Relate National, for continued support and partnership.

We continue to offer a broad range of counselling services to our communities – for young people, adults, couples and families. The development of our service in Leeds continues, and I

look forward to seeing that growth continue in the next years too as we expand our counsellor base and the range of services we offer.

In closing, I would like to say a huge thank you to a few people. Firstly, to Tina Butler – as CEO she has shown tremendous leadership and compassion in what is a changing landscape for the organization this past year. Second, to all the staff at Relate Bradford & Leeds – I am in awe of the difference you all make to the children, adults, couples and organisations of Bradford and Leeds. And third, to our trustees – including Jenni Field who joined us this year as Treasurer - who continue to give their time and passion in steering our organisation forwards. Thank you to you all, and thank you from me personally for making my first year so rewarding.

Mahmud

Who are Relate Bradford & Leeds

Relate Bradford & Leeds LTD, is a charity registered in 1948, with over 70 years' experience in providing specialist relationship support to people across the Bradford District and the City of Leeds.

Since 2019, we have been offering counselling in Leeds and in 2021, with the agreement of Relate (the national body) we formally took on ownership of Leeds and changed our name to Relate Bradford & Leeds (Ltd).

We are part of the National Relate Federation family; however, we are independent, and responsible for our own governance, income generation and fundraising. Relate is the country's largest supplier of specialist relationship support.

As a small and ambitious charity situated in the heart of Bradford, serving Bradford, with an outpost in Leeds, serving the City of Leeds, we provide a range of systemic counselling services, supporting young people, families, individuals, and couples.

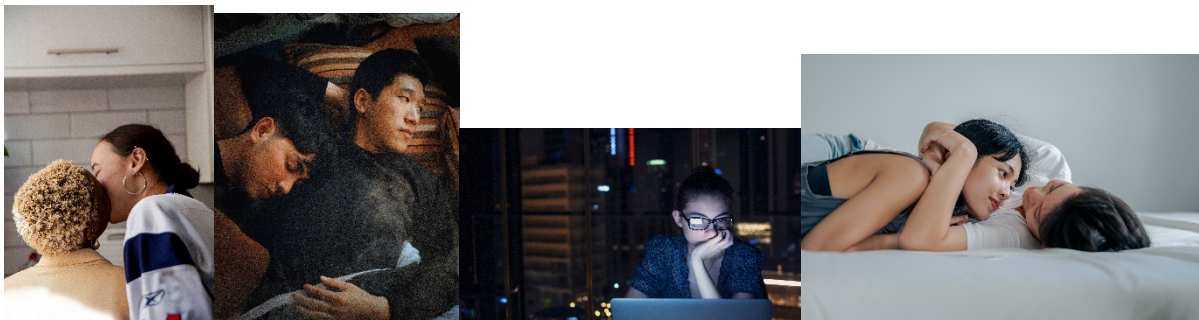
The Board of Trustees, led by Mahmud, Chair of the charity since 15 November 2021, with a remit of leading the charity strategically, alongside Jonathan as Vice-Chair and the Trustees,

an active and diverse board, with a comprehensive range of skills and talents, enabling them to provide 21st century leadership to the organisation, with Tina, the Chief Executive, senior leadership team and a passionate and committed team of staff, student placement counsellors and volunteers.

Our Vision

At Relate Bradford & Leeds, we aim to develop and support healthy relationships. We deliver inclusive, high-quality counselling services that are relevant at every life stage, to support people to make relationships work better, by improving their understanding of relationships and what makes them flourish.

We provide people with the breathing space where they can feel heard, valued, respected and understood, and are more in control of their feelings, and of their lives.



What we do

As a caring organisation, we give you the time, space, and support to explore relationships and help you see how you might be able to work through, and overcome, relationship challenges to move forward positively.

We put you at the heart of all that we do, by providing a confidential, ethical, and professional counselling service of the highest quality, exploring options, and individually tailored to your current situation.

We enable you to be more aware of feelings, to explore options, and to improve coping skills.

We work in partnership with other organisations to help advance our mutual aspirations and ambition.

Why we do what we do

Because the relationships we have count, and good relationships help us all to live more fulfilled, healthier, and happier lives.

Our values, principles and behaviours

We place kindness at our core and always strive to be respectful, supportive, professional, dependable, and empowering.

As a passionate, curious, and creative organisation looking to the future, we endeavour to develop, innovative, and create dynamic interventions, continually championing the importance of healthy relationships, and the role they play in ensuring good mental health.

With our partner organisations, we will be helpful, responsible, collaborative, and dynamic.



Reflections from Tamara, our Clinical Supervisor

In Family Counselling work our challenges increase as we are meeting intergenerational trauma. This is challenging in itself as we try meet our obligations in helping those children who have experienced Adverse Childhood Experiences (ACEs). When the parents of those children are dealing with a legacy of their own ACEs that offer difficulty in their parenting styles, the work for the practitioner is both psycho-educative and supportive for the parents also.

Poor social provision means that our cases become continually more complex with mental health being an increasing factor.

Continuing Professional Development in the coming year will be focussed on diversity and mental health awareness. We look forward to our clinical team expanding as we recruit for another placement student.

"Thank you so much for your help and support. It is very much appreciated. We are extremely grateful for the funding of our sessions. You are so lovely, kind and thoughtful and we couldn't have got this far without you. Thank you!"

Our services

Relationship counselling, individual and couples counselling

Personal relationships bring up all sorts of challenges and sometimes these can become problems. Many people come to us for relationship support on their own, so you don't have to be in a couple relationship. For instance, if you are in a relationship, you can attend individually or as a couple.

We help people who have come across issues in their personal relationships and want help to sort things out such as arguing, an affair, loss of interest in sex, taking each other for granted, problems communicating with each other and finding time for one for another or the impact of life events.

Children, young people and family counselling

Family counselling can help adult family members with reducing conflict and improving communication, when siblings aren't getting on, or when parents and children are going through a divorce or separation. Because forming a new family is a challenge it's at this point that many parents contact us for some support to help everyone settle.

All families are unique and have unique problems and our professional counsellors are specially trained to work with families to help resolve difficulties and problems.

Psychosexual therapy

All couples go through phases where they don't have the time or energy for regular sex. It's natural to want better sex and sometimes there are specific psychological or medical reasons for your difficulties.

Sex therapy can help you if you're experiencing difficulties in your love life and can help improve physical intimacy. We can help where people are having problems with their sex life due to physical or emotional reasons. Our sex therapists see lots of people with sexual difficulties such as loss of desire, erectile dysfunction, premature ejaculation, etc.

IAPT couples therapy for depression

People experiencing symptoms of depression often find their relationships become affected because of it. In addition, sometimes problems with our relationships can lead to one or another partner becoming depressed or anxious.

Depression can affect people in lots of different ways, and we are focusing on increasing the stability of family life, improve communication, increase levels of couple intimacy, raise self-awareness and offering support with managing symptoms of depression, as a couple.

"Counsellor A has been a wonderful therapist, she allowed me to cry when I needed and she has been strong with me when I need her to be. Having the opportunity to talk to someone when you are at your lowest is such a powerful thing. As this person (Counsellor A) has your back when it feels like no one else has. Thank you for helping me find my smile!"

CALM

We are a delivery partner with the CALM service, Bradford Children's Trauma Therapy service, alongside Family Action (lead partner) and Step 2. We work with families where children have experienced one or more Adverse Childhood Experience (ACE's) and as a result the child is suffering trauma symptoms and the family are experiencing difficulties. We support parents to understand the trauma and behaviour of the child/children to recognise and support them with their own trauma symptoms.

Reaching with Relate and school-based counselling

Working with primary and secondary schools in the City of Bradford, we deliver psychoeducation, focusing on healthy relationships and is helping to raise levels of confidence, self-esteem, increase resilience and emotional intelligence.

By empowering children and young people to learn how to manage and regulate their emotions and experiences we obtain an overall improvement in mental wellbeing.

We offer individual counselling in schools, to children and young people.

Organisational based training

We help professionals better understand the impact talking therapy can have and how they can be more effective in using communication skills in engaging people, by increasing understanding of the quality of life and how our mindset can influence life experiences of those we work with, as well as ourselves.

Relate Bradford & Leeds can also help people and organisations to build knowledge of the links between poverty and mental (and physical) ill health, understanding the effects and importance of helping people improve their self-esteem and confidence and how we work anger.

National contracts

We provide counselling to a range of partners, via the Relate National contracts, for example, grocery aid, Royal Navy, support to accountants and bank workers.

One Adoption counselling

Relate Bradford & Leeds and a neighbouring Relate, continued to deliver support to adoptive families across West Yorkshire.

One Adoption is a regional adoption agency made up of local authority adoption services from West Yorkshire, North Yorkshire, The Humber and North East Lincolnshire.

The service we provide to One Adoption has a specific focus on supporting adoptive parents during the COVID19 crisis and takes the form of counselling, structured support, advice and/or guidance.

Relationships in Leeds

This funding is to support people who need adult relationship support, individually or for couples. There is an outpost in Leeds, and counselling is either in person, via telephone or web counselling.

"A very warm, relaxing and open talking experience. The counsellor is amazing and very helpful guide for my personal understanding of myself and my relationship."

Leeds lottery – low income

This short-term funding was to support primarily, those on low income, during COVID-19.

West Yorkshire Wellbeing Hub

The aim of the funding is to help and replenish our NHS and social care people, for those impacted by the pressures, pre and post COVID-19, through relationship counselling and in supporting mental wellbeing.

Parkinson's UK

Supported by Parkinson's UK, we provide a counselling service by a counsellor to a household, individually or as a couple, with a diagnosis of Parkinson's or Parkinsonism in the Leeds area. All referrals come from Parkinson's UK.

THE DIFFERENCE WE HAVE MADE...

WE HAVE HELPED AND SUPPORTED OVER 8000 PEOPLE THIS YEAR!
Across Bradford and Leeds!

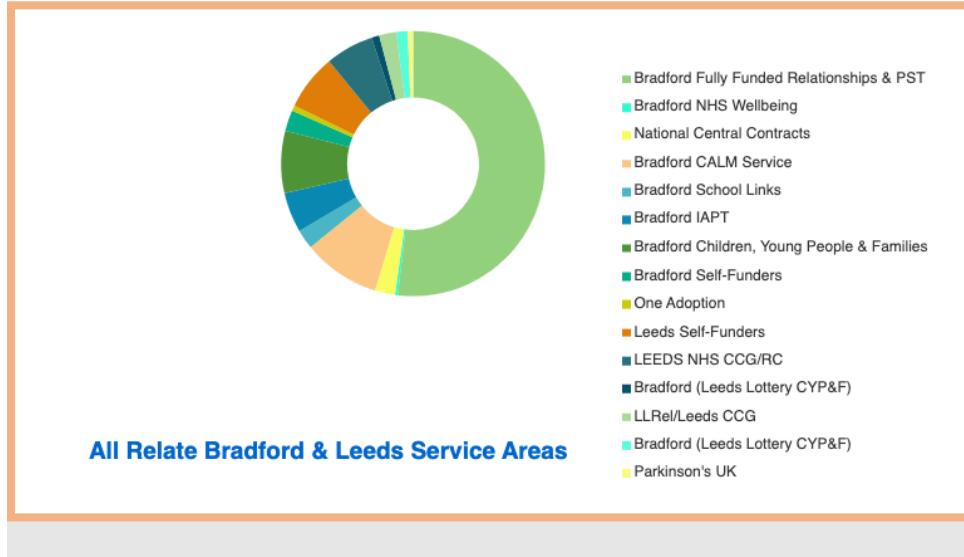
WE ARE AN INCLUSIVE AND DIVERSE COUNSELLING ORGANISATION!
We remain committed to providing quality counselling, reflecting the richness and diversity, intersectionality and social graces, of people we serve.

WE WORK WITH ADULTS, COUPLES, INDIVIDUALS, YOUNG PEOPLE AND FAMILIES!
We work in our counselling centre and our outreach hub, and we work in schools and colleges, in the heart of communities!

WE ARE HERE TO SUPPORT YOU!

The infographic features several photographs: a group of people talking, a person sitting on a bench, a person in a hospital bed, a person in a wheelchair, and a couple dancing at night.

Service Statistics



Strategic Priorities

STRATEGIC PRIORITIES

- 1. To target working with children, young people and families .**
2. To develop a greater focus on the early intervention and prevention agenda.
- 3. To lead on our reputation as pioneers within the relationship counselling field**
4. To build a clear and focussed marketing and communications strategy with marketing materials and products and activities that show us as positive, current and innovative.
- 5. To nurture, develop and grow our Relate Bradford & Leeds family, individually and collectively.**
6. For us to be seen as a beacon of excellence with Relate National.
- 7. To grow our 'Power of Relationships' offer**
8. To drive our unit costs down by 5% per annum for each of the next two years.
- 9. To provide quality training and development opportunities for those looking to work with and support us.**
10. To drive a service with delivery in Leeds.

01274 726096
www.relatebradford.org



"The counsellor has been very down to earth and helped us to be open and honest in a non-judgemental environment so that's helped to process and us grow stronger and closer together as a couple - we are definitely better at listening and understanding each other and being less reactive, We learnt some good tools to practice, such as listening, understanding, feeling and compromising, also safe words and believing each other/trust has helped."

Strategic Highlights

- We have implemented Leeds CCG Relationship counselling work
- Established a new West Yorkshire Well-being Hub offer, a commission to support NHS and Health and Social care workers with relationship counselling in West Yorkshire
- Recruited a designated Leeds counsellor, with an outreach post in Leeds

- This year, we worked more closely with The University of Bradford, to develop strong partnership working and in supporting the agenda of community-based working initiatives
- Strategy work carried out by Head of Service Delivery & Development (maternity cover)
- Our clinical supervisor and one of our practitioners gained coverage on radio BBC Leeds
- Developed our links with Forum Central, the collective voice for Leeds third sector in health and care. Networks and skills exchange, including financial reimbursement for our staff involvement

Partnership working testimonial

'We love working with Relate Bradford & Leeds, as VCS partners in the district! They are always super supportive, open, collaborative to the core, and passionate about what they do – a really positive force for good in the VCS landscape!'

Service Lead, Step 2

Partnership working testimonial

'Here, at University of Bradford we are grateful to be able to continually work with Relate Bradford and Leeds and for the opportunities they provide our students.

We were fortunate to work with Relate Bradford and Leeds again this year specifically, on our summer experience internship program.

Our summer experience internship programme gives our 1st and 2nd year undergraduate students the opportunity to complete a full time 6-week internship or part time equivalent.

After Tine and Sofia kindly shortlisted candidates and conducted interviews, our UoB student (Emi) was selected to join them throughout the summer. Emi had a fantastic time at relate, she was truly nourished and supported by the staff and was able to get involved in many things; to help her develop and raise her profile.

Thank you, Relate Bradford and Leeds, for continuing to collaborate with us here, at the University of Bradford. We look forward and can't wait to see what is next!'

Haleema, University of Bradford

-----Emi's summer
internship experience

Over the summer of 2022 I worked with Relate Bradford & Leeds on marketing, social media management as well as helping to better organize the website.

While studying game design and development at Bradford University, I mostly worked on a mixture of visual design and basic application programming, developing assets and elements for video games, posters, animations, or user interfaces. Up until working at Relate my work experience was also very specific. Having skills in art and visual design, I had done smaller commissioned and personal works, however, I hadn't had a chance to apply my skills to more standard work.

Throughout my time working with Relate I learned how to apply my skills of visual design more generally and even briefly programming, to create design specifications and outlines that could be later used for social media posts and the website. While I was initially unsure of how best to use my skills, the welcoming and interactive environment at Relate made it easier to shift the way I was used to working on projects and ultimately produce assets that were better suited for Relate Bradford & Leeds.

When looking for summer internship opportunities, I was given the advice to look at work that aligns with my studies, that being game design and development. However, after working with something as different as Relate, it was a good way for me learn new applications for similar skills. In a fresh space and this can be helpful for something as uncertain as future projects and I know my work at Relate will reflect in my future projects and assignments.



Emi

-----The difference we
make

A little bit more about Faye's therapy with



The CALM service is a service delivered by three counselling providers in the Bradford District; Family Action (lead partner), Step 2, and us. Family Action deliver trauma therapy and the bereavement arm of the service, Step 2 offer play therapy and us, offering trauma informed systemic family work. This all falls under the Bradford Children's Trauma Therapy Team.

I began working for this service in March 2020 and soon after, COVID-19 hit. During this period the work was incredibly difficult, and it is through being back in the therapy room working with families, that I have recognised this. Although, that is not to say that meaningful systems work cannot be done with less than the full family, and often it would not be appropriate to invite all members into sessions.

I'd like to present below an example of a piece of work with a family, which has been challenging but also creative. I think Relate Bradford & Leeds are particularly good at allowing space to utilise the skills counsellors have to hand whilst also keeping a Systemic focus.

This family consists of Mum and daughter (9) there is also daughter (13) who is a part of this household. We have had much thought about if the elder daughter should be included or not, and this case really shows for me that family work can be messy. Elder daughter sees dad who is separated from mum, fortnightly, and is 'court ordered' to have only indirect contact with younger daughter (hence the deliberation of who to include in this work). This was younger daughters' choice due to physical, mental and emotional abuse.

Mum worries that younger daughter who we will call Beth, is displaying symptoms of child Post-Traumatic Stress Disorder and separation anxiety towards her. CAFCASS, who were involved in the court order process had voiced concerns over this, due to Beth not being able to verbalise feelings about dad or the things he had done.

The work has become less about what dad has done and more about how mum might mitigate the impact of Sam seeing dad and relaying info about Beth to dad. Mum feels she does this to appease him due to what she feels is his controlling nature. This is hard for Beth, as she feels betrayed and has a real mistrust and annoyance about her elder sister. Stories of Sam include her being annoying to mum and Sam, being moody when she comes back from dad's, being untrustworthy etc. Mum recognises how hard it must be for Sam to exist in two conflicted family systems and how Beth who is only 9, still has the idea of her dad being there or thereabouts, via her sister.

My approach to this case was that I am here to provide a trauma informed systems approach, and that punctuating the systems with this family are difficult and cause problems. My method is to bring creativity into this family as they have had lots of 'professional' engagement, with rules, facts and knowledge. Mum is a teacher herself, so the difference to bring would be to creatively learn how to communicate about their internal system rather than outside influences such as dad, professionals or the ideas Sam brings into the home, about dad.

My technique has been using stories and art to help mum and Beth communicate differently.

Below, is an example of a variation of the *Six Part Story Method*



Mum and Beth took it in turns to draw a section each without discussing and then each tell their version. The idea is that they will each have different perspectives of what the story means, may play out narratives that they cannot verbalise and also be able to cope with the uncertainty of not knowing how the story will go.

They did tell very different stories about the piece but each story made sense. I feel that they each enjoyed working in this way and both commented on how it was difficult at first to know what was coming next but by the last few boxes they agreed it seemed to get easier and flow.

This family are still in therapy and as a result of this, mum has identified that a further piece of work may need to take place at some point with Sam. I think this really demonstrates that we are not and shouldn't get caught believing we are the last port of call and that we are a part of our client's life journeys.

Faye

Case Study

Chloe and Kyle, a young couple in their twenties, came to couples counselling after Kyle's affair with another man. Through talking to each other in more depth than they had ever done before, they were able to explore their expectations of adult relationships, and to begin to talk more honestly about what they wanted from each other. Over the course of the sessions, they examined the reasons behind their expectations and were able to support each other in a way that they'd never been able to before. Through counselling Kyle began to understand his attachment issues and as a result he was also able to address his faltering relationship with his mother and admit that he was missing his late grandmother - a major

role model in his life who had died a year earlier. At the end of counselling, he wrote that counselling had 'helped me unblock areas of my brain that I never dared go to.'

Case Study

A 16 year old male client with recent ASD diagnosis, with a history of anti-social behaviour and victim of attacks from peers and was attending alternative education provision, which he found really helpful and engaging. He had to leave his home town due to trouble he had gotten into and the educational provision helped combat isolation as he struggles to get along with or trust others.

He preferred to be asked questions rather than open up on the spot, so initially gave me a rundown of his life. I found it quite difficult to speak to him on a meaningful level initially until we began to chat about his love for music production and lyric writing. He would often tell me about lyrics he had written, generally bassline/grime genre, one in particular was about the police discriminating against him. He also played his productions during the session to show me what he'd been working on.

I remembered there is a group in Bradford which is facilitated by youth workers and people who have knowledge of music and that industry that provide facilities and workshops for young people to write and produce and express themselves through music. They also have a record label, run by the young people.

The young person is currently in that service and has access to music production software to help him with his music. There is also an opportunity for him to go record in their studio soon.

I am confident that the music organisation will be a good therapeutic outlet for him. He reported feeling calmer and getting on with mum more by the end of the sessions.

-----A word from finance

After a reported deficit of £14,548 in the year to 31 March 2021, we are pleased to be able to report a surplus of £15,547 for the year under review, thereby reversing last year's hit on our reserves, caused by reduced activity in a year ravaged by Covid. With the world in lockdown, it was difficult for Relate Bradford & Leeds, to reach our clients, and our finances suffered. Total reserves at 31 March 2021 were £249,735; at the balance sheet date of 31 March 2022, they have recovered to £265,281.

This reversal of fortunes is largely due to a non-recurrent benefit in 2021/22, releasing income that was deferred in previous years.

To secure our organisation's continuance, our policy is to ensure our reserves remain at a level at least equal to six months of total annual expenditure. The trust board and senior management team meet on a regular basis to monitor actual income and expenditure against budgets and ensure our reserves remain at above this level. With annual expenditure of around £360,000, our reserves are currently at a healthy level.

Our costs have remained stable over the last few years, but this tells half the story. Although we strive to reduce costs, year on year, the pandemic required us to work and deliver our services in new ways. To be responsive, this initially required staff to work from home, using their own technical equipment, laptops and mobile phones. Our ability to adapt so readily to this has enabled us to be more flexible, agile and far reaching in our offering to clients going forward, and has enabled our colleagues, both therapists and office staff, to work from the office base and from home. To continue to operate in this more agile way, we are conscious we will need to invest in more appropriate, fit for purpose IT equipment.

The year to 31 March 2022 also saw our organisation officially taking on the client base in Leeds, having provided services to the population of Leeds for a number of years following the closure of Relate Mid Yorkshire; our name changed to Relate Bradford & Leeds on 12th July 2021 to fully reflect this.

Looking forward we strive to expand our provision in Leeds, whilst continuing to provide services to all sectors of clients in Bradford. Our agile working model will allow us scope to extend our therapy offering across all markets.

We are vocal on a number of committees, passionate that the Third Sector is not forgotten in the Levelling Up debate. As a sector, we would like to see annual uplifts to the contracts our sector receives. Relate Bradford & Leeds has not received uplifts on its three long standing contracts for the lifetime of those contracts.

During the two years of the pandemic, as everyone worked from home, opportunities for room hire disappeared, a rich source of income for our charity. As the world returns to face-to-face meetings, we plan to maximise opportunities for renting out surplus office space.

We are also excited to resume our fundraising efforts, with team building activities such as the local Dragon Boat Race in Saltaire and other opportunities in the community.

Whilst the Covid pandemic put many extra pressures on our charity, we are determined to make the most of the positives we gained from it and move forward in a leaner, more agile way.

"Excellent - learnt some tools to practice. To improve the service a written summary of tools to refresh us might be good in future, to maybe prevent us falling into the same cycles as visual tools are helpful for me and x but really learnt a lot and has helped us come forward together as a couple rather than two separate people."

-----Looking ahead

As always, we will need to move and adapt as our external environment changes.

Going forward COVID recovery, reset and the cost-of-living increases will provide both opportunities and threats to our charity's sustainability and mission.

We are well prepared for this and well versed at adapting quickly, as our agility in the pandemic demonstrated.

We will plan ahead whilst always being ready to react to unexpected developments or circumstances. We will regularly review our position and priorities and adapt accordingly. We

have established key priorities which will focus our efforts and drive us forward in the next financial year.

Charity development

- Continuing to increase our financial prudence; refining our financial and HR practices and procedures and moving away from areas of work which are no longer financially viable.
- Increasing organisational efficiencies through our continual improvement project, including offsetting rises in our costs due to cost-of-living increases. Ultimately, putting the charity in a sustainable position moving forward.
- Establishing our new normal post-pandemic, using any learning to review our building use and working model for service delivery.
- Reducing our reliance on commissioned funds by diversifying and growing our other areas of funding; corporate support, community fundraising, and increasing private client numbers, as well as developing private packages for schools and organisational training offers.
- Addressing recruitment challenges, which are being faced nationwide, for example growing areas of work which are not limited by skills gaps, such as Relationship Counselling for Individuals, where clinicians are easier to recruit.
- Widening our reach and recognition as relationship experts in Bradford & Leeds, for example continued development work on our website and communications
- Nurturing, developing and growing our Relate Bradford family. Supporting our team to be the best they can be, through personal development, team building and regular supervision.
- Recruitment and retention – like so many charities and organisations, recruitment and retention has been challenging, locally and nationally, which has had an impact on service delivery and development. Key going forward, is to look in greater depth at succession planning, our students and in equipping the existing workforce to increase their clinical skills, in specialist areas

Service development

- Developing a greater focus on the early intervention prevention agenda and health inequalities
- Building on our partnership working to collaboratively grow opportunities to help a wider community and share skills and expertise, for example with neighbouring Relate and Young people's partners

- Growing the Leeds service, including recruiting an additional part time clinician to support this
- Identifying funding opportunities and securing monies needed for Young People’s services
- Maximising existing opportunities through effective partnerships, service management and delivery monitoring
- Adapting to the new system structure; West Yorkshire Integrated Care Board and Bradford District and Craven Health and Care Partnership Board

Thank you to our partners, our friends and our supporters

We want to thank all our partners for supporting us in our work during 2021 – 2023 and also to Asghar from MyLahore, for supporting Relate Bradford & Leeds throughout the year.



RELATE BRADFORD & LEEDS LTD
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

RELATE BRADFORD & LEEDS LTD

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 16

RELATE BRADFORD & LEEDS LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Carol Ann Duerden Paul Stockwell Jonathan Smith Lynne Joyce Mohammed Khan Magdalena O'Connell Mahmud Nawaz Jennifer Field (appointed 10 May 2022)
Charity number	1013811
Company number	02652414
Registered office	Bradford Trident Business Centre 1 st Floor 11 Edward Street Bradford West Yorkshire BD4 7BH
Independent examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA
Bankers	The Co-Operative Bank P O Box 101 1 Balloon Street Manchester M60 4EP

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee, incorporated on 8 October 1991, and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford & Leeds Ltd charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:-

Marilyn Foster (resigned 15 November 2021)
 Peter Foster (resigned 15 November 2021)
 Carol Ann Duerden
 Paul Stockwell
 Jonathan Smith
 Hazel Jackson (resigned 20 April 2022)
 Catherine Jowitt (resigned 18 July 2022)
 Lynne Joyce
 Mohammed Khan
 Magdalena O'Connell
 Mahmud Nawaz (appointed 15 November 2021)

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document: A Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has eight members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

We have a small, dedicated set of Trustees and are keen to recruit new Trustees who will complement the current skill and experience profile of the Board and our succession planning.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivered the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Relate Bradford & Leeds Ltd, whilst being an autonomous organisation in its own right, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Financial Review

This year the organisation can report a surplus of £15,546 (2021 deficit of £14,548).

Unrestricted reserves show a deficit of £18,887 (2021: deficit of £50,231) which has been mitigated by being able to allocate costs to some of the various restricted funded services we provide. It is hoped that in the next financial year some income generation will occur through use of our office space.

At the end of the financial year there was a surplus of £34,433 from our restricted funded projects, but this was primarily as a result of the alignment of and release of deferred income on the CALM Counselling Service. As a result, the deferred CALM monies from 2021 totalling £24,528 were transferred into a Designated Fund to assist with future costs of the ongoing service.

Total reserves at the end of the financial year were £265,281 (2021: £249,735).

The trustees and senior management meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure. Due to our reported surplus, we have now achieved our targeted level of reserves, and record this separately in our Liabilities Fund, shown in Note 11.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some/all of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 10.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Statement of Directors Responsibilities

The directors of Relate Bradford & Leeds Ltd are responsible for preparing the Trustees' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

J. Field
.....

Trustee

Dated:

13 December 2022 *JF*
29 November 2022

RELATE BRADFORD & LEEDS LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 6 to 16.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford & Leeds Ltd for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA



Dated:

15/12/22

RELATE BRADFORD & LEEDS LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income						
Donations		130	-	7,500	7,630	219
Income from charitable activities:						
Client income		13,728	-	-	13,728	17,445
Contract income		-	-	3,611	3,611	1,985
Other operating income		-	-	-	-	999
Investment income		27	-	-	27	298
Grants and related income	2	-	-	347,887	347,887	305,579
Job retention scheme		644	-	-	644	16,554
Total income		14,529	-	358,998	373,527	343,079
Expenditure						
Charitable activities	3	33,416	-	324,565	357,981	357,627
Total expenditure		33,416	-	324,565	357,981	357,627
Net income/(expenditure)/net movement in funds before transfers		(18,887)	-	34,433	15,546	(14,548)
Transfers between funds		18,887	15,546	(34,433)	-	-
Net income/(expenditure)/net movement in funds after transfers		-	15,546	-	15,546	(14,548)
Total funds brought forward		-	249,735	-	249,735	264,283
Total funds carried forward		-	265,281	-	265,281	249,735

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE BRADFORD & LEEDS LTD

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Current assets						
Debtors	8	241	-	66,481	66,722	31,229
Cash at bank and in hand		1,188	265,281	(52,595)	213,874	264,975
Total assets		1,429	265,281	13,886	280,596	296,204
Creditors: amounts falling due within one year						
	9	(1,429)	-	(13,886)	(15,315)	(46,469)
Total assets less current liabilities		-	265,281	-	265,281	249,735
The funds of the charity						
Restricted funds	10	-	-	-	-	-
Unrestricted funds		-	-	-	-	-
Designated funds	11	-	265,281	-	265,281	249,735
Total charity funds		-	265,281	-	265,281	249,735

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 28 November 2022



Trustee

Company Registration No. 02652414

RELATE BRADFORD & LEEDS LTD

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	2021 £
Cash (used)/generated in operating activities	13	(51,128)	21,811
Cashflow from investing activities		27	298
		_____	_____
(Decrease)/Increase in cash equivalents in the year		(51,101)	22,109
Cash equivalents at the beginning of the year		264,975	242,866
		_____	_____
Total cash equivalents at the end of the year		213,874	264,975
		_____	_____

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; 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 (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

1.2 Incoming resources

Membership subscriptions, book sales and donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	3 years straight line
Equipment	3 years straight line

The directors have ratified a policy that only items of a capital nature with a cost in excess of £2,500 will be included in the balance sheet.

1.5 Fund accounting

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

1.6 Pensions

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

2. Grants and related income	2022 £	2021 £
City of Bradford Metropolitan District Council Department of Children's Services: Family Counselling	38,299	38,300
Bradford District Care Foundation Trust: Relationship and PST Counselling	161,720	161,720
Bradford District Care Foundation Trust: IAPT Couple Therapy for Depression	25,470	29,160
NHS Bradford & Craven CCG: Mental Health Champions and School Links	18,171	18,171
Department of Health & Social Care & NHS Bradford & Craven CCG: CALM Counselling Service	64,528	19,055
National Lottery Covid-19 Fund	2,074	30,326
One Adoption West Yorkshire	3,468	6,032
Parkinson's UK	1,430	2,015
NHS Leeds CCG: Relationship Counselling	31,557	-
West Yorkshire Health & Care Partnership: Mental Health & Wellbeing Hub	1,170	-
Aire Wharfe & Craven Counselling Services: Grief & Loss Project	-	800
	<u>347,887</u>	<u>305,579</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3. Charitable activities

	2022 £	2021 £
Counselling salaries	124,814	125,837
Training and supervision fees	626	1,045
Centre salaries	154,674	159,853
Rent and utilities	36,547	33,127
Rates	699	1,664
Insurance	2,358	2,215
Pension costs	7,712	7,285
Telephone	1,035	2,656
Centre running costs	4,149	2,994
Sundry expenses	315	356
Bank charges	-	333
Payroll costs	900	900
Advertising	275	-
Interpreter costs	310	-
DBS costs	419	-
Computer costs, IT and telephone upgrades	10,561	5,982
Governance costs (note 4)	12,587	13,380
	<u>357,981</u>	<u>357,627</u>

4. Governance costs

	2022 £	2021 £
Relate federation charge	11,062	10,169
Independent examination fee	1,504	2,660
Annual return and Companies House costs	21	13
Legal fees	-	538
	<u>12,587</u>	<u>13,380</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2021 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2022 Number	2021 Number
Counselling	8	9
Administration and cleaning	9	8
	<u>17</u>	<u>17</u>
Employment costs	2022	2021
	£	£
Wages and salaries	264,850	270,223
Social security costs	14,638	15,467
Pension costs	7,712	7,285
	<u>287,200</u>	<u>292,975</u>

There were no employees whose annual emoluments were £60,000 or more.

7. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2021 and 31 March 2022	12,131
Depreciation	
At 1 April 2021 and 31 March 2022	12,131
Net Book Value	
At 31 March 2021 and 2022	-

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8. Debtors

	2022 £	2021 £
Prepayments	2,586	3,134
Trade debtors	64,136	28,095
	<u>66,722</u>	<u>31,229</u>

9. Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	1,395	2,234
Trade creditors	13,920	6,165
Deferred income	-	38,070
	<u>15,315</u>	<u>46,469</u>

10. Restricted funds

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

	Balance at 1 April 2021 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2022 £
City of Bradford Metropolitan District Council Department of Children's Services: Family Counselling	-	38,299	(27,168)	(11,131)	-
Bradford District Care Foundation Trust: Relationship and PST Counselling	-	161,720	(185,646)	23,926	-
Bradford District Care Foundation Trust: IAPT Couple Therapy for Depression	-	25,470	(17,478)	(7,992)	-
NHS Bradford & Craven CCG: Mental Health Champions and School Links	-	18,171	(8,513)	(9,658)	-
Department of Health & Social Care: CALM Counselling Services	-	64,528	(33,960)	(30,568)	-
National Lottery Covid-19 Fund	-	9,574	(8,241)	(1,333)	-
One Adoption West Yorkshire	-	3,468	(2,445)	(1,023)	-
Parkinson's UK	-	1,430	(2,355)	925	-
NHS Leeds CCG: Relationship Counselling	-	31,557	(28,707)	(2,850)	-
West Yorkshire Health & Care Partnership: Mental Health & Wellbeing Hub	-	1,170	(1,177)	7	-
Relate Central Contracts	-	3,611	(8,875)	5,264	-
	<u>-</u>	<u>358,998</u>	<u>(324,565)</u>	<u>(34,433)</u>	<u>-</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

City of Bradford Metropolitan District Council Department of Children's Services: Family Counselling

To provide family and young people's counselling service.

Bradford District Care Foundation Trust: Relationship and PST Counselling

To provide counselling and psycho-sexual therapy services for people across the district.

Bradford District Care Foundation Trust: IAPT Couple Therapy for Depression

Counselling service for couples where one or both partners are experiencing mild to moderate depression.

NHS Bradford & Craven CCG: School Links

- To find ways of making sure that children and young people in Bradford schools have access to useful and interesting information about mental health issues.
- To take the stigma, shame and secrecy about mental health issues out of schools so that everyone, pupils, families and school staff can talk about mental health matters together.
- To make it easier for children and young people, and their families to be able to ask for help with mental health issues.

Department of Health & Social Care & NHS Bradford & Craven CCG: CALM Counselling Services

This service brings together and expands three existing therapeutic counselling services for children/young people in Bradford:

- Trauma – informed therapeutic support (Family Action);
- Relate Bradford & Leeds; and
- Step 2.

This is funded by the Department of Health and Social Care/Public Health and the NHS Bradford and Craven CCG for three years.

National Lottery Covid-19 Fund

Relate Bradford & Leeds were awarded £32,400 in 2020 to spend on 360 sessions of counselling for low-income couples/families in Leeds who were experiencing difficulties which arose due to confinement, financial worries, health anxiety/challenges and the general uncertainty and problems which have arisen as a result of COVID-19. We were awarded £18,000 to support young people and families and £14,400 for the purpose of adult relationship counselling. £2,074 of this income was deferred into 2021/22. In addition to these funds, £7,500 corporate donations were used to enable existing clients to complete their sessions. These funds have now ceased and any clients who were on waiting lists are now being seen under our new Leeds CCG Relationship Counselling commission which is running from October 2021.

One Adoption West Yorkshire

Relate Bradford & Leeds and Relate Cross Pennine were awarded a one-off grant of £10,000 in 2020 by One Adoption to deliver support to adoptive families across West Yorkshire. Relate Bradford & Leeds is the Lead Partner and we monitor referrals into us and onwards to Relate Cross Pennine.

One Adoption is a regional adoption agency made up of local authority adoption services from West Yorkshire, North Yorkshire, The Humber and North East Lincolnshire.

The service we provided to One Adoption had a specific focus on supporting adoptive parents during the COVID-19 crisis and takes the form of counselling, structured support, advice and/or guidance. The service ended in 2021.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Parkinson's UK

A contract was originally awarded to Relate Bradford & Leeds Ltd on 1 January 2019 by Parkinson's UK to provide a counselling service by a counsellor to a household (individual/couple) with a diagnosis of Parkinson's or Parkinsonism in the Leeds area. We offer a maximum of 6 sessions at £65 each per referral. All referrals come from Parkinson's UK and we are continuing to provide the service until funds have been utilised.

NHS Leeds CCG: Relationship Counselling

This funding is to support people who need adult relationship support, individually or for couples. There is an outpost in Leeds, and counselling is either in person, via telephone or web counselling.

West Yorkshire Health & Care Partnership: Mental Health & Wellbeing Hub

The aim of this funding is to help and replenish our NHS and social care people, for those impacted by the pressures, pre and post COVID-19, through relationship counselling and in supporting mental wellbeing.

Relate Central Contracts

This is for the provision of specific counselling sessions.

11. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Movement in funds		Transfers £	Balance at 31 March 2022 £
		Incoming resources £	Resources expended £		
Liabilities Fund	132,885	-	-	46,115	179,000
CALM Counselling Services Fund	-	-	-	24,528	24,528
Organisational Growth and Development Fund	116,850	-	-	(55,097)	61,753
	<u>249,735</u>	<u>-</u>	<u>-</u>	<u>15,546</u>	<u>265,281</u>

The Liabilities Fund represents a ringfenced reserve equal to 6 months' worth of expenditure, to ensure the organisation is able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding.

The CALM Counselling Services Fund represents funding from the Department of Health which had been deferred in the previous year due to reduced activity as a consequence of Covid.

The Organisational Growth and Development Fund represents additional reserves that the organisation can use to develop and strengthen our offering, in order to reach those who need our services.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12. Commitments under operating leases

At 31 March 2022 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2022	2021
	£	£
Expiry date:		
Within one year	30,000	30,000
Between two and five years	7,500	30,000
	<u>37,500</u>	<u>60,000</u>

13. Reconciliation of net movement in funds to net cashflow from operating activities

	2022	2021
	£	£
Net movement in funds	15,546	(14,548)
Deduct interest income	(27)	(298)
(Increase)/decrease in debtors	(35,493)	24,215
(Decrease)/increase in creditors	(31,154)	12,442
	<u>(51,128)</u>	<u>21,811</u>
Net cash (used)/generated in operating activities	<u>(51,128)</u>	<u>21,811</u>

RELATE BRADFORD & LEEDS LTD
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

RELATE BRADFORD & LEEDS LTD

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 16

RELATE BRADFORD & LEEDS LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Carol Ann Duerden Paul Stockwell Jonathan Smith Lynne Joyce Mohammed Khan Magdalena O'Connell Mahmud Nawaz Jennifer Field (appointed 10 May 2022)
Charity number	1013811
Company number	02652414
Registered office	Bradford Trident Business Centre 1 st Floor 11 Edward Street Bradford West Yorkshire BD4 7BH
Independent examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA
Bankers	The Co-Operative Bank P O Box 101 1 Balloon Street Manchester M60 4EP

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee, incorporated on 8 October 1991, and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford & Leeds Ltd charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:-

Marilyn Foster (resigned 15 November 2021)
 Peter Foster (resigned 15 November 2021)
 Carol Ann Duerden
 Paul Stockwell
 Jonathan Smith
 Hazel Jackson (resigned 20 April 2022)
 Catherine Jowitt (resigned 18 July 2022)
 Lynne Joyce
 Mohammed Khan
 Magdalena O'Connell
 Mahmud Nawaz (appointed 15 November 2021)

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document: A Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has eight members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

We have a small, dedicated set of Trustees and are keen to recruit new Trustees who will complement the current skill and experience profile of the Board and our succession planning.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivered the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Relate Bradford & Leeds Ltd, whilst being an autonomous organisation in its own right, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Financial Review

This year the organisation can report a surplus of £15,546 (2021 deficit of £14,548).

Unrestricted reserves show a deficit of £18,887 (2021: deficit of £50,231) which has been mitigated by being able to allocate costs to some of the various restricted funded services we provide. It is hoped that in the next financial year some income generation will occur through use of our office space.

At the end of the financial year there was a surplus of £34,433 from our restricted funded projects, but this was primarily as a result of the alignment of and release of deferred income on the CALM Counselling Service. As a result, the deferred CALM monies from 2021 totalling £24,528 were transferred into a Designated Fund to assist with future costs of the ongoing service.

Total reserves at the end of the financial year were £265,281 (2021: £249,735).

The trustees and senior management meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure. Due to our reported surplus, we have now achieved our targeted level of reserves, and record this separately in our Liabilities Fund, shown in Note 11.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some/all of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 10.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Statement of Directors Responsibilities

The directors of Relate Bradford & Leeds Ltd are responsible for preparing the Trustees' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

J. Field
.....

Trustee

Dated:

13 December 2022 *JF*
29 November 2022

RELATE BRADFORD & LEEDS LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 6 to 16.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford & Leeds Ltd for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated:

15/12/22



RELATE BRADFORD & LEEDS LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income						
Donations		130	-	7,500	7,630	219
Income from charitable activities:						
Client income		13,728	-	-	13,728	17,445
Contract income		-	-	3,611	3,611	1,985
Other operating income		-	-	-	-	999
Investment income		27	-	-	27	298
Grants and related income	2	-	-	347,887	347,887	305,579
Job retention scheme		644	-	-	644	16,554
Total income		14,529	-	358,998	373,527	343,079
Expenditure						
Charitable activities	3	33,416	-	324,565	357,981	357,627
Total expenditure		33,416	-	324,565	357,981	357,627
Net income/(expenditure)/net movement in funds before transfers		(18,887)	-	34,433	15,546	(14,548)
Transfers between funds		18,887	15,546	(34,433)	-	-
Net income/(expenditure)/net movement in funds after transfers		-	15,546	-	15,546	(14,548)
Total funds brought forward		-	249,735	-	249,735	264,283
Total funds carried forward		-	265,281	-	265,281	249,735

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE BRADFORD & LEEDS LTD

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Current assets						
Debtors	8	241	-	66,481	66,722	31,229
Cash at bank and in hand		1,188	265,281	(52,595)	213,874	264,975
Total assets		1,429	265,281	13,886	280,596	296,204
Creditors: amounts falling due within one year						
	9	(1,429)	-	(13,886)	(15,315)	(46,469)
Total assets less current liabilities		-	265,281	-	265,281	249,735
The funds of the charity						
Restricted funds	10	-	-	-	-	-
Unrestricted funds		-	-	-	-	-
Designated funds	11	-	265,281	-	265,281	249,735
Total charity funds		-	265,281	-	265,281	249,735

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 28 November 2022



Trustee

Company Registration No. 02652414

RELATE BRADFORD & LEEDS LTD

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	2021 £
Cash (used)/generated in operating activities	13	(51,128)	21,811
Cashflow from investing activities		27	298
		_____	_____
(Decrease)/Increase in cash equivalents in the year		(51,101)	22,109
Cash equivalents at the beginning of the year		264,975	242,866
		_____	_____
Total cash equivalents at the end of the year		213,874	264,975
		_____	_____

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; 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 (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

1.2 Incoming resources

Membership subscriptions, book sales and donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	3 years straight line
Equipment	3 years straight line

The directors have ratified a policy that only items of a capital nature with a cost in excess of £2,500 will be included in the balance sheet.

1.5 Fund accounting

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

1.6 Pensions

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

2. Grants and related income	2022 £	2021 £
City of Bradford Metropolitan District Council Department of Children's Services: Family Counselling	38,299	38,300
Bradford District Care Foundation Trust: Relationship and PST Counselling	161,720	161,720
Bradford District Care Foundation Trust: IAPT Couple Therapy for Depression	25,470	29,160
NHS Bradford & Craven CCG: Mental Health Champions and School Links	18,171	18,171
Department of Health & Social Care & NHS Bradford & Craven CCG: CALM Counselling Service	64,528	19,055
National Lottery Covid-19 Fund	2,074	30,326
One Adoption West Yorkshire	3,468	6,032
Parkinson's UK	1,430	2,015
NHS Leeds CCG: Relationship Counselling	31,557	-
West Yorkshire Health & Care Partnership: Mental Health & Wellbeing Hub	1,170	-
Aire Wharfe & Craven Counselling Services: Grief & Loss Project	-	800
	<hr/>	<hr/>
	347,887	305,579
	<hr/>	<hr/>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3. Charitable activities

	2022 £	2021 £
Counselling salaries	124,814	125,837
Training and supervision fees	626	1,045
Centre salaries	154,674	159,853
Rent and utilities	36,547	33,127
Rates	699	1,664
Insurance	2,358	2,215
Pension costs	7,712	7,285
Telephone	1,035	2,656
Centre running costs	4,149	2,994
Sundry expenses	315	356
Bank charges	-	333
Payroll costs	900	900
Advertising	275	-
Interpreter costs	310	-
DBS costs	419	-
Computer costs, IT and telephone upgrades	10,561	5,982
Governance costs (note 4)	12,587	13,380
	<u>357,981</u>	<u>357,627</u>

4. Governance costs

	2022 £	2021 £
Relate federation charge	11,062	10,169
Independent examination fee	1,504	2,660
Annual return and Companies House costs	21	13
Legal fees	-	538
	<u>12,587</u>	<u>13,380</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2021 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2022 Number	2021 Number
Counselling	8	9
Administration and cleaning	9	8
	<u>17</u>	<u>17</u>
Employment costs	2022	2021
	£	£
Wages and salaries	264,850	270,223
Social security costs	14,638	15,467
Pension costs	7,712	7,285
	<u>287,200</u>	<u>292,975</u>

There were no employees whose annual emoluments were £60,000 or more.

7. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2021 and 31 March 2022	12,131
Depreciation	
At 1 April 2021 and 31 March 2022	12,131
Net Book Value	
At 31 March 2021 and 2022	-

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8. Debtors

	2022 £	2021 £
Prepayments	2,586	3,134
Trade debtors	64,136	28,095
	<u>66,722</u>	<u>31,229</u>

9. Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	1,395	2,234
Trade creditors	13,920	6,165
Deferred income	-	38,070
	<u>15,315</u>	<u>46,469</u>

10. Restricted funds

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

	Balance at 1 April 2021 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2022 £
City of Bradford Metropolitan District Council Department of Children's Services: Family Counselling	-	38,299	(27,168)	(11,131)	-
Bradford District Care Foundation Trust: Relationship and PST Counselling	-	161,720	(185,646)	23,926	-
Bradford District Care Foundation Trust: IAPT Couple Therapy for Depression	-	25,470	(17,478)	(7,992)	-
NHS Bradford & Craven CCG: Mental Health Champions and School Links	-	18,171	(8,513)	(9,658)	-
Department of Health & Social Care: CALM Counselling Services	-	64,528	(33,960)	(30,568)	-
National Lottery Covid-19 Fund	-	9,574	(8,241)	(1,333)	-
One Adoption West Yorkshire	-	3,468	(2,445)	(1,023)	-
Parkinson's UK	-	1,430	(2,355)	925	-
NHS Leeds CCG: Relationship Counselling	-	31,557	(28,707)	(2,850)	-
West Yorkshire Health & Care Partnership: Mental Health & Wellbeing Hub	-	1,170	(1,177)	7	-
Relate Central Contracts	-	3,611	(8,875)	5,264	-
	<u>-</u>	<u>358,998</u>	<u>(324,565)</u>	<u>(34,433)</u>	<u>-</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

City of Bradford Metropolitan District Council Department of Children's Services: Family Counselling

To provide family and young people's counselling service.

Bradford District Care Foundation Trust: Relationship and PST Counselling

To provide counselling and psycho-sexual therapy services for people across the district.

Bradford District Care Foundation Trust: IAPT Couple Therapy for Depression

Counselling service for couples where one or both partners are experiencing mild to moderate depression.

NHS Bradford & Craven CCG: School Links

- To find ways of making sure that children and young people in Bradford schools have access to useful and interesting information about mental health issues.
- To take the stigma, shame and secrecy about mental health issues out of schools so that everyone, pupils, families and school staff can talk about mental health matters together.
- To make it easier for children and young people, and their families to be able to ask for help with mental health issues.

Department of Health & Social Care & NHS Bradford & Craven CCG: CALM Counselling Services

This service brings together and expands three existing therapeutic counselling services for children/young people in Bradford:

- Trauma – informed therapeutic support (Family Action);
- Relate Bradford & Leeds; and
- Step 2.

This is funded by the Department of Health and Social Care/Public Health and the NHS Bradford and Craven CCG for three years.

National Lottery Covid-19 Fund

Relate Bradford & Leeds were awarded £32,400 in 2020 to spend on 360 sessions of counselling for low-income couples/families in Leeds who were experiencing difficulties which arose due to confinement, financial worries, health anxiety/challenges and the general uncertainty and problems which have arisen as a result of COVID-19. We were awarded £18,000 to support young people and families and £14,400 for the purpose of adult relationship counselling. £2,074 of this income was deferred into 2021/22. In addition to these funds, £7,500 corporate donations were used to enable existing clients to complete their sessions. These funds have now ceased and any clients who were on waiting lists are now being seen under our new Leeds CCG Relationship Counselling commission which is running from October 2021.

One Adoption West Yorkshire

Relate Bradford & Leeds and Relate Cross Pennine were awarded a one-off grant of £10,000 in 2020 by One Adoption to deliver support to adoptive families across West Yorkshire. Relate Bradford & Leeds is the Lead Partner and we monitor referrals into us and onwards to Relate Cross Pennine.

One Adoption is a regional adoption agency made up of local authority adoption services from West Yorkshire, North Yorkshire, The Humber and North East Lincolnshire.

The service we provided to One Adoption had a specific focus on supporting adoptive parents during the COVID-19 crisis and takes the form of counselling, structured support, advice and/or guidance. The service ended in 2021.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Parkinson's UK

A contract was originally awarded to Relate Bradford & Leeds Ltd on 1 January 2019 by Parkinson's UK to provide a counselling service by a counsellor to a household (individual/couple) with a diagnosis of Parkinson's or Parkinsonism in the Leeds area. We offer a maximum of 6 sessions at £65 each per referral. All referrals come from Parkinson's UK and we are continuing to provide the service until funds have been utilised.

NHS Leeds CCG: Relationship Counselling

This funding is to support people who need adult relationship support, individually or for couples. There is an outpost in Leeds, and counselling is either in person, via telephone or web counselling.

West Yorkshire Health & Care Partnership: Mental Health & Wellbeing Hub

The aim of this funding is to help and replenish our NHS and social care people, for those impacted by the pressures, pre and post COVID-19, through relationship counselling and in supporting mental wellbeing.

Relate Central Contracts

This is for the provision of specific counselling sessions.

11. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Movement in funds		Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	Transfers £
Liabilities Fund	132,885	-	-	46,115
CALM Counselling Services Fund	-	-	-	24,528
Organisational Growth and Development Fund	116,850	-	-	(55,097)
	<u>249,735</u>	<u>-</u>	<u>-</u>	<u>15,546</u>
	<u><u>249,735</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>15,546</u></u>
				<u><u>265,281</u></u>

The Liabilities Fund represents a ringfenced reserve equal to 6 months' worth of expenditure, to ensure the organisation is able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding.

The CALM Counselling Services Fund represents funding from the Department of Health which had been deferred in the previous year due to reduced activity as a consequence of Covid.

The Organisational Growth and Development Fund represents additional reserves that the organisation can use to develop and strengthen our offering, in order to reach those who need our services.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12. Commitments under operating leases

At 31 March 2022 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2022	2021
	£	£
Expiry date:		
Within one year	30,000	30,000
Between two and five years	7,500	30,000
	<u>37,500</u>	<u>60,000</u>

13. Reconciliation of net movement in funds to net cashflow from operating activities

	2022	2021
	£	£
Net movement in funds	15,546	(14,548)
Deduct interest income	(27)	(298)
(Increase)/decrease in debtors	(35,493)	24,215
(Decrease)/increase in creditors	(31,154)	12,442
	<u>(51,128)</u>	<u>21,811</u>
Net cash (used)/generated in operating activities	<u>(51,128)</u>	<u>21,811</u>

Let's Talk Relationships

England & Wales - Charity number 1013811

Accounts

relate

the relationship people

Bradford & Leeds

Trustees annual report and accounts

FOR THE YEAR ENDED 31 MARCH 2021

CHARITY REGISTRATION NO. 1013811
COMPANY REGISTRATION NO. 02652414
(ENGLAND AND WALES)

www.relatebradford.org

CONTENTS

A Message from Marilyn

Who are Relate Bradford?

Our Vision

Objectives and Activities

Services we Offer

Strategic Priorities

Strategic Highlights

The Difference we Make

Reflections from our Clinical Supervisor

Partnership Working Testimonial

A Summer Intern Experience

Key Priorities in Service Delivery and Development in 2021 - 2022

A Word from Finance

Marilyn

Trustees Report and Accounts



A Message from Marilyn

As this is my last message as Chair of Trustees, I would like to take a little time to reflect on my time with Relate Bradford and Leeds. If anybody had told me when I first joined Marriage Guidance (as it was then) at the beginning of the 1980s that I would be around in the 2020s, I would have found it hard to believe. It seems to find a way into your soul, which means there will always be an attachment for me wherever I am in the future.

I have been very proud to lead the organisation through its ups and downs over the years, it has been a big learning curve for me, but throughout all the challenges I have always retained my love of the organisation.

I was also expecting to report a tale of woe and negativity in my message for 2021. However, that couldn't be further from the truth, as we have managed to weather the storm of COVID with the commitment of everybody in the organisation.

As you will see from the Annual Report, we have had to use some of the reserves to help us be fit for purpose in a very different world. I don't think any of us thought that we would still be dealing with Covid after a full year, with no end in sight. Nevertheless, I feel that our staff have all worked amazingly hard to carry on the excellent service we have always offered.

It has been difficult for all our staff as they have had to cope with working from home, it has been particularly hard on staff with children, as they have all had to be more flexible and increasingly versatile to respond to all the changes. Our Business Continuity Plan has proved to be essential in pointing out more quickly the need to seek new technology to enable staff to work virtually. New telephone and computer systems were identified as necessary purchases, which was an expense we were not able to foresee.

I know that all our working practices have been scrutinised to see if there was any way in which we could work more smartly, and where possible these have been introduced.

I would also like to thank our commissioners for the flexible way that they worked with us to enable us to provide the best possible service in the circumstances, without this our story of survival could have had a very different ending.

We are still working towards providing more services in Leeds as we know that the need is as great as in Bradford. Tina our CEO (Chief Executive Officer),

and Hayley have been working very hard to put the service on a stable footing, and this seems now to be around the corner.

In closing, as I am now handing over to a new Chair this will be the last message I will write for our Report and accounts. So, I would once again like to thank my Board of Trustees for all the support they have given me over the years. I will miss you all, as I will miss all at Relate Bradford and Leeds. I have many good memories to take away, and as I have moved now to East Yorkshire you never know I might pop up over there, or with National in some capacity in the future.



Marilyn Foster, Chair of Trustees

Who are Relate Bradford?

The National Relate organisation first began life as the 'Marriage Guidance Council' in 1938, when clergyman Dr Herbert Gray and a group of his colleagues became concerned about the impact of modern-day life on marriage and began pioneering research into relationships. It was relaunched on Valentine's Day 1988 as 'Relate' in recognition of our wider relationship work with single, cohabiting couples, same sex couples, children, young people and families.

Relate Bradford is a charity registered in 1948, therefore with over 70 years' experience in providing specialist relationship support to people across the Bradford District. We have additionally been working in Leeds, since 2019.

We are part of the National Relate Federation; however, each Relate centre is independent, and responsible for its own income generation and fundraising. Relate is the country's largest supplier of relationship support.

As a small, passionate, and ambitious charity situated in the heart of Bradford, we provide a range of therapeutic counselling services, supporting young people, families, individuals, and couples. Our office is based in Bradford city centre with a vibrant team of 18 members of staff, several volunteers and a board of 10 active trustees.

The Board of Trustees lead the charity strategically and are an active and diverse group with complementary skills which enables them to provide comprehensive leadership to the organisation.

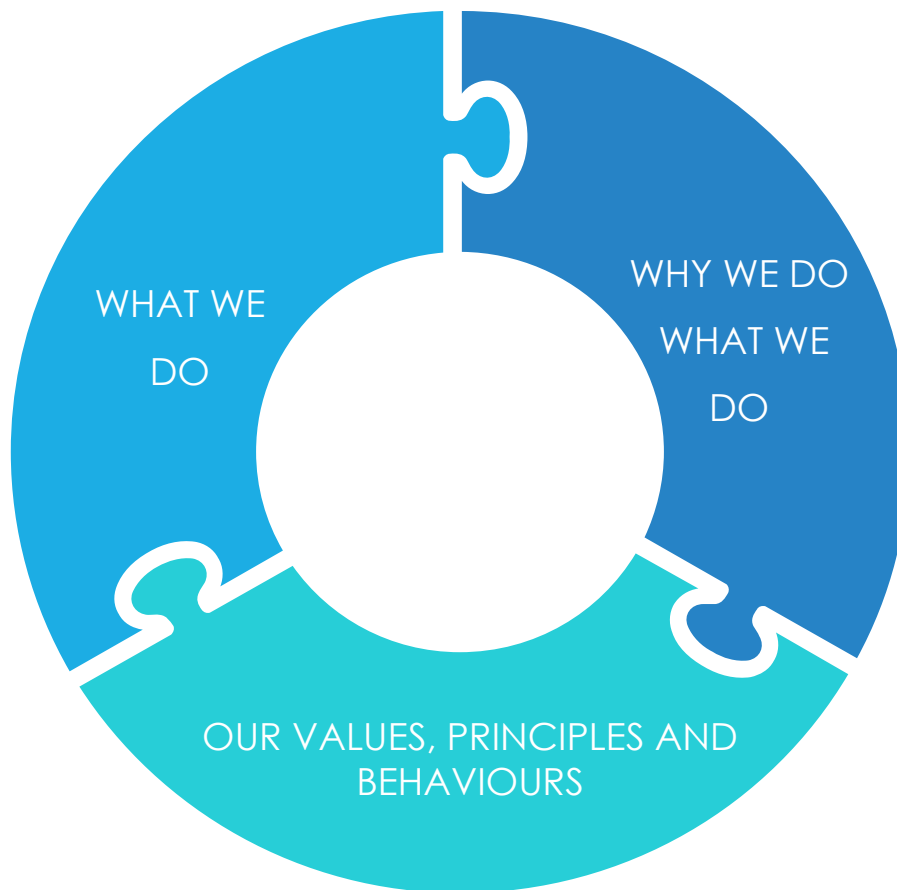
We strive to ensure that the services we offer are accessible to all.

Our Vision

At Relate Bradford, we aim to develop and support healthy relationships. We deliver inclusive, high-quality counselling services that are relevant at every life stage, helping heterosexual and same-sex couples, families, and individuals to make relationships work better, by improving their understanding of relationships and what makes them flourish.

We provide people with a breathing space where they can feel heard, valued, respected and understood, and are more in control of their feelings, and of their lives. In other words, to help people cope with the pain they are experiencing.

Objectives and Activities



What we do

As a caring organisation, we give you the time, space, and support to explore relationships and help you see how you might be able to work through, and overcome, relationship challenges to move forward positively.

We put you at the heart of all that we do, by providing a confidential, ethical, and professional counselling service of the highest quality, exploring options, and individually tailored to your current situation.

We enable you to be more aware of feelings, to explore options, and to improve coping skills.

We work in partnership with other organisations to help advance our mutual aspirations and ambition.

Why we do what we do

Because the relationships we have count, and good relationships help us all to live more fulfilled, healthier, and happier lives.

Our values, principles and behaviours

We place kindness at our core and always strive to be respectful, supportive, professional, dependable, and empowering.

As a passionate, curious, and creative organisation looking to the future, we endeavour to develop, innovative, and create dynamic interventions, continually championing the importance of healthy relationships, and the role they play in ensuring good mental health.

With our partner organisations, we will be helpful, responsible, collaborative, and dynamic.

Services we Offer



Relationship counselling/individual counselling/couples counselling

Personal relationships bring up all sorts of challenges and sometimes these can become problems. Many people come to us for relationship support on their own, so you don't have to be in a couple relationship. For instance, if you are in a relationship, you can attend individually or as a couple.

We help people who have come across issues in their personal relationships and want help to sort things out such as arguing, an affair, loss of interest in sex, taking each other for granted, problems communicating with each other and finding time for one for another or the impact of life events.



Children, young people and family counselling

Family counselling can help adult family members with reducing conflict and improving communication, when siblings aren't getting on, or when parents and children are going through a divorce or separation. Because forming a new family is a challenge it's at this point that many parents contact Relate for some support to help everyone settle.

All families are unique and have unique problems and our professional counsellors are specially trained to work with families to help resolve difficulties and problems.



Psychosexual therapy

All couples go through phases where they don't have the time or energy for regular sex. It's natural to want better sex and sometimes there are specific psychological or medical reasons for your difficulties.

Sex therapy can help you if you're experiencing difficulties in your love life and can help improve physical intimacy. We can help where people are having problems with their sex life due to physical or emotional reasons. Our sex therapists see lots of people with sexual difficulties such as loss of desire, erectile dysfunction, premature ejaculation, etc.



IAPT couples therapy for depression

People experiencing symptoms of depression often find their relationships become affected because of it. In addition, sometimes problems with our relationships can lead to one or another partner becoming depressed or anxious.

Depression can affect people in lots of different ways, and we are focusing on increasing the stability of family life, improve communication, increase levels of couple intimacy, raise self-awareness and offering support with managing symptoms of depression.



CALM

We are a delivery partner with the CALM service, Bradford Children's Trauma Therapy service, alongside Family Action (lead partner) and Step 2. We work with families where children have experienced one or more Adverse Childhood Experience (ACE's) and as a result the child is suffering trauma symptoms and the family are experiencing difficulties. We support parents to understand the trauma and behaviour of the child/children to recognise and support them with their own trauma symptoms.

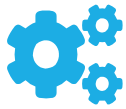


Reaching with Relate and school-based counselling

Working with primary and secondary schools in the City of Bradford, we deliver psychoeducation, focusing on healthy relationships and is helping to raise levels of confidence, self-esteem, increase resilience and emotional intelligence.

By empowering children and young people to learn how to manage and regulate their emotions and experiences we obtain an overall improvement in mental wellbeing.

We offer individual counselling in schools, to children and young people.



Organisational based training

We help professionals better understand the impact talking therapy can have and how they can be more effective in using communication skills in engaging people, by increasing understanding of the quality of life and how our mindset can influence life experiences of those we work with, as well as ourselves.

Relate Bradford can also help people and organisations to build knowledge of the links between poverty and mental (and physical) ill health, understanding the effects and importance of helping people improve their self-esteem and confidence and how we work anger.



National contracts

We provide counselling to a range of partners, via the Relate National contracts, for example, grocery aid, Royal Navy, support to accountants and bank workers.



One Adoption counselling

Relate Bradford & Leeds and a neighbouring Relate, were awarded £10,000 by One Adoption to deliver support to adoptive families across West Yorkshire. Relate Bradford is the lead partner, and we monitor referrals into us and onwards to the neighbouring centre.

One Adoption is a regional adoption agency made up of local authority adoption services from West Yorkshire, North Yorkshire, The Humber and North East Lincolnshire.

The service we provide to One Adoption has a specific focus on supporting adoptive parents during the COVID19 crisis and takes the form of counselling, structured support, advice and/or guidance. The service is available to 20 adult couples, individuals and families across West Yorkshire and takes the form of six sessions of Relationship Counselling totalling 120 sessions.

We receive referrals from One adoption's social workers and we are not able to promote externally ourselves as the funding was specifically for the families supported by social workers at One Adoption.



National Lottery COVID – 19 Fund

We were awarded £32,400 to spend on counselling for low-income couples/families in Leeds who were experiencing difficulties which arose due to confinement, financial worries, health anxiety/challenges and the general uncertainty and problems which have arisen as a result of COVID-19. We were awarded £18,000 to support young people and families

and £14,400 for the purpose of adult relationship counselling. In addition to these funds, £7500 corporate donation were used to enable existing clients to complete their sessions.



Grief and Loss project

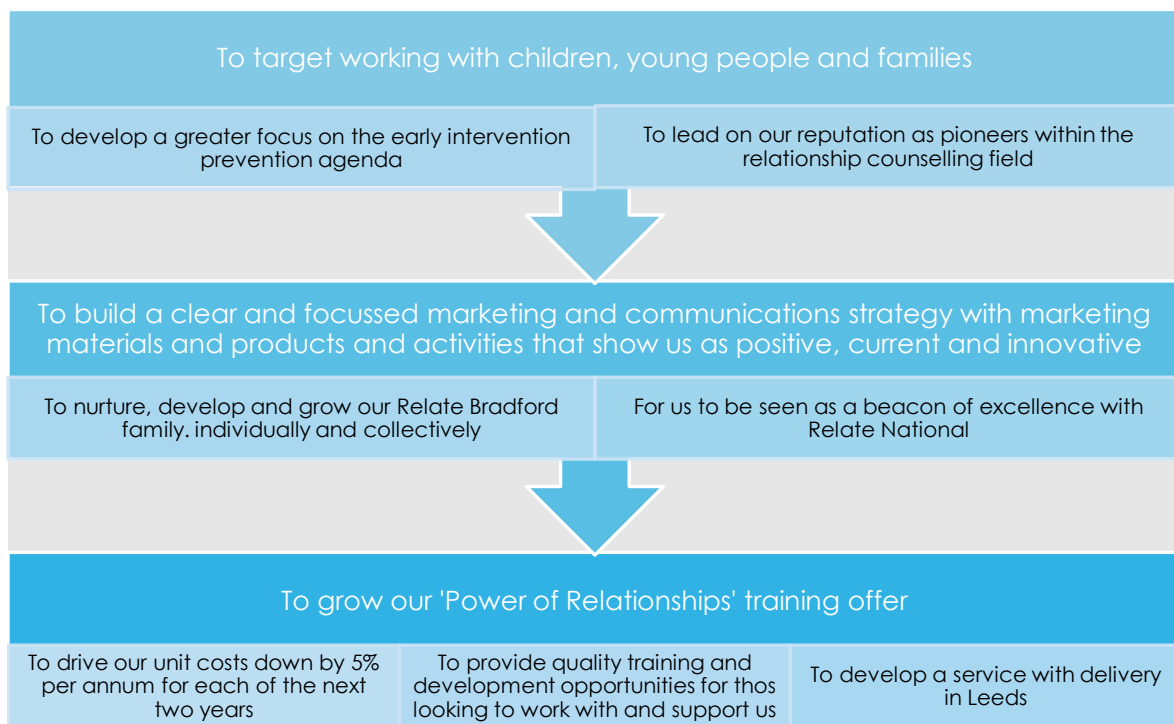
This project arose from Relate Bradford being part of the Bradford Counselling Collaborative COVID-19 Trauma Grief and Loss team. The project was set up in response to the COVID-19 pandemic and is supported by counselling organisations across the district.



Parkinson's UK

Supported by Parkinson's UK, we provide a counselling service by a counsellor to a household, individually or as a couple, with a diagnosis of Parkinson's or Parkinsonism in the Leeds area. All referrals come from Parkinson's UK.

Strategic Priorities



Strategic Highlights

Achievements, Performance and Service Delivery

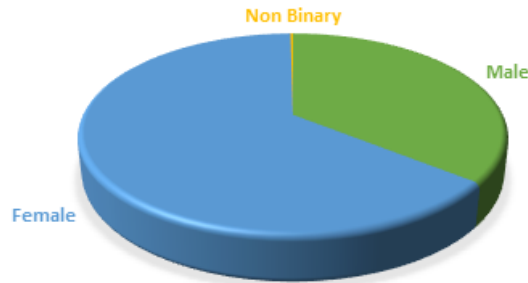
- In preparation for the pandemic, we worked hard at business continuity planning, so that when we had to pause face-to-face counselling, we had no break in service and went into delivering counselling online or by telephone, immediately
- We saw the numbers of cancellations by clients increasing as the lockdown approached. This encouraged us to bring forward the telephone and video counselling training. Prior to the lockdown this year, our appointments were all face to face. Since lockdown we have offered telephone and video counselling and people have predominantly taken up telephone counselling.
- April 2020 saw our most productive month, where we had the highest utilisation of any month this year
- This suggested that online working has made us more productive than we've ever been
- Our average utilisation rates remained similar to the previous year, with data being closely analysed over subsequent months, in terms of implementing any changes to further increase productivity
- Since the start of the year, we have halved our waiting lists and we continued to work on driving these down.
- We have kept all commissioners updated with business continuity plans and all have been impressed with our efficiency in mobilising remote support via telephone and video counselling during lockdown.
- We continued to develop and build links with commissioners in Leeds
- We received funding from Leeds to support people and families on low-income Building networks within Leeds to become part of various Children's and YP Boards and networks for e.g., Children's and Families Scrutiny board -Building networks to become part of various Community Boards – presenting at these
- Using Councilors from Leeds City Council as a route into the community, as well as third sector agencies and social care.
- Increase in Domestic Abuse (DA) referrals Exploring supporting people where Domestic Abuse is involved & re-connecting with DA links in Leeds
- Joined key networks in Leeds, including the BAME (Black and Minority Ethnic) Hub/*Forum Central/Leeds Voices/Young Lives Leeds/Leeds Women and girls Hub*
- With another centre, we continued to work on One adoption and due to the pandemic, were given an extension for this to continue
- We recruited a new CALM clinician
- Due to the increase in Leeds, we utilised additional hours in the office administration team and a placement student in the interim

- To meet demand for counselling, we increased staffing hours as we felt our delivery was limited
- Refining and looking at our offer on Domestic Abuse
- We worked on our Relate roadmap to work on updating our plans for a return to the office and in looking at our premises needs
- Work was undertaken to look into corporate donations
- Schools based counselling - initially closed during lockdown, we implemented a flexible model in engaging with this group, assessing/triaging need and demand – complexities
- Due to the pandemic, GP access limited, there was a marked decrease in psychosexual referrals
publicity and promotion
- IAPT couple therapy for depression - increasing promotion
- Reduction in GP referrals
- Initially delivery to 5-8-year-old was not possible remotely Implementing new children's specification to help 5–8-year-old clients
- Re-designing a remote COVID offer took time
- Increased drive-in maximising filled slots, with a weekly tracking system, which shows how many sessions we deliver for each service
- Targets assigned weekly to the admin office team – dependent on contractual obligations
- The office team work exceptionally hard in focusing on empty slots
- Flexibility has been key during the pandemic, from the team, there was real ambition and drive to adapt and adjust to the new ways of working
- Scoping out SPIP (Separated Parents Information Programme) contract, as we have a programme previously
- Throughout the last financial year, the vast majority of clients have not disclosed diversity monitoring information. Going forward, we are looking to address this and will enable us to better assess whether we are reaching out to the whole community
- Our postcode data highlights that geographically we have reach across Bradford, with particular postcodes having higher uptake. Again, we need to look to raise awareness of our services in the postcodes where we haven't had referrals from but are wary of our resource to scale up delivery
- We continue to ask for client contributions where possible, to enable us to help as many people as we can, with the resources we have
- It was pleasing that due to COVID-19, some funding was released from commissioners, to ease any cash flow pressures

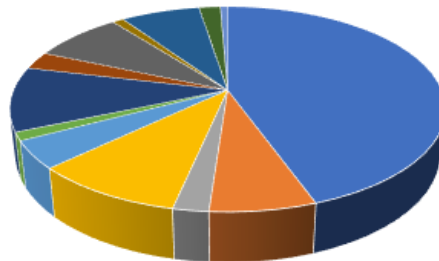
- During the early stages of the pandemic, late cancellations were higher than expected, with the fourth highest number for the last 12-month period. Anecdotally, we know that this is due to anxiety surrounding COVID and lockdown. Last minute cancellations remain an area to monitor
- Since the start of the year, there have been a number of service developments in Bradford, including the CALM Project, partnership with Step 2 and Family Action – supporting families who have experienced Adverse Childhood Experiences (ACEs), One Adoption project, a partnership with Pennine & Keighley, a Grief and Loss service, a collaboration from the Counselling Collaborative and the National Citizenship Service workshop
- We were successful with the National Lottery for a 6-month period, to support people from low-income families, with their relationships, during the pandemic
- We recruited to the role of Office Coordinator, to support productivity and office functions
- A new delivery monitoring process has been implemented
- In order to be agile during COVID-19, we needed to invest in IT, including Microsoft Teams and soft telephones, to ensure we could continue to reach people and to continue to offer a high standard of service during the pandemic
- We constantly sought opportunities, local and national, in terms of funding support
- We were involved in several successful press releases, including a feature in North Leeds Life Magazine and a slot on BBC Radio Leeds and ensured our website had regular clinical blogs to support people
- We were part of the campaigns #NeverMoreNeeded and #StillHereToHelp as part of the charity sector
- We regularly promote our services on LinkedIn and built many local connections
- Created a new Facebook page due to practical problems with existing one, in order to generate greater reach and accessibility
- Pre lockdown, the team attended various networking events
- Sourced free training opportunities, for example, Adoption and LGBTQ+ training
- Team wellbeing remained a constant theme during the pandemic and post pandemic

Our Clientele: Demographics and Service Delivery

CLIENT DEMOGRAPHICS
2020 - 2021

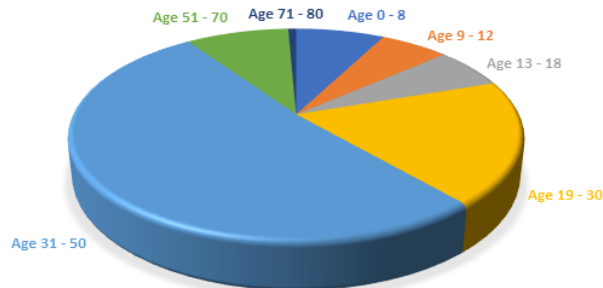


Services provided by Relate Bradford & Leeds
2020 - 2021



- Bradford Fully Funded
- Bradford Central
- Calm Service
- IAPT
- Leeds Lottery Funding (Relationship)
- Bradford Relate
- Grief & Loss
- Leeds
- Bradford (CBMDC)
- School Links
- Leeds Lottery (Children, Families and Young People)
- Parkinson's UK
- One Adoption

AGE OF OUR CLIENTS
2020 - 2021



The Difference we Make

'Coming to Relate and talking with a counsellor has helped me learn about myself, to value myself and actually start to find me, I'm much calmer and less stressed now.'

'I was apprehensive about coming to Relate as I felt that it would unnecessarily be intrusive. However, our counsellor's approach was very calming and reassuring. Thank you for your help.'

'Very helpful sessions with the Counsellor. This helped me look at my behaviour and how this affects my family situation. Thank you.'

I could not see how I could benefit from focussing on my needs or how that would help my family. I'm so glad that my counsellors' skilled approach enabled me to see what I needed to do in terms of my actions and thought process.'

Two young people approached the service

after losing their mum in the pandemic, one 15 and one 17. They were now living alone and needed support coping with their loss of their mother, and the loss of any other adult in the family home. Both girls had experienced domestic abuse in the home in the past and were experiencing unhealthy relationships within and outside the home. Each client was given their own counsellor to work with them in navigating their situation and helping them adapt to their new life and manage all the relationships in their life, including the one with their sister. Our clinicians worked with multiple professionals in Leeds to ensure joined up support and effective safeguarding for the girls who have really benefitted from our

“

Thank you so much for your help and support. It is very much appreciated. We are extremely grateful for the funding of our sessions. You are so lovely, kind and thoughtful and we couldn't have got this far without you. Thank you!

”

A 13 -year-old young guy presented with separation anxiety. His life was on hold as his anxiety of his mother not being at home when he returned from anywhere was affecting everything.

He couldn't socialise or go out with friends as he was pre-occupied with how his mother was.

School was suffering enormously. He was often in tears leaving the house as he thought about the prospect of his mother not being there on his return. When he did get to school, often very late, his attention span was fine for about an hour. After this he would start thinking about the end of the day and the fear that his mother would not be there. The impact on his academic achievement was giving everyone concern.

He was embarrassed and tried to keep his state away from his friends which meant making excuses and distancing himself from them.

In assessment for therapy there seemed to be no psychological history that might explain this or offer direction. That might have been the opening for treatment.

Through a process called 'externalisation' the therapist worked just with his anxiety as opposed to its origins. In five sessions the client and therapist were able to think about his anxiety as something that he could exercise influence over. That instead of him being at the mercy of his feelings that he could see them as something he could control and be in charge of. That his anxiety was a not a part of him but was something that came upon him like an unwelcome and unruly guest that had to be bounded and managed and that all this was completely in the client's ability. It was a great outcome.

“

A very warm, relaxing and open talking experience. The counsellor is amazing and very helpful guide for my personal understanding of myself and my relationship.

”

L, a 17-year-old, has been coming for face-to-face sessions. There have been court proceedings but the details of what have happened have not been disclosed as yet. College wanted to allow her to offer this info as she is very disillusioned with 'professionals.'

L has been in CAMHS and has had other forms of support but feels they have all let her down. It has been very difficult to help her engage. We are on our fourth session, the last sessions was very much in silence aside from checking she was okay and whether she wished to remain in the session or leave. I feel the fact she stayed and is still coming is an indicator that she does want support, but it is very difficult for her to open up. This may take longer than the 10 sessions usually allocated, and this is an important point to take on board when working with childhood trauma, it is very complex. If I were to push her too hard we may lose her due to her current take on being let down by services.

M, aged 17, has just begun with me. Will be continuing face to face throughout summer holidays at the college.

Several ACES including his dad and twin brother being estranged from the family. Twin used to be extremely angry towards him and attack him, which is why he no longer lives in the family home. Saw his dad hit his mum, resulting in dad leaving and also deciding to no longer see my client. Grandma died last year in front of client, and he watched mum attempt to revive her.

He experiences depression and anxiety which cause him to also be angry, where he will punch things such as the kitchen cupboard leaving a hole. He also struggles to eat. He has noticed this from December and is aware that this behaviour is not okay and that he also does not enjoy being like this.

We will look at processing the ACE's he's experiences and help him recognise triggers sooner. He has decided to go back to boxing as he recognises that that has helped him previously.

“

The counsellor has been very down to earth and helped us to be open and honest in a non-judgemental environment so that's helped to process and us grow stronger and closer together as a couple - we are definitely better at listening and understanding each other and being less reactive. We learnt some good tools to practice, such as listening, understanding, feeling and compromising, also safe words and believing each other/trust has helped.

”

Z, a young woman aged 19, was referred to me by college pastoral team as they were concerned how withdrawn she had become during lockdown. Is continuing face to face counselling as she is worried her mental health will decline if she is at home over 6-week holidays.

Dad died of sepsis when in secondary school, there are now her and her brother along with mum in the family home. Parents were extremely busy with work in the family business and so were not available for my client which proved to be critical as my client was sexually assaulted at age 11 and was unable to tell anyone. Z feels guilt and shame about this as their behaviour then changed in school to become sexualised and angry. This is an extremely common trauma response but until now she has not had the means to understand this. Told mum this year who was very dismissive and invalidated her feelings about the incident.

Mum also allowed brother to beat client when they were younger once to the point of being unconscious.

Transpired that mum is extremely emotionally and mentally abusive. Often threatens suicide and runs away.

Z is very stuck as lives in mum's house. We have completed 10 sessions and are now into another set of 10 in order to keep my client safe, both mentally and with life circumstances. Now we have addressed the trauma we are working on self-esteem in order for her to take control of her life and make decisions to help her be independent of mum.

Reflections from our Clinical Supervisor

The 23rd of March will stay in most people's memory as they remember where they were when they heard of 'lockdown.'

It's thrown up a lot for all of us, personally and professionally, and it's difficult to think of an area of our lives that hasn't been impacted.

We at Relate Bradford & Leeds changed our service delivery platform quite literally overnight. It seems fair to acknowledge the teeth gnashing we went through as we all initially wrestled with Teams, Zoom, and seeing ourselves on screen!

There was some anxiety for some clinicians with working in this way as they wondered about the loss of transference and body language. Assessing for domestic abuse was a particular concern until we established what was possible and what we had to refer and to whom.

Work with children came to a halt effectively as they lack capacity for extended periods of online working.

I am deeply heartened that from a clinical perspective, service delivery and quality assurance was largely unaffected. All credit goes to clinicians who overcame their initial reservations and just got on and did what they do extremely well, making deep, meaningful and sometimes life changing connections with the clients at a time of need.

Whilst some centres lost practitioners who felt that they couldn't manage working in this way all of our practitioners transitioned with forbearance.

Different client issues came to the fore as couples navigated working and living at close quarters every day, whilst also trying to home school their children. Hard enough for any family but particularly where there were already tensions and friction. Think about those moments of tension that we all have with our loved ones that can linger for longer than we would like, and then think about that tension 24 hours a day, 7 days a week whilst doing everything else as well.

Our Young People clients often presented with loss of structure and friendships spending much of their time alone in their rooms with troubling thoughts in isolation. Many adolescents struggle with existential tussles about the meaning of life and their place in the world and it's easy to see how isolation makes that desperately worse.

Conversely, there were some positives.

Those clients that battle their ongoing difficulties with extreme anxiety and low mood reported that they felt less lonely as they witnessed the whole world in a state of heightened anxiety and fear. Finally, they said, other people 'got it.'

Some couples came forward for Psychosexual Therapy realising that they could use this time of being confined alone together to improve something that had never been previously tackled.

Much as we might want to be, we are not yet out of the 'viral woods.'

But the sky is definitely brighter. We know that our clinicians are versatile, resilient, tenacious, and committed enough to adapt service delivery to facilitate clients in both familiar and unfamiliar ways.

Tamara

Partnership Working Testimonial

“ As part of our Summer Experience internship programme at the University of Bradford we recruit employers to offer a 6-week opportunity to students in their first or second year to support in developing their employability skills. In 2020/2021 Relate were able to offer an opportunity working within Human Resources. This vacancy was advertised, students applied with their CV and cover letter then interviewed by colleagues at Relate who appointed Sofia (a second-year student studying Human Resource Management). Sofia was a real asset to the team, she thoroughly enjoyed every minute of the experience and on returning to University for her third year, based her final year project on the learning from her internship. The team at Relate were really supportive and she is now, after completing her final year, employed with them! Sofia thereafter joined me in sessions to promote the Summer Experience internship programme to other students and talked with such passion about her experience. ”

Helen

Employer and Placement Services Consultant
University of Bradford

A Summer Intern Experience

My name is Sofia Ahmed. I am a recent graduate from the University of Bradford where I studied Human Resources Management. All was going well and I was looking into getting more experience alongside my degree. In my second year covid hit, which threw my ambitions a little off course. Like most I found myself unable to see my next steps. I then applied for my universities summer experience programme, where students could apply to workplaces who were willing to offer experience.

I applied and got a summer internship at '*Relate Bradford*'. I spent those weeks implementing our new HR system which is now fully up and operated by myself, alongside assisting with volunteer applications and interviews. I also successfully produced a volunteer handbook.

My final year began not too long afterwards and needless to say the pandemic was still at a strong point. As I was weighing my options for a possible project that would inevitably define my degree – and I thought of '*Relate*'. I opted to create a company's project which meant I would identify an area of improvement then dedicate time and resources to help find a solution. I pitched my idea to the Chief Executive Officer and Head of Service Delivery & Development, and they were thrilled.

My project was a dissertation on '*Relate Bradford & Leeds (RBL)*' employees wellbeing and productivity over the Coronavirus period. This work was exceptionally well received, and I graduated with a first and was shortly offered a job at *RBL*.

I am now the Human Resources and Governance Administrator at '*Relate Bradford & Leeds*'. It's such a brilliant environment and I have been able to grow and learn so much in my role. I am glad that through the pandemic I was offered an opportunity which let me unlock my future potential. I have no doubt that it is an incredible place to start my

Timeline



Key Priorities in Service Delivery and Development for 2021 - 2022

Our services are funded primarily through contracts with NHS Trusts, local authorities and CCG's and we have developed strong relationships with funders and commissioners. We are aware of the changing landscape of the NHS with the introduction of NHS Integrated Care Systems. During 2021 and 2022 we will strengthen and develop partnerships with the full range of commissioners and delivery partnerships to ensure we can work alongside them to fill gaps in provision and develop new services to support the mental health needs of our communities in Bradford and Leeds.

We successfully demonstrated our ability to adapt our services to meet the needs of our clients through the COVID-19 pandemic. During the coming

year it is our aim to ensure that Relate Bradford & Leeds retains our ability to be an agile and responsive organisation. The three pillars which will inform our decision-making process are our client led approach, the needs of our commissioners and our focus on the wellbeing of the team.

Monitoring and Service Delivery

We have moved to a blended hybrid model of face-to-face sessions, webcam and telephone counselling sessions for our clients. During 2021 and 2022, we will continue to monitor the needs of our clients and funders we will ensure that we adapt the delivery of our services accordingly.

We will be working on developing solutions to reduce waiting times in some of our services and minimising any late cancellations.

We will continue to review our organisation's infrastructure such as the premises, IT equipment and processes to ensure operational efficiency and that the team are supported through any changes that are implemented.

We have introduced a number of digital feedback forms for our clients which will help us to drive service and process improvements. We have volunteered to run a pilot project at Relate Bradford & Leeds for Relate National during Q2 of 2021, with the aim of improving our online registration journey for clients during 2021.

Service Development and Income Generation

In addition to maximising the income from existing service contracts we will be focusing on addressing gaps in the wider mental health system and identifying new sources of funding.

We have been delighted to secure a commission from the Leeds CCG NHS trust during 2021 for the provision of relationship counselling services in Leeds.

We have seen the positive difference that our counselling services have made to children, young people and families in Bradford through our feedback and case studies. We believe that we can also meet the wellbeing and mental health needs of children, young people, families and adults across Leeds.

We will also be developing our pitch documentation and targeting corporate organisations who are focused on the well-being of their teams and who are actively engaged in supporting business in the community to maximise corporate sponsorship and donations.

We will also be looking at developing and implementing our community fundraising activities which will also help raise awareness of our services.

Strategic Planning

The last couple of years we have been through a massive amount of change and during 2021 – 2022 one of our key priorities is to develop our 3 to 5 year business plan to help extend our reach to more people and communities who need us. Once the plan is developed, we will ensure that the plan is communicated to our team and actioned.

We are continually working on improving our reporting mechanisms to enable the board to make informed decisions. Our new Chair of Trustees has agreed to support us with the development of our plan.

Leadership and development of our team

We firmly believe that our team are what makes Relate Bradford & Leeds stand out and we are proud of their professionalism and kindness. One of our key priorities for 2021 – 2022 is to increase diversity and address inequalities in the make-up of our team.

One of our key focus areas for 2021-2022 is the recruitment of team members to support our delivery of all of our services and the development of our existing team.

The pandemic has been a challenging period for our team; however, they have remained motivated to make a positive difference to our clients. We will continue to focus on supporting their wellbeing and encouraging and inspiring our team.

Each member of the team has regular monthly 121's and we are working towards ensuring that they all have written personal development plans. Our clinicians are BHCP accredited or are working towards it. We are focused on making Relate Bradford & Leeds a great place to work and we will introduce a schedule of activities, including team building, wellbeing and team fun days.

Ecosystem Development and Collaborations

We have an exciting opportunity during 2021 - 2022 to be proactively engaged in the strategic development of mental health and third-party sector services across Bradford and Leeds.

We will be working hard to maintain our strong relationship and partnerships with commissioners, funders and local authorities to enable us to extend the reach of our services in Leeds and Bradford. We will be working on raising the profile of our services in GP practices.

We are focused on tackling health inequalities, and we are looking at different ways to reach people that need us, for example liaising with faith and community leaders to help promote our services.

Marketing our Services

Our key aims in relation to marketing are:

- To increase our visibility to our clients and funders
- To ensure our clients easily understand the services we offer and how to access them
- To attract new talent to the team

We have achieved a great deal with a limited budget, and we will continue to look at developing our website. In addition, we will be utilising different platforms to target our clients and funders.

We will be implementing a social media content calendar and ensuring that we maximise our opportunities to profile why there is a need for our services, what we do and how we deliver our services.

A Word from Finance

As we know, the impact of COVID-19 has been a challenge, for us and many in our sector. For the first time in three years, we have a deficit budget, a deficit that wasn't envisaged, pre pandemic. In order to be able to continue to deliver services, we needed to make significant investments, again not predicted, to support and enable agile working, essential, especially for people who needed to use our services.

Whilst a challenge, the year also brought us opportunities, the ability to move things more online/streamline our financial way of working and in adapting to an ever-changing world.

We anticipate the year ahead will continue to be challenging and we will need to continue to think deeply and, in a solution focussed way, to meet those challenges with resilience, focus, hard work and optimism.

National Citizenship Service (NCS) (Leeds United Foundation)



During the October half term, I was approached by a friend who organises the NCS at Leeds United Football Club (LUFC). She had seen the work I have posted on social media and wanted Relate Bradford to be involved in their program in Summer, originally for 150 young people but unfortunately this was cancelled due to the pandemic. The scaled down version took place over one day to four different 'teams' of

young people who were taking part, each team of around 15. So over that day I delivered the workshop to around 60 young people. T, my contact at LUFC, had previously been concerned about some disturbing dynamics she saw between the young people and asked if I could deliver based around healthy relationships in particular coercive control and boundaries. It went down very well, every young person in each group offered something to the discussion.

Following this, three young people came forward to the NCS staff to speak about how they identified as being in an abusive relationship. One of whom had never spoken up about this before.

Due to the Head of Service Delivery & Development securing Lottery money for the Leeds area, we have been able to receive the referrals and offer sessions to these young people, which is brilliant and offers a full service. I think this is really important, as we may set something in motion for these young people in the workshops, so it only feels right that we are there to support them afterwards. I have approached T for feedback, but as I know her as a friend, I am going to ask that another officer there provides this, as it's important we get proper impartial views to improve and build on this. They have asked if we are available in spring half term for their next intake, which I provisionally said yes to, which all being well with the world, will be more like the 150 it was originally meant for. I know T feels the young people got something valuable from it on the whole.

Faye, Counsellor at Relate Bradford



Marilyn

It feels only right, when coming towards the end of this annual report, during a year like no other, in acknowledging our outgoing Chair, Marilyn. For so many years, Marilyn (and of course let us not forget the brilliant man by her side, Peter) has been the strong and constant figurehead of Relate Bradford, through thick and thin...and has led the organisation to where it is today, thanks to outstanding and deeply committed leadership.

We hear many stories from when Marilyn worked at the charity as a counsellor, over 40 years ago, where she was known back then, for her power dressing style and indomitable nature...a force to be reckoned with! I am sure we may same the same now? What has changed?

For Relate Bradford, to have had such a passionate and committed Chair, has been an incredible source of strength to the charity and she has remained enthusiastic and passionate for over 40 years, and it is with a great deal of pride that we take the time to say thank you in this annual report.

Marilyn, on behalf of everyone in the Relate family, for your tireless work, dedication, your heart and passion, thank you.



RELATE BRADFORD
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

RELATE BRADFORD

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 16

RELATE BRADFORD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Marilyn Foster Peter Foster Carol Ann Duerden Paul Stockwell Jonathan Smith Hazel Jackson Catherine Jowitt Lynne Joyce Mohammed Khan Magdalena O'Connell
Charity number	1013811
Company number	02652414
Registered office	Bradford Trident Business Centre 1 st Floor 11 Edward Street Bradford West Yorkshire BD4 7BH
Independent examiner	Kevin J Meddings MAAT Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	The Co-Operative Bank P O Box 101 1 Balloon Street Manchester M60 4EP

RELATE BRADFORD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee, incorporated on 8 October 1991 and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford's charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:-

Marilyn Foster
Peter Foster
Carol Ann Duerden
Paul Stockwell
Jonathan Smith
Hazel Jackson
Catherine Jowitt
Lynne Joyce
Mohammed Khan (appointed 28 September 2020)
Magdalena O'Connell (appointed 30 November 2020)

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document; a Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has eight members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

We have a small dedicated set of Trustees and are keen to recruit new Trustees who will complement the current skill and experience profile of the Board and our succession planning.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivered the services specified and that the key performance indicators are met. She is also responsible for the day to day operational management of the Centre and ensuring that the team continue to develop their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

RELATE BRADFORD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Relate Bradford, whilst being an autonomous organisation in its own right, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Financial Review

This year the organisation can report a deficit of £14,548 (2020: surplus of £79,147).

Unrestricted reserves show a deficit of £50,231 (2020: surplus of £71,764) which reflects the impact of the pandemic in terms of the loss of both room hire and client income.

Designated reserves were required to support the Centre's deficit and as a result they fell by £14,548 in the year.

Total reserves at the end of the financial year were £249,735 (2020: £264,283).

Financially our aim is to return to a position whereby we can utilise income to increase the level of the Designated Fund to a point where the trustees can be confident that all future costs of any potential closure, have been set aside. Once this point has been reached our long term plan is to begin to rebuild our unrestricted reserves.

The trustees and senior leadership team meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure.

As an organisation we have still to achieve our targeted level of reserves.

Our principal unrestricted funding sources are:

1. We generate income for room hire to other agencies who wish to make use of our premises.
2. Donations from individuals and fundraising/corporate endeavours.

Details of our restricted funding is shown in Note 10.

RELATE BRADFORD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Statement of Directors Responsibilities

The directors of Relate Bradford are responsible for preparing the Trustees' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees



Trustee, Marilyn Foster

Dated: 3 November 2021

RELATE BRADFORD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 6 to 16.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Stuart B Lodge & Co
Chartered Accountants
44 Bradford Road
Idle
Bradford
West
Yorkshire
BD10 9PE



Dated: 3 November 2021

RELATE BRADFORD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income						
Donations		219	-	-	219	140
Fundraising		-	-	-	-	170
Income from charitable activities:						
Client income		17,445	-	-	17,445	25,566
Contract income		1,985	-	-	1,985	7,095
Other operating income		999	-	-	999	61,193
Investment income		298	-	-	298	347
Grants and related income	2	-	-	305,579	305,579	318,712
Job retention scheme		16,554	-	-	16,554	-
Other income		-	-	-	-	410
Total Income		37,500	-	305,579	343,079	413,633
Expenditure						
Charitable activities	3	87,731	-	269,896	357,627	334,486
Total expenditure		87,731	-	269,896	357,627	334,486
Net (expenditure)/income/net						
movement in funds before transfers		(50,231)	-	35,683	(14,548)	79,147
Transfers between funds		50,231	(14,548)	(35,683)	-	-
Net (expenditure)/income/net		-	(14,548)	-	(14,548)	79,147
movement in funds after transfers		-	(14,548)	-	(14,548)	79,147
Total funds brought forward		-	264,283	-	264,283	185,136
Total funds carried forward		-	249,735	-	249,735	264,283

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE BRADFORD

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Current assets						
Debtors	8	4,394	-	26,835	31,229	55,444
Cash at bank and in hand		4,005	249,735	11,235	264,975	242,866
Total assets		<u>8,399</u>	<u>249,735</u>	<u>38,070</u>	<u>296,204</u>	<u>298,310</u>
Creditors: amounts falling due within one year	9	(8,399)	-	(38,070)	(46,469)	(34,027)
Total assets less current liabilities		<u>-</u>	<u>249,735</u>	<u>-</u>	<u>249,735</u>	<u>264,283</u>
The funds of the charity						
Restricted funds	10	-	-	-	-	-
Unrestricted funds		-	-	-	-	-
Designated funds	11	-	249,735	-	249,735	264,283
Total charity funds		<u>-</u>	<u>249,735</u>	<u>-</u>	<u>249,735</u>	<u>264,283</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources , including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 3 November 2021.



Trustee, Marilyn Foster

Company Registration No. 02652414

RELATE BRADFORD

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
Cash generated in operating activities	13	21,811	45,807
Cashflow from investing activities		298	347
Increase in cash equivalents in the year		22,109	46,154
Cash equivalents at the beginning of the year		242,866	196,712
Total cash equivalents at the end of the year		264,975	242,866

RELATE BRADFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; 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 (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

1.2 Incoming resources

Membership subscriptions, book sales and donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	3 years straight line
Equipment	3 years straight line

The directors have ratified a policy that only items of a capital nature with a cost in excess of £2,500 will be included in the balance sheet.

1.5 **Fund accounting**

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

1.6 **Pensions**

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

RELATE BRADFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Grants and related income:	2021	2020
	£	£
Bradford Council: Children, Young People and Family Counselling	38,300	38,299
BDCFT (NHS): Relationship and PST Counselling	161,720	161,720
BDCFT (NHS): IAPT Couple Therapy for Depression	29,160	45,438
CCG: School Links	18,171	45,171
Department of Health/CCG: CALM Counselling Service	19,055	16,417
National Lottery Covid-19 Fund	30,326	-
One Adoption West Yorkshire	6,032	-
Parkinson's UK	2,015	-
Grief & Loss Project	800	-
Bradford Council: Caring and Sharing	-	11,667
	<hr/>	<hr/>
	305,579	318,712
	<hr/>	<hr/>

RELATE BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3. Charitable activities

	2021 £	2020 £
Counselling salaries	125,837	133,602
Travelling expenses	-	341
Training and supervision fees	1,045	2,112
Centre salaries	159,853	123,325
Rent and utilities	33,127	40,610
Rates	1,664	1,638
Insurance	2,215	2,052
Repairs and maintenance	-	192
Pension costs	7,285	6,177
Telephone	2,656	2,300
Centre running costs	2,994	3,935
Sundry expenses	356	256
Bank charges	333	838
Payroll costs	900	900
Advertising	-	108
Fundraising	-	100
Interpreter costs	-	255
DBS costs	-	103
Computer costs, IT and telephone upgrades	5,982	1,872
Governance costs (note 4)	13,380	13,770
	<u>357,627</u>	<u>334,486</u>

4. Governance costs

	2021 £	2020 £
Relate federation charge	10,169	10,022
Independent examination fee	2,660	3,000
Annual return and Companies House costs	13	13
Legal fees	538	-
Attendance at Relate National AGM	-	735
	<u>13,380</u>	<u>13,770</u>

RELATE BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2020 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2020: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2021	2020
	Number	Number
Counselling	9	8
Administration and cleaning	8	8
	17	16

Employment costs

	2021	2020
	£	£
Wages and salaries	270,223	243,849
Social security costs	15,467	13,078
Pension costs	7,285	6,177
	292,975	263,104

There were no employees whose annual emoluments were £60,000 or more.

7. Tangible fixed assets

	Equipment
	£
Cost	
At 1 April 2020 and 31 March 2021	12,131
	12,131
Depreciation	
At 1 April 2020 and 31 March 2021	12,131
	12,131
Net Book Value	
At 31 March 2020 and 2021	—

RELATE BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8. Debtors	2021 £	2020 £
Prepayments	3,134	-
Trade debtors	28,095	55,444
	<u>31,229</u>	<u>55,444</u>
	<u><u>31,229</u></u>	<u><u>55,444</u></u>
9. Creditors: amounts falling due within one year	2021 £	2020 £
Accruals	2,234	3,680
Trade creditors	6,165	6,764
Deferred income	38,070	23,583
	<u>46,469</u>	<u>34,027</u>
	<u><u>46,469</u></u>	<u><u>34,027</u></u>

10. **Restricted funds**

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

	Movement in funds			
	Balance at Balance at 31 1 April 2020 March 2021	Incoming resources	Resources expended	Transfers
	£	£	£	£ £
Bradford Council: Children, Young People and Family Counselling	-	38,300	(37,332)	(968)
- BDCFT (NHS): Relationship and PST Counselling	-	161,720	(136,138)	(25,582)
- BDCFT (NHS): IAPT Couple Therapy For Depression	-	29,160	(30,125)	965 -
CCG: School Links	-	18,171	(5,286)	(12,885) -
Department of Health/CCG: CALM Counselling Services	-	19,055	(19,055)	- -
National Lottery Covid-19 Fund	-	30,326	(30,326)	- -
One Adoption West Yorkshire	-	6,032	(6,032)	- -
Parkinson's UK	-	2,015	(3,446)	1,431 -
Grief & Loss Project	-	800	(2,156)	1,356 -
	-----	-----	-----	-----
	-	305,579	(269,896)	(35,683) -
	=====	=====	=====	

RELATE BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Bradford Council: Children, Young People and Family Counselling

To provide family and young people's counselling service.

BDCFT (NHS): Relationship and PST Counselling

To provide counselling and psycho-sexual therapy services for people across the district.

BDCFT (NHS): IAPT Couple Therapy for Depression

Counselling service for couples where one or both partners are experiencing mild to moderate depression .

CCG: School Links

- To find ways of making sure that children and young people in Bradford Schools have access to useful and interesting information about mental health issues
- To take the stigma, shame and secrecy about mental health issues out of schools so that everyone, pupils, families and school staff can talk about mental health matters together
- To make it easier for children and young people, and their families to be able to ask for help with mental health issues

Mental Health Champions deliver to schools across the three Clinical Commissioning Groups at half termly meetings covering topics such as anxiety, self-harm and the mental health effects of bullying. We also organise extra training for school's mental health champions, to equip them to support pupils within school with mental and emotional difficulties.

Department of Health/CCG: CALM Counselling Services

This service will bring together and expand three existing therapeutic counselling services for children/young people in Bradford:

- Trauma – informed therapeutic support (Family Action)
- Relate Bradford
- Step 2

This is funded by the Department of Health and Social Care/Public Health and the NHS Bradford and Craven CCG for three years.

National Lottery Covid-19 Fund

We were awarded £32,400 to spend on 360 sessions of counselling for low-income couples/families in Leeds who were experiencing difficulties which arose due to confinement, financial worries, health anxiety/challenges and the general uncertainty and problems which have arisen as a result of COVID-19. We were awarded £18,000 to support young people and families and £14,400 for the purpose of adult relationship counselling £2,074 of this income was deferred into 2021/22. In addition to these funds, £7,500 corporate donations were used to enable existing clients to complete their sessions. These funds have now ceased and any clients who were on waiting lists are now being seen under our new Leeds CCG Relationship Counselling commission which is running from October 2021.

One Adoption West Yorkshire

Relate Bradford and Relate Pennine Keighley & Craven were awarded £10,000 by One Adoption to deliver support to adoptive families across West Yorkshire. Relate Bradford is the Lead Partner and we monitor referrals in to us and onwards to Pennine Keighley & Craven Relate.

One Adoption is a regional adoption agency made up of local authority adoption services from West Yorkshire, North Yorkshire, The Humber and North East Lincolnshire.

The service we provide to One Adoption has a specific focus on supporting adoptive parents during the COVID-19 crisis and takes the form of counselling, structured support, advice and/or guidance. The service is available to 20 adult couples, individuals and families across West Yorkshire and takes the form of six sessions of Relationship Counselling totalling 120 sessions.

RELATE BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2021*

We receive referrals from One Adoption's social workers and we are not able to promote externally ourselves as the funding was specifically for the families supported by social workers at One Adoption.

We have deferred £3,968 of funds from One Adoption into this financial year to enable us to continue helping adoptive families in partnership with one adoption. We will take referrals and help their families until the remaining monies have been used.

Parkinson's UK

A contract was originally awarded to Relate Bradford on 1 January 2019 by Parkinson's UK to provide a counselling service by a counsellor to a household (individual/couple) with a diagnosis of Parkinson's or Parkinsonism in the Leeds area. We offer a maximum of 6 sessions at £65 each per referral. All referrals come from Parkinson's UK and we are continuing to provide the service until funds have been utilised.

Grief & Loss Project

This project arose from Relate Bradford being part of the Counselling Collaborative COVID-19 Trauma Grief & Loss Team. The project was set up in response to the COVID-19 pandemic and is supported by counselling organisations across the district. We have delivered 20 sessions under the project and will continue to do so until funding has been utilised in full.

RELATE BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

–

11. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

Balance at 1 April 2020	Movement in funds		Transfers	Balance at 31 March 2021		£
	Incoming resources £	Resources expended £		£	£	
Liabilities Fund	120,000	-	-	12,885	132,885	
Organisational Growth and Development Fund	144,283	-	-	(27,433)	116,850	
	<u>264,283</u>	<u>-</u>	<u>-</u>	<u>(14,548)</u>	<u>249,735</u>	

12. Commitments under operating leases

At 31 March 2021 the company had annual commitments under non-cancellable operating leases as follows:-

	Land and Buildings	
	2021 £	2020 £
Expiry date:		
Within one year		30,000
Between two and five years		30,000
		<u>60,000</u>

13. Reconciliation of net movement in funds to net cashflow from operating activities

	2021 £	2020 £
Net movement in funds	(14,548)	79,147
Deduct interest income	(298)	(347)
Decrease/(increase) in debtors	24,215	(35,794)
Increase in creditors	12,442	2,801
	<u>21,811</u>	<u>45,807</u>

Let's Talk Relationships

England & Wales - Charity number 1013811

Accounts

RELATE BRADFORD
ANNUAL REPORT 2019 – 2020

TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020

relate
the relationship people
Bradford

CHARITY REGISTRATION NO. 1013811

COMPANY REGISTRATION NO. 02652414 (ENGLAND AND WALES)

WWW.RELATEBRADFORD.ORG

HELPING PEOPLE RELATE SINCE 1948!



MESSAGE FROM MARILYN

As you will see from the Annual Report, we have had a particularly good year which means we have achieved our goal of having 6 months reserves. I feel this is an enormous achievement given that going back only 3/4 years our reserves were at an extremely low level. It is through the hard work and dedication of Tina, the Senior Leadership team and all our staff that this has been possible. However, towards the end of the year we lost a significant income stream due to the cancellation of a rental agreement for the use of some of our accommodation. I also know that work is in progress to minimise the effect of this loss. I am pleased to report that our Commissioned contracts have been renewed for another year.

It is great to see that social media is playing a bigger part in the promotion of our work showing the difference that we make to people across Bradford.

As I mentioned in our report last year, we were asked by Relate National to take Leeds under our wing, this has been a slow painstaking process, but I am pleased to say that is now up and running thanks to our new Head of Service Delivery and Development, Hayley. We are hoping that we will soon obtain commissions for our services in Leeds, making the venture more future proof.

Tina and Hayley are always on the lookout for new opportunities as society is changing so quickly, and therefore the demands for our services are changing; luckily, we also have a creative, and forward-thinking team to assist them. I would like to congratulate all the staff for their efforts in these challenging times.

You will be aware that since the end of our financial year the Covid 19 pandemic has affected the whole country. We have moved very quickly to provide online and telephone counselling services as we have been unable to continue with face-to-face counselling. We hope to reintroduce face-to-face counselling as soon as conditions allow.

I am sad to say that I have taken the decision to retire at the AGM in 2021. I feel the organisation is in a good position to continue providing an innovative service to the people of Bradford and Leeds with a strong and supportive Board of Trustees.

I would particularly like to thank my Boards of Trustees both past and present for all the support they have given me over the years.

Marilyn Foster, Chair of Trustees

WHO ARE RELATE BRADFORD?

The National Relate organisation began life as the Marriage Guidance Council in 1938 when clergyman Dr Herbert Gray and a group of his colleagues became concerned about the impact of modern-day life on marriage and began pioneering research into relationships. It was relaunched on Valentine's Day 1988 as 'Relate' in recognition of our wider relationship work with single, cohabiting couples, same sex couples, children and young people and families.

Relate Bradford is a charity registered in 1948, therefore with over 70 years' experience in providing specialist relationship support to people across the Bradford District. We have also been working, since 2019, in Leeds.

We are part of the National Relate Federation; however, each Relate centre is independent, and responsible for its own income generation and fundraising. Relate is the country's largest supplier of relationship support.

As a small, passionate, and ambitious charity situated in the heart of Bradford, we provide a range of therapeutic counselling services, supporting young people, families, individuals, and couples. Our office is based in Bradford city centre with a vibrant team of 18 members of staff, a number of volunteers and a board of 10 active trustees.

The Board of Trustees lead the charity strategically, and are an active and diverse group with complementary skills which enables them to provide comprehensive leadership to the organisation.

We strive to ensure that our services are accessible to everyone in our communities, from all backgrounds and walks of life, including those who may be financially disadvantaged by disability, illness, low paid employment, or other factors. We therefore make it a priority to access funding that allows us to provide free or subsidised services.



How absolutely adorable are these creative works of art from one of the team's little girls, aged 7 and 8! We truly love them and think this shows how we at Relate Bradford are [#StillHereToHelp](#) [#NeverMoreNeeded](#). We Absolutely [#RelateBradfordFamily](#) (Social Media)

OBJECTIVES AND ACTIVITIES



WHY WE DO WHAT WE DO

Because the relationships we have count, and good relationships help us all to live more fulfilled, healthier, and happier lives.

WHAT WE DO

- ✓ As a caring organisation, we give you the time, space, and support to explore relationships and help you see how you might be able to work through, and overcome, relationship challenges to move forward positively.
- ✓ We put you at the heart of all that we do, by providing a confidential, ethical, and professional counselling service of the highest quality, exploring options, and individually tailored to your current situation.
- ✓ We enable you to be more aware of feelings, to explore options, and to improve coping skills.
- ✓ We work in partnership with other organisations to help advance our mutual aspirations and ambition.

OUR VALUES, PRINCIPLES AND BEHAVIOURS

- ✓ We place kindness at our core and always strive to be respectful, supportive, professional, dependable, and empowering.
- ✓ As a passionate, curious, and creative organisation looking to the future, we endeavour to develop, innovative, and create dynamic interventions, continually championing the importance of healthy relationships, and the role they play in ensuring good mental health.
- ✓ With our partner organisations, we will be helpful, responsible, collaborative, and dynamic.

STRATEGIC PRIORITIES

Priorities

- To target working with young people and families
- To develop a greater focus on the early intervention and prevention agenda
- To lead on our reputation as pioneers within the relationship counselling field
- To build a clear and focused marketing and communications strategy with marketing materials and products and activities that show us as positive, current and innovative
- To nurture, develop and grow our Relate Bradford family, individually and collectively
- For us to be seen as a beacon of excellence within Relate National
- To grow our 'Power of Relationships' training offer
- To drive our unit costs down by 5% per annum for each of the next two years
- To provide quality training and development opportunities for those looking to work with and support us
- To develop a service with delivery in Leeds

STRATEGIC HIGHLIGHTS

ACHIEVEMENTS, PERFORMANCE AND SERVICE DELIVERY

One of the significant strategic highlights was that in November 2019 Relate Bradford decided to invest in a new post, a Head of Service Delivery and Development (HofSDD). The objective of this role is to place extra resource into the operational and strategic service review and to develop and increase capacity for growth and expansion in our services in both Bradford and Leeds.

Hayley joined the Senior Leadership Team in January, with a background in establishing and managing charity services within the civil and family justice system in the North East Region.

Establishing and developing the following priorities, for Relate Bradford, included:

- Reaching and supporting more people in Leeds, with a variety of therapeutic support
- Increasing rigor in monitoring and managing delivery to ensure we support the maximum number of people with our funding
- Increasing operational efficiencies to maximise the impact we have with the funds we receive
- Increasing volunteer contributions to increase our charity's resource and widen our skill set within our relatively small staff team
- Exploring the needs of people who use our services and developing new forms of service delivery
- Finding new ways to generate income and increase financial efficiencies to enable us to help more people
- Developing reporting processes to track delivery of services and minimise staff time invested in this
- Increasing promotional activities to ensure we reach more people in need of support
- Increasing support and capacity in the team – we are a small but remarkably busy team
- Continuing negotiations with local funders to gain financial support
- Writing and presenting a detailed proposal for Leeds services

Due to the impact of COVID-19, the HofSDD priorities were expanded to include:

- Mobilising the team to work and deliver our services remotely
- Ensuring we provide maximum support to our clients in the ever-changing COVID-19 world
- Minimising financial loss and maximising financial gain from COVID-19

We focused on working towards and delivering on our strategic priorities.

We were delighted, to have been awarded funding for the CALM service, an innovative three-year service, funded by the Department of Health and Social Care/Public Health England and our local Clinical Commissioning Group, for Children and Young People's Mental Health. In partnership with Family Action, and Step2, we offer counselling support, to those affected by Adverse Childhood Experiences.

Towards the end of the financial year, like every other charity, we were affected by COVID-19. We started planning early, anticipating, but not knowing what was to come. We undertook a robust business continuity plan and equipped, quickly and efficiently, the team with the tools to work remotely. We took the difficult decision to pause face-to-face counselling and moved, seamlessly, to offer counselling, by either web counselling or telephone counselling. We further invested in additional training and resources to support our ambitions, in providing a seamless transition.

We are committed to continuing to work in partnership, across Bradford and Leeds.



THE DIFFERENCE WE MAKE

A couple in their 60's, came for 6 couples counselling sessions, saying that they had met each other two years ago and were having problems adjusting to living together, especially during lockdown, which was exacerbated by the presence of the man's 22-year-old daughter. They cited communication as a major issue, particularly the woman's avoidance of confrontation. During their sessions they explored this along with examining their family values, perceptions of male/female roles, and expectations of relationships. Over time they addressed their communication styles and preferences and felt that they found a way to 'meet in the middle' on many topics which had previously upset them.

THE DIFFERENCE WE MAKE

A thirteen-year-old presented for family counselling as he has been having anger outbursts at home towards his mum and sister. He has been aggressive with them both. His dad has gradually shown less and less interest in spending time with him over the last few years since he left the family home. During the sessions, the young person processed the hurt and upset he had been feeling in response to the rejection from his dad. He was able to understand his anger, and where it was coming from, and learnt how to manage his emotions in less harmful ways. Mum also gained understanding about how her son was feeling and how difficult it was for him to feel unloved and unwanted by his dad. The young person's relationship with his mum and sister improved as the conflict between them was reduced.



An example of work from a student at a secondary school with one of our counsellors, using creative medium in session.

[#TheDifferenceWeMake](#) [#counselling](#) [#creativemedium](#)

THE DIFFERENCE WE MAKE

"I got an opportunity to become a person who can be strong and face my problems and fear by confronting it. Talking about what stresses me or causes me trouble, makes it 100% more easier for me.

I got to become a stronger person and realise to have less expectations overall in life rather than letting it eat me up by not having the expectations met.

Not being financially stable but still get the opportunity to overcome my fear by getting the correct guidance and help, is a blessing. Before I came here I was completely lost/depressed and not myself. Not knowing where I am going.

I got to learn much more about myself and become confident. The staff and my therapist are an angel. I was truly blessed to get help.

I felt comfortable and relaxed around them. My therapist made me feel "normal." I did not feel judged and she was really gentle, caring, understanding and comforting. I am truly thankful."

OUR VOLUNTEERS...WE THANK YOU!

As a small charity, we would not be able to do the things we do, without the support from our volunteers, our interns, our university students, our school students, our college students, and our work experience students.

To Alex, Liam, Charlotte, Ruqayyah, Romesa, Emma and Jacob, thank you – you were all incredible stars! The wealth of support included building a new website, supporting our business needs, applying for funding, sourcing iPads to support digital inclusion, working in our busy reception office, designing new promotional material...the list goes on!



It was great to welcome Liam, a university business intern, to the Relate Bradford family, who worked with us in business development, over the summer of 2019

A WORD FROM LIAM

Working as a 'Business Intern' for Relate Bradford during the summer of 2019 was a fantastic experience. I learned a lot and developed a number of skills, before returning to university, with the help of everyone in the front office, several members of the counselling team and of course our CEO, Tina.

The work everyone at Relate does is truly amazing with every single person contributing to the improvement of people's lives on a daily basis. Over a year on since I was at Relate and I still feel really proud of my time at the centre and everything we achieved during that period. I'm sure that things have been tough during the last few months for Relate like they have for most people but the spirit at Relate Bradford and indisputable good they do for the community in Bradford will undoubtedly get them through.

Liam

CHARLOTTE'S WORK EXPERIENCE PLACEMENT

"My time at Relate has opened me up to the different type of work they do here and what working is actually all about. I have realised that my idea of counselling was very different to what counselling here at Relate was all about.

I couldn't be happier that I have met such lovely staff whilst been here and they have made me feel welcome since the minute I walked in.

Whilst been here at Relate I have experienced some of the many tasks that the receptionist staff have to do here and I have done research towards linking companies that work with Relate and been involved in meetings with staff who are helping build connections with the company. I am glad that I have been able to be involved with different tasks at Relate and been shown the different type of work that they do here.

I would feel comfortable with accessing the services at Relate Bradford as all the staff I have met have been an absolute pleasure to be around.

I also got the experience of speaking with a counsellor supervisor who talked to me in depth about the different types of counselling here and I got to ask questions so I could find out any information that I wanted to know. This was very helpful for me as I am interested in studying subjects that link with the work they do here so this give me some idea of the actual work I wanted to go into.

I think my time here at Relate has helped me with what I would like to do as a career but also to see what working in the real world is actually like. I have enjoyed my time here at Relate."

Charlotte

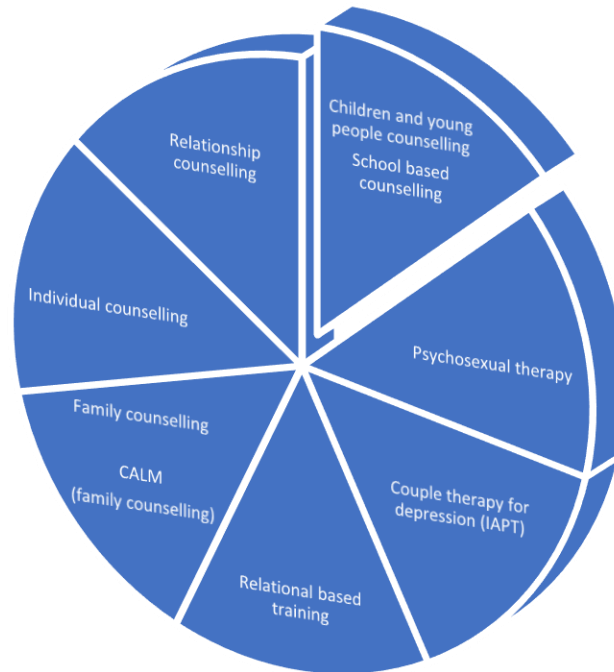
Queensbury Academy, Bradford



Alex from Bradford University worked with us as a Summer Experience intern and built us a new website. He even won THE overall achievement award at the University Summer Experience event!

OUR OFFER

WE OFFER A RANGE OF COUNSELLING SERVICES ACROSS ALL AGES, INCLUDING:



THE DIFFERENCE WE MAKE

A nine-year-old boy presented for family counselling with his Mum, after being sexually abused by an uncle for two years. The abuse had been reported and the case was going to court. The therapy sessions followed CPS guidelines and the sexual abuse was not the focus of the work; rather that many family members had turned against the child, blaming him for speaking out and involving the police. These family members were supporting the uncle. During the sessions, the young person was able to share and process the confusion and devastation this had caused him, and to come to terms with loss of many family members from his life and his future. He had previously spent a lot of his time with these family members and they used to go on holidays together.

His Mum had accessed counselling sessions as an individual with our Relationship service to process her shock and devastation about the abuse her son had suffered as well as the subsequent loss of many family members and used the Family Counselling sessions to help support her son come to terms with the huge changes in his life.

THE DIFFERENCE WE MAKE – LET'S TALK ABOUT SEX

All couples go through phases where they don't have the time or energy for regular sex. If this has become the norm and you would like to rediscover your sex life, Relate's Sex Therapists can help you communicate.

It's natural to want better sex with your partner and sometimes there are specific reasons for your difficulties. Don't be embarrassed about it, ask for help.

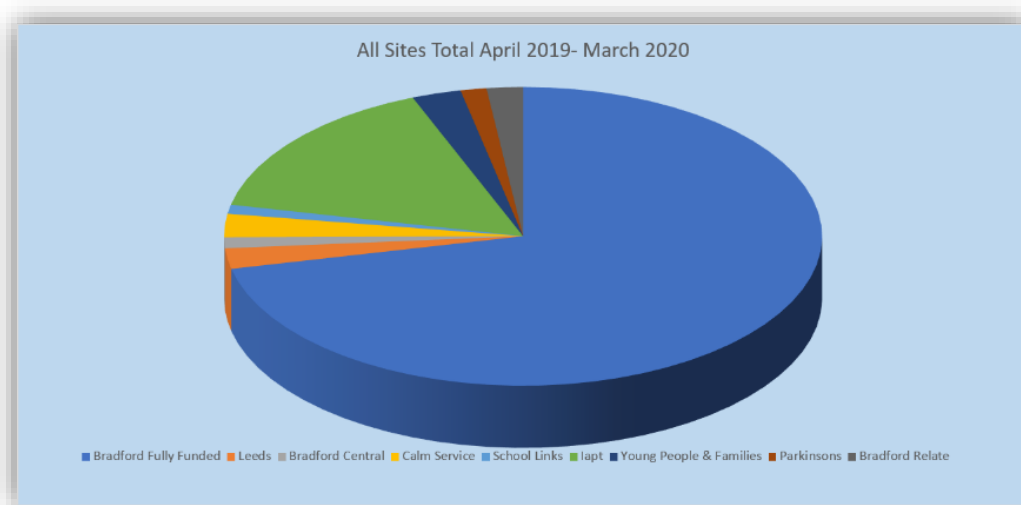
Typical problems that cause anxiety and often real distress might include Erectile Difficulty, one or both partners have 'gone off it', inability to orgasm or climax, difficulty with penetrative sex, pain on intercourse, sexual compulsion.

Sex therapists are trained couple therapists who have gone on to specialise and offer this sensitive but rewarding area of therapy. This means that they are accustomed to a wide variety of sexual and couple difficulties. You're in good hands.

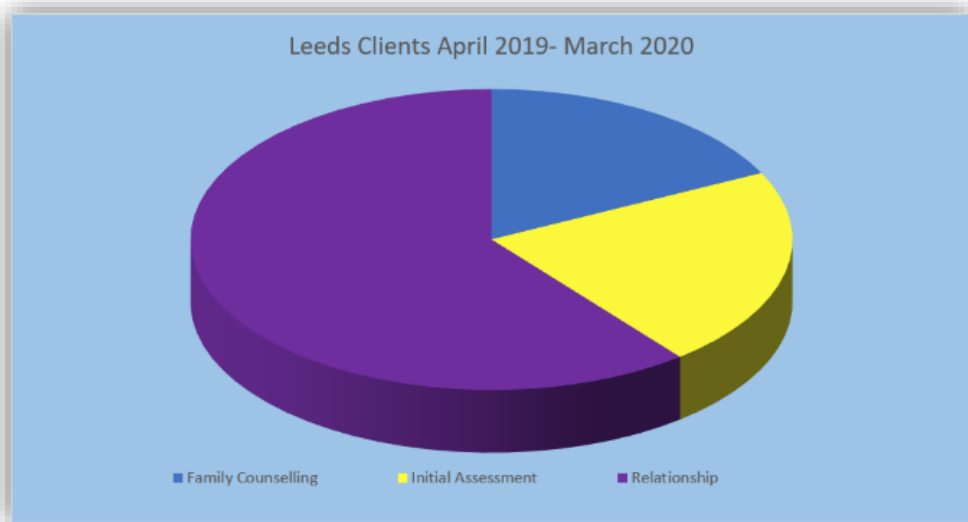
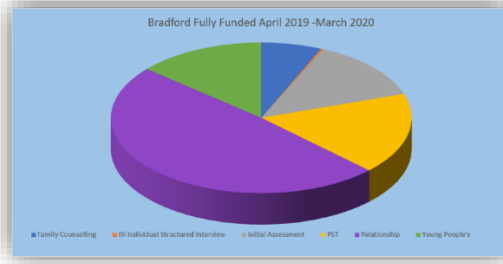
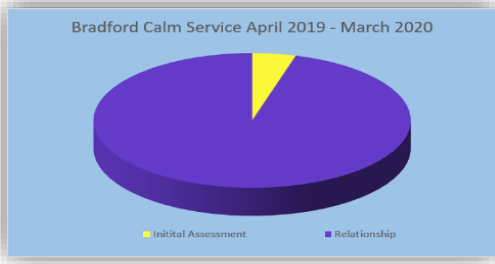
THE DIFFERENCE WE MAKE

I had completed an assessment with a couple that had come to discuss the boyfriend's issues around control and anger. I had recognised the man from a previous individual assessment I had done with him where he had disclosed that he had been violent in previous relationships and was due in court due to these allegations and had previously been convicted for violence against ex-girlfriends. The dilemma of confidentiality vs protection was due to the fact I was unable to break the boyfriend's confidentiality of information he himself had told me and was unable to work with the couple as well as disclosure to the girlfriend about safety issues. Through long and extensive consultations with my supervisor, we decided to make a disclosure based on Clare's Law, where a partner can be informed by the police if the person they are in a relationship is a risk. This has raised massive concern for me and through the support and guidance of my supervisor and lots of consultation with various organisations we were able to warn the girlfriend of the risk to the girlfriend, which was a positive outcome.

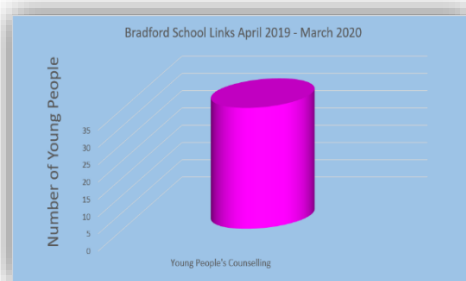
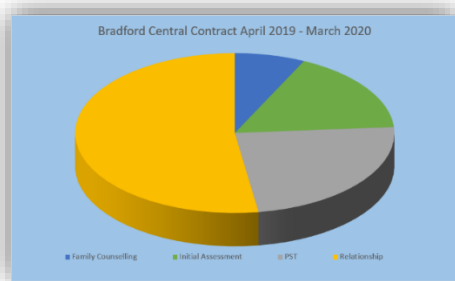
STATISTICS – SERVICE DELIVERY

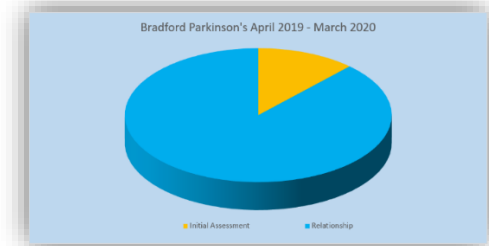
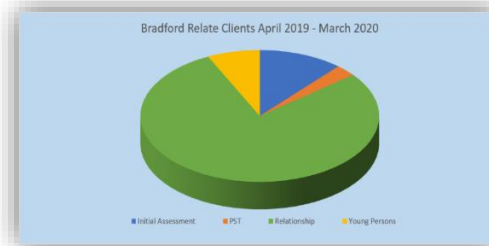
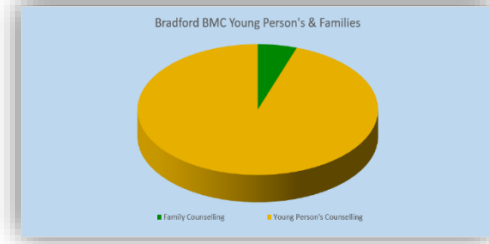
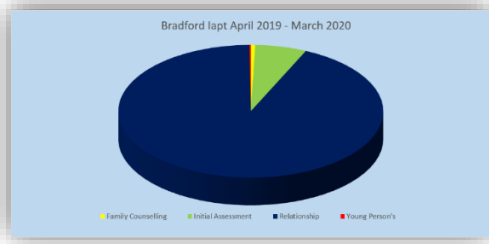


Service Area - All	Number of People
Bradford Fully Funded	2,550
Leeds	79
Bradford Central	42
Calm Service	90
School Links	35
IAPT	556
Children, Young People & Families	95
Parkinson's UK	50
Bradford Relate	70
Total	3,567



Service Area - Leeds	Number of People
Family Counselling	14
Initial Assessment	17
Relationship	48
Total	79





"The therapist was amazing; she has helped us so much with our overall communication and with processing our feelings and emotions. We wish our sessions did not have to end! Thank you for all of your help, we will miss you, but you will live on in our 'Therapist Time' Tuesday's.



"The therapist has been fantastic. I feel like no one has understood my feelings or emotions like she has. She's extremely easy to talk to and feel like there is no judgement, just a lot of understanding. Thank you for being amazing."



Some great pledges as part of the [#BDCTTimeToTalk](#) with the [#BDCT](#). [#RelateFamily](#)

Faye is going to 'play and say' with her six-year-old twins tonight!

[#BDCTTimeToTalk](#) [#TimeToTalk](#) [#ChooseTalkChangeLives](#) [#RelateBradford](#) [#RelateFamily](#)



Thanks to Hayley and our work experience student from Shipley College, Jacob who were part of the [#HCCareersFair2020](#) day.

THE DIFFERENCE WE MAKE

DESIRE – IT'S COMPLICATED

Clients often come to us for psychosexual therapy and say “I WANT to want my partner...” feeling frustrated they don't know how. And there's nothing that pleases us more as psychosexual therapists to see people leave with richer, warmer relationships and desire itself rekindled. Nobody needs to resign themselves to a partner that's more like a Friend... with No Benefits. Whilst we can't replace the solid work, we can do in psychosexual therapy at Relate Bradford here's some starting points for those of you wondering about this very thing.

Long term relationships

The Honeymoon Period is ACTUAL SCIENCE. There's a load of chemicals that collude and collaborate in the early days of a romance, all the stuff that makes you unable to focus on anything else, and daydream about the next time you're together. This period usually lasts between 6 months and 2 years, but some couples ebb and flow in and out of the honeymoon for decades by maintaining curiosity and awe for their partner. Embrace change and adventure, keep having new shared experiences, and remember to flirt. You don't finish romancing your partner after the first couple years, instead keep on doing it.

Unrealistic Expectations

You've got two kids, two dogs, and two jobs and a mortgage between you, and you wonder why it doesn't feel buzzing with passion? The joys of the long-term bonds you have together may mean that some of the spontaneity has gone. But everyone else is spontaneous right? No, it's a myth that sex is spontaneous, there's usually some planning in it somewhere! Scheduling a time, you can actually have it doesn't mean you can't also keep up seduction. Adjust your expectations and flex to changes like the natural process of ageing.

Pursuer/Distancer Patterns

Couples can often fall into patterns of unhelpful behaviour, and one of the most common ones we see with desire issues is one partner always saying no, and the other partner always chasing. This can become a vicious cycle of pressure, rejection and everyone feeling bad. Both roles are uncomfortable. Nobody can want something by being told they should want it. In fact, for the pursuer of sex to step back and give the other one space is an essential part of the distancer being able to feel want. It's good to get a little hungry before a meal, right?

Communication Issues

For many couples, not-so-good communication can be a key cause of low desire, bad sex and general relationship issues. Try using “I feel” statements in discussions – “I feel hurt when you don't kiss me back” is less blaming and shaming than “you never kiss me back” explains what is going on for you. Swap negative feedback for positive: “mmm yeah, I like it gentle like that” reinforces and compliments rather than gives rise to a row!

Distance

Closeness can be a passion killer too! Sometimes a couple know each other too well, are too much best buddies, too fond of all the same things. Security and cosiness feels wonderful and safe but to feel desire you need to feel a bit hungry...and wanting requires a leaning toward someone rather than having it on a plate served up already. This doesn't mean playing ‘hard to get’ but rather understanding you and your partner/s as separate people with different lives.

It's Not You, It's Me

Whilst partners feel rejected by your lack of desire, it is often the ‘low desire partner who is struggling with rejection of their own sense of worthiness or attractiveness. Not wanting anyone else can often be a defence against feeling so unwanted themselves. And unfortunately feeling unwanted or unloveable can't be substantially resolved by someone else – rather it is inner work to transform the person's own idea and vision of themselves.

LOOKING AHEAD

In the ever-changing world that we find ourselves in, now more than ever, there have been challenges and opportunities for us, with lots of opportunities to learn and reflect. Relate Bradford is very lucky to have an exceptionally passionate and dedicated team, who pride themselves in providing high-quality services to people in need. Each staff member plays a key role in being able to adapt and continue to support people in our community.

2021 will likely bring a great deal of uncertainty for the charity but what we are certain of, is that we have a fantastic staff team, with a committed and diverse trustee board who will use their passion, and innovation, to ensure that Relate Bradford (and Leeds) come through the pandemic stronger and more determined than ever, to support people, post COVID-19, with many lessons learned and developments made. This year will be like no other year and we will continue to provide the life-changing services that Relate Bradford have prided themselves on since inception. Despite the challenging year ahead, there will also be many opportunities, for example, looking at our IT, our telephone system and in looking at other options to support agile working, because whilst the year has been a challenge, there have also been many opportunities for growth and investment in areas. Our ambition is to continue to grow and evolve, in delivering a 21st century, responsive counselling offer.

We will continue to develop our Strategic Priorities, building on the work done in previous years:

- To target working with children, young people, and families
- To develop a greater focus on the early intervention and prevention agenda
- To lead on our reputation as pioneers within the relationship counselling field
- To build a clear and focused marketing and communications strategy with marketing materials and products and activities that show us as positive, current, and innovative
- To nurture, develop and grow our Relate Bradford family, individually and collectively
- For us to be seen as a beacon of excellence within Relate National
- To grow our 'Power of Relationships' training offer
- To drive our unit costs down by 5% per annum for each of the next two years
- To provide quality training and development opportunities for those looking to work with and support us
- To grow and develop our counselling offer in Leeds

We want to continue to focus on equality, diversity, inclusion integrity and in ensuring we represent those we serve and follow the charity governance code as good practice.

In 2020-21 we will look to work more closely with people who use our services and how we can support them with their relationships, and we will endeavor to find new ways to support healthy relationships within our communities. We will continue to provide the high-quality counselling services we have always offered whilst delivering new and exciting forms of

therapy, such as Eye Movement Desensitization and Reprocessing therapy (EMDR) and other cutting-edge therapy.

In Leeds specifically, we will:

- Develop links in Leeds to build client base and gain funding for fully funded sessions
- Gain Corporate and Community Fundraising support for our Leeds service
- Recruit a well-connected, experienced, Leeds- based trustee to join the board

Service wide:

- Review staff development opportunities to support the admin team and increase centre/operational efficiencies
- Create and implement a service delivery monitoring mechanism which will be regularly updated and reviewed to allow optimum service delivery
- Develop links with local education providers to reach potential student volunteers
- Recruit a small team of highly skilled volunteers and create volunteer support materials to maximize their contributions and minimise supervision needed
- Recruit and manage a human resources (HR) intern to implement a new HR system to increase efficiency in the charity's HR functions
- Look for opportunities to explore staff wellbeing
- Develop and implement new reporting mechanisms to increase valuable data collection and minimise staff time needed to carry out this work
- Plan a safe and effective return to face-to-face work in the Relate Bradford office
- Build networks and carry out promotional work to increase the client base for all our services
- Explore and maximise capacity
- Explore and develop a blended service delivery offer which combines 'in the room' and virtual options post COVID-19

A FEW WORDS FROM FINANCE

Although Relate Bradford's surplus for the year ended 31 March 2020 is lower than the previous year's, we are happy to report that income from our core services, that of providing counselling therapies to the communities of Bradford and, more recently, Leeds have increased (grants and related income up by 7%). Additionally, in line with our Strategic Priorities, our expenditure fell by over 5%, exceeding our target. We endeavour to continue to reduce our expenses in future years, helped by a £6,000 reduction in rent from June 2020.

The reduction in surplus is due to lower income for room hire and client income. Room hire is reduced because our long-term client has moved into their newly refurbished accommodation, and no longer need our rooms. Client income fell, as we were able to offer additional fully funded sessions.

Despite the reduced surplus, Relate Bradford are now in a buoyant position, in that our total reserves are 79% of our 2019/20 expenditure total. The organisation has previously targeted this ratio to be 50%, but in light of the Coronavirus pandemic, which has had a detrimental effect on the 2020/21 delivery, we feel it prudent to retain this balance in Designated Funds.

Looking to the future, the pandemic has certainly had an influence on our business in 2020/21, but due to continued financial growth, year on year, we are confident that we will survive to maintain our much needed services, all the more necessary as we all gauge the effects of the pandemic on our clients' relationships. Management have been deeply heartened by how staff, both counselling and administration, have found successful and cost-effective methods to continue business as usual whilst dealing with the effects of being in lockdown themselves.

OUR CHAIR

In 2021 we anticipate our dedicated, long standing Chair of Trustees, Marilyn Foster, will move on to pastures new after over 40 years working with the charity, initially as a counsellor. Relate Bradford has been a huge part of Marilyn's life over the years and she has been the Chair of Relate Bradford, for over 13 years. Marilyn will be sadly missed but as everyone knows, you never really leave Relate. We are sure it will remain in her heart and we look forward to keeping her informed on the latest progressions as we move onto the next stage in our charity's development. We want to sincerely thank Marilyn, for the unstinting time, passion, commitment, energy and love she has given so freely to the charity, for over 40 years. Marilyn's passion for counselling and for Relate Bradford is inspiring.

THANK YOU

To all of the Relate Bradford team, staff and trustees, who work so very hard, to support people whom we serve, thank you all so much. You play a crucial role in the work of Relate Bradford and we really couldn't do it without you.

To all who support us, our commissioning friends, our funders, our partners, to those who donate so freely, we thank you for your support, kindness and generosity over the last year and we look forward to warmly working with you over the coming year.

FINANCES

FINANCIAL SUMMARY

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 – 6
Independent examiners' report	7
Statement of financial activities	8
Balance sheet	9
Statement of cashflows	10
Notes to the accounts	11 – 18

RELATE BRADFORD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Marilyn Foster Peter Foster Carol Ann Duerden Paul Stockwell Jonathan Smith Hazel Jackson Catherine Jowitt Lynne Joyce
Charity number	1013811
Company number	02652414
Registered office	Bradford Trident Business Centre 1 st Floor 11 Edward Street Bradford West Yorkshire BD4 7BH
Independent examiner	Kevin J Meddings MAAT Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	The Co-Operative Bank P O Box 101 1 Balloon Street Manchester M60 4EP

RELATE BRADFORD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee, incorporated on 8 October 1991 and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford's charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:

Marilyn Foster
Peter Foster
Carol Ann Duerden
Paul Stockwell
Jonathan Smith
Hazel Jackson
Catherine Jowitt
Lynne Joyce

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document; a Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has eight members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

RELATE BRADFORD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

We have a small, dedicated set of Trustees and are keen to recruit new Trustees who will complement the current skill and experience profile of the Board and our succession planning.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivered the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

Relate Bradford, whilst being an autonomous organisation, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

RELATE BRADFORD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

Financial Review

This year the organisation can report a surplus of £79,147 (2019: surplus of £99,248).

Unrestricted reserves showed a surplus of £71,764 (2019: surplus of £153,581). The reduction in the surplus on unrestricted activities is due to a fall of £38,207 in room hire and £19,135 in client income.

Designated reserves following transfers of £71,764 from unrestricted reserves and £13,671 from restricted reserves amounted to £264,283.

Total reserves at the end of the financial year were £264,283 (2019: £185,136).

Financially our aim is to return to a position whereby we can utilise client fees to increase the level of the Designated Fund to a point where the trustees can be confident that all future costs of any potential closure, have been set aside. Once this point has been reached our long-term plan is to begin to rebuild our unrestricted reserves.

The trustees and senior management meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 10.

RELATE BRADFORD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

Statement of Directors Responsibilities

The directors of Relate Bradford are responsible for preparing the Trustees' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

RELATE BRADFORD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees



Trustee

Dated: 18 January 2021

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 10 to 19.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

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

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Stuart B Lodge & Co
Chartered Accountants
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 18 January 2021

STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING INCOME AND EXPENDITURE ACCOUNT - FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income						
Donations		140	-	-	140	629
Fundraising		170	-	-	170	2,263
Income from charitable activities:						
Client income		25,566	-	-	25,566	44,701
Contract income		7,095	-	-	7,095	7,020
Other operating income		61,193	-	-	61,193	99,400
Investment income		347	-	-	347	18
Grants and related income	2	-	-	318,712	318,712	296,876
Other income		382	-	28	410	3,026
Total income		<u>94,893</u>	<u>-</u>	<u>318,740</u>	<u>413,633</u>	<u>453,933</u>
Expenditure						
Charitable activities	3	23,129	-	311,357	334,486	354,685
Total expenditure		<u>23,129</u>	<u>-</u>	<u>311,357</u>	<u>334,486</u>	<u>354,685</u>
Net income net movement in funds before transfers		71,764	-	7,383	79,147	99,248
Transfers between funds		(71,764)	85,435	(13,671)	-	-
Net income /net movement in funds after transfers		-	85,435	(6,288)	79,147	99,248
Total funds brought forward		-	178,848	6,288	185,136	85,888
Total funds carried forward		<u>-</u>	<u>264,283</u>	<u>-</u>	<u>264,283</u>	<u>185,136</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET - AS AT 31 MARCH 2020

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
Current assets						
Debtors	8	650	-	54,794	55,444	19,650
Cash at bank and in hand		9,794	264,283	(31,211)	242,866	196,712
Total assets		10,444	264,283	23,583	298,310	216,362
Creditors: amounts falling due within one year						
	9	(10,444)	-	(23,583)	(34,027)	(31,226)
Total assets less current liabilities		-	264,283	-	264,283	185,136
The funds of the charity						
Restricted funds	10	-	-	-	-	6,288
Unrestricted funds		-	-	-	-	-
Designated funds	11	-	264,283	-	264,283	178,848
Total charity funds		-	264,283	-	264,283	185,136

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 18 January 2021.



Trustee
Company Registration No. 02652414

RELATE BRADFORD

STATEMENT OF CASHFLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020	2019
		£	£
Cash used in operating activities	13	45,807	75,546
Cashflow from investing activities		347	18
		—————	—————
Increase in cash equivalents in the year		46,154	75,564
Cash equivalents at the beginning of the year		196,712	121,148
		—————	—————
Total cash equivalents at the end of the year		242,866	196,712
		—————	—————

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; 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 (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

1.2 Incoming resources

Membership subscriptions, book sales and donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	3 years straight line
Equipment	3 years straight line

The directors have ratified a policy that only items of a capital nature with a cost in excess of £2,500 will be included in the balance sheet.

1.5 **Fund accounting**

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

1.6 **Pensions**

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

RELATE BRADFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020

2. **Grants and related income:**

	2020	2019
	£	£
Bradford Council: Children, Young People and Family Counselling	38,299	38,299
Clinical Commissioning Group (CCG); Relationship and PST Counselling	161,720	161,720
Bradford Council: Caring and Sharing	11,667	25,000
NHS/CCG: IAPT Couple Therapy for Depression	45,438	40,560
Northern Powergrid: Power of relationships	-	5,975
NHS/CCG Future in Mind: Mental Health Champions and School Links	45,171	20,528
West Yorkshire Police: Safer Communities, Reaching with Relate	-	4,794
Department of Health: CALM Counselling Service	16,417	-
	<hr/>	<hr/>
	318,712	296,876
	<hr/>	<hr/>

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020
3. Charitable activities

	2020	2019
	£	£
Counselling salaries	133,602	145,431
Travelling expenses	341	636
Training and supervision fees	2,112	3,005
Books	-	222
Centre salaries	123,325	126,847
Rent and utilities	40,610	41,945
Rates and water	1,638	1,602
Insurance	2,052	1,819
Repairs and maintenance	192	192
Pension costs	6,177	5,991
Telephone	2,300	2,337
Centre running costs	3,935	5,791
Sundry expenses	256	427
Bank charges	838	942
Payroll costs	900	900
Advertising	108	-
Fundraising	100	500
Interpreter costs	255	-
DBS costs	103	190
Computer costs, IT and telephone upgrades	1,872	3,678
Governance costs (note 4)	13,770	12,230
	<u>334,486</u>	<u>354,685</u>

4. Governance costs

	2020	2019
	£	£
Relate federation charge	10,022	10,022
Independent examination fee (inc 2019 under provision)	3,000	1,920
Annual return and Companies House costs	13	13
Legal fees	-	275
Attendance at Relate federation AGM	735	-
	<u>13,770</u>	<u>12,230</u>

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2019 £nil). In 2019 one trustee was reimbursed £115 for travel and related costs

We can confirm that there are no related party transactions that require disclosure in the accounts (2019: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2020 Number	2019 Number
Counselling	8	10
Administration and cleaning	8	8
	16	18

Employment costs

	2020 £	2019 £
Wages and salaries	243,849	258,163
Social security costs	13,078	14,115
Pension costs	6,177	5,991
	263,104	278,269

There were no employees whose annual emoluments were £60,000 or more.

7. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2019 and 31 March 2020	12,131
Depreciation	
At 1 April 2019 and 31 March 2020	12,131
Net Book Value	
At 31 March 2019 and 2020	-

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020
8. Debtors

	2020 £	2019 £
Prepayments	-	100
Trade debtors	55,444	19,550
	<u>55,444</u>	<u>19,650</u>

9. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	3,680	1,800
Trade creditors	6,764	2,426
Deferred income	23,583	27,000
	<u>34,027</u>	<u>31,226</u>

10. Restricted funds

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

	Balance at 1 April 2019 £	Incoming resources £	Movement in funds		Balance at 31 March 2020 £
			Resources expended £	Transfers £	
Bradford Council: Children, Young People and Family Counselling	-	38,299	(47,799)	9,500	-
Clinical Commissioning Group (CCG): Relationship and PST Counselling	-	161,720	(166,635)	4,915	-
Bradford Council: Caring and Sharing	-	11,667	(11,664)	(3)	-
CCG Collaboration Prostate Cancer UK	2,334	-	-	(2,334)	-
NHS: IAPT Couple Therapy For Depression	-	45,438	(46,052)	614	-
Northern Powergrid: Power of Relationship'	2,249	-	(2,239)	(10)	-
NHS/CCG Future in Mind: Mental Health Champions and School Links	668	45,199	(19,506)	(26,361)	-
West Yorkshire Police: Safer Communities, Reaching with Relate	1,037	-	(1,045)	8	-
Department of Health: CALM Counselling Services	-	16,417	(16,417)	-	-
	<u>6,288</u>	<u>318,740</u>	<u>(311,357)</u>	<u>(13,671)</u>	<u>-</u>

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Bradford Council: Children, Young People and Family Counselling

To provide family and young people's counselling service

Clinical Commissioning Group (CCG): Relationship and PST Counselling

To provide counselling and psycho-sexual therapy services for people across the district.

Bradford Council: Caring and Sharing

To provide counselling services to people aged 50 or over who are caring for partners or family members with dementia, are ill, frail, disabled or have a mental health problem or substance misuse problem

NHS/CCG: IAPT Couple Therapy for Depression

Counselling service for couples where one or both partners are experiencing mild to moderate depression

Prostate Cancer

To provide specialist counselling services to individuals and couples whose intimate relationships have been affected by the impact of prostate cancer

Northern Powergrid: Power of Relationships

This is a project providing training to frontline workers around the 'power of relationships' and signposting.

NHS/CCG Future in Mind: Mental Health Champions and School Links

- To find ways of making sure that children and young people in Bradford Schools have access to useful and interesting information about mental health issues
- To take the stigma, shame and secrecy about mental health issues out of schools so that everyone, pupils, families and school staff can talk about mental health matters together
- To make it easier for children and young people, and their families to be able to ask for help with mental health issues

Mental Health Champions deliver to schools across the three Clinical Commissioning Groups at half termly meetings covering topics such as anxiety, self-harm and the mental health effects of bullying. We also organise extra training for school's mental health champions, to equip them to support pupils within school with mental and emotional difficulties.

West Yorkshire Police: Safer Communities, Reaching with Relate

The Safer Communities Fund is a funded piece of work, delivered in schools by 'Reaching with Relate' – with facilitated group sessions in local primary and secondary schools, around the theme of healthy relationships.

Department of Health: CALM Counselling Services

This service will bring together and expand three existing therapeutic counselling services for children/young people in Bradford:

- Trauma – informed therapeutic support (Family Action)
- Relate Bradford
- Step 2

This is funded by the Department of Health and Social Care/Public Health and the NHS Bradford and Craven CCG for three years.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

11. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Movement in funds		Transfers £	Balance at 31 March 2020 £
		Incoming resources £	Resources expended £		
Liabilities Fund	120,000	-	-	-	120,000
Organisational Growth and Development Fund	58,848	-	-	85,435	144,283
	<u>178,848</u>	<u>-</u>	<u>-</u>	<u>85,435</u>	<u>264,283</u>

12. Commitments under operating leases

At 31 March 2020 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2020 £	2019 £
Expiry date:		
Within one year	30,000	36,000
Between two and five years	30,000	9,000
	<u>60,000</u>	<u>45,000</u>

13. Reconciliation of net movement in funds to net cashflow from operating activities

	2020 £	2019 £
Net movement in funds	79,147	99,248
Deduct interest income	(347)	(18)
Decrease in stock	-	222
(Increase)/decrease in debtors	(35,794)	13,660
Increase/(decrease) in creditors	2,801	(37,566)
	<u>45,807</u>	<u>75,546</u>
Net cash used in operating activities	<u>45,807</u>	<u>75,546</u>