

LEEDS INVOLVING PEOPLE

England & Wales · Charity number 1060138

Details

Other names LEEDS INVOLVEMENT PROJECT

Status Registered

Legal form Charitable company

Company number [03091262](#)

Registered 1997-01-13

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

Contact

Address Suite 5
Unity Business Centre
26 Roundhay Road
Leeds
West Yorkshire
LS7 1AB

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Email info@leedsinvolvement.org.uk

Website www.leedsinvolvingpeople.org.uk

Activities

Objects: THE RELIEF OF PERSONS WHO HAVE PHYSICAL AND/OR MENTAL DISABILITIES OR WHO ARE IN SOME WAY DISADVANTAGED BY REASON OF THEIR HEALTH BY THE PROVISION OF ADVICE SUPPORT AND EDUCATION IN SUCH WAYS AS THE TRUSTEES DETERMINE.

Activities: Support service users and carers, through involvement, to influence local health, social care and community services at a strategic level.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** LEEDS
- Barnsley
- Bradford City
- Calderdale
- City Of Wakefield
- City Of York
- East Riding Of Yorkshire
- Kirklees
- Leeds City
- North Yorkshire
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£125,500	£122,254	-	-
2024-03-31	£276,901	£261,013	-	-
2023-03-31	£402,581	£396,329	-	-
2022-03-31	£322,910	£266,330	-	-
2021-03-31	£202,774	£190,833	-	-

Trustees

Name	Role	Appointed
Dr Margaret Fraser Wilkinson		2022-09-29
Gill Rachel Keddie		2023-11-09
PAUL LANDEY		2015-11-04
Pam Charles		2025-11-06
Paul Abraham		2024-04-26
Prem Singh Duggal		2016-09-01
Russell Williams		2024-04-23
Tessa Francis		2016-11-04

LEEDS INVOLVING PEOPLE

England & Wales - Charity number 1060138

Accounts

Charity registration number 1060138 (England and Wales)

Company registration number 03091262

**LEEDS INVOLVING PEOPLE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**



LEEDS INVOLVING PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Wilkinson P Landey T Francis P S Duggal P W Abraham G R Keddie R Williams	(Appointed 26 April 2024) (Appointed 23 April 2024)
Charity number (England and Wales)	1060138	
Company number	03091262	
Registered office	Suite 5, Unity Business Centre 26 Roundhay Road Leeds West Yorkshire LS7 1AB	
Independent examiner	Xeinadin Yorkshire & North East Limited Unit 26G Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY	

LEEDS INVOLVING PEOPLE

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LEEDS INVOLVING PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2025.

Leeds Involving People (LIP) exists to relieve and support people experiencing physical and/or mental impairments or disadvantage due to health or social inequalities. We provide advice, support, education, and promote the representation of service users and carers in planning, delivery, and monitoring of health and social care services. We also advise statutory and voluntary agencies on policy and good practice in user and carer involvement, with the ultimate aim of improving the quality of life for Leeds residents.

LIP remains firmly committed to working towards its charitable objectives. Across all the activities reported here, we have focused on amplifying lived experience, reducing inequalities, and influencing service design so that it is inclusive, person-centred, and fair,

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

Objectives and activities

Our work is guided by the principles of the Social Model of Disability and an integrated approach to health and social care. LIP's work has three main strands:

- Supporting service users and carers to identify and influence community development priorities.
- Advising organisations on effective mechanisms for involvement and co production.
- Responding to requests for formal consultations and service reviews.

Our specific objectives are to help people build confidence and skills through training, volunteering, and involvement; to encourage diverse communities of service users and carers to share experiences and speak with a collective voice; to provide accessible information on service developments and opportunities to get involved; and to advise providers on the principles of involvement grounded in the Social Model of Disability. We help people to co-produce and promote new approaches to services that give people greater control over their health and social needs.

Membership: LIP's membership is open to all, including individuals who identify as disabled or disadvantaged, including people with long-term conditions, sensory or physical impairments, deaf and blind people, mental health service users, people with learning difficulties, older people, carers, and minority or culturally excluded groups.

LEEDS INVOLVING PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Chair's Introduction

This past year brought significant challenges, alongside important achievements. We said farewell to long-serving trustee Helen Crockett and thank her warmly for her many years of service. We also welcomed Paul Abraham, Garry Fitt, Gill Keddle, and Russell Williams to the Board, bringing valuable skills and perspectives.

We were deeply saddened by the sudden passing of Annette Morris, a highly respected colleague and involvement lead for the Community Mental Health Transformation Project. Her contribution to the Leeds Third Sector was enormous and was marked by an outpouring of respect at her funeral and at a dedicated FRESH meeting.

During the year, the Mental Health Transformation Programme transitioned to Leeds and York Partnership Foundation Trust as the Community Mental Health programme. As a result, NHS funding for LIP's mental health engagement ended. Despite this, LIP maintained its Together We Can group, ensuring that service user voices continued to be heard and that inequalities were challenged.

Under the leadership of CEO Sharon Burke, LIP strengthened its commitment to race equality and broadened engagement with diverse communities, introduced accredited Mental Health First Aid training (Levels 2 and 3), and developed stigma awareness programmes. Our outreach continues to highlight barriers including poor communication of service information, language barriers, and digital exclusion.

LIP remains committed to amplifying members' voices, influencing providers to deliver person-centred services, and working with communities to reduce inequalities.

Projects Overview

Better Lives Board (BLB)

LIP co-chairs the Better Lives Board with Leeds City Council Adult Social Care (LCC ASC). Meetings are held bi-monthly and use breakout groups to encourage active participation, enabling service users and carers to shape agendas and recommendations. Key topics this year included: the Adult Social Care Plan, the Annual Progress Report and Co-Production Framework, an overview of the NHS 10-Year Plan and its implications for Leeds, and developments in Technology Enabled Care.

A strong emphasis was placed on improving access to information and person-centred services, including ASC initiatives to provide face-to-face information in community hubs. The Board used feedback from participants to inform priorities and to support practical changes that make services easier to navigate.

Leeds Deaf Forum (DEAForum)

Meeting monthly (excluding August), the DEAForum acts as a conduit between Deaf communities and services, working to improve accessibility and reduce inequalities. Over the year, members raised and progressed issues around NHS audiology, the availability and quality of British Sign Language (BSL) interpreters, and communication methods across services.

Outcomes and actions included: updated Terms of Reference; Leeds City Council introducing a BSL icon on the Merrion House login screen; demonstrations of the Interpreterslive! app for use in GP surgeries; and Citizens Advice support to book appointments via email and to assist with Universal Credit forms. The West Yorkshire Fire & Rescue Service provided home safety advice and offered home assessments.

Members highlighted persistent concerns about interpreter reliability at appointments and limited access to appropriate mental health support. The forum encouraged attendees to document specific issues experienced at appointments or with interpreters to support resolution and learning.

LEEDS INVOLVING PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

Forum for Race Equality in Social Care and Health (FRESH)

FRESH meets every eight weeks (six times per year) and continues to be recognised as an exemplar of co-production in action. Following the sad passing of Annette Morris, who chaired FRESH for ten years, a recruitment process was launched for a new Chair. Six applications were received, and members voted for Cllr Sharon Hamilton, who was elected in October 2024.

FRESH adopts a workshop-style approach, where members use lived experience and a diversity lens to scrutinise proposals, examine new developments, and shape services that are inclusive. This approach was highlighted as good practice during the Care Quality Commission's inspection of Leeds Adult Social Care.

A key example of co-production this year was the redesign of carers' assessments. Draft forms were brought to FRESH for discussion, and members suggested a number of improvements. The revised forms were brought back twice for further scrutiny, before a final version was agreed that reflected the needs and expectations of carers. This process ensured that the final assessment tool was both accessible and appropriate, and demonstrated the value of involving service users directly in shaping documentation and policy.

The Listening Project

The Listening Project, facilitated by Leeds City Council with LIP as an integral partner, has been formalised with a steering group. Data from surveys and questionnaires is now used to support 'deep dives' into specific topics, allowing the group to analyse gaps and develop practical recommendations.

Discussions this year focused on improving access to information for particular communities, particularly those experiencing digital exclusion or language barriers. The group has recommended the continued use of informal Conversation Cates to reach seldom-heard communities and capture insights that formal processes may miss.

Visible Project (2023-2024)

LIP facilitated the Visible Leadership Reference Group and sat on the Visible Steering Group. Membership comprised survivors of child sexual abuse. Over the year, the group produced two podcast series sharing survivors' experiences and the impact of trauma. These were shared with service providers and the public, with the aim of improving understanding, wellbeing, and engagement by highlighting potential triggers and how professionals can respond sensitively.

The group also published newsletters and reached out to other survivor networks to broaden representation. The project formally ended in October 2024, but leaves a legacy of awareness and resources to support better engagement with survivors.

LIP are no longer involved in this work.

LEEDS INVOLVING PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Additional Work

In addition to our core projects, LIP undertook a range of commissioned work with statutory and voluntary partners:

- **Connecting Leeds Transport & Streets for All** - LIP promoted consultations across multiple neighbourhoods, encouraging residents and businesses to participate. Feedback gathered was passed to Leeds City Council to inform planning and design.
- **National Institute of Health Research (NIHR)** - LIP facilitated engagement with disabled people to explore barriers to participating in research studies. This informed NIHR's preparation for a grant application.
- **Synergy Partnership** - LIP hosts a part-time Synergy staff member, sits on the Core Management Group, and works closely with partners to tackle stigma and reduce inequality, particularly for Black and Asian men in mental health services.
- **Scrutiny Panel on Hate Crime** - facilitated by West Yorkshire Police and chaired by CEO Sharon Burke, this panel examines hate crime cases and use-of-force incidents. Learning is shared with communities to increase confidence and awareness.
- **Mental Health Partnership Board** - LIP holds two seats, providing a platform to feedback service user experiences and influence the design and delivery of mental health services in Leeds.
- **Disability Partnership Board** - similar to the above Board, LIP commits to widening disabled representation to influence the appropriateness to access and information for the disabled.

Acknowledgements

The Trustees wish to thank all members, staff, partners, and volunteers for their invaluable contributions throughout the year. Despite financial and structural challenges, Leeds Involving People continues to champion the voices of service users and carers, ensuring their lived experiences influence services across Leeds.

We remain fully committed to delivering on our charitable objectives, strengthening co-production, and working tirelessly to reduce inequalities.

LEEDS INVOLVING PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

Significant activities and achievements against objectives

Financial instruments

Objectives *and* **policies**

The charity's activities expose it to a number of financial risks including cash flow risk and liquidity risk.

Cash *flow* **risk**

The charity's activities expose it primarily to the financial risks of changes in interest rates. The charity uses interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit **risk**

The charity's principal financial assets are bank balances and cash and trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity **risk**

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a high interest account.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Structure, governance and management

The charity is a private company by guarantee without share capital use of 'Limited' exemption.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M Wilkinson	
P Landey	
T Francis	
H Crockett	(Resigned 31 October 2024)
P S Duggal	
P W Abraham	(Appointed 26 April 2024)
G R Keddie	
R Williams	(Appointed 23 April 2024)
G Fitt	(Appointed 23 May 2024 and resigned 7 July 2025)

The trustees' report was approved by the Board of Trustees.

DocuSigned by:

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 M Wilkinson

Chairman and trustee

22 October 2025

LEEDS INVOLVING PEOPLE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Leeds Involving People for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

LEEDS INVOLVING PEOPLE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LEEDS INVOLVING PEOPLE

I report to the trustees on my examination of the financial statements of Leeds Involving People for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

Xeinadin Yorkshire & North East Limited

Xeinadin Yorkshire & North East Limited

Unit 26G Springfield Commercial Centre

Bagley Lane

Farsley

Leeds

LS28 5LY

22 October 2025

LEEDS INVOLVING PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Income from:			
Donations and legacies	3	20	2,103
Charitable activities	4	125,480	274,798
Total income		<u>125,500</u>	<u>276,901</u>
Expenditure on:			
Raising funds	5	20,628	52,887
Charitable activities	6	101,626	208,126
Total expenditure		<u>122,254</u>	<u>261,013</u>
Net income and movement in funds		3,246	15,888
Reconciliation of funds:			
Fund balances at 1 April 2024		<u>182,441</u>	<u>166,553</u>
Fund balances at 31 March 2025		<u>185,687</u>	<u>182,441</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

LEEDS INVOLVING PEOPLE

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	10		1,386		2,335
Current assets					
Debtors	11	30,626		9,393	
Cash at bank and in hand		159,854		175,466	
		190,480		184,859	
Creditors: amounts falling due within one year	12	(6,179)		(4,753)	
Net current assets			184,301		180,106
Total assets less current liabilities			185,687		182,441
The funds of the charity					
Unrestricted funds	14		185,687		182,441
			185,687		182,441

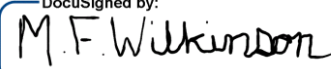
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 22 October 2025

DocuSigned by:

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 M Wilkinson

Chairman and trustee

Company registration number 03091262 (England and Wales)

LEEDS INVOLVING PEOPLE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Leeds Involving People is a private company limited by guarantee incorporated in England and Wales. The registered office is Suite 5, Unity Business Centre, 26 Roundhay Road, Leeds, West Yorkshire, LS7 1AB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

LEEDS INVOLVING PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies (Continued)

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	25% straight line
-----------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 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 in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when 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 debtors 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. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts 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 creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

LEEDS INVOLVING PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies (Continued)

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	20	-
Grants	-	2,103
	<u>20</u>	<u>2,103</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Unrestricted Funds		
Contractual income from government and public authorities	125,480	274,798
	<u>125,480</u>	<u>274,798</u>

LEEDS INVOLVING PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

5 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Depreciation and impairment	949	4,185
Costs of goods sold	19,679	48,702
Total costs	<u>20,628</u>	<u>52,887</u>

6 Expenditure on charitable activities

	Unrestricted Funds General 2025 £	Unrestricted Funds General 2024 £
Direct costs		
Staff costs	62,116	167,213
Staff training & recruitment	10,829	3,202
Rent	3,158	3,594
Rates	3,936	5,049
Insurance	447	3,423
Telephone	573	1,341
Computer software and maintenance costs	3,918	2,453
Printing, postage and stationery	2,357	5,264
Trade subscriptions	4,561	1,591
Hire of plant and machinery (Operating leases)	2,395	2,456
Cleaning	-	41
Travel and subsistence	3,304	8,238
Advertising	982	1,717
Accountancy fees	2,618	3,451
Bank charges	-	10
Bank interest receivable	(2,117)	(1,321)
Other charitable expenditure	2,549	404
	<u>101,626</u>	<u>208,126</u>
Analysis by fund		
Unrestricted funds	<u>101,626</u>	<u>208,126</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

LEEDS INVOLVING PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

8 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	2	6
	<u> </u>	<u> </u>

Employment costs

	2025 £	2024 £
Wages and salaries	60,332	148,926
Social security costs	824	8,408
Other pension costs	960	9,879
	<u> </u>	<u> </u>
	<u>62,116</u>	<u>167,213</u>

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Tangible fixed assets

	Computers £
Cost	
At 1 April 2024	3,795
	<u> </u>
At 31 March 2025	3,795
	<u> </u>
Depreciation and impairment	
At 1 April 2024	1,460
Depreciation charged in the year	949
	<u> </u>
At 31 March 2025	2,409
	<u> </u>
Carrying amount	
At 31 March 2025	1,386
	<u> </u>
At 31 March 2024	2,335
	<u> </u>

LEEDS INVOLVING PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

11 Debtors		2025	2024
		£	£
Amounts falling due within one year:			
Trade debtors		30,626	9,393
		<u> </u>	<u> </u>
12 Creditors: amounts falling due within one year		2025	2024
		£	£
Other taxation and social security		1,905	1,976
Trade creditors		2,275	-
Accruals and deferred income		1,999	2,777
		<u> </u>	<u> </u>
		6,179	4,753
		<u> </u>	<u> </u>
13 Retirement benefit schemes		2025	2024
		£	£
Defined contribution schemes			
Charge to profit or loss in respect of defined contribution schemes		960	9,879
		<u> </u>	<u> </u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
General funds	182,441	125,500	(122,254)	185,687
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	166,553	276,901	(261,013)	182,441
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

15 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

LEEDS INVOLVING PEOPLE

England & Wales - Charity number 1060138

Accounts

Company registration number: 3091262

Charity registration number: 1060138

Leeds Involving People

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2024



Accounting | business advisory

foster mann is a trading name of Foster Mann (UK) Limited

Registered office: Unit 26G, Springfield Commercial Centre, Bagley Lane, Farsley, Leeds, LS28 5LY

Registered in England: 11833403

Leeds Involving People

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Leeds Involving People

Reference and Administrative Details

Chairman	Margaret Wilkinson
Charity Registration Number	1060138
Company Registration Number	3091262
Registered Office	The charity is incorporated in England. Suite 5 Unity Business Centre 26 Roundhay Road Leeds LS7 1AB
Independent Examiner	Foster Mann (UK) Limited Unit 26G Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY

Leeds Involving People

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Objectives and activities

Public benefit

The objects of the charitable company are the relief of persons who have physical and/or mental impairments or who are in some way disadvantaged by reason of their health by the provision of advice, support and education. This includes the promotion of the representation of service users and carers in planning, delivery and monitoring of services and to advise statutory and other agencies on the development of policy and good practice on user and carer involvement, in order to improve the conditions of life for the residents of Leeds.

Leeds Involving People offer a service that links decision-makers and communities. We give a voice to residents and support the improvement of health, social care and community services.

LIP is a member-led charity that provides and represents the independent voice of people to have a platform through the promotion of effective involvement to share their lived experiences. We do this by:

- Ensuring there is always user voice at the core of decision-making
- Creating a branding that is trusted by the citizens of Leeds as an independent charity that offers an opportunity for people to improve Leeds health and social care services.
- Acting as an Independent voice in the Leeds health and social care economy
- Involving the community in the development of health and social care services by ensuring their opinions and concerns are at the centre of decision-making processes that shape services and the involvement agenda.
- Working with partners across the public and private sector sharing best practise and ensuring coproduction continues in commissioning, consultation and engagement
- Continuing to provide expertise to our partners in bespoke engagement plans to ensure hard to reach communities are given the full opportunity to participate
- Acting as an independent conduit to effective engagement by providing a trusted broker in the system of service provision
- Involving people by promoting best practice in involvement and by ensuring we use methods that are appropriate, accessible and responsive to the needs of individuals and communities.
- Supporting individuals and organisations to become involvement ready so they can work in partnership with public bodies to shape, improve and co-design services.
- Supporting organisations to effectively involve their services users to become 'involvement ready'
- Acting as a specialist voice for seldom-heard communities as identified in the Connecting Leeds strategy, outer area strategy

Leeds Involving People

Trustees' Report

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

- Sindo Dahri (resigned 21 August 2023)
- Paul Landey
- Mary Naylor (resigned 26 April 2023)
- Philip Gleeson (resigned 16 October 2023)
- Margaret Wilkinson
- Tessa Francis
- Helen Crockett
- Cllr Jane Dawson (resigned 18 October 2023)
- Prem Singh Duggal

Chairman:

- Mary Naylor (resigned 26 April 2023)
- Philip Gleeson (resigned 16 October 2023)
- Margaret Wilkinson

Welcome from our Chair, Dr Margaret Wilkinson

Leeds Involving People was saddened by the retirement of Mary Naylor due to ill health. Mary has been so supportive of Leeds Involving People, its work and its members over the years that she will be greatly and fondly missed by everyone. All at Leeds Involving People, the trustees, the staff and the members thank Mary for her hard work over the years.

Philip Gleeson had been acting as chair of Leeds Involving People in Mary 's absence of poor health in the previous financial year but he had to curtail his involvement with LIP rather suddenly in early October 2023.

We were delighted and very fortunate to welcome Sharon Burke to Leeds Involving People In mid-September 2023. With her guidance and contacts across the city, organisations and 3rd sector of Leeds. It has allowed Leeds Involving People to refresh and consolidate operations and revitalise engagement in all our activities for the benefit of the members and the grant providers.

It has been a year of challenges and change for Leeds Involving People but throughout LIP has upheld its core tenet to engage with our members and take their voices to the service providers to inform and improve their approach to person centred care.

Leeds Involving People members have readily engaged with our project streams and provided excellent feedback on the reality of their experiences as service users and where service could be improved. They encouraging raise their voices to influence appropriateness of services for all. Leeds Involving People applauds their contribution "to make a difference".

Leeds Involving People continues to reach out to other diverse communities and minority groups to ensure their concerns are raised to improve the services available for all in Leeds.

Thank you to everyone for all their time and contributions to make a real difference in Leeds.

Leeds Involving People

Trustees' Report

Contents

Together We Can (NHS Integrated Care Board, ICB)

Together We Can, TWC, is a steering group to voice the concerns of our members of the current mental health services linked to the Leeds Mental Health Strategy aims. TWC provides user - led solutions and innovation to improve the intended deliverables of the Mental Health Strategy to the mental health service users within their communities and within primary care and secondary care.

LIP has a strong membership at the regular monthly meetings of TWC.

LIP does invest in the TWC meetings to develop and train members to engage in other workstreams and engage or contribute to the Mental Heal Partnership Board and share with the Community Health Transformation programme.

We engaged and explored several topics, from getting involved, exploring Trauma with emphasis on Child Sexual Abuse, what is meant to live in a Mentally Healthy City, a workshop on Resilience, the impact of surroundings and venue for mental health appointments. LIP held discussions and asked if mental health inequalities been reduced,

had the gap between mental health support services been closed and has the disparity between physical and mental health been resolved.

Members were very concerned about the wording in the mission statement of the Leeds 2020 - 2025 Mental Health Strategy and how it related to them. Members were concerned of the lack of compassion shown at assessments and appointments, they felt that the staff were overstretched to deliver support.

Members did not report that the gap between services had narrowed, that there were breakdowns in communications between services and a revolving door system placing members back in long waiting times to be seen.

TWC delivered a full day event on STIGMA in October facilitated by Cllr Sharon Burke.

It was an immersive and uplifting experience for all and a booklet was produced from one of the activities on Stigma written by the attendees. The booklet is very insightful perspective of our service users.

Going forward the contract with the IBC has closed, as the NHS work has been absorbed into the future work of Community Mental Health Transformation.

LIP will continue to facilitate TWC engagement as it believes that TWC is the corner stone of our work and engagement with members.

Leeds Involving People

Trustees' Report

Leeds City Council, LCC, Adult Social Care

Leeds Involving People, LIP is active in three main projects:

- The Better Lives Board, BLB
- Forum for Race Equality in Social Care and Health, FRESH
- Leeds Deaf Action Forum, DEAForum

BLB

Board meetings are held bi-monthly with presentation from the 3rd sector organisations, LIP's service users and representatives from LCC, Adult Social Care.

Topics covered and discussed were: an update on the assurances for the Care Quality Commission, CQC and the Leeds Local Account development, Adults and Health Digital Plan; Keeping Well, Age Friendly progress update, and the Adult Social Care plan; Better Information and Access and a report back from the Communication sub-committee; tackling Poverty and Inequality, providing clear information on support with a focus on winter; a workshop on how to work as a Board and Direct payments.

The breadth of engagement with Adult Social Care is considerable. The main issue arising from feedback from all the meetings was easier access for service users to information and being aware of options available for all services. People, new to Adult Social Care, found it very difficult, at first, to comprehend the system. We were informed by service users that the benefits of Direct Payment to support individuals to co-ordinate their own care support to their own needs could be liberating.

FRESH

LIP worked jointly with Adult Social Care on equality within a range of different services. The discussions have moved on to talk just about equality but to bringing about equity for individuals and a more person-centred approach by Adult Social Care.

Topics discussed were: accessing GP services, workforce race equality and aging well, talking about dying, trauma, historic and cultural, specific to FRESH members, and what comes under the remit of Social Care.

Two extra events took place, one in November for a CQC inspection preparation on Housing Care and Home Care Extra.

The seconds special event took place in March to celebrate 32 years of FRESH.

How to access information and options available has been a theme throughout.

Not everyone has access nor able to use the internet but finding the key words to access detailed information was not readily available. Greater use of the LCC Hubs in Libraries or community centres to provide information or guide members to where they could access information has been a huge progress.

DEAForum

Members of the DEAForum come from the Leeds Deaf Community and the purpose is for the DEAForum to raise concerns and action improvement of services for those Deaf and hard of hearing.

Topics focussed on understanding the Leeds Local Plan, accessing GP Services when the instruction is to phone in to make an appointment to be seen, the Green Doctor, proposed changes with Community Mental Health Services, an update on telecare and updating the Terms of Reference and rules of the DEAForum.

Main issues raised by DEAForum members has been improving access to primary care services, specifically GP services and offering alternative methods of communications to access services. LIP recommends that surgeries or services have a text relay system to allow requests for appointments and the expansion of Sign Live availability. Training of staff of how to use Sign Live would help as would maintaining the ipads in good working order. This puts total reliance on smart phones that not everyone can afford nor use without some instruction particularly when English is not the first language and meanings get lost in translation.

Leeds Involving People

Trustees' Report

Mental Health Collaborative

The Collaborative is a group of key stakeholders with the aim of opening up conversations about mental health involving everyone across the system in Leeds from those commissioning and providing support to those accessing support. The intention is to bring about change with the goal of improving mental health and wellbeing for the people of Leeds.

LIP have ensured representation at a range of different meetings and projects undertaken in this financial year. e.g. Youth Justice, working with 2 groups of young offenders to find out what support they needed.

A survey was co-produced for all staff and young offenders within the system.

GP access, continuing to work on improving access to GP surgeries for all.

Training members to ensure they were prepared and equipped with the necessary skills required to be involved.

The Listening Project

LIP continues to facilitate a series of events to gather information about why certain communities were not accessing Social Care for the Listening Project.

Fundamentally and repeatedly engagement reported poor communication, not knowing how to access information, difficulty navigating the LCC website if the key words to navigate are not known, or not comprehending the language. It was reported that the words quoted of the services did not match what members were experiencing at the point of delivery. LIP has provided feedback that many citizens do not realise that Adult Social Care is delivered by LCC and not the NHS. The website states that there may be a cost when in most cases there is a cost. Overwhelmingly people would prefer to speak to an informed person and rather than being told the answer to a question is not known being reassured that an answer or response would be sought.

Other key themes were: not understanding what Adult Social Care is or offers, feeling ashamed or embarrassed to ask for help, fear of cultural needs not being recognised by the services, language and accessibility barriers.

The Visible Group

LIP facilitates the Visible Leadership Reference Group and have representation on the Visible Steering Group. Visible is made up of survivors of child sexual abuse.

They undertake the work to improve the health and wellbeing for other services by explaining to service providers how to engage, treat and be aware of upsetting trigger points or actions at appointments.

They have produced podcast guides, newsletters and made connections with other groups to increase the diversity of involvement in the Reference Group.

Visible have increased the frequency of their Reference Group meetings and have plans to widen access and their work in the near future.

Leeds Involving People

Trustees' Report

Connecting Leeds

LIP is the key engagement partner of the Connecting Leeds programme and the Streets for all programme of gathering information or advertising to the public how they can engage with LCC. The Leeds areas undertaken are: Armley Town Street, Inner West, Chapel Allerton, A660, Outer East. Work commenced in March 2024 on Inner North West and Outer North West.

National Institute of Health Research at the University of Leeds

Two events were held with LIP members, one was scoping the barriers of members engaging in Research studies and the second event was to provide feedback to the members who had partaken in the initial discussions.

We acknowledge the ongoing support and engagement with the University of Leeds, Leeds City Council and West Yorkshire Integrated Care Board and their partners for their inclusivity for patient and public involvement.

Training

LIP has designed and trained both staff and members to support wellbeing, build confidence and support engagement:

Winter Wellbeing, Celebrating Neurodiversity, Engagement/Involvement Ready, Managing Anxiety, Loving Yourself.

Acts 435

LIP is registered as an advocate for Acts 435, up to £150 can be donated to people in need.

Acknowledgements

Leeds Involving People's Board of Trustees, staff and members would like to thank our strategic partners and funders. Without their support LIP would not be able to fulfil our mission to link decision makers and communities together. Nor would LIP be able to give a voice to under-represented, diverse and minority communities, disabled and disadvantages citizens to inform and support improvement of health and social care, community services and access to information.

Structure, governance and management

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Leeds Involving People

Trustees' Report

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Statement of trustees' responsibilities

The trustees (who are also the directors of Leeds Involving People for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

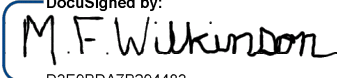
Leeds Involving People

Trustees' Report

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 7 July 2024 and signed on its behalf by:

DocuSigned by:

.....D3E9BDA7B294483.....
Margaret Wilkinson
Chairman and trustee

**Chartered Accountants' Report to the Trustees on the Preparation of the Unaudited
Statutory Accounts of
Leeds Involving People
for the Year Ended 31 March 2024**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Leeds Involving People for the year ended 31 March 2024 as set out on pages 11 to 24 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW) we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Leeds Involving People, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Leeds Involving People and state those matters that we have agreed to state to the board of directors of Leeds Involving People, as a body, in this report, in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Leeds Involving People and its board of directors as a body for our work or for this report.

It is your duty to ensure that Leeds Involving People has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and of Leeds Involving People. You consider that Leeds Involving People is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Leeds Involving People. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Foster Mann (UK) Limited
.....

Foster Mann (UK) Limited
Unit 26g Springfield Commercial Centre
Bagley Lane
Farsley
Leeds
LS28 5LY
7 July 2024

Leeds Involving People

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2024 £
Income and Endowments from:			
Donations and legacies	3	2,103	2,103
Charitable activities	4	<u>274,798</u>	<u>274,798</u>
Total income		<u>276,901</u>	<u>276,901</u>
Expenditure on:			
Raising funds	5	(52,887)	(52,887)
Charitable activities	6	<u>(208,126)</u>	<u>(208,126)</u>
Total expenditure		<u>(261,013)</u>	<u>(261,013)</u>
Net income		<u>15,888</u>	<u>15,888</u>
Net movement in funds		15,888	15,888
Reconciliation of funds			
Total funds brought forward		<u>166,553</u>	<u>166,553</u>
Total funds carried forward	16	<u>182,441</u>	<u>182,441</u>
		Unrestricted funds £	Total 2023 £
	Note		
Income and Endowments from:			
Donations and legacies	3	3,133	3,133
Charitable activities	4	<u>399,448</u>	<u>399,448</u>
Total income		<u>402,581</u>	<u>402,581</u>
Expenditure on:			
Raising funds	5	(39,663)	(39,663)
Charitable activities	6	<u>(356,666)</u>	<u>(356,666)</u>
Total expenditure		<u>(396,329)</u>	<u>(396,329)</u>
Net income		<u>6,252</u>	<u>6,252</u>
Net movement in funds		6,252	6,252
Reconciliation of funds			
Total funds brought forward		<u>160,301</u>	<u>160,301</u>
Total funds carried forward	16	<u>166,553</u>	<u>166,553</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 16.

The notes on pages 13 to 24 form an integral part of these financial statements.

Leeds Involving People
(Registration number: 3091262)
Balance Sheet as at 31 March 2024

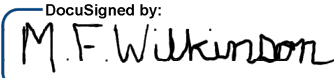
	Note	2024 £	2023 £
Fixed assets			
Tangible assets	11	2,335	6,521
Current assets			
Debtors	12	9,393	19,202
Cash at bank and in hand	13	<u>175,466</u>	<u>154,753</u>
		184,859	173,955
Creditors: Amounts falling due within one year	14	<u>(4,753)</u>	<u>(13,923)</u>
Net current assets		<u>180,106</u>	<u>160,032</u>
Net assets		<u>182,441</u>	<u>166,553</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>182,441</u>	<u>166,553</u>
Total funds	16	<u>182,441</u>	<u>166,553</u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 24 were approved by the trustees, and authorised for issue on 7 July 2024 and signed on their behalf by:

DocuSigned by:

 D3E9BDA7B204489.....
 Margaret Wilkinson
 Chairman and trustee

The notes on pages 13 to 24 form an integral part of these financial statements.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by share capital, incorporated in England.

The address of its registered office is:

Suite 5 Unity Business Centre

26 Roundhay Road

Leeds

LS7 1AB

These financial statements were authorised for issue by the trustees on 7 July 2024.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Leeds Involving People meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

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

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Grants, including capital grants; Government grants	2,103	2,103
Total for 2024	2,103	2,103
Total for 2023	3,133	3,133

4 Income from charitable activities

	Unrestricted funds General £	Total funds £
	274,798	274,798
Total for 2024	274,798	274,798
Total for 2023	399,448	399,448

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		48,702	48,702
Total for 2024		<u>48,702</u>	<u>48,702</u>
Total for 2023		<u>37,919</u>	<u>37,919</u>

b) Investment management costs

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	7	4,185	4,185
Total for 2024		<u>4,185</u>	<u>4,185</u>
Total for 2023		<u>1,744</u>	<u>1,744</u>
			Total costs £

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Governance costs	7	208,126	208,126
Total for 2023		<u>356,666</u>	<u>356,666</u>

**Total
expenditure
£**

In addition to the expenditure analysed above, there are also governance costs of £208,126 (2023 - £356,666) which relate directly to charitable activities. See note 7 for further details.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Staff costs		
Wages and salaries	148,926	148,926
Social security costs	8,408	8,408
Pension costs	9,879	9,879
Other staff costs	3,202	3,202
Audit fees		
Other fees paid to auditors	3,451	3,451
Marketing and publicity	1,717	1,717
Other governance costs	32,543	32,543
Total for 2024	<u>208,126</u>	<u>208,126</u>
Total for 2023	<u>356,666</u>	<u>356,666</u>

8 Net incoming/outgoing resources

Net incoming resources for the year include:

2024
£

9 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	148,926	258,480
Social security costs	8,408	16,441
Pension costs	9,879	15,024
Other staff costs	3,202	4,756
	<u>170,415</u>	<u>294,701</u>

No employee received emoluments of more than £60,000 during the year.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2023	11,407	11,407
Disposals	<u>(7,612)</u>	<u>(7,612)</u>
At 31 March 2024	<u>3,795</u>	<u>3,795</u>
Depreciation		
At 1 April 2023	4,886	4,886
Charge for the year	4,186	4,186
Eliminated on disposals	<u>(7,612)</u>	<u>(7,612)</u>
At 31 March 2024	<u>1,460</u>	<u>1,460</u>
Net book value		
At 31 March 2024	<u>2,335</u>	<u>2,335</u>
At 31 March 2023	<u>6,521</u>	<u>6,521</u>

12 Debtors

	2024 £	2023 £
Trade debtors	<u>9,393</u>	<u>19,202</u>

13 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	81	231
Cash at bank	<u>175,385</u>	<u>154,522</u>
	<u>175,466</u>	<u>154,753</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	4,699
Other taxation and social security	1,976	6,093
Other creditors	1,193	1,691
Accruals	1,584	1,440
	4,753	13,923

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £9,879 (2023 - £15,024).

16 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
General	166,553	276,901	(261,013)	182,441
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
General	160,301	402,581	(396,329)	166,553

17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2024 £
Tangible fixed assets	2,335	2,335
Current assets	184,859	184,859
Current liabilities	(4,753)	(4,753)
Total net assets	182,441	182,441

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

	Unrestricted funds General £	Total funds at 31 March 2023 £
Tangible fixed assets	6,521	6,521
Current assets	173,955	173,955
Current liabilities	(13,923)	(13,923)
Total net assets	166,553	166,553

18 Analysis of net funds

	At 1 April 2023 £	At 31 March 2024 £
Cash at bank and in hand	154,753	154,753
Net debt	154,753	154,753
	At 1 April 2022 £	At 31 March 2023 £
Cash at bank and in hand	141,864	141,864
Net debt	141,864	141,864

19 Related party transactions

Leeds Involving People

Statement of Financial Activities by fund for the Year Ended 31 March 2024

Unrestricted Funds

	Total Unrestricted Funds 2024 £	Total Unrestricted Funds 2023 £
Income and Endowments from:		
Donations and legacies	2,103	3,133
Charitable activities	<u>274,798</u>	<u>399,448</u>
Total income	<u>276,901</u>	<u>402,581</u>
Expenditure on:		
Raising funds	(52,887)	(39,663)
Charitable activities	<u>(208,126)</u>	<u>(356,666)</u>
Total expenditure	<u>(261,013)</u>	<u>(396,329)</u>
Net income	<u>15,888</u>	<u>6,252</u>
Net movement in funds	15,888	6,252
Reconciliation of funds		
Total funds brought forward	<u>166,553</u>	<u>160,301</u>
Total funds carried forward	<u><u>182,441</u></u>	<u><u>166,553</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	Total 2024 £	Total 2023 £
Income and Endowments from:		
Donations and legacies (analysed below)	2,103	3,133
Charitable activities (analysed below)	<u>274,798</u>	<u>399,448</u>
Total income	<u>276,901</u>	<u>402,581</u>
Expenditure on:		
Raising funds (analysed below)	(52,887)	(39,663)
Charitable activities (analysed below)	<u>(208,126)</u>	<u>(356,666)</u>
Total expenditure	<u>(261,013)</u>	<u>(396,329)</u>
Net income	<u>15,888</u>	<u>6,252</u>
Net movement in funds	15,888	6,252
Reconciliation of funds		
Total funds brought forward	<u>166,553</u>	<u>160,301</u>
Total funds carried forward	<u><u>182,441</u></u>	<u><u>166,553</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	Total 2024 £	Total 2023 £
<i>Donations and legacies</i>		
UK Government grants	2,103	3,133
	2,103	3,133
<i>Charitable activities</i>		
Contractual income from government or public authorities	274,798	399,448
	274,798	399,448
<i>Raising funds</i>		
Direct costs	(26,233)	(35,989)
Subcontract cost	(22,469)	(1,930)
Depreciation of office equipment	(4,185)	(1,744)
	(52,887)	(39,663)
<i>Charitable activities</i>		
Wages and salaries	(148,926)	(258,480)
Staff NIC (Employers)	(8,408)	(16,441)
Staff pensions (Defined contribution) - pension scheme 1	(9,879)	(15,024)
Staff training & recruitment	(3,202)	(4,756)
Rent	(3,594)	(5,550)
Rates	(5,049)	(6,504)
Insurance	(3,423)	(3,414)
Repairs and maintenance	-	(1,455)
Telephone and fax	(1,341)	(3,170)
Computer software and maintenance costs	(2,453)	(3,284)
Printing, postage and stationery	(5,264)	(6,358)
Trade subscriptions	(1,591)	(2,668)
Charitable donations	-	(150)
Hire of plant and machinery (Operating leases)	(2,456)	(4,800)
Cleaning	(41)	-
Travel and subsistence	(8,238)	(13,953)
Advertising	(1,717)	(4,292)
Accountancy fees	(3,451)	(2,636)
Legal and professional fees	-	(3,900)
Bank charges	(10)	-
Bank interest receivable	1,321	169
Fines	(400)	-
PAYE Interest	(4)	-
	(208,126)	(356,666)

This page does not form part of the statutory financial statements.

LEEDS INVOLVING PEOPLE

England & Wales - Charity number 1060138

Accounts

Company registration number: 3091262

Charity registration number: 1060138

Leeds Involving People

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2023



Accounting | business advisory

foster mann is a trading name of Foster Mann (UK) Limited

Registered office: Unit 26G, Springfield Commercial Centre, Bagley Lane, Farsley, Leeds, LS28 5LY

Registered in England: 11833403

Leeds Involving People

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Leeds Involving People

Reference and Administrative Details

Chairman	Mary Naylor
Charity Registration Number	1060138
Company Registration Number	3091262
Registered Office	The charity is incorporated in England. Suite 5 Unity Business Centre 26 Roundhay Road Leeds LS7 1AB
Independent Examiner	Foster Mann (UK) Limited Unit 26G Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY
Accountants	Foster Mann (UK) Limited Unit 26g Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY

Leeds Involving People

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

Objectives and activities

Public benefit

The objects of the charitable company are the relief of persons who have physical and/or mental impairments or who are in some way disadvantaged by reason of their health by the provision of advice, support and education. This includes the promotion of the representation of service users and carers in planning, delivery and monitoring of services and to advise statutory and other agencies on the development of policy and good practice on user and carer involvement, in order to improve the conditions of life for the residents of Leeds.

Leeds Involving People offer a service that links decision-makers and communities. We give a voice to residents and support the improvement of health, social care and community services.

LIP is a member-led charity that provides and represents the independent voice of people to have a platform through the promotion of effective involvement to share their lived experiences. We do this by:

- Ensuring there is always user voice at the core of decision-making
- Creating a branding that is trusted by the citizens of Leeds as an independent charity that offers an opportunity for people to improve Leeds health and social care services.
- Acting as an Independent voice in the Leeds health and social care economy
- Involving the community in the development of health and social care services by ensuring their opinions and concerns are at the centre of decision-making processes that shape services and the involvement agenda.
- Working with partners across the public and private sector sharing best practise and ensuring coproduction continues in commissioning, consultation and engagement
- Continuing to provide expertise to our partners in bespoke engagement plans to ensure hard to reach communities are given the full opportunity to participate
- Acting as an independent conduit to effective engagement by providing a trusted broker in the system of service provision
- Involving people by promoting best practice in involvement and by ensuring we use methods that are appropriate, accessible and responsive to the needs of individuals and communities.
- Supporting individuals and organisations to become involvement ready so they can work in partnership with public bodies to shape, improve and co-design services.
- Supporting organisations to effectively involve their services users to become 'involvement ready'
- Acting as a specialist voice for seldom-heard communities as identified in the Connecting Leeds strategy, outer area strategy

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Leeds Involving People

Trustees' Report

Trustees:	Sindo Dahri
	Paul Landey
	Alison Fry (resigned 29 September 2022)
	Mary Naylor
	Irene Wyatt (resigned 31 May 2022)
	Philip Gleeson
	Hilary Adolfson (appointed 29 September 2022 and resigned 9 February 2023)
	Margaret Wilkinson (appointed 29 September 2022)
	Tessa Francis
	Helen Crockett
	Cllr Jane Dawson
	Prem Singh Duggal
Chairman:	Mary Naylor

Welcome from our Chair, Mary Naylor, MBE

At the start of this financial year, Leeds Involving People, was still trying to recover from the effects of lockdown. Members were still cautious to travel and attend meetings but there was greater enthusiasm to engage face to face and provide feedback of the services discussed by the service users. I wish to thank all the members for their undying support and desire to improve services for others.

Without their engagement and feedback Leeds Involving People could not function.

The Leeds Involving People staff team have been very adaptable to support the demands of engagement, co-production and support our members through this period of transition. The team have ensured that the people's voice has been heard by the commissioners and affected their understanding of the people's experiences of services provided through our City of Leeds.

It is a continual delight to observe the flow of conversation from members and see their confidence develop in speaking out on matters that concern them.

We acknowledge and appreciate the ongoing support and engagement with all our funders and partners and their inclusivity for patient and public involvement in their services.

Together we can reach out to diverse communities and minority groups to ensure their concerns are raised and improve communities for all in Leeds.

Many thanks to everyone for all their contributions and time to make a real difference in Leeds.

Contents

Leeds Involving People

Trustees' Report

Together We Can (NHS Integrated Care Board, ICB)

Together We Can is a steering group to forward the current mental health concerns of our members. This is linked to meeting the delivery of the Leeds Mental Health Strategy aims.

Membership is strong and the monthly meetings have been lively and informative as individuals felt comfortable and confident to speak out and contribute to the topics discussed.

Generalising, the members repeatedly reported the distressed experiences of the transport changes in Leeds. This impacted on anxiety levels and confidence to travel around the city and impacted on their wellbeing.

Access to GP's involved long waiting times on the phone, using up precious mobile data only to be told to ring back the next day.

Initial access to receive a Mental Health assessment into services was difficult and taking protracted lengths of time. Those in the system were getting assistance, some felt phone consultations were inappropriate and others preferred phone consultations. Continuity of care was inconsistent which was stated as being de-stabilising as trust between individuals has to be continuously rebuilt.

Two main events through this financial year were facilitated.

1.3 Day Festival of Wellbeing held in different community centres, Woodhouse, Beeston and Headingley.

This supported wider communities and recruited new members to LIP. Feedback was that the attendees were delighted to have the opportunity to actually "get out" and meet people after 2 years of isolation.

Participation of all the workshops offered in those three days was high, thoroughly enjoyed and considered very helpful for the individuals.

2. Celebration of Neurodiversity

This day event saw regular members and many new people participating. These were mainly curious neurodiverse individuals and families delighted to have such an event for them in Leeds as there was no such events for the neurodiverse available. In addition to participating in the workshops or activities attendees said it gave them a space to be able to talk openly with LIP staff and each other and found that "they were not alone" an important factor for their wellbeing.

At our regular monthly meetings topics that were discussed were:

Crisis and Urgent Care; Crisis re-design; Domestic Violence; Support for Asylum Seekers; Social Prescribing; Recovery College; Poverty impact, food and fuel; reviewing the Terms of Reference and discussing the Transformation Project and engaging with the Transformation Team.

Members were given guidance to chair meetings, provide the service viewer's perspective at other Mental Health related meetings and provided feedback of topics they wished to be discussed.

Conversation Cafes were very successful to enable informal "chats" around mental health services, signposting of where there was access assistance to services and contributed to the wellbeing of members. As these Conversations were held in different venues, LIP was able to reach out to other citizens and get them to contribute to our regular surveys gaining a wider response cohort.

The current contract is in place until March 2024. The NHS commissioner has let us know that the commissioning style will be changing.

Leeds Involving People

Trustees' Report

Leeds City Council, LCC, Adult Social Care

Leeds Involving People, LIP is active in three main projects:

- The Better Lives Board, BLB
- Forum for Race Equality in Social Care and Health, FRESH
- Leeds Deaf Action Forum, DEAForum

BLB

LIP joint chairs the Better Life Board Service Users and Carers Group. The BLB meets bimonthly and LIP facilitates an open pre-meeting for Service Users, Carers Group, 3rd Sector, other stakeholders and individual interested parties for each meeting. Information is gathered and then discussed with the elected 6 LIP representatives on the BLB to share the feedback within the actual full BLB meetings.

This year LIP and LCC have focused on: Sensory Impairment, Tackling Poverty, Mentally Healthy City, Direct Payments. The group were also involved in co-producing the Terms of Reference and workshops on; Keeping Well, Using Digital Tools and Technology, Good Housing, Better Information and Access, Connecting Thriving Communities and tackling Poverty and Inequalities.

FRESH

LIP worked jointly with Adult Social Care for FRESH, on equality within a range of different services.

Topics focussed on: Improving Access to GP's, Race4Equality Network, Getting your Voice Heard, Food and Fuel Poverty.

The FRESH Forum has taken a new format with speakers in the first half of the meeting and breakout discussions in the second half to allow members to speak to a range of different services about what is important to them. Information is gathered on the feedback from the members.

DEAForum

LIP has support and facilitated the DEAForum monthly meetings and its 50 members are integral to all of LIP's projects and engagements and committed to improving services for the Deaf, hard of hearing and disadvantaged groups.

Deaf Awareness training was provided by DEAForum members for LIP members and outside agencies. Participating has a profound effect on individuals and gave a real understanding of the barriers and issues experienced by the deaf community.

There is a necessity for all organisations but in particular health services, GP's, education, emergency service, LCC and support agencies to provide access to information in an appropriate format.

Too often organisations fail to supply BSL translation services to interact e.g. GP's forcing requests for appointments by telephone is just not workable for a deaf person, dependence on online texts or emails for appointments when users only have basic phones or IT skills. Language used in some communications is not understandable and impossible to understand when English is not ones first language and when the meaning is lost in translation.

Leeds Involving People

Trustees' Report

Mental Health Collaborative

The Collaborative is a group of key stakeholders with the aim of opening up conversations about mental health involving everyone across the system in Leeds from those commissioning and providing support to those accessing support. The intention is to bring about change with the goal of improving mental health and wellbeing for the people of Leeds.

LIP have ensured representation at a range of different meetings and projects undertaken in this financial year. e.g. Youth Justice, working with 2 groups of young offenders to find out what support they needed.

A survey was co-produced for all staff and young offenders within the system.

GP access, continuing to work on improving access to GP surgeries for all.

Training members to ensure they were prepared and equipped with the necessary skills required to be involved.

Unpaid Carers Project

The West Yorkshire ICB and Networked Lab commissioned work with a group of unpaid carers to ensure that:

- Data is used in a legitimate and transparent way
- That they recognise patients, carers and the public as stakeholders with rights and responsibilities for publicly funded services, research and education.
- That they do not make assumptions about peoples experience of health and care.
- That they focus on reducing health inequalities

The Listening Project

LIP continues to facilitate a series of events to gather information about why certain communities were not accessing Social Care for the Listening Project.

Fundamentally and repeatedly engagement reported poor communication, not knowing how to access information, difficulty navigating the LCC website if the key words to navigate are not known, or not comprehending the language. It was reported that the words quoted of the services did not match what members were experiencing at the point of delivery. LIP has provided feedback that many citizens do not realise that Adult Social Care is delivered by LCC and not the NHS. The website states that there may be a cost when in most cases there is a cost. Overwhelmingly people would prefer to speak to an informed person and rather than being told the answer to a question is not known being reassured that an answer or response would be sought.

Other key themes were: not understanding what Adult Social Care is or offers, feeling ashamed or embarrassed to ask for help, fear of cultural needs not being recognised by the services, language and accessibility barriers.

Leeds Involving People

Trustees' Report

The Visible Group

LIP facilitates the Visible Leadership Reference Group, which is made up of survivors of child sexual abuse. They undertake the work to improve the health and wellbeing for other survivors. Excellent work has been carried out over the year, including creating a series of podcasts exploring how services can be accessible and that the interviewing services execute good practice in terms of appropriate awareness in terms of the response to survivors. A guide for GP's has been produced, a series of newsletters and connections made to other groups e.g. Deaf Connect and Leeds Survivor Led Crisis Service to increase the diversity of involvement in the Reference Group.

Connecting Leeds

LIP is the key engagement partner of the Connecting Leeds programme, run by LCC and partners to improve public transport across Leeds.

Key projects this year were: A660 consultation, Scotland Lane, A61/A639, West Leeds, Chapel Allerton Focus Groups, Armley Gyratory, Leeds Rail Station and Leeds City Square.

Leeds Hearing and Sight Loss Services, LHSL

LIP was commissioned by LHSL to run a series of Conversation Cafes to gather feedback on the way their Service is running and raising awareness of the Services available in different areas.

The Equipment and Telecare Service User Group, TETSUG

TETSUG is facilitated by LIP on behalf of LCC to take feedback about Leeds Community Equipment Services.

The group has focussed on topics such as: Direct Payments, Telecare, Adult Social Care.

The Starting Point Centre

The Starting Point Centre commissioned LIP to ensure maximum public engagement and awareness of the centre and the services it offers. Outreach was completed in different areas such as: Schools, Libraries, Restaurants/fat food outlets, local third sector organisations. GP surgeries/healthcare, shops and religious buildings.

Leeds Involving People

Trustees' Report

Community Mental Health Transformation

LIP hosts the Involvement and Engagement staff on this project which is called (Mental Health) "Transformation" within LIP, from May 2022 they undertook the 90-day learning cycles:

- Days 0-30 Scan literature and assess the current landscape.
- Days 30-60/75 formalise theories and refine what actually works and produce a theory to be tested
- Days 60/75-90 Validate the theory and summarise what has been learned

Three main focus areas were identified:

- Access and assessment (what would be the front door for the service for the new Hub.
- Personalised care planning
- The role of the keyworker

Transformation supported the Involvement network - people who have lived experience who have been planning and providing feedback throughout the process, e.g. they looked at the language used and supported a move away from clinical language towards more accessible language.

Workstreams were developed to enable all partners to contribute towards designing key area, e.g. pathways in and out of the HUB, IT keyworker role etc.

Training

LIP has designed and trained both staff and members to support wellbeing, build confidence and support engagement:

Winter Wellbeing, Celebrating Neurodiversity, Engagement/Involvement Ready, Managing Anxiety, Loving Yourself.

Acts 435

LIP is registered as an advocate for Acts 435, up to £150 can be donated to people in need.

Acknowledgements

Leeds Involving People's Board of Trustees, staff and members would like to thank our strategic partners and funders. Without their support LIP would not be able to fulfil our mission to link decision makers and communities together. Nor would LIP be able to give a voice to under-represented, diverse and minority communities, disabled and disadvantages citizens to inform and support improvement of health and social care, community services and access to information.

Leeds Involving People

Trustees' Report

Structure, governance and management

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Statement of trustees' responsibilities

The trustees (who are also the directors of Leeds Involving People for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and

Leeds Involving People

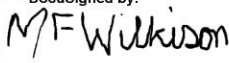
Trustees' Report

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 29 November 2023 and signed on its behalf by:

DocuSigned by:

.....718E12B6B345499.....
Margaret Wilkinson
Trustee

**Chartered Accountants' Report to the Trustees on the Preparation of the Unaudited
Statutory Accounts of
Leeds Involving People
for the Year Ended 31 March 2023**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Leeds Involving People for the year ended 31 March 2023 as set out on pages 12 to 25 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW) we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Leeds Involving People, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Leeds Involving People and state those matters that we have agreed to state to the board of directors of Leeds Involving People, as a body, in this report, in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Leeds Involving People and its board of directors as a body for our work or for this report.

It is your duty to ensure that Leeds Involving People has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and of Leeds Involving People. You consider that Leeds Involving People is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Leeds Involving People. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Foster Mann (UK) Limited

Foster Mann (UK) Limited
Unit 26g Springfield Commercial Centre
Bagley Lane
Farsley
Leeds
LS28 5LY

29 November 2023

Leeds Involving People

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Donations and legacies	3	3,133	3,133
Charitable activities	4	399,448	399,448
Total income		402,581	402,581
Expenditure on:			
Raising funds	5	(39,663)	(39,663)
Charitable activities	6	(356,666)	(356,666)
Total expenditure		(396,329)	(396,329)
Net income		6,252	6,252
Net movement in funds		6,252	6,252
Reconciliation of funds			
Total funds brought forward		160,301	160,301
Total funds carried forward	16	166,553	166,553
		Unrestricted funds £	Total 2022 £
	Note		
Income and Endowments from:			
Donations and legacies	3	16,279	16,279
Charitable activities	4	306,631	306,631
Total income		322,910	322,910
Expenditure on:			
Raising funds	5	(25,742)	(25,742)
Charitable activities	6	(240,588)	(240,588)
Total expenditure		(266,330)	(266,330)
Net income		56,580	56,580
Net movement in funds		56,580	56,580
Reconciliation of funds			
Total funds brought forward		103,721	103,721
Total funds carried forward	16	160,301	160,301

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2022 is shown in note 16.

The notes on pages 14 to 25 form an integral part of these financial statements.

Leeds Involving People
(Registration number: 3091262)
Balance Sheet as at 31 March 2023

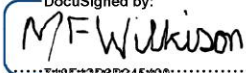
	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	6,521	5,266
Current assets			
Debtors	12	19,202	23,776
Cash at bank and in hand	13	<u>154,753</u>	<u>141,864</u>
		173,955	165,640
Creditors: Amounts falling due within one year	14	<u>(13,923)</u>	<u>(10,605)</u>
Net current assets		<u>160,032</u>	<u>155,035</u>
Net assets		<u>166,553</u>	<u>160,301</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>166,553</u>	<u>160,301</u>
Total funds	16	<u>166,553</u>	<u>160,301</u>

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 12 to 25 were approved by the trustees, and authorised for issue on 29 November 2023 and signed on their behalf by:

DocuSigned by:

718E12B8B345499.....
 Margaret Wilkinson
 Trustee

The notes on pages 14 to 25 form an integral part of these financial statements.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Charity status

The charity is limited by share capital, incorporated in England.

The address of its registered office is:
Suite 5 Unity Business Centre
26 Roundhay Road
Leeds
LS7 1AB

These financial statements were authorised for issue by the trustees on 29 November 2023.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Leeds Involving People meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

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

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Grants, including capital grants; Government grants	3,133	3,133
Total for 2023	<u>3,133</u>	<u>3,133</u>
Total for 2022	<u>16,279</u>	<u>16,279</u>

4 Income from charitable activities

	Unrestricted funds General £	Total funds £
	399,448	399,448
Total for 2023	<u>399,448</u>	<u>399,448</u>
Total for 2022	<u>306,631</u>	<u>306,631</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		37,919	37,919
Total for 2023		<u>37,919</u>	<u>37,919</u>
Total for 2022		<u>24,342</u>	<u>24,342</u>

b) Investment management costs

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	7	1,744	1,744
Total for 2023		<u>1,744</u>	<u>1,744</u>
Total for 2022		<u>1,400</u>	<u>1,400</u>
			Total costs £

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Governance costs	7	356,666	356,666
Total for 2022		<u>240,588</u>	<u>240,588</u>

**Total
expenditure
£**

In addition to the expenditure analysed above, there are also governance costs of £356,666 (2022 - £240,588) which relate directly to charitable activities. See note 7 for further details.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Staff costs		
Wages and salaries	258,480	258,480
Social security costs	16,441	16,441
Pension costs	15,024	15,024
Other staff costs	4,756	4,756
Audit fees		
Other fees paid to auditors	2,636	2,636
Legal fees	3,900	3,900
Marketing and publicity	4,292	4,292
Other governance costs	51,137	51,137
Total for 2023	<u>356,666</u>	<u>356,666</u>
Total for 2022	<u>240,588</u>	<u>240,588</u>

8 Net incoming/outgoing resources

Net incoming resources for the year include:

2023
£

9 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	258,480	167,116
Social security costs	16,441	9,703
Pension costs	15,024	9,290
Compensation payments	-	10,792
Other staff costs	4,756	1,158
	<u>294,701</u>	<u>198,059</u>

No employee received emoluments of more than £60,000 during the year.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2022	8,409	8,409
Additions	<u>2,998</u>	<u>2,998</u>
At 31 March 2023	<u>11,407</u>	<u>11,407</u>
Depreciation		
At 1 April 2022	3,143	3,143
Charge for the year	<u>1,743</u>	<u>1,743</u>
At 31 March 2023	<u>4,886</u>	<u>4,886</u>
Net book value		
At 31 March 2023	<u>6,521</u>	<u>6,521</u>
At 31 March 2022	<u>5,266</u>	<u>5,266</u>

12 Debtors

	2023 £	2022 £
Trade debtors	<u>19,202</u>	<u>23,776</u>

13 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	231	-
Cash at bank	<u>154,522</u>	<u>141,864</u>
	<u>154,753</u>	<u>141,864</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,699	7,061
Other taxation and social security	6,093	-
Other creditors	1,691	2,224
Accruals	1,440	1,320
	<u>13,923</u>	<u>10,605</u>

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £15,024 (2022 - £9,290).

16 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
General	<u>160,301</u>	<u>402,581</u>	<u>(396,329)</u>	<u>166,553</u>

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
General	<u>103,721</u>	<u>322,910</u>	<u>(266,330)</u>	<u>160,301</u>

17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2023 £
Tangible fixed assets	6,521	6,521
Current assets	173,955	173,955
Current liabilities	<u>(13,923)</u>	<u>(13,923)</u>
Total net assets	<u>166,553</u>	<u>166,553</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2023

	Unrestricted funds General £	Total funds at 31 March 2022 £
Tangible fixed assets	5,266	5,266
Current assets	165,640	165,640
Current liabilities	(10,605)	(10,605)
Total net assets	160,301	160,301

18 Analysis of net funds

	At 1 April 2022 £	At 31 March 2023 £
Cash at bank and in hand	141,864	141,864
Net debt	141,864	141,864
	At 1 April 2021 £	At 31 March 2022 £
Cash at bank and in hand	87,480	87,480
Net debt	87,480	87,480

Leeds Involving People

Statement of Financial Activities by fund for the Year Ended 31 March 2023

Unrestricted Funds

	Total Unrestricted Funds 2023 £	Total Unrestricted Funds 2022 £
Income and Endowments from:		
Donations and legacies	3,133	16,279
Charitable activities	<u>399,448</u>	<u>306,631</u>
Total income	<u>402,581</u>	<u>322,910</u>
Expenditure on:		
Raising funds	(39,663)	(25,742)
Charitable activities	<u>(356,666)</u>	<u>(240,588)</u>
Total expenditure	<u>(396,329)</u>	<u>(266,330)</u>
Net income	<u>6,252</u>	<u>56,580</u>
Net movement in funds	6,252	56,580
Reconciliation of funds		
Total funds brought forward	<u>160,301</u>	<u>103,721</u>
Total funds carried forward	<u><u>166,553</u></u>	<u><u>160,301</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Donations and legacies (analysed below)	3,133	16,279
Charitable activities (analysed below)	<u>399,448</u>	<u>306,631</u>
Total income	<u>402,581</u>	<u>322,910</u>
Expenditure on:		
Raising funds (analysed below)	(39,663)	(25,742)
Charitable activities (analysed below)	<u>(356,666)</u>	<u>(240,588)</u>
Total expenditure	<u>(396,329)</u>	<u>(266,330)</u>
Net income	<u>6,252</u>	<u>56,580</u>
Net movement in funds	6,252	56,580
Reconciliation of funds		
Total funds brought forward	<u>160,301</u>	<u>103,721</u>
Total funds carried forward	<u><u>166,553</u></u>	<u><u>160,301</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2023

	Total 2023 £	Total 2022 £
<i>Donations and legacies</i>		
UK Government grants	3,133	7,789
Grants - other agencies	-	8,490
	<u>3,133</u>	<u>16,279</u>
<i>Charitable activities</i>		
Contractual income from government or public authorities	399,448	306,631
	<u>399,448</u>	<u>306,631</u>
<i>Raising funds</i>		
Direct costs	(35,989)	(15,859)
Subcontract cost	(1,930)	(8,483)
Depreciation of office equipment	(1,744)	(1,400)
	<u>(39,663)</u>	<u>(25,742)</u>
<i>Charitable activities</i>		
Wages and salaries	(258,480)	(167,116)
Staff NIC (Employers)	(16,441)	(9,703)
Staff pensions (Defined contribution) - pension scheme 1	(15,024)	(9,290)
Staff training & recruitment	(4,756)	(987)
Redundancy costs	-	(10,792)
Rent	(5,550)	(4,498)
Rates	(6,504)	(3,241)
Insurance	(3,414)	(3,574)
Repairs and maintenance	(1,455)	(2,340)
Telephone and fax	(3,170)	(874)
Computer software and maintenance costs	(3,284)	(3,331)
Printing, postage and stationery	(6,358)	(1,603)
Trade subscriptions	(2,668)	(2,114)
Charitable donations	(150)	(193)
Hire of plant and machinery (Operating leases)	(4,800)	(4,800)
Travel and subsistence	(13,953)	(2,784)
Advertising	(4,292)	(1,071)
Staff entertaining (allowable for tax)	-	(171)
Accountancy fees	(2,636)	(4,114)
Admin fees	-	(1,174)
Legal and professional fees	(3,900)	(6,842)
Bank interest payable	169	24
	<u>(356,666)</u>	<u>(240,588)</u>

This page does not form part of the statutory financial statements.

LEEDS INVOLVING PEOPLE

England & Wales - Charity number 1060138

Accounts

Company registration number: 3091262

Charity registration number: 1060138

Leeds Involving People

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2022



Accounting | business advisory

foster mann is a trading name of Foster Mann (UK) Limited

Registered office: Unit 26G, Springfield Commercial Centre, Bagley Lane, Farsley, Leeds, LS28 5LY

Registered in England: 11833403

Leeds Involving People

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Leeds Involving People

Reference and Administrative Details

Charity Registration Number	1060138
Company Registration Number	3091262
Registered Office	The charity is incorporated in England. Suite 5 Unity Business Centre 26 Roundhay Road Leeds LS7 1AB
Independent Examiner	Foster Mann (UK) Limited Unit 26G Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY
Accountants	Foster Mann (UK) Limited Unit 26g Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY

Leeds Involving People

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Objectives and activities

Public benefit

The objects of the charitable company are the relief of persons who have physical and/or mental impairments or who are in some way disadvantaged by reason of their health by the provision of advice, support and education. This includes the promotion of the representation of service users and carers in planning, delivery and monitoring of services and to advise statutory and other agencies on the development of policy and good practice on user and carer involvement, in order to improve the conditions of life for the residents of Leeds.

Leeds Involving People offer a service that links decision-makers and communities. We give a voice to residents and support the improvement of health, social care and community services.

LIP is a member-led charity that provides and represents the independent voice of people to have a platform through the promotion of effective involvement to share their lived experiences. We do this by:

- Ensuring there is always user voice at the core of decision-making
- Creating a branding that is trusted by the citizens of Leeds as an independent charity that offers an opportunity for people to improve Leeds health and social care services.
- Acting as an Independent voice in the Leeds health and social care economy
- Involving the community in the development of health and social care services by ensuring their opinions and concerns are at the centre of decision-making processes that shape services and the involvement agenda.
- Working with partners across the public and private sector sharing best practise and ensuring coproduction continues in commissioning, consultation and engagement
- Continuing to provide expertise to our partners in bespoke engagement plans to ensure hard to reach communities are given the full opportunity to participate
- Acting as an independent conduit to effective engagement by providing a trusted broker in the system of service provision
- Involving people by promoting best practice in involvement and by ensuring we use methods that are appropriate, accessible and responsive to the needs of individuals and communities.
- Supporting individuals and organisations to become involvement ready so they can work in partnership with public bodies to shape, improve and co-design services.
- Supporting organisations to effectively involve their services users to become 'involvement ready'
- Acting as a specialist voice for seldom-heard communities as identified in the Connecting Leeds strategy, outer area strategy

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

Shindi Dahri
Paul Landey
Alison Fry
Mary Naylor
Irene Wyatt
Philip Gleeson
Heather Deal (appointed 9 December 2021)

Leeds Involving People

Trustees' Report

Welcome from our chair

The LIP Board would like to acknowledge how difficult this year has been, due to the COVID pandemic, the rising concerns about the cost of living in the UK and many other factors. LIP will try to support our members as best as we are able.

Co-producing engagement methods with our members, Board, staff and volunteers, spreading our wings far and wide throughout Leeds to ensure that everyone has a chance to have their say, and ensuring that people from seldom-heard groups are involved at all times is what we are all about. Not forgetting the Involvement Groups that we support, which are true opportunities for your voice to have a positive impact. Seeing our members share the lived experiences and opinions with commissioners makes us feel so privileged to be doing the work that we do, there is nothing more empowering than watching the conversations flow.

Thank you to the ongoing support from all of our funders and partners whose commitment to involving people has been truly humbling. Without your commitment and vision, public involvement in Leeds would not be as innovative or effective as it is. LIP is noticing a real desire to work with communities.

As ever, we thank our members for their continued support in their work that we do. If we could thank all of you personally, we would do. You keep LIP alive, and continuously remind us of the value of involvement. Your contribution is making a real difference in Leeds. Thank you for this, and thank you for your continued belief and support in the work that we do.

Contents

Together We Can

The work of Together We Can has gone from strength to strength in a year where mental health and wellbeing has been a big and regular topic of conversation, as we all try to recover from lockdown and the effects of the pandemic. TWC members have been active participants of all the Leeds Clinical Commissioning Group work streams, making sure the lived experience voice is central to all the discussions taking place on the local mental health agendas, including regular:

- NHS Partnerships meetings on Urgent care / Section 136 and Crisis support services
- Co-occurring Mental health drug and alcohol strategy group
- Mindwell Steering Group
- Recovery College
- Mental Health Partnership Board

Supporting our membership

All this hard work is only possible with our fantastic members putting in the time and effort. To do this we try and make sure people are supported and prepared. Support can mean anything from having weekly meetings for those people taking on bigger projects, a regular phone call or email to others. TWC meets every month and has regular attendees whilst others do not come to the regular meeting they are out networking and feeding back on a regular basis. Over the last year TWC members have chaired our meetings, attended strategic meetings, and taken part in other events.

We have supported our membership on the widest range of issues from universal credit, references and employment, advocacy, bereavement and physical ill health, support with complex complaints, hoarding, anxiety, confidence and self-esteem, caring responsibilities, use of drugs and alcohol, taking part in research, taking part in personal and professional development, getting into employment, staying in employment, linking into services, housing, and much more. It is with this support, commitment and passion of our membership that we look forward to facing the challenges of the coming year.

Mental health collaborative

Leeds Involving People

Trustees' Report

The Collaborative is a group of key stakeholders with the aim of opening up a conversation about mental health involving everyone across the system in Leeds from those commissioning and providing support to those accessing support, to bring about change - with the goal to improve the mental health and wellbeing of people in Leeds.

LIP have regularly attended and contributed to meetings, inviting member participation where appropriate and making sure the focus remained human rather than clinical. We have met with members to take detailed case studies so that the MHC could test if outcomes would change (and improve) under the new system design.

We have attended the Mental Health Partnership Board to provide feedback from members about their top issues. We were tasked by the MHPB to review the "I" Statements which we did alongside our members. We took the issue of GP access (which had been raised by many members) to them, along with a presentation summarising the results of the first GP Access survey. Then we produced an indepth report including demographics and presented that to the MHPB. As a result of the issues raised in the Big Leeds Chat and those highlighted by LIP's report, the CCG appointed a team to investigate improving GP access.

Training

LIP have designed and delivered training to members & staff to support wellbeing and build confidence and support engagement:

- ASC/Listening project - what is adult social care? (Jan 22)
- Zoom & Jamboard (Jan 22)
- Winter wellbeing (Jan 22)
- Confidence building (Feb 22)
- Managing Anxiety (March 22)
- Being a good listener (Listening project) (March 22)

Leeds Deaforum

The Leeds DEAForum continues to expand its membership and work closely with external providers to improve services for the Deaf community of Leeds. Members have regularly attended an NHS Steering Group exploring accessibility, as well as attending the #BSLActNow rally in London.

The Leeds DEAForum also hosted an event in March 2022 as part of Sign Language Awareness Week - "Celebrating Sign"! It had a great turnout and it was great to see different communities coming together.

Barnsley Deaf Community

We are sorry to share that our work in Barnsley finished as of March 2022. We give thanks to the wonderful members involved.

We worked with members to improve their confidence to come back out into the community after COVID, ran regular training sessions to help members understand how to use Zoom as well as representing the views of the Deaf community at Mental Health Strategy Vision meetings. We reinstated the Deaf Culture Café which met every fortnight in local venues as well as holding an Open Day to increase Deaf Awareness in the local community and give members a chance to connect with each other and local services.

Conversation cafes

Leeds Involving People

Trustees' Report

LIP received funding from The National Lottery Awards for All scheme to meet every fortnight in community venues across the city to talk about issues that matter to attendees.

The issues discussed included:

- Experiences of Adult Social Care
- How you see a "Good Death"
- Healthy eating
- Improving your environment
- Accessibility

BSL Interpreters are provided at every Cafe.

The visible project

The emotional and advocacy support offered to members was expanded due to the isolation experienced during COVID and the group continued to meet regularly on Zoom, via phone calls etc. The group have refined the workshop material they have written and practiced its delivery. Members of the group agreed on the coproduction of podcasts including the set-up and format of the episodes. The Terms of Reference were amended and agreed by the Steering Group and the LIP Trustees. The Leadership Reference Group collaborated with MindWell who requested that they tested the "Childhood Abuse" section of their website to make it more accessible.

St Gemma's Hospice Steering Group

LIP worked closely with St Gemma's Hospice this year to review what a "good death" looks like for the citizens of Leeds. Feedback included:

- The wish to go peacefully and not leave distress with family members
- Having family present
- The importance of pain relief
- To be listened to
- The importance of acknowledging and respecting cultures

Connecting Leeds

LIP worked closely with Leeds City Council and other partners to ensure that citizens were engaged in the transport planning of Leeds.

Areas covered included:

- A61
- A64
- A6110
- Armley Gytratory
- Harehills
- Chapeltown
- Hyde Park

Adult social care

Leeds Involving People

Trustees' Report

Better Lives Board

LIP continue to provide citizen involvement on the Better Lives Board, which is healthy living, social care and Age Friendly services working together to make Leeds the best city for health and wellbeing. This year we have looked at items such as:

- Community Equipment Service and Help Alarm Support
- Better Lives Strategy
- Leeds Carers Partnership Strategy
- The Listening Project

We were very pleased to take part in the review of the Better Lives Strategy, which sets out how Leeds City Council will achieve their vision: "We want every person in Leeds that needs care and support to live in the place they call home with the people and things they love, in communities that look out for one another, doing the things that matter most to them."

Forum for Race Equality in Social Care and Health

The purpose of FRESH is to bring together members of the communities in Leeds. LIP provides administrative support and staff to the Forum, and also continuously promotes it to perspective new members and communities.

We were very pleased to welcome Health partners to the Forum this year with representatives from NHS Leeds CCG regularly attending.

Topics covered by the Forum this year include:

- Adult Social Care Data
- Culturally Competent Providers
- Mental Health Transformation Programme
- The Listening Project

We look forward to the future plans of the Forum

Adult social care continued

The Equipment and Telecare Service User Group

During this year LIP strengthened their connections with the William Merritt Disabled Living Centre, holding regular meetings at their venue and representing LIP at events held by the Centre.

Topics discussed at the Group included:

- Telecare
- Increasing membership
- Leeds Community Equipment Services

Zoom socials

During COVID-19, LIP chose to offer Zoom socials to our members as a way to practice and learn new technological skills and to gain confidence before accessing other, more formal meetings. These socials were a chance to share learning, ask questions and chat freely without having an agenda. They were also an opportunity to have weekly contact available.

Community Mental Health Transformation

Leeds Involving People

Trustees' Report

The Community Mental Health Transformation work began in October 2021 and began to develop a network of people with lived experience and carers. There is a core group of people between 8 and 10 who attend regularly.

The group meets weekly on Wednesday afternoon and has become a key part of the Transformation process as our members have been involved in all the workshops about the new model of mental health, interviews for new roles within transformation, talks to significant boards within mental health, training and development session and identifying key decision makers to invite into their network to discuss Transformation.

The Transformation began with a process called the 90 Day Learning Cycle, a fast paced process to gather learning from what was already there.

The Involvement and Engagement Workstream lead by the Involvement Lead is responsible for ensuring we are meeting our targets and milestones for the work we are doing on Involvement, we are responsible to a Programme Delivery Group and the Transformation Programme Board and provide written reports to both.

This process has had some challenges along the way, and we have been able to deal with them head on, change our course and try new approaches, we know that the services we currently have in mental health will not change overnight, we know it will take time for things to change, but we feel we are now on a journey to making change happen with the people who have lived experience of these services at the heart of the new model design and development of a new approach through co-production.

The Listening Project

LIP began work on The Listening Project, which involves working in partnership with Leeds City Council to look at which communities are not accessing Adult Social Care services.

The project wants to ensure that:

- There is equity of access for all communities
- They are able to offer a choice of culturally competent services

LIP worked with members of the Better Lives Board to create an engagement plan and offered training to the community members around how Adult Social Care works and How to Be a Good Listener so they could deliver focus groups alongside LIP staff members and social workers from Leeds City Council.

Acts 435

LIP are registered as an advocate for Acts 435. Up to £150 can be donated to people in need.

Acknowledgements

Leeds Involving People's Board of Trustees, staff and members would like to thank our strategic partners and funders. Without your continued support we would not be able to fulfil our mission to link decision-makers and communities and to give a voice to residents to support the improvement of health, social care and community services.

Leeds Involving People

Trustees' Report

Structure, governance and management

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Statement of trustees' responsibilities

The trustees (who are also the directors of Leeds Involving People for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;

Leeds Involving People

Trustees' Report

- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

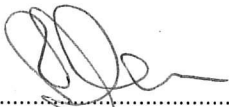
The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 4 October 2022 and signed on its behalf by:



.....
Mary Naylor
Trustee

Philip Gleason
PP
Mary Naylor

**Chartered Accountants' Report to the Trustees on the Preparation of the Unaudited
Statutory Accounts of
Leeds Involving People
for the Year Ended 31 March 2022**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Leeds Involving People for the year ended 31 March 2022 as set out on pages 11 to 24 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW) we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Leeds Involving People, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Leeds Involving People and state those matters that we have agreed to state to the board of directors of Leeds Involving People, as a body, in this report, in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Leeds Involving People and its board of directors as a body for our work or for this report.

It is your duty to ensure that Leeds Involving People has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and of Leeds Involving People. You consider that Leeds Involving People is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Leeds Involving People. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Foster Mann (UK) Limited

Foster Mann (UK) Limited
Unit 26g Springfield Commercial Centre
Bagley Lane
Farsley
Leeds
LS28 5LY
4 October 2022

Leeds Involving People

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies	3	16,279	16,279
Charitable activities	4	306,631	306,631
Total income		322,910	322,910
Expenditure on:			
Raising funds	5	(25,742)	(25,742)
Charitable activities	6	(240,588)	(240,588)
Total expenditure		(266,330)	(266,330)
Net income		56,580	56,580
Net movement in funds		56,580	56,580
Reconciliation of funds			
Total funds brought forward		103,721	103,721
Total funds carried forward	16	160,301	160,301
		Unrestricted funds £	Total 2021 £
	Note		
Income and Endowments from:			
Donations and legacies	3	8,838	8,838
Charitable activities	4	183,025	183,025
Total income		191,863	191,863
Expenditure on:			
Raising funds	5	(19,178)	(19,178)
Charitable activities	6	(160,747)	(160,747)
Total expenditure		(179,925)	(179,925)
Net income		11,938	11,938
Net movement in funds		11,938	11,938
Reconciliation of funds			
Total funds brought forward		91,783	91,783
Total funds carried forward	16	103,721	103,721

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 16.

The notes on pages 13 to 24 form an integral part of these financial statements.

Leeds Involving People
(Registration number: 3091262)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	5,266	1,742
Current assets			
Debtors	12	23,776	28,190
Cash at bank and in hand	13	<u>141,864</u>	<u>87,480</u>
		165,640	115,670
Creditors: Amounts falling due within one year	14	<u>(10,605)</u>	<u>(13,691)</u>
Net current assets		<u>155,035</u>	<u>101,979</u>
Net assets		<u>160,301</u>	<u>103,721</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>160,301</u>	<u>103,721</u>
Total funds	16	<u>160,301</u>	<u>103,721</u>

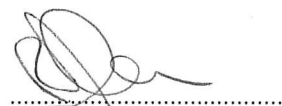
For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 11 to 24 were approved by the trustees, and authorised for issue on 4 October 2022 and signed on their behalf by:



Mary Naylor
Trustee

Philip Gleeson
P.P.
Mary Naylor

The notes on pages 13 to 24 form an integral part of these financial statements.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by share capital, incorporated in England.

The address of its registered office is:

Suite 5 Unity Business Centre

26 Roundhay Road

Leeds

LS7 1AB

These financial statements were authorised for issue by the trustees on 4 October 2022.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Leeds Involving People meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

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

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

- (a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.
- (b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.
- (c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).
- (d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.
- (e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.
- (f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Grants, including capital grants;		
Government grants	7,789	7,789
Grants from other charities	8,490	8,490
Total for 2022	<u>16,279</u>	<u>16,279</u>
Total for 2021	<u>8,838</u>	<u>8,838</u>

4 Income from charitable activities

	Unrestricted funds General £	Total funds £
	306,631	306,631
Total for 2022	<u>306,631</u>	<u>306,631</u>
Total for 2021	<u>183,025</u>	<u>183,025</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		24,342	24,342
Total for 2022		24,342	24,342
Total for 2021		18,307	18,307

b) Investment management costs

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	7	1,400	1,400
Total for 2022		1,400	1,400
Total for 2021		871	871
			Total costs £

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Governance costs	7	240,588	240,588
Total for 2021		160,747	160,747

**Total
expenditure
£**

In addition to the expenditure analysed above, there are also governance costs of £240,588 (2021 - £160,747) which relate directly to charitable activities. See note 7 for further details.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Staff costs		
Wages and salaries	167,116	167,116
Social security costs	9,703	9,703
Pension costs	9,290	9,290
Compensation payments	10,792	10,792
Other staff costs	1,158	1,158
Audit fees		
Other fees paid to auditors	4,114	4,114
Legal fees	8,016	8,016
Marketing and publicity	1,071	1,071
Other governance costs	29,328	29,328
Total for 2022	240,588	240,588
Total for 2021	160,747	160,747

8 Net incoming/outgoing resources

Net incoming resources for the year include:

2022
£

9 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	167,116	121,633
Social security costs	9,703	5,424
Pension costs	9,290	7,349
Compensation payments	10,792	-
Other staff costs	1,158	-
	198,059	134,406

No employee received emoluments of more than £60,000 during the year.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Furniture and equipment	Total
	£	£
Cost		
At 1 April 2021	3,485	3,485
Additions	4,924	4,924
At 31 March 2022	8,409	8,409
Depreciation		
At 1 April 2021	1,743	1,743
Charge for the year	1,400	1,400
At 31 March 2022	3,143	3,143
Net book value		
At 31 March 2022	5,266	5,266
At 31 March 2021	1,742	1,742

12 Debtors

	2022	2021
	£	£
Trade debtors	23,776	23,698
Prepayments	-	4,491
Other debtors	-	1
	23,776	28,190

13 Cash and cash equivalents

	2022	2021
	£	£
Cash on hand	-	74
Cash at bank	141,864	87,406
	141,864	87,480

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

14 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	7,061	9,648
Other creditors	2,224	3,043
Accruals	1,320	1,000
	10,605	13,691

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £9,290 (2021 - £7,349).

16 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
General	103,721	322,910	(266,330)	160,301

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
General	91,783	191,863	(179,925)	103,721

17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2022 £
Tangible fixed assets	5,266	5,266
Current assets	165,640	165,640
Current liabilities	(10,605)	(10,605)
Total net assets	160,301	160,301

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2022

	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	1,742	1,742
Current assets	115,670	115,670
Current liabilities	<u>(13,691)</u>	<u>(13,691)</u>
Total net assets	<u><u>103,721</u></u>	<u><u>103,721</u></u>

18 Analysis of net funds

	At 1 April 2021 £	At 31 March 2022 £
Cash at bank and in hand	<u>87,480</u>	<u>87,480</u>
Net debt	<u><u>87,480</u></u>	<u><u>87,480</u></u>
	At 1 April 2020 £	At 31 March 2021 £
Cash at bank and in hand	<u>77,699</u>	<u>77,699</u>
Net debt	<u><u>77,699</u></u>	<u><u>77,699</u></u>

Leeds Involving People

Statement of Financial Activities by fund for the Year Ended 31 March 2022

Unrestricted Funds

	Total Unrestricted Funds 2022 £	Total Unrestricted Funds 2021 £
Income and Endowments from:		
Donations and legacies	16,279	8,838
Charitable activities	<u>306,631</u>	<u>183,025</u>
Total income	<u>322,910</u>	<u>191,863</u>
Expenditure on:		
Raising funds	(25,742)	(19,178)
Charitable activities	<u>(240,588)</u>	<u>(160,747)</u>
Total expenditure	<u>(266,330)</u>	<u>(179,925)</u>
Net income	<u>56,580</u>	<u>11,938</u>
Net movement in funds	56,580	11,938
Reconciliation of funds		
Total funds brought forward	<u>103,721</u>	<u>91,783</u>
Total funds carried forward	<u><u>160,301</u></u>	<u><u>103,721</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	Total 2022 £	Total 2021 £
Income and Endowments from:		
Donations and legacies (analysed below)	16,279	8,838
Charitable activities (analysed below)	<u>306,631</u>	<u>183,025</u>
Total income	<u>322,910</u>	<u>191,863</u>
Expenditure on:		
Raising funds (analysed below)	(25,742)	(19,178)
Charitable activities (analysed below)	<u>(240,588)</u>	<u>(160,747)</u>
Total expenditure	<u>(266,330)</u>	<u>(179,925)</u>
Net income	<u>56,580</u>	<u>11,938</u>
Net movement in funds	56,580	11,938
Reconciliation of funds		
Total funds brought forward	<u>103,721</u>	<u>91,783</u>
Total funds carried forward	<u><u>160,301</u></u>	<u><u>103,721</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	Total 2022 £	Total 2021 £
<i>Donations and legacies</i>		
UK Government grants	7,789	6,878
Grants - other agencies	8,490	1,960
	16,279	8,838
<i>Charitable activities</i>		
Contractual income from government or public authorities	306,631	183,025
	306,631	183,025
<i>Raising funds</i>		
Direct costs	(15,859)	(10,142)
Subcontract cost	(8,483)	(8,165)
Depreciation of office equipment	(1,400)	(871)
	(25,742)	(19,178)
<i>Charitable activities</i>		
Wages and salaries	(167,116)	(121,633)
Staff NIC (Employers)	(9,703)	(5,424)
Staff pensions (Defined contribution) - pension scheme 1	(9,290)	(7,349)
Staff training & recruitment	(987)	-
Redundancy costs	(10,792)	-
Rent	(4,498)	(4,907)
Rates	(3,241)	(1,151)
Insurance	(3,574)	(873)
Repairs and maintenance	(2,340)	-
Telephone and fax	(874)	(109)
Computer software and maintenance costs	(3,331)	(5,435)
Printing, postage and stationery	(1,603)	(4,161)
Trade subscriptions	(2,114)	(1,760)
Charitable donations	(193)	-
Hire of plant and machinery (Operating leases)	(4,800)	(4,800)
Cleaning	-	(168)
Travel and subsistence	(2,784)	(880)
Advertising	(1,071)	(368)
Staff entertaining (allowable for tax)	(171)	-
Accountancy fees	(4,114)	(272)
Admin fees	(1,174)	-
Legal and professional fees	(6,842)	(1,906)
Bank interest payable	24	449
	(240,588)	(160,747)

This page does not form part of the statutory financial statements.

LEEDS INVOLVING PEOPLE

England & Wales - Charity number 1060138

Accounts

Company registration number: 3091262

Charity registration number: 1060138

Leeds Involving People

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021



Accounting | business advisory

foster mann is a trading name of Foster Mann (UK) Limited

Registered office: Unit 26G, Springfield Commercial Centre, Bagley Lane, Farsley, Leeds, LS28 5LY

Registered in England: 11833403

Leeds Involving People

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Leeds Involving People

Reference and Administrative Details

Charity Registration Number	1060138
Company Registration Number	3091262
Registered Office	The charity is incorporated in England. Unity Business Centre 26 Roundhay Road Leeds LS7 1AB
Independent Examiner	Foster Mann (UK) Limited Unit 26G Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY
Accountants	Foster Mann (UK) Limited Unit 26g Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY

Leeds Involving People

Strategic Report for the Year Ended 31 March 2021

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2021, in compliance with s414C of the Companies Act 2006.

The strategic report was approved by the trustees of the charity on 2 March 2022 and signed on its behalf by:

.....
Mary Naylor
Trustee

Leeds Involving People

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Objectives and activities

Public benefit

The objects of the charitable company are the relief of persons who have physical and/or mental impairments or who are in some way disadvantaged by reason of their health by the provision of advice, support and education. This includes the promotion of the representation of service users and carers in planning, delivery and monitoring of services and to advise statutory and other agencies on the development of policy and good practice on user and carer involvement, in order to improve the conditions of life for the residents of Leeds.

Leeds Involving People offer a service that links decision-makers and communities. We give a voice to residents and support the improvement of health, social care and community services.

LIP is a member-led charity that provides and represents the independent voice of people to have a platform through the promotion of effective involvement to share their lived experiences. We do this by:

- Ensuring there is always user voice at the core of decision-making
- Creating a branding that is trusted by the citizens of Leeds as an independent charity that offers an opportunity for people to improve Leeds health and social care services.
- Acting as an Independent voice in the Leeds health and social care economy
- Involving the community in the development of health and social care services by ensuring their opinions and concerns are at the centre of decision-making processes that shape services and the involvement agenda.
- Working with partners across the public and private sector sharing best practise and ensuring coproduction continues in commissioning, consultation and engagement
- Continuing to provide expertise to our partners in bespoke engagement plans to ensure hard to reach communities are given the full opportunity to participate
- Acting as an independent conduit to effective engagement by providing a trusted broker in the system of service provision
- Involving people by promoting best practice in involvement and by ensuring we use methods that are appropriate, accessible and responsive to the needs of individuals and communities.
- Supporting individuals and organisations to become involvement ready so they can work in partnership with public bodies to shape, improve and co-design services.
- Supporting organisations to effectively involve their services users to become 'involvement ready'
- Acting as a specialist voice for seldom-heard communities as identified in the Connecting Leeds strategy, outer area strategy

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Leeds Involving People

Trustees' Report

Trustees:	Jane Dowson
	Shindi Dahri
	Prem Duggal
	Paul Landey
	Helen Crockett
	Alison Fry
	Mary Naylor
	Irene Wyatt
	Philip Gleeson

Structure, governance and management **Financial instruments**

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows. The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Leeds Involving People

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Leeds Involving People for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

The annual report was approved by the trustees of the charity on 2 March 2022 and signed on its behalf by:

.....
Mary Naylor
Trustee

Leeds Involving People

Independent Examiner's Report to the trustees of Leeds Involving People ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of Leeds Involving People 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

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 Leeds Involving People 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.

.....
Unit 26G Springfield Commercial Centre
Bagley Lane
Farsley
Leeds
LS28 5LY

2 March 2022

Leeds Involving People

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2021 £
Income and Endowments from:			
Donations and legacies	3	31,324	31,324
Charitable activities	4	<u>160,539</u>	<u>160,539</u>
Total income		<u>191,863</u>	<u>191,863</u>
Expenditure on:			
Raising funds	5	(19,178)	(19,178)
Charitable activities	6	<u>(160,747)</u>	<u>(160,747)</u>
Total expenditure		<u>(179,925)</u>	<u>(179,925)</u>
Net income		<u>11,938</u>	<u>11,938</u>
Net movement in funds		11,938	11,938
Reconciliation of funds			
Total funds brought forward		<u>91,783</u>	<u>91,783</u>
Total funds carried forward	17	<u>103,721</u>	<u>103,721</u>
		Unrestricted funds £	Total 2020 £
	Note		
Income and Endowments from:			
Donations and legacies	3	52,657	52,657
Charitable activities	4	<u>128,333</u>	<u>128,333</u>
Total income		<u>180,990</u>	<u>180,990</u>
Expenditure on:			
Raising funds	5	(26,036)	(26,036)
Charitable activities	6	<u>(163,932)</u>	<u>(163,932)</u>
Total expenditure		<u>(189,968)</u>	<u>(189,968)</u>
Net expenditure		<u>(8,978)</u>	<u>(8,978)</u>
Net movement in funds		(8,978)	(8,978)
Reconciliation of funds			
Total funds brought forward		<u>100,782</u>	<u>100,782</u>
Total funds carried forward	17	<u>91,804</u>	<u>91,804</u>

The notes on pages 10 to 22 form an integral part of these financial statements.

Leeds Involving People

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2020 is shown in note 17.

The notes on pages 10 to 22 form an integral part of these financial statements.

Leeds Involving People
(Registration number: 3091262)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	1,742	2,614
Current assets			
Debtors	13	28,190	24,340
Cash at bank and in hand	14	<u>87,480</u>	<u>77,699</u>
		115,670	102,039
Creditors: Amounts falling due within one year	15	<u>(13,691)</u>	<u>(12,849)</u>
Net current assets		<u>101,979</u>	<u>89,190</u>
Net assets		<u>103,721</u>	<u>91,804</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>103,721</u>	<u>91,804</u>
Total funds	17	<u>103,721</u>	<u>91,804</u>

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 22 were approved by the trustees, and authorised for issue on 2 March 2022 and signed on their behalf by:

.....
Mary Naylor
Trustee

The notes on pages 10 to 22 form an integral part of these financial statements.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Unity Business Centre
26 Roundhay Road
Leeds
LS7 1AB

These financial statements were authorised for issue by the trustees on 2 March 2022.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Leeds Involving People meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

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

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

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

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Grants, including capital grants;		
Government grants	6,878	6,878
Grants from other charities	1,960	1,960
Donated services and facilities	22,486	22,486
Total for 2021	<u>31,324</u>	<u>31,324</u>
Total for 2020	<u>52,657</u>	<u>52,657</u>

4 Income from charitable activities

	Unrestricted funds General £	Total funds £
	160,539	160,539
Total for 2021	<u>160,539</u>	<u>160,539</u>
Total for 2020	<u>128,333</u>	<u>128,333</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		18,307	18,307
Total for 2021		18,307	18,307
Total for 2020		25,165	25,165

b) Investment management costs

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	7	871	871
Total for 2021		871	871
Total for 2020		871	871
			Total costs £

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Governance costs	7	160,747	160,747
Total for 2020		163,932	163,932

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

**Total
expenditure
£**

In addition to the expenditure analysed above, there are also governance costs of £160,747 (2020 - £163,931) which relate directly to charitable activities. See note 7 for further details.

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Staff costs		
Wages and salaries	121,633	121,633
Social security costs	5,424	5,424
Pension costs	7,349	7,349
Other staff costs	676	676
Audit fees		
Other fees paid to auditors	272	272
Legal fees	1,906	1,906
Marketing and publicity	368	368
Other governance costs	23,119	23,119
Total for 2021	160,747	160,747
Total for 2020	163,932	163,932

8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

**2021
£**

9 Trustees remuneration and expenses

10 Staff costs

The aggregate payroll costs were as follows:

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	121,633	126,439
Social security costs	5,424	-
Pension costs	7,349	-
Other staff costs	676	4,747
	<u>135,082</u>	<u>131,186</u>

No employee received emoluments of more than £60,000 during the year.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Furniture and equipment	Total
	£	£
Cost		
At 1 April 2020	18,226	18,226
Disposals	<u>(14,741)</u>	<u>(14,741)</u>
At 31 March 2021	<u>3,485</u>	<u>3,485</u>
Depreciation		
At 1 April 2020	15,612	15,612
Charge for the year	872	872
Eliminated on disposals	<u>(14,741)</u>	<u>(14,741)</u>
At 31 March 2021	<u>1,743</u>	<u>1,743</u>
Net book value		
At 31 March 2021	<u>1,742</u>	<u>1,742</u>
At 31 March 2020	<u>2,614</u>	<u>2,614</u>

13 Debtors

	2021	2020
	£	£
Trade debtors	23,698	18,069
Prepayments	4,491	4,490
Other debtors	<u>1</u>	<u>1,781</u>
	<u>28,190</u>	<u>24,340</u>

14 Cash and cash equivalents

	2021	2020
	£	£
Cash on hand	74	74
Cash at bank	<u>87,406</u>	<u>77,625</u>
	<u>87,480</u>	<u>77,699</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	9,648	8,580
Other creditors	3,043	1,132
Accruals	1,000	3,137
	13,691	12,849

16 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £7,349 (2020 - £Nil).

17 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
General	91,783	191,863	(179,925)	103,721
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
Unrestricted funds				
General	100,782	180,990	(189,968)	91,804

18 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	1,742	1,742
Current assets	115,670	115,670
Current liabilities	(13,691)	(13,691)
Total net assets	103,721	103,721

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2021

	Unrestricted funds General £	Total funds at 31 March 2020 £
Tangible fixed assets	2,614	2,614
Current assets	102,039	102,039
Current liabilities	<u>(12,849)</u>	<u>(12,849)</u>
Total net assets	<u>91,804</u>	<u>91,804</u>

19 Analysis of net funds

	At 1 April 2020 £	Financing cash flows £	At 31 March 2021 £
Cash at bank and in hand	<u>77,699</u>	<u>(77,699)</u>	<u>-</u>
Net debt	<u>77,699</u>	<u>(77,699)</u>	<u>-</u>
		At 1 April 2019 £	At 31 March 2020 £
Net debt		<u>-</u>	<u>-</u>

Leeds Involving People

Statement of Financial Activities by fund for the Year Ended 31 March 2021

Unrestricted Funds

	Total Unrestricted Funds 2021 £	Total Unrestricted Funds 2020 £
Income and Endowments from:		
Donations and legacies	31,324	52,657
Charitable activities	<u>160,539</u>	<u>128,333</u>
Total income	<u>191,863</u>	<u>180,990</u>
Expenditure on:		
Raising funds	(19,178)	(26,036)
Charitable activities	<u>(160,747)</u>	<u>(163,932)</u>
Total expenditure	<u>(179,925)</u>	<u>(189,968)</u>
Net income/(expenditure)	<u>11,938</u>	<u>(8,978)</u>
Net movement in funds	11,938	(8,978)
Reconciliation of funds		
Total funds brought forward	<u>91,783</u>	<u>100,782</u>
Total funds carried forward	<u><u>103,721</u></u>	<u><u>91,804</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	Total 2021 £	Total 2020 £
Income and Endowments from:		
Donations and legacies (analysed below)	31,324	52,657
Charitable activities (analysed below)	<u>160,539</u>	<u>128,333</u>
Total income	<u>191,863</u>	<u>180,990</u>
Expenditure on:		
Raising funds (analysed below)	(19,178)	(26,036)
Charitable activities (analysed below)	<u>(160,747)</u>	<u>(163,932)</u>
Total expenditure	<u>(179,925)</u>	<u>(189,968)</u>
Net income/(expenditure)	<u>11,938</u>	<u>(8,978)</u>
Net movement in funds	11,938	(8,978)
Reconciliation of funds		
Total funds brought forward	<u>91,783</u>	<u>100,782</u>
Total funds carried forward	<u><u>103,721</u></u>	<u><u>91,804</u></u>

This page does not form part of the statutory financial statements.

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	Total 2021 £	Total 2020 £
<i>Donations and legacies</i>		
UK Government grants	6,878	-
Grants - other agencies	1,960	-
Donated services	22,486	52,657
	<u>31,324</u>	<u>52,657</u>
<i>Charitable activities</i>		
Contractual income from government or public authorities	160,539	128,333
	<u>160,539</u>	<u>128,333</u>
<i>Raising funds</i>		
Direct costs	(10,142)	(18,804)
Subcontract cost	(8,165)	(6,361)
Depreciation of office equipment	(871)	(871)
	<u>(19,178)</u>	<u>(26,036)</u>
<i>Charitable activities</i>		
Wages and salaries	(121,633)	(126,439)
Staff NIC (Employers)	(5,424)	-
Staff pensions (Defined contribution) - pension scheme 1	(7,349)	-
Staff training	-	(201)
Travelling	(676)	(4,546)
Rent	(4,907)	(5,400)
Rates	(1,151)	-
Insurance	(873)	(2,012)
Repairs and maintenance	-	(1,709)
Telephone and fax	(109)	(34)
Computer software and maintenance costs	(5,435)	(6,773)
Printing, postage and stationery	(4,161)	(3,472)
Trade subscriptions	(1,760)	(120)
Hire of plant and machinery (Operating leases)	(4,800)	1,715
Cleaning	(168)	-
Travel and subsistence	(204)	(3,088)
Advertising	(368)	(1,067)
Accountancy fees	(272)	(2,358)
Legal and professional fees	(1,906)	(8,428)
Bank interest payable	449	-
	<u>(160,747)</u>	<u>(163,932)</u>

This page does not form part of the statutory financial statements.