

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE

England & Wales · Charity number 1085464

Details

Other names S.O.H.A.S.

Status Registered

Legal form Charitable company

Company number [02429795](#)

Registered 2001-03-09

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

Contact

Address Sohas
The Circle
33 Rockingham Lane
Sheffield City Centre
S1 4FW

Phone 01142755760

Email sohas@sohas.co.uk

Website www.sohas.co.uk

Activities

Objects: 3.1 TO ADVANCE EDUCATION BY PROMOTING RESEARCH INTO HEALTH AND SAFETY AT WORK AND THE CAUSES OF WORK RELATED DISEASE AND TO PUBLISH THE USEFUL RESULTS OF SUCH RESEARCH AND;3.2 TO PROTECT AND PRESERVE THE HEALTH OF PEOPLE IN THEIR PAST AND PRESENT PLACES OF WORK AND PEOPLE WHO MAY BE AFFECTED BY THE ACTIVITIES OF COMMERCE AND INDUSTRY AND TO OFFER SERVICES TO COMBAT THE ILL EFFECTS OF WORK -RELATED DISEASE

Activities: The aim of the organisation is to prevent and alleviate the effects of occupational disease and injury, to enable those with limiting health problems to work.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£152,922	£163,414	-	-
2024-03-31	£191,387	£190,620	-	-
2023-03-31	£172,415	£155,918	-	-
2022-03-31	£156,827	£159,185	-	-
2021-03-31	£159,133	£148,258	-	-

Trustees

Name	Role	Appointed
ADRIAN PATRICK BOYCE BUDGEN		
ANNE MARGARET GILLER		
Dilan Ekong Tsafack		2025-03-26
Fahiim Osman		2024-10-16
Francis Creed		2024-02-01
Haksathul Nazreen Sainudeen Marikkar Mohamed Shakeek		2025-02-12
Ibthesam Mohsin Obaid		2025-03-26
Steven John Hambleton		2021-12-09

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE

England & Wales - Charity number 1085464

Accounts



SOHAS

Sheffield Occupational
Health Advisory Service

ANNUAL
REPORT

2024-25



SOHAS Annual Report 2024-25

About Us

Our organisation has been working since 1980 to help and support people who live or work in Sheffield and believe either that their work is affecting their health or that their work is affected by their health. Over this time we have given advice to more than 65,000 people in the city to help them stay in work. We are at the forefront of providing high-quality work & health advice services in the UK.



Our Approach

Our focus is on prevention, giving help to people as early as possible so that they can avoid the need to go to their GP and get a ‘fit note’. Our aim is to enable someone to remain in their job. We listen closely to the people we advise and empower them by providing information and practical support that they can use to improve their workplace health and work situation.

We prioritise people who live and work in areas of the greatest deprivation and who have the most vulnerable jobs in Sheffield. We know that bad jobs – especially for people on low wages, those with disabilities or long-term health problems, carers, and people from some minority ethnic groups – harm people’s health and wellbeing because of physical dangers, insufficient income, job insecurity, and too few, or too many, working hours.

We actively seek feedback from our service users and collect a range of data about their situations which we are able to analyse to identify common issues and improve our practice. We look for opportunities to engage with academics, researchers and clinicians to identify the most effective ways to support people with work-related health issues.

Our services

Our core service is our Work and Health Service. This is funded by Sheffield City Council and is open to anyone who lives or works in Sheffield. We predominantly see people in GP surgeries, but we also give advice on a face-to-face basis at our office, over the telephone, and by digital link up using Teams or Zoom. An advice session generally lasts for 45 minutes. We take a holistic approach that looks at a range of work and other issues in order to give practical straightforward advice that people find easy to follow.

Performance

- In 2024-25 we gave advice to 750 new service users and 220 returning service users.
- 90% of service users were advised within two weeks of making contact.
- In line with our preventive approach, 70% of service users were in work.
- The age of service users ranges from 18 upwards and we continue to see a small increase in the number of people working beyond their state retirement age through choice or necessity.



Our Core Values

- **Confidentiality:** We never disclose information that service users tell us about their workplace health issues without their consent, unless for lawful purposes.
- **Research and innovation:** We aim to be at the forefront of research that leads to innovative practice so that our advisers can give the best possible advice to keep our service users in work.
- **Organisational culture:** Staff at SOHAS work together as a team to ensure that everyone in the organisation receives the right kind of help and support to enable them to work effectively.

Our Impact

This is what feedback from our service users tells us:

- We lower their workplace stress
- We reduce the number of visits to their GPs
- We improve their working conditions
- We reduce their sickness absence
- We reduce the number of times they attend work when they are ill
- Our advice leads to improved communication with their manager
- Our advice enables them to work more effectively
- They pass on the advice we give to their colleagues

This is what we are told by the clinicians who refer people to us:

- We reduce GP workloads
- We are a valuable resource to clinicians
- We provide help and support on issues related to work and health that are outside their expertise

Evaluation

We are a very cost effective service. Sheffield Hallam University recently completed an evaluation of our work. A summary of their research found that 84% of former users interviewed were positive about our service and rated the support received as 'very good' (56%) and 'fairly good' (28%). Key messages from the evaluation include:

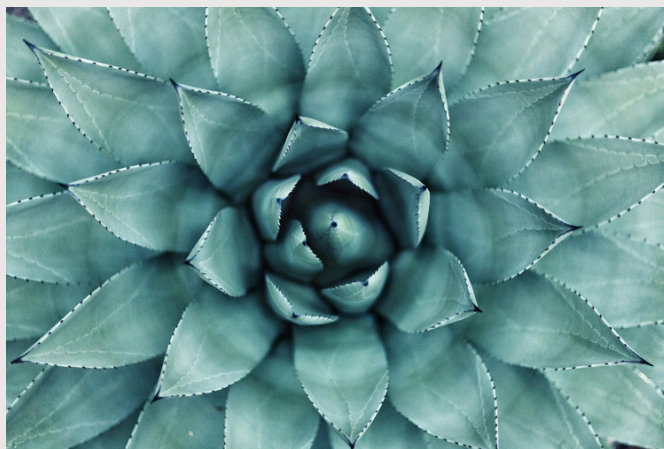
- We are empathetic and knowledgeable: *'I'd already been drawn and quartered and then for SOHAS to listen to me made the difference because there was nobody.'*
- The sense that our advisers were trusted intermediaries: *'I wasn't alone, knowing that someone was there.'*
- The importance of receiving consistent support from the same adviser.
- The importance of long-term support when workplace issues persisted.
- Our impartial approach is important: *'They're independent. They're not working on behalf of the company.'*

Projects and Research

We actively seek opportunities to investigate emerging workplace health issues and to collaborate with other organisations and institutions to use our expertise and improve our practice. Three projects with which we were involved concluded in 2025.

Women's wellbeing and reproductive health project

This was a two year project led by Heeley Development Trust that was completed in June 2025. Our role was to focus on how to support women whose employment is being impacted by their reproductive health. We provided advice to women referred to us and compiled information for employers on how to support their female employees in relation to endometriosis, in vitro fertilisation, menopause and polycystic ovary syndrome. We found the design of the project challenging, but we were able to greatly increase our knowledge about reproductive health issues and the difficulties they can cause between employers and employees particularly around reasonable adjustments.



Firth Park Black and minority ethnic engagement project

This was a very small-scale project carried out in the Firth Park area of Sheffield and completed in June 2025. The aim was to reach out to women in employment who might be reluctant to access our services via their GP, website, or telephone, and identify whether we can develop more inclusive ways of promoting our advice services. The outcomes highlighted the significant role played by heads of household in directing the lives of the women in the sample which means that we need to consider how we might engage more generally with these families if we are to reach our target group.

Autism and employment research

This work was carried out in partnership with the University of Sheffield. Autistic people are under-represented in the workforce for many reasons including insufficient employer knowledge about autism and poor suitability of employment environments and practices. The aim was to assess the feasibility and acceptability of a set of co-developed web-based resources aimed at employers. The resources were designed to improve employer confidence and knowledge in relation to employing autistic people and to give them a set of practical materials to enhance the inclusivity of their employment processes. Twenty employers who were currently responsible for managing recruitment activities/processes in their organisations were asked to engage with the web-based resources for an hour over a two week period. Results indicated that employers found the resources to be highly acceptable and their usability was rated as “excellent”. Engagement with the web-based resources reduced employer worry about employing an autistic person and increased their knowledge about workplace adjustments. We will use the tools developed for this research in our own practice and hope to be able to roll out access more widely.

Student Placements

We regularly provide placements for students from a variety of courses. We have developed a new and more structured approach to our placements in order to provide a greater level of engagement for the student. As well as providing job shadowing to enable the student to gain an understanding of how we deliver our advice services and the types of workplace issues we encounter, we also assist the student to undertake a piece of research using our data to investigate an aspect of workplace health. This research is supervised by one of our trustees with an academic background and the intention is that the findings will be published in a research journal. This approach should increase the value of the placements for the students and our organisation.



Looking ahead

Over the next twelve months we will be prioritising activity in four areas:

- 1) Participation in two projects to up-skill managers in small and medium enterprises by devising practical resources aimed at this type of employer that are easy to use and implement and that will develop their skills to support their employees to stay in work and remain productive.
- 2) Expanding our occupational health assessment business.
Continuing to develop research about neurodiversity and employment.
- 3) Continuing to evaluate the effectiveness of our service and use this knowledge to improve our delivery.
- 4) Monitoring government plans for changes to employment law and their approach to workplace health issues.



SOHAS
**SHEFFIELD OCCUPATIONAL HEALTH
ADVISORY SERVICE**

Independent Workplace Health Advice

WWW.SOHAS.CO.UK / sohas@sohas.co.uk / 0114 2755760

SOHAS currently (01/2026) receives funding from Sheffield City Council, Integrated Care Board, University of Sheffield and Voluntary Action Sheffield.
Sheffield Occupational Health Advisory Service Limited and Registered in England and Wales. Registered Company: 2429795. Registered Charity 1085464.
Address: SOHAS, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

Charity registration number 1085464 (England and Wales)

Company registration number 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Budgen A Giller S Hambleton F Creed I Obaid D Ekong Tsafack H Shakeek F Osman	(Appointed 26 March 2025) (Appointed 26 March 2025) (Appointed 12 February 2025) (Appointed 16 October 2024)
Secretary	A Budgen	
Charity number (England and Wales)	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

The Work and Health Service

The Work and Health Service is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Work and Health Service is now in its forty fifth year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice to patients from the 4 major health services across the city. Work in secondary care is more complex than primary care and we have and are developing new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment. We expect that we will see an increase in the number of patients with work related neurodiversity issues and the beginning of the impact the introduction of AI into people's jobs.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £1,000,000 over the previous year.

This is testament to the skills and expertise of our advisors, and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Women's Wellbeing and Reproductive Health Project

We started to deliver this project in partnership with Heeley Trust in 2022. Funded by the VCSE Health and Wellbeing Fund. We are providing help and support to women across the city on how to manage their wellbeing to keep in employment. We are also going to be engaging with SME's to help them support women employees to stay at work.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Autism and Employment Research

We are working in partnership with Sheffield University on a research project on autism and employment.

Research Summary

Just 22% of autistic adults are in any kind of employment, compared to 50% of disabled people and 80% of non-disabled people (Office for National Statistics, 2021). Autistic people are at a significantly greater risk of social isolation, poor mental health and premature death. Employment provides opportunities for social interaction, increases financial independence, provides a sense of accomplishment and is known to be associated with improved mental health. Autistic people can be extremely effective employees, providing diverse skills to the workplace. Changing employer behaviours by addressing knowledge gaps, misconceptions and unhelpful attitudes, approaches and workplace norms could significantly improve employment opportunities for autistic people and provide benefits to organisational productivity.

Aims and Objectives

This project aims to:

1. Investigate hiring practices in relation to autistic employees, including establishing the perceived barriers employers experience to hiring more autistic people.
2. Co-design, create and pilot a behaviour change intervention to be used by employers that aims to improve employment rates among autistic individuals.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees' workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

BAME Community Project fund

The average number of patients from BAME communities who are referred to SOHAS is approximately 17%. We want to increase our engagement and referrals to 25% and we wanted to focus on women in BAME communities. Sheffield Economic Evidence Base Research carried out by KADA in 2022 showed that women in BAME communities are twice as likely to be in insecure work compared to white workers, experience low-pay, and work in key worker jobs. Our focus will be on women who are in employment who need help and support but maybe reluctant to access SOHAS via their GP, our website, or telephone. The work will be carried out by a multilingual advisor around the Firth Park area.

Financial review

The charity reports a deficit of £10,492 (2024: Surplus - £767), for the year under review. Unrestricted reserves amount to £65,011 at the year end (2024: £88,760).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2025 were £64,362 compared to £88,031 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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:

A Budgen

A Giller

S Hambleton

J Ellen

(Resigned 5 December 2024)

F Creed

I Obaid

(Appointed 26 March 2025)

D Ekong Tsafack

(Appointed 26 March 2025)

H Shakeek

(Appointed 12 February 2025)

F Osman

(Appointed 16 October 2024)

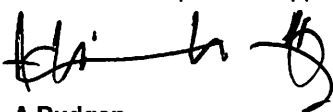
The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

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



A Budgen

Trustee

Dated: 24 September 2025

A Giller

Trustee

Dated: 24 September 2025



SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) 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.

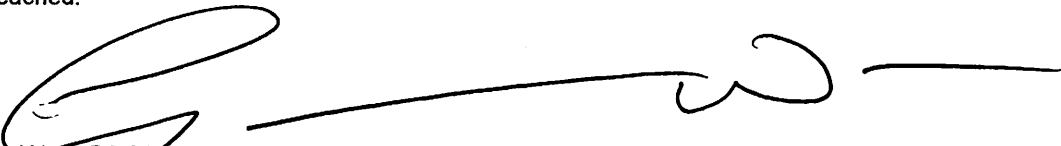
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities 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.



Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 24 September 2025

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total Unrestricted funds 2025 £	Restricted funds 2024 £	Total 2024 £
Income from:						
Charitable activities	3	111,063	41,655	152,718	107,288	191,387
Investments	4	204	-	204	-	-
Total income		<u>111,267</u>	<u>41,655</u>	<u>152,922</u>	<u>107,288</u>	<u>191,387</u>
Expenditure on:						
Charitable activities	5	135,016	28,398	163,414	84,192	190,620
Net (expenditure)/income for the year/ Net movement in funds		(23,749)	13,257	(10,492)	860	767
Fund balances at 1 April 2024		<u>88,760</u>	<u>(93)</u>	<u>88,667</u>	<u>87,900</u>	<u>87,900</u>
Fund balances at 31 March 2025		<u><u>65,011</u></u>	<u><u>13,164</u></u>	<u><u>78,175</u></u>	<u><u>88,760</u></u>	<u><u>88,667</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		649		729
Current assets					
Debtors	13	27,752		27,021	
Cash at bank and in hand		54,616		65,629	
		<u>82,368</u>		<u>92,650</u>	
Creditors: amounts falling due within one year	14	<u>(4,842)</u>		<u>(4,712)</u>	
Net current assets			<u>77,526</u>		<u>87,938</u>
Total assets less current liabilities			<u>78,175</u>		<u>88,667</u>
The funds of the charity					
Restricted income funds	16		13,164		(93)
Unrestricted funds			<u>65,011</u>		<u>88,760</u>
			<u>78,175</u>		<u>88,667</u>

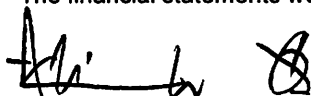
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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 24 September 2025



A Budgen
Trustee

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	25% straight line
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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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Charitable activities

	Workplace Health 2025 £	Restricted funds 2025 £	Total 2025 £	Workplace Health 2024 £	Restricted funds 2024 £	Total 2024 £
Services provided	9,074	-	9,074	3,673	-	3,673
Grants received	101,989	41,655	143,644	103,615	84,099	187,714
	<u>111,063</u>	<u>41,655</u>	<u>152,718</u>	<u>107,288</u>	<u>84,099</u>	<u>191,387</u>
Analysis by fund						
Unrestricted funds	111,063	-	111,063	107,288	-	107,288
Restricted funds	-	41,655	41,655	-	84,099	84,099
	<u>111,063</u>	<u>41,655</u>	<u>152,718</u>	<u>107,288</u>	<u>84,099</u>	<u>191,387</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

4 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	204	-

5 Charitable activities

	Workplace Health 2025 £	Restricted funds 2025 £	Total 2025 £	Workplace Health 2024 £	Restricted funds 2024 £	Total 2024 £
Staff costs	101,773	26,583	128,356	74,410	78,469	152,879
Depreciation and impairment	595	-	595	378	-	378
Staff training	746	-	746	2,445	538	2,983
Rent and rates	7,308	-	7,308	6,945	-	6,945
Refreshments and employee costs	531	120	651	1,041	520	1,561
Insurance	3,527	-	3,527	3,342	-	3,342
Repairs and maintenance	98	-	98	130	-	130
Printing, postage and stationery	876	8	884	2,157	428	2,585
Telephone and broadband	1,383	66	1,449	1,907	25	1,932
Computer and CCTV costs	3,385	-	3,385	3,875	-	3,875
Travelling expenses	1,739	56	1,795	1,654	10	1,664
Legal and professional fees	11,055	1,120	12,175	4,844	3,486	8,330
Bank charges	228	-	228	228	-	228
Sundry expenses	332	445	777	1,612	716	2,328
	<u>133,576</u>	<u>28,398</u>	<u>161,974</u>	<u>104,968</u>	<u>84,192</u>	<u>189,160</u>
Grant funding of activities (see note 6)	-	-	-	200	-	200
Share of governance costs (see note 7)	1,440	-	1,440	1,260	-	1,260
	<u>135,016</u>	<u>28,398</u>	<u>163,414</u>	<u>106,428</u>	<u>84,192</u>	<u>190,620</u>
Analysis by fund						
Unrestricted funds	135,016	-	135,016	106,428	-	106,428
Restricted funds	-	28,398	28,398	-	84,192	84,192
	<u>135,016</u>	<u>28,398</u>	<u>163,414</u>	<u>106,428</u>	<u>84,192</u>	<u>190,620</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

6	Grants payable	2024
		£
	Friends of Hazards	200
		<u>200</u>

7	Support costs allocated to activities	2025	2024
		£	£
	Governance costs	1,440	1,260
		<u>1,440</u>	<u>1,260</u>
	Analysed between:		
	Charitable activities	1,440	1,260
		<u>1,440</u>	<u>1,260</u>

Governance costs include payments to the Independent Examiners of £1,440 (2024 - £1,260).

8	Net movement in funds	2025	2024
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Depreciation of owned tangible fixed assets	595	378
		<u>595</u>	<u>378</u>

9 Trustees

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

10 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
	7	9
	<u>7</u>	<u>9</u>

Employment costs	2025	2024
	£	£
Wages and salaries	115,818	140,523
Social security costs	1,890	4,101
Other pension costs	10,648	8,255
	<u>128,356</u>	<u>152,879</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Employees

(Continued)

Redundancy and termination payments totalling £620 were made in the reporting period following the ending of one employee's involvement on the Women's Wellbeing and Reproductive Health project.

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% (or 11% for salary sacrifice employees) to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

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:

	2025	2024
	£	£
Aggregate compensation	54,619	52,852

11 Taxation

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

12 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2024	7,017
Additions	515
Disposals	(360)
At 31 March 2025	7,172
Depreciation and impairment	
At 1 April 2024	6,288
Depreciation charged in the year	595
Eliminated in respect of disposals	(360)
At 31 March 2025	6,523
Carrying amount	
At 31 March 2025	649
At 31 March 2024	729

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

13 Debtors		
	2025	2024
Amounts falling due within one year:	£	£
Trade debtors	22,796	22,337
Prepayments and accrued income	4,956	4,684
	<u>27,752</u>	<u>27,021</u>
14 Creditors: amounts falling due within one year		
	2025	2024
	£	£
Other taxation and social security	2,891	2,547
Trade creditors	571	874
Accruals and deferred income	1,380	1,291
	<u>4,842</u>	<u>4,712</u>
15 Retirement benefit schemes		
	2025	2024
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	10,648	8,255

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. The costs are allocated on the same basis as relevant wages and salaries costs.

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Talking Therapies Employment Adviser Service	2,814	-	-	2,814
Women's Wellbeing and Reproductive Health Project	2,962	29,530	(26,298)	6,194
Autism and Employment Research	(6,987)	7,125	-	138
Sheffield Town Trust	1,118	-	(573)	545
BAME Community Project	-	5,000	(1,527)	3,473
	<u>(93)</u>	<u>41,655</u>	<u>(28,398)</u>	<u>13,164</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

16 Restricted funds (Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Talking Therapies Employment Adviser Service	-	45,000	(42,186)	2,814
Women's Wellbeing and Reproductive Health Project	-	28,974	(26,012)	2,962
Autism and Employment Research	-	7,125	(14,112)	(6,987)
Sheffield Town Trust	-	3,000	(1,882)	1,118
	<u>-</u>	<u>84,099</u>	<u>(84,192)</u>	<u>(93)</u>

Talking Therapies Employment Adviser Service (TTEA)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems.

Womens' Wellbeing and Reproductive Health Project

In partnership with Heeley Trust to support women and SME's to help women employees to stay at work.

Autism and Employment Research

In partnership with Sheffield University on a research project on autism and employment.

Sheffield Town Trust

Funding to create a new Operations manager post, introducing a new staffing structure to ensure a smooth transition between roles and provide continuity with the organisation.

BAME (Black, Asian and Minority Ethnic) Community Project

Funding to increase the charity's engagement with BAME women in the Firth Park area to enable them to stay in work.

17 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	<u>88,760</u>	<u>111,267</u>	<u>(135,016)</u>	<u>65,011</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	<u>87,900</u>	<u>107,288</u>	<u>(106,428)</u>	<u>88,760</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

18 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Tangible assets	649	-	649
Current assets/(liabilities)	64,362	13,164	77,526
	<u>65,011</u>	<u>13,164</u>	<u>78,175</u>

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	729	-	729
Current assets/(liabilities)	88,031	(93)	87,938
	<u>88,760</u>	<u>(93)</u>	<u>88,667</u>

19 Operating lease commitments

Lessee

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

	2025 £	2024 £
Within one year	<u>7,308</u>	<u>7,308</u>

Lessor

The total lease charge for the year was £7,308 (2024 - £6,945).

20 Related party transactions

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

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2024: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE

England & Wales - Charity number 1085464

Accounts



Annual Review

2023/24

0114 275 5760
www.sohas.co.uk

About Us

SOHAS has been operating since 1980 to help and support people who live or work in Sheffield and believe that their work is affecting their health, or their health is affecting their work. In this time, we have given advice to over 65,000 people to help them stay in work.

We are at the forefront of providing a high-quality work and health advice service in the UK. To enable us to do this, we listen to the people we give advice to, talk to businesses and analyse data and reports to ensure that we give the best advice possible.

This is why we were recently described by the Department of Work and Pensions as an “an exemplar organisation that others should aspire to”.



Our Approach

We are here to understand the impact of work and health issues on people who live or work in the areas of greatest deprivation and inequality, and who have the most insecure jobs in Sheffield.

We know that people living in poverty, those with disabilities or long-term health problems, carers, and people from some minority ethnic groups are more likely to be in insecure and badly designed jobs, which can harm people's health and wellbeing because of physical dangers, low pay, and too few or too many working hours.

Our focus is on prevention. We aim to provide practical advice and support that people can use to improve their workplace health and remain in employment avoiding the need to go to their GP and get a fitnote. We listen closely to the people we advise and use the data we collect to develop our understanding. We engage with academics, researchers and clinicians to make sense of what is the most effective way to give advice.



Our Values Include

- Confidentiality: we will not disclose information disclosed by patients without consent.
- Research and innovation: work and health issues are continually evolving; we will be at the forefront of carrying out research that will lead to innovative practice so we can provide the best possible service.
- Organisational culture: SOHAS staff work together as a team to ensure that everyone in the organisation receives the right kind of help and support to enable them to work effectively.
- Service delivery: We aim to deliver a service that meets the needs and expectations of people who need advice on work and health issues.

Our impact

In contrast to other comparable services we deliver the same or better outcomes with up to ten times less funding.

The impact of our work includes:

- Reducing sickness absences and the number of employees who attend work when they are ill.
- Reducing visits to GPs and clinicians by keeping employees healthier and in work.
- Improving the mental and physical health of employees.
- Improving employees working conditions.
- Giving employees the confidence to improve their relationship with their manager.
- Supporting employees to manage their health which leads to greater job satisfaction and more effective working.



Our Services

The Work and Health Service, which is funded by Sheffield City Council, provides advice to anyone who lives or works in Sheffield who believe their health is being affected by their job.

We predominately give advice in GP surgeries, but we also give advice on a face-to-face basis at our office, on Teams or Zoom or over the telephone.

An advice session generally lasts for 45 minutes. We use a holistic approach to give practical and straightforward advice without time limit.

We have expertise across a range of mental and physical health issues from simple to complex and advocate on behalf of people with employers if needed.

Performance

We gave advice to 1,000 people in 2023-24 (800 were new to our service).



Patients Voices

Jo* has worked in the public sector for 3 years. They have had numerous managers over this time. They have struggled with lack of decision making from managers. This has had a negative impact on their work and increased their levels of stress and anxiety.

They have dyslexia and have been newly diagnosed with endometriosis which they have discussed with their HR department along with their other health conditions. The feedback they received was that action to alleviate their stress and anxiety would only be taken if they went 'off sick'. Their other health issues were not addressed. Jo was advised to speak to their TU rep to flag up their concerns that their health issues were being ignored by their latest manager and HR, and to ask for HR to develop an action plan to provide support for their endometriosis and other health issues. The adviser checked whether there was any external support Jo could access while the action plan was put in place.

A suggestion was made to contact the local branch of Mind for help managing their mental health. Jo reported back to the adviser that a plan had been put together and this had helped them to manager their workplace health issues, but they were worried that if their manager left, that they would be back to square one.

Who Uses Our Services

Women 60% : Men 40%

Ethnicity Split

White **83%**
Asian/Black/Other **17%**



Ages

16-34 **25%**
35-54 **50%**
55+ **25%**



Top 4 Job Sector

Health Service **20%**
Public Administration **15%**
Education **12%**
Retail **9%**



In Work/Off Sick

In work **65%**
Off sick **35%**



*Not their real name.

Projects and Research

Our most recent project is the Women's Wellbeing and Reproductive Health Project in partnership with Heeley Trust. Our focus is on helping women whose reproductive health is affecting their ability to work or women whose work is having an impact on their reproductive health. We have been giving advice to employees to keep them at work and put together information that employers can use to support their employees concerning endometriosis, IVF, menopause and polycystic ovary syndrome.

Our latest research project is a research partnership with Sheffield University about Autism and employment. The project aims to investigate hiring practices in relation to autistic employees, including establishing the perceived barriers that prevent employers hiring more autistic people.

The project will co-design and pilot a 'behaviour change intervention' that can be used with employers to improve employment rates among autistic individuals.



Firth Park BAME Engagement

This is a small-scale project that engages with women on a range of work and health issues in Firth Park. The project focus is women who are in employment and who need help and support but maybe reluctant to access SOHAS via their GP, website or telephone.

The aim is to develop more inclusive ways of accessing our advice services.

Looking Ahead

There are 3 areas that we will focus on over the next year:

- 1.** Continue to improve how we deliver our advice services, driven by what people tell us they need to stay healthy at work
- 2.** Develop several research project funding bids
- 3.** Expand our occupational health assessment business

We are looking closely at the government plans for changes to employment law and their approach to workplace health issues, which include:

- **Modernising health and safety legislation**
- **Increased enforcement and funding**
- **A greater mental health focus**
- **Expanded Worker Protections**

We will be closely following DWP on their approach to getting people into and keeping them at work.



Our Structure and contact details

Chief Executive

Nick Pearson

Staff

Sarah Cooke

Jon Dale

Debbie Unwin

Jo Cairns

Neesha Ayub

Farah Din

Ryan Woodward

Volunteer

Helen Goodrum

Trustees

Adrian Budgen

Anne Giller

Francis Creed

Jan Ellen

Steve Hambleton

Fahiim Osman

Sheffield Occupational Health Advisory Service (SOHAS) is a voluntary organisation and a registered charity.

SOHAS resources

our website at www.sohas.co.uk

our blog site at www.sohasworkplacehealth.com

SOHAS is a registered charity No. 1085464.

Registered No: 2429795 Registered Office: SOHAS, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

Contact Us:

Tel: 0114 275 5760

Email: sohas@sohas.co.uk

SOHAS is funded by:

Sheffield City Council,
Sheffield Town Trust and
VCSE Health and Wellbeing Fund



Find us on Facebook,
search 'SOHAS'



Find us on X,
@SOHASHealth



sohas@sohas.co.uk



@sohasworkplacehealth

Sheffield Occupational Health Advisory Service (SOHAS)

Working to Prevent and Alleviate the Effects of Work on Health

Charity registration number 1085464

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Budgen A Giller S Hambleton J Ellen F Creed	(Appointed 13 June 2023) (Appointed 1 February 2024)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

The Work and Health Service

The Work and Health Service is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Work and Health Service is now in its forty fourth year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice and support to 60 patients with Long Covid. Work in secondary care is more complex than primary care and we have developed new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £900,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Talking Therapies Employment Adviser Service (TTEA)

The IAPT TT is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. This service ended on the 31 March 2024.

Women's Wellbeing and Reproductive Health Project

We have started to deliver this project in partnership with Heeley Trust. Funded by the VCSE Health and Wellbeing Fund. We are providing help and support to women across the city on how to manage their wellbeing to keep in employment. We are also going to be engaging with SME's to help them support women employees to stay at work.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Autism and Employment Research

We are working in partnership with Sheffield University on a research project on autism and employment.

Research Summary

Just 22% of autistic adults are in any kind of employment, compared to 50% of disabled people and 80% of non-disabled people (Office for National Statistics, 2021). Autistic people are at a significantly greater risk of social isolation, poor mental health and premature death. Employment provides opportunities for social interaction, increases financial independence, provides a sense of accomplishment and is known to be associated with improved mental health. Autistic people can be extremely effective employees, providing diverse skills to the workplace. Changing employer behaviours by addressing knowledge gaps, misconceptions and unhelpful attitudes, approaches and workplace norms could significantly improve employment opportunities for autistic people and provide benefits to organisational productivity.

Aims and Objectives

This project aims to:

1. Investigate hiring practices in relation to autistic employees, including establishing the perceived barriers employers experience to hiring more autistic people.
2. Co-design, create and pilot a behaviour change intervention to be used by employers that aims to improve employment rates among autistic individuals.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees' workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

Financial review

The charity reports a surplus of £767 (2023: £16,467), for the year under review. Unrestricted reserves amount to £88,760 at the year end (2023: £87,900).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2024 were £88,031 compared to £86,793 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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 Fagbohun (Resigned 3 August 2023)

A Budgen

A Giller

C Connolly (Resigned 3 August 2023)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

S Hambleton

J Ellen

F Creed

(Appointed 13 June 2023)

(Appointed 1 February 2024)

The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

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

A Budgen

Trustee

Dated: 8 November 2024

A Giller

Trustee

Dated: 8 November 2024

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) for the year ended 31 March 2024.

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 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 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 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 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 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 financial statements to be reached.

Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 8 November 2024

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total Unrestricted funds 2024 £	Restricted funds 2023 £	Total 2023 £
Income from:						
Charitable activities	3	107,288	84,099	191,387	127,415	172,415
Expenditure on:						
Charitable activities	4	106,428	84,192	190,620	110,374	155,918
Net incoming/(outgoing) resources before transfers		860	(93)	767	17,041	(544)
Gross transfers between funds	12	-	-	-	(544)	544
Net income/(expenditure) for the year/ Net movement in funds		860	(93)	767	16,497	-
Fund balances at 1 April 2023		87,900	-	87,900	-	71,403
Fund balances at 31 March 2024		88,760	(93)	88,667	-	87,900

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	11		729		1,107
Current assets					
Debtors	12	27,021		6,936	
Cash at bank and in hand		65,629		86,400	
		92,650		93,336	
Creditors: amounts falling due within one year	13	(4,712)		(6,543)	
Net current assets			87,938		86,793
Total assets less current liabilities			88,667		87,900
			=====		=====
The funds of the charity					
Restricted income funds	15		(93)		-
Unrestricted funds			88,760		87,900
			88,667		87,900
			=====		=====

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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 8 November 2024

A Budgen
Trustee

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Charitable activities

	Workplace Health 2024 £	Restricted funds 2024 £	Total 2024 £	Workplace Health 2023 £	Restricted funds 2023 £	Total 2023 £
Services provided	3,673	-	3,673	18,425	-	18,425
Grants received	103,615	84,099	187,714	108,990	45,000	153,990
	<u>107,288</u>	<u>84,099</u>	<u>191,387</u>	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>
Analysis by fund						
Unrestricted funds	107,288	-	107,288	127,415	-	127,415
Restricted funds	-	84,099	84,099	-	45,000	45,000
	<u>107,288</u>	<u>84,099</u>	<u>191,387</u>	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

	Workplace Health 2024 £	Restricted funds 2024 £	Total 2024 £	Workplace Health 2023 £	Restricted funds 2023 £	Total 2023 £
Staff costs	74,410	78,469	152,879	89,060	39,042	128,102
Depreciation and impairment	378	-	378	836	352	1,188
Staff training	2,445	538	2,983	641	500	1,141
Rent and rates	6,945	-	6,945	3,965	2,347	6,312
Refreshments and employee costs	1,041	520	1,561	742	138	880
Insurance	3,342	-	3,342	2,801	579	3,380
Repairs and maintenance	130	-	130	121	250	371
Printing, postage and stationery	2,157	428	2,585	912	505	1,417
Telephone and broadband	1,907	25	1,932	1,038	713	1,751
Computer and CCTV costs	3,875	-	3,875	2,635	420	3,055
Travelling expenses	1,654	10	1,664	691	200	891
Legal and professional fees	4,844	3,486	8,330	3,938	456	4,394
Bank charges	228	-	228	205	42	247
Sundry expenses	1,612	716	2,328	1,999	-	1,999
	<u>104,968</u>	<u>84,192</u>	<u>189,160</u>	<u>109,584</u>	<u>45,544</u>	<u>155,128</u>
Grant funding of activities (see note 5)	200	-	200	(210)	-	(210)
Share of governance costs (see note 6)	1,260	-	1,260	1,000	-	1,000
	<u>106,428</u>	<u>84,192</u>	<u>190,620</u>	<u>110,374</u>	<u>45,544</u>	<u>155,918</u>
Analysis by fund						
Unrestricted funds	106,428	-	106,428	110,374	-	110,374
Restricted funds	-	84,192	84,192	-	45,544	45,544
	<u>106,428</u>	<u>84,192</u>	<u>190,620</u>	<u>110,374</u>	<u>45,544</u>	<u>155,918</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

5 Grants payable

	2024 £	2023 £
Friends of Hazards	200	(210)

Last year, a refund was received of £210 relating to unspent monies on the grant given to Dr Megan Freeth at the University of Sheffield in the previous year.

6 Support costs allocated to activities

	2024 £	2023 £
Governance costs	1,260	1,000
Analysed between:		
Charitable activities	1,260	1,000

Governance costs include payments to the Independent Examiners of £1,260 (2023 - £1,000).

7 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	378	1,188

8 Trustees

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

9 Employees

The average monthly number of employees during the year was:

2024 Number	2023 Number
9	7

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

9 Employees	(Continued)	
	2024 £	2023 £
Employment costs		
Wages and salaries	140,523	118,409
Social security costs	4,101	2,858
Other pension costs	8,255	6,835
	<u>152,879</u>	<u>128,102</u>

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

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:

	2024 £	2023 £
Aggregate compensation	<u>52,852</u>	<u>45,011</u>

10 Taxation

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

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2023	<u>7,017</u>
At 31 March 2024	<u>7,017</u>
Depreciation and impairment	
At 1 April 2023	5,910
Depreciation charged in the year	378
At 31 March 2024	<u>6,288</u>
Carrying amount	
At 31 March 2024	<u>729</u>
At 31 March 2023	<u>1,107</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	22,337	4,939
Other debtors	-	36
Prepayments and accrued income	4,684	1,961
	<u>27,021</u>	<u>6,936</u>

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	2,547	2,684
Trade creditors	874	2,529
Accruals and deferred income	1,291	1,330
	<u>4,712</u>	<u>6,543</u>

14 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	8,255	6,835
	<u>8,255</u>	<u>6,835</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. The costs are allocated on the same basis as relevant wages and salaries costs.

15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Talking Therapies Employment Adviser Service	-	45,000	(42,186)	-	2,814
Women's Wellbeing and Reproductive Health Project	-	28,974	(26,012)	-	2,962
Autism and Employment Research	-	7,125	(14,112)	-	(6,987)
Sheffield Town Trust	-	3,000	(1,882)	-	1,118
	<u>-</u>	<u>84,099</u>	<u>(84,192)</u>	<u>-</u>	<u>(93)</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

15 Restricted funds (Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Improving Access to Psychological Therapies (IAPT)	-	45,000	(45,544)	544	-

Talking Therapies Employment Adviser Service (TTEA)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems.

Womens' Wellbeing and Reproductive Health Project

In partnership with Heeley Trust to support women and SME's to help women employees to stay at work.

Autism and Employment Research

In partnership with Sheffield University on a research project on autism and employment. This project is currently in deficit as some of the work is yet to be invoiced. This fund is currently in deficit but the trustees are confident that the remaining balance of £7,125 due from the University of Sheffield will be received in the near future.

Sheffield Town Trust

Funding to create a new Operations manager post, introducing a new staffing structure to ensure a smooth transition between roles and provide continuity with the organisation.

16 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 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	87,900	107,288	(106,428)	-	88,760
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
General funds	71,403	127,415	(110,374)	(544)	87,900

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	729	-	729
Current assets/(liabilities)	88,031	(93)	87,938
	<u>88,760</u>	<u>(93)</u>	<u>88,667</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	1,107	-	1,107
Current assets/(liabilities)	86,793	-	86,793
	<u>87,900</u>	<u>-</u>	<u>87,900</u>

18 Operating lease commitments

Lessee

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

	2024 £	2023 £
Within one year	7,308	-
Between two and five years	-	12,625
	<u>7,308</u>	<u>12,625</u>

Lessor

The total lease charge for the year was £6,945 (2023 - £6,312).

19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2022: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

Charity registration number 1085464

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Budgen A Giller S Hambleton J Ellen F Creed	(Appointed 13 June 2023) (Appointed 1 February 2024)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

The Work and Health Service

The Work and Health Service is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Work and Health Service is now in its forty fourth year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice and support to 60 patients with Long Covid. Work in secondary care is more complex than primary care and we have developed new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £900,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Talking Therapies Employment Adviser Service (TTEA)

The IAPT TT is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. This service ended on the 31 March 2024.

Women's Wellbeing and Reproductive Health Project

We have started to deliver this project in partnership with Heeley Trust. Funded by the VCSE Health and Wellbeing Fund. We are providing help and support to women across the city on how to manage their wellbeing to keep in employment. We are also going to be engaging with SME's to help them support women employees to stay at work.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Autism and Employment Research

We are working in partnership with Sheffield University on a research project on autism and employment.

Research Summary

Just 22% of autistic adults are in any kind of employment, compared to 50% of disabled people and 80% of non-disabled people (Office for National Statistics, 2021). Autistic people are at a significantly greater risk of social isolation, poor mental health and premature death. Employment provides opportunities for social interaction, increases financial independence, provides a sense of accomplishment and is known to be associated with improved mental health. Autistic people can be extremely effective employees, providing diverse skills to the workplace. Changing employer behaviours by addressing knowledge gaps, misconceptions and unhelpful attitudes, approaches and workplace norms could significantly improve employment opportunities for autistic people and provide benefits to organisational productivity.

Aims and Objectives

This project aims to:

1. Investigate hiring practices in relation to autistic employees, including establishing the perceived barriers employers experience to hiring more autistic people.
2. Co-design, create and pilot a behaviour change intervention to be used by employers that aims to improve employment rates among autistic individuals.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees' workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

Financial review

The charity reports a surplus of £767 (2023: £16,467), for the year under review. Unrestricted reserves amount to £88,760 at the year end (2023: £87,900).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2024 were £88,031 compared to £86,793 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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 Fagbohun (Resigned 3 August 2023)

A Budgen

A Giller

C Connolly (Resigned 3 August 2023)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

S Hambleton

J Ellen

F Creed

(Appointed 13 June 2023)

(Appointed 1 February 2024)

The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

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

A Budgen

Trustee

Dated: 8 November 2024

A Giller

Trustee

Dated: 8 November 2024

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) for the year ended 31 March 2024.

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 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 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 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 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 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 financial statements to be reached.

Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 8 November 2024

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total Unrestricted funds 2024 £	Restricted funds 2023 £	Total 2023 £
Income from:						
Charitable activities	3	107,288	84,099	191,387	127,415	172,415
Expenditure on:						
Charitable activities	4	106,428	84,192	190,620	110,374	155,918
Net incoming/(outgoing) resources before transfers		860	(93)	767	17,041	(544)
Gross transfers between funds	12	-	-	-	(544)	544
Net income/(expenditure) for the year/ Net movement in funds		860	(93)	767	16,497	-
Fund balances at 1 April 2023		87,900	-	87,900	71,403	71,403
Fund balances at 31 March 2024		88,760	(93)	88,667	87,900	87,900

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	11		729		1,107
Current assets					
Debtors	12	27,021		6,936	
Cash at bank and in hand		65,629		86,400	
		92,650		93,336	
Creditors: amounts falling due within one year	13	(4,712)		(6,543)	
Net current assets			87,938		86,793
Total assets less current liabilities			88,667		87,900
			=====		=====
The funds of the charity					
Restricted income funds	15		(93)		-
Unrestricted funds			88,760		87,900
			88,667		87,900
			=====		=====

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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 8 November 2024

A Budgen
Trustee

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Charitable activities

	Workplace Health 2024 £	Restricted funds 2024 £	Total 2024 £	Workplace Health 2023 £	Restricted funds 2023 £	Total 2023 £
Services provided	3,673	-	3,673	18,425	-	18,425
Grants received	103,615	84,099	187,714	108,990	45,000	153,990
	<u>107,288</u>	<u>84,099</u>	<u>191,387</u>	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>
Analysis by fund						
Unrestricted funds	107,288	-	107,288	127,415	-	127,415
Restricted funds	-	84,099	84,099	-	45,000	45,000
	<u>107,288</u>	<u>84,099</u>	<u>191,387</u>	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

	Workplace Health 2024 £	Restricted funds 2024 £	Total 2024 £	Workplace Health 2023 £	Restricted funds 2023 £	Total 2023 £
Staff costs	74,410	78,469	152,879	89,060	39,042	128,102
Depreciation and impairment	378	-	378	836	352	1,188
Staff training	2,445	538	2,983	641	500	1,141
Rent and rates	6,945	-	6,945	3,965	2,347	6,312
Refreshments and employee costs	1,041	520	1,561	742	138	880
Insurance	3,342	-	3,342	2,801	579	3,380
Repairs and maintenance	130	-	130	121	250	371
Printing, postage and stationery	2,157	428	2,585	912	505	1,417
Telephone and broadband	1,907	25	1,932	1,038	713	1,751
Computer and CCTV costs	3,875	-	3,875	2,635	420	3,055
Travelling expenses	1,654	10	1,664	691	200	891
Legal and professional fees	4,844	3,486	8,330	3,938	456	4,394
Bank charges	228	-	228	205	42	247
Sundry expenses	1,612	716	2,328	1,999	-	1,999
	<u>104,968</u>	<u>84,192</u>	<u>189,160</u>	<u>109,584</u>	<u>45,544</u>	<u>155,128</u>
Grant funding of activities (see note 5)	200	-	200	(210)	-	(210)
Share of governance costs (see note 6)	1,260	-	1,260	1,000	-	1,000
	<u>106,428</u>	<u>84,192</u>	<u>190,620</u>	<u>110,374</u>	<u>45,544</u>	<u>155,918</u>
Analysis by fund						
Unrestricted funds	106,428	-	106,428	110,374	-	110,374
Restricted funds	-	84,192	84,192	-	45,544	45,544
	<u>106,428</u>	<u>84,192</u>	<u>190,620</u>	<u>110,374</u>	<u>45,544</u>	<u>155,918</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

5 Grants payable	2024	2023
	£	£
Friends of Hazards	200	(210)
	<u> </u>	<u> </u>

Last year, a refund was received of £210 relating to unspent monies on the grant given to Dr Megan Freeth at the University of Sheffield in the previous year.

6 Support costs allocated to activities	2024	2023
	£	£
Governance costs	1,260	1,000
	<u> </u>	<u> </u>
Analysed between:		
Charitable activities	1,260	1,000
	<u> </u>	<u> </u>

Governance costs include payments to the Independent Examiners of £1,260 (2023 - £1,000).

7 Net movement in funds	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	378	1,188
	<u> </u>	<u> </u>

8 Trustees

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

9 Employees

The average monthly number of employees during the year was:

2024	2023
Number	Number
9	7
<u> </u>	<u> </u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

9 Employees	(Continued)	
	2024	2023
Employment costs	£	£
Wages and salaries	140,523	118,409
Social security costs	4,101	2,858
Other pension costs	8,255	6,835
	<u>152,879</u>	<u>128,102</u>

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

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:

	2024	2023
	£	£
Aggregate compensation	<u>52,852</u>	<u>45,011</u>

10 Taxation

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

11 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2023	7,017
At 31 March 2024	<u>7,017</u>
Depreciation and impairment	
At 1 April 2023	5,910
Depreciation charged in the year	378
At 31 March 2024	<u>6,288</u>
Carrying amount	
At 31 March 2024	<u>729</u>
At 31 March 2023	<u>1,107</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	22,337	4,939
Other debtors	-	36
Prepayments and accrued income	4,684	1,961
	<u>27,021</u>	<u>6,936</u>

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	2,547	2,684
Trade creditors	874	2,529
Accruals and deferred income	1,291	1,330
	<u>4,712</u>	<u>6,543</u>

14 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	8,255	6,835
	<u>8,255</u>	<u>6,835</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. The costs are allocated on the same basis as relevant wages and salaries costs.

15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Talking Therapies Employment Adviser Service	-	45,000	(42,186)	-	2,814
Women's Wellbeing and Reproductive Health Project	-	28,974	(26,012)	-	2,962
Autism and Employment Research	-	7,125	(14,112)	-	(6,987)
Sheffield Town Trust	-	3,000	(1,882)	-	1,118
	<u>-</u>	<u>84,099</u>	<u>(84,192)</u>	<u>-</u>	<u>(93)</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

15 Restricted funds (Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Improving Access to Psychological Therapies (IAPT)	-	45,000	(45,544)	544	-

Talking Therapies Employment Adviser Service (TTEA)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems.

Womens' Wellbeing and Reproductive Health Project

In partnership with Heeley Trust to support women and SME's to help women employees to stay at work.

Autism and Employment Research

In partnership with Sheffield University on a research project on autism and employment. This project is currently in deficit as some of the work is yet to be invoiced. This fund is currently in deficit but the trustees are confident that the remaining balance of £7,125 due from the University of Sheffield will be received in the near future.

Sheffield Town Trust

Funding to create a new Operations manager post, introducing a new staffing structure to ensure a smooth transition between roles and provide continuity with the organisation.

16 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 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	87,900	107,288	(106,428)	-	88,760
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
General funds	71,403	127,415	(110,374)	(544)	87,900

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	729	-	729
Current assets/(liabilities)	88,031	(93)	87,938
	<u>88,760</u>	<u>(93)</u>	<u>88,667</u>
	<u>88,760</u>	<u>(93)</u>	<u>88,667</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	1,107	-	1,107
Current assets/(liabilities)	86,793	-	86,793
	<u>87,900</u>	<u>-</u>	<u>87,900</u>
	<u>87,900</u>	<u>-</u>	<u>87,900</u>

18 Operating lease commitments

Lessee

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

	2024 £	2023 £
Within one year	7,308	-
Between two and five years	-	12,625
	<u>7,308</u>	<u>12,625</u>
	<u>7,308</u>	<u>12,625</u>

Lessor

The total lease charge for the year was £6,945 (2023 - £6,312).

19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2022: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE

England & Wales - Charity number 1085464

Accounts



Sheffield Occupational Health Advisory Service (SOHAS)
Working to Prevent and Alleviate the Effects of Work on Health

Sheffield Occupational Health Advisory Service

Annual Report

2022/2023

What we do

We provide Sheffield's job retention services; if you believe that your work is affecting your health, we can provide you with advice to help you stay at work or return to work after a period of sickness absence.

We are a preventative service. **65% of people we give advice to are at work, not off sick.** We target people who live and work in the most deprived areas of Sheffield who are vulnerable to the loss of their job. Over the last year, we have provided job retention services for people with mental and physical health issues as well as working carers and cancer patients.

If you are worried about going back to work or struggling because of workplace ill health we can help you. Either contact your GP and ask to be referred to a SOHAS Adviser, contact us on our website using the "make a referral to an adviser" tab or ring us on 0114 2755760.

The world of work has changed with people making different choices about what work means to them. We have found that many businesses have failed to adapt to changes in work culture, resulting in more people developing diverse workplace health issues.

We have listened to what people say they want from their employer and carried out research based on the issues they have raised and begun to support people in different and more effective ways. We have developed new partnerships with voluntary and health sectors and now take referrals from over 15 different organisations as well as GP's, who know the value of our work.

What are the outcomes of our work?

- **We lower workplace stress**
- **We reduce visits to GP's**
- **We improve people's working conditions**
- **We reduce presenteeism, leaveism and sickness absence at work**
- **People who we give advice to pass on the information to their colleagues**
- **The advice we give leads to improved communication with their manager**
- **Our advice to people enables them to work more effectively**

Case study

Alex* works for a call centre and is suffering with menopause symptoms; she is struggling with hot flushes which make her feel faint and feel extremely uncomfortable and stressed with the temperature of the office. Alex had requested a reasonable adjustment so she could have a small fan on desk to help cool her down. This has been refused as she was told that it would affect the aesthetics of the office.

Alex contact a SOHAS adviser for advice on what she can do to make her feel more comfortable at work. The adviser told her that she had the right to ask for reasonable adjustments if her health was being impacted by the temperature of the office.

The adviser said that she could request a risk assessment and contact the organisation's HR department for advice and guidance. 2 weeks later, the adviser contacted Alex to see if the situation had changed.

Alex said that she had followed the adviser's advice and she had been given a desk fan and she felt much more comfortable in the office and that she could work normally. * Not their real name.

New Work

We have started work on a project in partnership with Heeley Trust that aims to support women on wellbeing and reproductive health issues. Our part of the project is to help and support people who believe that their work is having an impact on their wellbeing and reproductive health. The help and support covers a wide range of health issues including:

- Menopause
- Endometriosis
- Polycystic Ovary Syndrome (PCOS)
- Infertility issues such as IVF

The project provides one to one advice sessions to provide help and support to keep people at work.

We are also able to offer help and support to SME's on how they can put in place health and support for their employees, implement relevant policies and gain skills that are related to wellbeing and reproductive health issues.

In the first year of the project we are concentrating on providing events and workshops on menopause, including demystifying menopause and preparing for the menopause.

Blog Posts

We have been busy writing a number of blog posts including:

- Inflammatory Bowel Disease Wellness Action Plan. Developed with patients and clinicians, this is the first time a wellness action plan has been written to help patients return to work effectively.
- Statutory Sick Pay and why it's most likely driving Presenteeism in the UK. In this post, we explore how the low rate of statutory sick pay means that for some people that they will continue to come into work when they are unwell.
- ADHD and Workplace Adjustments. A practical guide for employers on how to support employees who have been diagnosed with ADHD.
- A New Wellness Action Plan. Wellness action plans have been in use since 2009. In this time the world of work has changed dramatically. We have developed a new version that allows employees to give more information on their mental health and employment to their employer to keep them in work.
- Technostress – How can we manage it's impact? AI, digitisation and automation is being increasingly used in employees job role. In this blog we explore the impact of poorly designed jobs that can make employees stress at work by new technology.
- Menopause Support Plan. This is an easy-to-use support plan that anyone can use to articulate what kind of support employees need to manage their health at work.

You can see all our blog posts at <https://sohasworkplacehealth.com>

“Our practice has referred patients to SOHAS for a long time. We have found that they provide a comprehensive service that gives our patients practical advice and support to stay in employment. We are seeing that patients are coming to the surgery with more complex workplace health needs and they tell us that the SOHAS adviser is knowledgeable and has a high level of expertise to meet their needs.”

GP quote

If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately
£2,300,50,000

over the last year

81%

of patients said that the advice they received reduce the number of visits to their GP

“The inflammatory bowel disease wellness action plan that you devised will be revolutionary for patients”

Clinician quote

“I wasn’t expecting a lot when I was referred to a SOHAS Adviser as I thought that my issues were too complex. How wrong I was! The adviser went above and beyond in their help and support they gave me.

The advice they gave me enabled me to talk to my employer with confidence with the knowledge that I could go back to them at any time. They enabled me to stay in employment.

Patient quote

80%

of GPs said that their patients’ sickness absence reduced after being given advice by SOHAS

The top 3 outcomes that patients say happens after being given advice by a SOHAS Adviser

- Enabled them to work more effectively
- Improved their health
- Improved their conditions at work

Employers: We carry out non-medical occupational health assessments that give you practical advice on how to return someone to work after sickness absence. Ring us for more information.

How we are run

SOHAS is a charity, No. 1085464. The Board of Trustees are responsible for managing the business of the organisation, safeguarding the charity's assets and managing its funds.

The Board is made up of people who bring a range of experience and skills to help the organisation achieve its objectives. The Trustees, who are volunteers, are elected at the Annual General Meeting.

We would like to thank our staff, Trustees, GPs, stakeholders and funders who helped us to give work and health advice.

Contact details

SOHAS, 2nd Floor, The Circle 33 Rockingham Lane Sheffield, S1 4FW



0114 275 5760



sohas@sohas.co.uk

We've made it easier to contact us online go to www.sohas.co.uk and use the "Make a referral to an adviser" tab to tell us what sort of help you need.

You can get advice from a SOHAS adviser on the telephone, by Teams or Zoom. Go to our website to check whether you have an advice present at your surgery.



Find us on Facebook
search 'SOHAS'



Find us on Twitter, @SOHASHealth

Funders

SOHAS received funding from the following organisations:



Heeley
Trust



COMMUNITY

FUND



Sheffield IAPT
working together to improve your wellbeing

Charity registration number 1085464

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Budgen A Giller S Hambleton J Ellen	(Appointed 13 June 2023)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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Statement of financial activities	6
Balance sheet	7
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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

The Workplace Health Programme

The Workplace Health Programme is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Workplace Health Programme is now in its forty third year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities. SOHAS were successful in winning the tender which is now named the Work and Health Service which will run until March 2028. We have also been able to continue to develop some project work, however, bidding for alternative types of funding remains challenging.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice and support to 60 patients with Long Covid. Work in secondary care is more complex than primary care and we have developed new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £900,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Improving Access to Psychological Therapies Employment Adviser Service (IAPT EA)

The IAPT EA is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. This service is continuing to evolve and we are investigating the feasibility of adding a new element of advice provision, which we think will improve patients' ability to stay in work.

Women's Wellbeing and Reproductive Health Project

We have started to deliver this project in partnership with Heeley Trust. Funded by the VCSE Health and Wellbeing Fund. We are providing help and support to women across the city on how to manage their wellbeing to keep in employment. We are also going to be engaging with SME's to help them support women employees to stay at work.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

Financial review

The charity reports a surplus of £16,467 (2022: Deficit £2,358), for the year under review. Unrestricted reserves amount to £87,900 at the year end (2022: £71,403).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2023 were £86,793 compared to £70,593 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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 Fagbohun	(Resigned 3 August 2023)
A Budgen	
A Giller	
L Miller	(Resigned 20 October 2022)
M Rivelin	(Resigned 30 March 2023)
C Connolly	(Appointed 9 June 2022 and resigned 3 August 2023)
S Hambleton	
J Ellen	(Appointed 13 June 2023)

The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

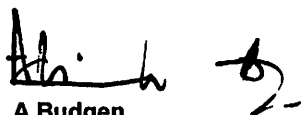
New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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



A Budgen
Trustee

Dated: 5 October 2023



A Giller
Trustee

Dated: 5 October 2023

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) for the year ended 31 March 2023.

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 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 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 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 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 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 financial statements to be reached.



Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 5 October 2023

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Income from:						
Charitable activities	3	127,415	45,000	172,415	112,085	156,827
Expenditure on:						
Charitable activities	4	110,374	45,544	155,918	107,074	159,185
Net incoming/(outgoing) resources before transfers		17,041	(544)	16,497	5,011	(7,369)
Gross transfers between funds	12	(544)	544	-	(1,686)	-
Net income/(expenditure) for the year/ Net movement in funds		16,497	-	16,497	3,325	(5,683)
Fund balances at 1 April 2022		71,403	-	71,403	68,078	73,761
Fund balances at 31 March 2023		87,900	-	87,900	71,403	71,403

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	10		1,107		810
Current assets					
Debtors	11	6,936		1,371	
Cash at bank and in hand		86,400		73,836	
		<u>93,336</u>		<u>75,207</u>	
Creditors: amounts falling due within one year	12	<u>(6,543)</u>		<u>(4,614)</u>	
Net current assets			86,793		70,593
Total assets less current liabilities			<u>87,900</u>		<u>71,403</u>
Income funds					
Unrestricted funds			87,900		71,403
			<u>87,900</u>		<u>71,403</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

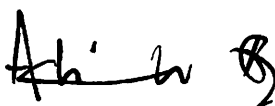
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 5 October 2023

A Budgen
Trustee



Company registration number 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Charitable activities

	Workplace Health	Improving Access to Psychological Therapies (IAPT)	Total 2023	Workplace Health	Improving Access to Psychological Therapies (IAPT)	Total 2022
	2023	2023		2022	2022	
	£	£	£	£	£	£
Services provided	18,425	-	18,425	2,665	-	2,665
Grants received	108,990	45,000	153,990	109,420	44,742	154,162
	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>
Analysis by fund						
Unrestricted funds	127,415	-	127,415	112,085	-	112,085
Restricted funds	-	45,000	45,000	-	44,742	44,742
	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Workplace Health	Improving Access to Psychologic al Therapies (IAPT)	Total 2023	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2022
	2023	2023		2022	2022	2022	
	£	£	£	£	£	£	£
Staff costs	89,060	39,042	128,102	79,127	-	39,042	118,169
Depreciation and impairment	836	352	1,188	1,389	-	352	1,741
Staff training	641	500	1,141	57	-	500	557
Rent and rates	3,965	2,347	6,312	10,013	-	2,347	12,360
Refreshments and employee costs	742	138	880	685	-	138	823
Insurance	2,801	579	3,380	2,237	-	579	2,816
Repairs and maintenance	121	250	371	238	-	250	488
Printing, postage and stationery	912	505	1,417	977	-	505	1,482
Telephone and broadband	1,038	713	1,751	724	-	713	1,437
Computer and CCTV costs	2,635	420	3,055	3,128	-	420	3,548
Travelling expenses	691	200	891	86	-	200	286
Legal and professional fees	3,938	456	4,394	1,779	-	456	2,235
Bank charges	205	42	247	166	-	42	208
Sundry expenses	1,999	-	1,999	1,881	-	-	1,881
Refund to grant provider	-	-	-	-	6,567	-	6,567
	<u>109,584</u>	<u>45,544</u>	<u>155,128</u>	<u>102,487</u>	<u>6,567</u>	<u>45,544</u>	<u>154,598</u>
Grant funding of activities (see note 5)	(210)	-	(210)	3,487	-	-	3,487
Share of governance costs (see note 6)	1,000	-	1,000	1,100	-	-	1,100
	<u><u>110,374</u></u>	<u><u>45,544</u></u>	<u><u>155,918</u></u>	<u><u>107,074</u></u>	<u><u>6,567</u></u>	<u><u>45,544</u></u>	<u><u>159,185</u></u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities (Continued)

**Analysis
by fund**

Unrestricted funds	110,374	-	110,374	107,074	-	-	107,074
Restricted funds	-	45,544	45,544	-	6,567	45,544	52,111
	<u>110,374</u>	<u>45,544</u>	<u>155,918</u>	<u>107,074</u>	<u>6,567</u>	<u>45,544</u>	<u>159,185</u>

5 Grants payable

	2023 £	2022 £
Dr Megan Freeth - The University of Sheffield	(210)	3,487
	<u>(210)</u>	<u>3,487</u>

A refund was received of £210 relating to unspent monies on the grant given to Dr Megan Freeth at the University of Sheffield last year.

6 Support costs

	Support costs £	Governance costs £	2023 £	2022 £
Legal and professional	-	1,000	1,000	1,100
	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,100</u>
Analysed between Charitable activities	-	1,000	1,000	1,100
	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,100</u>

Governance costs includes payments to the Independent Examiners of £1,000 (2022- £1,100).

7 Trustees

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

8 Employees

The average monthly number of employees during the year was:

2023 Number	2022 Number
7	7
<u>7</u>	<u>7</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Employees	(Continued)	
Employment costs	2023	2022
	£	£
Wages and salaries	118,409	109,047
Social security costs	2,858	2,579
Other pension costs	6,835	6,543
	<u>128,102</u>	<u>118,169</u>
	<u><u>128,102</u></u>	<u><u>118,169</u></u>

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

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

9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

10 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2022	6,961
Additions	1,485
Disposals	(1,429)
At 31 March 2023	<u>7,017</u>
Depreciation and impairment	
At 1 April 2022	6,151
Depreciation charged in the year	1,188
Eliminated in respect of disposals	(1,429)
At 31 March 2023	<u>5,910</u>
Carrying amount	
At 31 March 2023	<u>1,107</u>
At 31 March 2022	<u><u>810</u></u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	4,939	175
Other debtors	36	6
Prepayments and accrued income	1,961	1,190
	<u>6,936</u>	<u>1,371</u>

12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	2,684	2,541
Trade creditors	2,529	973
Accruals and deferred income	1,330	1,100
	<u>6,543</u>	<u>4,614</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

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

	Movement in funds				Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Be Well	325	-	-	(325)	-	-	-	-	-
Improving Access to Psychological Therapies (IAPT)	(1,240)	44,742	(45,544)	2,042	-	45,000	(45,544)	544	-
Musculoskeleton Project (MSK)	6,598	-	(6,567)	(31)	-	-	-	-	-
	<u>5,683</u>	<u>44,742</u>	<u>(52,111)</u>	<u>1,686</u>	<u>-</u>	<u>45,000</u>	<u>(45,544)</u>	<u>544</u>	<u>-</u>

Improving Access to Psychological Therapies (IAPT)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems. The project has been funded on a long term basis but is renewed annually.

Musculoskeleton Project (MSK)

Its focus is on bringing knowledge and people together to improve outcomes for people with MSK conditions.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 Operating lease commitments

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

	2023 £	2022 £
Between two and five years	<u>12,625</u>	<u>24,569</u>

The total lease charge for the year was £6,312 (2022 - £170).

15 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2022: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

Charity registration number 1085464

Company registration number 2429795 (England and Wales)

**SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Budgen A Giller S Hambleton J Ellen	(Appointed 13 June 2023)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 17

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

The Workplace Health Programme

The Workplace Health Programme is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Workplace Health Programme is now in its forty third year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities. SOHAS were successful in winning the tender which is now named the Work and Health Service which will run until March 2028. We have also been able to continue to develop some project work, however, bidding for alternative types of funding remains challenging.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice and support to 60 patients with Long Covid. Work in secondary care is more complex than primary care and we have developed new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £900,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Improving Access to Psychological Therapies Employment Adviser Service (IAPT EA)

The IAPT EA is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. This service is continuing to evolve and we are investigating the feasibility of adding a new element of advice provision, which we think will improve patients' ability to stay in work.

Women's Wellbeing and Reproductive Health Project

We have started to deliver this project in partnership with Heeley Trust. Funded by the VCSE Health and Wellbeing Fund. We are providing help and support to women across the city on how to manage their wellbeing to keep in employment. We are also going to be engaging with SME's to help them support women employees to stay at work.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

Financial review

The charity reports a surplus of £16,467 (2022: Deficit £2,358), for the year under review. Unrestricted reserves amount to £87,900 at the year end (2022: £71,403).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2023 were £86,793 compared to £70,593 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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 Fagbohun	(Resigned 3 August 2023)
A Budgen	
A Giller	
L Miller	(Resigned 20 October 2022)
M Rivelin	(Resigned 30 March 2023)
C Connolly	(Appointed 9 June 2022 and resigned 3 August 2023)
S Hambleton	
J Ellen	(Appointed 13 June 2023)

The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

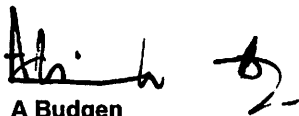
New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

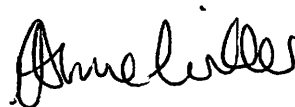
FOR THE YEAR ENDED 31 MARCH 2023

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



A Budgen
Trustee

Dated: 5 October 2023



A Giller
Trustee

Dated: 5 October 2023

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) for the year ended 31 March 2023.

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 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 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 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 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 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 financial statements to be reached.



Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 5 October 2023

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Charitable activities	3	127,415	45,000	172,415	112,085	44,742	156,827
Expenditure on:							
Charitable activities	4	110,374	45,544	155,918	107,074	52,111	159,185
Net incoming/(outgoing) resources before transfers		17,041	(544)	16,497	5,011	(7,369)	(2,358)
Gross transfers between funds	12	(544)	544	-	(1,686)	1,686	-
Net income/(expenditure) for the year/ Net movement in funds		16,497	-	16,497	3,325	(5,683)	(2,358)
Fund balances at 1 April 2022		71,403	-	71,403	68,078	5,683	73,761
Fund balances at 31 March 2023		<u>87,900</u>	<u>-</u>	<u>87,900</u>	<u>71,403</u>	<u>-</u>	<u>71,403</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	10		1,107		810
Current assets					
Debtors	11	6,936		1,371	
Cash at bank and in hand		86,400		73,836	
		<u>93,336</u>		<u>75,207</u>	
Creditors: amounts falling due within one year	12	<u>(6,543)</u>		<u>(4,614)</u>	
Net current assets			86,793		70,593
Total assets less current liabilities			<u>87,900</u>		<u>71,403</u>
Income funds					
Unrestricted funds			87,900		71,403
			<u>87,900</u>		<u>71,403</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

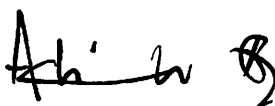
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 5 October 2023

A Budgen
Trustee



Company registration number 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Charitable activities

	Workplace Health	Improving Access to Psychological Therapies (IAPT)	Total 2023	Workplace Health	Improving Access to Psychological Therapies (IAPT)	Total 2022
	2023	2023		2022	2022	
	£	£	£	£	£	£
Services provided	18,425	-	18,425	2,665	-	2,665
Grants received	108,990	45,000	153,990	109,420	44,742	154,162
	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>
Analysis by fund						
Unrestricted funds	127,415	-	127,415	112,085	-	112,085
Restricted funds	-	45,000	45,000	-	44,742	44,742
	<u>127,415</u>	<u>45,000</u>	<u>172,415</u>	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Workplace Health	Improving Access to Psychologic al Therapies (IAPT)	Total 2023	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2022
	2023	2023		2022	2022	2022	
	£	£	£	£	£	£	£
Staff costs	89,060	39,042	128,102	79,127	-	39,042	118,169
Depreciation and impairment	836	352	1,188	1,389	-	352	1,741
Staff training	641	500	1,141	57	-	500	557
Rent and rates	3,965	2,347	6,312	10,013	-	2,347	12,360
Refreshments and employee costs	742	138	880	685	-	138	823
Insurance	2,801	579	3,380	2,237	-	579	2,816
Repairs and maintenance	121	250	371	238	-	250	488
Printing, postage and stationery	912	505	1,417	977	-	505	1,482
Telephone and broadband	1,038	713	1,751	724	-	713	1,437
Computer and CCTV costs	2,635	420	3,055	3,128	-	420	3,548
Travelling expenses	691	200	891	86	-	200	286
Legal and professional fees	3,938	456	4,394	1,779	-	456	2,235
Bank charges	205	42	247	166	-	42	208
Sundry expenses	1,999	-	1,999	1,881	-	-	1,881
Refund to grant provider	-	-	-	-	6,567	-	6,567
	<u>109,584</u>	<u>45,544</u>	<u>155,128</u>	<u>102,487</u>	<u>6,567</u>	<u>45,544</u>	<u>154,598</u>
Grant funding of activities (see note 5)	(210)	-	(210)	3,487	-	-	3,487
Share of governance costs (see note 6)	1,000	-	1,000	1,100	-	-	1,100
	<u><u>110,374</u></u>	<u><u>45,544</u></u>	<u><u>155,918</u></u>	<u><u>107,074</u></u>	<u><u>6,567</u></u>	<u><u>45,544</u></u>	<u><u>159,185</u></u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities (Continued)

**Analysis
by fund**

Unrestricted funds	110,374	-	110,374	107,074	-	-	107,074
Restricted funds	-	45,544	45,544	-	6,567	45,544	52,111
	<u>110,374</u>	<u>45,544</u>	<u>155,918</u>	<u>107,074</u>	<u>6,567</u>	<u>45,544</u>	<u>159,185</u>

5 Grants payable

	2023 £	2022 £
Dr Megan Freeth - The University of Sheffield	(210)	3,487
	<u>(210)</u>	<u>3,487</u>

A refund was received of £210 relating to unspent monies on the grant given to Dr Megan Freeth at the University of Sheffield last year.

6 Support costs

	Support costs £	Governance costs £	2023 £	2022 £
Legal and professional	-	1,000	1,000	1,100
	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,100</u>
Analysed between Charitable activities	-	1,000	1,000	1,100
	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,100</u>

Governance costs includes payments to the Independent Examiners of £1,000 (2022- £1,100).

7 Trustees

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

8 Employees

The average monthly number of employees during the year was:

2023 Number	2022 Number
7	7
<u>7</u>	<u>7</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Employees	(Continued)	
Employment costs	2023	2022
	£	£
Wages and salaries	118,409	109,047
Social security costs	2,858	2,579
Other pension costs	6,835	6,543
	<u>128,102</u>	<u>118,169</u>
	<u><u>128,102</u></u>	<u><u>118,169</u></u>

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

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

9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

10 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2022	6,961
Additions	1,485
Disposals	(1,429)
At 31 March 2023	<u>7,017</u>
Depreciation and impairment	
At 1 April 2022	6,151
Depreciation charged in the year	1,188
Eliminated in respect of disposals	(1,429)
At 31 March 2023	<u>5,910</u>
Carrying amount	
At 31 March 2023	<u><u>1,107</u></u>
At 31 March 2022	<u><u>810</u></u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	4,939	175
Other debtors	36	6
Prepayments and accrued income	1,961	1,190
	<u>6,936</u>	<u>1,371</u>

12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	2,684	2,541
Trade creditors	2,529	973
Accruals and deferred income	1,330	1,100
	<u>6,543</u>	<u>4,614</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

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

	Movement in funds				Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Be Well	325	-	-	(325)	-	-	-	-	-
Improving Access to Psychological Therapies (IAPT)	(1,240)	44,742	(45,544)	2,042	-	45,000	(45,544)	544	-
Musculoskeleton Project (MSK)	6,598	-	(6,567)	(31)	-	-	-	-	-
	<u>5,683</u>	<u>44,742</u>	<u>(52,111)</u>	<u>1,686</u>	<u>-</u>	<u>45,000</u>	<u>(45,544)</u>	<u>544</u>	<u>-</u>

Improving Access to Psychological Therapies (IAPT)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems. The project has been funded on a long term basis but is renewed annually.

Musculoskeleton Project (MSK)

Its focus is on bringing knowledge and people together to improve outcomes for people with MSK conditions.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 Operating lease commitments

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

	2023 £	2022 £
Between two and five years	<u>12,625</u>	<u>24,569</u>

The total lease charge for the year was £6,312 (2022 - £170).

15 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2022: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE

England & Wales - Charity number 1085464

Accounts



Sheffield Occupational Health Advisory Service (SOHAS)
Working to Prevent and Alleviate the Effects of Work on Health

Sheffield Occupational Health Advisory Service

Annual Report

2021-2022

What we do

We provide Sheffield's job retention services; if you believe that your work is affecting your health, we can provide you with advice to help you stay at work or return to work after a period of sickness absence.

We are a preventative service. **65% of the people we give advice to are at work, not off sick.** We target people who live and work in the most deprived areas of Sheffield who are vulnerable to the loss of their job. Over the last year, we have provided job retention services for people with mental and physical health issues as well as working carers and cancer patients.

If you are worried about going back to work or struggling because of workplace ill health we can help you. Either contact your GP and ask to be referred to a SOHAS Adviser, contact us on our website using the "can we help you" tab or ring us on 0114 2755760.

The world of work has changed with people making different choices about what work means to them. We have found that many businesses have failed to adapt to this changing work culture, resulting in more people developing diverse workplace health issues.

We have listened to what people say they want from their employer and carried out research based on the issues they have raised so that we can support people in different and more effective ways. We have developed new partnerships with the voluntary and health sectors and now take referrals from over 15 different organisations as well as GPs, who know the value of our work.

What are the outcomes of our work?

- **We lower workplace stress**
- **We reduce visits to GPs**
- **We improve people's working conditions**
- **We reduce presenteeism, leaveism and sickness absence at work**

Case study

Jacob is in his early 30s. He has autism, ADHD, anxiety and depression. He is now in his first full time job as an administrator. He passed his 3-month probation period, but since then his employer has increased his targets. He is feeling stressed, overwhelmed, burnt out and is having panic attacks. He has been off sick for 6 weeks when he came us for advice.

Jacob thinks that his employer is not understanding about his conditions and he has decided that he would rather resign than return to work. However, he feels a financial burden on his family as he was only paid a full salary for the first 4 weeks of his sickness absence because of his short period of service. We made Jacob aware of the benefits to which he may be entitled.

We advised Jacob that he is likely to be protected under the Equality Act and entitled to Reasonable adjustments. These could include reduced caseload or reduced working hours. We advised that it would be helpful to complete a Wellness Action Plan, along with a risk assessment. We also advised a phased return to work because of the length of time he had been off sick and that he should ask his manager to refer him to occupational health. We offered to write to his employer setting out our advice.

Jacob felt that he had been treated unfairly, so we made him aware that, if he wanted to, he had grounds to raise a grievance.

Jacob continued to be unhappy with his role and we asked him if he wanted to be referred to a vocational guidance expert to gain more support with his career options. He has now had an assessment with his occupational health service at work and is waiting for a report. He is also thinking about his options: to stay with his employer or get more support to find another job.

“Our practice has referred patients to SOHAS for a long time. We have found that they provide a comprehensive service that gives our patients practical advice and support to stay in employment. We are seeing that patients are coming to the surgery with more complex workplace health needs and they tell us that the SOHAS adviser is knowledgeable and has a high level of expertise to meet their needs.”

GP quote

If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately **£750,000** over the last year

92% of people who used our services, said that the advice reduced their stress levels

All the feedback I've received after referring someone for an appointment with a SOHAS adviser is that it really helped the patient, they were given good support, written information and the knowledge that they could go back and see the adviser if needed.

It's a fantastic service that makes a noticeable difference to patients I've been working with. By having specialist support to manage their work, my patients are better able to engage with treatment.

Clinician quote

“If it wasn't for SOHAS and their calm and confident advice, I would not be back at work. They have supported me during a very difficult and complex grievance/workplace bullying issue while I was suffering from severe anxiety. I have only just returned to work but my employment adviser has supported me every step of the way; they remained flexible with their time, always returned my calls or emails, and have always been consistent and supportive. An amazing person. Very impressed.”

Patient quote

80% of GPs said that their patients' sickness absence reduced after being given advice by SOHAS

John sent this message after we carried out an occupational health assessment for an employee:
“The Occupational Health Assessment was good and timely. The information in the report was useful and was in a format that I could understand. It was helpful in making reasonable adjustments for the employee and helping us update our risk assessment process.”

Occupational health assessment quote

Employers: We carry out non-medical occupational health assessments that give you practical advice on how to return someone to work after sickness absence. Ring us for more information.

How we are run

SOHAS is a registered charity, No. 1085464. The Board of Trustees are responsible for managing the business of the organisation, safeguarding the charity's assets and managing its funds.

The Board is made up of people who bring a range of experience and skills to help the organisation achieve its objectives. The Trustees, who are volunteers, are elected at the Annual General Meeting.

We would like to thank our staff, Trustees, GPs, stakeholders and funders who helped us to deliver our work and health advice.

Contact details

SOHAS, 2nd Floor, The Circle 33 Rockingham Lane Sheffield, S1 4FW



0114 275 5760



sohas@sohas.co.uk

We've made it easier to contact us online go to www.sohas.co.uk and use the "can we help you" tab to tell us what sort of help you need.

You can get advice from a SOHAS adviser in person, on the telephone, or online by Teams or Zoom. Go to our website to check whether you have an adviser based at your surgery.



Find us on Facebook
search 'SOHAS'



Find us on Twitter,
@SOHASHealth

Funders

SOHAS received funding from the following organisations:

vas
supporting community action



FUND COMMUNITY

Sheffield IAPT
working together to improve your wellbeing

Charity registration number 1085464

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Fagbohun A Budgen A Giller L Miller M Rivelin C Connolly S Hambleton	(Appointed 9 June 2022) (Appointed 9 December 2021)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

The Workplace Health Programme

The Workplace Health Programme is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Workplace Health Programme is now in its forty second year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities. The future of this funding is secured up to the end of the financial year 2022-23 and post the current reporting period, Sheffield City Council have recently published their tender for a new 3 year contract which SOHAS have responded to and we are optimistic that we will be awarded the contract. We have also been able to continue to develop some project work, however, bidding for alternative types of funding remains challenging.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice and support to 60 patients with Long Covid. Work in secondary care is more complex than primary care and we have developed new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £800,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Improving Access to Psychological Therapies Employment Adviser Service (IAPT EA)

The IAPT EA is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. This service is continuing to evolve and we are investigating the feasibility of adding a new element of advice provision, which we think will improve patients' ability to stay in work.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The charity reports a deficit of £2,358 (2021: Surplus £10,875), for the year under review. Unrestricted reserves amount to £71,403 at the year end (2021: £68,078).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2022 were £70,593 compared to £65,527 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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 Fagbohun

A Budgen

A Giller

L Miller

J Rhodes

(Resigned 7 October 2021)

M Rivelin

M Fender

(Resigned 7 October 2021)

C Connolly

(Appointed 9 June 2022)

S Hambleton

(Appointed 9 December 2021)

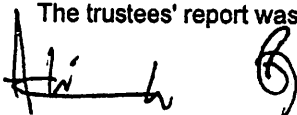
The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

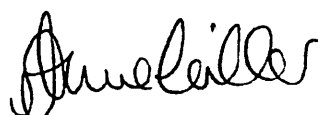
The trustees' report was approved by the Board of Trustees.



A Budgen

Trustee

Dated: 12 October 2022



A Giller

Trustee

Dated: 12 October 2022

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) for the year ended 31 March 2022.

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 (the 2006 Act).

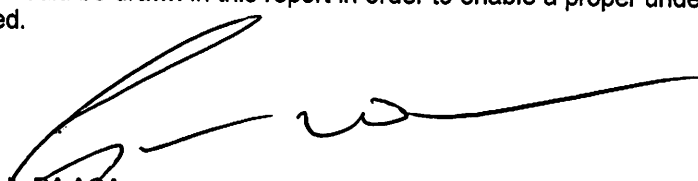
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 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 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 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 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 financial statements to be reached.



Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 12 October 2022

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Income from:						
Charitable activities	3	112,085	44,742	156,827	109,477	159,133
Expenditure on:						
Charitable activities	4	107,074	52,111	159,185	97,687	148,258
Net incoming/(outgoing) resources before transfers		5,011	(7,369)	(2,358)	11,790	(915)
Gross transfers between funds	12	(1,686)	1,686	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		3,325	(5,683)	(2,358)	11,790	(915)
Fund balances at 1 April 2021		68,078	5,683	73,761	56,288	62,886
Fund balances at 31 March 2022		71,403	-	71,403	68,078	73,761

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		810		2,551
Current assets					
Debtors	10	1,371		2,839	
Cash at bank and in hand		73,836		72,866	
		<u>75,207</u>		<u>75,705</u>	
Creditors: amounts falling due within one year	11	<u>(4,614)</u>		<u>(4,495)</u>	
Net current assets			<u>70,593</u>		<u>71,210</u>
Total assets less current liabilities			<u><u>71,403</u></u>		<u><u>73,761</u></u>
Income funds					
Restricted funds	12		-		5,683
Unrestricted funds			<u>71,403</u>		<u>68,078</u>
			<u><u>71,403</u></u>		<u><u>73,761</u></u>

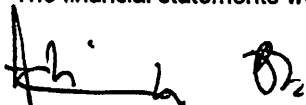
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

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 12 October 2022



A Budgen
Trustee

Company registration number 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Charitable activities

	Workplace Health	Improving Access to Psychological Therapies (IAPT)	Total 2022	Workplace Health	Be Well	Improving Access to Psychological Therapies (IAPT)	Total 2021
	2022	2022		2021	2021	2021	
	£	£	£	£	£	£	£
Services provided	2,665	-	2,665	15,977	-	-	15,977
Grants received	109,420	44,742	154,162	93,500	5,000	44,656	143,156
	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>
Analysis by fund							
Unrestricted funds	112,085	-	112,085	109,477	-	-	109,477
Restricted funds	-	44,742	44,742	-	5,000	44,656	49,656
	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2022	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2021
	2022	2022	2022		2021	2021	2021	
	£	£	£	£	£	£	£	£
Staff costs	79,127	-	39,042	118,169	79,358	3,864	37,939	121,161
Depreciation and impairment	1,389	-	352	1,741	1,158	55	528	1,741
Staff training	57	-	500	557	301	14	121	436
Rent and rates	10,013	-	2,347	12,360	6,738	316	3,071	10,125
Refreshments and employee costs	685	-	138	823	410	13	183	606
Insurance	2,237	-	579	2,816	1,976	87	825	2,888
Repairs and maintenance	238	-	250	488	118	6	54	178
Printing, postage and stationery	977	-	505	1,482	2,272	112	1,180	3,564
Telephone and broadband	724	-	713	1,437	1,263	64	572	1,899
Computer and CCTV costs	3,128	-	420	3,548	1,066	52	499	1,617
Travelling expenses	86	-	200	286	248	11	117	376
Legal and professional fees	1,779	-	456	2,235	1,486	71	699	2,256
Bank charges	166	-	42	208	139	5	63	207
Sundry expenses	1,881	-	-	1,881	104	5	45	154
Refund to grant provider	-	6,567	-	6,567	-	-	-	-
	<u>102,487</u>	<u>6,567</u>	<u>45,544</u>	<u>154,598</u>	<u>96,637</u>	<u>4,675</u>	<u>45,896</u>	<u>147,208</u>
Grant funding of activities (see note 5)	3,487	-	-	3,487	-	-	-	-
Share of governance costs (see note 6)	1,100	-	-	1,100	1,050	-	-	1,050
	<u>107,074</u>	<u>6,567</u>	<u>45,544</u>	<u>159,185</u>	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

(Continued)

Analysis by fund

Unrestricted funds	107,074	-	-	107,074	97,687	-	-	97,687
Restricted funds	-	6,567	45,544	52,111	-	4,675	45,896	50,571
	<u>107,074</u>	<u>6,567</u>	<u>45,544</u>	<u>159,185</u>	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

5 Grants payable

	2022 £	2021 £
Dr Megan Freeth - The University of Sheffield	3,487	-

6 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Legal and professional	-	1,100	1,100	1,050
	-	1,100	1,100	1,050
Analysed between Charitable activities	-	1,100	1,100	1,050

Governance costs includes payments to the Independent Examiners of £1,100 (2021- £1,050).

7 Trustees

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

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	7	7
Employment costs	2022 £	2021 £
Wages and salaries	109,047	112,066
Social security costs	2,579	2,371
Other pension costs	6,543	6,724
	118,169	121,161

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

8 Employees (Continued)

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

9 Tangible fixed assets

Fixtures and fittings
£

Cost

At 1 April 2021	6,961
At 31 March 2022	6,961

Depreciation and impairment

At 1 April 2021	4,410
Depreciation charged in the year	1,741
At 31 March 2022	6,151

Carrying amount

At 31 March 2022	810
At 31 March 2021	2,551

10 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	175	275
Other debtors	6	-
Prepayments and accrued income	1,190	2,564
	<u>1,371</u>	<u>2,839</u>

11 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	2,541	2,260
Trade creditors	973	1,085
Accruals and deferred income	1,100	1,150
	<u>4,614</u>	<u>4,495</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Restricted funds

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

	Movement in funds			Movement in funds			Balance at 31 March 2022	
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £		Transfers £
Be Well	-	5,000	(4,675)	325	-	-	(325)	-
Improving Access to Psychological Therapies (IAPT)	-	44,656	(45,896)	(1,240)	44,742	(45,544)	2,042	-
Musculoskeleton Project (MSK)	6,598	-	-	6,598	-	(6,567)	(31)	-
	<u>6,598</u>	<u>49,656</u>	<u>(50,571)</u>	<u>5,683</u>	<u>44,742</u>	<u>(52,111)</u>	<u>1,686</u>	<u>-</u>

Improving Access to Psychological Therapies (IAPT)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems. The project has been funded on a long term basis but is renewed annually.

Musculoskeleton Project (MSK)

Its focus is on bringing knowledge and people together to improve outcomes for people with MSK conditions.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	810	-	810	2,551	-	2,551
Current assets/(liabilities)	70,593	-	70,593	65,527	5,683	71,210
	<u>71,403</u>	<u>-</u>	<u>71,403</u>	<u>68,078</u>	<u>5,683</u>	<u>73,761</u>

14 Operating lease commitments

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

	2022 £	2021 £
Between two and five years	<u>24,569</u>	<u>-</u>

The total lease charge for the year was £170 (2021 - £Nil).

15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2021: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

Charity registration number 1085464

Company registration number 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Fagbohun A Budgen A Giller L Miller M Rivelin C Connolly S Hambleton	(Appointed 9 June 2022) (Appointed 9 December 2021)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	The Circle 33 Rockingham Lane Sheffield S1 4FW	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

The Workplace Health Programme

The Workplace Health Programme is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Workplace Health Programme is now in its forty second year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities. The future of this funding is secured up to the end of the financial year 2022-23 and post the current reporting period, Sheffield City Council have recently published their tender for a new 3 year contract which SOHAS have responded to and we are optimistic that we will be awarded the contract. We have also been able to continue to develop some project work, however, bidding for alternative types of funding remains challenging.

We continue to be affected by the pandemic, but we now have a clear path forward on how we provide our advice service. We have returned to most of our GP surgeries but working in primary care is challenging, we have also developed our work in secondary care, giving advice and support to 60 patients with Long Covid. Work in secondary care is more complex than primary care and we have developed new ways of working and gained valuable insights into how to keep patients who have multiple health issues in employment.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 65% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic. If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £800,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are now developing new ways of working that provide interventions that can help reduce conflict between employees and employers.

Improving Access to Psychological Therapies Employment Adviser Service (IAPT EA)

The IAPT EA is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. This service is continuing to evolve and we are investigating the feasibility of adding a new element of advice provision, which we think will improve patients' ability to stay in work.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence. We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The charity reports a deficit of £2,358 (2021: Surplus £10,875), for the year under review. Unrestricted reserves amount to £71,403 at the year end (2021: £68,078).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2022 were £70,593 compared to £65,527 at the previous year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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 Fagbohun

A Budgen

A Giller

L Miller

J Rhodes

(Resigned 7 October 2021)

M Rivelin

M Fender

(Resigned 7 October 2021)

C Connolly

(Appointed 9 June 2022)

S Hambleton

(Appointed 9 December 2021)

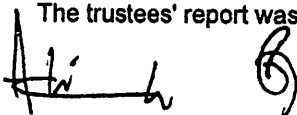
The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

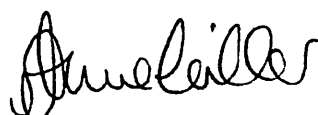
The trustees' report was approved by the Board of Trustees.



A Budgen

Trustee

Dated: 12 October 2022



A Giller

Trustee

Dated: 12 October 2022

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of Sheffield Occupational Health Advisory Service Limited (the charity) for the year ended 31 March 2022.

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 (the 2006 Act).

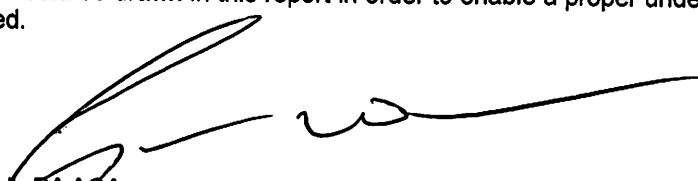
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 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 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 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 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 financial statements to be reached.



Grant Wade BA ACA
Chartered Accountant
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 12 October 2022

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Income from:						
Charitable activities	3	112,085	44,742	156,827	109,477	159,133
Expenditure on:						
Charitable activities	4	107,074	52,111	159,185	97,687	148,258
Net incoming/(outgoing) resources before transfers		5,011	(7,369)	(2,358)	11,790	(915)
Gross transfers between funds	12	(1,686)	1,686	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		3,325	(5,683)	(2,358)	11,790	(915)
Fund balances at 1 April 2021		68,078	5,683	73,761	56,288	62,886
Fund balances at 31 March 2022		71,403	-	71,403	68,078	73,761

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		810		2,551
Current assets					
Debtors	10	1,371		2,839	
Cash at bank and in hand		73,836		72,866	
		<u>75,207</u>		<u>75,705</u>	
Creditors: amounts falling due within one year	11	<u>(4,614)</u>		<u>(4,495)</u>	
Net current assets			<u>70,593</u>		<u>71,210</u>
Total assets less current liabilities			<u>71,403</u>		<u>73,761</u>
Income funds					
Restricted funds	12		-		5,683
Unrestricted funds			<u>71,403</u>		<u>68,078</u>
			<u>71,403</u>		<u>73,761</u>

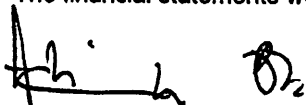
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

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 12 October 2022



A Budgen
Trustee

Company registration number 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services, where material, are included at the value to the charity where this can be quantified and measured reliably.

The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Charitable activities

	Workplace Health	Improving Access to Psychological Therapies (IAPT)	Total 2022	Workplace Health	Be Well	Improving Access to Psychological Therapies (IAPT)	Total 2021
	2022	2022		2021	2021	2021	
	£	£	£	£	£	£	£
Services provided	2,665	-	2,665	15,977	-	-	15,977
Grants received	109,420	44,742	154,162	93,500	5,000	44,656	143,156
	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>
Analysis by fund							
Unrestricted funds	112,085	-	112,085	109,477	-	-	109,477
Restricted funds	-	44,742	44,742	-	5,000	44,656	49,656
	<u>112,085</u>	<u>44,742</u>	<u>156,827</u>	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2022	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2021
	2022	2022	2022		2021	2021	2021	
	£	£	£	£	£	£	£	£
Staff costs	79,127	-	39,042	118,169	79,358	3,864	37,939	121,161
Depreciation and impairment	1,389	-	352	1,741	1,158	55	528	1,741
Staff training	57	-	500	557	301	14	121	436
Rent and rates	10,013	-	2,347	12,360	6,738	316	3,071	10,125
Refreshments and employee costs	685	-	138	823	410	13	183	606
Insurance	2,237	-	579	2,816	1,976	87	825	2,888
Repairs and maintenance	238	-	250	488	118	6	54	178
Printing, postage and stationery	977	-	505	1,482	2,272	112	1,180	3,564
Telephone and broadband	724	-	713	1,437	1,263	64	572	1,899
Computer and CCTV costs	3,128	-	420	3,548	1,066	52	499	1,617
Travelling expenses	86	-	200	286	248	11	117	376
Legal and professional fees	1,779	-	456	2,235	1,486	71	699	2,256
Bank charges	166	-	42	208	139	5	63	207
Sundry expenses	1,881	-	-	1,881	104	5	45	154
Refund to grant provider	-	6,567	-	6,567	-	-	-	-
	<u>102,487</u>	<u>6,567</u>	<u>45,544</u>	<u>154,598</u>	<u>96,637</u>	<u>4,675</u>	<u>45,896</u>	<u>147,208</u>
Grant funding of activities (see note 5)	3,487	-	-	3,487	-	-	-	-
Share of governance costs (see note 6)	1,100	-	-	1,100	1,050	-	-	1,050
	<u>107,074</u>	<u>6,567</u>	<u>45,544</u>	<u>159,185</u>	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

(Continued)

Analysis by fund

Unrestricted funds	107,074	-	-	107,074	97,687	-	-	97,687
Restricted funds	-	6,567	45,544	52,111	-	4,675	45,896	50,571
	<u>107,074</u>	<u>6,567</u>	<u>45,544</u>	<u>159,185</u>	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Grants payable

	2022 £	2021 £
Dr Megan Freeth - The University of Sheffield	3,487	-

6 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Legal and professional	-	1,100	1,100	1,050
	-	1,100	1,100	1,050
Analysed between Charitable activities	-	1,100	1,100	1,050

Governance costs includes payments to the Independent Examiners of £1,100 (2021- £1,050).

7 Trustees

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

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	7	7
Employment costs	2022 £	2021 £
Wages and salaries	109,047	112,066
Social security costs	2,579	2,371
Other pension costs	6,543	6,724
	118,169	121,161

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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

8 Employees

(Continued)

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

9 Tangible fixed assets

Fixtures and fittings
£

Cost

At 1 April 2021 6,961

At 31 March 2022 6,961

Depreciation and impairment

At 1 April 2021 4,410

Depreciation charged in the year 1,741

At 31 March 2022 6,151

Carrying amount

At 31 March 2022 810

At 31 March 2021 2,551

10 Debtors

2022 2021
£ £

Amounts falling due within one year:

Trade debtors 175 275

Other debtors 6 -

Prepayments and accrued income 1,190 2,564

1,371 2,839

11 Creditors: amounts falling due within one year

2022 2021
£ £

Other taxation and social security 2,541 2,260

Trade creditors 973 1,085

Accruals and deferred income 1,100 1,150

4,614 4,495

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Restricted funds

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

	Movement in funds			Movement in funds			Balance at 31 March 2022	
	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Incoming resources	Resources expended		Transfers
	£	£	£	£	£	£	£	
Be Well	-	5,000	(4,675)	325	-	-	(325)	-
Improving Access to Psychological Therapies (IAPT)	-	44,656	(45,896)	(1,240)	44,742	(45,544)	2,042	-
Musculoskeleton Project (MSK)	6,598	-	-	6,598	-	(6,567)	(31)	-
	<u>6,598</u>	<u>49,656</u>	<u>(50,571)</u>	<u>5,683</u>	<u>44,742</u>	<u>(52,111)</u>	<u>1,686</u>	<u>-</u>

Improving Access to Psychological Therapies (IAPT)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems. The project has been funded on a long term basis but is renewed annually.

Musculoskeleton Project (MSK)

Its focus is on bringing knowledge and people together to improve outcomes for people with MSK conditions.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	810	-	810	2,551	-	2,551
Current assets/(liabilities)	70,593	-	70,593	65,527	5,683	71,210
	<u>71,403</u>	<u>-</u>	<u>71,403</u>	<u>68,078</u>	<u>5,683</u>	<u>73,761</u>

14 Operating lease commitments

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

	2022 £	2021 £
Between two and five years	<u>24,569</u>	<u>-</u>

The total lease charge for the year was £170 (2021 - £Nil).

15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2021: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE

England & Wales - Charity number 1085464

Accounts



Sheffield Occupational Health Advisory Service (SOHAS)
Working to Prevent and Alleviate the Effects of Work on Health

Sheffield Occupational Health Advisory Service

Annual Report

2020/2021

What we do

We provide Sheffield's job retention services; if you believe that your work is affecting your health, we can provide you with advice to help you stay at work or return to work after a period of sickness absence.

We are a preventative service. **65% of people we give advice to are at work, not off sick.** We target people who live and work in the most deprived areas of Sheffield who are vulnerable to the loss of their job. Over the last year, we have provided job retention services for people with mental and physical health issues as well as working carers and cancer patients.

If you are worried about going back to work, we can help you. Either contact your GP and ask to be referred to a SOHAS Adviser, or contact us via phone on 0114 275 5760, via our website, or email us directly at sohas@sohas.co.uk

Our work during the pandemic

We have worked hard over the past year to adapt our advice services during the pandemic to ensure that we continued to give people excellent advice and to help them to stay in work.

By developing new referral routes, we have increased the number of organisations who refer to us by 50%. One of these new referral systems is the Long Covid Support Unit at Sheffield Teaching Hospitals. Many of the people referred have complex health conditions which have resulted in them being off work for long periods. We have used our many years of experience to help them return to work.

What are the outcomes of our work?

- **We lower workplace stress**
- **We reduce visits to the GP**
- **We improve people's working conditions**
- **We reduce presenteeism, leaveism and sickness absence at work**

Case study

Sam was referred to us by his IAPT worker, as they hoped that we could offer some support with his work situation. Sam works in a senior technical position in a large open plan office environment, he had treatment for cancer five years ago and has suffered from anxiety, especially health anxiety since his diagnosis and after his treatment had finished.

During the start of the Covid pandemic, Sam was able to work from home, he felt safe working in this way and also felt that he was much more productive than when he was office based. When the government advice about returning to the workplace changed, Sam's employer was keen to encourage everyone back to the office.

Sam felt that some of his colleagues were not taking the Covid rules seriously outside and inside the workplace. He felt they were standing too close to him and each other and not following the one-way system, and this made him feel very anxious. He raised this with his line manager, who said he could remind everyone about the rules but could not make them follow them. Sam was also under pressure to continue to work from the office.

Sam and his employment adviser (EA) talked through what might help him in this situation and agreed that a flexible working request based on a hybrid working proposal (time in the office but also time at home) would be a compromise and would help Sam manage his anxiety, whilst also exposing himself to the situation to ensure he wasn't avoiding it completely.

The EA helped Sam to make his request and gather the evidence that this would be a positive move for both Sam and the business. Sam's employer agreed and put some reviews in place to check the agreement was working.

Sam has not felt a need to get in touch with his EA since then, as he is managing his anxiety in relation to work, but Sam has the EA's contact details and can ask for help going forward.

“There has **never** been a greater need for **SOHAS**. The Covid pandemic has altered working lives hugely, whether having to work face to face with Covid patients or working from home. Working environments can have their physical dangers as always, but now stress takes a significant toll. **SOHAS** has been supporting patients facing these pressures for over 30 years at Birley Health Centre. **It’s an invaluable service.**”

GP quote

If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately **£750,000** over the last year

96% of people who used our services, would recommend us to their work colleagues

“SOHAS has been **invaluable in providing a supportive service** to our clients who have sustained a brain injury. Our staff members have liaised with SOHAS employees via email, over the phone and in person, and have always found their advice and recommendations to be **timely and helpful**. Their expertise in the employment sector and knowledge around the intricacies of employment rights and law have been **beneficial to our clients**, especially those who require advocacy. Their input has enabled a number of brain injury survivors to **map out a realistic return to work and to retain their jobs**. We cannot **recommend their service highly enough!**”

Clinician quote

“If it wasn’t for SOHAS and their **calm and confident advice**, I would not be back at work. They have supported me during a very difficult and complex grievance/workplace bullying issue while I was suffering from severe anxiety. I have only just returned to work but my employment adviser has supported me every step of the way; they remained flexible with their time, **always returned my calls or emails, and have always been consistent and supportive**. An amazing person. Very impressed.”

Patient quote

80% of GPs said that their patients’ sickness absence reduced after being given advice by SOHAS

Jane sent this message after we carried out an occupational health assessment for an employee:

“Thank you carrying out an assessment and for sending through your report. It is clear to follow and helpful for us going forward. **We are now confident that we can support our employee on their return to work.**”

Occupational health assessment quote

Employers: We carry out non-medical occupational health assessments that give you practical advice on how to return someone to work after sickness absence. Ring us for more information.

How we are run

SOHAS is a charity, No. 1085464. The Board of Trustees are responsible for managing the business of the organisation, safeguarding the charity's assets and managing its funds.

The Board is made up of people who bring a range of experience and skills to help the organisation achieve its objectives. The Trustees, who are volunteers, are elected at the Annual General Meeting.

We would like to thank our staff, Trustees, GPs, stakeholders and funders who helped us to give work and health advice.

Contact details

SOHAS, 4th Floor Exchange Brewery, 2 Bridge Street, Sheffield, S3 8NS



0114 275 5760



sohas@sohas.co.uk

If you want to get online advice, go to our website www.sohas.co.uk and use the ask the expert form to tell us what sort of help you need.

We are currently working only on-line and by telephone. We are happy to arrange an online face to face meeting.



Find us on Facebook
search 'SOHAS'



Find us on Twitter,
@SOHASHealth

Funders

SOHAS received funding from the following organisations:

Sheffield
City Council



Sheffield IAPT
working together to improve your wellbeing

Charity Registration No. 1085464

Company Registration No. 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Fagbohun A Budgen A Giller L Miller J Rhodes M Rivelin M Fender	(Appointed 8 October 2020) (Appointed 8 October 2020) (Appointed 20 October 2020)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	Floor Y4 Exchange Brewery 2 Bridge Street Sheffield S3 8NS	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

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

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

The Workplace Health Programme

The Workplace Health Programme is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Workplace Health Programme is now in its forty first year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities. The future of this funding is stable beyond the current financial year (2020-21), but the long-term funding remains unclear in the longer term. We have been able to continue to develop some project work, however, bidding for alternative types of funding remains challenging.

The pandemic has affected the way we provide our advice service as for long periods of the financial year we did not have access to GP surgeries. We have redesigned how people refer themselves to us, which was challenging, but is now working well, but we expect that the method of referrals will continue to change and adapt as the pandemic continues.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 60% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic.

If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £800,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are looking at how this affects our advice services in the future.

Improving Access to Psychological Therapies Employment Adviser Service (IAPT EA)

The IAPT EA is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. We have seen less impact due the pandemic than the workplace health programme as the advisers have closer links with the IAPT advisers than they do with GP's.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence.

We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

The charity reports a surplus of £10,875 (2020: Deficit £8,654), for the year under review. Unrestricted reserves amount to £68,078 at the year end (2020: £56,288).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2021 were £65,527 compared to £51,996 at the previous year end.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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:

S Eastwood	(Resigned 8 October 2020)
M Fagbohun	(Appointed 8 October 2020)
A Budgen	
A Giller	
L Miller	
J Rhodes	
M Rivelin	(Appointed 8 October 2020)
H Wood	(Resigned 8 October 2020)
M Fender	(Appointed 20 October 2020)

The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

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

.....
A Budgen

Trustee

Dated:

.....
A Giller

Trustee

Dated:.....

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Charitable activities	3	109,477	49,656	159,133	94,661	53,281	147,942
Expenditure on:							
Charitable activities	4	97,687	50,571	148,258	101,934	54,662	156,596
Gross transfers between funds		-	-	-	5,568	(5,568)	-
Net income/(expenditure) for the year/ Net movement in funds							
		11,790	(915)	10,875	(1,705)	(6,949)	(8,654)
Fund balances at 1 April 2020		56,288	6,598	62,886	57,993	13,547	71,540
Fund balances at 31 March 2021							
		68,078	5,683	73,761	56,288	6,598	62,886

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	8		2,551		4,292
Current assets					
Debtors	9	2,839		2,783	
Cash at bank and in hand		72,866		64,858	
		<u>75,705</u>		<u>67,641</u>	
Creditors: amounts falling due within one year	10	<u>(4,495)</u>		<u>(9,047)</u>	
Net current assets			71,210		58,594
Total assets less current liabilities			<u>73,761</u>		<u>62,886</u>
Income funds					
Restricted funds	11		5,683		6,598
Unrestricted funds			68,078		56,288
			<u>73,761</u>		<u>62,886</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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

.....
A Budgen
Trustee

Company Registration No. 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Floor Y4, Exchange Brewery, 2 Bridge Street, Sheffield, S3 8NS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	25% straight line
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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 net income/(expenditure) for the year.

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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 Retirement benefits

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

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Charitable activities

	Workplace Health	Be Well	Improving Access to Psychological Therapies (IAPT)	Total 2021	Workplace Health	CARE: The Carers Centre	Improving Access to Psychological Therapies (IAPT)	Total 2020
	2021	2021	2021		2020	2020	2020	
	£	£	£	£	£	£	£	£
Services provided	15,977	-	-	15,977	1,161	-	-	1,161
Grants received	93,500	5,000	44,656	143,156	93,500	8,625	44,656	146,781
	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>	<u>94,661</u>	<u>8,625</u>	<u>44,656</u>	<u>147,942</u>
Analysis by fund								
Unrestricted funds	109,477	-	-	109,477	94,661	-	-	94,661
Restricted funds	-	5,000	44,656	49,656	-	8,625	44,656	53,281
	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>	<u>94,661</u>	<u>8,625</u>	<u>44,656</u>	<u>147,942</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2021	Total 2020
	2021	2021	2021		
	£	£	£	£	£
Staff costs	79,358	3,864	37,939	121,161	125,230
Depreciation and impairment	1,158	55	528	1,741	1,738
Staff training	301	14	121	436	1,087
Rent and rates	6,738	316	3,071	10,125	12,344
Refreshments and employee costs	410	13	183	606	1,559
Insurance	1,976	87	825	2,888	2,470
Light and heat	-	-	-	-	(546)
Repairs and maintenance	118	6	54	178	512
Printing, postage and stationery	2,272	112	1,180	3,564	3,748
Telephone and broadband	1,263	64	572	1,899	1,247
Computer and CCTV costs	1,066	52	499	1,617	2,440
Travelling expenses	248	11	117	376	1,198
Legal and professional fees	1,486	71	699	2,256	2,113
Bank charges	139	5	63	207	228
Sundry expenses	104	5	45	154	67
Charitable donations	-	-	-	-	111
	<u>96,637</u>	<u>4,675</u>	<u>45,896</u>	<u>147,208</u>	<u>155,546</u>
Share of governance costs (see note 5)	1,050	-	-	1,050	1,050
	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>	<u>156,596</u>
Analysis by fund					
Unrestricted funds	97,687	-	-	97,687	101,934
Restricted funds	-	4,675	45,896	50,571	54,662
	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>	<u>156,596</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

(Continued)

For the year ended 31 March 2020

	Workplace Health	CARE: The Carers Centre	Health, Work and Well Being	Improving Access to Psychological Therapies (IAPT)	Macmillan 3	Stroke Project	Total 2020
	£	£	£	£	£	£	£
Staff costs	71,402	8,893	1,196	44,848	(2,550)	1,441	125,230
Depreciation and impairment	1,738	-	-	-	-	-	1,738
Staff training	707	380	-	-	-	-	1,087
Rent and rates	12,344	-	-	-	-	-	12,344
Refreshments and employee costs	1,392	-	-	167	-	-	1,559
Insurance	2,470	-	-	-	-	-	2,470
Light and heat	(546)	-	-	-	-	-	(546)
Repairs and maintenance	512	-	-	-	-	-	512
Printing, postage and stationery	3,725	23	-	-	-	-	3,748
Telephone and broadband	1,247	-	-	-	-	-	1,247
Computer and CCTV costs	2,440	-	-	-	-	-	2,440
Travelling expenses	875	23	-	300	-	-	1,198
Legal and professional fees	2,113	-	-	-	-	-	2,113
Bank charges	228	-	-	-	-	-	228
Sundry expenses	126	-	-	-	(59)	-	67
Charitable donations	111	-	-	-	-	-	111
	<u>100,884</u>	<u>9,319</u>	<u>1,196</u>	<u>45,315</u>	<u>(2,609)</u>	<u>1,441</u>	<u>155,546</u>
Share of governance costs (see note 5)	1,050	-	-	-	-	-	1,050
	<u><u>101,934</u></u>	<u><u>9,319</u></u>	<u><u>1,196</u></u>	<u><u>45,315</u></u>	<u><u>(2,609)</u></u>	<u><u>1,441</u></u>	<u><u>156,596</u></u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

(Continued)

Analysis by fund

Unrestricted funds	101,934	-	-	-	-	-	101,934
Restricted funds	-	9,319	1,196	45,315	(2,609)	1,441	54,662
	<u>101,934</u>	<u>9,319</u>	<u>1,196</u>	<u>45,315</u>	<u>(2,609)</u>	<u>1,441</u>	<u>156,596</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Legal and professional	-	1,050	1,050	-	1,050	1,050
	-	1,050	1,050	-	1,050	1,050
Analysed between Charitable activities	-	1,050	1,050	-	1,050	1,050

Governance costs includes payments to the Independent Examiners of £1,050 (2020- £1,050).

6 Trustees

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

7 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	7	7
Employment costs	2021 £	2020 £
Wages and salaries	112,066	110,736
Social security costs	2,371	7,192
Other pension costs	6,724	7,302
	121,161	125,230

No employee received remuneration above £60,000.

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020	6,961
At 31 March 2021	6,961
Depreciation and impairment	
At 1 April 2020	2,669
Depreciation charged in the year	1,741
At 31 March 2021	4,410
Carrying amount	
At 31 March 2021	2,551
At 31 March 2020	4,292

9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	275	220
Prepayments and accrued income	2,564	2,563
	2,839	2,783

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	2,260	2,834
Trade creditors	1,085	163
Accruals and deferred income	1,150	6,050
	4,495	9,047

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

11 Restricted funds

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

	Movement in funds				Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Care: The Carers Centre	6,263	8,625	(9,319)	(5,569)	-	-	-	-
Be Well	1,196	-	(1,196)	-	-	5,000	(4,675)	325
Improving Access to Psychological Therapies (IAPT)	659	44,656	(45,315)	-	-	44,656	(45,896)	(1,240)
Macmillan 3	(2,609)	-	2,609	-	-	-	-	-
Musculoskeleton Project (MSK)	6,597	-	-	1	6,598	-	-	6,598
Stroke Project	1,441	-	(1,441)	-	-	-	-	-
	<u>13,547</u>	<u>53,281</u>	<u>(54,662)</u>	<u>(5,568)</u>	<u>6,598</u>	<u>49,656</u>	<u>(50,571)</u>	<u>5,683</u>

CARE: The Carers Centre

Funded by The Carers Centre to support people who have caring responsibilities.

Improving Access to Psychological Therapies (IAPT)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems. The project has been funded on a long term basis but is renewed annually.

Macmillan 3

Funded by Macmillan Cancer Care . This is a three year project to set up and deliver a free service supporting cancer survivors back to work.

Musculoskeleton Project (MSK)

Its focus is on bringing knowledge and people together to improve outcomes for people with MSK conditions.

Stroke project

Application made to and awarded by Awards for All to support people of working age who have had a stroke. Support includes developing a return to work plan, help in workplace meetings and holding advice sessions.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	2,551	-	2,551	4,292	-	4,292
Current assets/ (liabilities)	65,527	5,683	71,210	51,996	6,598	58,594
	<u>68,078</u>	<u>5,683</u>	<u>73,761</u>	<u>56,288</u>	<u>6,598</u>	<u>62,886</u>

13 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2020: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

Charity Registration No. 1085464

Company Registration No. 2429795 (England and Wales)

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Fagbohun A Budgen A Giller L Miller J Rhodes M Rivelin M Fender	(Appointed 8 October 2020) (Appointed 8 October 2020) (Appointed 20 October 2020)
Secretary	A Budgen	
Charity number	1085464	
Company number	2429795	
Registered office	Floor Y4 Exchange Brewery 2 Bridge Street Sheffield S3 8NS	
Independent examiner	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP	
Bankers	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB	

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

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SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

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

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 Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- a) to advance education by promoting research into health and safety at work and the causes of work-related disease and to publish the useful results of such research, and
- b) to protect and preserve the health of people in their past and present places of work and people who may be affected by the activities of commerce and industry and to offer services to combat the ill effects of work-related disease.

The Trustees have confirmed that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

The Workplace Health Programme

The Workplace Health Programme is a free confidential service aimed at helping people to manage their workplace health problems so that they are able to remain in work. We see people from age 16 up to and beyond retirement age. The service is available to anyone who lives or works in Sheffield and we aim to give advice to people within two weeks of them making contact with us.

The Workplace Health Programme is now in its forty first year and is currently funded by a contract with Sheffield City Council following the transfer of public health functions to local authorities. The future of this funding is stable beyond the current financial year (2020-21), but the long-term funding remains unclear in the longer term. We have been able to continue to develop some project work, however, bidding for alternative types of funding remains challenging.

The pandemic has affected the way we provide our advice service as for long periods of the financial year we did not have access to GP surgeries. We have redesigned how people refer themselves to us, which was challenging, but is now working well, but we expect that the method of referrals will continue to change and adapt as the pandemic continues.

We continue to monitor the work of our Workplace Health Programme by surveying people who have used this service. This shows that 60% of patients who responded to our regular surveys say that without intervention of a SOHAS advisor they would not have remained in their job.

The survey also showed that the service we provide is highly rated by patients and demonstrates that focused and timely intervention from SOHAS advisors has a positive impact on patients' health and wellbeing and remains broadly unchanged during the pandemic.

If we use the CIPD figures for the cost of recruiting new employees, we will have saved businesses approximately £800,000 over the previous year.

This is testament to the skills and expertise of our advisors and we would like to thank them all for their dedicated work during a very challenging year.

We are continuing to see an increasing number of patients who are providing feedback on the problems they have with their employers, particularly when dealing with employees who have mental health problems. We are beginning to see that people's workplace ill-health is increasingly caused by conflict in the workplace, we are looking at how this affects our advice services in the future.

Improving Access to Psychological Therapies Employment Adviser Service (IAPT EA)

The IAPT EA is a free confidential service that provides advice and support to patients whose mental health has been affected by their work or where a pre-existing mental health condition is impacting on their current job or a combination of both. The aim is to enable clients to remain in their jobs, to make a sustained return to work after a sickness absence or to move jobs. We have seen less impact due the pandemic than the workplace health programme as the advisers have closer links with the IAPT advisers than they do with GP's.

The Occupational Health Assessment Service

This provides help and support to SME's who are struggling to get their employees back to work after a period of sickness absence.

We are providing this service on a regular basis to small organisations who lack the expertise on workplace health issues. The issues we are dealing with can be complex as we are helping employees who have been off sick from work for a relatively long time. The work is helping us gain more insight into the behaviour of employers as they try to manage their employees workplace ill-health. We are using the outcomes of this work to look at how we can improve our advice services.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

The charity reports a surplus of £10,875 (2020: Deficit £8,654), for the year under review. Unrestricted reserves amount to £68,078 at the year end (2020: £56,288).

It is the policy of the charity to maintain unrestricted funds which are free reserves of the charity which can be used in furtherance of its objectives. This provides sufficient funds to cover the management, administration and support costs and to respond to other projects which the charity may wish to support in the future. The free reserves of the charity are its unrestricted funds excluding those in the form of fixed costs. Free reserves at 31 March 2021 were £65,527 compared to £51,996 at the previous year end.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 5 October 1989 and is governed by its Memorandum and Articles of Association, as amended on 22 January and 28 September 2000. The organisation is registered with the Charity Commission and its registered number is 1085464.

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:

S Eastwood	(Resigned 8 October 2020)
M Fagbohun	(Appointed 8 October 2020)
A Budgen	
A Giller	
L Miller	
J Rhodes	
M Rivelin	(Appointed 8 October 2020)
H Wood	(Resigned 8 October 2020)
M Fender	(Appointed 20 October 2020)

The trustees when complete consist of not less than four persons being: the officers of the charity, that is the chairperson, treasurer and secretary; and such representatives of member organisations as may be elected at each AGM; and individuals.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Every trustee must sign a declaration of willingness to act as a charity trustee of the charity before he or she is eligible to vote at any meeting of the trustees. The Trustees must hold at least two meetings each year. A quorum at a meeting of the trustees is one third of the trustees with a minimum of three. Trustees have the power to appoint new trustees until confirmed at the next AGM. At each AGM one third of the Trustees are required to resign and stand for re-election, those longest in office retiring first.

New trustees will meet with existing trustees prior to recommendation for appointment, during which time they will have the vision and strategy of the charity explained to them. New Trustees are provided with the Charity Commission's publications for intending trustees.

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

.....
A Budgen

Trustee

Dated:

.....
A Giller

Trustee

Dated:.....

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Charitable activities	3	109,477	49,656	159,133	94,661	53,281	147,942
Expenditure on:							
Charitable activities	4	97,687	50,571	148,258	101,934	54,662	156,596
Gross transfers between funds		-	-	-	5,568	(5,568)	-
Net income/(expenditure) for the year/ Net movement in funds							
		11,790	(915)	10,875	(1,705)	(6,949)	(8,654)
Fund balances at 1 April 2020		56,288	6,598	62,886	57,993	13,547	71,540
Fund balances at 31 March 2021							
		68,078	5,683	73,761	56,288	6,598	62,886

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	8		2,551		4,292
Current assets					
Debtors	9	2,839		2,783	
Cash at bank and in hand		72,866		64,858	
		<u>75,705</u>		<u>67,641</u>	
Creditors: amounts falling due within one year	10	<u>(4,495)</u>		<u>(9,047)</u>	
Net current assets			71,210		58,594
Total assets less current liabilities			<u>73,761</u>		<u>62,886</u>
Income funds					
Restricted funds	11		5,683		6,598
Unrestricted funds			68,078		56,288
			<u>73,761</u>		<u>62,886</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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

.....
A Budgen
Trustee

Company Registration No. 2429795

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Sheffield Occupational Health Advisory Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Floor Y4, Exchange Brewery, 2 Bridge Street, Sheffield, S3 8NS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 applying FRS 102 Update Bulletin 1 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 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated facilities and services are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Expenditure

Expenditure is recognised on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the public. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

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. Items of equipment are only capitalised where the purchase price exceeds £500 and they have a useful life of more than one year.

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:

Fixtures and fittings	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 net income/(expenditure) for the year.

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, other short-term liquid investments with original maturities of three months or less, 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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

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.

1.10 Taxation

The charity is not liable for income or corporation tax on its charitable activities. Expenditure includes input VAT as the charity is not registered for VAT.

1.11 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.

1.12 Retirement benefits

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

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Charitable activities

	Workplace Health	Be Well	Improving Access to Psychological Therapies (IAPT)	Total 2021	Workplace Health	CARE: The Carers Centre	Improving Access to Psychological Therapies (IAPT)	Total 2020
	2021	2021	2021		2020	2020	2020	
	£	£	£	£	£	£	£	£
Services provided	15,977	-	-	15,977	1,161	-	-	1,161
Grants received	93,500	5,000	44,656	143,156	93,500	8,625	44,656	146,781
	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>	<u>94,661</u>	<u>8,625</u>	<u>44,656</u>	<u>147,942</u>
Analysis by fund								
Unrestricted funds	109,477	-	-	109,477	94,661	-	-	94,661
Restricted funds	-	5,000	44,656	49,656	-	8,625	44,656	53,281
	<u>109,477</u>	<u>5,000</u>	<u>44,656</u>	<u>159,133</u>	<u>94,661</u>	<u>8,625</u>	<u>44,656</u>	<u>147,942</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Workplace Health	Health, Work and Well Being	Improving Access to Psychologic al Therapies (IAPT)	Total 2021	Total 2020
	2021	2021	2021		
	£	£	£	£	£
Staff costs	79,358	3,864	37,939	121,161	125,230
Depreciation and impairment	1,158	55	528	1,741	1,738
Staff training	301	14	121	436	1,087
Rent and rates	6,738	316	3,071	10,125	12,344
Refreshments and employee costs	410	13	183	606	1,559
Insurance	1,976	87	825	2,888	2,470
Light and heat	-	-	-	-	(546)
Repairs and maintenance	118	6	54	178	512
Printing, postage and stationery	2,272	112	1,180	3,564	3,748
Telephone and broadband	1,263	64	572	1,899	1,247
Computer and CCTV costs	1,066	52	499	1,617	2,440
Travelling expenses	248	11	117	376	1,198
Legal and professional fees	1,486	71	699	2,256	2,113
Bank charges	139	5	63	207	228
Sundry expenses	104	5	45	154	67
Charitable donations	-	-	-	-	111
	<u>96,637</u>	<u>4,675</u>	<u>45,896</u>	<u>147,208</u>	<u>155,546</u>
Share of governance costs (see note 5)	1,050	-	-	1,050	1,050
	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>	<u>156,596</u>
Analysis by fund					
Unrestricted funds	97,687	-	-	97,687	101,934
Restricted funds	-	4,675	45,896	50,571	54,662
	<u>97,687</u>	<u>4,675</u>	<u>45,896</u>	<u>148,258</u>	<u>156,596</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

(Continued)

For the year ended 31 March 2020

	Workplace Health	CARE: The Carers Centre	Health, Improving Work and Access Well Being to Psychological Therapies (IAPT)	Macmillan 3	Stroke Project	Total 2020
	£	£	£	£	£	£
Staff costs	71,402	8,893	1,196	44,848	(2,550)	125,230
Depreciation and impairment	1,738	-	-	-	-	1,738
Staff training	707	380	-	-	-	1,087
Rent and rates	12,344	-	-	-	-	12,344
Refreshments and employee costs	1,392	-	-	167	-	1,559
Insurance	2,470	-	-	-	-	2,470
Light and heat	(546)	-	-	-	-	(546)
Repairs and maintenance	512	-	-	-	-	512
Printing, postage and stationery	3,725	23	-	-	-	3,748
Telephone and broadband	1,247	-	-	-	-	1,247
Computer and CCTV costs	2,440	-	-	-	-	2,440
Travelling expenses	875	23	-	300	-	1,198
Legal and professional fees	2,113	-	-	-	-	2,113
Bank charges	228	-	-	-	-	228
Sundry expenses	126	-	-	-	(59)	67
Charitable donations	111	-	-	-	-	111
	<u>100,884</u>	<u>9,319</u>	<u>1,196</u>	<u>45,315</u>	<u>(2,609)</u>	<u>155,546</u>
Share of governance costs (see note 5)	1,050	-	-	-	-	1,050
	<u><u>101,934</u></u>	<u><u>9,319</u></u>	<u><u>1,196</u></u>	<u><u>45,315</u></u>	<u><u>(2,609)</u></u>	<u><u>156,596</u></u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

(Continued)

Analysis by fund

Unrestricted funds	101,934	-	-	-	-	-	101,934
Restricted funds	-	9,319	1,196	45,315	(2,609)	1,441	54,662
	<u>101,934</u>	<u>9,319</u>	<u>1,196</u>	<u>45,315</u>	<u>(2,609)</u>	<u>1,441</u>	<u>156,596</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Legal and professional	-	1,050	1,050	-	1,050	1,050
	-	1,050	1,050	-	1,050	1,050
Analysed between Charitable activities	-	1,050	1,050	-	1,050	1,050

Governance costs includes payments to the Independent Examiners of £1,050 (2020- £1,050).

6 Trustees

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

7 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	7	7
Employment costs	2021 £	2020 £
Wages and salaries	112,066	110,736
Social security costs	2,371	7,192
Other pension costs	6,724	7,302
	121,161	125,230

No employee received remuneration above £60,000.

The charity operates a defined contribution benefits scheme in respect of its employees. The organisation makes contributions of 6% to the pension scheme on behalf of employees. The scheme and its assets are held by independent managers.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020	6,961
At 31 March 2021	<u>6,961</u>
Depreciation and impairment	
At 1 April 2020	2,669
Depreciation charged in the year	1,741
At 31 March 2021	<u>4,410</u>
Carrying amount	
At 31 March 2021	<u>2,551</u>
At 31 March 2020	<u>4,292</u>

9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	275	220
Prepayments and accrued income	2,564	2,563
	<u>2,839</u>	<u>2,783</u>

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	2,260	2,834
Trade creditors	1,085	163
Accruals and deferred income	1,150	6,050
	<u>4,495</u>	<u>9,047</u>

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

11 Restricted funds

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

	Movement in funds				Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Care: The Carers Centre	6,263	8,625	(9,319)	(5,569)	-	-	-	-
Be Well	1,196	-	(1,196)	-	-	5,000	(4,675)	325
Improving Access to Psychological Therapies (IAPT)	659	44,656	(45,315)	-	-	44,656	(45,896)	(1,240)
Macmillan 3	(2,609)	-	2,609	-	-	-	-	-
Musculoskeleton Project (MSK)	6,597	-	-	1	6,598	-	-	6,598
Stroke Project	1,441	-	(1,441)	-	-	-	-	-
	<u>13,547</u>	<u>53,281</u>	<u>(54,662)</u>	<u>(5,568)</u>	<u>6,598</u>	<u>49,656</u>	<u>(50,571)</u>	<u>5,683</u>

CARE: The Carers Centre

Funded by The Carers Centre to support people who have caring responsibilities.

Improving Access to Psychological Therapies (IAPT)

Funded by Sheffield Health and Social Care. Free and confidential service for people who have workplace mental health problems. The project has been funded on a long term basis but is renewed annually.

Macmillan 3

Funded by Macmillan Cancer Care . This is a three year project to set up and deliver a free service supporting cancer survivors back to work.

Musculoskeleton Project (MSK)

Its focus is on bringing knowledge and people together to improve outcomes for people with MSK conditions.

Stroke project

Application made to and awarded by Awards for All to support people of working age who have had a stroke. Support includes developing a return to work plan, help in workplace meetings and holding advice sessions.

SHEFFIELD OCCUPATIONAL HEALTH ADVISORY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	2,551	-	2,551	4,292	-	4,292
Current assets/ (liabilities)	65,527	5,683	71,210	51,996	6,598	58,594
	<u>68,078</u>	<u>5,683</u>	<u>73,761</u>	<u>56,288</u>	<u>6,598</u>	<u>62,886</u>

13 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

No remuneration was paid to any trustee for services as a trustee.

Travel and other expenses amounting to £Nil (2020: £Nil) were reimbursed to trustees.

No trustee or other person connected to the charity had any personal interest in any contract or transaction entered into by the charity during the year.