



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



**COMMUNITY
FUND**

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 | (Appointed 8 October 2020) |
| | A Budgen | |
| | A Giller | |
| | L Miller | |
| | J Rhodes | |
| | M Rivelin | (Appointed 8 October 2020) |
| | M Fender | (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

CONTENTS

| | Page |
|-----------------------------------|-------------|
| Trustees' report | 1 - 3 |
| Independent examiner's report | 4 |
| Statement of financial activities | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 18 |

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

| | | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | | | | |
| 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, 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> |
| | <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

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 | (Appointed 8 October 2020) |
| | A Budgen | |
| | A Giller | |
| | L Miller | |
| | J Rhodes | |
| | M Rivelin | (Appointed 8 October 2020) |
| | M Fender | (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

CONTENTS

| | Page |
|-----------------------------------|-------------|
| Trustees' report | 1 - 3 |
| Independent examiner's report | 4 |
| Statement of financial activities | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 18 |

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

| | | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | | | | |
| 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, 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>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

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> |
| | <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

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.