

REGISTERED COMPANY NUMBER: 08838317 (England and Wales)
REGISTERED CHARITY NUMBER: 1155344

Your Employment Settlement Service

Annual Report and Accounts
For the year ended 30 June 2021

ansteybond
1-2 Charterhouse Mews
London
EC1M 6BB

Your Employment Settlement Service

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Your Employment Settlement Service

Report of the Trustees for the year ended 30 June 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of 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

Objectives and aims

The company operates for the public benefit, to promote the resolution of conflict and disputes between employers and employees, without recourse to litigation. The objective is to relieve the social and economic costs of litigation and equivalent procedures including but not limited to:

1. providing and supporting the provision of advice services to employees;
2. providing mediation services;
3. facilitating the early resolution of disputes including where appropriate, effecting a reconciliation between employers and employees;
4. undertaking research to create models for dispute resolution between employers and employees, and to improve understanding of the causes of conflict and dispute in the workplace, and disseminating the results of such research to the public; and
5. providing training to employers and producing publications on the promotion of conflict avoidance, early dispute resolution and employment law.

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance

The objectives of the Charity continue to be positively received by employers, employees and others working in the workplace relations arena (including advice agencies, judges, academics and other employment lawyers). The charity has been operating for over 7 years and is developing a national reputation for its activities.

Specific achievements in this accounting period are:

1. Gave an initial free advice call (typically consisting of 20 minutes of free advice) to about 780 people.
2. Advised and supported about 503 people as clients.
3. Provided affordable advice to those on low incomes who would not otherwise be able to access legal advice, including approximately 260 hours of pro bono advice (in excess of 37 days of solicitor time).
4. Received further funding from London Community Response Fund to expand the online mediation service piloted in the previous accounting period. See Note 11 (Page 12) for further details.
5. Completed year 1 of a 3-year partnership with Maternity Action to provide casework to pregnant women and women on maternity leave experiencing poor treatment and discrimination. 60 women were supported by YESS solicitors. See Note 11 (Page 12) for further details.
6. Conducted a pilot scheme providing Judicial Mediation support services to unrepresented claimants, on which a successful funding application (to Trust for London) was based, to start in Autumn 2021.
7. Ended the year in surplus funds, meeting the trustees' reserves policy and thus supporting the Charity's continued viability.
8. Continued to provide a high service level despite the challenges of remote working for all staff due to the pandemic.
9. Increased staffing to the legal team (adding 0.8 FTE solicitor) and support function (adding 0.8 FTE administrator).
10. Moved to larger offices within the existing complex (Somerset House) to accommodate additional staff and enable a hybrid working model.

Principal Funding Sources

The Charity's main funding is from employees and employers who pay for advice and the signing of settlement agreements, with higher earners paying higher fees than low earners. Income from this work represented 67% of the Charity's revenue in this accounting period.

The Charity was granted additional funding from the London Community Response Fund to expand and develop the online mediation service, DRAW (Dispute Resolution Assistance in the Workplace). Income from this grant represented 11% of the Charity's revenue in this accounting period.

Your Employment Settlement Service

Report of the Trustees for the year ended 30 June 2021

The Charity received funds from Maternity Action, which is the lead partner in a joint project funded by the National Lottery Community Fund. Income from this grant represented 13% of the Charity's revenue in this accounting period.

The remaining funding derived from:

- (a) income from a donation made by Legal Aid for Business Diversity brought forward from the previous accounting period, representing 9% of the Charity's revenue in this accounting period; and
- (b) Donations from private individuals, representing 0.2% of the Charity's revenue in this accounting period.

FUTURE PLANS

Towards the end of the current period, the Charity applied for funding from Trust for London to provide advice and support to unrepresented claimants in London, who wish to settle employment tribunal claims that are already in progress. In line with the Charity's objectives, the services provided are to assist with settlement, not to represent in or assist with tribunal cases themselves. The project takes effect from November 2021.

The Charity will continue to work in formal partnership with Maternity Action to complete the project funded by the National Lottery Community Fund. At least a further 100 women will access the services of a YESS lawyer during the remainder of the project. The project ends in July 2023.

The Charity plans to expand the legal team in the next accounting period, to meet the increasing demand for its services. The high demand for advice services since the onset of the pandemic has meant that the Charity has been less active in its charitable objectives of research and training (objectives 4 & 5). By increasing the capacity of the legal team, the Charity will be better equipped to pursue its full range of objectives in the coming years.

FINANCIAL REVIEW

Financial achievement

The charity has succeeded in delivering a surplus of £27.6k (an unrestricted fund surplus of £17.5k and a restricted surplus of £10.1k) on its activities in this accounting period. This represents 8% of its total income of £325.4k of which £219.3k is fee income.

Reserves Policy

The trustees are satisfied with the level of reserves at the end of this year. The trustees' stated objective to achieve a level of reserves equating to 9 months' unrestricted funds, has been achieved. The reserves currently stand at £175,451, being 9.1 months of the current year's unrestricted fund expenditure.

The aim is to utilise these funds for growing the Charity and furthering the charitable objectives, in particular, to enable YESS to expand its pro bono advice offering and increase activity in the areas of research and training (charitable objectives 4 & 5).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of company law.

Induction and training of new trustees

The trustees are developing procedures for the induction and training of new trustees. However, it is not anticipated that the composition of the trustee board will change. One trustee has substantial experience of being a trustee including for very large charities.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08838317 (England and Wales)

Registered Charity number

1155344

Your Employment Settlement Service

**Report of the Trustees
for the year ended 30 June 2021**

Registered office

Room T139, Third Floor, South Wing
Somerset House
Strand
London
WC2R 1LA

Trustees

Ms C R Hibbs
Ms S Mccgwire
Mr O L Segal
Mr M T F Hunt Solicitor

Independent Examiner

Colin Ellis
FCCA CF
ansteybond
1-2 Charterhouse Mews
London
EC1M 6BB

Approved by order of the board of trustees on **9th March 2022** and signed on its behalf by:

Caroline Hibbs

.....
Ms C R Hibbs - Trustee

**Independent Examiner's Report to the Trustees of
Your Employment Settlement Service**

Independent examiner's report to the trustees of Your Employment Settlement Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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



Colin Ellis
FCCA
ansteybond
1-2 Charterhouse Mews
London
EC1M 6BB

Date: 25/3/2022

Your Employment Settlement Service

Statement of Financial Activities for the year ended 30 June 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		28,921	77,203	106,124	77,727
Charitable activities					
Fee Income		219,270	-	219,270	197,733
Total		<u>248,191</u>	<u>77,203</u>	<u>325,394</u>	<u>275,460</u>
EXPENDITURE ON					
Raising funds		342	-	342	280
Charitable activities					
Administrative Expenses		230,367	-	230,367	219,494
TFL Grant		-	-	-	11,700
Maternity Action Grant		-	47,518	47,518	5,200
London Community Response Fund		-	19,550	19,550	3,146
Total		<u>230,709</u>	<u>67,068</u>	<u>297,777</u>	<u>239,820</u>
NET INCOME		<u>17,482</u>	<u>10,135</u>	<u>27,617</u>	<u>35,640</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>157,969</u>	<u>15,354</u>	<u>173,323</u>	<u>137,683</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>175,451</u></u>	<u><u>25,489</u></u>	<u><u>200,940</u></u>	<u><u>173,323</u></u>

The notes form part of these financial statements

Your Employment Settlement Service

Balance Sheet **30 June 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	6	4,769	-	4,769	2,332
CURRENT ASSETS					
Debtors	7	54,006	-	54,006	42,907
Cash at bank and in hand		<u>163,563</u>	<u>25,489</u>	<u>189,052</u>	<u>208,718</u>
		217,569	25,489	243,058	251,625
CREDITORS					
Amounts falling due within one year	8	(46,887)	-	(46,887)	(80,634)
NET CURRENT ASSETS		<u>170,682</u>	<u>25,489</u>	<u>196,171</u>	<u>170,991</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>175,451</u>	<u>25,489</u>	<u>200,940</u>	<u>173,323</u>
NET ASSETS		<u>175,451</u>	<u>25,489</u>	<u>200,940</u>	<u>173,323</u>
FUNDS	9				
Unrestricted funds				175,451	157,969
Restricted funds				<u>25,489</u>	<u>15,354</u>
TOTAL FUNDS				<u>200,940</u>	<u>173,323</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 9th March 2022 and were signed on its behalf by:

Caroline Hibbs

.....
C R Hibbs - Trustee

The notes form part of these financial statements

Your Employment Settlement Service

Notes to the Financial Statements for the year ended 30 June 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

During the year ended 30 June 2021, the charity utilised £67,068 of restricted grant funding.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	<u>1,641</u>	<u>1,783</u>

Your Employment Settlement Service

Notes to the Financial Statements - continued for the year ended 30 June 2021

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2021 nor for the year ended 30 June 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2021 nor for the year ended 30 June 2020.

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Legal and administration	<u>6</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	46,227	31,500	77,727
Charitable activities			
Fee Income	197,733	-	197,733
Total	<u>243,960</u>	<u>31,500</u>	<u>275,460</u>
EXPENDITURE ON			
Raising funds	280	-	280
Charitable activities			
Administrative Expenses	219,494	-	219,494
TFL Grant	-	11,700	11,700
Maternity Action Grant	-	5,200	5,200
London Community Response Fund	-	3,146	3,146
Total	<u>219,774</u>	<u>20,046</u>	<u>239,820</u>
NET INCOME	24,186	11,454	35,640
RECONCILIATION OF FUNDS			
Total funds brought forward	133,783	3,900	137,683
TOTAL FUNDS CARRIED FORWARD	<u>157,969</u>	<u>15,354</u>	<u>173,323</u>

Your Employment Settlement Service

**Notes to the Financial Statements - continued
for the year ended 30 June 2021**

6. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 July 2020	8,730
Additions	<u>4,078</u>
At 30 June 2021	<u>12,808</u>
DEPRECIATION	
At 1 July 2020	6,398
Charge for year	<u>1,641</u>
At 30 June 2021	<u>8,039</u>
NET BOOK VALUE	
At 30 June 2021	<u><u>4,769</u></u>
At 30 June 2020	<u><u>2,332</u></u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	34,694	35,114
Other debtors	8,853	5,113
Prepayments	<u>10,460</u>	<u>2,680</u>
	<u><u>54,007</u></u>	<u><u>42,907</u></u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	-	642
Social security and other taxes	7,375	3,354
VAT	16,035	21,297
Other creditors	-	1,013
Fawcett reserve	-	7,385
LABD fund reserves	20,431	44,021
Accrued expenses	<u>3,046</u>	<u>2,922</u>
	<u><u>46,887</u></u>	<u><u>80,634</u></u>

Your Employment Settlement Service

Notes to the Financial Statements - continued for the year ended 30 June 2021

9. MOVEMENT IN FUNDS

	At 1.7.20 £	Net movement in funds £	At 30.6.21 £
Unrestricted funds			
General fund	157,969	17,482	175,451
Restricted funds			
Maternity Action	6,300	(4,915)	1,385
London Community Response Fund	<u>9,054</u>	<u>15,050</u>	<u>24,104</u>
	<u>15,354</u>	<u>10,135</u>	<u>25,489</u>
TOTAL FUNDS	<u><u>173,323</u></u>	<u><u>27,617</u></u>	<u><u>200,940</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	248,191	(230,709)	17,482
Restricted funds			
Maternity Action	42,603	(47,518)	(4,915)
London Community Response Fund	<u>34,600</u>	<u>(19,550)</u>	<u>15,050</u>
	<u>77,203</u>	<u>(67,068)</u>	<u>10,135</u>
TOTAL FUNDS	<u><u>325,394</u></u>	<u><u>(297,777)</u></u>	<u><u>27,617</u></u>

Comparatives for movement in funds

	At 1.7.19 £	Net movement in funds £	At 30.6.20 £
Unrestricted funds			
General fund	133,783	24,186	157,969
Restricted funds			
TFL Grant	3,900	(3,900)	-
Maternity Action	-	6,300	6,300
London Community Response Fund	-	9,054	9,054
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u><u>137,683</u></u>	<u><u>35,640</u></u>	<u><u>173,323</u></u>

Your Employment Settlement Service

**Notes to the Financial Statements - continued
for the year ended 30 June 2021**

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	243,960	(219,774)	24,186
Restricted funds			
TFL Grant	7,800	(11,700)	3,900
Maternity Action	11,500	(5,200)	6,300
London Community Response Fund	12,200	(3,146)	9,054
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>275,460</u>	<u>(239,820)</u>	<u>35,640</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.7.19 £	Net movement in funds £	At 30.6.20 £
Unrestricted funds			
General fund	133,783	41,668	175,451
Restricted funds			
TFL	3,900	(3,900)	-
Maternity Action	-	1,385	1,385
London Community Response Fund	<u>-</u>	<u>24,104</u>	<u>24,104</u>
	<u>3,900</u>	<u>21,589</u>	<u>25,489</u>
TOTAL FUNDS	<u>137,683</u>	<u>63,257</u>	<u>200,940</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	492,151	(450,483)	41,668
Restricted funds			
TFL Grant	7,800	(11,700)	(3,900)
Maternity Action	54,103	(52,718)	1,385
London Community Response Fund	<u>46,800</u>	<u>(22,696)</u>	<u>24,104</u>
	<u>108,703</u>	<u>(87,114)</u>	<u>21,589</u>
TOTAL FUNDS	<u>600,854</u>	<u>(537,597)</u>	<u>63,257</u>

Your Employment Settlement Service

Notes to the Financial Statements - continued for the year ended 30 June 2021

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2021.

11. GRANT AND DONATION INCOME

Please see below table of Grant and Donation income received in the year.

Income from:	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Donations	620	-	620	-
Grants	28,300	77,203	105,503	77,728
Total	28,920	77,203	106,123	77,728

Restricted Income

London Community Response Fund [£34,600]: Operation and promotion of the DRAW (Dispute Resolution Assistance in the Workplace) online workplace mediation service in London.

Maternity Action (on behalf of the National Lottery Community Fund) [£42,603]: To provide employment casework support to pregnant women and new mothers.

Unrestricted Income

Fawcett Society [£4,710]: To provide equal pay casework.

Legal Aid for Business Diversity [£23,590]: To provide casework services.

Remainder is from private donations.

Note: Amounts stated above for Fawcett Society and the Legal Aid for Business Diversity are the balances utilised by Your Employment Settlement Service in the year, this is not the balance received in the year.