



Creating powerful partnerships

**EmployabilityUK**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL  
STATEMENTS**

**for the Year Ended 31 December 2021**

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## **MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS**

<b>Registered Charity Name</b>	EmployabilityUK
<b>Registered Charity Number</b>	1159718
<b>Registered Office</b>	The Enterprise Hub 5 Whitefriars Street Coventry West Midlands CV1 2DS
<b>Trustees</b>	Joel Blake OBE – appointed 16/9/2021 Anthony Barnett Lynn England Neil Makin Diane Jones John Bradford Paul Broadhead Keith Fraser – resigned 16/9/2021
<b>Chair</b>	Joel Blake OBE – appointed 16/9/2021 after resignation of previous chair Keith Fraser
<b>Treasurer</b>	John Bradford
<b>Bankers</b>	COOP Bank
<b>Independent Examiner</b>	Et Voila Accountancy Services Limited Isis House Smith Road Wednesbury West Midlands WS10 0PB

## **TRUSTEES' ANNUAL REPORT**

### **Structure, Governance and Management**

#### **Governing Document**

EmployabilityUK was registered as a charity with the Charity Commission on 23 December 2014 under charity registration number 1159718.

The charity is governed by its Constitution which was adopted 1st April 2015, and amended 3 July 2020.

The objects are to advance in life, young people by providing career guidance and related services to enable them to participate in society as independent, mature and responsible individuals.

The charity was delighted to receive The Queens Award for Voluntary Service in 2021.

#### **Recruitment and Training of Trustees**

Trustees are initially interviewed by the CEO. Then if suitable they are interviewed by an existing Trustee and/or the Chair. They are then onboarded and formally appointed at the next Trustees meeting.

Trustees are given a briefing about the background of the charity and are invited to have a 1-1 meeting with the CEO. They all sign the Trustees Declaration, as required by the Charities Commission.

#### **Organisational Management**

We work with businesses and the education sector to develop mutually beneficial relationships with the aim of raising confidence, aspirations and the work-readiness skills of young people.

The organisation is run by a small staff team consisting of 8 members, including and led by CEO Diane Vernon.

Trustees meet three times a year and receive regular reports from the Chief Executive which cover progress, staffing and planning. Trustees undertake periodic self-assessments of effective governance.

#### **Public Benefit**

In planning and delivering our services and activities, the Trustees of EmployabilityUK confirm that they have complied with the duty in Section 4 of the Charities Act 2011, to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.



EmployabilityUK is required, under its Constitution, advance in life young people by providing career guidance and related services to enable them to participate in society as independent, mature and responsible individuals.

EmployabilityUK's activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### **Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems are being established to mitigate these risks.

Whilst there is no formal risk register the Chief Executive Officer provides regular updates to the Trustees, which allows the Trustees to identify and mitigate key risks.

The charity has grown during 2021. A risk policy and formal risk register will be implemented.

### **Risk Management – Covid 19**

Covid 19 – remains a significant and continuing risk to the charity. The first quarter of the 2021 saw a further period of extended National lockdown, and the year concluded with the enforced cancellation of a key EUK business engagement event in Birmingham. The situation is constantly monitored by the CEO and her management team, and regularly reviewed at meetings of the Trustee Board. Key risks are:

1. Opportunities to engage with the business sector to develop new corporate partnerships have proved difficult with changing work patterns in the offices of potential partners.
2. Face to face programmes in Schools, a key part of our service to young people have been limited. This in turn has restricted the opportunity for possible business support.
3. During a period of significant interruption to the education of many young people, and to their careers planning, the need for high-quality Employability Skills learning has never been greater. On-line delivery has proved to be extremely valuable, but many students now need to benefit from a more "collegiate" learning environment.
4. Government initiatives such as Kickstart have helped, though have proved complex and time-consuming. Central support for charities like EmployabilityUK remains limited.
5. The health and well-being of all staff and volunteers remains paramount. The charity has benefitted from a stable Trustee Board and the appointment of a new Chair in 2021; plus a significant growth in the number of volunteers, all of whom have brought valuable skills and energy, and helped address the imbalance of age across the team. However there have been some staff losses in key operational positions, and middle management professional roles have proved difficult to fill.

These risks and others are being monitored and mitigated regularly through regular virtual operational meetings and meetings with board members. This enabled us to scenario test and put appropriate mitigations in place to safeguard charity.



## **Reserves**

The unrestricted reserves held at the year-end were £70,000.

The Trustees updated the Reserves Policy during 2021 and are confident that current reserves held are sufficient.

## **Objectives, Aims and Activities**

### **Charitable Objectives**

The Charitable Objectives of EmployabilityUK as set out in the constitution are to advance in life young people by providing career guidance and related services to enable them to participate in society as independent, mature and responsible individuals.

### **Principal Activities**

EmployabilityUK is a Charitable Incorporated Organisation with registered charity status awarded on 23rd December 2014. Since that time, we have enabled over 3,000 young people to have a first-class employability skills intervention and more than 500 people from all sectors and industries have benefitted from high quality volunteering opportunities.

The mission of EmployabilityUK is to facilitate employer engagement to enhance the aspirations, opportunities and career prospects of enthusiastic and committed young people.

As an education charity, we believe the best way to bring sustainable employer engagement and first-class professional employability skills to schools, colleges and youth organisations is by working with them to understand their individual needs and the aspirations of their learners and their parents. We offer support and fresh ideas, thus the very best employability skills training with practical experience.

We design bespoke employability skills programmes for businesses to provide high quality employee volunteering opportunities, with something for everyone, no matter what their own job may be. Our programmes are fun and rewarding, giving individuals the flexibility to decide how much or how little time they want to give.

By forging strong partnerships, we provide immediate and long-term support, helping to improve the employability skills of young people, raise their confidence and help prepare them for the workplace.

Our programmes are unique as we have a group of dedicated mentors, coaches and speakers from regional and national businesses who support our participants in developing qualities that employers need to be successful.

Every one of our programmes is different, offering businesses and the education sector a wide range of flexible, tailored interventions. Many programmes typically focus on developing the following key areas: professional presentations, interview techniques, CV building, practical activities, interaction with employers and understanding the workplace.



## **Review of Achievements and Performance for the Year**

### **Operational Performance**

The highlight of 2021 was to receive The Queens Award for services to the voluntary sector – recognising the superb work of the charity.

In 2021 we continued to run a range of programmes, including the Inspiring Young Birmingham (IYB) programme that will prepare around 1500 young people to volunteer for the Commonwealth Games. In total up to 2021, our IYB programme has benefited around 1200 young people. Many programmes were operated virtually as a result of Covid-19, these programmes have been a huge success for the charity. We have also created a hybrid version of our programmes which going forward will allow us to offer a mix of face to face and virtual activities.

During 2021 we also delivered a pilot workshop in partnership with John Lewis. This pilot specifically looked to help young people with experience of the care sector.

We continue to deliver programmes in partnership with the Coventry Building Society, National Express and a new tech partner – Kagool.

### **Financial Review**

EmployabilityUK recorded a turnover of £125,651 for the 2021 financial year, which is an approximate 75% increase on our 2020 turnover.

In 2021 we received a total of £37,300 in grants from successful applications.

2021 continued to challenge the charity, as a result of the pandemic. The charity continued to offer virtual workshops, whilst developing a future hybrid version.

The charity was able to grow during 2021 with :

- Coventry Building Society – continuation of the partnership
- John Lewis – pilot for young people with experience of the care sector
- Kickstart Gateway Intermediary and Provider helping place young people in their first employment. EUK employed 10 young people directly, and supported more than 35 on behalf of other employers.
- Inspiring Young Birmingham – continuing to help support up to 1500 young people to volunteer for the Commonwealth Games in Birmingham in 2022

Going in to 2022, we are well placed to continue income generation via newly founded relationships with trusts/funders.

### **Plans for the Future**

Our strategy remains as previously published, with a focus on a new 90 day plan which will accelerate growth. The current priorities are staffing to resource the opportunities we are increasingly discovering plus the digital agenda, which is needed to ensure we remain competitive. As an employability charity, the young people remain at the centre of what we are doing and their input will be used to drive change and achieve our vision of CREST – the Centre for Real Employability Skills and Talent.

Looking ahead, from the 22-23 academic year, we will be structuring our education/business partnership format to support under and over 18 year olds differently. There will be opportunities for employers to partner with schools, colleges, universities and youth groups across various cities in an innovative way, which will be tailored to work optimally for all partners. We aim to build on our hugely successful Inspiring Young Birmingham programme to provide legacy partnership working to continue the feel-good factor the Commonwealth Games has brought to Birmingham. We will do this in a brand new initiative called the Powerful Partnerships Programme. The aim is to grow our partnership model, city by city, and to engage with at least 2,500 young people per city per year in 6 different UK cities by 2025.

***Joel Blake, Chair***



**EMPLOYABILITYUK**

**ACCOUNTS FOR YEAR ENDED  
31ST DECEMBER 2021**

## **Independents examiner's report to the Trustees of EmployabilityUK**

I report to the trustees on my examination of the accounts of EmployabilityUK (the charity) for the year ended 31st December 2021

### **Responsibilities and basis of report**

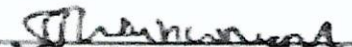
As the charity trustees of EmployabilityUK are responsible for the preparation of the accounts in the accordance with the requirements of the Charities Act 2011 (the act)

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the charities commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.



**Miss Sally Wainwright, ACMA**  
29th March 2022

Et Voila Accountancy Services Limited  
Isis House  
Smith Road  
Wednesbury  
West Midlands  
WS10 0PB



## Receipts and Payments Accounts year ended 31 December 2021

		31st December 2021		31st December 2020	
		£	Total Funds £	£	Total Funds £
	Notes				
<b>Receipts:</b>					
Grants and Donations	2	83,119	83,119	71,102	71,102
Kickstart Scheme (restricted)		39,315	39,315		
<b>Total</b>		<b>122,434</b>	<b>122,434</b>	<b>71,102</b>	<b>71,102</b>
<b>Payments:</b>					
Salaries & Wages		26,884	26,884	57,508	57,508
Consultancy & Professional Fees		53,480	53,480		
Telephone & Office		571	571	1,346	1,346
Subscriptions		317	317		
Marketing		18,363	18,363		
Printing, Postage and Stationery		1,315	1,315	1,819	1,819
Insurance		246	246		-
Travel		5,196	5,196	1,909	1,909
Accountancy Fees		1,320	1,320	450	450
Bank Charges		72	72	60	60
Miscellaneous		964	964	480	480
<b>Total</b>		<b>108,728</b>	<b>108,728</b>	<b>63,572</b>	<b>63,572</b>
Net Receipts/ (payments)	3	13,706	13,706	7,530	7,530
Cash Funds at 31 December 2020		111,945	111,945	104,415	104,415
Transfer between funds					
Cash Funds at 31 December 2021		125,651	125,651	111,945	111,945

# Statement of Assets and Liabilities as at December 2021

	31st December 2021		31st December 2020	
	Unrestricted Funds	Total	Unrestricted Funds	Total
	£	£	£	£
<b>Cash Funds</b>				
Trade Debtors		-	5,004	5,004
Cash at Bank	128,048	128,048	105,274	105,274
	<u>128,048</u>	<u>128,048</u>	<u>110,278</u>	<u>110,278</u>
<b>Assets retained for the charity's own use</b>				
Laptops	2,585	2,585	1,667	1,667
	<u>2,585</u>	<u>2,585</u>	<u>1,667</u>	<u>1,667</u>
<b>Liabilities</b>				
Trade Creditors	4,982	4,982		
	<u>4,982</u>	<u>4,982</u>		
	<u>125,651</u>	<u>125,651</u>	<u>111,945</u>	<u>111,945</u>

These Financial statements were approved by the trustees on 30th March 2022 and signed on their behalf.

**Joel Blake**

Chair



## Notes to the financial statements

### 1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### 2) Grants and Donations

	Unrestricted funds £	Restricted funds £	2021 Unrestricted Total funds £	2020 Total funds £
National Express	10,000		10,000	
Coventry Building Society	30,000		30,000	30,000
Biffa	300		300	
1981 Trust	5,000		5,000	
Liberty Group				10,008
CAF Resilience Fund	12,142		12,142	
Individual Donations	360		360	1,144
Roger and Douglas Trust	3,000		3,000	
Woodward Trust	1,000		1,000	
Grosvener Health	5,000		5,000	
National Lottery				9,965
Police Commissioner				4,900
Tipton & Coseley				750
Hopkins Sayer				2,000
John Lewis	12,172		12,172	
Future Business	2,250		2,250	
Grantham Yorke				2,000
Grimmit Trust				500
Albrighton Trust	500		500	
West Bromwich Building Society				1,000
Sport Birmingham				4,200
Active Wellbeing	1,380		1,380	4,585
Kickstart Scheme		39,315	39,315	
Amazon Donate	15		15	50
	<b>83,119</b>	<b>39,315</b>	<b>122,434</b>	<b>71,102</b>

## Notes to the financial statements

### 3) Funds

	Balance at 1st January 2020	Incoming Resources	Resources Expended	Excess funds
	£	£	£	£
Unrestricted funds	111,945	83,119	69,413	125,651
Restricted Funds		39,315	39,315	
<b>Total Funds</b>	<b>111,945</b>	<b>122,434</b>	<b>108,728</b>	<b>125,651</b>

### 4) Related party transactions and Trustees' expenses and remuneration

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil).

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of EmployabilityUK's overall insurance.

### 5) Trade Creditors

This is the money that was owed to Companies participating in the Kickstart Scheme, it had not been transferred at year end but was owed.