

Step 2 Young People's Health

England & Wales · Charity number 1161921

Details

Other names	STEP 2 YOUNG PEOPLE'S HEALTH PROJECT, Step 2 Young People's Health
Status	Registered
Legal form	CIO
Registered	2015-06-01
Register	View on the Charity Commission register

Contact

Address	Mayfield Centre Broadway Avenue Bradford BD5 9NP
Phone	01274 720185
Email	liz@step2.org.uk
Website	www.step2.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE TO PROTECT AND PROMOTE THE GOOD HEALTH OF CHILDREN AND YOUNG PEOPLE BY THE PROVISION OF INFORMATION AND A RANGE OF SERVICES. THIS MAY INCLUDE WORKING WITH THEIR FAMILIES AND OTHER PROFESSIONALS.

Activities: Drop-in services, educational programmes, individual support and counselling of young people in the Bradford Metropolitan District

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People

Geography

- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£662,923	£696,567	£150,610	30
2024-12-31	£675,636	£674,012	£184,254	28
2023-12-31	£594,651	£649,090	£182,630	14
2022-12-31	£647,737	£581,255	£237,069	33
2021-12-31	£499,070	£499,293	-	-
2020-12-31	£393,826	£323,819	-	-

Trustees

Name	Role	Appointed
Jayne Copley	Chair	2023-05-18
Abiodun Rufus Unegbu		2022-10-18
Andrew Timms		2025-10-21
Anne Mason		2025-10-21
Caroline Coombes		2018-01-11
Julie Margaret Walker		2017-07-20
Sunjay Chauhan		2020-09-10

Accounts

Step 2 Young People's Health

Charity number 1161921

Annual Report and Financial Statements for the year ended 31 December 2025



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Step 2 Young People's Health

Annual Report and Financial Statements for the year ended 31 December 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Step 2 Young People's Health

Trustees' report for the year ended 31 December 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Sunjay Chauhan	Treasurer	
Julie Walker	Secretary	
Caroline Coombes		
Abiodun Unegbu		
Jayne Copley		
Nikita Evans		Resigned 3 October 2025
Anne Mason		Appointed 21 October 2025
Andrew Timms		Appointed 21 October 2025

Chief executive officer (CEO) Liz Robinson

Charity number 1161921 Registered in England and Wales

Registered and principal address	Bankers	
Mayfield Centre	Unity Trust Bank plc	Triodos Bank
Broadway Avenue	Nine Brindley place	Deanery Road
Bradford	Birmingham	Bristol
BD5 9NP	B1 2HB	BS1 5AS

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Potential trustees initially meet with the CEO to discuss the role of a trustee and to discuss what their offer may be. They are then invited to attend a trustee meeting as an observer and following this are

Safeguarding training is provided to all trustees annually and further training is offered as appropriate,

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Objectives and activities

The charity's objects

The objects of the CIO are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

The charity's main activities

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Our vision

Young people will be healthy in every way, supported by quality services and each other.

Our mission

To enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them.

Our Values

Young People Centred - In everything we do the young people we work with and their families can rely on us to be working in their best interests.

Trustworthy – people can trust us to do the right thing, even where this is the harder choice.

Competent – people can rely on us to do our job well, and to strive for excellence in everything we do.

Who are we?

Step 2 Young People's Health (known as Step 2) is a charitable social enterprise based in Bradford.

The organisation began in 1993 when a youth worker assisted a group of young people to obtain funding for a project to provide health information to them and their peers. The name Step 2 came from the young people involved at the beginning – Step 1 is recognising that you need advice or support, Step 2 is finding it.

Step 2 has grown organically since those days, moving away from being a peer to peer organisation run by young people to an organisation for young people staffed by youth workers and counsellors.

Our Impact Objectives are:

To improve young people's emotional health and well-being, building positive self-esteem and resilience.

To improve the relationships young people have, by building on the skills and attributes they have which help them to build, develop and maintain positive relationships.

To improve young people's sexual health, by providing them with information and skills to help them make positive choices, and services, to help them stay safe.

To equip parents and professionals to support young people to be healthy in every way.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Objectives and activities

Achievements and performance

Last year our interventions reached 18,270 young people engaged with our services.

- 741 of those received counselling
- 12,389 had a PSHE sessions (some had several...)
- 4,576 attended an assembly
- 438 took part in a small group
- 48 attended an education session in a youth club
- 76 took part in an individual support programme with one of our RWB team
- 531 staff took part in training
- 168 parents engaged with support or education

Counselling

Our counselling service has remained strong and responsive over the past year, continuing to provide accessible counselling for children and young people aged 5–25 this year, despite continued financial challenges. We were also able to introduce new initiatives, including free counselling delivered by trainee counsellors and using interpreters during sessions.

- Counselling for children aged 5–11 delivered across 13 primary schools.
- Counselling for young people aged 11–18 delivered across 8 secondary schools.
- Neuropositive counselling for young people aged 11–18 who have, or are awaiting, assessment for neurodiversity, funded by Awards for All and the Shears Foundation.
- A community-based counselling service for young people aged 5–25, funded by the Pilgrims Trust, the Shears Foundation and the Talent Fund.
- Remote counselling provision for young people up to age 25 through the GP Enhanced Access Service.
- Providing a counselling provision to 16 – 25 year olds with trainee counsellors, who are being supported through their counselling training.
- Provided one-to-one counselling for parents and successfully piloted a new parent and child joint counselling service on two occasions, funded by the Bartlett Foundation.

Alongside our work with children and young people, we have also extended support to those around them:

- Delivered counselling support for staff and provided supervision for safeguarding leads across 10 organisations, supporting a total of 29 staff members.
- We also offered counselling with interpreter support where needed, ensuring that young people from diverse language backgrounds could receive tailored support.

Referrals have continued to be received from a wide range of sources, including school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families and young people who have self-referred.

We are continuing to endeavour to source new grants, with some success. We have been successful in securing funding from the Talent Fund (George Michael Fund) as well as funding from a few small trusts. Demand remains high, and we have a constant stream of requests for the service.

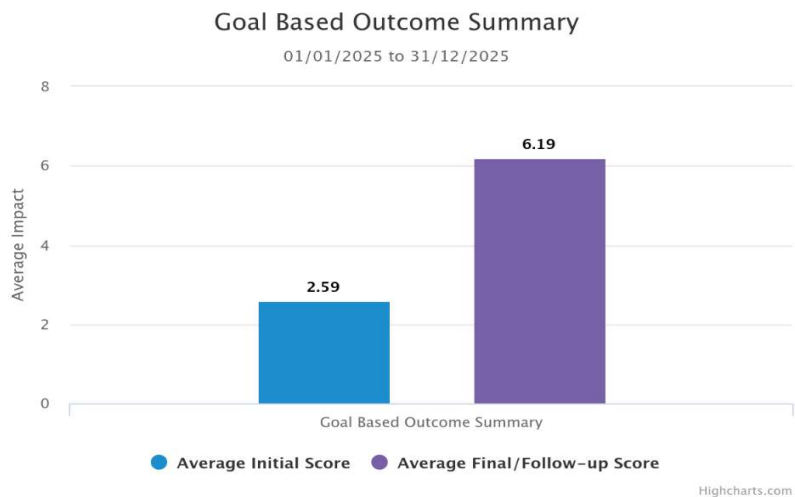
- 712 Referrals received
- 741 CYP (Children and Young People) attended counselling
- 6,927 counselling sessions were offered

Step 2 Young People's Health

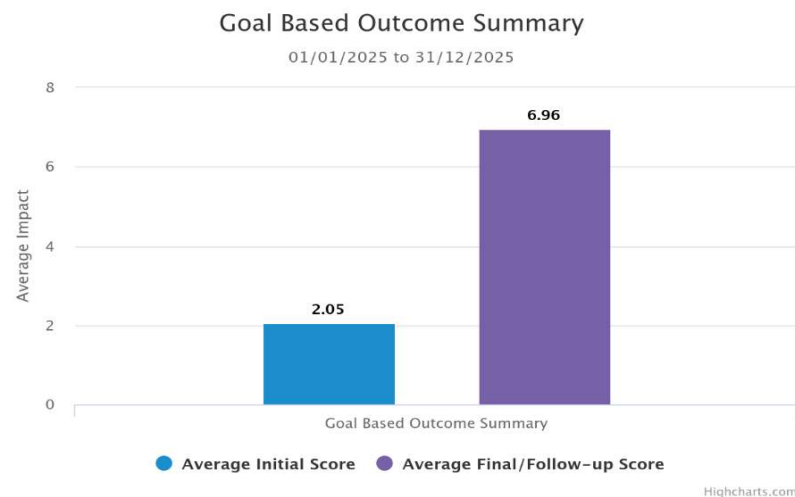
Trustees' report (continued) for the year ended 31 December 2025

Achievements and performance continued

Goal Based Outcomes for the Counselling Service



Goal Based Outcomes 5-11 year olds



Goal Based Outcomes 11-18 year olds



The Reliable Change Index (RCI) indicates that change greater than 2.92 points represents reliable change on Goal Based Outcomes.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Achievements and performance continued

RSE (Relationships and Sex Education) Programme

Our organisation successfully delivered the Bradford Council Public Health contract for specialist and targeted RSE from 2020 until July 2025, in partnership with HALE and JAMES. Following the contract's conclusion, it was re-tendered as one contract and successfully awarded to Step 2 in partnership with JAMES and Brathay Trust. The contract expanded in scope, requiring increased delivery capacity and a larger multidisciplinary team to meet the enhanced service specification.

As part of the newly formed partnership structure:

- Mollie transferred from HALE to Brathay Trust, continuing in the same role to ensure continuity of delivery.
- Additional team members from Brathay were welcomed into the contract.
- The specialist and targeted services were merged into one service, with a greater focus on those with additional needs.
- The focus of the new contract has shifted with an increased focus on working to prevent domestic abuse, and violence against women and girls.

In 2025:

- 8,635 young people received an intervention
- 252 professionals attended a training session
- 104 parents engaged with the service.

Gambling Harms sessions

During the last year we worked hard to link the harms that young people are experiencing from gaming and help young people establish a link with the addictive behaviours that lead to gambling.

The sessions include a discussion of the **psychological and product design similarities**, between gaming and gambling. We also look at the cycle of addiction and help young people to identify the signs they may be developing a problem and discuss early interventions to help prevent this. The lesson also promotes the positive impacts of gaming.

- 40 young people attended a gaming/gambling session in a youth club.
- 114 young people attended a gaming/gambling session in an alternative provision.
- 568 young people attended a lesson in a school
- 32 Carers trained

Vaping Programme

This year we delivered further vaping education in schools and youth clubs. The sessions encourage young people to consider why people vape, what the potential harms are, and look at some strategies to resist peer pressure, as well as the legal aspects. We had more media coverage following the ban on disposable vapes.

- 1,244 students in secondary
- 1,291 students in primary
- 329 students in alternative education settings
- 8 young people in youth clubs
- 196 staff members and parents/carers trained

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Achievements and performance continued

Pilgrim Programme

Funded by the Pilgrim Trust, this programme enables Step 2 and Emerge to partner together, to provide support for young women aged 16-25 years old in the Bradford area. The main aim of the project is to support young women with their mental health in a variety of different ways.

Drop in group:

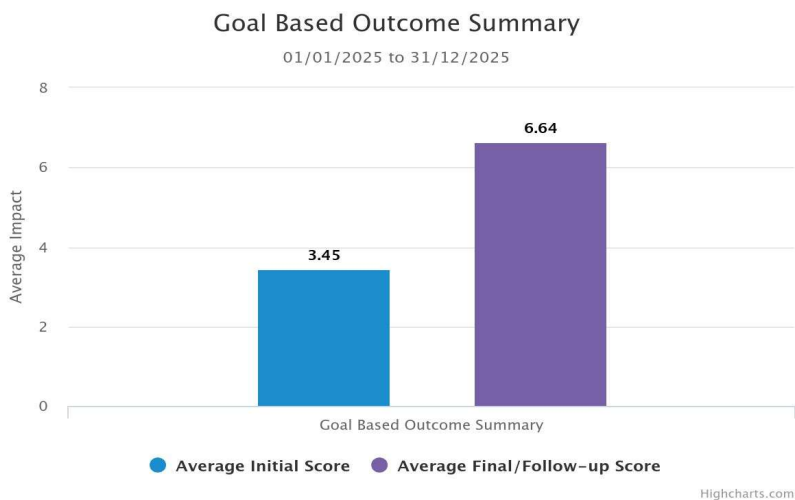
- 49 drop-in sessions happened
- 18 different young women attending regularly (50% increase from the previous year)

Mentoring sessions:

- 48 sessions were offered
- 10 young women engaged

Counselling sessions:

- 120 sessions happened
- 18 young people engaged



In addition we have partnered Emerge in work with boys and young men, helping to promote young men talking about their mental health, and understand better the pressures they face growing up as young men in today's society.

Learning Disabilities Work - supporting adults with learning disabilities to have positive relationships

20 young adults with learning disabilities were supported with funding from Bradford Council.

5 young adults with learning disabilities were privately funded.

- 122 sessions happened
- 25 individuals took part

"I found learning about the different contraception methods useful. I have been on the implant before, but had it taken out. After learning about the various contraception methods, I am going to look at getting the coil fitted."

"I struggled to calm down and manage my anger, and during my 1:1 session the worker made it easy for me to ask questions and I felt that I could be more open with him as a result. I have now learned some practical ways to manage my intense emotions, so that they do not get worse."

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Achievements and performance continued

Bingley Bubble

This programme started January 2024 and is now funded until March 2027.

The programme has offered emotional resilience support to the year 5 and year 6 children within Bingley primary schools. The children receive a range of interventions, including a 6-week programme which covers various topics such as confidence, anger, managing worries etc. This encourages children and young people to recognise and talk about their emotions, and gives them coping skills to help themselves and others. In addition to this, we have also offered staff training, lunch time drop ins, transition workshops, assemblies and parent work.

- 25 resilience courses happened with 217 children attending
- 7 transition workshops happened with 208 young people attending
- 8 assemblies happened with 736 young people attending
- 3 staff training sessions happened with 72 staff engaging

Safety of Women and Girls Work

We have had 3 pots of funding to deliver this work, following the end of our Brelms Trust grant.

We had a small grant from the Sir George Martin Trust, followed by funding from Bradford Council and later on in the year we started a programme funded by the Violence Reduction Partnership (working in partnership with our good friends James and Brathay Trust.

We have therefore been able to offer work to young people in small single sex groups.

The course consists of 6 sessions covering:

- Challenging myths about gender stereotyping and the harms that causes
- Healthy/unhealthy relationships
- Consent
- Impacts of social media
- Sexual bullying and harassment,
- Role models and aspirations

We were also able to offer whole school delivery, offering these sessions within primary schools.

- 2,400 young people attended a school assembly
- 109 young people attended a small group
- 23 staff received training

LNER

LNER funded Step 2 to offer wellbeing support to two local secondary schools – Co-op Academy Grange and Titus Salt. A Step 2 worker was placed in each school once a week to offer 1:1 and group work to pupils. The sessions in Titus Salt were 1:1 classroom based, and the Co-op Academy Grange sessions were group work which was based out on the school grounds. We also provided assemblies and staff training where required.

- 89 young people received targeted support in a small group or one to one setting.
- 20 members of the support staff in Titus Salt school received a comprehensive training workshop to support them to better respond to young people's mental health needs.
- Mental health assemblies were delivered to 1,440 young people.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Achievements and performance continued

Community Safety Champions

In late 2025 we won a small grant from the West Yorkshire Safer Communities Fund to train 8 volunteers to help support with delivering sessions to young people around community safety in schools. We will also be holding information stalls at public events with signposting/awareness information.

So far:

- 13 young people attended a group in school
- 4 volunteers were recruited.

Further work will happen next year.

Trailblazer programme

This is a brand new programme which we hope will continue. Funding from the DWP, we are able to support young people whose mental health is affecting their ability to work. We are offering a combination of mentoring, counselling and volunteering and are looking at the best model for this work. At the end of the year 5 people had started, with a view to recruiting 20 to work with between December and March.

LNER Case Study

A young boy named B was referred because he had low self-esteem and was being bullied by his peers. B was feeling fed up with being called names and couldn't help but show his anger towards other people. We looked at the health triangle which looked at physical, mental and social wellbeing, and B recognised that he needed to feel more confident with saying no to people and being comfortable with constructive criticism.

We explored confidence and self-esteem and identified that B was rather confident in himself, but that when other people called him names it made him angry. We explored why other people's opinions mattered to him, and how although he couldn't control other people's behaviour, and what they said he could control his reactions. B realised that his reactions could be encouraging people to call him names, as he realised, they wanted to get a reaction from him.

We spoke about power imbalance and how this works in a bullying scenario. B realised that he wasn't fearful of the bullies, and he knew that what they were saying wasn't true. As a result, he stopped listening to what they were saying as he knew that it wasn't true, and he knew he couldn't control how they decided to behave. Since he stopped reacting to them, they stopped calling him names and left him alone. B was a lot happier and confident and became better at standing up for himself and practising implementing stricter boundaries with his peers.

Staff News

Stella retired in January, after giving nearly 10 years of quality service to the young people at Step 2. She has given many more years of service to young people in Bradford in previous roles, and they continue to benefit as she continues her part time role with Bradford Youth Service. Thanks for all you do Stella.

Norma, who started with us as a school's counsellor almost 10 years ago, and has more recently been our clinical supervisor, has also retired.

Meela joined us in January and has worked for us in one of our secondary schools and is a great addition to the team.

Tina, who had been doing admin with us for 2 years left us in August.

We had a number of temporary counsellors who came and left during the year. Some have remained in our bank of counsellors, which allows us to call on people when we have short term work. These include Katie Milner, Caroline Mattisons, Rachel Bradbury and Carli Lewis, and we are very grateful for all of their contributions.

Matt left us after several years working on our EA service. Sana joined and left during the year, working for 11 months as a schools counsellor.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Financial review

The net expenditure for the year was £33,644, including net expenditure of £8,404 on unrestricted funds and net expenditure of £25,240 on restricted funds.

A finance sub committee, comprising three trustees including the chair and treasurer, meets regularly to review monthly management accounts. Additionally the chair and CEO meet quarterly, between the quarterly trustees' meetings, to review the charity's risk register which includes legal, safety, financial, reputational, recruitment, strategic and environmental risks. Key risks arising from the risk register include financial security and recruitment and retention of staff.

The above reviews focus on the ability to pay staff for the next six and twelve months thereby enabling recommendations for changes in staffing to be made to the trustees in a timely manner. The trustees are aware that the current financial climate remains challenging meaning we continue to face uncertain times ahead. In response to this plans are in place to ensure we can manage these risks. These included the use of a trusts and grants specialist to support applications, further development of our strategy for attracting business from schools and working with partners to attract core funding from our local commissioners.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £86,768.

The trustees aim to hold between £85,500 and £104,500 in unrestricted reserves, in order to meet any unforeseen expenditure, unexpected reductions in income and cashflow requirements related to amounts being paid in arrears.

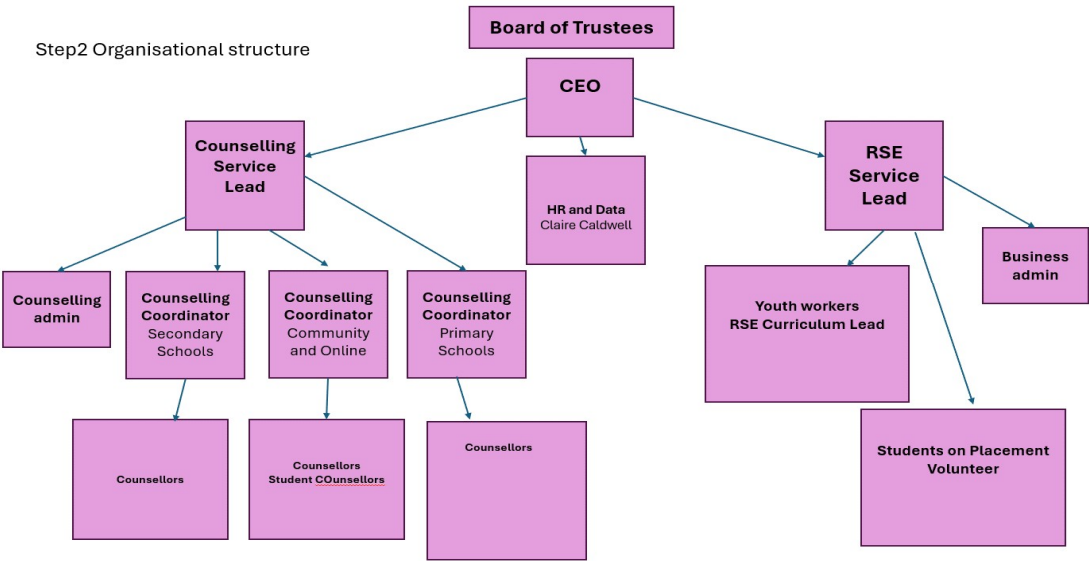
Structure, management and governance

Trustees, in partnership with key staff, write the strategic framework, which is a 5-year development plan. The service leads and CEO develop this into annual plans, with quarterly targets, which are reviewed by the trustees. All staff in substantial roles have a quarterly meeting with a personally assigned trustee. This is to allow trustees to have a clearer picture of the work of the charity, and to allow staff to receive direct trustee support where necessary.

Levels of staff pay are reviewed by the trustees annually and is benchmarked against other local similar charities. Staff annual reviews will occasionally identify a change in role of a staff member during the year, which may prompt a review of an individual's pay.

All policies are reviewed by the trustees every 3 years (or more if necessary), in consultation with staff.

The charity's organisational structure is shown below:



Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2025

Changes to our Board of Trustees

Nikita resigned due to other commitments – we were sorry to see her go. We are very grateful for all she brought, with insights as a former service user, and also as a professional working locally with young people.

Andrew Timms and Anne Mason were recruited; both bringing lots of experience and will be great assets to the Board.

Next year we will be saying goodbye to Pippa, our Chair of Trustees, who has been with the charity for 23 years. Her contribution has been incredible, far more than can be expected from a Chair of trustees, her financial skills have ensured we are always aware of our financial position, and able to act accordingly. We will be forever grateful for her contribution. Thanks Pippa 😊

Note from the Chair of Trustees

It seems every year I mention the uncertainty of the financial position and thank the staff for trusting in Liz and the trustees to make the right decisions for Step 2. This year has felt particularly precarious, but the organisation's financial position at the end of the year was the strongest it has been for many years and the budget for 2026 is healthy.

This is due to the Relationships and Well-being team winning some big contracts and the Counselling team continuing to deliver to a high standard and retaining contracts. As a Board of trustees we are all extremely proud of what the team has achieved and are confident the future of Step 2 is secure for the next few years, which is good news for the delivery of vital services to the young people of Bradford district.

On a personal note, this is my last contribution to the annual report, as I am stepping down from my positions of Chair and trustee of Step 2 at the Annual General Meeting. I have been a trustee of Step 2 for 23 years and seen the organisation grow from a handful of staff passionate about delivering services to improve the health of young people in Bradford to the incredible team and range of services the charity offers now. It has been a privilege to be part of the organisation for such a long time and a huge honour to be Chair for the past few years. I shall miss it enormously, but feel this is the right time for me to hand over the reins to another trustee. I shall look forward to receiving the next annual report and reading about all the amazing things the team have delivered in 2026.

Approved by the board of trustees on 14/5/2026

Pippa Jones (Trustee)

Step 2 Young People's Health

Independent examiner's report to the trustees of Step 2 Young People's Health

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2025, which are set out on pages 13 to 24.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Rhys North ACA

18/5/2026

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Step 2 Young People's Health
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2025

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Donations and grants	(2)	1,201	130,089	131,290	198,749
Charitable activities	(3)	524,610	-	524,610	473,262
Other trading activities	(4)	5,988	-	5,988	2,671
Investments	(5)	1,035	-	1,035	954
Total income		<u>532,834</u>	<u>130,089</u>	<u>662,923</u>	<u>675,636</u>
Expenditure on:					
Raising funds	(6)	10,350	-	10,350	8,339
Charitable activities	(7)	530,888	155,329	686,217	665,673
Total expenditure		<u>541,238</u>	<u>155,329</u>	<u>696,567</u>	<u>674,012</u>
Net income / (expenditure)		<u>(8,404)</u>	<u>(25,240)</u>	<u>(33,644)</u>	<u>1,624</u>
Fund balances brought forward		<u>95,534</u>	<u>88,720</u>	<u>184,254</u>	<u>182,630</u>
Fund balances carried forward	(9)	<u>87,130</u>	<u>63,480</u>	<u>150,610</u>	<u>184,254</u>

All incoming resources and resources expended derive from continuing activities.

Step 2 Young People's Health
Balance sheet
as at 31 December 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(10)	362	-	362	1,436
Total fixed assets		<u>362</u>	<u>-</u>	<u>362</u>	<u>1,436</u>
Current assets					
Debtors and prepayments	(11)	59,935	22,857	82,792	75,294
Cash at bank and in hand	(12)	75,840	56,660	132,500	119,864
Total current assets		<u>135,775</u>	<u>79,517</u>	<u>215,292</u>	<u>195,158</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(13)	49,007	16,037	65,044	12,340
Total current liabilities		<u>49,007</u>	<u>16,037</u>	<u>65,044</u>	<u>12,340</u>
Net current assets / (liabilities)		<u>86,768</u>	<u>63,480</u>	<u>150,248</u>	<u>182,818</u>
Total assets less current liabilities		<u>87,130</u>	<u>63,480</u>	<u>150,610</u>	<u>184,254</u>
Net assets		<u>87,130</u>	<u>63,480</u>	<u>150,610</u>	<u>184,254</u>
Funds					
Unrestricted funds		87,130	-	87,130	95,534
Restricted funds		-	63,480	63,480	88,720
Total funds		<u>87,130</u>	<u>63,480</u>	<u>150,610</u>	<u>184,254</u>

The financial statements were approved by the board of trustees on 14/5/2026

Pippa Jones (Trustee)

Step 2 Young People's Health
Statement of cash flows
for the year ended 31 December 2025

	2025 £	2024 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>11,601</u>	<u>10,442</u>
Cash flows from investing activities:		
Dividends and interest	1,035	954
Purchase of tangible fixed assets (excluding donated assets)	-	(1,082)
Net cash provided by (used in) investing activities	<u>1,035</u>	<u>(128)</u>
Cash flows from financing activities:		
Repayments on borrowing	-	-
Cash inflows from new borrowing	-	-
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	12,636	10,314
Cash and cash equivalents at the beginning of the reporting period	<u>119,864</u>	<u>109,550</u>
Cash and cash equivalents at the end of the reporting period	<u>132,500</u>	<u>119,864</u>

Reconciliation of net movement in funds to net cash flow from operating activities	2025 £	2024 £
Net movement in funds for the reporting period (as per the statement of financial activities)	(33,644)	1,624
Adjustments for:		
Depreciation charges	1,074	1,520
(Dividends and interest from investments)	(1,035)	(954)
(Increase) / decrease in debtors	(7,498)	26,482
Increase / (decrease) in creditors	<u>52,704</u>	<u>(18,230)</u>
Net cash provided by (used in) operating activities	<u>11,601</u>	<u>10,442</u>

Analysis of cash and cash equivalents	2025 £	2024 £
Cash at bank	132,492	119,711
Cash in hand	8	153
Total cash and cash equivalents	<u>132,500</u>	<u>119,864</u>

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2025

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2025

1 Accounting policies

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Actionfunder Ltd	-	1,771	1,771	-
Bingley Bubble Community Partnership	-	7,500	7,500	18,507
Bradford Metropolitan District Council (BMDC)	-	3,800	3,800	-
Gledwood Charitable Trust	-	1,000	1,000	-
Ken Morrison	-	5,000	5,000	-
NHS West Yorkshire Integrated Care Board	-	13,000	13,000	9,493
Sir George Martin Trust	-	3,000	3,000	-
The Charles & Elsie Sykes Trust	-	2,000	2,000	3,000
The Pilgrim Trust	-	30,492	30,492	30,391
The Shears Foundation	-	5,936	5,936	5,500
The Talent Fund (TTF)	-	20,000	20,000	20,000
Trailblazer	-	7,500	7,500	-
West Yorkshire Combined Authority (WYCA)	-	29,090	29,090	16,129
All Star Ents	-	-	-	11,460
Awards For All	-	-	-	19,809
BD4+ Community Partnership	-	-	-	9,032
Emerge	-	-	-	3,656
Groundwork UK	-	-	-	500
London North Eastern Railway Limited (LNER)	-	-	-	18,412
Lord Barnaby Trust	-	-	-	3,000
St James's Place Charitable Foundation	-	-	-	9,926
The Bartlett Foundation	-	-	-	10,000
The Brelms Trust	-	-	-	4,975
Together 4 Health Community Partnership	-	-	-	2,500
Other donations	1,201	-	1,201	2,459
	<u>1,201</u>	<u>130,089</u>	<u>131,290</u>	<u>198,749</u>

3 Charitable Activities	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Contracted counselling services:				
School counselling and training	229,738	-	229,738	208,935
BMDC Relationships, sex and health	196,877	-	196,877	162,326
BMDC Learning disabilities	12,300	-	12,300	6,150
BMDC Vaping	7,800	-	7,800	9,167
Enhanced access service	70,996	-	70,996	78,669
BMDC Gambling	4,286	-	4,286	-
Other	2,613	-	2,613	8,015
	<u>524,610</u>	<u>-</u>	<u>524,610</u>	<u>473,262</u>

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2025

4 Other Trading Activities

	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Student placements	560	-	560	1,060
Staff recharges	5,058	-	5,058	-
Other	370	-	370	1,611
	<u>5,988</u>	<u>-</u>	<u>5,988</u>	<u>2,671</u>

5 Investments

	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Bank Interest	1,035	-	1,035	954
	<u>1,035</u>	<u>-</u>	<u>1,035</u>	<u>954</u>

6 Raising Funds

	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Advertising and publicity	450	-	450	1,215
Other professional fees	9,900	-	9,900	7,124
	<u>10,350</u>	<u>-</u>	<u>10,350</u>	<u>8,339</u>

7 Charitable activities expenditure

	Activities undertaken directly £	Support costs £	2025 Total funds £	2024 Total funds £
Counselling and education activities	528,486	157,731	686,217	665,673
	<u>528,486</u>	<u>157,731</u>	<u>686,217</u>	<u>665,673</u>

8a Support costs

Support cost type	2025 Total cost £	2024 Total cost £
Management and admin salaries	136,711	127,139
Financial management support	3,896	4,619
Human resources	7,944	2,630
Payroll and pension charges	4,192	3,857
Website, computers and connection	1,980	1,884
Independent examination	2,640	2,364
AGM and meeting costs	191	210
Bank charges	177	165
	<u>157,731</u>	<u>142,868</u>

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2025

8b Charitable activities detail	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Salaries, NIC and pensions	395,902	118,725	514,627	526,895
Payroll and pension charges	4,192	-	4,192	3,857
Staff travel and subsistence	2,948	957	3,905	4,347
Staff training and supervision	3,973	2,022	5,995	7,375
AGM and meeting costs	191	-	191	210
Rent and rates	6,346	8,975	15,321	14,621
Premises costs	335	-	335	367
Website, computers and connection	1,980	-	1,980	1,884
Subscriptions	1,225	-	1,225	805
Printing, postage and stationery	1,383	10	1,393	1,849
Phone and internet	3,568	-	3,568	3,812
Resources and programme expenses	1,743	2,112	3,855	1,441
Delivery partners	91,489	22,528	114,017	87,746
Sessional workers	6,592	-	6,592	2,660
Insurance	3,244	-	3,244	2,593
Independent examination	2,640	-	2,640	2,364
Other professional fees	1,532	-	1,532	607
Bank charges	177	-	177	165
Other expenses	354	-	354	555
Depreciation	1,074	-	1,074	1,520
	<u>530,888</u>	<u>155,329</u>	<u>686,217</u>	<u>665,673</u>

8c Staff costs and numbers	2025	2024
	£	£
Gross salaries	459,841	476,234
Social security costs	44,780	34,246
Employment allowance	(10,500)	(5,000)
Pensions	<u>20,506</u>	<u>21,415</u>
	<u>514,627</u>	<u>526,895</u>

The average number of employees during the year was 30.4, being an average of 13.8 full time equivalent (2024: 28.9, 14.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	20,506	21,415

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2025

9 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Awards For All	9,969	-	9,969	-	-
BD4+ Community Partnership	2,676	-	2,676	-	-
LCF - Bartlett Group Fund	7,110	-	7,110	-	-
The Charles & Elsie Sykes Trust	3,000	2,000	3,005	-	1,995
TTF - The George Michael Fund	20,000	20,000	19,079	-	20,921
Gledwood Charitable Trust	-	1,000	1,000	-	-
Ken Morrison Foundation	-	5,000	-	-	5,000
The Pilgrim Trust	-	7,488	7,488	-	-
The Shears Foundation Bierley	3,300	-	3,300	-	-
Trailblazer	-	6,012	2,702	-	3,310
Bingley Bubble CP	22,277	20,500	25,486	-	17,291
The Brelms Trust	2,614	-	2,614	-	-
Actionfunder - Greggs	-	1,771	1,771	-	-
LNER	11,715	-	11,715	-	-
The Pilgrim Trust RWB	971	23,004	23,975	-	-
Sir George Martin Trust	-	3,000	2,436	-	564
Trailblazer RWB	-	1,488	260	-	1,228
WYCA VRP	-	22,857	20,031	-	2,826
WYCA LD	4,798	-	4,798	-	-
BMDC Community Chest	-	250	-	-	250
BD4+ Community Partnership	290	-	290	-	-
BMDC Safety of Women & Girls	-	3,550	3,550	-	-
WYCA Volunteering	-	6,233	-	-	6,233
The Shears Foundation	-	5,936	2,074	-	3,862
	<u>88,720</u>	<u>130,089</u>	<u>155,329</u>	<u>-</u>	<u>63,480</u>

Fund name	Purpose of restriction
Awards For All	Towards the costs of a Neurodiverse Counselling Service.
BD4+ Community Partnership	To support counselling sessions at Bradford Forster Academy.
LCF - Bartlett Group Fund	To develop a therapeutic programme to support both parents and children.
The Charles & Elsie Sykes Trust	To support a counselling programme for children.
TTF - The George Michael Fund	To offer a community counselling service for children and young people.
Gledwood Charitable Trust	To offer a community counselling service for children and young people.
Ken Morrison Foundation	To offer a community counselling service for children and young people.
The Pilgrim Trust	To support young women who are experiencing mental health struggles, using a combination of counselling, mentoring and small group work.
The Shears Foundation Bierley	To support counselling for children and young people in Bierley.
Trailblazer	To offer counselling and mentoring support to young people who are NEET (Not in Employment, Education or Training).
Bingley Bubble CP	To deliver an emotional wellbeing service to Bingley primary schools.
The Brelms Trust	To deliver a Respect course for boys aged 11 to 15.
Actionfunder - Greggs	To support the running of groups for vulnerable girls and young women who have a learning disability or neurodiversity.
LNER	To support resilience work in schools.
The Pilgrim Trust RWB	To support young women with counselling and mentoring support.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2025

9 Restricted funds continued

Fund name	Purpose of restriction
Sir George Martin Trust	To support the delivery of Impact courses in Bradford schools that address gender, power, consent and healthy relationships.
Trailblazer RWB	To offer counselling and mentoring support to young people who are NEET (Not in Employment, Education or Training).
WYCA VRP	To deliver an educational programme focussing on prevention of violence against women and girls across West Yorkshire.
WYCA LD	To support the safety of young women with learning disabilities.
BMDC Community Chest	To provide transport for young women to support them attending the Pilgrim Trust programme.
BD4+ Community Partnership	To deliver mental health services with boys & young men in BD4
BMDC Safety of Women & Girls	To enable the production of a video resource to explore healthy relationship concepts in secondary schools.
WYCA Volunteering	To recruit and train volunteers to help with community safety education activities.
The Shears Foundation	Towards the costs of delivering a neurodiverse counselling service.

10 Tangible assets

	Computer equipment	Total
Cost	£	£
At 1 January 2025	9,562	9,562
Additions	-	-
At 31 December 2025	9,562	9,562
Depreciation		
At 1 January 2025	8,126	8,126
Charge for year	1,074	1,074
At 31 December 2025	9,200	9,200
Net book value		
At 31 December 2025	362	362
At 31 December 2024	1,436	1,436

11 Debtors and prepayments

	2025	2024
	£	£
Debtors	80,357	71,274
Prepayments	566	536
Other debtors	1,869	3,484
	82,792	75,294

12 Cash at bank and in hand

	2025	2024
	£	£
Cash at bank	132,492	119,711
Cash in hand	8	153
	132,500	119,864

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2025

13 Creditors and accruals

	2025	2024
	£	£
Creditors	62,404	9,976
Accruals	2,640	2,364
	<u>65,044</u>	<u>12,340</u>

14 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £98,880 (previous year: £109,477).

15 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2025	2024
	£	£
Within one year	15,600	15,600
In the second to fifth years inclusive	-	-
Over five years from the balance sheet date	-	-
	<u>15,600</u>	<u>15,600</u>

Step 2 Young People's Health

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Donations and grants	1,201	5,459	130,089	193,290	131,290	198,749
Charitable activities	524,610	473,262	-	-	524,610	473,262
Other trading activities	5,988	2,671	-	-	5,988	2,671
Investments	1,035	954	-	-	1,035	954
Total income	532,834	482,346	130,089	193,290	662,923	675,636
Expenditure						
Raising funds	10,350	8,339	-	-	10,350	8,339
Charitable activities	530,888	512,539	155,329	153,134	686,217	665,673
Total expenditure	541,238	520,878	155,329	153,134	696,567	674,012
Net income / (expenditure)	(8,404)	(38,532)	(25,240)	40,156	(33,644)	1,624
Transfers between funds	-	1,082	-	(1,082)	-	-
Net movement in funds	(8,404)	(37,450)	(25,240)	39,074	(33,644)	1,624
Fund balances brought forward	95,534	132,984	88,720	49,646	184,254	182,630
Fund balances carried forward	87,130	95,534	63,480	88,720	150,610	184,254

Accounts

Step 2 Young People's Health

Charity number 1161921

Annual Report and Financial Statements for the year ended 31 December 2024



Step 2 Young People's Health

Annual Report and Financial Statements for the year ended 31 December 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Step 2 Young People's Health

Trustees' report for the year ended 31 December 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Sunjay Chauhan	Treasurer	
Julie Walker	Secretary	
Caroline Coombes		
Abiodun Unegbu		
Abigail Mitchell		Resigned 23 September 2024
Jayne Copley		
Nikita Evans		Appointed 16 May 2024

Chief executive officer (CEO) Liz Robinson

Charity number 1161921 Registered in England and Wales

Registered and principal address	Bankers	
Mayfield Centre	Unity Trust Bank plc	Triodos Bank
Broadway Avenue	Nine Brindley place	Deanery Road
Bradford	Birmingham	Bristol
BD5 9NP	B1 2HB	BS1 5AS

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Potential trustees initially meet with the CEO to discuss the role of a trustee and to discuss what their offer may be. They are then invited to attend a trustee meeting as an observer and following this are asked to make a formal application which will be presented for a vote by trustees. A DBS check is carried out and a trustee's induction pack is provided which contains the constitution, organisational structure, strategic framework, annual plan, key policies and recent meeting papers.

Safeguarding training is provided to all trustees annually and further training is offered as appropriate, including invitations to attend any in house training provided for staff.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Objectives and activities

The charity's objects

The objects of the CIO are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

The charity's main activities

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Our vision

Young people will be healthy in every way, supported by quality services and each other.

Our mission

To enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them.

Our Values

Young People Centred - In everything we do the young people we work with and their families can rely on us to be working in their best interests.

Trustworthy – people can trust us to do the right thing, even where this is the harder choice.

Competent – people can rely on us to do our job well, and to strive for excellence in everything we do.

Who are we?

Step 2 Young People's Health (known as Step 2) is a charitable social enterprise based in Bradford.

The organisation began in 1993 when a youth worker assisted a group of young people to obtain funding for a project to provide health information to them and their peers. The name Step 2 came from the young people involved at the beginning – Step 1 is recognising that you need advice or support, Step 2 is finding it.

Step 2 has grown organically since those days, moving away from being a peer to peer organisation run by young people to an organisation for young people staffed by youth workers and counsellors.

Our Impact Objectives are:

To improve young people's emotional health and well-being, building positive self-esteem and resilience.

To improve the relationships young people have, by building on the skills and attributes they have which help them to build, develop and maintain positive relationships.

To improve young people's sexual health, by providing them with information and skills to help them make positive choices, and services, to help them stay safe.

To equip parents and professionals to support young people to be healthy in every way.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance

2024 has seen us continue with our 'strengthen and develop' plan, in line with our strategic plan 2022-2027 and you will see we are currently succeeding in this.

We remain secure as a charity and well placed to face the challenges ahead.

We are extremely grateful to the commitment of both our incredibly hardworking staff team, and our dedicated and talented trustees, for all they have given over the last year.

Between the two teams, the relationship and well-being team and the counselling team, we have been able to support 12,334 young people over the last year.

Counselling

Our counselling service continues to thrive, despite challenges with funding this year. We have continued to deliver counselling to children and young people aged between 5 - 25 years as follows:

- Counselling for 5 – 11 years in 9 primary schools
- Counselling for 11 – 18 years in 8 secondary schools
- Counselling service for 5 - 25 years based in the community and funded by St James Place, Pilgrims Trust, HALE, Shears Trust and PCN4 (Together 4 Health).
- Counselling for young people up to 25 years, offered remotely through the GP Enhanced Access Service

In addition, we have delivered:

- Counselling for staff and supervision for safeguarding leads at five organisations supporting 17 staff members
- Support with parenting teenagers for parents in small groups, funded by the Bartlett Foundation
- Individual counselling sessions for parents, also funded by the Bartlett Foundation

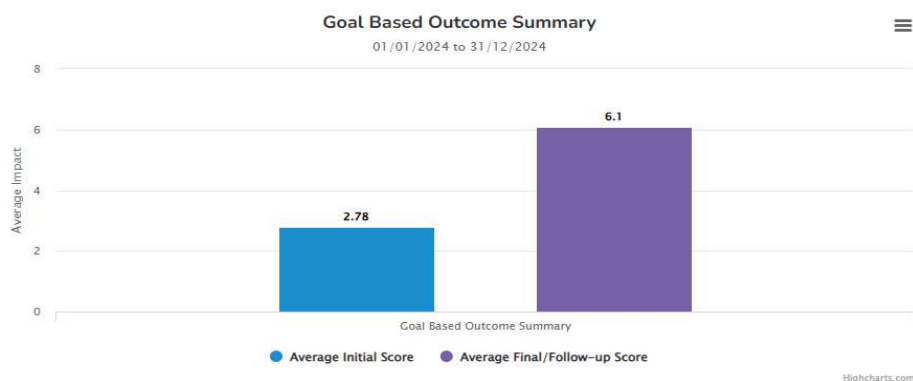
Referrals have continued to come from school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families and individual young people themselves.

We are continuing to endeavour to source new grants, with some success. We are hopeful we will be able to offer a service to even more young people next year, with success in securing funding from the Talent Fund (George Michael Fund) as well as funding from a few small trusts. Demand remains high, and we have a constant stream of requests for the service:

- 695 Referrals received (961 in 2023)
- 927 CYP (Children and Young People) attended counselling (880 in 2023)
- 6,652 counselling sessions were offered (7,154 in 2023)
- 5,094 counselling sessions were attended (5,456 in 2023)
- Attendance 77% (76% in 2023)

Goal Based Outcome Summaries

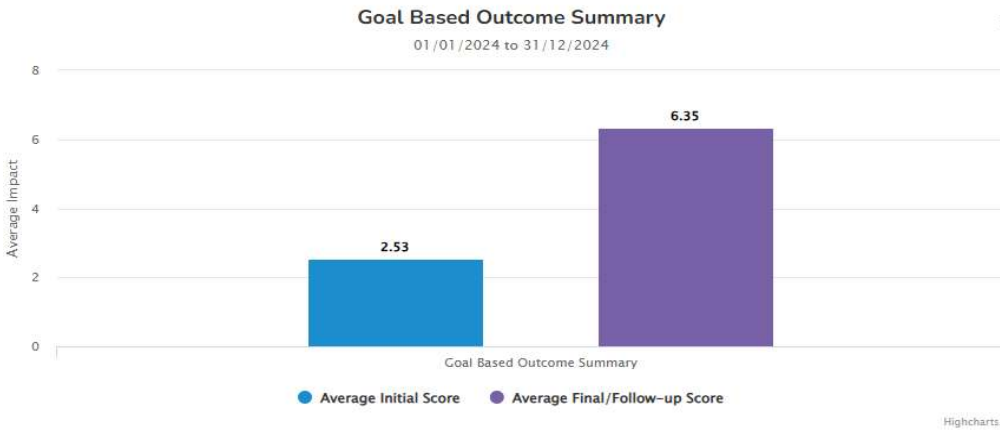
Whole Service



Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued
 Goal Based Outcome Summaries continued
 5 - 11 year olds



11-18 year olds



The reliable change index (RCI) indicates that change greater than 2.82 points represents reliable change in Goal Based Outcomes.

Specialist RSE (Relationships and Sex Education) Programme

Our contract with Bradford Council's public health team has been running since 2020.

Over the last 12 months we have had several staff changes, saying goodbye to Rachel and Jay, who had been working on the contract from the start. Sarah, originally the school's co-ordinator, stepped into the Lead role at Step 2. We employed a new schools co-ordinator, Claire, at JAMES and a new youth worker, Mollie, at HALE. All three members of staff have extensive knowledge of working with young people both in the education and voluntary sectors.

With regards to the contract itself, the delivery numbers have gone from strength to strength since 2020. For Jan 2024 – Dec 2024:

- 7,497 individual students delivered to across Bradford and Keighley
- 18 schools
- 11 hours of staff CPD delivered to 255 members of staff in schools
- 9 parental consultations

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Specialist RSE (Relationships and Sex Education) Programme continued

Our extensive peer reviews over the last 12 months, identified we need to deliver more around phone safety, including social media, grooming and indecent images, aimed at Year 7. Many Year 7 students receive their first smartphone in the summer before entering secondary school, but are not being taught these particular topics, often until Year 9.

We have had some great reviews from teachers and students over the past 12 months and pride ourselves on being reflective in both our delivery and presentation styles as well as being proactive in the services that we can deliver to schools in order to best serve both the staff and students involved.

'Thanks so much – the team have been invaluable to me, especially after the parent complaint to school' (Jan 2025)

'Thank you so much for your help last night at the parents evening – first class as usual!' (Sep 2024)

And finally, we are planning two new projects for the start of the year. A conference, bringing key partners together to promote positive health and wellbeing messages for the young people that we serve. The second project is the production of three short films. These films have been funded by Safety of Women and Girls at Bradford Council. They will be used to help us fully engage students in the classroom, producing a relevant resource to help them recognise harms in teenage relationships, sextortion and positive masculinity.

Targeted RSE (Relationships and Sex Education) Programme

This service offers bespoke RSE provision to settings with a high number of young people looked after, including alternative education providers, specialist educational settings and children's homes.

We offered training to people that work and care for these young people, including foster carers, children's home staff and staff in the settings they attend for education. We delivered to 13 staff in two children's homes and the whole staff team at one of our special schools.

We have developed bitesize training sessions for foster carers on 10 relevant topics.

Both students and staff overwhelmingly engage well with the subject matter, and 92 % said they benefitted from the sessions.

- 145 young people attended
- 94 sessions delivered
- 173 staff trained
- 32 Foster Carers trained
- 33 adult training session happened

Gambling Harms Sessions

This was new work last year, and we have worked to adapt the sessions to make a stronger link between gambling and gaming. Gaming is very relevant to many young people, and they have been able to establish a link with the addictive behaviours that lead to gambling.

The sessions include a discussion of the **psychological and product design similarities**, between gaming and gambling. We also look at the cycle of addiction and help young people to identify the signs they may be developing a problem and discuss early interventions to help prevent this. The lesson also promotes the positive impacts of gaming.

- 821 Young People have attended education sessions
- 32 Carers Trained
- 3 sessions for carers

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Vaping Programme

This year we have continued to deliver vaping education in schools and youth clubs. Young people consider why people vape, what the potential harms are, and look at some strategies to resist peer pressure. This work attracted some media coverage, and was featured on Look North, meaning services from further afield have asked for help.

We were also able to support the public health team to run a poster competition, where the children designed posters to display in local play areas.

- 1,053 students in secondary
- 505 students in primary
- 207 students in alternative education settings
- 167 young people in youth clubs
- 54 staff members and parents/carers trained

Long Term Conditions

A small project we took on allowed us to spend some time talking to young people with Long Term Health conditions, about their experiences in school, in order to help with production of resources to help schools better support them. We interviewed 28 young people who had either epilepsy or diabetes. This resulted in the production of a video with their top tips, and we are still working on a template for a passport they can carry, with brief key information for professionals.

Pilgrim Programme

The Pilgrim programme is funded by the Pilgrim Trust, which enables Step 2 and Emerge to partner together, to provide support for young women aged 16 - 25 years old in the Bradford area. The main aim of the project is to support young women with their mental health in a variety of different ways.

There are three elements to this project which are counselling, mentoring and the drop-in group. The counselling is based at the Mayfield Centre and the mentoring is outreach based. The drop-in group is located at Bowling Park, where young women can attend for support around their wellbeing and participate in activities. The counselling and mentoring provides sessions for 12 weeks.

This project started in February 2024 and is a 3-year programme. Any young woman can access any aspect of the project, and the aim of the project is to support 25 young women per year. We are now on our second year and are proud of the accomplishments within this project.

The drop-in started in February 2024

- 45 sessions happened
- 9 different young women attending regularly

The mentoring also started in February

- 47 sessions were offered
- 7 young women engaged

Counselling started in April

- 74 sessions happened
- 9 young people engaged

"This support has made such a difference; it's helped me to think about things more."

"You have made such a difference to my life already."

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Learning Disabilities Work

Bradford Council have agreed to again fund our work with young adults with learning disabilities, increasing the number to 20, starting in July. The work allows us to support adults with their capacity to make decisions about healthy relationships and sexual health, and to understand these matters better. This work is delivered individually and tailored to needs and learning styles. We use a variety of specialist resources to ensure the best learning outcomes are achieved.

- 93 sessions happened
- 20 individuals took part

Harnessing the Power of Communities Small Grant

This project aimed to empower young adults with additional needs to take control of their health and wellbeing by providing them with the necessary knowledge and skills to manage their health more efficiently. People with a learning disability have a significantly shortened life expectancy. This 6-week programme allowed them to consider and pledge to make simple changes to their lifestyle choices.

- 25 sessions happened
- 33 people engaged

"This has helped me to recognise my triggers so that I can recognise and put things in place to help myself."

"I realise how important certain factors are – getting enough sleep is very important, I always feel drained and have no motivation to do simple tasks for myself."

Protective Behaviours

This project is being funded by the West Yorkshire Mayors Safer Communities funding and has allowed Step 2 to provide education to girls and young women with learning disabilities or neurodiversity. Step 2 realised that there was a need for education for these young women, as people with learning disabilities are twice as likely to experience intimate partner abuse due to challenges in setting boundaries, understanding social relationship norms and recognising abuse. The aim of this project is to support 72 young women, and to give them resources and tools to help themselves. Much of this will happen in 2025

We offered a 6/8 -week programme of 1:1 and group work for girls in alternative education and schools. The main aims of this project were to:

- Enhance self-esteem and positive self-image
- Improve assertiveness in relationships
- Recognise and address signs of relationship abuse
- Building a support network for safety and wellbeing
- Equipping young women with digital literacy skills for online safety

- 43 sessions happened
- 28 people attended

"This group has helped me to identify that my relationships are stronger than I thought, by encouraging me to look at the strengths within them. This means I will be more likely to tell an immediate adult that I am close to if I am having any problems."

"If I ever become a victim in an abusive relationship, I know that it is not good and would always seek support. It is not okay for someone to disrespect you or hurt you."

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

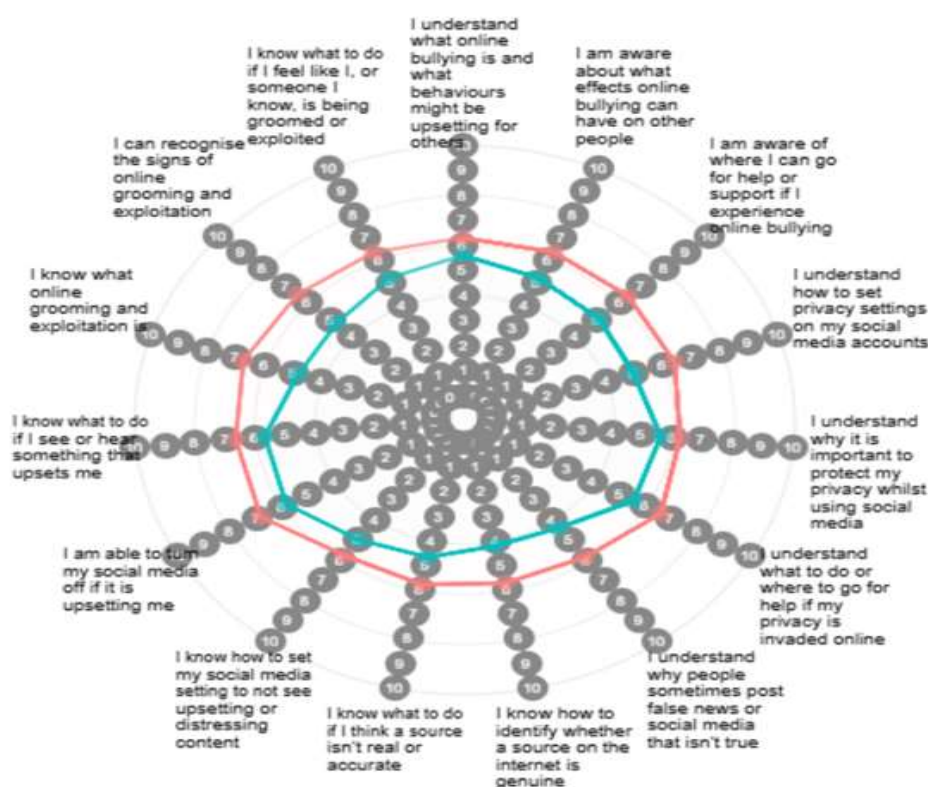
Online Harms

This was a pilot project that operated from Jan 2024 - July 2024, funded by the violence reduction unit and happened in Appleton Academy.

Step 2 partnered with All Star Ents to deliver a combination of classes, small groups and 1:1 work around online safety. Step 2's focus was on the small group work, one to one work and adapting delivery for children with SEND.

A whole range of topics were covered during this project. Sharing of personal information, privacy setting, exploitation and grooming awareness were just a few of these.

- I know what online grooming and exploitation is. Average change 3.8/11
- I can recognise the signs of online grooming and exploitation. Average change 3.4/11
- I know how to identify whether a source on the internet is genuine. Average change 3.2/11
- 97 sessions offered
- 39 young people attended



Average initial score

Average final score

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Bingley Bubble

The Bingley Bubble programme commenced in January 2024; and is funded from core20+5 funding, to help improve mental health. The programme has offered emotional resilience support to the year 5 and year 6 children within Bingley primary schools. The children receive a 6-week programme which covers various topics such as confidence, anger, managing worries etc. The aim of this group work is to encourage children and young people to recognise and talk about their own emotions, and to give them coping skills to help themselves and others. In addition to this, we have also offered staff training, lunch time drop ins, transition workshops, assemblies and parent work.

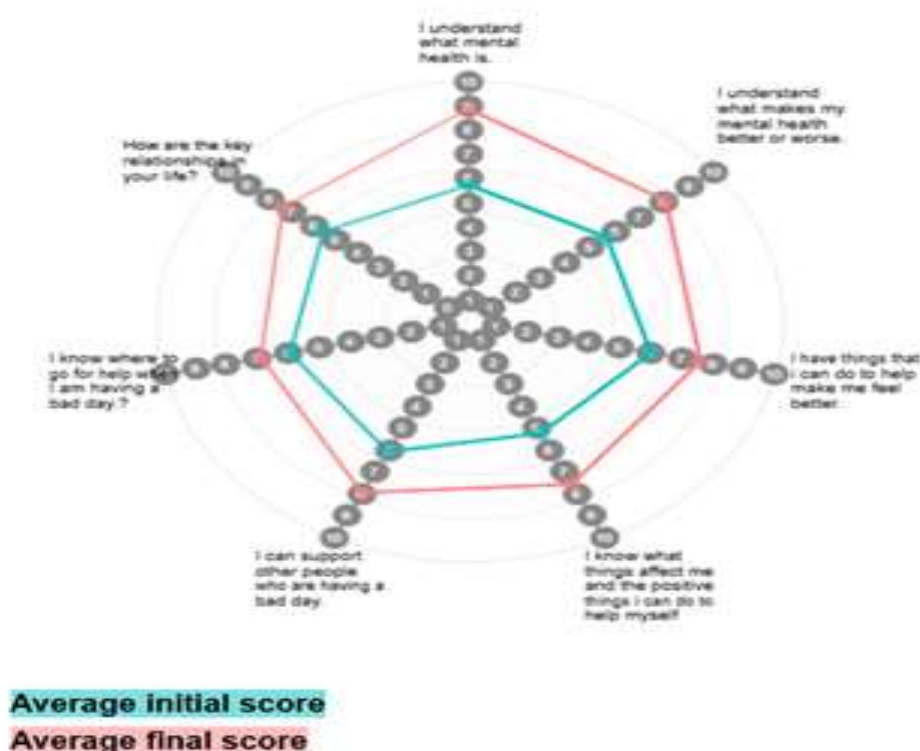
The three main goal based outcomes of Bingley Bubble groups were:

"I have coping strategies that I can use on a bad day." Average change: 4.2/10

"I know where to go for help if I am having a bad day." Average change: 4.0/10

95% understood more about mental health and how it affects them.

- 26 resilience courses happened with 223 children attending
- 7 transition workshops happened with 244 young people attending
- 8 assemblies happened with 1,158 young people attending
- 3 staff training sessions happened with 72 staff engaging



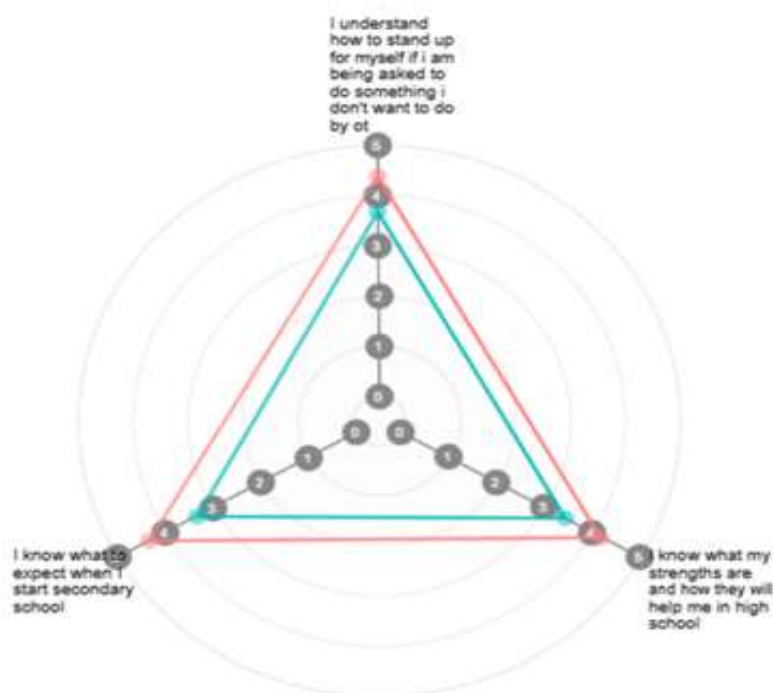
Schools were also offered a transition workshop for the year 6 children, which was delivered in a carousel style format where the children did different activities around preparing them for high school. This looked at recognising their own strengths, how to resist peer pressure and how to be assertive. We delivered 7 transition workshops in 7 different schools, with a total of 243 CYP attending. The chart on the next page shows the impact of the work we delivered in these sessions.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Bingley Bubble continued



"My temper has improved; I can control my feelings more and have learnt what helps me."

"This group has helped me to increase my confidence, and as a result I am not afraid to try new things, I believe in myself."

Impact (Boys and Young Men's Work)

The course consists of 6 sessions covering:

Challenging myths about being a man in society – the pressure to be strong, etc

Gender stereotypes – how we are taught what it means to be a man from an early age, exploring the influence of toys, media, advertising, roles, etc. and how this impacts both men and women

Healthy relationships – what makes a good relationship, understanding abuse in relationships and understanding consent

Impacts of pornography on men and the potential negative effects on relationships

Sexual bullying and harassment, banter, challenging negative banter in peer attitudes towards women, and other forms of harassment

Role models and men - what/who makes good examples for young men, what should we aspire to be

- 9 groups happened
- 115 boys and young men attended

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Bingley Bubble Case Study

Ellie was struggling with anger and sadness and struggled to talk about her feelings.

After becoming very upset in session 1, we arranged a 1:1 with her, where she shared that her parents had passed away when she was younger, and she was living with her grandma. Ellie became overwhelmed with emotions saying that she avoided talking about her parents as it was too painful for her. I acknowledged this and allowed her to feel the emotions.

Over the next few sessions, she engaged well. We created an anger thermometer, which helped her to identify what her early warning signs were. We also practiced breathing exercises, which she enjoyed and recognised it would help her.

Ellie started to look forward to the groups and reported that the groups had made it easier for her to talk about her feelings. Working with other children, sharing positives about each other, helped her self-esteem. At the end she reported she had better relationships in her life, was better able to cope with her emotions and was also able to help others.

Learning Disability Case Study

Toby was struggling with significant mental health challenges due to manipulation by a group of 'friends', who were controlling him, leading to significant anxiety and feelings of anger. He felt that he had no voice or control in his relationships, often feeling ignored or undervalued. He had recently moved back into his mother's house after spending time in care and was trying to rebuild a relationship with her. During this period, he felt isolated without strong support, which led him to fear that he would lose his friends if he didn't comply with the group's demands. During the sessions Toby was guided to understand what constitutes a good friendship, focusing on respect, mutual support, and healthy boundaries. He also learned some assertive communication techniques, including practicing how to say "no" without guilt, helping him gain confidence in prioritizing his own well-being. He was also encouraged to write down his feelings, particularly when he felt frustrated or anxious. This process allowed him to offload negative emotions in a healthy way and better understand his mental state. Toby also began to explore activities that supported his mental health, such as walking and fishing. These activities helped him reconnect with nature and regain a sense of control over his life and decisions.

Through a combination of assertiveness training, boundary setting, emotional expression, and self-care, he was able to regain control over his life and relationships. After the sessions he identified he was more resilient, less anxious and had healthier connections with others, ultimately improving his mental health and well-being.

Staff News

Each of the last two years have seen a key member of the leadership team leave us, creating a very different team, and a significant amount of change

The most notable change over the last year was the departure of Pauline Mullarkey. Pauline had been with us for over 10 years, leading the transformation of the counselling team from a service with just 3 part time counsellors, to a service with 22 counsellors. Supporting around 200 children and young people every week. Pauline is missed by all of us, but we wish her well in all that lies ahead for her. We cannot thank Pauline enough for her input over the years, and her legacy will remain with us for years to come.

Another significant loss to us was Stella Howarth, who retired at the end of the year, after over 9 years working in the relationship and wellbeing team.

Rachel Lee, our RSE teacher left in March, after 3 years working in partnership with HALE and JAMES on delivery of the RSE contract.

We also said goodbye to three other counsellors: Catherine Smith, Katie Milner (who has since returned) and Luna Wilde.

We are extremely grateful for all they have contributed to the organisation over the years. We miss them all and wish them all well in the future.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Achievements and performance continued

Staff News continued

Ellie Brown returned from maternity leave, and Rachel Bradbury left for the summer, and returned to a different role.

Additions to our team:

Gurchehn Singh joined us in August, replacing Pauline as Service Lead for the counselling team, bringing Sarah Pearson joined in April, moving from the role of school's coordinator, based at JAMES, to RSE teacher, and still working on the RSE contract.

Linda Kennedy joined us in September, taking over some of Stella's work, and also picking up some of the specialist work with young people with learning disabilities, which is expanding.

Tina Farbarova completed her intern programme and has started a degree at Bradford University. She continues to work with us for 10 hours per week to support our admin team and also help with our marketing.

Shabir joined our counselling team, offering some work in schools and online.

We benefitted from Gemma, who was a social work student, who completed a 70 day placement with the relationship and wellbeing team.

Changes to our board of Trustees

We had a small number of changes to our Board of trustees this year. Abigail Mitchell resigned due to work commitments, after 2 years serving on the Board. We were joined again by Nikita Evans who has had a previous spell as a trustee a number of years ago, and is now working in a local school

Staff development:

We have continued to hold two whole staff team training sessions per year. Two of these sessions have taken place, bringing our remote team of counsellors together and allowing them to meet one another and the wider Step 2 team.

Chloe completed a leadership programme with Common Purpose.

Sue completed her training to become a counselling supervisor, adding capacity to that area of the team next year, and has started delivering some work with DSLs in Schools.

Fundraising

The funding climate continues to be challenging, and does not look to be changing soon. We still utilize the help of a Grants and Trusts Consultant, and have had some success in securing grants, and continue to look, our funds are now a healthy mix of traded income, grants and contracts, which leaves us feeling much more secure and less dependent on any one source.

Financial review

The net income for the year was £1,624, including net expenditure of £37,450 on unrestricted funds and net income of £39,074 on restricted funds, after transfers.

A finance sub committee, comprising three trustees including the chair and treasurer, meets regularly to review monthly management accounts. Additionally the chair and CEO meet quarterly, between the quarterly trustees' meetings, to review the charity's risk register which includes legal, safety, financial, reputational, recruitment, strategic and environmental risks. Key risks arising from the risk register include financial security and recruitment and retention of staff.

The above reviews focus on the ability to pay staff for the next six and twelve months thereby enabling recommendations for changes in staffing to be made to the trustees in a timely manner. The trustees are aware that the current financial climate remains challenging meaning we continue to face uncertain times ahead. In response to this plans are in place to ensure we can manage these risks. These include the use of a trusts and grants specialist to support applications, further development of our strategy for attracting business from schools and working with partners to attract core funding from our local commissioners.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2024

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £94,098.

The trustees aim to hold £105,000 in unrestricted reserves, in order to meet any unforeseen expenditure, unexpected reductions in income and cashflow requirements related to amounts being paid in arrears.

This is more than the free reserves available, so the trustees and staff are seeking additional funding and reviewing planned expenditure.

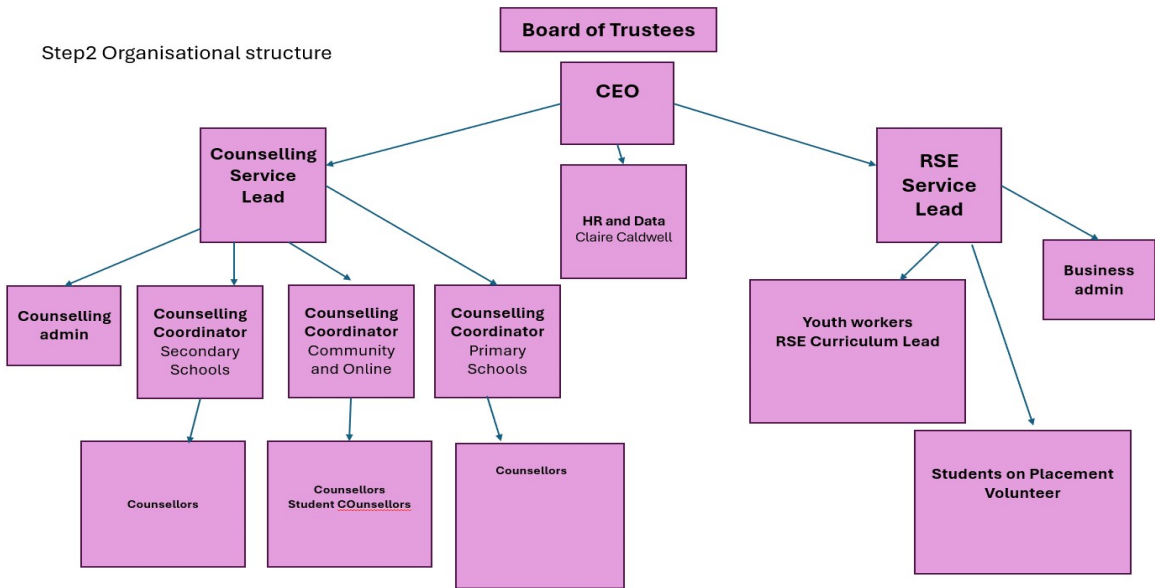
Structure, management and governance

Trustees, in partnership with key staff, write the strategic framework, which is a 5-year development plan. The service leads and CEO develop this into annual plans, with quarterly targets, which are reviewed by the trustees. All staff in substantial roles have a quarterly meeting with a personally assigned trustee. This is to allow trustees to have a clearer picture of the work of the charity, and to allow staff to receive direct trustee support where necessary.

Levels of staff pay are reviewed by the trustees annually and is benchmarked against other local similar charities. Staff annual reviews will occasionally identify a change in role of a staff member during the year, which may prompt a review of an individual's pay.

All policies are reviewed by the trustees every 3 years (or more if necessary), in consultation with staff.

The charity's organisational structure is shown below:



Message from the chair of trustees

The trustees would like to thank the staff team for another year full of great work that has had a positive impact on young peoples' lives. We are hugely proud of everything you have delivered and achieved.

It has been another year of uncertainty and huge change, and as in previous years we are very grateful to everyone in the team for their commitment to Step 2's mission and the young people of Bradford. We are excited about what we will achieve together in 2025.

Approved by the board of trustees on 13/5/2025

Pippa Jones (Trustee)

Step 2 Young People's Health

Independent examiner's report to the trustees of Step 2 Young People's Health

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2024, which are set out on pages 16 to 27.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Rhys North ACA

11/6/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Step 2 Young People's Health
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Donations and grants	(2)	5,459	193,290	198,749	56,376
Charitable activities	(3)	473,262	-	473,262	535,819
Other trading activities	(4)	2,671	-	2,671	1,790
Investments	(5)	954	-	954	666
Total income		482,346	193,290	675,636	594,651
Expenditure on:					
Raising funds	(6)	8,339	-	8,339	9,410
Charitable activities	(7)	512,539	153,134	665,673	639,680
Total expenditure		520,878	153,134	674,012	649,090
Net income / (expenditure)		(38,532)	40,156	1,624	(54,439)
Transfers between funds		1,082	(1,082)	-	-
Net movement in funds		(37,450)	39,074	1,624	(54,439)
Fund balances brought forward		132,984	49,646	182,630	237,069
Fund balances carried forward	(9)	95,534	88,720	184,254	182,630

All incoming resources and resources expended derive from continuing activities.

Step 2 Young People's Health
Balance sheet
as at 31 December 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(10)	1,436	-	1,436	1,874
Total fixed assets		<u>1,436</u>	<u>-</u>	<u>1,436</u>	<u>1,874</u>
Current assets					
Debtors and prepayments	(11)	75,294	-	75,294	101,776
Cash at bank and in hand	(12)	31,144	88,720	119,864	109,550
Total current assets		<u>106,438</u>	<u>88,720</u>	<u>195,158</u>	<u>211,326</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(13)	12,340	-	12,340	30,570
Total current liabilities		<u>12,340</u>	<u>-</u>	<u>12,340</u>	<u>30,570</u>
Net current assets / (liabilities)		<u>94,098</u>	<u>88,720</u>	<u>182,818</u>	<u>180,756</u>
Net assets		<u>95,534</u>	<u>88,720</u>	<u>184,254</u>	<u>182,630</u>
Funds					
Unrestricted funds		95,534	-	95,534	132,984
Restricted funds		-	88,720	88,720	49,646
Total funds		<u>95,534</u>	<u>88,720</u>	<u>184,254</u>	<u>182,630</u>

The financial statements were approved by the board of trustees on 13/5/2025

Pippa Jones (Trustee)

Step 2 Young People's Health

Statement of cash flows

for the year ended 31 December 2024

	2024 £	2023 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>10,442</u>	<u>2,533</u>
Cash flows from investing activities:		
Dividends and interest	954	666
Purchase of tangible fixed assets (excluding donated assets)	<u>(1,082)</u>	<u>(2,144)</u>
Net cash provided by (used in) investing activities	<u>(128)</u>	<u>(1,478)</u>
Cash flows from financing activities:		
Repayments on borrowing	-	-
Cash inflows from new borrowing	<u>-</u>	<u>-</u>
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	10,314	1,055
Cash and cash equivalents at the beginning of the reporting period	<u>109,550</u>	<u>108,495</u>
Cash and cash equivalents at the end of the reporting period	<u>119,864</u>	<u>109,550</u>

Reconciliation of net movement in funds to net cash flow from operating activities	2024	2023
	£	£
Net movement in funds for the reporting period (as per the statement of financial activities)	1,624	(54,439)
Adjustments for:		
Depreciation charges	1,520	1,461
(Dividends and interest from investments)	(954)	(666)
(Increase) / decrease in debtors	26,482	45,990
Increase / (decrease) in creditors	<u>(18,230)</u>	<u>10,187</u>
Net cash provided by (used in) operating activities	<u>10,442</u>	<u>2,533</u>

Analysis of cash and cash equivalents	2024	2023
	£	£
Cash at bank	119,711	109,503
Cash in hand	<u>153</u>	<u>47</u>
Total cash and cash equivalents	<u>119,864</u>	<u>109,550</u>

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2024

1 Accounting policies continued

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Grants:				
All Star Ents	-	11,460	11,460	-
Awards For All	-	19,809	19,809	-
BD4+ Community Partnership	-	9,032	9,032	-
Bingley Bubble Community Partnership	-	18,507	18,507	-
Emerge	-	3,656	3,656	-
Groundwork UK	-	500	500	375
London North Eastern Railway Limited (LNER)	-	18,412	18,412	-
Lord Barnaby Trust	3,000	-	3,000	-
NHS West Yorkshire Integrated Care Board	-	9,493	9,493	19,606
St James's Place Charitable Foundation	-	9,926	9,926	-
The Bartlett Foundation	-	10,000	10,000	1,000
The Brelms Trust	-	4,975	4,975	4,784
The Charles & Elsie Sykes Trust	-	3,000	3,000	3,000
The Pilgrim Trust	-	30,391	30,391	-
The Shears Foundation	-	5,500	5,500	-
The Talent Fund (TLF)	-	20,000	20,000	-
Together 4 Health Community Partnership	-	2,500	2,500	-
West Yorkshire Combined Authority (WYCA)	-	16,129	16,129	-
Bentley Motors	-	-	-	500
Bradford Metropolitan District Council (BMDC)	-	-	-	250
Bradford VCS Alliance	-	-	-	6,000
Leeds Community Foundation (LCF)	-	-	-	10,000
Sovereign Health Care	-	-	-	4,500
The Onside Foundation	-	-	-	2,000
Yorkshire Building Society Char. Foundation	-	-	-	400
Donations	2,459	-	2,459	3,961
	<u>5,459</u>	<u>193,290</u>	<u>198,749</u>	<u>56,376</u>

3 Charitable Activities	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Contracted counselling services:				
School counselling and training	208,935	-	208,935	185,678
BMDC Relationships, Sex and Health	162,326	-	162,326	156,964
BMDC Learning disabilities	6,150	-	6,150	14,447
BMDC Vaping	9,167	-	9,167	-
Enhanced access service	78,669	-	78,669	67,942
NHS commissioned services	-	-	-	67,600
Family action	-	-	-	18,840
Other	8,015	-	8,015	24,348
	<u>473,262</u>	<u>-</u>	<u>473,262</u>	<u>535,819</u>

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2024

4 Other Trading Activities	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Student placements	1,060	-	1,060	1,400
Other	1,611	-	1,611	390
	<u>2,671</u>	<u>-</u>	<u>2,671</u>	<u>1,790</u>

5 Investments	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Bank Interest	954	-	954	666
	<u>954</u>	<u>-</u>	<u>954</u>	<u>666</u>

6 Raising Funds	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Advertising and publicity	1,215	-	1,215	545
Other professional fees	7,124	-	7,124	8,865
	<u>8,339</u>	<u>-</u>	<u>8,339</u>	<u>9,410</u>

7 Charitable activities expenditure	Activities undertaken directly £	Support costs £	2024 Total cost £	2023 Total cost £
Counselling and education activities	522,805	142,868	665,673	639,680
	<u>522,805</u>	<u>142,868</u>	<u>665,673</u>	<u>639,680</u>

8a Support costs	2024 Total cost £	2023 Total cost £
Support cost type		
Management and admin salaries	127,139	106,396
Financial management support	4,619	4,667
Human resources	2,630	5,494
Payroll and pension charges	3,857	3,470
Website, computers and connection	1,884	1,080
Independent examination	2,364	2,160
AGM and meeting costs	210	416
Bank charges	165	161
	<u>142,868</u>	<u>123,844</u>

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2024

8b Charitable activities detail	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	cost	cost
	£	£	£	£
Salaries, NIC and pensions	400,258	126,637	526,895	466,367
Payroll and pension charges	3,727	130	3,857	3,470
Staff travel and subsistence	4,085	262	4,347	4,571
Staff training and supervision	5,421	1,954	7,375	8,143
AGM and meeting costs	210	-	210	416
Rent and rates	5,189	9,432	14,621	15,916
Premises costs	367	-	367	649
Website, computers and connection	1,884	-	1,884	1,080
Subscriptions	805	-	805	710
Printing, postage and stationery	1,849	-	1,849	1,962
Phone and internet	3,205	607	3,812	4,149
Resources and programme expenses	917	524	1,441	3,252
Delivery partners	74,718	13,028	87,746	90,586
Sessional workers	2,100	560	2,660	29,892
Insurance	2,593	-	2,593	2,726
Independent examination	2,364	-	2,364	2,160
Other professional fees	607	-	607	1,414
Bank charges	165	-	165	161
Other expenses	555	-	555	595
Depreciation	1,520	-	1,520	1,461
	<u>512,539</u>	<u>153,134</u>	<u>665,673</u>	<u>639,680</u>

8c Staff costs and numbers	2024	2023
	£	£
Gross salaries	476,234	420,693
Social security costs	34,246	30,428
Employment allowance	(5,000)	(5,000)
Pensions	21,415	20,246
	<u>526,895</u>	<u>466,367</u>

The average number of employees during the year was 28.5, being an average of 13.8 full time equivalent (2023: 26.6 WTE, 14.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	21,415	20,246

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2024

9 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Awards For All	-	19,809	9,299	(541)	9,969
LCF - Bartlett Group Fund	7,528	10,000	10,418	-	7,110
BD4+ Community Partnership	-	6,750	4,074	-	2,676
The Charles & Elsie Sykes Trust	3,000	3,000	3,000	-	3,000
Garfield Weston Foundation	6,064	-	6,064	-	-
The Pilgrims Trust	-	30,391	29,420	-	971
The Shears Foundation	-	5,500	2,200	-	3,300
St James's Place	-	9,926	9,926	-	-
Groundworks Tesco	-	500	500	-	-
Together 4 Health CP	-	2,500	2,500	-	-
VCS Alliance	1,000	-	1,000	-	-
BD4+ Community Partnership	-	2,282	1,992	-	290
Bingley Bubble CP	19,606	28,000	25,329	-	22,277
The Brelms Trust	2,948	4,975	5,309	-	2,614
Emerge	-	3,656	3,656	-	-
VCS Alliance HPOC	5,000	-	5,000	-	-
LNER	-	18,412	6,156	(541)	11,715
TLF - The George Michael Fund	-	20,000	-	-	20,000
Sovereign Health care	4,500	-	4,500	-	-
All Star Ents	-	11,460	11,460	-	-
WYCA	-	16,129	11,331	-	4,798
	<u>49,646</u>	<u>193,290</u>	<u>153,134</u>	<u>(1,082)</u>	<u>88,720</u>

Fund name

Awards For All

LCF - Bartlett Group Fund

BD4+ Community Partnership

The Charles & Elsie Sykes Trust

Garfield Weston Foundation

The Pilgrims Trust

The Shears Foundation

St James's Place

Groundworks Tesco

Together 4 Health CP

VCS Alliance

BD4+ Community Partnership

Bingley Bubble CP

The Brelms Trust

Emerge

VCS Alliance HPOC

LNER

TLF - The George Michael Fund

Sovereign Health care

All Star Ents

WYCA

Purpose of restriction

Towards the costs of a NeuroDiverse Counselling Service. The transfer is for computer equipment that has been capitalised.

To develop a therapeutic programme to support both parents and children.

To support counselling sessions at Bradford Forster Academy.

To support a counselling programme for children.

To support delivery of counselling and group work for young people as part of the Insight (Emotional Resilience) course.

To support young women with counselling and mentoring support.

To support counselling for children and young people in Bierley.

Towards the costs of play therapist working with children aged 5 -11.

Towards the costs of play therapy.

To support counselling services in Mayfield.

To support emotional wellbeing in schools in BD5.

To deliver mental health services with boys & young men in BD4 communities.

To deliver an emotional wellbeing service to Bingley primary schools.

To deliver a Respect course for boys aged 11 to 15.

To deliver boys and young men work in the BD4 communities.

To support a health programme for adults with a learning disability as part of the Harnessing the Powers of Community programme.

To support resilience work in schools. The transfer is for computer equipment that has been capitalised.

To deliver Impact courses for boys and young men promoting positive masculinity.

Towards costs of community counselling service.

To support a programme on internet Safety in Appleton Academy.

To support the safety of young women with learning disabilities.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2024

10 Tangible assets

	Equipment	Computer equipment	Total
Cost	£	£	£
At 1 January 2024	4,208	8,480	12,688
Additions	-	1,082	1,082
At 31 December 2024	-	9,562	9,562
Depreciation			
At 1 January 2024	4,208	6,606	10,814
Charge for year	-	1,520	1,520
At 31 December 2024	-	8,126	8,126
Net book value			
At 31 December 2024	-	1,436	1,436
At 31 December 2023	-	1,874	1,874

11 Debtors and prepayments

	2024	2023
	£	£
Debtors	71,274	57,579
Prepayments	536	504
Other debtors	3,484	43,693
	<u>75,294</u>	<u>101,776</u>

12 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	119,711	109,503
Cash in hand	153	47
	<u>119,864</u>	<u>109,550</u>

13 Creditors and accruals

	2024	2023
	£	£
Creditors	9,976	27,510
Accruals	2,364	3,060
	<u>12,340</u>	<u>30,570</u>

14 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £109,477 (previous year: £44,726).

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2024

15 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2024	2023
	£	£
Within one year	15,600	15,600
	<u>15,600</u>	<u>15,600</u>

Step 2 Young People's Health

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2024

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	5,459	4,211	193,290	52,165	198,749	56,376
Sales and fees	473,262	535,819	-	-	473,262	535,819
Other income	2,671	1,790	-	-	2,671	1,790
Bank interest	954	666	-	-	954	666
Total income	482,346	542,486	193,290	52,165	675,636	594,651
Expenditure						
Raising funds	8,339	9,410	-	-	8,339	9,410
Charitable activities	512,539	557,901	153,134	81,779	665,673	639,680
Total expenditure	520,878	567,311	153,134	81,779	674,012	649,090
Net income / (expenditure)	(38,532)	(24,825)	40,156	(29,614)	1,624	(54,439)
Transfers between funds	1,082	740	(1,082)	(740)	-	-
Net movement in funds	(37,450)	(24,085)	39,074	(30,354)	1,624	(54,439)
Fund balances brought forward	132,984	157,069	49,646	80,000	182,630	237,069
Fund balances carried forward	95,534	132,984	88,720	49,646	184,254	182,630

Accounts

Step 2 Young People's Health

Charity number 1161921

Annual Report and Financial Statements for the year ended 31 December 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Step 2 Young People's Health

Annual Report and Financial Statements for the year ended 31 December 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Step 2 Young People's Health

Trustees' report for the year ended 31 December 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Sunjay Chauhan	Treasurer	
Julie Walker	Secretary	
Lesley Bartlett		Resigned 18 July 2023
Caroline Coombes		
Helen Hodgson		Resigned 24 January 2023
Abiodun Unegbu		
Abigail Mitchell		Appointed 18 May 2023
Jayne Copley		Appointed 18 May 2023
Rachel Stanton		Appointed 18 May 2023
		Resigned 13 December 2023

Chief executive officer (CEO) Liz Robinson

Charity number 1161921 Registered in England and Wales

Registered and principal address	Bankers	
Mayfield Centre	Unity Trust Bank plc	Triodos Bank
Broadway Avenue	Nine Brindley place	Deanery Road
Bradford	Birmingham	Bristol
BD5 9NP	B1 2HB	BS1 5AS

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Potential trustees initially meet with the CEO to discuss the role of a trustee and to discuss what their offer may be. They are then invited to attend a trustee meeting as an observer and following this are asked to make a formal application which will be presented for a vote by trustees. A DBS check is carried out and a trustee's induction pack is provided which contains the constitution, organisational structure, strategic framework, annual plan, key policies and recent meeting papers.

Safeguarding training is provided to all trustees annually and further training is offered as appropriate, including invitations to attend any in house training provided for staff.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Objectives and activities

The charity's objects

The objects of the CIO are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

The charity's main activities

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Our vision

Young people will be healthy in every way, supported by quality services and each other.

Our mission

Our mission is to enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them.

Our Values

Young People Centred - In everything we do the young people we work with and their families can rely on us to be working in their best interests.

Trustworthy – people can trust us to do the right thing, even where this is the harder choice.

Competent – people can rely on us to do our job well, and to strive for excellence in everything we do.

Who are we?

Step 2 Young People's Health (known as Step 2) is a charitable social enterprise based in Bradford.

The organisation began in 1993 when a youth worker assisted a group of young people to obtain funding for a project to provide health information to them and their peers. The name Step 2 came from the young people involved at the beginning – Step 1 is recognising that you need advice or support, Step 2 is finding it.

Step 2 has grown organically since those days, moving away from being a peer to peer organisation run by young people to an organisation for young people staffed by youth workers and counsellors.

Our Impact Objectives are:

To improve young people's emotional health and well-being, building positive self-esteem and resilience.

To improve the relationships young people have, by building on the skills and attributes they have which help them to build, develop and maintain positive relationships.

To improve young people's sexual health, by providing them with information and skills to help them make positive choices, and services, to help them stay safe.

To equip parents and professionals to support young people to be healthy in every way.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Objectives and activities

Services

The services currently provided by Step 2 include:

<i>To improve young people's emotional health and well-being.</i>	<i>To improve the relationships young people have.</i>	<i>To improve young people's sexual health.</i>	<i>To equip parents and professionals.</i>
Counselling	Protective Behaviours Group Work programmes	RSE Curriculum Delivery	Parent Counselling Sessions to Parents of Children in Therapy
Emotional Health and Well Being Education via Group Work/lessons/assemblies	Positive relationships programmes for young men and young women	Sexual health outreach including delivery of C-Card scheme	Therapeutic Group Work for Parents
One to One support	RSE Curriculum Delivery	Pregnancy delay including virtual babies programme	Training for professionals who work with young people
Emotional Resilience for transition support (from primary to secondary)	Specialist support work with vulnerable groups, (Particularly children looked after, care leavers and young people with learning disabilities.		Supporting/Educating parents to help their children and young people.

Step 2 works with a broad range of partners from health, education, social care and the Third Sector. We have significantly and intentionally strengthened partnerships with some key agencies, enabling us to deliver on some larger contracts.

Achievements and performance

Last year was a significant year for Step 2, as we celebrated 30 years of supporting young people. It was great to reflect on some of the achievements of the charity during that time.

Following a review of our strategic plan in 2022, our target for the year was to 'strengthen and develop' rather than grow. Rapid growth over the Covid years, particularly for our counselling service, has meant stability is our current focus.

There have been times over the past year when our services have felt anything but stable, and some services have had to reduce (will tell you more about that later).

But we have ended the year in a better place than predicted, and we are feeling positive about the future, despite the significant challenges we continue to face.

Our staff team are our key strength, and we are incredibly grateful for their hard work and commitment over the uncertainties the last 12 months have presented.

We have two strong teams: the relationship and well-being team and the counselling team, both delivering excellent and complementary services to young people, supporting in total 18,730 young people over the last year.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance continued

Specialist RSE (Relationships and Sex Education) Programme

The contract, which was initially due to end in March 2023, has been extended until July 2024, and we expect a further extension until July 2025, which is great news. A further commission is likely to follow. We continue to deliver on this contract in partnership with HALE (Health Action Local Engagement) and JAMES (Joint Activities & Motor Education Service).

Since the start of the contract, we have delivered to 14,325 children and young people in years 7-10, and a further 3,200 in years 11-13. Over 2,100 staff CPD (Continuing Professional Development) sessions have now been delivered, to equip staff with the skills to facilitate RSE lessons themselves.

One of the priority schools has asked us to conduct their statutory parent consultation. We have attended three parent events so far, with another four in the diary. This has allowed us to gain feedback for the school with regard to their RSE curriculum. This has also enabled us to gather general feedback about how confident parents feel in delivering RSE to their own children. Many of the parents we have spoken to feel confident in some discussions with their child or young person but would not want to discuss intimate sexual relationships with them, preferring this to be delivered by the school.

"I don't know where to start with my gratitude. The RSE Team are amazing. your advice and guidance throughout the year while developing our curriculum and lessons means we are always confident and secure in our PSHE delivery. I say it every time you visit, but I don't know what we would do without you all."

Targeted RSE (Relationships and Sex Education) Programme

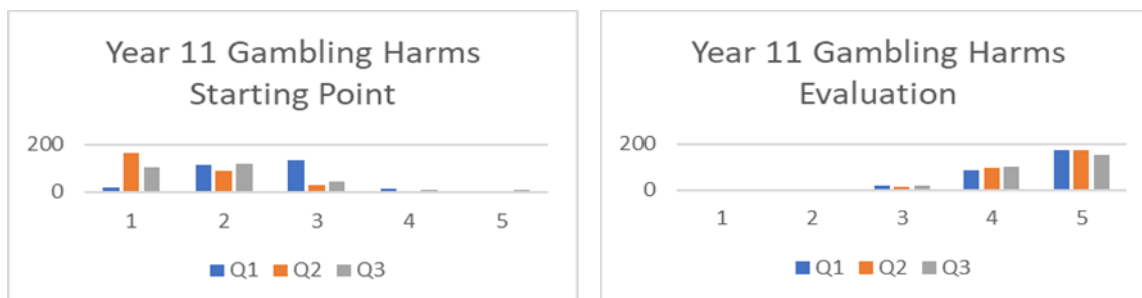
This service offers bespoke RSE provision to settings with a high number of young people looked after, including alternative education providers, specialist educational settings and children's homes. Last year we delivered 122 sessions to 259 different young people.

We also offer training to people that work and care for these young people, including foster carers, children's home staff and staff in the settings they attend for education, delivering 13 sessions attended by 55 parents and carers, and 43 professionals.

Both students and staff overwhelmingly engage well with the subject matter.

Gambling Harms sessions

We have continued to deliver Gambling Harms sessions as part of our partnership with "Gambling with Lives". Students are given questionnaires at the start of the session. They will answer the questions with a score of 1-5 (1 = little/ no knowledge. 5 = well established knowledge). All students are then asked to score themselves again at the end of the session. The graphs show how the majority of students moved from scores of 1 or 2, to scores of 4 or 5.



Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance continued

SAFE (Supportive and Friendly Environment) Group.

39 individual young people have attended this year. The young people we work with in this group often feel judged and isolated from society due to their gender/identity. They have brought a range of issues to the group which they wanted to discuss and have further education on. These include alcohol, vaping, knife crime, emotional wellbeing, and sex and relationships.

A highlight was the trip to Xscape, which we were able to do thanks to a grant from the Bentley Foundation. The activities took young people out of their comfort zone. Several were nervous about taking part in some of the activities, particularly the aerial adventures, but following observing others in the group, and staff taking part, they managed to overcome their fears, and discover they could achieve more than they thought. The day provided them with an opportunity to meet outside of the youth club and strengthen their friendships. The visit also helped them to build their confidence and self-esteem by setting themselves small achievable challenges.

Sadly, our involvement with this group ended in December 2023 due to the funding ending.

Learning Disabilities Work

Bradford Council have continued to fund our work with young adults with learning disabilities. The work allows us to support adults with their capacity to make decisions about healthy relationships and sexual health, and to understand these matters better. This work is delivered individually and tailored to needs and learning styles. We use a variety of specialist resources to ensure the best learning outcomes are achieved. This year we delivered a total of 93 sessions to 17 individual people. As well as continuing this work, we have received additional funding to offer some health focussed work with adults with learning disabilities, which will allow us to work with more young people next year.

"It was really nice working with you and thank you for all the help and support. Even I learned something new." -support worker who attended a session

C-Card Scheme

Our commissioned relationship with Locala, in partnership with HALE, ended last year, following their recommission and a change in priorities. We still partner them as a C-Card delivery service, but no longer do any outreach or training for them, so this service has reduced significantly.

Insight (Emotional Resilience) Course

We entered the second year of the Garfield Weston grant, which funded our Insight programmes in schools. This year we delivered 24 programmes attended by 208 young people. These have happened in secondary schools, primary schools and alternative education settings. The course works with groups of 6-10 young people for 6 sessions, supporting them to identify their feelings and look at how they can manage their emotions and get support where needed.

Our quantitative feedback reports allow learners to give themselves a score out of ten on a range of measures, before and after delivery. Last year these showed young people made the most progress in "Are you able to stay calm and in control of your feelings?" (average progress was a 3.7 point increase on the 0-10 scale) and "How easy do you find it to stay calm when you are angry?" (with average increase of 2.6 on 0-10 scale)

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance continued

Impact (Boys and Young Men's Work)

The course consists of 6 sessions covering:

- Challenging myths about being a man in society – the pressure to be strong etc
- Gender stereotypes – how we are taught what it means to be a man from an early age, exploring the influence of toys, media, advertising, roles etc – and how this impacts both men and women
- Healthy Relationships – what makes a good relationship, understanding abuse in relationships and understanding consent
- Impacts of pornography on men and the potential negative effects on relationships
- Sexual bullying and harassment, banter, challenging negative banter in peer attitudes towards women, and other forms of harassment
- Role models and men - what/who makes good examples for young men, what should we aspire to be

9 groups were delivered to 53 boys and young men

The boys made good progress in all areas, with average increase of 2.5 on the 0-10 scale. Most progress was made on "I understand the impact of pornography on men in society" and "I can recognise the positive qualities in a male role model."

Counselling

Our counselling service continues to thrive, despite challenges with funding this year. We have continued to deliver counselling to children and young people aged between 5-25yrs as follows:

- Counselling for 5–11yrs in 8 primary schools
- Counselling for 11–18yrs in 8 secondary schools
- Counselling service for 11–18yrs based in the community, funded by BBC Children in Need, Bradford Counselling Collaborative, Morrisons and the Garfield Weston Foundation - reduced due to the ending of funding from BBC Children in Need, Morrisons and Bradford Counselling Collaborative. Funding from Garfield Weston and will also end shortly.
- Counselling for 16–25yrs, offered remotely through the GP Enhanced Access Service
- The CALM Service (in partnership with Relate Bradford and Family Action), which offers play therapy/counselling for children aged 5-11 years who have been particularly impacted by trauma and Adverse Childhood Experiences, ended this year. We continued to support this age group of children, in partnership with Relate Bradford and Leeds and Early Help, with support from the Integrated Care Board (ICB)

In addition, we have delivered:

- Counselling for staff and supervision for safeguarding leads at St Stephen's Primary School, Beckfoot Thornton and One in A Million.
- A series of therapeutic groups, offering psycho-educative work.
- Support with parenting teenagers for parents in small groups, funded by the Bartlett Foundation.
- Individual counselling sessions for parents, also funded by the Bartlett Foundation.

Referrals have continued to come from school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families, and individual young people themselves.

However, we had to close our waiting list and referral pathway for our community-based counselling in August 2023 due to the funding cuts mentioned above.

We are continuing to endeavour to source new grants and funding to be able to respond to the continued high demand for this service.

Referrals received: 961

880 CYP attended counselling

7,154 counselling sessions were offered

5,456 counselling sessions were attended

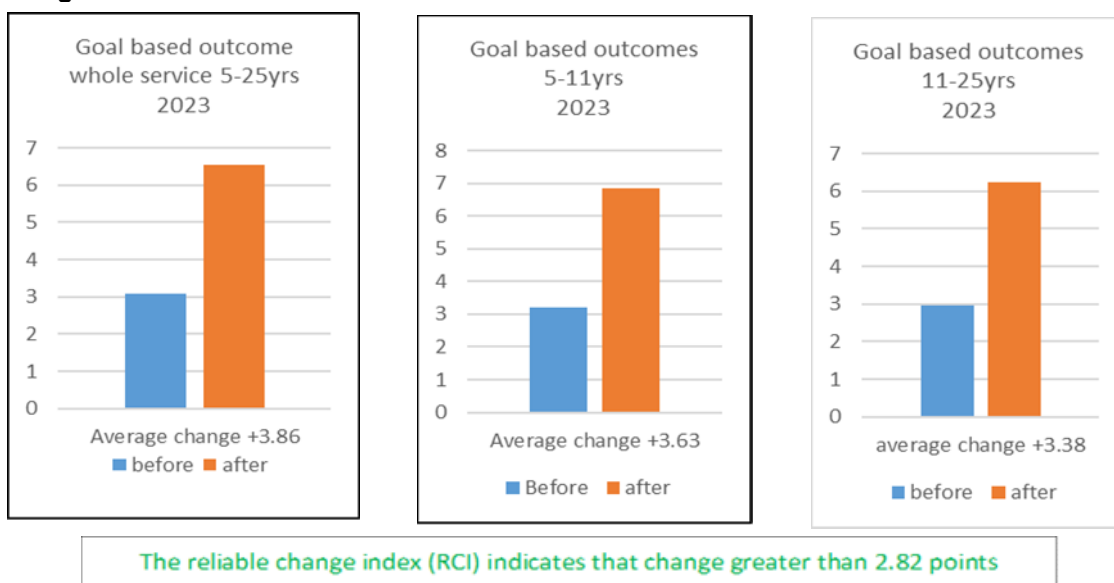
Attendance 76%

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance continued

Counselling continued



Case Study

Names have been changed to protect anonymity in this case study.

Helen (15) presented as confident and secure in herself as she described frequent angry outbursts at school. She shared how she reacted quickly and aggressively to her teachers at school when faced with change, things she didn't agree with or felt overwhelmed. Helen felt her anger was a justified response. She was fatalistic in her attitude to her anger, often mentioning her suspected ADHD and how anger ran in the family.

In the initial sessions, I empathised with Helen about the pressures of school, the constraints and how sometimes things didn't run in the way she would like. We explored the anger outbursts together, what caused them, how they felt and the impact on her. I continued to build the therapeutic relationship accepting Helen as she was, without judgement or collusion as to whether her behaviour was appropriate or not.

In the middle sessions, Helen started to disclose feelings of anxiety and talked about being bullied earlier in her school life. She was more comfortable voicing her angry perspective on her situation over her worries, so it was important to hold and accept all of these feelings equally. Helen's current anxiety centred on her upcoming exams. We explored what things helped and didn't help her. Helen identified that routine was very important to her, and that she worked better and was less anxious with a clear plan in place. This led to a further understanding that sudden change or unexpected events were challenging for Helen, and often resulted in an angry response.

Towards the last sessions, Helen had a clearer sense of empowerment, and she shifted as she found a purpose in her school work. She was able to revise clearly as she had a clear plan, and had also spoken to teachers' about needing a clear plan to follow. She had become less defensive. Her acceptance of her needs meant she was able to take steps to meeting those needs which helped her to feel more in control and as a result less likely to get angry. This was clearly demonstrated when she told me that she had been told 'out of the blue' that her food technology exam was the following week. She told me how she had reacted calmly at school, and was clear about her own plan in practising over the weekend. She went on to complete her exam calmly and confidently.

"I feel I have become more of myself, who I am and not having a cover on my face."

"My anger got more in control and I have got more sleep. I know if I get more sleep I will be calmer and happy."

"I've been able to get things off my chest and think about strategies to control my anger."

"I feel more happy and content because I know how to deal with a situation. If I am calm I know my day is going to be calm."

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance continued

The team

Our counselling team has comprised of 22 counsellors this year who have continued to work with deep compassion and commitment throughout another incredibly challenging year. All our counsellors are qualified to a minimum of Diploma level and are all members of a professional body, usually the BACP (British Association of Counselling and Psychotherapy) or PTUK (Play Therapy UK). To quality assure and safeguard their work, they all attend independent monthly clinical supervision in addition to monthly internal supervision at Step 2.

We have been grateful for the support of, and partnership with schools receiving a counselling service from Step 2. These have included Merlin Top Primary School, St Oswald's Primary School, Atlas Primary School, Green Lane Primary School, Margaret McMillan Primary School, Westbourne Primary School, St Stephen's Primary School, Hill Top Primary, Corpus Christi Catholic College, Coop Grange Academy, Buttershaw Business and Enterprise College, Beckfoot Thornton School, Bronte Girls Academy, Feversham Academy, Eden Boys and South Craven School.

Staff News

The most notable change over the last year was the departure of Kirsty Ferguson. Kirsty had been with us for close to 11 years and had led our Relationships and Wellbeing team in recent times. We cannot thank Kirsty enough for her input over the years, and the legacy she leaves remains with us.

Another significant loss to us was Fiona Meneghello. Fiona had been with us since she started as a student, six years ago, and developed into the role of one of our Counselling Coordinators. Before that she had spent time as a trustee.

We also said goodbye to four other counsellors: Izzy, Alan, Bradley and Alison.

We are extremely grateful for all they have contributed to the organisation over the years, we miss them all, and wish them all well in the future.

Additions to our team:

- Chloe Love joined us in August, replacing Kirsty as Service Lead for the Relationships and Wellbeing team.
- Andy Gibbs joined in March, replacing Benny who had left at the end of 2022. He is employed as Boys and Young Men's Worker.
- Tina joined us on an intern programme, in partnership with Bradford College. Tina is working on business administration, as well as helping with delivery.
- We were recently joined by a further 2 part-time counsellors, Surji Cair and Debs Blue, who are settling in well.
- We benefitted from 3 social work placement students, Coral, Ruth and Elizabeth.

Staff development:

- We have continued to hold two whole staff team training sessions per year. Two of these sessions have taken place, bringing our remote team of counsellors together and allowing them to meet one another and the wider Step 2 team.
- Chloe is taking part in a leadership programme with Common Purpose.
- Pauline is shortly due to complete a leadership programme delivered by Community Action Bradford and District (CABAD).
- Sue is currently training to become a counselling supervisor, adding capacity to that area of the team next year.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance continued

Fundraising

It has been a challenging year for funding, but with the help of a Grants and Trusts consultant, and the strengthening of several great partnerships, the end of the year saw positive news. We were successful in receiving grants from: The Violence Reduction Unit; Pilgrim Trust; Bingley Bubble Community Partnership; Sovereign Health Care and St James' Place, as well as receiving two small funding pots via the VCS (Voluntary and Community Sector) Alliance.

Prior to that, small grants from Charles and Elsie Sykes; Onside Community Foundation; Bentley Advancing Life Chances Foundation and Yorkshire Building Society, have helped keep several services running.

Some of the funding we have secured involves partnership work and will mean strengthening partnerships with other valued organisations, in particular HALE, Emerge and All Star Ents. We look forward to collaborating more closely with them all. Much of this work will be delivered by the Relationships and Wellbeing team.

A large number of staff and trustees took part in a challenge to walk 30 miles in 30 days, which we did in September, as a celebration of our 30th birthday which happened last year. This raised around £2.5k, and we are grateful for all their efforts and for those that sponsored us.

Future Plans

We have just started a programme in partnership with All Star Ents. This programme will see us work together to deliver an Online Harms prevention programme in Appleton Academy.

Another new programme is giving us the opportunity to develop work in Bingley primary schools, working with young people on emotional resilience as they prepare for transition to secondary school.

A further new piece of work will see us partner with Emerge to offer support to young women aged 16-25yrs who are struggling with emotional wellbeing. The offer will include counselling, mentoring and a drop-in.

Despite no longer having funding for our community play therapy service from the ICB, the grant from St James's Place is allowing us to continue that work until the end of the year. Funding from Sovereign Health Care is allowing us to further develop our work with boys and young men this year, and we are confident of further grant funding to allow us to develop further.

Financial review

The net expenditure for the year was £54,439, including net expenditure of £24,085 on unrestricted funds and net expenditure of £30,354 on restricted funds, after transfers.

A finance sub committee, comprising three trustees including the chair and treasurer, meets regularly to review monthly management accounts. Additionally the chair and CEO meet quarterly, between the quarterly trustees' meetings, to review the charity's risk register which includes legal, safety, financial, reputational, recruitment, strategic and environmental risks. Key risks arising from the risk register include financial security and recruitment and retention of staff.

The above reviews focus on the ability to pay staff for the next six and twelve months thereby enabling recommendations for changes in staffing to be made to the trustees in a timely manner. The trustees are aware that the current financial climate remains challenging meaning we continue to face uncertain times ahead. In response to this plans are in place to ensure we can manage these risks. These include the use of a trusts and grants specialist to support applications, further development of our strategy for attracting business from schools and working with partners to attract core funding from our local commissioners.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £131,110, which represents 2.5 months of annual budgeted expenditure. This does not comply with the reserves policy and trustees are keen to source additional income for services that may be delivered without increasing cost in order to increase reserves.

Step 2 will aim to keep between three and six months running costs in reserve in order to ensure the medium to long term future of the Project and to enable us:

To provide continuity of activities in the event of a large variation in income (e.g. a large funder withdrawing their commitment unexpectedly).

To deal with short-term fluctuations in cash-flow (e.g. a funder who pays in arrears).

To be able to develop new projects and grasp new opportunities as they arise and to take advantage of any suitable changes and opportunities that may occur.

The level of reserves will be reviewed annually by the trustees to ensure they are fit for purpose.

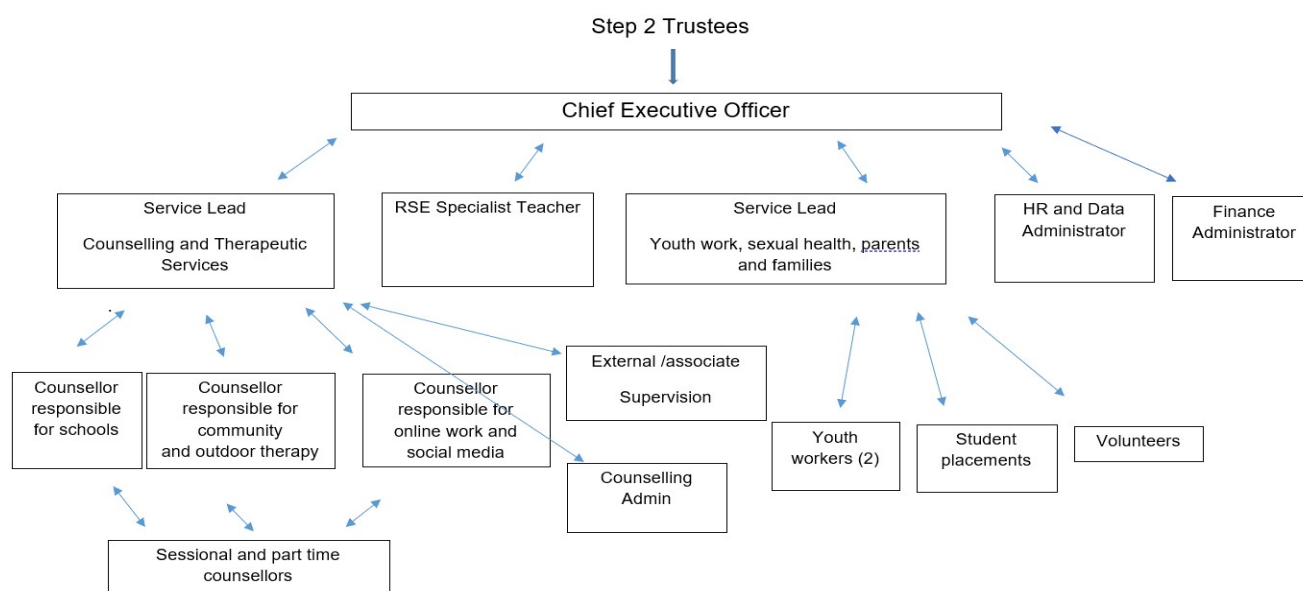
Structure, management and governance

Trustees, in partnership with key staff, write the strategic framework, which is a 5-year development plan. The service leads and CEO develop this into annual plans, with quarterly targets, which are reviewed by the trustees. All staff in substantial roles have a quarterly meeting with a personally assigned trustee. This is to allow trustees to have a clearer picture of the work of the charity, and to allow staff to receive direct trustee support where necessary.

Levels of staff pay are reviewed by the trustees annually and is benchmarked against other local similar charities. Staff annual reviews will occasionally identify a change in role of a staff member during the year, which may prompt a review of an individual's pay.

All policies are reviewed by the trustees every 3 years (or more if necessary), in consultation with staff.

The charity's organisational structure is shown below:



Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2023

Message from the chair of trustees

As usual, the staff at Step 2 delivered an enormous amount in 2023, supporting many young people, professionals, and parents/carers.

The trustees are immensely proud of the impact Step 2 has, and count it a privilege to serve on the Board.

Like it has been for so many charities, this year has been a difficult one from a funding and commissioning perspective, which is disappointing and unsettling for everyone, but particularly the staff.

As in previous years, the trustees thank them all for their tenacity and commitment – there will be exciting developments in 2024 and the trustees are confident Step 2 will continue to have a huge impact.

Approved by the board of trustees on 16/05/2024

Pippa Jones (Trustee)

Step 2 Young People's Health

Independent examiner's report to the trustees of Step 2 Young People's Health

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2023, which are set out on pages 14 to 25.

Responsibilities and basis of report

As the charity's trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Rhys North ACA

20/05/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Step 2 Young People's Health
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Donations and grants	(2)	4,211	52,165	56,376	158,317
Charitable activities	(3)	535,819	-	535,819	488,836
Other trading activities	(4)	1,790	-	1,790	471
Investments	(5)	666	-	666	113
Total income		542,486	52,165	594,651	647,737
Expenditure on:					
Raising funds	(6)	9,410	-	9,410	4,310
Charitable activities	(7)	557,901	81,779	639,680	576,945
Total expenditure		567,311	81,779	649,090	581,255
Net income / (expenditure)		(24,825)	(29,614)	(54,439)	66,482
Transfers between funds		740	(740)	-	-
Net movement in funds		(24,085)	(30,354)	(54,439)	66,482
Fund balances brought forward		157,069	80,000	237,069	170,587
Fund balances carried forward	(9)	132,984	49,646	182,630	237,069

All incoming resources and resources expended derive from continuing activities.

Step 2 Young People's Health

Balance sheet

as at 31 December 2023

		2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(10)	1,874	-	1,874	1,191
Total fixed assets		<u>1,874</u>	<u>-</u>	<u>1,874</u>	<u>1,191</u>
Current assets					
Debtors and prepayments	(11)	101,776	-	101,776	147,766
Cash at bank and in hand	(12)	59,904	49,646	109,550	108,495
Total current assets		<u>161,680</u>	<u>49,646</u>	<u>211,326</u>	<u>256,261</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(13)	30,570	-	30,570	20,383
Total current liabilities		<u>30,570</u>	<u>-</u>	<u>30,570</u>	<u>20,383</u>
Net current assets / (liabilities)		<u>131,110</u>	<u>49,646</u>	<u>180,756</u>	<u>235,878</u>
Total assets less current liabilities		<u>132,984</u>	<u>49,646</u>	<u>182,630</u>	<u>237,069</u>
Net assets		<u>132,984</u>	<u>49,646</u>	<u>182,630</u>	<u>237,069</u>
Funds					
Unrestricted funds		132,984	-	132,984	157,069
Restricted funds		-	49,646	49,646	80,000
Total funds		<u>132,984</u>	<u>49,646</u>	<u>182,630</u>	<u>237,069</u>

The financial statements were approved by the board of trustees on 16/05/2024

Pippa Jones (Trustee)

Step 2 Young People's Health
Statement of cash flows
for the year ended 31 December 2023

	2023 £	2022 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>2,533</u>	<u>37,134</u>
Cash flows from investing activities:		
Dividends and interest	666	113
Purchase of tangible fixed assets (excluding donated assets)	<u>(2,144)</u>	<u>(1,337)</u>
Net cash provided by (used in) investing activities	<u>(1,478)</u>	<u>(1,224)</u>
Cash flows from financing activities:		
Repayments on borrowing	-	-
Cash inflows from new borrowing	<u>-</u>	<u>-</u>
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	1,055	35,910
Cash and cash equivalents at the beginning of the reporting period	<u>108,495</u>	<u>72,585</u>
Cash and cash equivalents at the end of the reporting period	<u>109,550</u>	<u>108,495</u>

Reconciliation of net movement in funds to net cash flow from operating activities	2023	2022
	£	£
Net movement in funds for the reporting period (as per the statement of financial activities)	(54,439)	66,482
Adjustments for:		
Depreciation charges	1,461	3,515
(Dividends and interest from investments)	(666)	(113)
(Increase) / decrease in debtors	45,990	(25,111)
Increase / (decrease) in creditors	<u>10,187</u>	<u>(7,639)</u>
Net cash provided by (used in) operating activities	<u>2,533</u>	<u>37,134</u>

Analysis of cash and cash equivalents	2023	2022
	£	£
Cash at bank	109,503	108,394
Cash in hand	<u>47</u>	<u>101</u>
Total cash and cash equivalents	<u>109,550</u>	<u>108,495</u>

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2023

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2023

2 Donations and grants

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Grants:				
Bentley Motors	-	500	500	-
NHS West Yorkshire Integrated Care Board	-	19,606	19,606	-
Bradford Metropolitan District Council (BMDC)	250	-	250	4,219
Bradford VCS Alliance	-	6000	6,000	-
Groundwork UK	-	375	375	1,125
Leeds Community Foundation (LCF)	-	10,000	10,000	13,258
Sovereign Health Care	-	4,500	4,500	5,000
The Bartlett Foundation	-	1,000	1,000	-
The Brelms Trust	-	4,784	4,784	4,600
The Charles & Elsie Sykes Trust	-	3,000	3,000	-
The Onside Foundation	-	2000	2,000	-
Yorkshire Building Society Char. Foundation	-	400	400	-
BBC Children in Need	-	-	-	72,600
Bradford City Challenge	-	-	-	1,455
Garfield Weston Foundation	-	-	-	40,000
Morrison's Foundation	-	-	-	11,000
West Yorkshire Combined Authority	-	-	-	2,340
Donations	3,961	-	3,961	2,720
	<u>4,211</u>	<u>52,165</u>	<u>56,376</u>	<u>158,317</u>

3 Charitable activities

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Contracted counselling services:	-			
School counselling and training	185,678	-	185,678	152,422
BMDC Relationships, Sex and Health	156,964	-	156,964	148,749
BMDC Learning disabilities	14,447	-	14,447	-
Enhanced access service	67,942	-	67,942	62,659
NHS commissioned services	67,600	-	67,600	65,000
Family action	18,840	-	18,840	40,000
Other	24,348	-	24,348	20,006
	<u>535,819</u>	<u>-</u>	<u>535,819</u>	<u>488,836</u>

4 Other trading activities

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Student placements	1,400	-	1,400	-
Other	390	-	390	471
	<u>1,790</u>	<u>-</u>	<u>1,790</u>	<u>471</u>

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2023

5 Investments	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Bank interest	666	-	666	113
	<u>666</u>	<u>-</u>	<u>666</u>	<u>113</u>

6 Raising funds	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Advertising and publicity	545	-	545	1,835
Other professional fees	8,865	-	8,865	2,475
	<u>9,410</u>	<u>-</u>	<u>9,410</u>	<u>4,310</u>

7 Charitable activities expenditure	Activities undertaken directly £	Support costs £	2023 Total cost £	2022 Total cost £
Counselling and education activities	515,836	123,844	639,680	576,945
	<u>515,836</u>	<u>123,844</u>	<u>639,680</u>	<u>576,945</u>

8a Support costs	2023 Total cost £	2022 Total cost £
Support cost type		
Management and admin salaries	106,396	96,928
Financial management support	4,667	4,715
Human resources	5,494	4,756
Payroll and pension charges	3,470	2,968
Website, computers and connection	1,080	4,126
Independent examination	2,160	1,800
AGM and meeting costs	416	314
Bank charges	161	158
	<u>123,844</u>	<u>115,765</u>

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2023

8b Charitable activities expenditure detail		2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	cost	cost
		£	£	£	£
Salaries, NIC and pensions	(8c)	402,069	64,298	466,367	409,348
Payroll and pension charges		3,199	271	3,470	2,968
Staff travel and subsistence		4,468	103	4,571	4,106
Staff training and supervision		7,972	171	8,143	9,991
AGM and meeting costs		416	-	416	314
Rent and rates		8,595	7,321	15,916	15,971
Premises costs		649	-	649	3,598
Website, computers and connection		939	141	1,080	4,126
Subscriptions		490	220	710	1,698
Printing, postage and stationery		1,962	-	1,962	707
Phone and internet		1,805	2,344	4,149	2,966
Resources and programme expenses		2,752	500	3,252	6,099
Delivery partners		90,586	-	90,586	72,804
Sessional workers		23,687	6,205	29,892	31,765
Insurance		2,726	-	2,726	2,230
Independent examination		2,160	-	2,160	1,800
Other professional fees		1,209	205	1,414	2,402
Bank charges		161	-	161	158
Other expenses		595	-	595	379
Depreciation		1,461	-	1,461	3,515
		<u>557,901</u>	<u>81,779</u>	<u>639,680</u>	<u>576,945</u>

8c Staff costs and numbers	2023	2022
	£	£
Gross salaries	420,693	363,246
Social security costs	30,428	27,093
Employment allowance	(5,000)	(5,000)
Redundancy costs	-	6,742
Pensions	20,246	17,267
	<u>466,367</u>	<u>409,348</u>

The average number of employees during the year was 26.6, being an average of 14.2 full time equivalent (2022: 21, 11.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	20,246	17,267

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2023

9 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
LCF - Bartlett Group Fund	2,500	11,000	5,972	-	7,528
NHS - Bingley Bubble	-	19,606	-	-	19,606
The Brelms Trust	2,660	4,784	4,496	-	2,948
BBC Children in Need	31,891	-	31,891	-	-
BBC Children in Need - Keighley	8,842	-	8,842	-	-
Leeds Community Foundation	2,172	-	2,172	-	-
Garfield Weston Foundation	25,000	-	18,196	(740)	6,064
Tesco Groundworks	1,125	375	1,500	-	-
Morrisons Foundation	2,750	-	2,750	-	-
On Side Community	-	2,000	2,000	-	-
The Charles & Elsie Sykes Trust	-	3,000	-	-	3,000
Sovereign Health care	3,060	4,500	3,060	-	4,500
VCS Alliance HPOC	-	5,000	-	-	5,000
VCS Alliance	-	1,000	-	-	1,000
Yorkshire Building Society	-	400	400	-	-
Bentley Motors	-	500	500	-	-
	<u>80,000</u>	<u>52,165</u>	<u>81,779</u>	<u>(740)</u>	<u>49,646</u>

Fund name	Purpose of restriction
LCF - Bartlett Group Fund	To develop a therapeutic programme to support parents and children together.
NHS - Bingley Bubble	To support the delivery of an emotional wellbeing service to Bingley primary schools.
The Brelms Trust	To deliver a Respect course for boys aged 11 to 15.
BBC Children in Need	Counselling project including salaries and expenses of 3 counsellors plus a contribution towards the salary of a counselling manager.
BBC Children in Need - Keighley	Counselling project including salary and expenses of a worker in Keighley.
Leeds Community Foundation	Towards salary costs for the hub worker.
Garfield Weston Foundation	To support delivery of counselling and group work for young people as part of the Insight (Emotional Resilience) course. The transfer is for computer equipment that has been capitalised.
Tesco Groundworks	To fund workshops for the support of young people's emotional well being.
Morrisons Foundation	To support delivery of counselling and group work for young people.
On Side Community	To support a programme for boys' groups.
The Charles & Elsie Sykes Trust	To support a counselling programme for children.
Sovereign Health care	Towards costs of community counselling service.
VCS Alliance HPOC	To support a health programme for adults with a learning disability as part of the Harnessing the Powers of Community programme.
VCS Alliance	To support emotional wellbeing in schools in BD5.
Yorkshire Building Society	To support the Insight group course.
Bentley Motors	To support the costs of a summer trip for the SAFE group.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2023

10 Tangible assets

Cost

At 1 January 2023

Additions

Disposals

At 31 December 2023

Equipment

Computer
equipment

Total

£

4,208

-

-

4,208

£

6,336

2,144

-

8,480

£

10,544

2,144

-

12,688

Depreciation

At 1 January 2023

Depn reversed re. disposals

Charge for year

At 31 December 2023

3,909

-

299

4,208

5,444

-

1,162

6,606

9,353

-

1,461

10,814

Net book value

At 31 December 2023

At 31 December 2022

-

299

1,874

892

1,874

1,191

11 Debtors and prepayments

Debtors

Prepayments

Other debtors

2023

£

57,579

504

43,693

101,776

2022

£

109,493

765

37,508

147,766

12 Cash at bank and in hand

Cash at bank

Cash in hand

2023

£

109,503

47

109,550

2022

£

108,394

101

108,495

13 Creditors and accruals

Creditors

Accruals

2023

£

27,510

3,060

30,570

2022

£

18,583

1,800

20,383

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2023

15 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £44,726 (previous year: £42,641).

16 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2023	2022
	£	£
Within one year	15,600	14,400
In the second to fifth years inclusive	-	-
	<u>15,600</u>	<u>14,400</u>

Step 2 Young People's Health

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2023

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Donations and grants	4,211	2,720	52,165	155,597	56,376	158,317
Charitable activities	535,819	488,836	-	-	535,819	488,836
Other trading activities	1,790	471	-	-	1,790	471
Investments	666	113	-	-	666	113
Total income	542,486	492,140	52,165	155,597	594,651	647,737
Expenditure						
Raising funds	9,410	2,435	-	1,875	9,410	4,310
Charitable activities	557,901	469,922	81,779	107,023	639,680	576,945
Total expenditure	567,311	472,357	81,779	108,898	649,090	581,255
Net income / (expenditure)	(24,825)	19,783	(29,614)	46,699	(54,439)	66,482
Transfers between funds	740	-	(740)	-	-	-
Net movement in funds	(24,085)	19,783	(30,354)	46,699	(54,439)	66,482
Fund balances brought forward	157,069	137,286	80,000	33,301	237,069	170,587
Fund balances carried forward	132,984	157,069	49,646	80,000	182,630	237,069

Accounts

Step 2 Young People's Health

Charity number 1161921

Annual Report and Financial Statements for the year ended 31 December 2022



West Yorkshire Community Accounting Service

Step 2 Young People's Health

Annual Report and Financial Statements for the year ended 31 December 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Step 2 Young People's Health

Trustees' report for the year ended 31 December 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Sunjay Chauhan	Treasurer	
Julie Walker	Secretary	
Lesley Bartlett		
Caroline Coombes		
Helen Hodgson		
Javed Khan		Resigned 19 May 2022
Abiodun Unegbu		Appointed 18 October 2022

Chief executive officer (CEO) Liz Robinson

Charity number 1161921 Registered in England and Wales

Registered and principal address	Bankers	
Mayfield Centre	Unity Trust Bank plc	Triodos Bank
Broadway Avenue	Nine Brindley place	Deanery Road
Bradford	Birmingham	Bristol
BD5 9NP	B1 2HB	BS1 5AS

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Potential trustees initially meet with the CEO to discuss the role of a trustee and to discuss what their offer may be. They are then invited to attend a trustee meeting as an observer and following this are asked to make a formal application which will be presented for a vote by trustees. A DBS check is carried out and a trustee's induction pack is provided which contains the constitution, organisational structure, strategic framework, annual plan, key policies and recent meeting papers.

Safeguarding training is provided to all trustees annually and further training is offered as appropriate, including invitations to attend any in house training provided for staff. Recently three trustees attended a session with staff on working with young people who are LGBTQ+.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Objectives and activities

The charity's objects

The objects of the CIO are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

The charity's main activities

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Our vision

Young people will be healthy in every way, supported by quality services and each other.

Our mission

Our mission is to enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them.

Our Values

Young People Centred - In everything we do the young people we work with and their families can rely on us to be working in their best interests.

Trustworthy – people can trust us to do the right thing, even where this is the harder choice.

Competent – people can rely on us to do our job well, and to strive for excellence in everything we do.

Who are we?

Step 2 Young People's Health (known as Step 2) is a charitable social enterprise based in Bradford.

The organisation began in 1993 when a youth worker assisted a group of young people to obtain funding for a project to provide health information to them and their peers. The name Step 2 came from the young people involved at the beginning – Step 1 is recognising that you need advice or support, Step 2 is finding it.

Step 2 has grown organically since those days, moving away from being a peer to peer organisation run by young people to an organisation for young people staffed by youth workers and counsellors.

Our Impact Objectives are:

To improve young people's emotional health and well-being, building positive self-esteem and resilience.

To improve the relationships young people have, by building on the skills and attributes they have which help them to build, develop and maintain positive relationships.

To improve young people's sexual health, by providing them with information and skills to help them make positive choices, and services, to help them stay safe.

To equip parents and professionals to support young people to be healthy in every way.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Objectives and activities continued

Services

The services currently provided by Step 2 include:

<i>To improve young people's emotional health and well-being.</i>	<i>To improve the relationships young people have.</i>	<i>To improve young people's sexual health.</i>	<i>To equip parents and professionals.</i>
Counselling	Protective Behaviours Group Work programmes	RSE Curriculum Delivery	Parent Counselling Sessions to Parents of Children in Therapy
Emotional Health and Well Being Education via Group Work/lessons/assemblies	Positive relationships programmes for young men and young women	Sexual health outreach including delivery of C-Card scheme	Therapeutic Group Work for Parents
One to One support	RSE Curriculum Delivery	Pregnancy delay including virtual babies programme	Training for professionals who work with young people
Emotional Resilience for transition support (from primary to secondary)	Specialist support work with vulnerable groups, (Particularly children looked after, care leavers and young people with learning disabilities.		Supporting/Educating parents to help their children and young people.
			C-Card Training and Support for Professional

Step 2 works with a broad range of partners from health, education, social care and the Third Sector. We have significantly and intentionally strengthened partnerships with some key agencies, enabling us to deliver on some larger contracts.

Achievements and performance

Step 2 is 30!

Celebrations await us as we plan to celebrate our 30th birthday at our AGM in May 2023.

A quick overview of the last 30 years...

The idea for Step 2 was formulated by a group of young people from Bierley. Following a pregnancy scare, they started to meet regularly to develop ideas and talk about health concerns. Staff members from the youth service, Bierley Youth Action Project and Bradford District Health Trust became involved and helped them develop their ideas. Some of the young people met with the local MP, Gerry Sutcliffe, who was a great support to them, and arranged a visit to the House of Commons. They also visited several other projects and spent some time away together to finalise what the project would look like.

They then became one of only nine groups funded by the National Youth Agency and employed their first staff members. Further funding followed and the project expanded beyond Bierley, working in Holme Wood, and schools in BD4. Much of the funding was to help meet the targets of reducing teenage pregnancy and improving health outcomes. Work included sexual health outreach, stop smoking groups and sessions on diet and exercise. Emotional wellbeing gradually started to be a bigger part of the agenda, as the root cause of many of the other issues we were addressing, and our counselling service started in 2007 with a grant from Children in Need.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued

Step 2 has continued to respond to the issues young people present with - and is guided by their needs. We started a plan to move some of our counselling online in 2019, not anticipating that in March 2020 this would be the only way we could offer the service. That allowed us to increase the service, and offer the blended model we were hoping for.

We now have two strong teams, the relationship and well-being team, and the counselling team; both delivering excellent and complementary services to young people. From the small numbers in the early days, to around 9,000 young people in the last year, we estimate Step 2 has employed over 100 staff, who have touched the lives of close to 100,000 young people during our 30 year history.

Alongside this we have been able to provide training and support to many parents and professionals, in line with our mission statement.

Specialist RSE Programme

We have now engaged with all 13 priority settings, as specified in the contract. In total 21 schools across Bradford accepted our offer of support in 2022. This includes facilitation of class room sessions, CPD (Continuous Professional Development), peer reviews or curriculum and policy audits. We send our offer to all secondary schools, except those who teach RSE in a faith specific way. Many of those settings have received advice to not allow external visitors to deliver RSE. Of those who received the offer, 66% accepted support.

In the priority schools we delivered 7,805 inputs to students in years 7-10 and a further 1,051 inputs to year 11 students, who are not captured in the local authority reporting data. These inputs have taken us to 75.19% of the target figure, set by the public health team. Now that we have engaged the final school, we expect this figure to rise considerably in 2023.

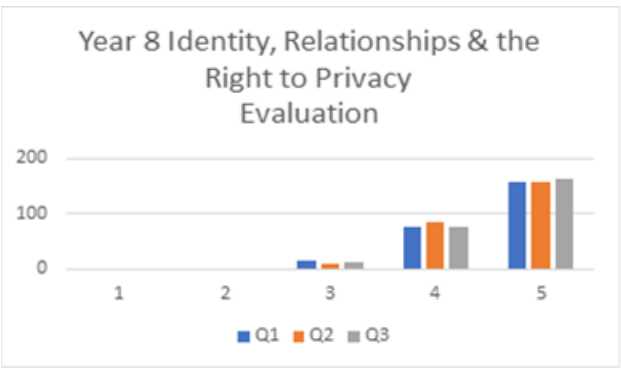
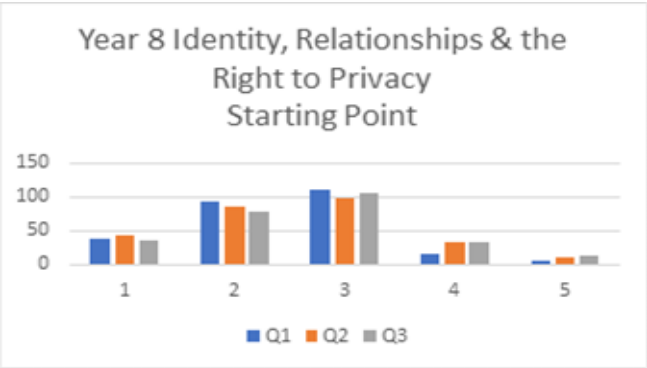
PSHE Lead in a Bradford school:

'You and your team have been amazing and every school in Bradford would benefit from your hard work, what a difference you're making.'

Interim Deputy Head in a Bradford school:

*The support provided by Step 2 has been absolutely outstanding over the course of the year. **** has benefited from the specialist expertise brought by Step 2, which has supplemented our Personal Development programme through the delivery of key elements of the Relationships, Sex and Health Education curriculum and through the delivery of CPD sessions for staff. The support provided has been highly impactful and highly effective, as evidenced by student evaluations. It has been invaluable in preparation for Ofsted.*

Progress data from a visit to school. Children score themselves as 1-5 on three questions, both at the start and end of the session. The graphs show how students who were scoring themselves as 1-3 at the start, were scoring 4-5 by the end of the delivery.



In our peer reviews we are finding multiple examples of students expressing their wish to have external facilitators. Many feel uncomfortable talking to their form tutors/teachers about RSE. Our contract now runs until July 2024, we aim to continue to provide high quality support for the schools in the district.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued

SAFE (Supportive and Friendly Environment) Group.

Named by the members, this group happens weekly in Buttershaw Youth Centre and is for young people who struggle with the youth club. The group has evolved over the year, with different young people attending. Arts and crafts and discussion have been the most popular activities.

24 different young people have attended.

Learning Disabilities Work

We have been fortunate to gain funding from the Local Authority to work with Adults with a Learning Disability to facilitate one-to-one sessions. The work allows us to support the adults with their capacity around understanding healthy relationships and sexual health. This work was tailored to individual's needs and learning styles, so we used a variety of specialist resources to ensure the best learning outcomes were achieved, supporting 8 young adults in 2022.

Child Looked After Parents Work

Step 2 has completed a piece of work Bradford Council previously funded, and we had not completed due to lack of referrals during Covid-19. The work involved supporting pregnant young women who have Social Care intervention. This could mean they are a Child Looked After, Leaving Care or are having a Pre-birth Assessment completed on their unborn child. The 4 young women we worked with all had social care involvement, were under the age of 25 years and live within the Bradford District. At times it has been difficult to engage the young women due to their chaotic lifestyles and unstable housing. Several have gone into Mother and Baby placements to support and assess them once they have given birth. These have usually been out of area, which has meant our support has had to end.

C-Card Scheme

Step 2 have continued to be commissioned by Local Sexual Health, to deliver training to any professionals working with young people within the Bradford District. The free programme allows young people aged 13-24 to access condoms and sexual health information in a range of locations. In partnership with HALE, we deliver training to staff and offer support to services delivering this programme across the city.

Insight (Emotional Resilience) Course

We received funding to deliver 40 Insight Courses focusing on emotional resilience, over 2 years. During this first year of the funding, we have been able to deliver 20 courses in both secondary and primary schools, alternative education providers and community settings. The course works with groups of 6-10 young people for 6 sessions, supporting them to identify their feelings and look at how they can manage their emotions and get support where needed. Feedback included comments such as:

"Children who attended the course were able to put into practice what they had learned in the classroom, and were also passing on tips to other children when they were struggling." Class Teacher (Primary School)

Protective Behaviour Course

We have delivered 6 Protective Behaviour Courses; a six-week programme working with 6-10 girls of secondary school age who are at risk of exploitation. The course has been delivered in schools, alternative education providers and community settings. Feedback received from one setting:

'The Step 2 member of staff was brilliant; she was very patient with the learners and answered all their questions. She made the learners feel safe and secure enough to ask questions it was a pleasure to be in the sessions. We will miss the sessions.' Teacher (Alternative Provision)

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued

Counselling

Our counselling service continues to thrive as we deliver counselling to children and young people aged between 5-25yrs as follows:

- Counselling for 5-11 year olds in 7 primary schools

- Counselling for 11-18 year olds in 7 secondary schools

- Counselling service for 11-18 year olds based in the community - funded by Children in Need, Bradford

- Counselling Collaborative, Morrisons, Garfield Weston and the Bartlett Trust Foundation

- Counselling for 16-25 year olds offered remotely through the CCG's Enhanced Access Service

- The CALM Service continued in partnership with Relate Bradford and Family Action offering play therapy/counselling for children aged 5-11 years who have been particularly impacted by trauma and Adverse Childhood Experiences

In addition, we have delivered:

- Counselling for staff and supervision for safeguarding leads at St Stephen's Primary School and Beckfoot Thornton

- A series of therapeutic groups offering psycho-educative work and support with parenting teenagers for parents in small groups

- Individual counselling session for parents

- Therapeutic Check-in sessions for young people waiting for counselling, offering them the opportunity to meet their counsellor for six brief sessions whilst they are waiting for full counselling sessions to become available

Our Outdoor Therapy Pilot Project launched, and we delivered a series of Outdoor Therapy sessions in one primary school and one secondary school. This has been reviewed and evaluated. Due to its success we are seeking funding to develop this arm of work in the future.

Referrals continue to come from school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families and individual young people themselves.

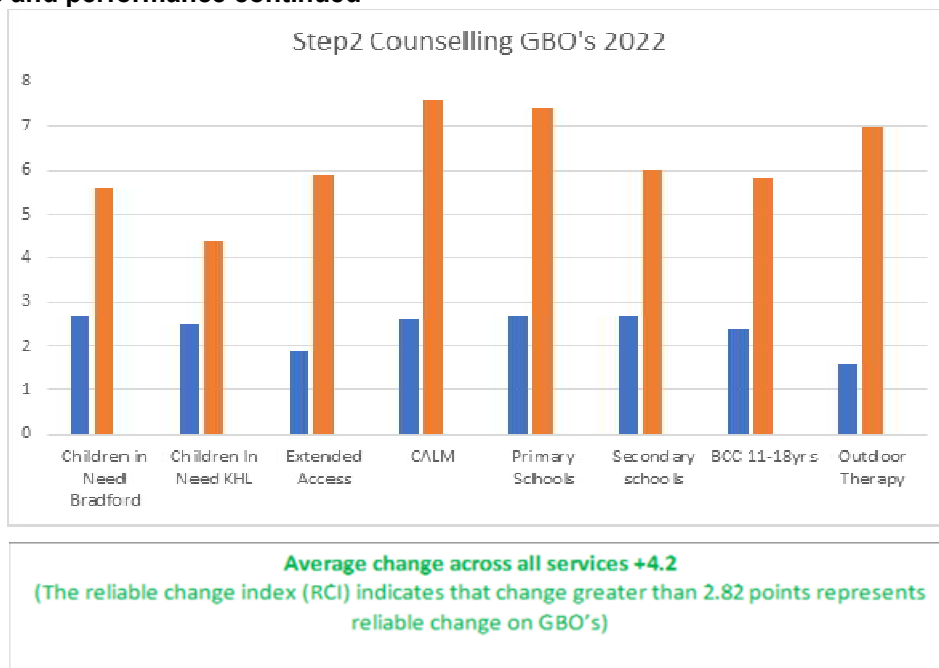
Our counselling team has comprised of 22 counsellors this year who have continued to work with deep compassion and commitment throughout another incredibly challenging year. All our counsellors are qualified to a minimum of Diploma level and are all members of a professional body, usually the BACP (British Association of Counselling and Psychotherapy). To quality assure and safeguard their work, they all attend independent monthly supervision in addition to monthly internal supervision at Step 2.

We have been grateful for the support of and partnership with schools receiving a counselling service from Step 2. These have included Merlin Top Primary School, St Oswald's Primary School, Atlas Primary School, Green Lane Primary School, Margaret McMillan Primary School, Westbourne Primary School, St Stephen's Primary School, Corpus Christi Catholic College, Coop Grange Academy, Buttershaw Business and Enterprise College, Beckfoot Thornton School, Bronte Girls Academy, Feversham Academy and South Craven School.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued



Staff News

Our team has gone through several personnel changes over the year:

We said goodbye to several part time counsellors: Penny, Sarah, Bjorn and Nicola left us, Abi both joined and left us during the year

Adeil left us after 12 years as boys and young men's worker

Chris Hancox completed his one-year contract as Business Development Manager and moved on to a role with Community Action Bradford and District

Benny Douglas joined us as boys and young men's worker but left to relocate after just 4 months in the role

We are extremely grateful for all they have contributed to the organisation over the years, and we miss them all.

Volunteers

We have had support from Beth, who was gaining experience while training to be a young persons counsellor and Nika, who helped with our relationship and wellbeing work. We were later able to offer her some sessional work. We had support from some social work students and interns, to whom we are very grateful, Safa, Zara, Abi, Safah and Hafsa.

The SAFE group in Buttershaw also has a team of young volunteers who help in a range of ways during the sessions.

Additions to our team

Claire Caldwell joined us as HR and Data Administrator

We recruited a further 7 counsellors to cope with the increase in demand: Luna Wilde, Alan Lee, Claire Moreton, Ellie Brown, Sue Fidler, Alison Longden and Catherine Smith

Staff development

We held a trustee and staff planning day, facilitated by Jan de Villiers of FutureKraft, bringing together a range of staff members to start to dream about our future. The ideas generated have helped us to create our new 5-year strategic framework, which will be monitored and reviewed annually.

We have started regular whole team training sessions. Two of these sessions have taken place, bringing our remote team of counsellors together, allowing them to meet one another and the wider Step 2 team

Our two Service Leads have both been taking part in additional training in leadership and management

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued

Fundraising

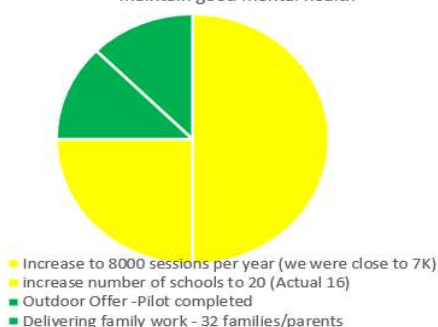
We were successful early in the year with new grant funding from the Garfield Weston Foundation, Morrisons Foundation and the Bartlett Trust. The Brelms Fund and Sovereign Health Care also funded us again, and we were grateful for a small grant from the West Yorkshires Mayors Safer Communities Fund.

An extension of a year from Children in Need was also very welcome. Continued support from Bradford Council, the ICB, the VCS alliance and the schools who buy in our support is also much appreciated. However, the funding climate continues to be difficult.

Achievements

We set ourselves some ambitious targets at the start of a challenging year, and achieved most. A few were delayed due to staffing issues.

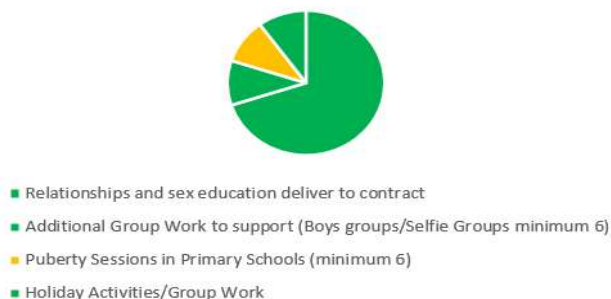
Children and young people are equipped with knowledge and skills to maintain good mental health



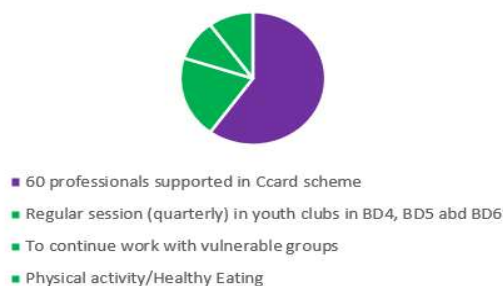
Children and young people are equipped with knowledge and skills to maintain good mental health



Children and young people have strong, healthy relationships with people in their lives.



Young people have the knowledge and skills to maintain good physical and sexual health



Professionals are equipped to support young people to be healthy in every way



Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued

Quotes

"I am a lot happier but also a lot more self-aware and I understand myself a lot better." (Male, aged 15)

"It has made me realise that my family do love me and support me and the problems within mine and mum's relationship and the things that she says and does are not caused by me or my fault." (Female, aged 12)

"I liked the fact I could talk about anything and not be judged or told what to do." (Female, aged 14)

"Your team enabled the students to deal with some awkward and tricky subjects in such a mature way. The success is often about the tone which is set from the start and your team did that so well that the students were able to deal with the subject matter in a mature way." (Member of staff, Secondary School)

Future Plans

We reviewed our strategic framework last year, during an event with staff and trustees, ably supported by Jan DeVilliers from FutureKraft. Following discussions about what growth means for us, we concluded that the focus for the next five years should be to "strengthen and develop" with the emphasis for the organisation over the next five years to strengthening the infrastructure. Growth in size or numbers will be a consequence rather than an objective. Not bigger, but stronger.

A 'Strengthen and Develop' strategy has therefore been adopted following a strategic planning session with trustees and staff and consultation with young people, partners and other stakeholders.

We have formulated an annual plan with key targets we need to achieve this year.

However, we have plans to develop some new services, particularly a training arm for counsellors, training qualified counsellors in children and young people's therapy. We would also like to move forward with the outdoor therapy project we piloted, and to further develop our work with boys and young men.

Financial review

The net income for the year was £66,482, including net income of £19,783 on unrestricted funds and net income of £46,699 on restricted funds.

A finance sub committee, comprising the chair and treasurer, meets regularly to review monthly management accounts. Additionally the chair and CEO meet quarterly, between the quarterly trustees' meetings, to review the charity's risk register which includes legal, safety, financial, reputational, recruitment, strategic and environmental risks. Key risks arising from the risk register include financial security and recruitment and retention of staff.

The above reviews focus on the ability to pay staff for the next six and twelve months thereby enabling recommendations for changes in staffing to be made to the trustees in a timely manner. The trustees are aware that the termination of two major funding sources in the next financial year, plus the current financial climate, means we are facing uncertain times ahead. In response to this plans are in place to ensure we can manage these risks. These include the use of a trusts and grants specialist to support applications, further development of our strategy for attracting business from schools and working with partners to attract core funding from our local commissioners.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £155,878 which represents 3 months of annual budgeted expenditure.

Step 2 will aim to keep between three and six months running costs in reserve in order to ensure the medium to long term future of the Project and to enable us:

To provide continuity of activities in the event of a large variation in income (e.g. a large funder withdrawing their commitment unexpectedly).

To deal with short-term fluctuations in cash-flow (e.g. a funder who pays in arrears).

To be able to develop new projects and grasp new opportunities as they arise and to take advantage of any suitable changes and opportunities that may occur.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2022

Reserves policy continued

We will also keep an additional £5,000 in reserves to cover the event that, for whatever reason, Step 2 needs to cease providing services. This will cover paying staff redundancies, and any other costs involved in closing the project.

The level of reserves will be reviewed annually by the trustees to ensure they are fit for purpose.

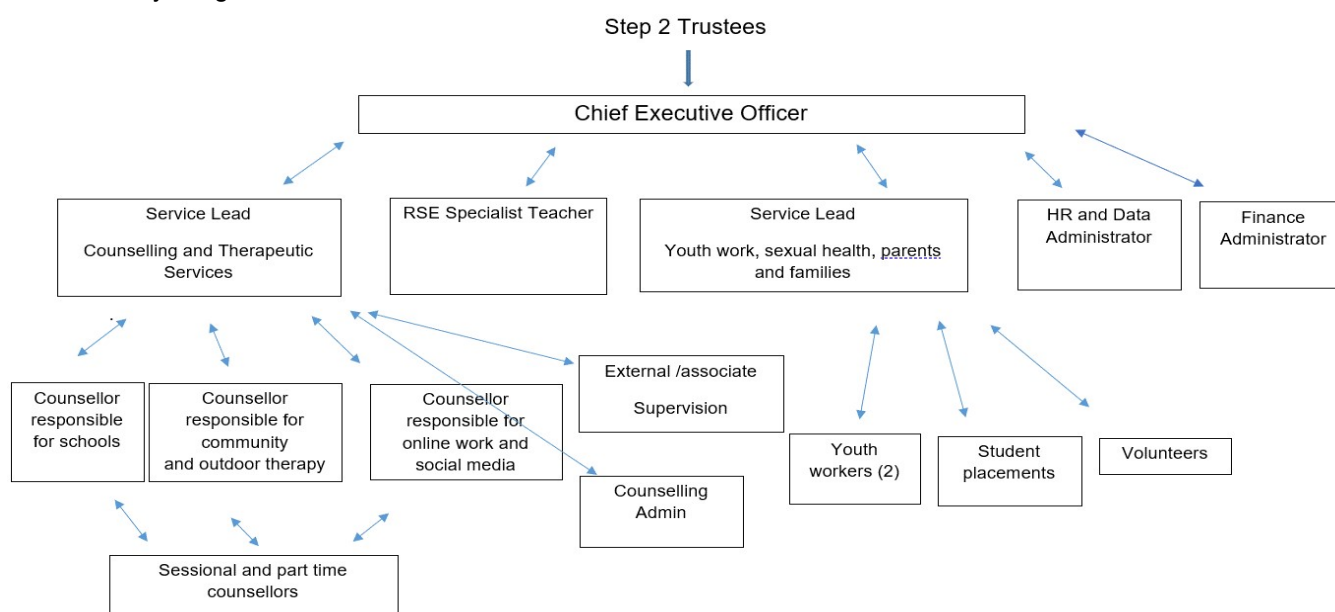
Structure, management and governance

Trustees, in partnership with key staff, write the strategic framework, which is a 5-year development plan. The service leads and CEO develop this into annual plans, with quarterly targets, which are reviewed by the trustees. All staff in substantial roles have a quarterly meeting with a personally assigned trustee. This is to allow trustees to have a clearer picture of the work of the charity, and to allow staff to receive direct trustee support where necessary.

Levels of staff pay are reviewed by the trustees annually and is benchmarked against other local similar charities. Staff annual reviews will occasionally identify a change in role of a staff member during the year, which may prompt a review of an individual's pay.

All policies are reviewed by the trustees every 3 years (or more if necessary), in consultation with staff.

The charity's organisational structure is shown below:



Message from the chair of trustees

This has been another very successful year for Step 2, impacting the lives of hundreds of young people across Bradford, and I am very proud of all the staff, who continue to deliver high quality services. There have been some disappointing decisions about funding and contracts, leading to uncertainty, but there are also opportunities to be taken. On behalf of all the trustees, I would like to thank Liz and all the staff in the team for their continued hard work and dedication to improving the lives of young people.

Approved by the board of trustees on 18/5/2023

Pippa Jones (Trustee)

Step 2 Young People's Health

Independent examiner's report to the trustees of Step 2 Young People's Health

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2022, which are set out on pages 13 to 24.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Rhys North ACA

5/7/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Step 2 Young People's Health
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2022

	Notes	2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Donations and legacies	(2)	2,720	155,597	158,317	113,756
Charitable activities	(3)	488,836	-	488,836	384,930
Other trading activities	(4)	471	-	471	357
Investments	(5)	113	-	113	27
Total income		<u>492,140</u>	<u>155,597</u>	<u>647,737</u>	<u>499,070</u>
Expenditure on:					
Raising funds	(6)	2,435	1,875	4,310	5,374
Charitable activities	(7)	469,922	107,023	576,945	493,919
Total expenditure		<u>472,357</u>	<u>108,898</u>	<u>581,255</u>	<u>499,293</u>
Net income / (expenditure)		19,783	46,699	66,482	(223)
Fund balances brought forward		137,286	33,301	170,587	170,810
Fund balances carried forward	(8)	<u>157,069</u>	<u>80,000</u>	<u>237,069</u>	<u>170,587</u>

All incoming resources and resources expended derive from continuing activities.

Step 2 Young People's Health
Balance sheet
as at 31 December 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(9)	1,191	-	1,191	3,369
Total fixed assets		<u>1,191</u>	<u>-</u>	<u>1,191</u>	<u>3,369</u>
Current assets					
Debtors and prepayments	(10)	147,766	-	147,766	122,655
Cash at bank and in hand	(11)	28,495	80,000	108,495	72,585
Total current assets		<u>176,261</u>	<u>80,000</u>	<u>256,261</u>	<u>195,240</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(12)	20,383	-	20,383	28,022
Total current liabilities		<u>20,383</u>	<u>-</u>	<u>20,383</u>	<u>28,022</u>
Net current assets / (liabilities)		<u>155,878</u>	<u>80,000</u>	<u>235,878</u>	<u>167,218</u>
Total assets less current liabilities		<u>157,069</u>	<u>80,000</u>	<u>237,069</u>	<u>170,587</u>
Net assets		<u>157,069</u>	<u>80,000</u>	<u>237,069</u>	<u>170,587</u>
Funds					
Unrestricted funds		157,069	-	157,069	137,286
Restricted funds		-	80,000	80,000	33,301
Total funds		<u>157,069</u>	<u>80,000</u>	<u>237,069</u>	<u>170,587</u>

The financial statements were approved by the board of trustees on 18/5/2023

Pippa Jones (Trustee)

Step 2 Young People's Health
Statement of cash flows
for the year ended 31 December 2022

	2022	2021
	£	£
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>37,134</u>	<u>(52,828)</u>
Cash flows from investing activities:		
Dividends and interest	113	27
Proceeds of sale of assets	-	-
(Purchase of tangible fixed assets)	<u>(1,337)</u>	<u>(899)</u>
Net cash provided by (used in) investing activities	<u>(1,224)</u>	<u>(872)</u>
Cash flows from financing activities:		
Repayments on borrowing	-	-
Cash inflows from new borrowing	<u>-</u>	<u>-</u>
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	35,910	(53,700)
Cash and cash equivalents at the beginning of the reporting period	<u>72,585</u>	<u>126,285</u>
Cash and cash equivalents at the end of the reporting period	<u>108,495</u>	<u>72,585</u>

Reconciliation of net movement in funds to net cash flow from operating activities	2022	2021
	£	£
Net movement in funds for the reporting period (as per the statement of financial activities)	66,482	(223)
Adjustments for:		
Depreciation charges	3,515	3,069
(Dividends and interest from investments)	(113)	(27)
Loss / (profit) on sale of fixed assets	-	-
(Increase) / decrease in debtors	(25,111)	(78,640)
Increase / (decrease) in creditors	<u>(7,639)</u>	<u>22,993</u>
Net cash provided by (used in) operating activities	<u>37,134</u>	<u>(52,828)</u>

Analysis of cash and cash equivalents	2022	2021
	£	£
Cash at bank	108,394	72,554
Cash in hand	<u>101</u>	<u>31</u>
Total cash and cash equivalents	<u>108,495</u>	<u>72,585</u>

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment over 3 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2022

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Redundancy

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either: terminate the employment of an employee or group of employees before normal retirement date; or provide termination benefits as a result of an offer made in order to encourage voluntary redundancy. The Trust is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2022

2 Donations and legacies

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Grants:				
BBC Children in Need	-	72,600	72,600	51,086
Bradford City Challenge	-	1,455	1,455	1,500
Bradford Metropolitan District Council (BMDC)	-	4,219	4,219	23,762
Garfield Weston Foundation	-	40,000	40,000	
Groundwork UK	-	1,125	1,125	2,400
Leeds Community Foundation	-	13,258	13,258	3,259
Morrisons Foundation	-	11,000	11,000	-
Sovereign Health Care	-	5,000	5,000	5,000
The Brelms Trust	-	4,600	4,600	-
West Yorkshire Combined Authority	-	2,340	2,340	-
Bradford VCS Alliance	-	-	-	750
Cnet	-	-	-	4,767
HMRC Job Retention Scheme	-	-	-	10,052
Sir George Martin Trust	-	-	-	1,280
The National Lottery Community Fund	-	-	-	9,900
Donations	2,720	-	2,720	-
	<u>2,720</u>	<u>155,597</u>	<u>158,317</u>	<u>113,756</u>

3 Charitable activities

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Contracted counselling services:				
School counselling and training	152,422	-	152,422	141,038
BMDC Relationships, Sex and Health education support	148,749	-	148,749	135,825
Extended access service	62,659	-	62,659	49,376
NHS commissioned services	65,000	-	65,000	-
Family action	40,000	-	40,000	40,000
Other	20,006	-	20,006	18,691
	<u>488,836</u>	<u>-</u>	<u>488,836</u>	<u>384,930</u>

4 Other trading activities

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Other	471	-	471	357
	<u>471</u>	<u>-</u>	<u>471</u>	<u>357</u>

5 Investments

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Bank interest	113	-	113	27
	<u>113</u>	<u>-</u>	<u>113</u>	<u>27</u>

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2022

6 Raising funds	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Advertising and publicity	1,835	-	1,835	2,349
Other professional fees	600	1,875	2,475	3,025
	<u>2,435</u>	<u>1,875</u>	<u>4,310</u>	<u>5,374</u>

7 Charitable activities expenditure	Activities undertaken directly £	Support costs £	2022 Total cost £	2021 Total cost £
Counselling activities	461,180	115,765	576,945	493,919
	<u>461,180</u>	<u>115,765</u>	<u>576,945</u>	<u>493,919</u>

7a Support costs	2022 Total cost £	2021 Total cost £
Support cost type		
Management and admin salaries	96,928	78,852
Financial management support	4,715	3,778
Human resources	4,756	2,426
Payroll and pension charges	2,968	3,048
Website, computers and connection	4,126	4,401
Independent examination	1,800	1,200
AGM and meeting costs	314	13
Bank charges	158	160
	<u>115,765</u>	<u>93,878</u>

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2022

7b Charitable activities expenditure detail	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	cost	cost
	£	£	£	£
Salaries, NIC and pensions	322,301	87,047	409,348	334,457
Payroll and pension charges	2,686	282	2,968	3,048
Staff travel and subsistence	4,016	90	4,106	3,516
Staff training and supervision	2,028	3,751	5,779	1,451
AGM and meeting costs	314	-	314	13
Volunteer expenses	-	-	-	38
Rent and rates	10,111	5,860	15,971	7,817
Utilities	-	-	-	1,118
Premises costs	3,348	250	3,598	2,395
Website, computers and connection	2,722	1,404	4,126	4,401
Subscriptions	1,423	275	1,698	590
Printing, postage and stationery	707	-	707	623
Phone and internet	2,585	381	2,966	1,941
Resources and programme expenses	5,281	818	6,099	4,838
Delivery partners	72,804	-	72,804	70,522
Sessional workers	26,555	5,210	31,765	47,864
Insurance	1,805	425	2,230	1,915
Independent examination	1,800	-	1,800	1,200
Other professional fees	5,389	1,225	6,614	2,429
Bank charges	158	-	158	160
Depreciation	3,515	-	3,515	3,069
Other expenses	374	5	379	514
	<u>469,922</u>	<u>107,023</u>	<u>576,945</u>	<u>493,919</u>

7c Staff costs and numbers	2022	2021
	£	£
Gross salaries	363,246	304,510
Social security costs	27,093	21,294
Employment allowance	(5,000)	(4,000)
Pensions	17,267	12,653
Redundancy costs	6,742	-
	<u>409,348</u>	<u>334,457</u>

The average number of employees during the year was 20.6, being an average of 12.1 full time equivalent (2021: 17.2, 10.3 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	17,267	12,653

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2022

8 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Awards for All	9,900	-	9,900	-	-
BMDC Additional Restrictions	-	3,919	3,919	-	-
The Brelms Trust	-	4,600	1,940	-	2,660
BBC Children in Need	11,268	62,600	41,977	-	31,891
Bartlett Group Fund	-	10,000	7,500	-	2,500
Garfield Weston Foundation	-	40,000	15,000	-	25,000
Tesco Groundworks	-	1,125	-	-	1,125
Morrisons Foundation	-	11,000	8,250	-	2,750
Bradford City Challenge	-	1,455	1,455	-	-
BMDC Youth	-	300	300	-	-
Sovereign Health care	-	5,000	1,940	-	3,060
WY Combined Authority	-	2,340	2,340	-	-
BBC Children in Need - Keighley	6,844	10,000	8,002	-	8,842
Bradford VCS Alliance	750	-	750	-	-
Sir George Martin Trust	1,280	-	1,280	-	-
Leeds Community Foundation	3,259	3,258	4,345	-	2,172
	<u>33,301</u>	<u>155,597</u>	<u>108,898</u>	<u>-</u>	<u>80,000</u>

Fund name

Purpose of restriction

Awards for All	For a pilot project, developing an outdoor therapy offer in schools for children and young people.
BMDC Additional Restrictions	To fund computer equipment, website review and marketing support
The Brelms Trust	To deliver a Respect course for boys aged 11 to 15
BBC Children in Need	Counselling project including salaries and expenses of 3 counsellors plus a contribution towards the salary of a counselling manager.
Bartlett Group Fund	To support a therapeutic programme for families
Garfield Weston Foundation	To support delivery of counselling and group work for young people
Tesco Groundworks	To fund workshops for the support of young people's emotional well being
Morrisons Foundation	To support delivery of counselling and group work for young people
Bradford City Challenge	To support a sexual health project for young people
BMDC Youth	Towards resources and activities costs as a support for the running of counselling sessions for young people.
Sovereign Health care	Towards costs of community counselling service.
WY Combined Authority	Towards salary costs for a girls project.
BBC Children in Need - Keighley	Counselling project including salary and expenses of a worker in Keighley.
Bradford VCS Alliance	Towards the cost of insight courses
Sir George Martin Trust	Towards salary costs for parent sessions
Leeds Community Foundation	Towards salary costs for the hub worker

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2022

9 Tangible assets

Cost

At 1 January 2022

Additions

At 31 December 2022

Equipment	Computer equipment	Total
£	£	£
4,208	4,999	9,207
-	1,337	1,337
4,208	6,336	10,544

Depreciation

At 1 January 2022

Charge for year

At 31 December 2022

2,506	3,332	5,838
1,403	2,112	3,515
3,909	5,444	9,353

Net book value

At 31 December 2022

At 31 December 2021

299	892	1,191
1,702	1,667	3,369

10 Debtors and prepayments

Debtors

Prepayments

Accrued income

Other debtors

2022	2021
£	£
109,493	65,075
765	645
-	25,027
37,508	31,908
147,766	122,655

11 Cash at bank and in hand

Cash at bank

Cash in hand

2022	2021
£	£
108,394	72,554
101	31
108,495	72,585

12 Creditors and accruals

Creditors

Accruals

2022	2021
£	£
18,583	26,822
1,800	1,200
20,383	28,022

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2022

13 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £42,641 (previous year: £39,290).

14 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2022	2021
	£	£
Within one year	14,400	13,200
	<u>14,400</u>	<u>13,200</u>

Step 2 Young People's Health

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Donations and legacies	2,720	-	155,597	113,756	158,317	113,756
Charitable activities	488,836	384,930	-	-	488,836	384,930
Other trading activities	471	357	-	-	471	357
Investments	113	27	-	-	113	27
Total income	492,140	385,314	155,597	113,756	647,737	499,070
Expenditure						
Raising funds	2,435	5,374	1,875	-	4,310	5,374
Charitable activities	469,922	395,179	107,023	98,740	576,945	493,919
Total expenditure	472,357	400,553	108,898	98,740	581,255	499,293
Net income / (expenditure)	19,783	(15,239)	46,699	15,016	66,482	(223)
Fund balances brought forward	137,286	152,525	33,301	18,285	170,587	170,810
Fund balances carried forward	157,069	137,286	80,000	33,301	237,069	170,587

Accounts

Step 2 Young People's Health

Charity number 1161921

Annual Report and Financial Statements for the year ended 31 December 2021



West Yorkshire Community Accounting Service

Step 2 Young People's Health

Annual Report and Financial Statements for the year ended 31 December 2021

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Prepared by West Yorkshire Community Accountancy Service CIO

Step 2 Young People's Health

Trustees' report for the year ended 31 December 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Lesley Bartlett	Treasurer	
Sunjay Chauhan	Treasurer	
Julie Walker	Secretary	
Caroline Coombes		
Helen Hodgson		
Nikita Evans		Resigned November 2021
Javed Khan		

Charity number	1161921	Registered in England and Wales
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Registered and principal address	Bankers	
102 Tong Street	Unity Trust Bank plc	Triodos Bank
Bradford	Nine Brindley place	Deanery Road
BD4 6HD	Birmingham	Bristol
	B1 2HB	BS1 5AS

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2021

Objectives and activities

The charity's objects

The objects of the charitable incorporated organisation are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

The charity's main activities

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Our vision

Young people will be healthy in every way, supported by quality services and each other.

Our mission

Our mission is to enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them.

Achievements and performance

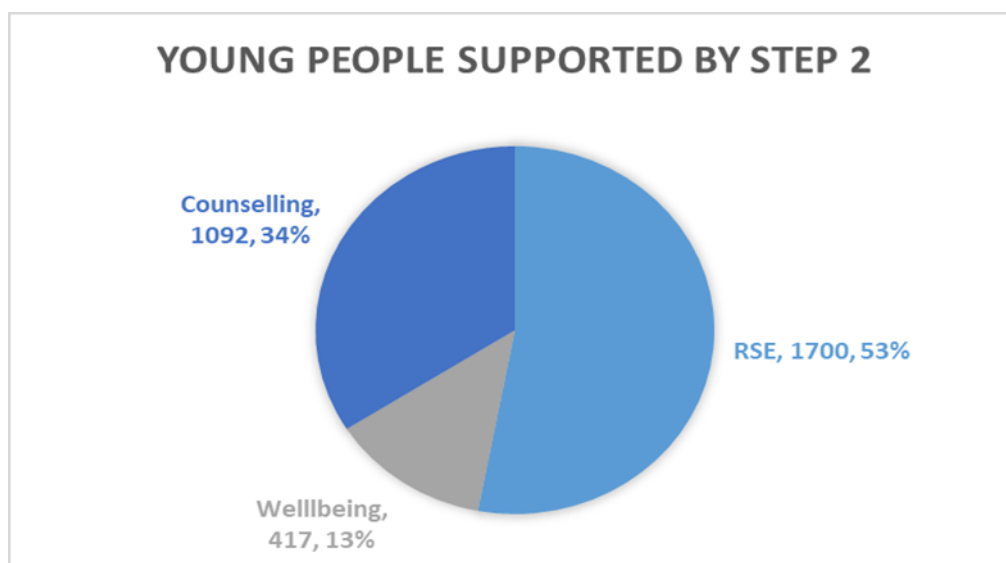
2021 presented fresh challenges, as we continued with lockdowns and further impacts of the Covid-19 pandemic.

However, there have been many exciting opportunities, and we end the year in a good place, having physically moved to bigger and better premises, with a solid staff team still delivering support to many young people. The future is looking positive.

We were very proud to have been able to continue to support so many children and young people for whom the pandemic has brought great challenges.

Partnerships have continued to be key, and our partners in Bradford Counselling Collaborative, and the RSE delivery group have been all important ..

As always, our vision and mission has remained in focus to ensure we can continue to support young people to live healthy lives.



Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2021

RSE Programme

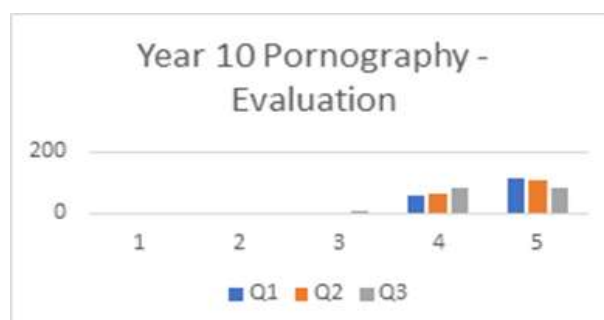
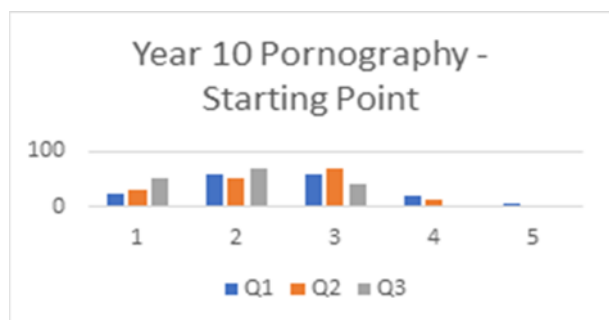
We were delighted to be awarded two contracts from Bradford Council to deliver Relationships and Sex Education (RSE) across Bradford Schools, and in Specialist settings targeting children who are looked after. This is a partnership with us, HALE and JAMES, and has started extremely well.

Between April and December 2021, we provided training to five different settings under the Specialist RSE contract and one under the Targeted RSE contract. Some of these settings have had multiple different training sessions, which have all been well received by staff.

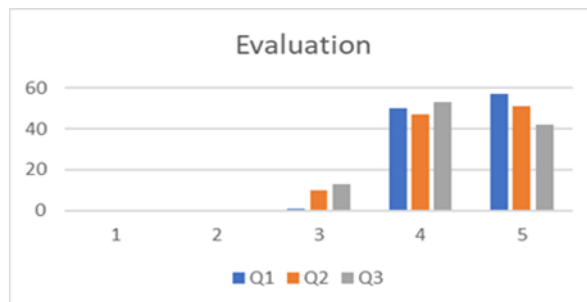
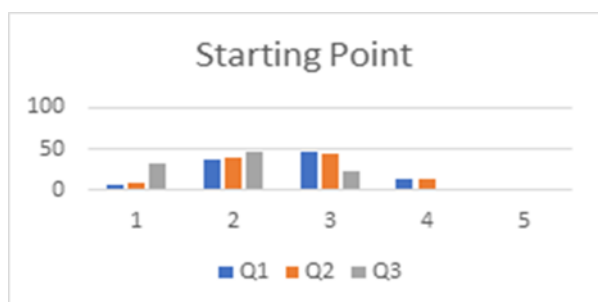
Content has been delivered to over 1,700 pupils across the Bradford district, with bookings continuing to be made by schools. This has been done through a combination of 'one off' sessions, assemblies and drop-down days. Up to December 2021, 8 of the 13 priority need schools (those in postcodes with high teenage pregnancy rates) have accepted support in one form or another.

Twenty-five videos, with a wide range of content, have also now been produced for our YouTube channel. These are produced based on content requested by schools.. During the period April – December 2021, the videos had been viewed 235 times, with 10 new subscribers and a total watch time of 11 hours.

The following examples show pupil progress across a single lesson at one school:



The following examples show pupil progress at another school on a single session relating to Sexual Violence & Sexual Harassment – a key Ofsted focus:



This feedback is from one of the schools that has received a high level of support with delivery:

'The support provided by Step 2 has been absolutely outstanding over the course of the year. School A has benefited from the specialist expertise brought by Step 2, which has supplemented our Personal Development programme through the delivery of key elements of the Relationships, Sex and Health Education curriculum and through the delivery of CPD sessions for staff. The support provided has been highly impactful and very effective, as evidenced by student evaluations. It has been invaluable in preparation for Ofsted.'

The targeted RSE contract allowed us to deliver face to face sessions in Alternative Education settings with specific sessions created for more vulnerable students. We are aware these students face challenging lives, and so alongside CPD to staff members, we have also delivered sessions to parents and carers, encouraging them to talk with their young people about topics that can often be seen as taboo or awkward. This has received some really positive feedback and has been enjoyed by all.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2021

Safe Group

This happens in Buttershaw Youth Club before the main youth club, funded by Leeds Community Foundation, and is a quiet safe space, where young people can explore a range of topics and make new friends. Step 2 run this in partnership with the youth service.

Young people also get the chance to engage in a range of activities during school holidays.

Learning Disabilities Work

Over the past year we have worked with several adults with a learning disability. Funding was provided by the Local Authority, and we took referrals mainly from Social Care to undertake one-to-one sessions. The work was to support the service-users with their capacity around understanding healthy relationships and sexual health. This was tailored to individuals needs and learning styles so we used a variety of specialist resources to ensure the best learning outcomes were achieved.

LAC Parents Work

This year Step 2 has continued to receive funding from Bradford Council to work with pregnant young women who have Social Care intervention. This could mean they are a Looked After Child, Leaving Care or are having a Pre-birth Assessment being completed on their unborn child. All the young people had Social Care involvement, were under the age of 25yrs and lived within the Bradford District. One of the males moved away towards the end of our involvement and one of the females, by her own choice, was accommodated along with her baby at birth, in a placement outside the local authority.

During the sessions we were able to support young people by working with them on a voluntary basis and helping them understand their pre-birth assessments. As we are fully aware Bradford Social Care are incredibly stretched at the moment so our involvement was to also support and sign-post the service users to places like Bradford Doulas, Baby Basics and Gianna Baby Bank. We were also able to attend Social Care meetings to support young people and share our involvement.

C-Card Scheme

This is a free programme allowing young people aged 13-24 to access condoms and sexual health information in a range of locations. In partnership with HALE, we deliver training to staff and offer support to services delivering this programme. People have attended training with us in the last year.

Counselling

- Our counselling service continues to thrive as we deliver counselling to children and young people aged between 5-25yrs as follows:
- Counselling for 5-11yr olds in primary schools
- Counselling for 11-18yr olds in secondary schools.
- Counselling service for 11-18yrs, based in the community, funded by Children in Need.
- Counselling for 16-25yr olds, offered through the CCG's Extended Access Service at a number of health centres across the district.
- The CALM Service continues in partnership with Relate Bradford and Family Action offering play therapy/counselling for children aged 5-11yrs who have been particularly impacted by trauma and Adverse Childhood Experiences

In addition, we have delivered:

- Counselling for staff and supervision for safeguarding leads at St Stephen's Primary School.
- A series of therapeutic groups offering psychoeducative work and support with parenting teenagers for parents in small groups.
- Individual counselling sessions for parents.
- Therapeutic Check In sessions for young people waiting for counselling, offering them the opportunity to meet their counsellor for six brief sessions whilst they are waiting for full counselling sessions to become available.

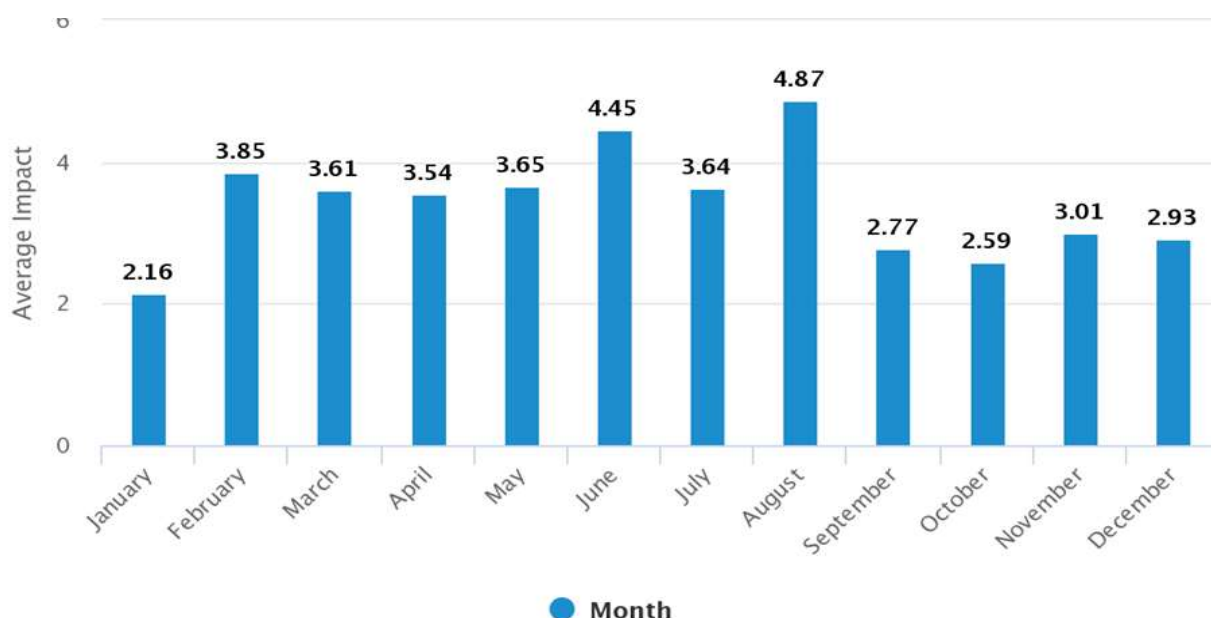
Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2021

Referrals continue to come from school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families and individual young people themselves.

Our counselling team has comprised of 15 counsellors this year who have continued to work with deep compassion and commitment throughout another very challenging year. All our counsellors are qualified to minimum Diploma level and are all members of a professional body, usually the BACP (British Association of Counselling and Psychotherapy). In order to quality assure and safeguard their work, they all attend independent monthly supervision in addition to monthly internal supervision at Step 2.

We have been grateful for the support of and partnership with schools receiving a counselling service from Step 2. These have included Merlin Top Primary School, St Oswald's Primary School, Atlas Primary School, Greenlane Primary School, Margaret McMillan Primary School, Westbourne Primary School, Grove House Primary School, Crossley Hall Primary School, St Stephen's Primary School, St Bede's and St Joseph's Secondary School, Coop, Grange Secondary School, Buttershaw Business and Enterprise College, Queensbury Secondary School, Beckfoot Thornton School, Bronte Secondary School and Feversham Academy.



Staff News

Our team has gone through several personnel changes over the year.

- We said goodbye to a number of part time counsellors: Paulina and Yvonne joined and left us during the year, and we also said goodbye to Natasha, Lil, Katy, Lisa, Emma and Julia.
- We were grateful to have had Nic Hudson spend 7 months working with us as HR and Data administrator.

We are extremely grateful for all they have contributed to the organisation over the years, and we miss them all.

Additions to our team:

- Chris Hancox joined us in April, as Business Development Manager, and Rachel Lee came on board as RSE Teacher.
- We recruited a further 7 counsellors to cope with the increase in demand: Lisa Norfolk, Matt Merritt, Nicola Frost, Björn Suttka, Bradley Lyman, Rachel Bradbury and Yolanda Black.
- Beth Webber joined us as a volunteer counsellor on student placement, and Nika Homayoon as a volunteer who supported our RSE delivery.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2021

We held a staff planning day, facilitated by our Business Development Manager, bringing together a range of staff members to start to dream about our future. The ideas generated have helped us to plan for the work post Covid, and will be taken into next year, when we will be reviewing our strategic framework.

We have established teams with specific focus areas this year, and have working groups progressing our marketing strategy and our approach to inclusivity.

Fundraising

This area is particularly challenging at present, with substantially increased demand on funders due to the Covid 19 pandemic with many of them restricting bids in a variety of different ways.

Despite this we have managed to identify a range of possible funders and secure funding for additional counselling sessions, IT support, an Outdoor Therapy pilot project and sessions for parents.

Note from Trustees

In common with so many organisations and individuals around the world, 2020 was a very challenging year for Step 2. I am immensely proud of the way the team was able to adapt to the restrictions on the way services were, and continue to be, delivered and to find other ways to support young people and their communities. I would like to thank everyone in the team for their contribution and their flexibility this year and also my fellow trustees, who willingly met more frequently than they would have ordinarily to ensure Liz and the team were well-supported.

Financial review

The net expenditure for the year was £223, including net expenditure of £15,239 on unrestricted funds and net income of £15,016 on restricted funds after transfers.

Reserves policy

Step 2 will aim to keep between three and six months running costs in reserve in order to ensure the medium to long term future of the Project and to enable us:

To provide continuity of activities in the event of a large variation in income (e.g. a large funder withdrawing their commitment unexpectedly).

To deal with short-term fluctuations in cash-flow (e.g. a funder who pays in arrears).

To be able to develop new projects and grasp new opportunities as they arise and to take advantage of any suitable changes and opportunities that may occur.

We will also keep an additional £5,000 in reserves to cover the event that, for whatever reason, Step 2 needs to cease providing services. This will cover paying staff redundancies, and any other costs involved in closing the project.

The level of reserves will be reviewed annually by the trustees to ensure they are fit for purpose.

The charity's free reserves, excluding fixed assets, at the year end were £133,917 which represents approximately 3.8 months of annual budgeted expenditure.

Signed on behalf of the board of trustees on 19/05/2022

Pippa Jones (Trustee)

Step 2 Young People's Health

Independent examiner's report to the trustees of Step 2 Young People's Health

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2021, which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Simon Bostrom FCIE

11/08/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Step 2 Young People's Health
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	-	113,756	113,756	153,285
Sales and fees		384,930	-	384,930	238,987
Other income		357	-	357	1,439
Bank interest		27	-	27	115
Total income		385,314	113,756	499,070	393,826
Expenditure on:					
Salaries, NIC and pensions	(3)	250,031	84,426	334,457	249,265
Payroll and pension charges		2,764	284	3,048	2,648
Staff travel and subsistence		3,516	-	3,516	1,411
Staff training and supervision		1,451	-	1,451	1,310
AGM and meeting costs		13	-	13	18
Volunteer expenses		38	-	38	-
Rent and rates		5,637	2,180	7,817	6,249
Utilities		1,118	-	1,118	2,403
Premises costs		843	1,552	2,395	3,558
Website, computers and connection		4,401	-	4,401	1,045
Subscriptions		315	275	590	310
Printing, postage and stationery		586	37	623	560
Phone and internet		1,774	167	1,941	1,870
Resources and programme expenses		4,228	610	4,838	4,955
Delivery partners		70,522	-	70,522	-
Sessional workers		39,559	8,305	47,864	38,368
Advertising and publicity		2,349	-	2,349	295
Insurance		1,536	379	1,915	1,331
Independent examination		1,200	-	1,200	1,200
Other professional fees		4,929	525	5,454	3,094
Bank charges		160	-	160	147
Depreciation		3,069	-	3,069	2,769
Other expenses		514	-	514	1,013
Total expenditure		400,553	98,740	499,293	323,819
Net income / (expenditure)		(15,239)	15,016	(223)	70,007
Fund balances brought forward		152,525	18,285	170,810	100,803
Fund balances carried forward	(4)	137,286	33,301	170,587	170,810

All incoming resources and resources expended derive from continuing activities.

Step 2 Young People's Health

Balance sheet

as at 31 December 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	3,369	-	3,369	5,539
Total fixed assets		<u>3,369</u>	<u>-</u>	<u>3,369</u>	<u>5,539</u>
Current assets					
Debtors and prepayments	(6)	122,655	-	122,655	44,015
Cash at bank and in hand	(7)	39,284	33,301	72,585	126,285
Total current assets		<u>161,939</u>	<u>33,301</u>	<u>195,240</u>	<u>170,300</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	28,022	-	28,022	5,029
Total current liabilities		<u>28,022</u>	<u>-</u>	<u>28,022</u>	<u>5,029</u>
Net current assets / (liabilities)		<u>133,917</u>	<u>33,301</u>	<u>167,218</u>	<u>165,271</u>
Net assets		<u>137,286</u>	<u>33,301</u>	<u>170,587</u>	<u>170,810</u>
Funds					
Unrestricted funds		137,286	-	137,286	152,525
Restricted funds		-	33,301	33,301	18,285
Total funds		<u>137,286</u>	<u>33,301</u>	<u>170,587</u>	<u>170,810</u>

The financial statements were approved by the board of trustees on 19/05/2022

Pippa Jones (Trustee)

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

Computer equipment: over 3 years

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2021

1 Accounting policies continued

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
BBC Children in Need	-	51,086	51,086	52,652
Bradford Metropolitan District Council (BDMC)	-	23,762	23,762	44,466
Bradford VCS Alliance	-	750	750	-
City Challenge	-	1,500	1,500	-
Cnet	-	4,767	4,767	-
Groundwork UK	-	2,400	2,400	2,500
HMRC Job Retention Scheme	-	10,052	10,052	22,387
Leeds Community Foundation	-	3,259	3,259	7,000
Sir George Martin Trust	-	1,280	1,280	-
Sovereign Health Care	-	5,000	5,000	5,400
The National Lottery Community Fund	-	9,900	9,900	7,200
Clothworkers Foundation	-	-	-	2,330
The Brelms Trust CIO	-	-	-	5,000
Transforming Lives for Good	-	-	-	3,000
Donations	-	-	-	1,350
	<u>-</u>	<u>113,756</u>	<u>113,756</u>	<u>153,285</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	304,510	230,554
Social security costs	21,294	16,542
Employment allowance	(4,000)	(4,000)
Pensions	<u>12,653</u>	<u>6,169</u>
	<u>334,457</u>	<u>249,265</u>

The average number of employees during the year was 17.2, being an average of 10.3 full time equivalent (2020: 12, 6.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	12,653	6,169
Amount of any contributions outstanding at the year end	-	1,789

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BBC Children in Need	6,846	41,238	36,816	-	11,268
BBC Children in Need - Keighley	5,832	9,848	8,836	-	6,844
BDMC Healthy Holidays	432	2,496	2,928	-	-
BDMC Schools Counselling	3,375	18,602	21,977	-	-
Groundwork UK	-	2,400	2,400	-	-
HMRC Job Retention Scheme	-	10,052	10,052	-	-
Leeds Community Foundation	-	3,259	-	-	3,259
Awards for All 2021	1,800	-	1,800	-	-
Awards for All 2022	-	9,900	-	-	9,900
Sovereign Health Care	-	5,000	5,000	-	-
BMDC Easter	-	1,664	1,664	-	-
BMDC Holiday break	-	1,000	1,000	-	-
City Challenge	-	1,500	1,500	-	-
BVCS Alliance	-	750	-	-	750
Cnet	-	4,767	4,767	-	-
Sire George Martin Trust	-	1,280	-	-	1,280
	<u>18,285</u>	<u>113,756</u>	<u>98,740</u>	<u>-</u>	<u>33,301</u>

Fund name	Purpose of restriction
BBC Children in Need	Counselling project including salaries and expenses of 3 counsellors plus a contribution towards the salary of a counselling manager.
BBC Children in Need - Keighley	Counselling project including salary and expenses of a worker in Keighley.
BDMC Healthy Holidays	Towards costs of food hampers and staffing to deliver.
BDMC Schools Counselling	Towards costs of counselling services in schools.
Groundwork UK	For the provision of emotional wellbeing group work in schools.
HMRC Job Retention Scheme	Towards staffing costs of furloughed staff as a result of Covid-19.
Leeds Community Foundation	Towards salary costs for the hub worker
Awards for All 2021	Towards costs of community outreach to young people struggling with consequences of Covid-19.
Awards for All 2022	For a pilot project, developing an outdoor therapy offer in schools for children and young people.
Sovereign Health Care	Towards costs of community counselling service.
BMDC Easter	Towards Easter holiday activities
BMDC Holiday break	Towards holiday activities
City Challenge	Towards refurbishment costs of the Tong St premises
BVCS Alliance	Towards the cost of insight courses
Cnet	Towards parent counselling costs
Sire George Martin Trust	Towards parent sessions to be delivered in 2022

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2021

5 Tangible assets	Equipment	Computer equipment	Total
Cost	£	£	£
At 1 January 2021	3,309	4,999	8,308
Additions	899	-	899
At 31 December 2021	4,208	4,999	9,207
Depreciation			
At 1 January 2021	1,103	1,666	2,769
Charge for year	1,403	1,666	3,069
At 31 December 2021	2,506	3,332	5,838
Net book value			
At 31 December 2021	1,702	1,667	3,369
At 31 December 2020	2,206	3,333	5,539
6 Debtors and prepayments	2021	2020	
	£	£	
Trade debtors	65,075	29,584	
Prepayments	645	591	
Accrued income	25,027	13,840	
Other debtors	31,908	-	
	122,655	44,015	
7 Cash at bank and in hand	2021	2020	
	£	£	
Cash at bank	72,554	126,171	
Cash in hand	31	114	
	72,585	126,285	
8 Creditors and accruals	2021	2020	
	£	£	
Trade creditors	26,822	1,829	
Accruals	1,200	1,200	
Deferred income	-	2,000	
	28,022	5,029	

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received were £39,290 (previous year: £39,751).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Step 2 Young People's Health
Notes to the accounts continued
for the year ended 31 December 2021

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021	2020
	£	£
Within one year	13,200	6,050
In the second to fifth years inclusive	-	-
Over five years from the balance sheet date	-	-
	<u>13,200</u>	<u>6,050</u>

Step 2 Young People's Health

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	-	21,350	113,756	131,935	113,756	153,285
Sales and fees	384,930	238,987	-	-	384,930	238,987
Other income	357	1,439	-	-	357	1,439
Bank interest	27	115	-	-	27	115
Total income	385,314	261,891	113,756	131,935	499,070	393,826
Expenditure						
Salaries, NIC and pensions	250,031	157,368	84,426	91,897	334,457	249,265
Payroll and pension charges	2,764	2,365	284	283	3,048	2,648
Staff travel and subsistence	3,516	1,411	-	-	3,516	1,411
Staff training and supervision	1,451	1,140	-	170	1,451	1,310
AGM and meeting costs	13	18	-	-	13	18
Volunteer expenses	38	-	-	-	38	-
Rent and rates	5,637	3,803	2,180	2,446	7,817	6,249
Utilities	1,118	2,403	-	-	1,118	2,403
Premises costs	843	3,558	1,552	-	2,395	3,558
Website, computers and connection	4,401	1,045	-	-	4,401	1,045
Subscriptions	315	255	275	55	590	310
Printing, postage and stationery	586	560	37	-	623	560
Phone and internet	1,774	1,320	167	550	1,941	1,870
Resources and programme expenses	4,228	789	610	4,166	4,838	4,955
Delivery partners	70,522	-	-	-	70,522	-
Sessional workers	39,559	27,968	8,305	10,400	47,864	38,368
Advertising and publicity	2,349	295	-	-	2,349	295
Insurance	1,536	928	379	403	1,915	1,331
Independent examination	1,200	1,200	-	-	1,200	1,200
Other professional fees	4,929	2,644	525	450	5,454	3,094
Bank charges	160	147	-	-	160	147
Depreciation	3,069	2,769	-	-	3,069	2,769
Other expenses	514	1,013	-	-	514	1,013
Total expenditure	400,553	212,999	98,740	110,820	499,293	323,819
Net income / (expenditure)	(15,239)	48,892	15,016	21,115	(223)	70,007
Transfers between funds	-	2,830	-	(2,830)	-	-
Net movement in funds	(15,239)	51,722	15,016	18,285	(223)	70,007
Fund balances brought forward	152,525	100,803	18,285	-	170,810	100,803
Fund balances carried forward	137,286	152,525	33,301	18,285	170,587	170,810

Accounts

Step 2 Young People's Health

Charity number 1161921

Annual Report and Financial Statements for the year ended 31 December 2020



Step 2 Young People's Health

Annual Report and Financial Statements for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

Step 2 Young People's Health

Trustees' report for the year ended 31 December 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Lesley Bartlett	Treasurer	
Julie Walker	Secretary	
Caroline Coombes		
Helen Hodgson		
Nikita Evans		
Javed Khan		
Sunjay Chauhan		Appointed 10 September 2020
Charity number	1161921	Registered in England and Wales
Registered and principal address	Bankers	
102 Tong Street	Unity Trust Bank plc	Triodos Bank
Bradford	Nine Brindley place	Deanery Road
BD4 6HD	Birmingham	Bristol
	B1 2HB	BS1 5AS

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities

The charity's objects

The objects of the charitable incorporated organisation are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

The charity's main activities

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

As for the rest of the world, 2020 has been an incredibly challenging year for Step 2.

However, the challenges have provided us fresh opportunities and we have been able to develop our services in a way that is both encouraging and exciting.

We are very proud of the way our staff team responded to the challenge. As a result, we are stronger as an organisation, having developed new skills, become more resilient and better able to respond to the needs we see around us.

We were very proud to have been able to continue to support so many young people for whom 2020 brought additional struggles, and to still be here and able to support them as they continue to struggle, and as we start on the recovery process.

We have been extremely grateful for our partners who have struggled alongside us, and allowed a broad range of services to be provided for young people who needed them more than ever. Many of these partnerships are stronger than ever, and give us hope for the future.

As always our vision and mission has remained in focus to ensure we can continue to support young people to live healthy lives.

Our vision

Young people will be healthy in every way, supported by quality services and each other.

Our mission

Our mission is to enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them

We have been able to continue the pilot project we established last year working with young people who have ongoing social care intervention and who are pregnant or new parents and are preparing for pre-birth assessments. This work has been funded by Bradford Council. During the sessions we look at why and how to access antenatal classes, where to get support and the importance of working with professionals. We have made referrals to the Bradford Doula and Baby Basics. This work has been challenging due to the social distancing guidelines and it has not been easy to move online, as often the young women were not able to or willing to access this. We have also offered walk and talk sessions, but not all were able to access this either. However, we have still managed to offer some support to 8 young women.

Our pilot project with young adults with learning disabilities was commissioned for a further year by the Specialist Learning Disabilities team from Bradford Social. This programme supports young people who are working towards Capacity Assessments and require further education to improve their knowledge and understanding of sex and relationships.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance continued

This was also difficult work during the pandemic, and was on hold for a while. Some of the young people we had worked with maintained contact, as they were feeling isolated and lacking support, but the formal work was difficult when we were not able to meet face to face. We offered sessions to 12 young people during the year, often using walk and talks or sessions in gardens over the summer.

Buttershaw Girls Group, in partnership with the Youth Service and the Eden Project, has seen a yo-yoing of venues and activities this year. It started well but with the pandemic at the end of March we had to maintain contact via phone. From July to October, with the good weather and use of a minibus, we resumed the Girls' Group doing activities and trips to the local parks and places of interest. Our partnership with Eden meant that when the weather deteriorated and the dark nights came we could use the Baptist Church and the Bedale Centre (where the Christmas party took place) when the Youth Club building was unavailable.

During the summer holidays we were able to run a full programme, offering activities in an outdoor setting and providing packed meals for young people, most of whom are in receipt of free school meals. This work included trips to parks, nature walks, outdoor sports and cycling. We worked in groups of 4 or 5 young people to enable social distancing and to adhere to Covid19 rules. It was a challenge to keep to the planned programme as government guidelines changed regularly, but helping young people understand the guidelines and the reasons for them was an important part of this work. We have remained in contact with many of the young people to support them on their return to school and with their own personal struggles during the pandemic.

In total 80 young people attended at least one session.

We were able to carry out similar work in October half term which included trips to Lotherton Hall, Jumperooz, Cartwright Hall and Lister Park. There was a total of 45 attendances. The young people appreciated the packed lunches and teas which were provided. The weather was challenging with torrential rain but the young people enjoyed going somewhere different and just spending time together.

At Christmas we were unable to deliver face to face work, so instead delivered food hampers to 85 families, including Christmas treats and toys for those most in need.

We continued our offer of one day a week support to students at Bradford Academy until schools closed. We then continued remote support, offering weekly phone calls, door step visits and food deliveries to the young people who had been part of the group until schools returned in September.

In September the number of sessions was significantly increased, as Bradford Academy wanted Step 2 to have some of their students on a full-time basis at our premises. This was exciting as Step 2 could offer a range of courses and activities to these young people. They studied core subjects in the morning and Step 2 programmes in the afternoon. We were also able to include Essential Life Skills such as cooking and cleaning, and to create a 'family feel' where the young people enjoyed cooking and eating together. The students liked the informal arrangements and were willing to attempt to learn things that they previously believed they could not do. We were able to adapt the programmes to suit the students who attended. However, the premises created challenges, and with the added restrictions due to Covid- 19 it became very difficult to manage. The school made the decision to move to the school's alternative setting, and include our input only in the afternoon. However, attendance reduced at this point, and the school ended this provision at Christmas due to budget limitations, added to the difficulties of bringing additional professionals into the building in line with Covid-19 guidelines.

We have worked hard at supporting schools in which ever ways we can throughout what has been a very turbulent year for them.

We had started some group work in Queensbury Academy, which was halted when school closed. Instead we were able to offer some transition work by Zoom for children who were preparing to join in September.

We were in the process of teaching Mindfulness Skills in 2 primary schools when they closed in March, and although they did not complete the programme, we hoped the skills learnt were useful to them later in the year and that they will continue to use them in the future.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance continued

We were delivering some group work and one to one support in Oastlers, and have been able to re-establish this work with some of their vulnerable young people who have attended throughout.

We have continued to deliver 1:1 support in Oakbank School each week, moving this online when schools closed, until the end of term in July.

The sexual health drop-ins and bus sessions that have been a big part of our work were not possible for most of the year. We started by developing relationships with pharmacies, who were able to offer a condom distribution service throughout the year.

The reintroduction of the C-Card scheme has meant we have been involved in the exciting work of recruiting and training staff at key venues around the city to deliver their own sexual health support and condoms to young people they are in contact with.

Counselling

Our counselling service continues to thrive as we continue to offer counselling to children and young people aged between 5-25yrs. Counselling is delivered for 5-11yr olds in primary schools and for 11-18yr olds in secondary schools and in community bases. Counselling for 16-25yr olds is now also offered through the CCG's Extended Access Service at a number of health centres across the district.

One of our major challenges to the counselling service in 2020 has, of course, been the impact of Covid19 and lockdown. The counselling team did an amazing job in mobilizing swiftly to adapt our ways of working in order to continue to offer our high quality counselling services remotely in a safe and secure way. This was helped enormously by the fact that five of our counsellors had successfully completed their diploma training in Online Counselling and they were able to help shape the adaption of our services and support the rest of the team.

We delivered counselling sessions to 544 young people. A total of 3,265 sessions of counselling sessions have been delivered, averaging 6 sessions per person. In addition to this we developed our Therapeutic Check In service for those on the waiting list as part of our digital development plan. 132 sessions were attended by 27 young people on the waiting list. This gave young people the opportunity to begin to develop a relationship with their counsellor whilst they were waiting for full sessions to become available.

- 100% of young people said they felt more positive about how manageable they felt their problems were.
- 68% of young people said they felt more positive about their lives after counselling.
- 75% of young people showed a positive improvement in their self esteem.
- 84% of young people said they had made progress towards the goals they set for themselves.
- 75% of young people showed positive change in how they felt about their relationships with friends or family.

The community based counselling service has continued to be funded by Children in Need. We have been able to increase our capacity to support the work in the GP Extended Access Service thanks to increased funding from CCG. Through becoming actively involved in shaping the development of the newly formed Bradford Counselling Collaborative, we have been able to work with CAMHS to help with reducing their waiting list for 11-18yrs olds.

We have been able to increase the number of schools we deliver a service in, partly due to accessing YIM+ funding. Schools receiving a counselling service from Step 2 this year have included Merlin Top Primary School, Bradford Academy Primary School, St Oswald's Primary School, Atlas Primary School, Eastburn Primary School, Greenlane primary School, Margaret McMillan Primary School, Westbourne Primary School, Grove House Primary School, Crossley Hall Primary School, St Bede's and St Joseph's Secondary, Coop Grange Secondary, Bradford Academy Secondary School, Buttershaw Business and Enterprise College, Queensbury Secondary School, Beckfoot Thornton, Bronte Secondary School and Feversham Academy.

We have provided supervision for safeguarding leads at Paddock JINN School and Belle View Girls School.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance continued

Through Children In Need we were able to access a booster grant which gave us the opportunity to pilot some therapeutic work for parents. Parents of young people who had been referred to us but who didn't want to take up counselling were offered a therapeutic space to explore their own issues and anxieties in parenting their teenagers in lockdown. The groups were very successful and we hope to be able to develop this much needed work in the future.

2020 has seen us develop our partnership with Relate Bradford and Family Action to work on the CALM project, supporting children aged 5-11yrs who have experienced trauma and adverse childhood experiences. This project works to support reducing the CAMHS waiting list for 5-11yrs. Once again we have had to work hard to adapt this service in light of COVID19 and our therapists have offered support to parents of children who are waiting to access the face to face service.

Referrals continue to come from school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families and individual young people themselves. We have managed to keep the waiting list relatively short and so are usually able to see people reasonably quickly.

Our counselling team has comprised of 15 counsellors this year. We have developed new recruitment processes which have enabled us to recruit high quality counsellors. All our counsellors are qualified to minimum Diploma level and are all members of a professional body, usually the BACP (British Association of Counselling and Psychotherapy). They attend monthly clinical supervision in line with BACP guidelines in order to safeguard and quality assure their work. They also attend a monthly supervision group session at Step 2 to support them in their work. In addition to this they are given access to regular CPD opportunities.

Talking Taboos Workshops

Following on from our conference in 2018 we have developed a series of Talking Taboo workshops, which this year we moved online. These included:

- 'The Impact of Pornography on Young People'
- 'Young People and the Online World'
- 'Domestic Abuse and Young People'
- 'Emotional Wellbeing - helping young people out of Covid'

This training was delivered to a range of professionals working with young people. To date we have delivered 6 workshops attended by around 100 professionals and we received very positive feedback.

We have continued to send out quarterly newsletters and regular mail outs promoting our services to a growing mailing list. This now reaches over 800 professionals across West Yorkshire.

Staff News

We were crowned active workplace winners after introducing walk and talks for staff members and participating in the Parkrun, alongside all the activities we encourage young people to complete.

These have continued as a feature for staff and young people whenever we can, as a necessary alternative to meeting inside.

Various staff completed Level 2 qualifications around Young People's Health and Well-being topics.

We said goodbye to some long standing staff members. Gemma and Graham who both joined us in 2011 have now left.

Note from the Chair

In common with so many organisations and individuals around the world, 2020 was a very challenging year for Step 2. I am immensely proud of the way the team was able to adapt to the restrictions on the way services were, and continue to be, delivered and to find other ways to support young people and their communities. I would like to thank everyone in the team for their contribution and their flexibility this year and also my fellow trustees, who willingly met more frequently than they would have ordinarily to ensure Liz and the team were well-supported.

Step 2 Young People's Health

Trustees' report (continued) for the year ended 31 December 2020

Financial review

The net income for the year was £70,007 including net income of £51,722 on unrestricted funds and net income of £18,285 on restricted funds, after transfers.

Coronavirus (COVID 19)

We have carried out a financial assessment, which we look at quarterly as part of our risk management process. We have an annual budget which is reported against to trustees monthly and is reviewed at trustee meetings on a quarterly basis. We are reviewing staff salaries and the income related to them, and as staff return from flexible furlough we are looking at funding which will support these salaries in particular. If these applications are not successful we may need to consider reduction in hours for some posts, from August 2021.

We have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Reserves policy

Step 2 will aim to keep between three and six months running costs in reserve in order to ensure the medium to long term future of the Project and to enable us:

- To provide continuity of activities in the event of a large variation in income (e.g. a large funder withdrawing their commitment unexpectedly).

- To deal with short-term fluctuations in cash-flow (e.g. a funder who pays in arrears).

- To be able to develop new projects and grasp new opportunities as they arise and to take advantage of any suitable changes and opportunities that may occur.

We will also keep an additional £5,000 in reserves to cover the event that, for whatever reason, Step 2 needs to cease providing services. This will cover paying staff redundancies, and any other costs involved in closing the project.

The level of reserves will be reviewed annually by the trustees to ensure they are fit for purpose.

The charity's free reserves at the year end were £146,986 which represents approximately 3.8 months of annual budgeted expenditure.

Signed on behalf of the board of trustees on 13/05/2021

Pippa Jones (Trustee)

Step 2 Young People's Health

Independent examiner's report to the trustees of Step 2 Young People's Health

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2020, which are set out on pages 9 to 16.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ICAEW which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Rhys North ACA

15/07/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Step 2 Young People's Health
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	21,350	131,935	153,285	69,055
Sales and fees		238,987	-	238,987	200,012
Bank interest		115	-	115	405
Insurance claim		-	-	-	3,348
Other income		1,439	-	1,439	1,117
Total income		<u>261,891</u>	<u>131,935</u>	<u>393,826</u>	<u>273,937</u>
Expenditure on:					
Salaries, NIC and pensions	(3)	157,368	91,897	249,265	213,800
Payroll and pension charges		2,365	283	2,648	1,784
Staff travel and subsistence		1,951	-	1,951	3,179
Staff training		600	170	770	6,407
AGM and meeting costs		18	-	18	748
Volunteer expenses		-	-	-	40
Rent and rates		3,803	2,446	6,249	6,568
Utilities		2,403	-	2,403	3,084
Premises costs		3,558	-	3,558	4,372
Website, computers and connection		1,045	-	1,045	2,661
Subscriptions		255	55	310	76
Printing, postage and stationery		560	-	560	1,287
Phone and internet		1,320	550	1,870	1,235
Resources and programme expenses		789	4,166	4,955	5,177
Sessional workers		27,968	10,400	38,368	22,817
Advertising and publicity		295	-	295	898
Insurance		928	403	1,331	1,711
Independent examination		1,200	-	1,200	1,200
Other professional fees		2,644	450	3,094	6,097
Bank charges		147	-	147	143
Depreciation		2,769	-	2,769	-
Other expenses		1,013	-	1,013	1,136
Total expenditure		<u>212,999</u>	<u>110,820</u>	<u>323,819</u>	<u>284,420</u>
Net income / (expenditure)		<u>48,892</u>	<u>21,115</u>	<u>70,007</u>	<u>(10,483)</u>
Transfers between funds		<u>2,830</u>	<u>(2,830)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>51,722</u>	<u>18,285</u>	<u>70,007</u>	<u>(10,483)</u>
Fund balances brought forward		<u>100,803</u>	<u>-</u>	<u>100,803</u>	<u>111,286</u>
Fund balances carried forward	(4)	<u>152,525</u>	<u>18,285</u>	<u>170,810</u>	<u>100,803</u>

All incoming resources and resources expended derive from continuing activities.

Step 2 Young People's Health

Balance sheet

as at 31 December 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	5,539	-	5,539	-
Total fixed assets		<u>5,539</u>	<u>-</u>	<u>5,539</u>	<u>-</u>
Current assets					
Debtors and prepayments	(6)	44,015	-	44,015	25,704
Cash at bank and in hand	(7)	108,000	18,285	126,285	78,178
Total current assets		<u>152,015</u>	<u>18,285</u>	<u>170,300</u>	<u>103,882</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	5,029	-	5,029	3,079
Total current liabilities		<u>5,029</u>	<u>-</u>	<u>5,029</u>	<u>3,079</u>
Net current assets / (liabilities)		<u>146,986</u>	<u>18,285</u>	<u>165,271</u>	<u>100,803</u>
Net assets		<u>152,525</u>	<u>18,285</u>	<u>170,810</u>	<u>100,803</u>
Funds					
Unrestricted funds		147,525	-	147,525	95,803
Designated funds		5,000	-	5,000	5,000
Restricted funds		-	18,285	18,285	-
Total funds		<u>152,525</u>	<u>18,285</u>	<u>170,810</u>	<u>100,803</u>

The financial statements were approved by the board of trustees on 13/05/2021

Pippa Jones (Trustee)

Step 2 Young People's Health

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year apart from the change in asset lives for computer equipment from one to three years.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2020

1 Accounting policies continued

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	52,652	52,652	43,907
Bradford Metropolitan District Council (BDMC)	20,000	24,466	44,466	-
The Brelms Trust CIO	-	5,000	5,000	5,000
Clothworkers Foundation	-	2,330	2,330	-
Groundwork UK	-	2,500	2,500	-
HMRC Job Retention Scheme	-	22,387	22,387	-
Leeds Community Foundation	-	7,000	7,000	12,039
Liz & Terry Bramall Foundation	-	-	-	5,000
The National Lottery Community Fund	-	7,200	7,200	-
Sovereign Health Care	-	5,400	5,400	-
Transforming Lives for Good	-	3,000	3,000	-
Alan Wainwright Trust	-	-	-	2,560
Donations	1,350	-	1,350	549
	<u>21,350</u>	<u>131,935</u>	<u>153,285</u>	<u>69,055</u>

3 Staff costs and numbers

	2020	2019
	£	£
Gross salaries	230,554	195,785
Social security costs	16,542	14,824
Employment allowance	(4,000)	(3,000)
Pensions	6,169	6,191
	<u>249,265</u>	<u>213,800</u>

The average number employees during the year was 13.8, being an average of 7.8 full time equivalent (2019: 13, 7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2020	2019
	£	£
Costs of the scheme to the charity for the year	6,169	6,191
Amount of any contributions outstanding at the year end	1,789	1,370
Amount of any contributions prepaid at the year end	-	-

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2020

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BBC Children in Need	-	42,654	35,808	-	6,846
BBC Children in Need - Keighley	-	9,998	4,166	-	5,832
BDMC Healthy Holidays	-	7,591	7,159	-	432
BDMC Schools Counselling	-	16,875	13,500	-	3,375
The Brelms Trust CIO	-	5,000	5,000	-	-
Clothworkers Foundation	-	2,330	-	(2,330)	-
Groundworks UK	-	2,500	2,000	(500)	-
HMRC Job Retention Scheme	-	22,387	22,387	-	-
Leeds Community Foundation	-	7,000	7,000	-	-
National Lottery Community Fund	-	7,200	5,400	-	1,800
Sovereign Health Care	-	5,400	5,400	-	-
Transforming Lives for Good	-	3,000	3,000	-	-
	-	131,935	110,820	(2,830)	18,285

Fund name	Purpose of restriction
BBC Children in Need	Counselling project including salaries and expenses of 3 counsellors plus a contribution towards the salary of a counselling manager.
BBC Children in Need - Keighley	Counselling project including salary and expenses of a worker in Keighley.
BDMC Healthy Holidays	Towards costs of food hampers and staffing to deliver.
BDMC Schools Counselling	Towards costs of counselling services in schools.
The Brelms Trust CIO	Towards costs of counsellor salaries.
Clothworkers Foundation	For the purchase of laptops. The transfer is for the purchase of computer equipment now included in fixed assets.
Groundworks UK	For the purchase of a laptop and provision of emotional wellbeing group work in schools. The transfer is for the purchase of computer equipment
HMRC Job Retention Scheme	Towards staffing costs of furloughed staff as a result of Covid-19.
Leeds Community Foundation	Delivery of girls work on Buttershaw Estate.
National Lottery Community Fund	Towards costs of community outreach to young people struggling with consequences of Covid-19.
Sovereign Health Care	Towards costs of community counselling service.
Transforming Lives for Good	Towards costs of running healthy holiday programmes.

Designated funds

This is a contingency fund of £5,000 (for redundancies and closing down costs) as agreed by the committee.

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2020

5 Tangible assets

Cost

At 1 January 2020

Additions

At 31 December 2020

Equipment	Computer equipment	Total
£	£	£
-	-	-
3,309	4,999	8,308
3,309	4,999	8,308

Depreciation

At 1 January 2020

Charge for year

At 31 December 2020

-	-	-
1,103	1,666	2,769
1,103	1,666	2,769

Net book value

At 31 December 2020

2,206	3,333	5,539
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At 31 December 2019

-	-	-
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6 Debtors and prepayments

Debtors

Prepayments

2020	2019
£	£
43,424	25,446
591	258
44,015	25,704

7 Cash at bank and in hand

Unity Trust current account

Unity Trust deposit account

Triodos account

Pockit card

Cash in hand

2020	2019
£	£
99,665	26,694
2	2
25,683	50,473
821	873
114	136
126,285	78,178

8 Creditors and accruals

Creditors

Accruals

Deferred income

2020	2019
£	£
1,829	1,879
1,200	1,200
2,000	-
5,029	3,079

Step 2 Young People's Health

Notes to the accounts continued

for the year ended 31 December 2020

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees as listed on page 2 of these financial statements and Chief Officer. The total employee benefits received by the Chief Officer were £39,751 (previous year: £37,869).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Step 2 Young People's Health

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	21,350	12,588	131,935	56,467	153,285	69,055
Sales and fees	238,987	200,012	-	-	238,987	200,012
Bank interest	115	405	-	-	115	405
Insurance claim	-	3,348	-	-	-	3,348
Other income	1,439	1,117	-	-	1,439	1,117
Total income	261,891	217,470	131,935	56,467	393,826	273,937
Expenditure						
Salaries, NIC and pensions	157,368	157,220	91,897	56,580	249,265	213,800
Payroll and pension charges	2,365	1,504	283	280	2,648	1,784
Staff travel and subsistence	1,951	2,936	-	243	1,951	3,179
Staff training	600	2,140	170	4,267	770	6,407
AGM and meeting costs	18	748	-	-	18	748
Volunteer expenses	-	40	-	-	-	40
Rent and rates	3,803	4,781	2,446	1,787	6,249	6,568
Utilities	2,403	3,084	-	-	2,403	3,084
Premises costs	3,558	4,372	-	-	3,558	4,372
Website, computers & connection	1,045	2,661	-	-	1,045	2,661
Subscriptions	255	76	55	-	310	76
Printing, postage and stationery	560	1,287	-	-	560	1,287
Phone and internet	1,320	828	550	407	1,870	1,235
Resources & programme expenses	789	3,184	4,166	1,993	4,955	5,177
Sessional workers	27,968	22,817	10,400	-	38,368	22,817
Advertising and publicity	295	898	-	-	295	898
Insurance	928	1,380	403	331	1,331	1,711
Independent examination	1,200	1,200	-	-	1,200	1,200
Other professional fees	2,644	5,497	450	600	3,094	6,097
Bank charges	147	143	-	-	147	143
Depreciation	2,769	-	-	-	2,769	-
Other expenses	1,013	1,136	-	-	1,013	1,136
Total expenditure	212,999	217,932	110,820	66,488	323,819	284,420
Net income / (expenditure)	48,892	(462)	21,115	(10,021)	70,007	(10,483)
Transfers between funds	2,830	(2,051)	(2,830)	2,051	-	-
Net movement in funds	51,722	(2,513)	18,285	(7,970)	70,007	(10,483)
Fund balances brought forward	100,803	103,316	-	7,970	100,803	111,286
Fund balances carried forward	152,525	100,803	18,285	-	170,810	100,803