

PEOPLE MATTERS (WEST YORKSHIRE)

England & Wales · Charity number 1170724

Details

Other names	PEOPLE MATTERS (LEEDS) CIC
Status	Registered
Legal form	CIO
Registered	2016-12-13
Register	View on the Charity Commission register

Contact

Address	191 Belle Vue Road Leeds LS3 1HG
Phone	01132346896
Email	info@peoplesmattersleeds.co.uk
Website	www.peoplesmattersleeds.co.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE:(1) TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT WITHIN LEEDS AND SURROUNDING AREAS BY PREVENTING ADULTS AND YOUNG PEOPLE WITH HIDDEN DISABILITIES OR OTHER DISADVANTAGE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY.(2) TO PROMOTE LEARNING FOR THE PUBLIC BENEFIT WITHIN LEEDS AND SURROUNDING AREAS BY ADULTS AND YOUNG PEOPLE WITH HIDDEN DISABILITIES OR OTHER DISADVANTAGE THROUGH THE CONTINUED DEVELOPMENT OF THEIR INDIVIDUAL CAPABILITIES, COMPETENCIES, SKILLS AND UNDERSTANDING TO PROMOTE INDEPENDENCE AND WELL-BEING AND/OR IN SUBJECTS OF EDUCATION VALUE.(3) TO RELIEVE UNEMPLOYMENT OF PEOPLE WITH HIDDEN DISABILITIES OR OTHER DISADVANTAGE FOR THE BENEFIT OF THE PUBLIC WITHIN LEEDS AND SURROUNDING AREAS IN SUCH WAYS AS MAY BE THOUGHT FIT, INCLUDING, BUT NOT LIMITED TO, ASSISTANCE TO FIND EMPLOYMENT (BOTH PAID AND VOLUNTARY).

Activities: People Matters creates opportunities for local people including those with disabilities to be more independent and enjoy life in the same ways, and in the same places, as anybody else.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities

Geography

- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,088,952	£1,101,783	£81,985	54
2024-03-31	£1,042,205	£936,299	£94,816	53
2023-03-31	£883,169	£889,822	£225,657	49
2022-03-31	£924,030	£907,196	£232,310	53
2021-03-31	£145,750	£796,645	£214,976	49

Trustees

Name	Role	Appointed
Martin David Dean	Chair	2021-12-02
Gary Adams		2026-02-20
Georgina Turner		2017-12-05
Jonathan Ayling		2026-02-20
Jonathan Cravitz		2016-12-13
Katharine Masters		2021-01-19
Max Elgot		2023-08-04
Rebecca Marie Ellis		2021-12-02

Accounts

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Annual Report and Financial Statements

For the year ended 31 March 2025

Charity Number 1170724

Company Number CE009365

**People Matters (West Yorkshire) CIO
Annual Report and Financial Statements**

Contents

	Page
Information	2
Trustees' Report	3 – 13
Independent Auditor's Report	14 – 17
Statement of Financial Activities	18
Balance Sheet	19
Cash Flow Statement	20
Notes to the Financial Statements	21 – 30

People Matters (West Yorkshire) CIO
Annual Report and Financial Statements

Information

Charity Name	People Matters (West Yorkshire) CIO
Charity Number	1170724
Company Number	CE009365
Address and Principal Place of Business	191 Belle Vue Road Woodhouse Leeds LS3 1HG
Trustees	M D Dean (Chair) J Cravitz M Hirschhorn (resigned May 2025) G Turner C Hirschhorn (resigned May 2025) K Masters R M Ellis M Elgot I Boyd
Chief Executive Officer	E Matley
Auditors	Brown Butler Chartered Accountants Leigh House 28-32 St Paul's Street Leeds LS1 2JT
Bankers	The Co-Operative Bank plc PO Box 250 Skelmersdale WN8 6WT
Solicitors	Chadwick Lawrence LLP 8-16 Dock Street Leeds LS10 1LX

Trustees' Report

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

Objectives and activities (charitable objects and mission)

- 1) To promote social inclusion for the public benefit within Leeds and surrounding areas by preventing adults and young people with hidden disabilities or other disadvantage from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- 2) To promote learning for the public benefit within Leeds and surrounding areas by adults and young people with hidden disabilities or other disadvantage through the continued development of their individual capabilities, competencies, skills and understanding to promote independence and well-being and/or in subjects of education value.
- 3) To relieve unemployment of people with hidden disabilities or other disadvantage for the benefit of the public within Leeds and surrounding areas in such ways as may be thought fit, including, but not limited to, assistance to find employment (both paid and voluntary).

The charity's main activities align closely with its objectives, and the trustees consider that they meet the public benefit requirements. Leeds has approximately 15,500 people with learning disabilities and around 7,000 people on the autistic spectrum^[1,2]. These figures highlight the scale of need across the city and the importance of our work in promoting inclusion and opportunity. In June 2025, the charity relocated to Burley (LS3 area). Burley, like many inner-city neighbourhoods, faces significant socio-economic challenges. According to the Index of Multiple Deprivation (IMD) ^[3,4], parts of Burley fall within the most deprived 10–20% of areas nationally, with higher levels of unemployment and poorer health outcomes compared to the national average. This context underlines the relevance of our mission: to support people with learning disabilities and autistic people who are disproportionately affected by poverty, social isolation, and barriers to employment.

The People Matters vision of developing inclusive communities remains central to our work. We promote the social model of disability, which recognises that disability is created by societal barriers rather than individual impairments. Our activities therefore focus on removing those barriers and enabling people to make meaningful life choices.

During the reporting period, individuals accessing our services received impartial advice and guidance, helping them identify the support best suited to their needs. Where appropriate, they were signposted to alternative services to ensure they could access the right opportunities. Examples include support with employment pathways, volunteering placements, and community engagement activities.

By situating ourselves in Burley, we are now embedded in a community where the need for inclusive practice is particularly acute. This strengthens our ability to work alongside local residents, employers, and partners to address inequalities and create opportunities for people with learning disabilities and autistic people to thrive.

References

- [1 - Learning Disability and Autism - Leeds Teaching Hospitals NHS Trust](#)
- [2 - Home - Learning Disability Service](#)
- [3 - Socio-economic statistics for Burley, Leeds](#)
- [4 - Leeds Observatory – Deprivation](#)

Trustees' Report

Our services

Who can benefit from our services?

People Matters is a charity dedicated to supporting people who are at a disadvantage because of their learning disability and / or autism, in line with our activities and objectives we provide opportunities to all adults and young people who are eligible from the age of 16 (18 in some of the projects).

Most of our members reside in the Leeds area, with a few coming from other local authority areas within a short travelling distance.

To meet its objectives, the charity organises social groups for up to 16 members, divided into younger people (16-29) and adults. These groups meet weekly to plan and engage in community activities, promoting friendships, independence, life skills, well-being, and reducing social isolation. For those needing extra support, the charity offers 1-to-1 outreach services to help members achieve their goals, such as budgeting, leisure activities, and in-work support. Ensuring they remain active participants in the community. As the service is CQC registered, personal care can also be provided.

A variety of health and wellbeing groups are held at our Holbeck base, focusing on physical and mental health through member-led activities. These groups aim to prevent ill health and promote well-being by addressing common conditions, their prevention, and self-management. We have continued to tackle health inequalities through our partnership projects with the West Yorkshire Cancer Alliance and Leeds city council.

Our employment service funded by groundworks for 6 months, included job clubs, short workshops, work placements, and an enterprise project where our members can participate in business-related activities as trainees. This service is crucial as individuals with learning disabilities often face significant barriers to employment in Leeds and surrounding areas.

The strategies embedded in 24/25 to meet our objectives were:

- **Inclusive Membership Model:** Utilised a wide and open membership model, allowing everyone to influence the charity's direction through feedback.
- **5-Year Strategic Business Plan:** Developed a strategic plan aligned with charitable objectives.
- **Board of Trustees:** Undertaken a skills review with the board to identify gaps of skills and voices.
- **Flexible and Hybrid Working:** Continued to provide flexible and hybrid working offers.
- **Commitment to Being a Good Employer:** Supported staff safety, offered flexible working, and provided opportunities for disadvantaged individuals.
- **Funding Opportunities:** Actively sought funding from various sources like Leeds City Council, NGN, Groundworks, The National Lottery community fund, RTR foundation and safer communities fund.
- **Sustainable Operations:** Sought funding to operate sustainably as a social enterprise.
- **Partnerships and Collaborations:** Continue to work collaboratively with organisations such as Forum Central, Pyramid of Arts, NGN, and Leeds City Council.
- **Service Delivery and Business Continuity:** Regularly reviewed and tested service delivery and maintained an up-to-date action plan.

As part of our commitment to being a 'good employer,' we maintained our status as a Disability Confident Leader and Mindful Employer. We continued to undertake the annual staff survey and comparison from year to year. This year 100% of staff said they enjoyed their job all, some or most of the time, with 100% said they were trusted to do their work (up from 95% last year. 97% felt valued at work (up from 91%) and 100% said they received good support from their line manager (up from 96%). Staff continued to have access to an anonymous employment assistance program and a new Leeds initiative called thrive to work. We continue to have all managers trained as mental health champions, and whilst we ceased the online staff room for peer support due to low uptake, we have introduced a number of new benefits (such as free

Trustees' Report

blue light cards, access to discounted work for good tickets, regular staff socials and an informal staff WhatsApp). HR records showed that 25% had a disability or long-term health condition and felt included and valued.

People Matters continues to provide a volunteer program, offering both short- and long-term volunteers. Through our partnerships with local universities, we offered seven formal student placements during the year, amounting to 800 placement hours. In addition, volunteers contributed over 1,300 hours across a wide range of opportunities. These included direct support for group activities as well as roles in fundraising, event delivery, and administration

The Members' Council continued to meet regularly, with representation from each project. A designated board member serves as the direct link between the Council and the Board, ensuring strong communication and accountability. The Board itself includes two trustees with lived experience, bringing valuable insight and perspective to our governance.

The charity has 64 paid staff over the reporting period, most of whom work on a part time basis approximating to 29 Full Time Equivalents.

Achievements and performance

Overall

In the last year, approximately 242 People Matters members were offered over 2,000 hours within group activities and over 37,600 hours of 1-1 individual support.

2024/ 2025 saw the continued work with our freelance bid writer. In the reporting period with collaborative working with the SLT, we had secured £73K of grant and unrestricted funding. With a success rate of around 14% for each application. We continued to seek out multiyear bids and developed a scoring criteria for each potential funding bid, so we can be sure it is the right opportunity for the organisation.

Our annual staff away day took us to Slung lo – a local community organisation where we took part in a mosaic workshop lead by Seagulls – another local social enterprise. The focus of the day was making individual tiles for a people Matters sign for our new building.

We continued to embed our fundraising strategy, building on the great start we had in 2024. We now have 4 annual events in the organisation with all staff and members getting involved in these activities. We have also being able to secure places at the iconic Great North run which our runners managed to raise over £2K! Our fundraising activities bring in much needed alternative funding streams to prevent us being so heavily reliant on local authority and grant funding, thus becoming more sustainable long term. With this income we were able to back date a pay rise for all the workforce in Dec 2024 back to April 2024.

Individual projects and overall key achievements

Individual support

People Matters is CQC registered, enabling us to provide personal care and regulated activities alongside Outreach and community support. During the reporting period, we supported 93 members, delivering 37,600 hours of one-on-one support, an increase from 34,000 hours in the previous period. Each individual is assessed for statutory support by the local authority. Our quality and reputation often lead to us being chosen by the local authority or the individuals themselves to provide support. Our flexibility allows us to respond promptly and effectively.

Trustees' Report

We design our services around each person's individual needs and aspirations, providing truly person-centered support that opens doors to opportunities and experiences which might otherwise be out of reach. This has included helping someone successfully move house, supporting an artist to complete a piece of work that was later exhibited, supporting a member to set up a cooking group and access funding for this and enabling individuals to access volunteering placements independently, without the need for paid staff involvement.

Our annual person-centered reviews help shape the support our members truly want and need, which was demonstrated in the 2024 member survey results.

Wellbeing groups

With funding from the Mayor's Safer Communities Fund in West Yorkshire, we delivered twice-weekly wellbeing groups that supported 37 individuals with learning and other disabilities. These sessions provided a safe and inclusive space to build confidence, social connections, and awareness around personal safety. A key focus of the programme was addressing crimes that disproportionately affect our members, such as hate crime and mate crime, through tailored discussions, peer support, and preventative education. The groups empowered participants to recognise risks, seek help, and feel more secure within their communities.

Social groups

The Teens and Twenties Project, funded by the National Lottery Community Fund, remains a vital part of the services offered by People Matters. Over the past 12 months, the project has supported 92 members through weekly social groups and seasonal activity programmes during Easter and summer. These sessions continue to be highly popular and frequently oversubscribed, reflecting the strong demand for inclusive, engaging opportunities for young people with learning disabilities.

In addition, our adult social groups, funded directly by individuals participating and supplemented by the charity, have supported 32 members during this reporting period. These weekly programmes are member-led, allowing participants to shape the schedule and choose activities that reflect their interests. Popular choices have included dining out, go-karting, and themed outings — each offering valuable opportunities for socialising, learning, and building independence.

The Easter and summer trips provided memorable experiences such as visits to the beach, Yorkshire Wildlife Park, flamingo land, the Yorkshire dales and Ingleborough caves and Boom battle bar, we also ran some local sessions for those not able to travel out of the area at the local ten pin bowling alley and meals out. August 24 also saw our subsidised annual weekend residential take place, which is always popular with our members, taking part in canoeing, climbing walls and lots of other fun and unusual things that our members don't often get the opportunity to take part in. 29 members took part in the residential activity.

Beyond the enjoyment for members, these activities also delivered essential respite for parents and carers, giving them time to rest, recharge, or manage other responsibilities. For many participants, these outings marked their first chance to explore new environments, helping to build confidence, spark new interests, and foster lasting friendships in a safe and supportive setting.

Trustees' Report

Nourishing people

This day opportunity programme is funded primarily by the local authority, with some individuals using their direct payments to fund their place. It provides a longer-term pathway for those furthest from employment, offering meaningful engagement and skill development. Participants join as trainees and take an active role in all aspects of running a social enterprise focused on producing and selling healthy snacks. Under the guidance of a service coordinator and dedicated job coaches, trainees gain hands-on experience in a safe and supportive environment that fosters confidence, independence, and work-readiness.

The project continues to expand its customer base, creating further opportunities for trainees to develop key transferable skills such as communication, customer service, and teamwork. We actively seek partnerships with both local and national organisations to raise awareness of the brand and open doors to paid and voluntary roles for our trainees and wider membership. Over the past year, 13 trainees have benefited from this initiative, gaining valuable experience and personal growth through their involvement.

Employment Support Service

This six-month project, funded by Groundwork from June to December 2024, enabled our employment service to flourish. During this period, we delivered engaging job workshops, personalised job search support, and hands-on trainee experiences through our micro social enterprise, Nourishing People.

Participants benefited from a wide range of opportunities, including work taster days, an accredited digital skills course, taking part in mock interviews conducted by corporate volunteers and guidance around education and career pathways. To help overcome financial barriers to employment, we also provided suitable interview and work clothing for those in need.

In total, 30 members were supported through the programme, each given meaningful opportunities to progress toward their employment goals. By the end of December 2024, 50% had completed an accredited digital skills course, enhancing their CVs and employability. Notably, 80% of participants reported a reduction in barriers to entering work, highlighting the programme's positive impact on confidence, readiness, and access to opportunity.

Employer engagement

Through funding from the Leeds Community Foundation, we launched an Employer Development Project designed to strengthen engagement with local employers and improve opportunities for people with learning disabilities (LD). The project focused on building employers' confidence and knowledge through learning, ensuring they are better equipped to create inclusive workplaces.

As part of this initiative, we developed a comprehensive training resource alongside an interactive Padlet platform, offering practical guidance, case studies, and tools to support employers in understanding the benefits and responsibilities of employing people with LD. These resources were co-produced with input from both employers and members, ensuring that the content was relevant, accessible, and grounded in lived experience.

Employers were actively engaged in the process — participating in our research efforts. Members also played a vital role, contributing their perspectives and experiences to shape the training so that it truly reflects the realities of seeking and sustaining employment with LD.

Trustees' Report

This collaborative approach not only strengthened employer awareness but also fostered meaningful dialogue between businesses and our community. The project has laid the foundation for more inclusive recruitment practices, which will help employers to recognise the valuable skills and contributions that people with learning disabilities bring to the workforce.

Partnership and development

During the 2024–25 financial year, we continued to embed fundraising across the organisation, building on the momentum of our strategy and engaging both members and staff in meaningful ways. Our Parkrun in June 2024, a vibrant Band Night in September 2024 and our second annual Bowlathon in March 25 were standout events, bringing our community together while raising vital unrestricted funds. These activities not only generated income but also strengthened our culture of shared responsibility for sustainability.

Our Christmas Raffle, once again supported by our dedicated Member Council, raised over £1K and we were delighted to be selected again for the Aviva Community Fund in December 2024. These successes reflect growing confidence and capability in our fundraising approach.

Weve continued to embed fundraising into our whole approach with the annual events planned well in advance

Our Member Council remained central to our mission, helping steer the organisation and representing us at key events across Leeds. Learning Disability Week was a highlight, with members participating in the People's Parliament and the much-loved Picnic in the Park at Temple Newsam — a joyful celebration of inclusion and achievement.

We also delivered a third Multiply programme in partnership with Leeds City Council, continuing to upskill our members through structured, maths-based learning. This project not only enhanced member confidence but also provided a replicable model for future service delivery. This financial year was the first year we have sought funding from NGN, this model of delivery was to use educated our community on energy efficiency particularly those in a vulnerable household. Within this we were able to not only educated but create resources and assistance in accessible formats for our member group and beyond.

Unrestricted funding remains critical to our development. We remain committed to embedding staff development, particularly within the senior leadership team and have made significant progress within the senior leadership team with external peer support sessions from *Challenging Leaders*.

Future plans

Our goals from last report (Year end 2024)

- Continue to seek out new office / group base premises to open new opportunities for service provision and income generation – **we finally moved in June 2025 (just outside of the reporting period April 24 – March 25)**
- Continue to embed staff development in the organisation specifically for the senior leadership team. – **To support leadership development, we sourced and accessed external *Challenging Leaders* peer support groups for our Senior Leadership Team. This initiative strengthened resilience, enhanced collaboration, and improved decision-making, with positive impact on people matters across the organisation.**

Trustees' Report

- Refresh our grant application strategy to align with the funding landscape and the overall organisational strategy. **We have a robust system in space for assessing the suitability of grants, saving both time, resource and money**
- Seek to make efficiency savings with systems and equipment review – **Ongoing with a full review of all hardware and procurement of equipment**
- Continue to embed fundraising into the organisation to support sustainability with at least 4 annual events – **this has been established and will be built upon every year**
- Business continuity and resilience plans to be reviewed and tested – **tests of our disaster plans are well underway, with continuous improvements**

Future plans for year end 2025

- Refresh our 5 year strategy with buy in from the workforce and develop a comprehensive action plan
- Seek out funding specifically for a dedicated permanent fundraising position
- Seek to make improvements to the new space (as of June 2025)
- Continue to offer the real living wage rate for the lowest paid staff in the organisation and market competitive rates to all other roles.
- Establish a finance sub committee
- Reestablish our employment provision
- Continue to seek the best value for money on all procurement.

Maintaining the quality of the services

Staff training continues to be a priority for the Trustees. All staff receive care certificate training if required and have options about further health and social care qualifications from basic level 2 training to level 5 options. All staff attend regular refresher training in line with regulator guidance and have frequent supervisions and annual appraisals with their line manager to ensure the support we are delivering is the best quality.

Financial Review

Our income continued to grow with steady growth in our support services. Grant income remained steady and there were small increases in income from other areas.

Management of costs and expenses has been a key priority given the current cost pressures that many organisations have been facing. Furthermore, a considerable amount of management time and focus was required in order to deal with the legal, financial and practical implications of discovering the theft of funds by a former employee. Additional professional costs have been incurred through legal proceedings and through the additional requirements needed during the first year's audit. Despite these pressures our services have been maintained and a pay increase given to all staff in the year.

A full legal claim has now been approved through the courts for recovery of funds misappropriated by a former employee. The charity now holds a charge on the assets of the individual concerned. A sale process is ongoing and, if successful, should facilitate a substantial recovery of funds.

A thorough review of accounting procedures has been completed and significant changes made to improve the control environment, transparency and timeliness of financial processes. A review of the application of accounting policies has resulted in a more prudent approach overall. This has particularly impacted payroll costs in the financial year.

Trustees' Report

Principal risks and uncertainties

Funding Pressures in Social Care

The financial landscape for social care continues to be challenging. Rising staffing costs — driven by increases in the National Living Wage and National Insurance contributions — have placed additional strain on service budgets. At the same time, constrained Council funding has limited the ability of Leeds City Council to uplift rates in line with these rising costs. We remain committed to advocating for a fair and sustainable funding settlement to ensure that the true cost of service provision is met. Internally, we continue to prioritise operational efficiencies by refining systems and processes to deliver maximum value for money.

Grant Funding Volatility Securing grant funding remains a persistent risk, with funders facing growing demand and limited resources. To mitigate this, we maintain a rolling programme of grant applications to maximise opportunities. However, the time and resource investment required to develop high-quality bids is carefully balanced against the likelihood of success, particularly in an increasingly competitive funding environment.

Staffing Challenges: Recruitment and retention of skilled staff remains critical to the success of our organisation. Sustaining a committed workforce depends on offering competitive pay, meaningful training opportunities, and strong managerial support. The wider recruitment market continues to be highly competitive, and attracting and retaining talent remains an ongoing challenge. We continue to actively explore strategies to strengthen our employer offer and support staff wellbeing and development.

Factors likely to affect future financial performance

Pressures on staffing costs continue with further cost increases expected in line with increases in the National Living Wage. Local authority funding remains under pressure. However, a satisfactory settlement with Leeds City Council on Outreach and day service rates will be essential in order to protect the delivery of our services.

Our National Lottery grant ended in June 2025. We were very pleased to be awarded a further three year grant from September 2025. This is an important source of income for the organisation and gives us a period of certainty in respect of this funding.

In June 2025 we moved into new premises. This has been a long held strategic goal of the organisation and we are grateful to Leeds City Council for their help in facilitating the move. We have incurred some costs of moving, but these have been broadly covered by the rent free period negotiated on the new premises. Overall we anticipate that the running costs will be similar to our previous costs. However, some uncertainty remains until we have been through the winter period and established what our new heating and running costs will be.

Any significant recovery of funds misappropriated by a former employee will substantially contribute to the charity's reserves.

Trustees' Report

Principal funding sources

Leeds City Council

This supports the one to one individual support and the day opportunities service.

The National Lottery community fund

This supports the community based teens and twenties project for young people aged between 16-29.

Gorundworks

This supported the employment provision

Mayors safer community fund

This funded the wellbeing project.

Reserves policy

The trustees have established a policy whereby reserves are maintained to manage financial risk and short-term income volatility. Specifically, People Matters holds reserves for the following reasons:

Income risk – to protect against a fall in or delay to receipt of income and hence protect expenditure until income recovers or adjustments can be made.

Cessation – to ensure that liabilities can be discharged if the charity were to cease operating .

Adversity – to protect the charity against unplanned adverse events .

Working capital – to provide working capital to ensure services can be delivered and expenditure covered where necessary before income is received.

Opportunities – to provide funding for new initiatives or investments .

The unrestricted reserves at 31 March 2025 were £81,985 (2024: £94,816) (2023: £80,440) and the restricted reserves at 31 March 2025 were £Nil (2024: £Nil).

The trustees consider that the unrestricted reserves at the of March 2025 are adequate. However, given the growth of the organisation it is prudent to grow the balance of the reserves fund. Fundraising activities and events have continued to be an important focus to strengthen the overall funding position to provide resilience in support of the reserves policy.

Structure, Governance and Management

People Matters (West Yorkshire) was formed out of its predecessor organisation. It was registered with the Charities Commission on 13th December 2016 as a Charitable Incorporated Organisation and commenced its activities on 1st April 2017.

The charity's constitution uses one of the standard Charity Commission's proformas and is a wide membership model. The initial trustees were the directors of the CIC. Subsequently, the trustees have sought to broaden their skills and knowledge base through the recruitment of additional and replacement trustees.

Trustees' Report

The charity is governed by a Board of Trustees, which is responsible for setting the strategic direction and ensuring the charity meets its objectives. The Board is supported by an Executive Team, which manages the day-to-day operations. Monitoring information that is scrutinised by the trustees includes operational delivery reports from each service area, business risk information and monthly management accounts. Feedback is subsequently given to staff. Trustees also monitor key policy areas through standing items on safeguarding, health and safety and data protection. They agree the charity's business plan/strategy, annual budget and approve substantial expenditure according to the financial procedures. Along with the setting of key management remuneration.

Professional skills were sought through public advertisement and an interview process. Parent and member voices are sought through advertisement and election. All trustees are approved for appointment by members at the annual general meeting and role descriptions are available. Trustees are inducted through briefing by the chief executive, review of previous board papers and a volunteer induction supported by the volunteer coordinator. They are offered access to guidance documents and occasional external training where appropriate.

Trustees meet every six weeks. Meetings are held in a combined in person and on-line approach. This ensures the maximum level of attendance in the meetings. The charity also has a fundraising subcommittee.

The Executive Team is led by the Chief Executive Officer who is supported by the Director of Operations and a Service Manager. The team is responsible for implementing the Board's decisions and managing the charity's operations. Key management policies include regular performance reviews, staff training and development, and a comprehensive risk management framework.

Risk management

People Matters has a comprehensive set of policies and procedures to manage the identified risks to which the charity is exposed. A risk register is held and reviewed quarterly to ensure risks are being effectively managed. The executive team is responsible for implementing risk management strategies and reporting on their effectiveness to the board.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affair of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Trustees' Report

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity's and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

The Board of trustees have had regard to the Charity Commission's guidance on public benefit and confirm that this guidance forms the basis of planning decisions at both strategic and operational levels.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know if and of which they know the auditor is unaware.

The Trustees Report was approved by the Trustees on 2025 and signed on their behalf by:



Signed on 08 December 2025 @ 20:03

.....
R M Ellis
Deputy Chair

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Opinion

We have audited the financial statements of People Matters (West Yorkshire) CIO (the 'charity') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP – FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2025 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities SORP FRS102 (October 2019 and the Charities Act 2011).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have conducted that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections to this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on pages 12 and 13), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Capability of the audit in detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The key laws and regulations we have considered in this context included the Charities Act 2011, employment and tax legislation together with the Charities SORP FRS 102 (October 2019). In addition, we have considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or to avoid a material penalty. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Using our general commercial and sector experience and through discussions with the trustees and other management, we identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements as well as those arising from management's own assessment of the risks that irregularities may occur either as a result of fraud or error.
- We examined the charity's regulatory and legal correspondence and discussed with the trustees and other management any known or suspected instances of fraud or non-compliance with laws and regulations.
- We communicated and discussed identified laws and regulations, suspected and potential fraud risks with all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.
- In addressing the risk of management override of controls, we tested the appropriateness of journal entries. We also challenged assumptions and judgements made by management in their significant accounting estimates and judgements. We also discussed related party relationships and transactions involving them.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentation, or through collusion.

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Use of our report

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Countersigned on 17 December 2025 @ 14:53

Brown Butler
Chartered Accountants and Statutory Auditor
Leigh House
28-32 St Paul's Street
Leeds
LS1 2JT

Date:

Brown Butler is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

Statement of Financial Activities
For the year ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
INCOME FROM:					
Charitable activities	4	842,708	203,370	1,046,078	1,010,096
Other trading activities	5	26,341	16,533	42,874	32,109
		<u>869,049</u>	<u>219,93</u>	<u>1,088,952</u>	<u>1,042,205</u>
EXPENDITURE ON:					
Charitable activities	6	881,880	219,903	1,101,783	936,229
Net income	8	(12,831)	-	(12,831)	105,906
Other recognised gains and losses					
Exceptional item	3	-	-	-	(91,530)
Net movement in funds		<u>(12,831)</u>	<u>-</u>	<u>(12,831)</u>	<u>14,376</u>
Reconciliation of funds					
Funds as at 1 April 2024		<u>94,816</u>	<u>-</u>	<u>94,816</u>	<u>80,440</u>
Funds as at 31 March 2025		<u><u>81,985</u></u>	<u><u>-</u></u>	<u><u>81,985</u></u>	<u><u>94,816</u></u>

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

All income and expenditure derive from continuing activities.

The notes on pages 21 to 30 form part of these financial statements.

People Matters (West Yorkshire) CIO
Annual Report and Financial Statements

Balance Sheet
As at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible fixed assets	11	-	-
Current assets			
Debtors	12	89,934	139,154
Cash at bank and in hand		155,101	66,237
		<u>245,035</u>	<u>205,391</u>
Creditors: Amounts falling due within one year	13	<u>163,050</u>	<u>110,575</u>
Net current assets		<u>81,985</u>	<u>94,816</u>
Total assets less current liabilities		<u><u>81,985</u></u>	<u><u>94,816</u></u>
Funds of the charity			
Restricted funds	14	-	-
Unrestricted funds	15	<u>81,985</u>	<u>94,816</u>
Total funds		<u><u>81,985</u></u>	<u><u>94,816</u></u>

The financial statements were approved and authorised for issue by the Board of Trustees on 2025 and were signed on its behalf by:

R Ellis
 Signed on 08 December 2025 @ 20:03
 R M Ellis
 Deputy Chair

K Masters
 Signed on 17 December 2025 @ 14:51
 K Masters
 Trustee

The notes on pages 21 to 30 form part of these financial statements.

Cash Flow Statement
For the year ended 31 March 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash inflow from operating activities	20	88,864	54,287
Net increase in cash		<u>88,864</u>	<u>54,287</u>
Cash as at 1 April 2024		<u>66,237</u>	<u>11,950</u>
Cash as at 31 March 2025		<u><u>155,101</u></u>	<u><u>66,237</u></u>

The notes on pages 21 to 30 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2025

1. General information

People Matters (West Yorkshire) CIO is a Charitable Incorporated Organisation registered in England and Wales. Its registered office and principal place of address is:

191 Belle Vue Road
Woodhouse
Leeds
LS3 1HG

2. Summary of significant accounting policies

2.1 Basis of preparation

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) – Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The presentation currency is £ sterling and the financial statements have been rounded to the nearest £1.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for a minimum of 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

People Matters (West Yorkshire) CIO meets the definition of a public benefit entity under FRS 102.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented, unless otherwise stated.

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised, the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and these require a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those.

Grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

Grants received for the acquisition of fixed assets are accounted for as restricted funds. The restricted fund is reduced by the depreciation or amortisation charges made over the expected useful life of the asset concerned. Other grants are treated as income and, where applicable, they are accounted for as restricted funds. Where the grant covers future accounting periods, the amount relating to future periods is deferred and recognised in the correct period.

Notes to the Financial Statements for the year ended 31 March 2025

2. Summary of significant accounting policies – continued

Expenditure recognition

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

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

Support costs allocation

Support costs are those costs that assist with the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and professional costs. Where support costs cannot be directly attributed to particular headings, they have been allocated to expenditure on charitable activities.

The analysis of these costs is included in note 7.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

Pension contributions

The charity has a defined contribution pension scheme. The pension costs charged to the SoFA account are the contributions payable in respect of the accounting period.

Taxation

The charity considers that it meets the definition of a charitable trust for UK corporation tax purposes and is accordingly potentially exempt from tax in respect of its income and gains.

Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

Notes to the Financial Statements for the year ended 31 March 2025

2. Summary of significant accounting policies – continued

Depreciation

Depreciation is charged so as to write off the cost less estimated residual value of tangible assets over their estimated useful lives. The annual rates and methods of depreciation are as follows:

Fixtures and fittings	33⅓% straight line basis
Electric bikes	33⅓% straight line basis

Impairment of fixed assets

Fixed assets are assessed at each reporting date to determine whether there is any indication that the assets are impaired. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared to its carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised in the SoFA. The reversal of an impairment loss is recognised immediately in the SoFA.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors normally recognised at their settlement amount.

Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Estimation uncertainty and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

Management have provided depreciation, prepayments, accruals and other cut-off adjustments. Whilst management believe that these estimates and judgements are true and fair, there is every likelihood that they will not be exact.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Notes to the Financial Statements for the year ended 31 March 2025

3. Exceptional item

The exceptional item in the prior year reflects the discovery of a theft of funds from the Charity by a former employee. The theft occurred over several years, totaling approximately net £400,000. To date, £49,000 of this amount has been recovered. The Trustees are pursuing civil legal action to recover the remaining balance and have been granted the right to claim £350,896 from the former employee.

Given the uncertainty surrounding the recovery of the remaining funds, the Charity is pursuing all legal avenues to recover the funds. The Trustees have acted prudently by making a provision for this balance, and will recognise any income when it is received.

The funds recovered thus far have positively impacted both the cash and unrestricted reserves of the Charity.

4. Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Contractual income	834,974	100	835,074	794,583
Grant income	7,734	203,270	211,004	215,513
	<u>842,708</u>	<u>203,370</u>	<u>1,046,078</u>	<u>1,010,096</u>

Income from charitable activities in the year ended 31 March 2024 was £1,010,096 of which £794,583 was attributed to unrestricted funds and £215,513 was attributable to restricted funds.

5. Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Fundraising income	16,970	-	16,970	19,542
Membership income	1,642	16,533	18,175	11,954
Food and drink sales	7,729	-	7,729	613
	<u>26,341</u>	<u>16,533</u>	<u>42,874</u>	<u>32,109</u>

Notes to the Financial Statements for the year ended 31 March 2025

6. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2025 £	As restated Total 2024 £
Costs directly allocated to activities:				
Direct expenses	19,778	24,308	44,086	22,017
Staff costs	814,664	140,174	954,838	817,749
Rent rates and premises costs	13,045	-	13,045	24,179
Travel and staff expenses	406	-	406	4,851
	<u>847,893</u>	<u>164,482</u>	<u>1,012,375</u>	<u>868,796</u>
Support cost allocated to activities:				
Legal and professional	26,303	13	26,316	11,436
General administration costs	7,684	55,408	63,092	56,067
	<u>33,987</u>	<u>55,421</u>	<u>89,408</u>	<u>67,503</u>
	<u>881,880</u>	<u>219,903</u>	<u>1,101,783</u>	<u>936,299</u>

Expenditure for the year ended 31 March 2024 was £936,299 of which £720,786 was attributable to unrestricted funds and £215,513 was attributable to restricted funds.

7. Governance costs included within support costs

	2025 £	2024 £
Audit and accountancy fees	14,500	8,160
Legal and professional fees	11,816	3,276
	<u>26,316</u>	<u>11,436</u>

8. Net income is stated after charging

	2025 £	2024 £
Depreciation	-	-

Notes to the Financial Statements for the year ended 31 March 2025

9. Auditor's remuneration

	2025 £	2024 £
Audit fee in respect of the financial statements	<u>14,500</u>	<u>8,160</u>

10. Staff costs and numbers

	2025 £	2024 £
Salaries and wages	893,462	760,638
Social security costs	46,102	44,373
Pension contributions	15,274	12,738
	<u>954,838</u>	<u>817,749</u>

No employees received remuneration of more than £60,000 during the year (2024: None).

No remuneration was paid during the year to the trustees, nor were there any expenses reimbursed to them.

The average weekly number of employees during the year, analysed by function was:

	2025 No.	2024 No.
Charitable services	<u>54</u>	<u>53</u>

Key management personnel

The key management of the charity comprise the trustees, the Chief Executive Officer and the Operations Director.

No trustees received remuneration for their services as trustees.

	2025 £	2024 £
Key management personnel compensation	<u>107,705</u>	<u>101,318</u>

Notes to the Financial Statements for the year ended 31 March 2025

11. Tangible fixed assets

	Fixtures and fittings £	Electric bikes £	Total £
Cost			
As at 1 April 2024 and 31 March 2025	20,934	6,714	27,648
Depreciation			
As at 1 April 2024 and 31 March 2025	20,934	6,714	27,648
Net book value			
As at 31 March 2024	-	-	-
As at 31 March 2025	-	-	-

12. Debtors

	2025 £	2024 £
Trade debtors	63,169	81,506
Other debtors	547	46,017
Prepayments and accrued income	26,218	11,631
	89,934	139,154

13. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	4,066	8,865
Other creditors	3,368	4,310
Social security and other taxes	9,019	9,408
Accruals and deferred income	146,597	87,992
	163,050	110,575
	£	£
Deferred income as at 1 April 2024	41,255	57,167
Resources deferred during the year	46,438	41,255
Amounts released from previous year	(41,255)	(57,167)
Deferred income as at 31 March 2025	46,438	41,255

Grant income is deferred to the extent that the service it supports has not yet been delivered. This is to ensure the matching of income with the costs incurred in the provision of the service.

Notes to the Financial Statements for the year ended 31 March 2025

14. Restricted funds

	As at 01.04.24 £	Incoming funds £	Outgoing funds £	As at 31.03.25 £
(a) Adult Social Group	-	11,340	(13,400)	-
(b) Multiply Fund	-	17,240	(17,240)	-
(c) Employment Services	-	43,698	(43,698)	-
(d) YPF Lottery	-	112,684	(112,684)	-
(e) Household Support Fund	-	9,199	(9,199)	-
(f) Employment for People	-	3,716	(3,716)	-
(g) Safer Communities Fund	-	18,384	(18,384)	-
(h) Sustainable Energy Education	-	3,640	(3,640)	-
	-	219,901	(219,901)	-

(a) Adult Social Group is to support the provision of Adult Social groups.

(b) Multiply Fund is used to deliver digital learning.

(c) Employment Services relates to grants to support employment services.

(d) YPF Lottery relates to the support of the Teens and Twenties social groups.

(e) Household Support Fund was created to support households with the cost-of-living crisis.

(f) Employment for People relates to grants to support employment services.

(g) Safer Communities Fund provides grants to improve safety and support vulnerable people.

(h) Sustainable Energy Education (NGN) provides education and support to vulnerable people.

15. Unrestricted funds

	As at 01.04.2024 £	Incoming funds £	Outgoing funds £	Transfer funds £	As at 31.03.2025 £
General Funds	94,816	869,049	(881,880)	-	81,985

Notes to the Financial Statements for the year ended 31 March 2025

16. Analysis of net assets between funds

	General funds £	Restricted funds £	Total 2025 £
Fixed assets	-	-	-
Current assets	245,035	-	245,035
Creditors: Amounts falling due within one year	(163,050)	-	(163,050)
Net assets	<u>81,985</u>	<u>-</u>	<u>81,985</u>
	General funds £	Restricted funds £	Total 2024 £
Fixed assets	-	-	-
Current assets	205,391	-	205,391
Creditors: Amounts falling due within one year	(110,575)	-	(110,575)
Net assets	<u>94,816</u>	<u>-</u>	<u>94,816</u>

17. Charitable status

The charitable trust is a registered charity, charity no 1170724, and is exempt from income tax and corporation tax. The charitable trust is a charitable incorporated organisation with no share capital. In the event of the winding up of the charitable trust the liability of members is limited to a maximum of £nil each.

18. Related party transactions

Some of the trustees participate in the services provided by the charity on the same terms and conditions as all other users.

There are no other related party transactions.

19. Reconciliation of net income to net cash flow from operating activities

	2025 £	2024 £
Net income for the year	(12,831)	14,376
Decrease in debtors	49,220	42,660
Increase/(decrease) in creditors	52,475	(2,749)
	<u>88,864</u>	<u>54,287</u>

Notes to the Financial Statements for the year ended 31 March 2025

20. Analysis of changes in net debt

	As at 01.04.24 £	Net cash flows £	As at 31.03.25 £
Cash at bank and in hand	66,237	88,864	155,101

Accounts

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Annual Report and Financial Statements

For the year ended 31 March 2024

Charity Number 1170724

Company Number CE009365

**People Matters (West Yorkshire) CIO
Annual Report and Financial Statements**

Contents

	Page
Information	2
Chairman's Report	3
Trustees' Report	4 – 13
Independent Auditor's Report	14 – 17
Statement of Financial Activities	18
Balance Sheet	19
Cash Flow Statement	20
Notes to the Financial Statements	21 – 30

People Matters (West Yorkshire) CIO
Annual Report and Financial Statements

Information

Charity Name	People Matters (West Yorkshire) CIO
Charity Number	1170724
Company Number	CE009365
Address and Principal Place of Business	41 Barkston House Croydon Street Domestic Street Industrial Estate Leeds LS11 9RT
Trustees	M D Dean (Chair) J Cravitz M Hirschhorn G Turner C Hirschhorn K Masters R M Ellis M Elgot I Boyd
Chief Executive Officer	E Matley
Auditors	Brown Butler Chartered Accountants Leigh House 28-32 St Paul's Street Leeds LS1 2JT
Bankers	The Co-Operative Bank plc PO Box 250 Skelmersdale WN8 6WT
Solicitors	Chadwick Lawrence LLP 8-16 Dock Street Leeds LS10 1LX

Chairman's Report

I am pleased to present this report which demonstrates a successful years delivery by the whole People Matters team.

Our high quality services continue to meet the needs of Learning Disabled people, and we are delighted that 318 have been our members this year.

This has been a tough year for your trustee board, who have had to deal with a significant and long-standing issue of internal fraud. The perpetrator is a former member of staff, who betrayed the trust given to them.

Huge credit goes to our CEO and treasurer whose diligence identified the fraud. We have recovered some of the losses already, and have a court order to pursue the balance.

The fraud has been reported to the police, and at every stage the Charity Commission has been updated.

As a group the trustees have worked together to respond to this issue. I thank all trustees for their support and wisdom in tackling this issue.

We are already a stronger charity, and with better controls.

Our financial position has improved, and we therefore chose to give back dated pay rises for staff back to April 2024, meeting the aim of paying the real living wage.

We are People Matters, and we will live that in everything we do, our team are our charity, and through working together we will continue to offer the support people need.



Signed on 27/01/25 @ 13:44

.....
M D Dean
Chairman

27 January 2025

Trustees' Report

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

Objectives and activities (charitable objects and mission)

- 1) To promote social inclusion for the public benefit within Leeds and surrounding areas by preventing adults and young people with hidden disabilities or other disadvantage from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- 2) To promote learning for the public benefit within Leeds and surrounding areas by adults and young people with hidden disabilities or other disadvantage through the continued development of their individual capabilities, competencies, skills and understanding to promote independence and well-being and/or in subjects of education value.
- 3) To relieve unemployment of people with hidden disabilities or other disadvantage for the benefit of the public within Leeds and surrounding areas in such ways as may be thought fit, including, but not limited to, assistance to find employment (both paid and voluntary).

The charity's main activities align closely with its objectives, and the trustees consider that they meet the public benefit requirements. Leeds has approximately 15,500 people with learning disabilities and around 7,000 people on the autistic spectrum^[1]. Holbeck, where the charity is based, is within the bottom 1% of areas for deprivation nationally^[2]. This information highlights the needs the charity seeks to address. It is recognised that people with disabilities are less likely to be in work, have lower life expectancy, and are more likely to be socially isolated. The People Matters vision of 'developing inclusive communities' involves addressing these issues. It promotes the social model of disability, which considers disability to be caused by the way society is organised rather than by a person's impairment or difference. The charity looks at ways of removing barriers that restrict life choices. People who accessed the charity's services received impartial advice that guided them to the service area(s) best suited to their needs or signposted them to alternatives if appropriate.

References

[1] [Insight Report: Learning Disability and Neurodivergence](#)

[2] [Health profile overview for Beeston and Holbeck ward - Leeds](#)

Our services (overarching)

Who can benefit from our services?

People Matters is a charity dedicated to supporting people who are at a disadvantage because of their learning disability and / or autism, in line with our activities and objectives we provide opportunities to all adults and young people who are eligible from the age of 16 (18 in some of the projects).

Most of our members reside in the Leeds area, with a few coming from other local authority areas within a short travelling distance.

Trustees' Report

To meet its objectives, the charity organises social groups for up to 15 members, divided into younger people (16-29) and adults. These groups meet weekly to plan and engage in community activities, promoting friendships, independence, life skills, well-being, and reducing social isolation. For those needing extra support, the charity offers 1-to-1 outreach services to help members achieve their goals, such as budgeting, leisure activities, and in-work support. Ensuring they remain active participants in the community. As the service is CQC registered, personal care can also be provided.

A variety of health and wellbeing groups are held at our Holbeck base, focusing on physical and mental health through member-led activities. These groups aim to prevent ill health and promote well-being by addressing common conditions, their prevention, and self-management. We have continued to tackle health inequalities through our partnership projects with the West Yorkshire Cancer Alliance and Leeds city council.

Our employment service included job clubs, short workshops, work placements, and an enterprise project where our members can participate in business-related activities as trainees. We also partnered with local organisations to offer a 9-week course for those furthest from employment. This service is crucial as individuals with learning disabilities often face significant barriers to employment in Leeds and surrounding areas.

The strategies embedded in 23/24 to meet our objectives were:

- **Inclusive Membership Model:** Utilised a wide and open membership model, allowing everyone to influence the charity's direction through feedback.
- **3-Year Business Plan:** Developed a business plan aligned with charitable objectives.
- **Board of Trustees:** Appointed new members to the board to ensure a mix of skills and voices, guiding and monitoring staff.
- **Flexible and Hybrid Working:** Continued to embed flexible and hybrid working practices learned from the pandemic.
- **Commitment to Being a Good Employer:** Supported staff safety, offered flexible working, and provided opportunities for disadvantaged individuals.
- **Funding Opportunities:** Actively sought funding from various sources like Leeds City Council, West Yorkshire Cancer Alliance, safer communities fund, the Henry Smith charity, the Julia and Hans Rausing trust and positive changes, and others to grow and develop services.
- **Sustainable Operations:** Sought funding to operate sustainably as a social enterprise.
- **Partnerships and Collaborations:** Developed partnerships with organisations like Forum Central, Pyramid of Arts, United Response, and the NHS.
- **Service Delivery and Business Continuity:** Regularly reviewed service delivery and maintained an up-to-date action plan.

As part of our commitment to being a 'good employer,' we maintained our status as a Disability Confident Leader and Mindful Employer. We continued to undertake the annual staff survey and comparison from year to year. This year 100% of staff said they enjoyed their job all, some or most of the time, with 95% said they were trusted to do their work. 91% felt valued at work and 96% said they received good support from their line manager. Staff continued to have access to an anonymous employment assistance program, mental health champions, and an online staff room for peer support. HR records showed that 20% had a disability or long-term health condition and felt included and valued.

People Matters continues to provide a volunteer program, offering both short- and long-term volunteers. With 7 formal student placements been offered via our partnerships with local universities through the year equating to 750 placement hours and over 950 hours of other volunteer opportunities. Volunteers have opportunities to support our group activities directly as well as other opportunities such as administration and marketing.

Trustees' Report

The member's council continued to meet regularly with participants from each project, and the board consists of two trustees with lived experience.

The charity has 53 staff many of whom work on a part time basis approximating to 28 Full Time Equivalents.

Achievements and performance

Overall

In the last year, approximately 318 People Matters members were offered the equivalent of 31,500 individual hours within group activities and over 34,000 hours of 1-1 individual support.

2023/2024 saw the introduction of our fundraising strategy, optimising alternative funding streams to prevent us being so heavily reliant on local authority and grant funding thus becoming more sustainable long term. Our first efforts at fundraising gained us over £11K through match funding with Aviva and a Christmas raffle. Building on the success of this we set up a fundraising committee, led by our new fundraising expert trustee, we aim to have 4 annual events to raise unrestricted funds, our first one in 2024 raised over £600 and was a great way for members and staff to be involved in this to really start to embed fundraising into the organisation's regular activity.

In 2023, we started work with a freelance bid writer to enhance our bidding efforts. During this reporting period, she immersed herself in our organisation, gaining a deep understanding of our mission and operations. This collaboration led to the organisation raising over £13,000 which has significantly bolstered our ability to deliver vital services and support to our community. Additionally, we have worked together on several large multi-year bids, which, if successful, will provide sustained funding and further amplify our impact in the coming years.

Our annual staff away day this year saw us pushing everyone out of their comfort zones with a singing workshop! Team building and support for staff is an integral part of the service delivery within People Matters and drives up engagement from staff and therefore has an impact in the quality of the services we provide.

Individual projects and overall key achievements

Individual support

People Matters is CQC registered, enabling us to provide personal care and regulated activities alongside Outreach and community support. During the reporting period, we supported 90 members, delivering 34,000 hours of one-on-one support, an increase from 31,000 hours in the previous period. Each individual is assessed for statutory support by the local authority. Our quality and reputation often lead to us being chosen by the local authority or the individuals themselves to provide support. Our flexibility allows us to respond promptly and effectively.

We tailor our services to meet individual wants and needs, delivering person-centered support that enables people to engage in meaningful opportunities and experiences that would not be possible without our assistance. This includes activities such as moving house, living independently for the first time, and running a 10K. Our annual person-centered reviews help shape the support our members truly want and need.

Health inequalities project

From January 24 – March 24, we delivered 2 projects tackling health inequalities. Which was as a result of our health inequalities work, we did the previous year.

Trustees' Report

Project 1 was commissioned by the local authority and funded by the West Yorkshire Cancer Alliance to develop a greater understanding of levels of awareness amongst people with a learning disability and their carers around the HPV vaccine, its links to cervical cancer and the importance of taking part in the cervical screening program. Overall, **21 members** with a learning disability and/ or autism took part in this. Focus groups and education sessions took place, firstly to ascertain current knowledge levels, then to provide education around these topics. As a way of cementing the learning, members put together a coproduced resource on "Padlet" which collects content, such as pictures, videos and links on a virtual board, this resource was shared with our membership as well as public health teams to continue to assist with learning and education in the future across the city.

Project 2 was funded directly through the West Yorkshire Cancer Alliance. Its aim was to improve practice within the social care provision and to create opportunities for people with learning disabilities to be better aware of when to access cancer treatment services and have improved confidence to do so. We did this by engaging with Leeds health awareness to provide training to staff (both internal and external) about "having difficult conversations" with members about cancer, detection, prevention and treatment. We then developed a lesson plan resource for all staff to enable them to deliver learning to the people we support to educate and improve their confidence in this area. With all **24 members** who participated, they all reported increased confidence on knowing signs and symptoms of cancer, preventing cancer and confidence of reasonable adjustments and speaking out. The nature of the project meant that the staff could continue to educate the people they support even after the funding has ended.

Wellbeing groups

The Wellbeing project funded by NHS charities together was a 2-year project which ended in December 2023. The aim of the project was to reduce some of the health inequalities faced by disabled people. We also acted as lead partner with another organisation Scholemoor Beacon based in Bradford who support a different community. Overall, the project directly supported **98 members** in the 2-year period. Topics ranged from mindfulness, upskilling our members with numeracy support, annual health checks, arts in care home drumming sessions and supporting the local learning disability nursing team with their focus groups around their recruitment and training of LD nurses. The project also received a grant from Arium to enable the group to purchase gardening equipment and planters for the local area.

We continue to support student placements within the group to enable them to have a meaningful and beneficial placement to support their academic learning. We ended the project with a big health and wellbeing event, showcasing all the work that has taken place as well as opportunity to network and thank our partners in the project that have supported us with talks / workshops and support for our members.

Social groups

The teens and twenties project funded by the National Lottery Community Fund continues to be in integral part of the services provided at People Matters. The groups continue to be popular and often oversubscribed. In the last 12 months, the teens and twenties project has supported **96 members** in weekly social group activities and a summer and Easter activity program. Our adult social groups, part funded by positive changes as well as via individual member contribution has supported **35 members** within this reporting period.

The weekly programs are member-led, offering opportunities for members to help shape the schedule. Popular activities range from dining out to go-karting, each providing unique chances for socialising, learning, and fostering independence. The Easter and summer trips offered a range of experiences to our members such as trips to the beach, Funzy (a new inflatable fun park) Mother Shipton's cave and the Deep.

Trustees' Report

In addition to providing an exciting day out for members, these activities also offer extended respite for parents and carers, giving them a much-needed break. This respite can be invaluable, allowing parents and carers to rest, recharge, or attend to other responsibilities. For many members, these outings represent their first opportunity to engage in such experiences, which can be both thrilling and empowering. The activities not only foster social interaction and learning but also help members build confidence and independence in a supportive environment. By participating in these events, members can explore new interests, develop new skills, and create lasting memories, all while enjoying the camaraderie of their peers.

Nourishing people

This is our day opportunity and is funded by the local authority and with some individuals directly. This service offers a more long-term opportunity to those who are furthest away from employment. Members joining the program become trainees where they are involved in every aspect of running the business of developing and selling healthy snacks under the direction of the service coordinator and dedicated job coaches. This safe and supportive environment really gives the trainees the opportunity to become work ready by building confidence and developing strengths. The team are continuing to grow their list of customers giving its trainees further opportunity to develop their customer service, communication and other transferable skills. Every opportunity is made to make links / working partnerships and connections with both local and national organisations to increase awareness of the brand and create opportunities for paid and voluntary opportunities for our trainees and wider membership. **10 trainees** have benefited from this project over this year under this funding umbrella.

Employment Support Service

This was funded by the Henry Smith Charity and The Julia and Hans Rausing Trust.

During the reporting period, our employment service thrived, offering dynamic job workshops, job search assistance, and unique trainee opportunities in our micro social enterprise, Nourishing People. This initiative was bolstered by the enthusiastic support of professional volunteers from Leeds Building Society as part of their corporate social responsibility efforts. Volunteers participated in an interactive team-building workshop, sharpening their interview skills, enhancing problem-solving abilities, and fostering teamwork. They also experienced mock interviews with Leeds Building Society employees, receiving valuable feedback and constructive criticism. The workshop was a resounding success, with participants reporting a significant boost in confidence, especially those with limited interview experience. Throughout this period, we supported **42 members**, providing ample opportunities for them to progress towards their goals. By the end of March 24, over half of the participants advanced to further intensive skills development, and a third secured paid employment.

Developing you

We continued to run Developing You in partnership with Pyramid of Arts and United Response which was funded by employment and skills (part of the local authority.) The course was designed to support adults with a learning disability who are unemployed to be happier, healthier and in turn closer to employment. The cohorts during this reporting period saw **18 participants** complete a 9-week program, with the majority of participants reporting an improvement in practical skills and the course had contributed to their improved mental health.

Partnership and development

As part of our fundraising strategy, we have developed corporate guides to fundraising that are shared on our website and our partnership with Balfour Beatty last year was successful and as well as them supporting us with their own Christmas raffle, we supported them by doing a presentation to their head office team around national inclusion week. It's important to People Matters when working with organisations that we are raising awareness of the issues people with learning disabilities and autism face as well as raising money.

Trustees' Report

Our member council continued to steer the direction of the organisation and be present at events around Leeds to raise awareness of the community and the organisation. Learning disability week was key to the year and the members were involved with a variety of events, such as peoples parliament and the now famous "picnic in the park" where all the community gathers at Temple Newsam to raise awareness and celebrate achievements.

We will continue to raise unrestricted funds through fundraising in line with the Fundraising regulator code, embedding fundraising into the organisation so its "everyone's responsibility." Members and staff have already become engaged in this process and have taken on the challenge of supporting the team to plan events in the organisation. Our first annual fundraising activity was the Christmas raffle, which saw the member council being key to the coordinating the prizes for this, raised over £1,200. Our second event (our Bowlathon) where we utilised support from a student on placement, raised over £600. This was a great way to engage our members with an activity where they could challenge themselves and raise funds at the same time.

Unrestricted funding is key for developing the organisation, our staff development role which supported the workforce with mentoring and coaching came to an end of its funding, this was a pivotal role, which as well as mentoring staff to develop and improve, also made our induction process more robust, improving staff experience, knowledge and skills.

Our work with Leeds City Council this year through employment and skills (multiply) was significant and a fantastic way to increase revenue streams and upskill our members with Math's-based learning, this structured approach for the project gave us a solid model for service delivery which is transferrable across projects.

Future plans

- Continue to seek out new office / group base premises to open new opportunities for service provision and income generation.
- Continue to embed staff development in the organisation specifically for the senior leadership team.
- Refresh our grant application strategy to align with the funding landscape and the overall organisational strategy.
- Seek to make efficiency savings with systems and equipment review.
- Continue to embed fundraising into the organisation to support sustainability with at least 4 annual events.
- Business continuity and resilience plans to be reviewed and tested.

Maintaining the quality of the services

Staff training continues to be a priority for the Trustees. All staff receive care certificate training if required and have options about further health and social care qualifications from basic level 2 training to level 5 options. All staff attend regular refresher training in line with regulator guidance and have frequent supervisions and annual appraisals with their line manager to ensure the support we are delivering is the best quality.

Trustees' Report

Financial Review

Income exceeded £1m for the first time. This is an indication of the strong reputation of the organisation and our ability to grow. Exceeding this threshold has required the appointment of auditors for the first time. Income from contractual services grew well in the year. In addition, our first fundraising efforts contributed a worthwhile amount of income along with developing our skills and experience in this new area.

Expenses have been maintained in line with the growth of income and within plan, leading to a solid operating surplus.

As detailed in note 3, the Trustees discovered a theft of funds from the Charity by a former employee. The theft occurred over several years, totaling approximately net £400,000. To date, £49,000 of this amount has been recovered subsequent to the year end. The Trustees are pursuing civil legal action to recover the remaining balance and have been granted the right to claim £350,896 from the former employee.

The funds recovered thus far have positively impacted both the cash and unrestricted reserves of the Charity after the year end.

In response to this incident, the Trustees have worked closely with the team to implement a robust control environment aimed at minimising the risk of such an occurrence in the future.

Principal risks and uncertainties

Pressure on funding for social care

Staffing costs continue to rise with increases in the National Living Wage and National Insurance costs. Pressure on Council funding has constrained the required increase in the rates payable by Leeds City Council for service provision. We continue to emphasise the need for a fair settlement with the Council to ensure that the costs of the services provided are covered. Internally there is an ongoing focus on operational cost efficiencies through improving processes and systems to ensure that value for money is maximised.

Grant funding

Provision of grant funding remains an ongoing risk with grant funders under increasing pressure for their limited funds. A rolling program of grant applications is undertaken to maximise all opportunities for grant funding. However, the time involved in developing applications must be balanced against the chance of success.

Staffing

Recruitment and retention of staff is key for the success of the organisation. This relies on the provision of competitive pay rates, training opportunities and the managerial support of staff. Recruitment and retention remains an ongoing challenge in a competitive recruitment market.

Factors likely to affect future financial performance

The changes announced in the October 2024 budget will increase our staff costs through the increase in the National Living Wage and the increase in employers National Insurance. These increases are significant and will require a satisfactory settlement with Leeds City Council on Outreach and day service rates.

The success or otherwise of our applications for grant funding will impact our ability to deliver a broad range of services for our members. Successful bids will allow development for both members and staff.

Trustees' Report

Principal funding sources

Leeds City Council

This supports the 1-1 individual support and the day opportunities service.

The National Lottery community fund

This supports the community based teens and twenties project for young people aged between 16-29.

Henry Smith Charity and Julia and Hans Rausing Trust

These both supported the employment provision.

Lloyds Foundation

Lloyd's funding was to support organisational development and sustainability.

Trustees' Report

Reserves policy

The trustees have established a policy whereby reserves are maintained to manage financial risk and short-term income volatility. Specifically, People Matters holds reserves for the following reasons:

Income risk – to protect against a fall in or delay to receipt of income and hence protect expenditure until income recovers or adjustments can be made.

Cessation – to ensure that liabilities can be discharged if the charity were to cease operating.

Adversity – to protect the charity against unplanned adverse events.

Working capital – to provide working capital to ensure services can be delivered and expenditure covered where necessary before income is received.

Opportunities – to provide funding for new initiatives or investments.

The unrestricted reserves at 31 March 2024 were £94,816 (2023: £80,440) and the restricted reserves at 31 March 2024 were £Nil (2023: £Nil).

The trustees consider that the unrestricted reserves at 31 March 2024 are adequate. However, given the growth of the organisation it is prudent to grow the balance of the reserves fund. Fundraising activities and events have become an important focus to strengthen the overall funding position to provide resilience in support of the reserves policy.

Structure, Governance and Management

People Matters (West Yorkshire) was formed out of its predecessor organisation. It was registered with the Charities Commission on 13th December 2016 as a Charitable Incorporated Organisation and commenced its activities on 1st April 2017, taking over the operations from People Matters (Leeds) CIC.

The charity's constitution uses one of the standard Charity Commission's proformas and is a wide membership model. The initial trustees were the directors of the CIC. Subsequently, the trustees have sought to broaden their skills and knowledge base through the recruitment of additional and replacement trustees.

Trustees' Report

The charity is governed by a Board of Trustees, which is responsible for setting the strategic direction and ensuring the charity meets its objectives. The Board is supported by an Executive Team, which manages the day-to-day operations. Monitoring information that is scrutinised by the trustees includes operational delivery reports from each service area, business risk information and monthly management accounts. Feedback is subsequently given to staff. Trustees also monitor key policy areas through standing items on safeguarding, health and safety and data protection. They agree the charity's business plan/strategy, annual budget and approve substantial expenditure according to the financial procedures. Along with the setting of key management remuneration.

Professional skills were sought through public advertisement and an interview process. Parent and member voices are sought through advertisement and election. All trustees are approved for appointment by members at the annual general meeting and role descriptions are available. Trustees are inducted through briefing by the chief executive, review of previous board papers and a volunteer induction supported by the volunteer coordinator. They are offered access to guidance documents and occasional external training where appropriate.

Trustees meet every six weeks. Meetings are held in a combined in person and on-line approach. This ensures the maximum level of attendance in the meetings. The charity also has a fundraising subcommittee.

The Executive Team is led by the Chief Executive Officer who is supported by the Director of Operations and a Service Manager. The team is responsible for implementing the Board's decisions and managing the charity's operations. Key management policies include regular performance reviews, staff training and development, and a comprehensive risk management framework.

Risk management

People Matters has a comprehensive set of policies and procedures to manage the identified risks to which the charity is exposed. A risk register is held and reviewed quarterly to ensure risks are being effectively managed. The executive team is responsible for implementing risk management strategies and reporting on their effectiveness to the board.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affair of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Trustees' Report

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity's and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

The Board of trustees have had regard to the Charity Commission's guidance on public benefit and confirm that this guidance forms the basis of planning decisions at both strategic and operational levels.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know if and of which they know the auditor is unaware.

The Trustees Report was approved by the Trustees on 27 January 2025 and signed on their behalf by:



Signed on 27/01/25 @ 13:44

.....
M D Dean
Chairman

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Opinion

We have audited the financial statements of People Matters (West Yorkshire) CIO (the 'charity') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP – FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities SORP FRS102 (October 2019 and the Charities Act 2011).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have conducted that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections to this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on pages 12 and 13), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Capability of the audit in detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The key laws and regulations we have considered in this context included the Charities Act 2011, employment and tax legislation together with the Charities SORP FRS 102 (October 2019). In addition, we have considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or to avoid a material penalty. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Using our general commercial and sector experience and through discussions with the trustees and other management, we identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements as well as those arising from management's own assessment of the risks that irregularities may occur either as a result of fraud or error.
- We examined the charity's regulatory and legal correspondence and discussed with the trustees and other management any known or suspected instances of fraud or non-compliance with laws and regulations.
- We communicated and discussed identified laws and regulations, suspected and potential fraud risks with all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.
- In addressing the risk of management override of controls, we tested the appropriateness of journal entries. We also challenged assumptions and judgements made by management in their significant accounting estimates and judgements. We also discussed related party relationships and transactions involving them.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentation, or through collusion.

Other matters

Corresponding figures are presented and the prior year financial statements were not audited. Sufficient and appropriate audit evidence has been obtained to ensure that the opening balances do not contain misstatements that materially affect the current periods financial statements.

Independent Auditor's Report to the trustees of People Matters (West Yorkshire) CIO

Use of our report

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Signed on 27/01/25 @ 14:21

Brown Butler
Chartered Accountants and Statutory Auditor
Leigh House
28-32 St Paul's Street
Leeds
LS1 2JT

Date: 27 January 2025

Brown Butler is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**Statement of Financial Activities
For the year ended 31 March 2024**

		Unrestricted funds £	Restricted funds £	Total 2024 £	As restated Total 2023 £
	Note				
INCOME FROM:					
Donations	4	-	-	-	550
Charitable activities	5	794,583	215,513	1,010,096	914,427
Other trading activities	6	32,109	-	32,109	-
		<u>826,692</u>	<u>215,513</u>	<u>1,042,205</u>	<u>914,977</u>
EXPENDITURE ON:					
Charitable activities	7	720,786	215,513	936,299	898,677
Net income	9	105,906	-	105,906	16,310
Other recognised gains and losses					
Exceptional item	3	(91,530)	-	(91,530)	30,652
Net movement in funds		<u>14,376</u>	<u>-</u>	<u>14,376</u>	<u>46,962</u>
Reconciliation of funds					
Funds as at 1 April 2023		<u>80,440</u>	<u>-</u>	<u>80,440</u>	<u>33,478</u>
Funds as at 31 March 2024		<u><u>94,816</u></u>	<u><u>-</u></u>	<u><u>94,816</u></u>	<u><u>80,440</u></u>

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

All income and expenditure derive from continuing activities.

The notes on pages 21 to 30 form part of these financial statements.

People Matters (West Yorkshire) CIO
Annual Report and Financial Statements

Balance Sheet
As at 31 March 2024

	Note	2024 £	As restated 2023 £
Fixed assets			
Tangible fixed assets	12	-	-
Current assets			
Debtors	13	139,154	181,814
Cash at bank and in hand		66,237	11,950
		<u>205,391</u>	<u>193,764</u>
Creditors: Amounts falling due within one year	14	<u>110,575</u>	<u>113,324</u>
Net current assets		<u>94,816</u>	<u>80,440</u>
Total assets less current liabilities		<u><u>94,816</u></u>	<u><u>80,440</u></u>
Funds of the charity			
Restricted funds	15	-	-
Unrestricted funds	16	<u>94,816</u>	<u>80,440</u>
Total funds		<u><u>94,816</u></u>	<u><u>80,440</u></u>

The financial statements were approved and authorised for issue by the Board of Trustees on 27 January 2025 and were signed on its behalf by:

Martin Dean

Signed on 27/01/25 @ 13:44

M D Dean
Chairman

K Masters

Signed on 27/01/25 @ 11:23

K Masters
Trustee

The notes on pages 21 to 30 form part of these financial statements.

Cash Flow Statement
For the year ended 31 March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash inflow/(outflow) from operating activities	20	54,287	(72,492)
Net increase/(decrease) in cash		54,287	(72,492)
Cash as at 1 April 2023		11,950	84,442
Cash as at 31 March 2024		<u>66,237</u>	<u>11,950</u>

The notes on pages 21 to 30 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2024

1. General information

People Matters (West Yorkshire) CIO is a Charitable Incorporated Organisation registered in England and Wales. Its registered office and principal place of address is:

41 Barkston House
Croydon Street
Domestic Street Industrial Estate
Leeds
LS11 9RT

2. Summary of significant accounting policies

2.1 Basis of preparation

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) – Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The presentation currency is £ sterling and the financial statements have been rounded to the nearest £1.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for a minimum of 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

People Matters (West Yorkshire) CIO meets the definition of a public benefit entity under FRS 102.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented, unless otherwise stated.

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised, the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and these require a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those.

Grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

Grants received for the acquisition of fixed assets are accounted for as restricted funds. The restricted fund is reduced by the depreciation or amortisation charges made over the expected useful life of the asset concerned. Other grants are treated as income and, where applicable, they are accounted for as restricted funds. Where the grant covers future accounting periods, the amount relating to future periods is deferred and recognised in the correct period.

Notes to the Financial Statements for the year ended 31 March 2024

2. Summary of significant accounting policies – continued

Expenditure recognition

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

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

Support costs allocation

Support costs are those costs that assist with the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and professional costs. Where support costs cannot be directly attributed to particular headings, they have been allocated to expenditure on charitable activities.

The analysis of these costs is included in note 7.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

Pension contributions

The charity has a defined contribution pension scheme. The pension costs charged to the SoFA account are the contributions payable in respect of the accounting period.

Taxation

The charity considers that it meets the definition of a charitable trust for UK corporation tax purposes and is accordingly potentially exempt from tax in respect of its income and gains.

Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

Notes to the Financial Statements for the year ended 31 March 2024

2. Summary of significant accounting policies – continued

Depreciation

Depreciation is charged so as to write off the cost less estimated residual value of tangible assets over their estimated useful lives. The annual rates and methods of depreciation are as follows:

Fixtures and fittings	33⅓% straight line basis
Electric bikes	33⅓% straight line basis

Impairment of fixed assets

Fixed assets are assessed at each reporting date to determine whether there is any indication that the assets are impaired. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared to its carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised in the SoFA. The reversal of an impairment loss is recognised immediately in the SoFA.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors normally recognised at their settlement amount.

Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Estimation uncertainty and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

Management have provided depreciation, prepayments, accruals and other cut-off adjustments. Whilst management believe that these estimates and judgements are true and fair, there is every likelihood that they will not be exact.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Notes to the Financial Statements for the year ended 31 March 2024

3. Exceptional item and prior year adjustment

The exceptional item reflects the discovery of a theft of funds from the Charity by a former employee. The theft occurred over several years, totaling approximately net £400,000. To date, £49,000 of this amount has been recovered subsequent to the year end. The Trustees are pursuing civil legal action to recover the remaining balance and have been granted the right to claim £350,896 from the former employee.

Given the uncertainty surrounding the recovery of the remaining funds, the Charity is pursuing all legal avenues to recover the funds. The Trustees have acted prudently by making a provision for this balance, and will recognise any income when it is received.

The funds recovered thus far have positively impacted both the cash and unrestricted reserves of the Charity after the year end.

The prior year adjustments corrects the misappropriation of assets and recognises the income and expenditure that has previously been excluded from the financial statements. The financial position of the Charity at 31 March 2023 has been reconciled and appropriately restated. While the overall financial performance of the Charity has been agreed, there remains some uncertainty regarding the classification of certain income and expenditure.

4. Donations

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Donations	-	-	-	550

Income from donations in the year ended 31 March 2023 was £550 and was all attributable to unrestricted funds.

5. Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	As restated Total 2023 £
Contractual income	794,583	-	794,583	703,796
Grant income	-	215,513	215,513	210,631
	<u>794,583</u>	<u>215,513</u>	<u>1,010,096</u>	<u>914,427</u>

Income from charitable activities in the year ended 31 March 2023 was £914,427 of which £703,796 was attributed to unrestricted funds and £210,631 was attributable to restricted funds.

Notes to the Financial Statements for the year ended 31 March 2024

6. Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Fundraising income	19,542	-	19,542	-
Membership income	11,954	-	11,954	-
Food and drink sales	613	-	613	-
	<u>32,109</u>	<u>-</u>	<u>32,109</u>	<u>-</u>

7. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	As restated Total 2023 £
Costs directly allocated to activities:				
Direct expenses	9,480	12,537	22,017	17,394
Staff costs	637,906	179,843	817,749	755,896
Rent rates and premises costs	19,179	5,000	24,179	23,509
Travel and staff expenses	3,848	1,003	4,851	9,348
	<u>670,413</u>	<u>198,383</u>	<u>868,796</u>	<u>806,147</u>
Support cost allocated to activities:				
Legal and professional	9,071	2,365	11,436	32,310
General administration costs	41,302	14,765	56,067	52,775
Depreciation	-	-	-	7,435
	<u>50,373</u>	<u>17,130</u>	<u>67,503</u>	<u>92,520</u>
	<u>720,786</u>	<u>215,513</u>	<u>936,299</u>	<u>898,667</u>

Expenditure for the year ended 31 March 2023 was £898,667 of which £688,036 was attributable to unrestricted funds and £210,631 was attributable to restricted funds.

8. Governance costs included within support costs

	2024 £	2023 £
Audit and accountancy fees	8,160	-
Legal and professional fees	3,276	32,310
	<u>11,436</u>	<u>32,310</u>

Notes to the Financial Statements for the year ended 31 March 2024

9. Net income is stated after charging

	2024 £	2023 £
Depreciation	-	7,435

10. Auditor's remuneration

	2024 £	2023 £
Audit fee in respect of the financial statements	6,800	-

11. Staff costs and numbers

	2024 £	As restated 2023 £
Salaries and wages	760,638	697,502
Social security costs	44,373	47,213
Pension contributions	12,738	11,181
	<u>817,749</u>	<u>755,896</u>

No employees received remuneration of more than £60,000 during the year (2023: None).

No remuneration was paid during the year to the trustees, nor were there any expenses reimbursed to them.

The average weekly number of employees during the year, analysed by function was:

	2024 No.	As restated 2023 No.
Charitable services	<u>53</u>	<u>49</u>

Key management personnel

The key management of the charity comprise the trustees, the Chief Executive Officer, the Operations Director and the Chief Financial Officer.

No trustees received remuneration for their services as trustees.

	2024 £	As restated 2023 £
Key management personnel compensation	<u>101,318</u>	<u>100,211</u>

Notes to the Financial Statements for the year ended 31 March 2024

12. Tangible fixed assets

	Fixtures and fittings £	Electric bikes £	Total £
Cost			
As at 1 April 2023 and 31 March 2024	20,934	6,714	27,648
Depreciation			
As at 1 April 2023 and 31 March 2024	20,934	6,714	27,648
Net book value			
As at 31 March 2023	-	-	-
As at 31 March 2024	-	-	-

13. Debtors

	2024 £	As restated 2023 £
Trade debtors	81,506	62,258
Other debtors	46,017	117,079
Prepayments	11,631	2,477
	139,154	181,814

14. Creditors: Amounts falling due within one year

	2024 £	As restated 2023 £
Trade creditors	8,865	5,125
Other creditors	4,310	3,170
Social security and other taxes	9,408	6,665
Accruals and deferred income	87,992	98,364
	110,575	113,324
	£	£
Deferred income as at 1 April 2023	57,167	-
Resources deferred during the year	41,255	57,167
Amounts released from previous year	(57,167)	-
	41,255	57,167

Grant income is deferred to the extent that the service it supports has not yet been delivered. This is to ensure the matching of income with the costs incurred in the provision of the service.

Notes to the Financial Statements for the year ended 31 March 2024

15. Restricted funds

	As at 01.04.23 £	Prior year adjustment £	As restated as at 01.04.23 £	Incoming funds £	Outgoing funds £	As at 31.03.24 £
(a) Henry Smith Charity	9,722	(9,722)	-	29,800	29,800	-
(b) Lloyds Charity	-	-	-	14,853	14,853	-
(c) Multiply	-	-	-	11,790	11,790	-
(d) NHS	9,868	(9,868)	-	9,184	9,184	-
(e) YPF Lottery	18,133	(18,133)	-	109,130	109,130	-
(f) Household Support	-	-	-	4,601	4,601	-
(g) Mencap grant	-	-	-	4,420	4,420	-
(h) Rausing Trust	-	-	-	25,000	25,000	-
(i) Forbes Foundation	-	-	-	2,885	2,885	-
(j) Pyramid of Arts	-	-	-	3,850	2,850	-
	<u>37,723</u>	<u>(37,723)</u>	<u>-</u>	<u>215,513</u>	<u>215,513</u>	<u>-</u>

	As at 01.04.22 £	Prior year adjustment £	As restated as at 01.04.22 £	Incoming funds £	Outgoing funds £	As restated as at 31.03.23 £
(a) Henry Smith Charity	9,722	(9,722)	-	88,541	88,541	-
(b) Lloyds Foundation	-	-	-	-	-	-
(c) Multiply	-	-	-	-	-	-
(d) NHS	5,246	(5,246)	-	26,682	26,682	-
(e) YPF Lottery	15,152	(15,152)	-	95,408	95,408	-
(f) Household Support	-	-	-	-	-	-
(g) Mencap grant	-	-	-	-	-	-
(h) Rausing Trust	-	-	-	-	-	-
(i) Forbes Foundation	-	-	-	-	-	-
(j) Pyramid of Arts	-	-	-	-	-	-
	<u>30,120</u>	<u>(30,120)</u>	<u>-</u>	<u>210,631</u>	<u>210,631</u>	<u>-</u>

- (a) Henry Smith Charity relates to grants to support employment services.
(b) Lloyds Foundation provides support development to the sustainability of the organisation.
(c) Multiply is used to deliver digital learning.
(d) NHS relates to funding the wellbeing groups.
(e) YPF Lottery relates to the support of the Teens and Twenties social groups.
(f) Household Support was created to support households with the cost-of-living crisis.
(g) Mencap grant is to support the provision of Adult Social groups.
(h) Rausing Trust relates to grants to support employment services.
(i) Forbes Foundation was created for the funding received to assist was the purchase of IT equipment.
(j) Pyramid of Arts relates to grants to support employment services.

Notes to the Financial Statements for the year ended 31 March 2024

16. Unrestricted funds

	As at 01.04.23 £	Prior year adjustment £	As restated as at 01.04.23 £	Incoming funds £	Outgoing funds £	As at 31.03.24 £
General funds	<u>187,934</u>	<u>(107,494)</u>	<u>80,440</u>	<u>826,692</u>	<u>812,316</u>	<u>94,816</u>
	As at 01.04.22 £	Prior year adjustment £	As restated as at 01.04.22 £	Incoming funds £	Outgoing funds £	As restated as at 31.03.23 £
General funds	<u>202,190</u>	<u>(168,712)</u>	<u>33,478</u>	<u>734,998</u>	<u>688,036</u>	<u>80,440</u>

17. Analysis of net assets between funds

	General funds £	Restricted funds £	2024 £
Fixed assets	-	-	-
Current assets	205,391	-	205,391
Creditors: Amounts falling due within one year	<u>(110,575)</u>	<u>-</u>	<u>(110,575)</u>
Net assets	<u>94,816</u>	<u>-</u>	<u>94,816</u>
	General funds £	Restricted funds £	As restated 2023 £
Fixed assets	-	-	-
Current assets	193,764	-	193,764
Creditors: Amounts falling due within one year	<u>(113,324)</u>	<u>-</u>	<u>(113,324)</u>
Net assets	<u>80,440</u>	<u>-</u>	<u>80,440</u>

18. Charitable status

The charitable trust is a registered charity, charity no 1170724, and is exempt from income tax and corporation tax. The charitable trust is a charitable incorporated organisation with no share capital. In the event of the winding up of the charitable trust the liability of members is limited to a maximum of £nil each.

Notes to the Financial Statements for the year ended 31 March 2024

19. Related party transactions

Some of the trustees participate in the services provided by the charity on the same terms and conditions as all other users.

There are no other related party transactions.

20. Reconciliation of net income to net cash flow from operating activities

	2024 £	2023 £
Net income for the year	14,376	46,962
Depreciation	-	7,435
Decrease in debtors	42,660	3,497
(Decrease)/increase in creditors	(2,749)	68,446
Prior year adjustment	-	(198,832)
	<u>54,287</u>	<u>(72,492)</u>

21. Analysis of changes in net debt

	As restated as at 01.04.23 £	Net cash flows £	As at 31.03.24 £
Cash at bank and in hand	<u>11,950</u>	<u>54,287</u>	<u>66,237</u>

Accounts

PEOPLE MATTERS (WEST YORKSHIRE) CIO

REPORT AND ACCOUNTS

31st MARCH 2023

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Address **41 Barkston House**
Croydon Street
Domestic Street Ind Est
Leeds
LS11 9RT

Trustees **M Dean**
J Cravitz
R Ellis
R Firth **(resigned 8th December 2022)**
R Herbert **(resigned 8th December 2022)**
C Hirschhorn
M Hirschhorn
T Lee **(resigned 17th January 2023)**
K Masters
S Moreland
G Turner

Accountants **Lee & Company**
Chartered Accountants
Photon House
Percy Street
Leeds

Registered Charity No

1170724

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Trustee's Report

The Trustees submit their report and accounts for the year ended 31st March 2023.

Objectives and Activities all same

The charity commenced its operations on 1st April 2017, taking over the operations from People Matters (Leeds) CIC. The charity's principal activity is to develop initiatives that empower people with learning and other disabilities. Its constitution is based upon a wide membership model where everyone who accesses the charities services automatically becomes a member with a say on the future direction of the organisation.

The charity's objectives are:

- (1) To promote social inclusion for the public benefit within Leeds and surrounding areas by preventing adults and young people with hidden disabilities or other disadvantage from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- (2) To promote learning for the public benefit within Leeds and surrounding areas by adults and young people with hidden disabilities or other disadvantage through the continued development of their individual capabilities, competencies, skills and understanding to promote independence and well-being and/or in subjects of education value.
- (3) To relieve unemployment of people with hidden disabilities or other disadvantage for the benefit of the public within Leeds and surrounding areas in such ways as may be thought fit, including, but not limited to, assistance to find employment (both paid and voluntary).

The charity's main activities align closely with its objectives and the trustees consider that they meet the public benefit requirements. Leeds has approximately 15,500 people with learning disabilities and approximately 7,000 people on the autistic spectrum. Holbeck where the charity is based is within the bottom 1% of deprivation nationally. This information demonstrates the needs which the charity seeks to address. It is recognised that people with disabilities are less likely to be in work, have lower life expectancy and more likely to be socially isolated as a result. The People Matters vision of 'developing inclusive communities' involves addressing these issues. It promotes the social model of disability where disability is considered to be caused by the way society is organised, rather than by a person's impairment or difference. It looks at ways of removing barriers that restrict life choices. People who accessed the charities services were able to access impartial advice that guided them into the service area(s) that best suited their needs or signposted them to alternatives if these were appropriate.

To support meeting its objectives the charity supported social groups, each comprising up to 15 members where participants plan, agree and then meet up within the community on a weekly basis. Different groups are for younger people (16 to 29) and for adults. The intention is to promote friendships, independence, life skill development, well-being and reduce social isolation. In particular the charity has supported young people as they approach leaving full time education to have a social life with their peers away from their education setting and independently from their families.

For those members in particular need of support the charity offers a 1 to 1 outreach support service for adults and young people. This service is registered with the Care Quality Commission so it can include personal care where members have need of support of that nature. Members are supported to achieve their own goals which can vary from budgeting to leisure activities, in work support and more. The continuing aim is to offer a person centered service which actively strives to meet needs, enabling people to be active participants in the community and reduce isolation. Services are provided where members need this support such as in the community and/or in their own homes.

The charity provides health and wellbeing groups from its base in Holbeck; these are structured as member led opportunities to explore activities and information to promote both physical health and mental wellbeing. From physical exercise, building awareness of more common conditions and addressing their prevention and self-management, through to activities that promote wellbeing. The intention in each group is to prevent ill health and promote the health of people who are subject to decreased life expectancy. 2022 saw some work regarding health inequalities start when PM lead a consortium of partners to develop a structured program to further tackle the health inequalities in the city for a whole range of people in varied groups suitable to their needs and wishes.

In addition, the charity also has an employment service which includes, job clubs, short workshops, work placements, an enterprise project where young people take part in running business related activities as trainees and partnership work with local organizations to provide a 12-week course to support those furthest away from employment.

Supporting people to progress closer to and into employment are key activities for the charity as those with learning disabilities are some of the furthest away from being in the workplace across Leeds and surrounding areas as well as nationally.

Members and staff were still feeling the effects of the pandemic, the legal requirement to self-isolate was removed however had ongoing implications for People Matters due to the vulnerability of the people they supported. PPE and other infection control measures were still implemented throughout the organisation to prevent a spread and protect the people supported. Covid cases were still being recorded, however the removal of the infection control grants meant that the sick pay scheme for staff was removed. The previously reported isolation and effects on mental wellbeing were still present which have been further impacted by the cost of living rises.

During the year the People matters office staff returned to the office on a part time basis, promoting the flexible working systems to improve productivity and overall retention of office-based staff.

The strategies the charity adopted in 22/23 in order to meet its objectives included:

- Utilising a constitution involving a wide and open membership model where everyone can influence the direction the charity takes through feedback opportunities
- Progressing the development of the 3-year business plan with a service offer that was matched against the charitable objectives
- Refreshing a board of trustees to continue to enable a good mix of skills and voices to guide and monitor the staff team In service delivery, the board continued to meet regularly throughout the year.
- Continuing to embed flexible and hybrid working taking learning from the pandemic
- Having a commitment to being a good employer. This was continuing to support staff to keep safe during the year and although the sick pay scheme was removed, offered options such as flexible and hybrid working to keep people safe We continued to offer the Leeds Living Wage and offered work to people who are disadvantaged through disability or long-term illness
- Continued to actively seek opportunities from a range of funding sources such as different departments of Leeds City Council, Lloyds Bank Foundation, NHS Together, National Lottery Community Fund, Forum central and good things foundation. In order to grow and develop services in response to need.
- Seeking funding wherever possible that enables it to operate on a sustainable basis working as a social enterprise
- Actively developing partnerships and collaborating with other organizations where objectives align such as through Forum Central, Pyramid of arts, united response and the NHS.
- Continuing to review its service delivery and business continuity plan and having an up-to-date action plan to develop and maintain performance

As part of the charities commitment to being a 'good employer' it has taken steps to maintain being a Disability Confident Leader and Mindful Employer. It promotes an inclusive culture that staff in the annual wellbeing survey describe as being supportive, friendly and inclusive. An annual staff survey taken in 2022 reinforces this with over 97% of staff stating they feel valued at work and 100% saying they receive good support from their manager Staff continue to have access to an anonymous employment assistance programme, mental health champions and an online staff room that provides safe, informal space for peer support, and all managers are Mental Health First Aiders. HR monitoring records show the charity have 25% of staff that have shared that they have a disability and/or long term health condition with staff sharing that they feel included and valued.

In 22/23 the use of volunteers was fully established with offers for both short and long term placement opportunities, both internally and externally. We offered 10 student placements totalling 900 hours and over 600 hours of other volunteering opportunities. The member's council continued to meet regularly to help steer the direction of the organisation with participants from each project representing. We continued to have 2 trustees with lived experience both sitting on the board and supporting the member council.

A frequent source of external volunteers continues to be ongoing through local universities with students contributing their time to supporting different groups. A goal was established of building a pool of volunteers to support the different groups. The continued ongoing challenge proved to be finding volunteers who would stay with groups for the medium to long term. The volunteer coordinator re-established links with the Volunteer Manager Network led by Voluntary Action Leeds and progressed preparation work to renew the Volunteer Kitemark held by the charity from this network., this was done in Nov 22.

Achievements and Performance - A report from the teams

In the last year, approximately 335 People Matters members were offered the equivalent of 16,250 individual hours within group activities & over 31,000 hours of one-to-one support. Support returned to "normal" however the staff team were well versed with delivering remote sessions, which meant they were able to implement this as an alternative to a member cancelling sessions if they were ill. We also introduced an on-call service for all outreach members, to relieve some of the management pressures and offer members some phone / WhatsApp / teams support if issues came up outside support days / times as many members were still feeling the fallout from the pandemic and needed a little extra support. We provided additional support to the members in the winter of 2022 with the household support fund, supporting the breadth of the membership with practical items to keep warm and support with outstanding debt to mitigate the increase in energy prices.

2022 saw the introduction of the Oliver McGowan training for all of the workforce, with an aim to save lives by ensuring all the health and social care workforce have the right skills and knowledge to provide safe, compassionate and informed care to autistic people and people with a learning disability. Tier 2 training will be introduced in the coming months.

My body my choice (new service)

These groups were established in Nov 22 for an initial 6-month period. This was part of a consortium of groups funded by NHS health inequalities. People Matters was the lead partner for the project engaging with 6 other providers to support them to deliver much needed health inequalities groups to a variety of people within the Leeds area.

Overall the project produced 9 groups in the city. Each project group has been led by its own members, resulting in valuable contributions to the content and style of each group. This approach has allowed for more customised and personalised group delivery. As a result, a wide range of health and well-being topics have been covered, for example, groups with a large proportion of members who have diabetes explored this topic in detail. Whereas some groups focused more on healthy relationships and sexuality as this is what the group members wanted to explore. These groups were designed for the Learning Disability and Neuro - divergent population in Leeds, with a focus on reaching a diverse audience. To achieve this, the groups were geographically dispersed, covering south, west, and east Leeds, and scheduled at different times throughout the week.

The project's overall structure accommodated individuals from various regions and with different schedules. The well-being of individuals was the primary focus of the project partners. All groups shared concerns about mental health, but Canal Connections stood out with their unique approach to mindfulness. They utilised their unique environment on the canal boat to provide group members with specific goals, tasks, and roles, enabling them to focus on the present moment, leading to emotional growth, improved social communication and, confidence.

Physical health was also a key focus for all groups, with external talks and demonstrations from NHS volunteers covering topics such as diabetes, basic first aid, healthy eating, cancer checks, and annual health checks. Individuals with learning disabilities often have lower rates of receiving health check-ups, potentially due to negative past experiences or a lack of support. Thus, it is crucial to offer them resources and education on maintaining good health and accessing healthcare services effectively. Health for All and Leep1 went a step further by providing cooking facilities to teach members how to plan and cook healthy meals, an essential skill especially given the current cost of living crisis. Sexual health is an area that has historically been neglected for the Learning Disability

and Neuro - divergent community.

People Matters focused heavily on this topic, culminating in taking group members on an educational and pre-arranged trip to a sexual health clinic where if they chose to were tested for HIV, Chlamydia, and Gonorrhoea. This was a significant achievement, given that some group members were in long-term relationships and having sex yet had never attended a sexual health clinic. Overall, the project provided education on a wide range of health-related topics, positive social interaction, and a safe space for group members to discuss topics they have previously struggled with to get adequate information. The project achieved its aim to improve mental and physical wellbeing, providing members with knowledge to keep them safe and healthy in the future.

The data collected showed what the need for the groups were and what impact could be made with the right services in the right place, delivered by the right people. Unfortunately, the funding was not extended beyond the 6 months due to cost pressures in the NHS, however we continue to engage with the NHS to recommission a project of this nature.

Social groups

These have continued to flourish and prove very popular, running Mon-Thursday evenings and Saturday afternoons. We continued to take some breaks from our usual groups during the year's main holidays when we ran trips. During our Easter break we had Purple Patch Arts come in and deliver workshops through the form of music, art, drama and Movement to help members understand and gain confidence about transitioning into different situations in life. During this break, we ran trips to Yorkshire Wildlife Park and Blackpool Pleasure Beach. During the summer months, we ran 12 trips and a 2-night residential. The trips were decided in collaboration with the group's members, and the first trip was to the theatre, for some of our members this was their first live theatre trip and caused great excitement. Other trips included a trip to the Seaside, The Deep in Hull, using the City Zap into York and visiting York Chocolate Story. We used public transport to go to Saltaire, singing and entertaining the locals on the way, held a mini-Olympics day at our local park and finished our summer trips at the York Maze for the first time.

For this year's residential we ventured for the first time to a new location in the Peak district with Kingswood Adventures. 27 members attended with five staff. Activities varied from raft building to operating a 3D swing and using teamwork to enable each person to fly high. Members enjoyed climbing and zipping down a super high zip wire, outside laser tag and open-air games, in the evening we sat round a campfire toasting marshmallows and singing camp fire songs and we also had a disco where members let their hair down and enjoyed a good dance.

We have had 120 T and T members involved in the project over the last two years.

We also have two adult groups running for people 18+ on Tuesday and Thursday evenings 7-9pm. These do not have funding, so members pay a £20 monthly contribution. Both the T&T and adult social groups have a planning session every six weeks, in which members plan their programme for the upcoming weeks. Members each have their say about what they would like to do each week and then vote if there are numerous suggestions. These groups like our teens and twenties groups do similar things and there is a high demand for places for both groups.

Outreach services

We continued to support approx. 70 members over the reporting period offering 1-1 individual support, tailored to what the individual wants and needs. Support is in place to encourage people to become more independent over time, reducing the barriers to opportunities and experiences. Although the service continued to experience some staffing difficulties aligned to the fallout from the pandemic, this began to pick back up in the Autumn and the service continued to grow. Members have enjoyed a whole range of opportunities, experiences and exciting support, from moving house, to learning to ride a bike, to going swimming for the very first time.

PPE was still a requirement in some situations, and we were able to provide this free of charge to all our staff.

Leeds City Council are still carrying out financial assessments for all people who receive statutory support, to determine how much they can pay towards their client contribution. This continues to cause concerns for members, parents and carers and has meant that a small number of members have reduced their support or cancel their support all together.

Overall, the majority of sessions have continued to run, albeit with a few changes put in place. Staff have continued to adapt and work together to ensure they provide the best, person-centred support for members which has strengthened relationships. Members have been understanding and resilient to many of the changes needed to ensure the service can run effectively.

Across the year, we have delivered 31,000 hours of support for our members. Person centred reviews and keyworkers have continued throughout, with still an option of in person and remote.

Health and Wellbeing Groups

The wellbeing project funded by NHS charities together continues to go from strength to strength. The aim of the 2year project is to reduce some of the health inequalities faced by disabled people. We also act as lead partner with another organisation Scholemoor Beacon based in Bradford who support a different community. In the reporting period we have had 47 autistic and/or learning-disabled adults attending the project.

Scholemoor Beacon held their event, and we took members from both groups. They enjoyed a day of activities and met the members of their project. We held our event in October 2022 at Leeds Central Library. The event was a huge success and 52 people attended. There were information stalls and activities as well as an art workshop for people to participate in. It gave us an opportunity to showcase all that the members had achieved and learnt during the project's first year. Feedback from the event was really positive with lots of people commenting on the links they had made for potential partnerships whilst at the event.

We secured 2 extra grants of £350 each for some sports equipment which the groups could benefit from. People Matters social groups have also enjoyed using these resources and another grant to promote gardening activity in the local area, with the funds we have been working in a local park to our offices to brighten up the area with planters and tending to the work as part of the group's activity.

We had talks from Leeds Health Awareness about testing for cancer, diabetes, heart disease and dementia. Alongside this we have built a resource bank of easy read information that is available to the wider People Matters membership. Leeds Health Awareness also delivered a talk to our staff teams at their bi-monthly team meetings. The group took part in digital art workshops, plenty of arts and crafts, mindfulness events, enjoyed sessions run by Leeds UTD foundation, visited museums and boat rides on the canal and have supported local a local university to inform them on what to include on their curriculum for their new learning disability nursing course. All activities and talks have been discussed and agreed with the participants of the group to ensure it remains member led.

Employment Service

The employment service is continuing to run running face-to-face employment services, with an average 9 members in each group. From April'22 and March 23 56 members attended our employment groups, we now have three job coaches who offer support across employment groups including a volunteers who support the project.

We are still focussing on helping members reach their particular employment goals by assisting them in locating paid jobs and gaining access to volunteer work experience programmes in the area. Additionally, we assist members in accessing training and educational opportunities. Members received offers of paid jobs, volunteer opportunities, project work, and enrolment in Functional abilities courses, all of which helped members grow their confidence, job-related abilities, and new social networks that lessen social isolation.

We have also secured additional funding from Leeds City Council called 'Multiply' to support members with low levels of numeracy to upskill and use the learning in daily lives such as budgeting to manage their money more effectively. With the funding, we were able to offer a digital device of their choice with 2 years' worth of data which would help develop their digital skills. This will be incorporated into both future employment services and embed as learning in other areas of the organisation.

The team continued to work hard to build and expand contacts with local businesses and work towards providing training for members and this continues to be the case. Furthermore, we received a funding grant from the International Day of Disabled People. The grant was utilised to help create a focus group, whereby members with lived experiences of LD and Autism were asked to share and discuss their experiences of employment. This helped provide insight into the benefits and qualities people with LD and autism can bring to the workplace. From the conversations and discussions with members, the coordinating staff from the employment service were able to create a presentation to engage employers, highlighting the benefits of supported employment and providing information on Access to Work Funding.

Overall, the service has continued to maintain relationships with local organisations and employers. We have received referrals from third-sector organisations, Adult Social Care, NHS, and DWP including Leeds City College. In addition, local Jobcentres returned to networking meetings that the service has been attending and provide us with a newsletter to keep us up to date with job fairs and local support services. Staff also attend Employment Task Group meeting both in Leeds and surrounding areas, gathering information about employment opportunities and local services.

Our micro social enterprise Nourishing People has 11 trainees working on their job skills and gaining valuable work experience. It continued to expand its list of customers this year giving the trainees further opportunity to develop their customer service, communication, and other essential transferrable skills. Trainees were supported by the Development Coordinator and Job Coaches to take an active role in the enterprise and complete the essential work of production, marketing, stock control, and sales online as well as face-to-face and attending local events. Members who come into Nourishing people are usually just starting their work journey and an environment is provided to develop our trainees' strengths and confidence in this area.

The team continued to provide honesty boxes for businesses and offices around Leeds which gave them the opportunity to connect with employers and make links for potential internships or work for our members. Connecting with a wide range of businesses – from cafes, pubs, libraries, schools, and other cultural hubs – also allows us to raise awareness of our aims and make connections across Leeds within different industries. We have also recently made links with a prestigious national company who placed orders with us for their local offices and business conferences.

Developing you – New Service

May 22 saw the start of developing you, an exciting partnership between People matters, United response Pyramid of Arts and Employment and Skills (part of Leeds City council.) The course was developed to support

adults with a learning disability who are unemployed to be happier, healthier and closer to employment. The first 2 cohorts saw 16 participants complete with the majority of participants reported an improvement in practical skill and that the course had been beneficial to their mental health. The participants worked on developing a video CV, thinking about their aspirations in life and setting up work placements as well as eating healthier and maintaining their own wellbeing. The groups had a number of external guest speakers over the course to enrich their experience, for example Leeds CAB, Advonet, Connect in the North, Canal Connections and Purple Patch Arts. Funding for this project came from Employment And Skills and was for 3 cohorts (each cohort was 12 weeks in duration.)

Financial Review

The charity began to operate at the beginning of the 17/18 financial year when it received the assets of People Matters (Leeds) CIC of £209,066 via an asset transfer agreement. By the end of the period 22/23 the charity held £37,723 of restricted funds and £187,934 of unrestricted funds. The charity holds no substantial fixed assets such as property. Its bankers are the Cooperative Bank where a current account is held. The charity prefers to deposit its funds, where possible, with organisations that have a positive social or ethical stance towards investment.

The cash flow position remains stable but is still at the base of the charity's reserve policy. A deficit of £6,653 was achieved with restricted funds changing by + £7,603 and unrestricted reserves decreasing by £14,256 at year end. There is an auto enrolment pension scheme in place through the People's Pension. There are no outstanding liabilities with this scheme.

The trustees have an established policy whereby reserves are maintained to manage financial risk and short-term income volatility. Specifically, People Matters holds reserves for the following reasons:

Income Risk: to protect against a fall in or delay to income and hence protect expenditure until income recovers or adjustments can be made.

Cessation: so that liabilities can be discharged if the charity was to cease operating.

Adversity: to protect the charity against unplanned adverse events e.g., Covid-19, loss of key staff, reputational damage.

Working Capital: to provide working capital for services to be delivered and expenditure covered where necessary before income is received.

Opportunities: funding for new initiatives or investments such as pilot working and capital items

Current reserves levels are at 3 month's expenditure with 2 months being utilised as working capital. This gives approximately 1 month held as cash as of 31st March 2023, principally to support protection against income risks, cessation and adversity.

The trustees consider the balance of working capital to cash indicates that there is a necessary aspiration to grow reserve levels up to at least 4 months by 31st March 2024 and eventually to 6 months in order to

- Improve the protection for income risk, cessation and adversity.
- Support the funding for new initiatives or investments as identified within the strategic plan 2022 – 2025.

There are no concerns about the charity's ability to continue as a going concern.

The principal funding sources of the charity are as follows:

- Leeds City Council Adult Social Services funds the charity's outreach support service for adults and part of the charity's micro social enterprise
- The National Lottery Community Fund funds the charity's community based social groups for young people 14-25
- Henry Smith Foundation funds the charity's Employment Support Service
- NHS Together funds the charity's health and wellbeing service offer.
- Lloyds Bank Foundation supports the charity's core costs to enable organisational development.
- Employment and skills funds developing you
- NHS Health inequalities funds My body, my choice (plus consortium)

The charity operates using a social enterprise model with approximately 79% of its income being through contracts and the remainder via grants, the latter largely being from the National Lottery Community Fund, Henry Smith Foundation and Lloyds Bank Foundation.

Structure, Governance & Management

People Matters (West Yorkshire) was formed out of its predecessor organisation. It was registered with the Charities Commission on 13th December 2016 as a Charitable Incorporated Organisation and commenced its activities on 1st April 2017.

The charity's constitution uses one of the standard Charity Commission's proformas and is a wide membership model. The initial trustees were the directors of the CIC. Subsequently the trustees have sought to broaden their skills and knowledge base through the recruitment of additional and replacement trustees.

Professional skills were sought through public advertisement and an interview process. Parent and member voices are sought through advertisement and election. All trustees are approved for appointment by members at the annual general meeting and role descriptions are available. Trustees are inducted through briefing by the chair or chief executive, review of previous board papers and a volunteer induction supported by the volunteer coordinator. They are also offered access to guidance documents and occasional external training where appropriate.

Trustees meet approximately every six weeks and the option to do a hybrid option for the meetings is still available. This continues to maximize the level of attendance in the meetings. Trustees are responsible for strategic decision making and monitoring of performance.

They, as always, agree the charity's business plan/strategy, annual budget and approve substantial expenditure according to the financial procedures. Monitoring information that is scrutinized by the trustees includes operational delivery reports from each service area, business risk information and monthly management accounts. Feedback is subsequently given to staff. Trustees also monitor key policy areas through standing items on safeguarding, health and safety and data protection.

The charity has 53 staff many of whom work on a part time basis approximating to 28 Full Time Equivalents. Development and Corporate Services continued to be led by the Chief Executive Officer with operations being overseen by the director of operations. The salaries of key management personnel are set through the annual budgeting process.

Key management personnel, whom the trustees rely on to comply with the requirements of the charity's objectives, are the Chief Executive Officer, Operations Director and the Chief Financial Officer.

Market conditions and the financial performance of the charity inform decision making. One key goal of the charity has been to follow the implementation of the Leeds Living Wage for its staff to the best of its abilities.

Reference and Administrative Details

The charity is registered with the Charities Commission as People Matters (West Yorkshire) CIO. The registration number is 1170724. It is known informally as People Matters.

The address of the principal office is

41 Barkston House
Croydon Street
Leeds
LS11 9RT

Trustees

M Dean
J Cravitz
R Ellis
R Firth (resigned 8th December 2022)
R Herbert (Resigned 8th December 2022)
C Hirschhorn
M Hirschhorn
T Lee (appointed 9th December 2021, resigned 17th January 2023)
K Masters
S Moreland
G Turner

There are no corporate trustees, and no property was held on behalf of the charity by any of the trustees.

Exemptions from Disclosure

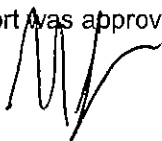
No exemptions from disclosure have been made in compiling this report

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee on behalf of others

This report was approved by the Board on

Date:



M Dean – Chairperson

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2023

Responsibilities and basis of report

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

Independent Examiner's Statement

Since the CIO's gross income exceeds £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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 130 of the 2011 Act; or
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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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 to enable a proper understanding of the accounts to be reached.



Anna McClean FCA
Lee & Company
Photon House, Percy
Street
Leeds LS12 1EL

Date:

7/12/22

PEOPLE MATTERS (WEST YORKSHIRE) CIO

**Statement of Financial Activities
for the year ended 31st March 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2022 £
Income from:					
Donations and gifts		550	-	550	3,312
Charitable activities		700,538	182,081	882,619	893,925
Other Income		-	-	-	26,793
		<u>701,088</u>	<u>182,081</u>	<u>883,169</u>	<u>924,030</u>
Expenditure on:					
Charitable activities	2	715,344	174,478	889,822	907,196
Net Income		<u>(14,256)</u>	<u>7,603</u>	<u>(6,653)</u>	<u>16,834</u>
Balance brought forward		202,190	30,120	232,310	215,476
Total funds carried forward		<u><u>187,934</u></u>	<u><u>37,723</u></u>	<u><u>225,657</u></u>	<u><u>232,310</u></u>

The notes on pages 16 to 18 form part of the accounts.

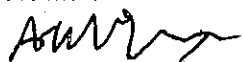
PEOPLE MATTERS (WEST YORKSHIRE) CIO

Balance Sheet as at 31st March 2023

	Notes	£	£	2022 £
Fixed assets	5		-	<u>7,435</u>
Current assets				
Debtors		198,852		185,311
Cash at Bank and in hand		<u>73,865</u>		<u>84,442</u>
			272,717	<u>269,753</u>
			<u>272,717</u>	<u>277,188</u>
Creditors: amounts falling due within one year				
Accruals		37,404		31,314
Taxation and social security		<u>9,656</u>		<u>13,564</u>
			47,060	<u>44,878</u>
Net Assets			<u>225,657</u>	<u>232,310</u>
Unrestricted Funds				
General fund			187,934	202,190
Restricted fund			37,723	30,120
Total funds	6		<u>225,657</u>	<u>232,310</u>

Approved by the Board on 17 October 2023 and signed on its behalf by:

K Masters



PEOPLE MATTERS (WEST YORKSHIRE) CIO

Notes to the accounts 31st March 2023

1. Accounting Policies

The accounts 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 (FRS102) and with the Charities Act 2011.

Incoming resources

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

Expenditure

Expenditure is recognised when a liability is incurred, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Fixed assets

Small items of office furniture and equipment are written-off in the year of purchase. Larger items are written off over 3 years.

Fund accounting

Funds
held by

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity.

2. Expenditure

	Unrestricted	Restricted	Total	2022
	£	£	£	£
Direct expenses	11,594	5,800	17,394	19,317
Rent, rates and premises costs	14,265	7,776	22,041	20,743
Travel and staff expenses	8,144	1,204	9,348	10,186
Legal and professional	26,004	6,306	32,310	31,787
General administration costs	38,554	10,549	49,103	53,910
Depreciation	7,435	-	7,435	8,879
Staff costs	609,348	142,843	752,191	762,374
	715,344	174,478	889,822	907,196

3. Staff costs

	Unrestricted	Restricted	Total	2022
	£	£	£	£
Salaries	561,243	132,554	693,797	714,795
Social Security costs	38,922	8,291	47,213	37,681
Pension	9,183	1,998	11,181	9,898
	<u>609,348</u>	<u>142,843</u>	<u>752,191</u>	<u>762,374</u>

Average number of employees during the year was 29 FTE

The Trustees have identified 2 Key Management Personnel and their total remuneration in the year was £63,368

4. Trustees Remuneration and expenses

The management of the charity is undertaken by volunteers. No Trustees received remuneration or expenses during the year.

5. Fixed Assets

	Fixtures & fittings	Electric bikes	Total
	£	£	£
Cost			
At 1st April 2022	20,934	6,714	27,648
Additions			
At 31st March 2023	<u>20,934</u>	<u>6,714</u>	<u>27,648</u>
Accumulated depreciation			
At 1st April 2022	15,738	4,475	20,213
Charge for the year	5,196	2,239	7,435
As at 31st March 2023	<u>20,934</u>	<u>6,714</u>	<u>27,648</u>
Net book value			
As at 31st March 2023	<u>0</u>	<u>0</u>	<u>0</u>
As at 31st March 2022	<u>5,196</u>	<u>2,239</u>	<u>7,435</u>

5. Statement of Funds

	At 01.04.22	Incoming Resources Resources Expended		At 31.03.23
	£	£	£	£
General reserve - unrestricted	202,190	701,088	715,344	187,934
<u>Restricted funds</u>				
Big Lottery	15,152	93,869	90,888	18,133
Henry Smith Foundation	9,722	59,500	59,500	9,722
NHS	5,246	28,712	24,090	9,868
	30,120	182,081	174,478	37,723
Total funds	232,310	883,169	889,822	225,657

Accounts

PEOPLE MATTERS (WEST YORKSHIRE) CIO

REPORT AND ACCOUNTS

31st MARCH 2022

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Address **41 Barkston House**
Croydon Street
Domestic Street Ind Est
Leeds
LS11 9RT

Trustees	M Dean (appointed 9th December 2021)
	J Cravitz
	R Ellis (appointed 9th December 2021)
	R Firth
	R Herbert
	C Hirschhorn
	M Hirschhorn
	T Lee (appointed 9th December 2021)
	K Masters
	S Moreland
	G Turner

Accountants **Lee & Company**
Chartered Accountants
Photon House
Percy Street
Leeds
LS12 1EL

Registered Charity No 1170724

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Trustee's Report

The Trustees submit their report and accounts for the year ended 31st March 2022.

Objectives and Activities

The charity commenced its operations on 1st April 2017, taking over the operations from People Matters (Leeds) CIC. The charity's principal activity is to develop initiatives that empower people with learning and other disabilities. Its constitution is based upon a wide membership model where everyone who accesses the charities services automatically becomes a member with a say on the future direction of the organisation.

The charity's objectives are:

- (1) To promote social inclusion for the public benefit within Leeds and surrounding areas by preventing adults and young people with hidden disabilities or other disadvantage from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- (2) To promote learning for the public benefit within Leeds and surrounding areas by adults and young people with hidden disabilities or other disadvantage through the continued development of their individual capabilities, competencies, skills and understanding to promote independence and well-being and/or in subjects of education value.
- (3) To relieve unemployment of people with hidden disabilities or other disadvantage for the benefit of the public within Leeds and surrounding areas in such ways as may be thought fit, including, but not limited to, assistance to find employment (both paid and voluntary).

The charity's main activities align closely with its objectives and the trustees consider that they meet the public benefit requirements. Leeds has approximately 15,500 people with learning disabilities and approximately 7,000 people on the autistic spectrum. Holbeck where the charity is based is within the bottom 1% of deprivation nationally. This information demonstrates the needs which the charity seeks to address. It is recognised that people with disabilities are less likely to be in work, have lower life expectancy and more likely to be socially isolated as a result. The People Matters vision of 'developing inclusive communities' involves addressing these issues. It promotes the social model of disability where disability is considered to be caused by the way society is organised, rather than by a person's impairment or difference. It looks at ways of removing barriers that restrict life choices. People who accessed the charities services were able to access impartial advice that guided them into the service area(s) that best suited their needs or signposted them to alternatives if these were appropriate.

To support meeting its objectives the charity supported social groups, each comprising up to 15 members where participants plan, agree and then meet up within the community or virtually on a weekly basis. Different groups are for younger people (16 to 29) and for adults. The intention is to promote friendships, independence, life skill development, well-being and reduce social isolation. In particular the charity has supported young people as they approach leaving full time education to have a social life with their peers away from their education setting and independently from their families.

For those members in particular need of support the charity offers a 1 to 1 outreach support service for adults and young people. This service is registered with the Care Quality Commission so it can include personal care where members have need of support of that nature. Members are supported to achieve their own goals which can vary from budgeting to leisure activities, in work support and more. The continuing aim is to offer a person centred service which actively strives to meet needs, enabling people to be active participants in the community and reduce isolation. Services are provided where members need this support such as in the community and/or in their own homes.

The charity provides health and wellbeing groups from its base in Holbeck. These are structured as member led opportunities to explore activities and information to promote both physical health and mental wellbeing. From physical exercise, building awareness of more common conditions and addressing their prevention and self-management, through to activities that promote wellbeing. The intention in each group is to prevent ill health and promote the health of people who are subject to decreased life expectancy.

In addition the charity also has an employment service which includes, job clubs, short courses, work placements and an enterprise project where young people take part in running business related activities as trainees. Supporting people to progress closer to and into employment are key activities for the charity as those with learning disabilities are some of the furthest away from being in the workplace across Leeds and surrounding areas as well as nationally.

Across the financial year the country continued to experience the COVID 19 pandemic. People Matters stepped down from its full implementation of business continuity planning continuing to manage the risks of infection with its staff, volunteers and members but also to build back towards business as usual when and wherever possible. Agility was needed to modify services in response to infection levels but also to take opportunities to promote the rights of our members to take part in society as they preferred.

People had experienced isolation, some became anxious or depressed as a result. There continued to be some impact on group activities and support in the community which still quickly changed in nature as services responded. A great deal of digital and remote work continued to be undertaken particularly early in the year. As the vaccination programme launched in early 2021 the organisation ensured that its staff had early access, promoting uptake and over 90% of staff became fully vaccinated in the end. When the national rollout reached people with disabilities information and support was offered to members, their families and the wider population in Leeds with learning disabilities to promote uptake. The organisation strived to become a point of expertise and source of support to others, developing, collating and sharing resources.

During the year the People Matters office staff often worked from home with only a 'cover' service in the office when infection control warranted this approach. Lastly the charity's leadership team liaised with funders and commissioners to secure support for the approaches adopted and all responded positively meaning the charity was well placed to address changing service delivery needs as the lockdowns progressed.

The strategies the charity adopted in 21/22 in order to meet its objectives included:

- Utilising a constitution involving a wide and open membership model where everyone can influence the direction the charity takes through feedback opportunities
- Progressing the development of a new 3 year business plan with a service offer that was matched against the charitable objectives
- Refreshing a board of trustees to continue to enable a good mix of skills and voices to guide and monitor the staff team in service delivery, the board continued to meet regularly throughout the year
- Gradually learning from new ways of working in the pandemic and embedding them into the ongoing practice of flexible and hybrid working for its staff team
- Having a commitment to being a good employer. This was approached by supporting staff to keep safe during a difficult year through supporting the vaccination programme, continuing sick pay support and enabling them to undertake training. We continued to support progress towards the Leeds Living Wage to the best of the organisation's abilities and offered work to people who are disadvantaged through disability or long-term illness
- Actively seeking opportunities from a range of funding sources such as different departments of Leeds City Council, Lloyds Bank Foundation, NHS Together and the National Lottery Community Fund. This was in order to support services through the pandemic that align with its objectives, manage risk and respond to need.
- Seeking funding wherever possible that enables it to operate on a sustainable basis working as a social enterprise

- Actively developing partnerships and collaborating with other organisations where objectives align such as through Forum Central and the Day Services Recovery Group
- Reviewing it's service delivery and having an action plan to develop performance based upon its Business Continuity Plan in response to the pandemic.

As part of the charities commitment to being a 'good employer' it has taken steps to maintain being a Disability Confident Leader and Mindful Employer. It promotes an inclusive culture that staff in the annual wellbeing survey describe as being supportive, friendly and inclusive. Staff continue to have access to an anonymous employment assistance programme, mental health champions and an online staff room that provides safe, informal space for peer support, and all managers are Mental Health First Aiders. Through the updating of HR records the charity monitored that 25% of staff have shared that they have a disability and/or long term health condition with staff sharing that they feel included and valued.

In 21/22 the use of volunteers in the charity was gradually re-established following the impact of the pandemic. Volunteers were sought from the charity's members and also externally. Member volunteers formed a new members council instead of project steering groups which had previously been the technique employed. This meant that voices from across the whole organisation could be heard. The two trustees who have lived experience also became part of the members council which started to support them to be able to play a bigger part in trustees' meetings through reporting on more member views.

A frequent source of external volunteers was established through local universities with students contributing their time to supporting different groups. A goal was established of building a pool of volunteers to support the different groups. The ongoing challenge proved to be finding volunteers who would stay with groups for the medium to long term. The volunteer coordinator re-established links with the Volunteer Manager Network led by Voluntary Action Leeds and progressed preparation work to renew the Volunteer Kitemark held by the charity from this network.

Achievements and Performance - A report from the teams

In the last year, approximately 300 People Matters members were offered the equivalent of approximately 15500 individual hours within group activities & over 34500 hours of one-to-one support. Support changed dramatically this year due to the pandemic with us offering virtual sessions during lockdowns, lots of practical and telephone support as well as face to face sessions gaining the ability to flip back and forth between the two as infection levels changed. We

- Implemented our business continuity plans with the arrival of the pandemic
- Kept going as much as possible rapidly changing how we deliver our services as society closed down and opened up repeatedly
- Worked hard to keep our staff and members safe and well through our infection control measures, new ways of working and wellbeing work
- Collaborated with other third sector organisations in the city to support each other through difficult times
- Worked with slightly fewer people but supported individuals more intensely

Social groups

We found out in May 2021 that our bid to the lottery to fund our new Teens and Twenties project was successful. This project began in June 2021 and built up to have 5 groups of 15 members running for T&T- these are for members aged 16-29. They run Monday, Tuesday, Wednesday, and Thursday evenings 6.30-8.30, and Saturday 1-3pm.

We continued take some breaks from our usual groups during the year and instead run holiday programmes. Our summer programme in 2021 involved 5 trips, a 5 week drama course which concluded in members making a film about who they dream to be, and 5 relationships workshops- each with a different theme. These were friendships, online safety, romantic relationships-

including sex and consent, professional relationships, and LGBTQIA+- focusing on different LGBT identities, exploring the LGBT community in Leeds, and how to be an LGBT ally.

We have had 96 members involved in the project over the past year.

We also have two adult groups running for people 18+ on Tuesday and Thursday evenings 7-9pm. These do not have funding, so members pay a £20 monthly contribution. Both the T&T and adult social groups have a session every six weeks, often including a meal, in which members plan their programme for the upcoming six weeks. Members each have their say about what they would like to do each week and then vote if there are numerous suggestions. This year, bowling, meals, clip 'n' climb, trampolining and laser quest have been amongst the favourites. Other activities have included axe-throwing, Maths City, the arcade club, cinema, dance workshops, circus skills, and picnic and games in the park, to name just a few.

There is a focus in this project on member's progression, so all our social groups members have what we call a "Pathway to Progress". They agree targets with the group leader and review these regularly. These targets can be very different depending on the member. Some members have targets to be able to arrange activities and meet independently so they have done things such as book or run the activity and send the details out to all participants. Other members may be focusing on social skills so their target might be to say hi to the other group members as they arrive. An alternative would be to order their own drink at the bar.

Groups allow members to meet, socialise, make friends, and develop personal and social skills in a supportive community environment. The Covid-19 pandemic has increased the risk of isolation and poor mental health and wellbeing across our member base, and these groups have been a lifeline for many according to feedback we have received. Increased participation has been significant for our members' recovery following the pandemic.

Outreach services

During this period, it has continued to be a really challenging year for the outreach service as the aftermath of the pandemic continued to affect the delivery of support. In most cases, 1-1 support was able to resume face to face however, there were still restrictions in place that affected capacity, delivery and effectiveness of support. PPE and social distancing regulations were and are still regularly reviewed in line with Government guidance to minimise risks of infection during sessions and when travelling. Risk assessments were put in place for those most vulnerable.

Due to our Covid grants ending, at the close of the year the board had to make changes to the absence management and sickness policy which meant staff would go on to have much less sickness entitlement which we knew would affect their pay and cause problems long term. We devised a backup plan and sent out letters to inform members about our approach including rearranging support to a different day (if possible) or changing the support to remote.

There have been periods within the last year, where we have lost several staff, causing reduced capacity. This has meant managers have needed to pick up several sessions per month to tackle the ongoing staffing shortages. However, we have still managed to recruit new staff to backfill what has been lost and this is ongoing.

Leeds City Council started carrying out financial assessments during the year for our members, to determine how much they can pay towards their client contribution. This has caused concerns for members, parents and carers and has unfortunately meant that a small number of members have started to reduce their support or cancel their support all together.

Overall, the majority of sessions have continued to run albeit with a few changes put in place. Staff have continued to adapt and work together to ensure they provide the best, person-centred support for members which has strengthened relationships. Members have been understanding and resilient to many of the changes needed to ensure the organisation can run effectively.

Across the year, we have delivered 34885 hours of support for our Members. Person centred reviews and keyworkers have continued throughout, with a mixture of in person and remote.

Health and Wellbeing Groups

During the year we were able to secure funding from The Leeds NHS Charities Together to start a 2 year Health & Wellbeing Project to reduce some of the health inequalities faced by disabled people. We also act as lead partner with another organisation Scholemoor Beacon based in Bradford who support a different community. Whilst the COVID-19 pandemic impacted upon the whole population, it affected certain groups significantly more than others. People living with disabilities, learning disabilities, autism, mental health issues and long-term health conditions were amongst these groups.

At People Matters there are two groups that meet weekly with occasional opportunities for joint activities. For the reporting period 22 members joined the People Matters groups.

One of the strengths of the project is the co-production between People Matters and the members. They have helped to plan the project from the start by compiling lists of activities they would like to do. Some have also spoken to people they know to recruit new members or research potential activities. Groups have had outside organisations do talks on health topics, such as preventing cancer or recognising its symptoms. Other activities include walks in the local area and visiting places of interest. One visit was a tour of Leeds Central Library. This included signing members up for Library cards and showing them how to access the IT resources available. Another activity was a taster session at The Ministry of Food where each group had the opportunity to cook a healthy pasta dish for a nominal charge.

Another part of the project is to hold two joint bi-annual events per year with the aim of participants meeting up, sharing ideas and learning together. Scholemoor Beacon will host the first event in May and we will hold the subsequent event in November.

Adult Learning

Adult learning at People Matters sadly came to an end in July 21 after delivering courses for nearly 20 years. During the year we struggled to deliver the service that our members needed whilst also meeting the funding criteria and regulated service delivery expectations in place during the pandemic. This meant we managed limited service offer in the summer term supporting 44 learners attending 4 courses. We made a really difficult decision to then cease delivery for several reasons. These were primarily property restrictions, working on an anticipated property move and ever-increasing contract delivery requirements that would have led to us both comprising our values and the health and well-being interests of our members. We had been delivering the service at a financial loss for a considerable time and contract changes meant this would have increased to an unsustainable level.

Employment Service

The employment service re started its face-to-face support in April 21 and gradually increased its membership in groups from an average of 5 members to 8 as the following year started, supporting 35 people across the first year of the grant. In autumn 21, two job coaches worked across the whole of our employment service. The focus was on supporting members to reach their individual targets, through looking for paid work, volunteering or finding work experience. The aim being to support members to increase their employability skills and their confidence in finding work.

Some members were offered paid work, whereas others focused on enrolling on training courses and taking on volunteer roles which can help them increase their skills, meet new friends and lessen social isolation. The team worked hard to build contacts with local businesses and working towards providing training for members and this continues.

Our micro social enterprise Nourishing People had 10 trainees working on their job skills and gaining valuable work experience. It expanded its list of customers this year giving the trainees further opportunity to develop their customer service, communication and other essential transferrable skills. Trainees were supported by the Development Coordinator and Job Coaches to take an active role in

the enterprise and complete the essential work of production, marketing, stock control and sales online as well as face-to-face. A huge part of our enterprise is providing an environment to discover and develop our trainees' strengths, giving them a much-needed boost in confidence especially after the social isolation of covid-19 the past couple years.

As covid precautions started to relax in workplaces, the team began to provide honesty boxes for offices around Leeds which gave them the opportunity to connect with employers and make links for potential internships or work for our members. Connecting with a wide range of businesses – from cafes, pubs, libraries, schools, and other cultural hubs – also allows us to raise awareness of our aims and make connections all across Leeds within different industries.

The service maintained relationships with local organisations and employers and received referrals from DWP and Leeds City College. In addition local Jobcentres returned to networking meetings which the service has been attending. This has been a great way of making contacts with work coaches and gathering information about local services which may be useful to members who are the employment services.

Financial Review

The charity began to operate at the beginning of the 17/18 financial year when it received the assets of People Matters (Leeds) CIC of £209,066 via an asset transfer agreement. By the end of the period 21/22 the charity held £30,120 of restricted funds and £202,190 of unrestricted funds. The charity holds no substantial fixed assets such as property. Its bankers are the Cooperative Bank where a current account is held. The charity prefers to deposit its funds, where possible, with organisations that have a positive social or ethical stance to investment.

The cashflow position continues to improve very slowly but is still at the base of the charity's reserve policy. A surplus of £16,834 was achieved with restricted funds changing by + £9,928 and unrestricted reserves increasing by £6,906 at year end. There is an auto enrolment pension scheme in place through the People's Pension. There are no outstanding liabilities with this scheme.

The trustees have an established policy whereby reserves are maintained to manage financial risk and short-term income volatility. Specifically, People Matters holds reserves for the following reasons:

Income Risk: to protect against a fall in or delay to income and hence protect expenditure until income recovers or adjustments can be made.

Cessation: so that liabilities can be discharged if the charity was to cease operating.

Adversity: to protect the charity against unplanned adverse events e.g., Covid-19, loss of key staff, reputational damage.

Working Capital: to provide working capital for services to be delivered and expenditure covered where necessary before income is received.

Opportunities: funding for new initiatives or investments such as pilot working and capital items

Current reserves levels are at 3 months expenditure with 2 months being utilised as working capital. This gives approximately 1 month held as cash as at 31st March 2022, principally to support protection against income risks, cessation and adversity.

The trustees consider the balance of working capital to cash indicates that there is a necessary aspiration to grow reserve levels up to at least 4 months by 31st March 2024 and eventually to 6 months in order to

- Improve the protection for income risk, cessation and adversity
- Support the funding for new initiatives or investments as identified within the strategic plan 2022 – 2025.

There are no concerns about the charity's ability to continue as a going concern.

The principal funding sources of the charity are as follows

- Leeds City Council Adult Social Services funds the charity's outreach support service for adults and part of the charity's micro social enterprise
- The National Lottery Community Fund funds the charity's community based social groups for young people 14-25
- Henry Smith Foundation funds the charity's Employment Support Service
- NHS Together funds the charity's health and wellbeing service offer
- Lloyds Bank Foundation supports the charity's core costs to enable organisational development

The charity operates using a social enterprise model with approximately 82% of its income being through contracts and the remainder via grants, the latter largely being from the National Lottery Community Fund, Henry Smith Foundation and Lloyds Bank Foundation.

Structure, Governance & Management

People Matters (West Yorkshire) was formed out of its predecessor organisation. It was registered with the Charities Commission on 13th December 2016 as a Charitable Incorporated Organisation and commenced its activities on 1st April 2017.

The charity's constitution uses one of the standard Charity Commission's proformas and is a wide membership model. The initial trustees were the directors of the CIC. Subsequently the trustees have sought to broaden their skills and knowledge base through the recruitment of additional and replacement trustees.

Professional skills were sought through public advertisement and an interview process. Parent and member voices are sought through advertisement and election. All trustees are approved for appointment by members at the annual general meeting and role descriptions are available. Trustees are inducted through briefing by the chair or chief executive, review of previous board papers and a volunteer induction supported by the volunteer coordinator. They are also offered access to guidance documents and occasional external training where appropriate.

Trustees meet approximately every six weeks and during the year of pandemic transferred to meeting virtually or face to face as infection levels varied. Trustees are responsible for strategic decision making and monitoring of performance. They, as always, agree the charity's business plan/strategy, annual budget and approve substantial expenditure according to the financial procedures. Monitoring information that is scrutinised by the trustees includes operational delivery reports from each service area, business risk information and monthly management accounts. Early this year as service delivery changed extensively due to the pandemic, they monitored the delivery of business continuity plans and how risk management informed adaptations to delivery. Feedback is subsequently given to staff. Trustees also monitor key policy areas through standing items on safeguarding, health and safety and data protection.

The charity has 53 staff many of whom work on a part time basis approximating to 28 Full Time Equivalents. During the year the organisational structure was changed with a service delivery team formed led by an Operations Director. Development and Corporate Services continued to be led by the Chief Executive Officer. The salaries of key management personnel are set through the annual budgeting process.

Key management personnel, whom the trustees rely on to comply with the requirements of the charity's objectives, are the Chief Executive Officer, Operations Director and the Chief Financial Officer.

Market conditions and the financial performance of the charity inform decision making. One key goal of the charity has been to follow the implementation of the Leeds Living Wage for its staff to the best of its abilities.

Reference and Administrative Details

The charity is registered with the Charities Commission as People Matters (West Yorkshire) CIO. The registration number is 1170724. It is known informally as People Matters.

The address of the principal office is

41 Barkston House
Croydon Street
Leeds
LS11 9RT

Trustees

M Dean (appointed 9th December 2021)

J Cravitz

R Ellis (appointed 9th December 2021)

R Firth

R Herbert

C Hirschhorn

M Hirschhorn

T Lee (appointed 9th December 2021)

K Masters

S Moreland

G Turner

There are no corporate trustees and no property was held on behalf of the charity by any of the trustees.

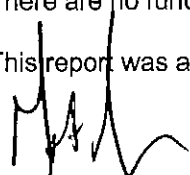
Exemptions from Disclosure

No exemptions from disclosure have been made in compiling this report

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee on behalf of others

This report was approved by the Board on 18th October 2022.



M Dean - Chairperson

**Independent Examiner's Report
to the Trustees of
PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2022.

**Responsibilities and basis of
report**

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

**Independent Examiner's
Statement**

Since the CIO's gross income exceeds £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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 130 of the 2011 Act; or
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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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 to enable a proper understanding of the accounts to be reached.


Anna McClean FCA
Lee & Company
Photon House, Percy
Street
Leeds LS12 1EL

18th October 2022

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Statement of Financial
Activities
for the year ended 31st
March 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2021 £
Income from:					
Donations and gifts		3,312	-	3,312	10,000
Charitable activities		732,240	161,685	893,925	807,762
Other income		26,793	-	26,793	39,249
		762,345	161,685	924,030	857,011
Expenditure on:					
Charitable activities	2	755,439	151,757	907,196	794,269
		6,906	9,928	16,834	62,742
Net Income					
Balance brought forward		195,284	20,192	215,476	152,734
Total funds carried forward		202,190	30,120	232,310	215,476

The notes on pages 14 to 16 form part of the accounts.

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Balance Sheet as at 31st
March 2022**

	Notes	£	£	2021 £
Fixed assets	5		7,435	<u>10,245</u>
Current assets				
Debtors		185,311		148,414
Cash at Bank and in hand		<u>84,442</u>		<u>84,506</u>
			269,753	<u>232,920</u>
			<u>277,188</u>	<u>243,165</u>
Creditors: amounts falling due within one year				
Accruals		31,314		19,312
Taxation and social security		<u>13,564</u>		<u>8,377</u>
			44,878	<u>27,689</u>
Net Assets			<u>232,310</u>	<u>215,476</u>
Unrestricted Funds				
General fund			202,190	195,284
Restricted fund			30,120	20,192
Total funds	6		<u>232,310</u>	<u>215,476</u>

Approved by the Board on 18th October 2022 and signed on its behalf by:

K Masters



The notes on pages 14 to 16 form part of the accounts.

**PEOPLE MATTERS
(WEST YORKSHIRE)
CIO**

**Notes to the
accounts
31st March 2022**

1. Accounting Policies

Basis of accounting

The accounts 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 (FRS102) and with the Charities Act 2011.

Incoming resources

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

Expenditure

Expenditure is recognised when a liability is incurred, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Fixed assets

Small items of office furniture and equipment are written-off in the year of purchase. Larger items are written off over 3 years.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity.

2. Expenditure

	Unrestricted £	Restricted £	Total £	2020 £
Direct expenses	10,419	8,898	19,317	38,680
Rent, rates and premises costs	15,133	5,610	20,743	16,579
Motoring and staff expenses	9,145	1,041	10,186	17,563
Legal and professional	26,886	4,901	31,787	10,846
General administration costs	41,560	12,350	53,910	52,826
Depreciation	8,879	-	8,879	6,860
Staff costs	643,417	118,957	762,374	650,915
	<u>755,439</u>	<u>151,757</u>	<u>907,196</u>	<u>794,269</u>

3. Staff costs

	Unrestricted £	Restricted £	Total £	2021 £
Salaries	603,262	111,533	714,795	606,730
Social Security costs	31,801	5,880	37,681	34,873
Pension	8,354	1,544	9,898	9,312
	<u>643,417</u>	<u>118,957</u>	<u>762,374</u>	<u>650,915</u>

Average number of employees during the year was 28 FTE

During the year some employees were furloughed and £23,724 was received in government support. This receipt is included in 'other income'.

The Trustees have identified 2 Key Management Personnel and their total remuneration in the year was £72,177.

4. Trustees Remuneration and expenses

The management of the charity is undertaken by volunteers. No Trustees received remuneration or expenses during the year.

5. Fixed Assets

	Fixtures & fittings £	Electric bikes £	Total £
Cost			
At 1st April 2021	14,865	6,714	21,579
Additions	6,069	-	6,069
At 31st March 2022	<u>20,934</u>	<u>6,714</u>	<u>27,648</u>
Accumulated depreciation			
At 1st April 2021	9,096	2,238	11,334
Charge for the year	6,642	2,237	8,879
As at 31st March 2022	<u>15,738</u>	<u>4,475</u>	<u>20,213</u>
Net book value			
As at 31st March 2022	<u>5,196</u>	<u>2,239</u>	<u>7,435</u>
As at 31st March 2021	<u>5,769</u>	<u>-</u>	<u>10,245</u>

5. Statement of Funds

	At 01.04.21 £	Incoming Resource s £	Resource s Expended £	At 31.03.2 2 £
General reserve - unrestricted	195,284	762,345	755,439	202,190
<u>Restricted funds</u>				
Big Lottery	4,974	90,892	80,714	15,152
Henry Smith Foundation	9,718	58,300	58,296	9,722
Lloyds Bank Foundation	5,500	0	5,500	0
NHS		12,493	7,247	5,246
	<u>20,192</u>	<u>161,685</u>	<u>151,757</u>	<u>30,120</u>
Total funds	<u>215,476</u>	<u>924,030</u>	<u>907,196</u>	<u>232,310</u>

Accounts

PEOPLE MATTERS (WEST YORKSHIRE) CIO

REPORT AND ACCOUNTS

31st MARCH 2021

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Office Address **41 Barkston House**
Croydon Street
Domestic Street Ind Est
Leeds
LS11 9RT

Trustees **S Moreland**
S Carter **resigned 3rd December 2020**
J Cravitz
R Firth
R Herbert
C Hirschhorn
M Hirschhorn
K Masters appointed 3rd December 2020
G Turner

Accountants **Lee & Company**
Chartered Accountants
Photon House
Percy Street
Leeds
LS12 1EL

Registered Charity No **1170724**

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Trustee's Report

The Trustees submit their report and accounts for the year ended 31st March 2021.

Objectives and Activities

The charity commenced its operations on 1st April 2017, taking over the operations from People Matters (Leeds) CIC which was then closed and struck off at Companies House. The charity's principal activity is to develop initiatives that empower people with learning and other disabilities. Its constitution is based upon a wide membership model where everyone who accesses the charity's services automatically becomes a member with a say on the future direction of the organisation.

The charity's objectives are:

- (1) To promote social inclusion for the public benefit within Leeds and surrounding areas by preventing adults and young people with hidden disabilities or other disadvantage from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- (2) To promote learning for the public benefit within Leeds and surrounding areas by adults and young people with hidden disabilities or other disadvantage through the continued development of their individual capabilities, competencies, skills and understanding to promote independence and well-being and/or in subjects of education value.
- (3) To relieve unemployment of people with hidden disabilities or other disadvantage for the benefit of the public within Leeds and surrounding areas in such ways as may be thought fit, including, but not limited to, assistance to find employment (both paid and voluntary).

The charity's main activities align closely with its objectives and the trustees consider that they meet the public benefit requirements. Leeds has approximately 15,500 people with learning disabilities and approximately 7,000 people on the autistic spectrum. Holbeck where the charity is based is within the bottom 1% of deprivation nationally. This information demonstrates the needs which the charity seeks to address. It is recognised that people with disabilities are less likely to be in work, have lower life expectancy and more likely to be socially isolated as a result. The People Matters vision of 'developing inclusive communities' involves addressing these issues. It promotes the social model of disability where disability is considered to be caused by the way society is organised, rather than by a person's impairment or difference. It looks at ways of removing barriers that restrict life choices. People who accessed the charity's services were able to access impartial advice that guided them into the service area(s) that best suited their needs or signposted them to alternatives if these were appropriate.

To support meeting its objectives the charity supported social groups, each comprising up to 15 members where participants plan, agree and then meet up within the community or virtually on a weekly basis. Different groups are for young people (up to 25) and for adults. The intention is to promote friendships, independence, life skill development, well-being and reduce social isolation. In particular the charity has supported young people as they approach leaving full time education to have a social life with their peers away from their education setting and independently from their families.

For those members in particular need of support the charity offers a 1 to 1 outreach support service for adults and young people. This service is registered with the Care Quality Commission so it can include personal care where members have need of support of that nature. Members are supported to achieve their own goals which can vary from budgeting to leisure activities, in work support and more. The continuing aim is to offer a person centred service which actively strives to meet needs, enabling people to be active participants in the community and reduce isolation. Services are provided where members need this support such as in the community and/or in their own homes.

The charity provides adult learning opportunities both from its base in Holbeck, Leeds and at community partner locations. These are structured as short part time courses of up to 12 weeks in length. Courses are unaccredited and designed based upon feedback received from charity members, professionals and partner organisations. Progress is monitored using Recognising and Recording Progress and Achievement (RARPA), acknowledged by Ofsted as a preferred methodology where external accreditation is not in place. Courses cover life skills like exploring the city via travel using public transport, work related skills such as team building as well as popular hobbies/interests like art and craft. The intention in every course is to develop skills that promote independence though building confidence and social skills as well as subject knowledge.

In addition to the charity's adult learning it also has an employment service which includes, job clubs, short courses, work placements and an enterprise project where young people take part in running business related activities as trainees. Supporting people to progress closer to and into employment are key activities for the charity as those with learning disabilities are some of the furthest away from being in the workplace across Leeds and surrounding areas as well as nationally.

Across the financial year the country experienced the COVID 19 pandemic and this caused People Matters to implement its business continuity planning, managing the risks of infection and the impact of lockdowns on its' staff, volunteers and members. Group activities and support in the community quickly changed in nature as services responded. A great deal of digital and remote work was undertaken and the equipment and skills were built to be able to flip back and forth between face to face and virtual working and services. Keeping staff, volunteers and members safe and well became the overarching priority for the year. Infection control measures were very successful with no member experiencing face to face services becoming seriously ill and little staff illness. Mental health challenges were experienced, particularly around anxiety and depression. The mutual support between different members, staff and families reduced isolation and promoted well-being in difficult circumstances. During the year the People Matters office staff often worked from home with only a 'cover' service in the office. Towards the end of the year vaccinations became available and the organisation ensured its staff team and members were supported to access vaccinations on an early basis. Lastly the charity's leadership team liaised with funders and commissioners to secure support for the approaches adopted and all responded positively meaning the charity was well placed to address changing service delivery needs as the lockdowns progressed.

The strategies the charity adopted in 20/21 in order to meet its objectives included:

- Utilising a constitution involving a wide and open membership model where everyone can influence the direction the charity takes through feedback opportunities
- Concluding a 3 year business plan with a service offer that was matched against the charitable objectives
- Retaining a board of trustees with a good mix of skills and voices to guide and monitor the staff team in service delivery, who continued to meet regularly throughout the year
- Using technology to enable virtual working when the pandemic infection levels necessitated social distancing
- Having a commitment to being a good employer. This was approached by supporting staff to keep safe during a difficult year and enabling them to undertake training to become qualified, including apprenticeships where appropriate. We continued to support the Leeds Living Wage to the best of the organisation's abilities and offered work to people who are disadvantaged through disability or long term illness
- Actively seeking opportunities from a range of funding sources such as different departments of Leeds City Council, Lloyds Bank Foundation and the National Lottery Community Fund. This was in order to support services through the pandemic that align with its objectives, manage risk and respond to need.
- Seeking funding wherever possible that enables it to operate on a sustainable basis working as a social enterprise
- Actively developing partnerships and collaborating with other organisations where objectives align such as through Forum Central and the Day Services Recovery Group

- Reviewing it's service delivery and having an action plan to develop performance based upon its Business Continuity Plan in response to the pandemic.

In 20/21 the use of volunteers in the charity reduced due to changes in service delivery during the pandemic. As the year finished we started to rebuild this and the role of volunteer coordinator to ensure continuity of support to existing volunteers became set to grow again with new funding put in place to continue this role.

Achievements and Performance - A report from the teams

In the last year, People Matters members were offered the equivalent of approximately 12000 individual hours within group activities & over 32000 hours of one to one support to over 350 people. Our support changed dramatically this year due to the pandemic with us offering virtual sessions during lockdowns, lots of practical and telephone support as well as face to face sessions gaining the ability to flip back and forth between the two as infection levels changed. We

- Implemented our business continuity plans with the arrival of the pandemic
- Kept going as much as possible rapidly changing how we deliver our services as society closed down and opened up repeatedly
- Worked hard to keep our staff and members safe and well through our infection control measures, new ways of working and well being work
- Collaborated with other third sector organisations in the city to support each other through difficult times

Social groups

Our Teens and Twenties Matter project funded by the Big Lottery came to it's five year end in July. Sadly the last 5 months of the project saw only 4 groups and 76 members being able to meet online. That said group members remained active with both staff and members becoming very creative when it came to activities from watching a movie to scavenger hunts. A few members were able to take on responsibility for running group activities.

We successfully gained additional funding to be able to extend the project by six months. From this we were able to offer a total of 6 social groups an opportunity to meet in our COVID safe activities room with increased numbers of 90 members involved. When lockdown number 2 was announced 125 spaces were created in online social and activity groups where members were able to continue with choosing activities including Christmas Parties and murder mysteries. The activity groups included mindfulness and making Rangoli patterns. Our social groups created opportunities for members to make friends, socialise, learn and put life skills into practice away from their education settings and families. Though COVID caused additional barriers to group members building a network of friends and reducing isolation, the different groups continued to plan their programme. Many members learnt how to use devices, social media and online video chat safely. For some members though, online or returning to group sessions in the autumn proved too much. They continued to receive support from us through regular check ins, activity packs through the post and signposting to other activities/opportunities happening across Leeds.

Outreach services

It's been a really challenging year for the outreach services as the pandemic took hold and we went into lockdown from April 2020. Planning had been thorough to establish the essential support we needed to continue through face to face delivery. This was reviewed on a frequent basis to ensure everyone we supported one to one remained safe, well cared for and not at risk of further isolation. We were also in receipt of a small grant to ensure our members had access to the technology they needed for remote support. Staff became experts on engaging people online, devising quizzes and fun and engaging activities to keep people occupied and reassured throughout. Continuing and then also resuming other face to face support meant lots of changes in terms of PPE and minimizing the risks of infection when travelling. We made links with transport provision to ensure those that didn't drive could still avoid public transport and even purchased 3 electric bikes for staff to use! It was great to see people pull together and even as the lockdowns came to an end, the relationships between

members, staff and the organisation have been strengthened – with them knowing that People Matters have been there for them in a crisis, willing to deliver their support in whatever manner they needed and felt comfortable with.

Across the year we delivered 32,280 hours of support for 68 members. Person centred reviews still went ahead during the lockdowns, albeit remotely, with all members of the Outreach services still planning on the next 12 months despite what lay ahead! One of our members was keen to get involved with the roll out of the vaccination projects and became a community champion! Getting the word out to others and being a source of reassurance for anyone who may have had any worries about being vaccinated.

Adult Learning

20/21 started very differently for adult learning with no classroom based activity possible due the pandemic lockdown. It was still important to continue to offer our members learning opportunities to promote wellbeing and keeping in touch with others. Staff worked hard to create blended learning courses that 75 vulnerable adults enrolled on between May – July covering subjects from microwave cooking to mindfulness they received learning packs through the post and online/telephone support from a tutor.

As we approached September we took the decision to return to classroom based learning. This posed a problem as we had to promote and support social distancing. In order to do this we moved out of our office to create a larger space that meant we could appropriately support the number of learners needed under our funding. Our autumn programme offered a much needed opportunity for vulnerable adults to return to learning and social interaction. 42 members enrolled on 7 courses all with wellbeing themed subjects including creative storytelling. Enrolments and attendance were good despite the concerns over COVID-19 and self-isolating. When the 2nd lockdown was announced in mid-October we took the really difficult decision to cancel the courses and put our adult learning on hold. Learners were supported through online activity groups where possible.

Employment Service

Despite the major barriers and changes brought about by the COVID pandemic our employment services continued to support members throughout the year. Whilst the region and nation were in lockdown remote support was given through telephone calls and online sessions to existing, previous and new members.

Our micro social enterprise 6 trainees worked with the development coordinator to relaunch our range of healthy snacks when sales came to a halt at the start of the first lockdown. They continued to gain valuable work experience in production, sales and customer service. Whilst, building on their transferrable skills including resilience, communication and team-working skills.

In the autumn we started a new extended employment training services offer. Provided in groups through job workshops, clubs, and work experience and individual one to one job coaching. A big focus was to promote resilience and readiness to apply for jobs as the job market in Leeds started to open up. Members set their own targets with outcomes including paid employment and maintained or increased resilience, confidence and reduced social isolation. Essential for everyone in particular vulnerable adults during difficult times and when facing an uncertain future.

Relationships were maintained with local employers and referrals were received from DWP as well other local organisations.

Financial Review

The charity began to operate at the beginning of the 16/17 financial year when it received the assets of People Matters (Leeds) CIC of £209,066 via an asset transfer agreement. By the end of the period 20/21 the charity held £20,192 of restricted funds and £194,784 of unrestricted funds. The charity holds no substantial fixed assets such as property and no long term debt. Its bankers are the Cooperative Bank where a current account is held. The charity prefers to deposit its funds, where possible, with organisations that have a positive social or ethical stance to investment.

After tightening in 19/20 the cashflow position improved during the year. A surplus of £62,242 was achieved with restricted funds reducing to £20,192 and unrestricted reserves totaling £194,784 at year end. There is an auto enrolment pension scheme in place through the People's Pension. There are no outstanding liabilities with this scheme.

The trustees have an established policy whereby the unrestricted funds held by the charity should represent 3 to 6 months of the resources expended, which in 2021/22 should equate to approximately £195,392 to £390,784. At 1st April the unrestricted reserves amount to £194,784 i.e. near the lower limit but with an improvement from 19/20. Progressing the achievement of its reserves policy is usually addressed through the annual budgeting process where a goal of a small percentage surplus on earnings is sought to enable the gradual building of reserves in a manner that does not unreasonably impact on service delivery. In 20/21 additional funds were secured through a new core costs grant which was used to promote development within the charity leading to securing of further grants which supported the costs of responding to the pandemic.

The rationale for the reserves policy is that the charity wishes to maintain a positive cashflow with much of its income being received in arrears, some up to 6 months after service delivery. This was consistently achieved across the year meaning the limited overdraft facility put in place during 19/20 was not accessed. Improving its reserves position was identified as a key goal for 20/21 as the charity continued to grow and has also identified the need to relocate during 21/22, seen as the key financial risk.

There are no concerns about the charity's ability to continue as a going concern.

The principal funding sources of the charity are as follows

- Leeds City Council Adult Social Services funds the charities outreach support service for adults
- Leeds City Council Childrens Services funds the charities outreach support service for young people
- Leeds City Council Employment and Skills funds the charities adult learning provision
- The National Lottery Community Fund funds the charities community based social groups for young people 14-25

The charity operates using a social enterprise model with approximately 84% of its income being through contracts and the remainder via grants, the latter largely being from the National Lottery Community Fund, Henry Smith Foundation and Lloyds Bank Foundation.

Structure, Governance & Management

People Matters (West Yorkshire) was formed out of its predecessor organisation. It was registered with the Charities Commission on 13th December 2016 as a Charitable Incorporated Organisation and commenced its activities on 1st April 2017.

The charity's constitution uses one of the standard Charity Commission's proformas and is a wide membership model. The initial trustees were the directors of the CIC. Subsequently the trustees have sought to broaden their skills and knowledge base through the recruitment of additional and replacement trustees.

Professional skills were sought through public advertisement and an interview process. Parent and member voices are sought through advertisement and election. All trustees are approved for appointment by members at the annual general meeting and role descriptions are available. Trustees are inducted through briefing by the chair or chief executive, review of previous board papers and also offered access to guidance documents and occasional external training where appropriate.

Trustees meet approximately every six weeks and during this year of pandemic transferred to

meeting virtually as services continued to be delivered. They are responsible for strategic decision making and monitoring of performance. Trustees as always agree the charities business plan/strategy, annual budget and approve substantial expenditure according to the financial procedures. Monitoring information scrutinised by the trustees includes regular operational delivery reports from each service area and monthly management accounts. This year as service delivery changed extensively due to the pandemic they monitored the delivery of business continuity plans. Feedback is subsequently given to staff. Trustees also monitor key policy areas through standing items on safeguarding, health and safety and data protection.

The charity has 49 staff many of whom work on a part time basis approximating to 27 Full Time Equivalents. The salaries of key management personnel are set through the annual budgeting process.

Key management personnel, whom the trustees rely on to comply with the requirements of the charity's objectives, are the Chief Executive Officer and the Chief Financial Officer.

Market conditions and the financial performance of the charity inform decision making. One key goal of the charity has been to follow the implementation of the Leeds Living Wage for its staff to the best of its abilities.

Reference and Administrative Details

The charity is registered with the Charities Commission as People Matters (West Yorkshire) CIO. The registration number is 1170724. It is known informally as People Matters.

The address of the principal office is

41 Barkston House
Croydon Street
Leeds
LS11 9RT

Trustees

S Moreland
S Carter (resigned 3rd December 2020)
J Cravitz
R Herbert
C Hirschhorn
M Hirschhorn
K Masters (appointed 3rd December 2020)
G Turner
R Firth

There are no corporate trustees and no property was held on behalf of the charity by any of the trustees.

Exemptions from Disclosure

No exemptions from disclosure have been made in compiling this report

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee on behalf of others

This report was approved by the Board on 19th October 2021.

Suse Moreland

S Moreland - Chairperson

**Independent Examiner's Report
to the Trustees of
PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2021.

**Responsibilities and basis of
report**

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

**Independent Examiner's
Statement**

Since the CIO's gross income exceeds £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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 130 of the 2011 Act; or
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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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 to enable a proper understanding of the accounts to be reached.

AMcClean
Anna McClean FCA
Lee & Company
Photon House, Percy
Street
Leeds LS12 1EL

19th October 2021

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Statement of Financial
Activities
for the year ended 31st
March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2020 £
Income from:					
Donations and gifts		10,000	-	10,000	5,759
Charitable activities		673,888	135,750	809,638	583,067
Other income		39,249	-	39,249	4,735
		723,137	135,750	858,887	593,561
Expenditure on:					
Charitable activities	2	653,761	142,884	796,645	680,757
		69,376	(7,134)	62,242	(87,196)
Net income					
Balance brought forward		125,408	27,326	152,734	239,930
Total funds carried forward		194,784	20,192	214,976	152,734

The notes on pages 13 and 14 form part of these accounts

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Balance Sheet as at 31st
March 2021**

	Notes	£	£	2020 £
Fixed assets			9,745	<u>6,948</u>
Current assets				
Debtors		148,414		120,136
Cash at Bank and in hand		<u>84,506</u>		<u>39,508</u>
			232,920	<u>159,644</u>
			<u>242,665</u>	<u>166,592</u>
Creditors: amounts falling due within one year				
Accruals		19,312		5,523
Taxation and social security		<u>8,377</u>		<u>8,335</u>
			27,689	<u>13,858</u>
Net Assets			<u>214,976</u>	<u>152,734</u>
Unrestricted Funds				
General fund			194,784	125,408
Restricted fund			20,192	27,326
Total funds	5		<u>214,976</u>	<u>152,734</u>

Approved by the Board on 19th October 2021 and signed on its behalf by:

K Masters



The notes on pages 13 and 14 form part of these accounts

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Statement of Cash Flows
for the year ended 31st
March 2021**

	£	2020 £
Net cash raised from operating activities		
Net movement in funds	62,242	(87,196)
Depreciation	6,860	3,474
Increase in assets	(9,657)	(10,422)
(Increase)/decrease in debtors	(28,278)	97,371
Increase/(Decrease) in creditors	13,831	(6,486)
Change in cash in the year	44,998	(3,259)
Cash brought forward	39,508	42,767
Cash carried forward	<u>84,506</u>	<u>39,508</u>

The notes on pages 13 and 14 form part of these accounts

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Notes to the accounts
31st March 2021**

1. Accounting Policies

Basis of accounting

The accounts 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 (FRS102) and with the Charities Act 2011.

Incoming resources

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

Expenditure

Expenditure is recognised when a liability is incurred, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Fixed assets

Small items of office furniture and equipment are written-off in the year of purchase. Larger items are written off over 3 years.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity.

2. Expenditure

	Unrestricted £	Restricted £	Total £	2020 £
Direct expenses	37,461	1,219	38,680	22,205
Rent, rates and premises costs	11,270	5,309	16,579	22,933
Motoring and staff expenses	8,043	393	8,436	7,191
Legal and professional	6,881	3,965	10,846	10,529
General administration costs	44,285	9,041	53,326	27,825
Depreciation	6,860	-	6,860	3,474
Staff costs	538,961	122,957	661,918	586,600
	<u>653,761</u>	<u>142,884</u>	<u>796,645</u>	<u>680,757</u>

3. Staff costs

	Unrestricted £	Restricted £	Total £	2019 £
Salaries	502,984	114,749	617,733	545,455
Social Security costs	28,395	6,478	34,873	32,187
Pension	7,582	1,730	9,312	8,958
	<u>538,961</u>	<u>122,957</u>	<u>661,918</u>	<u>586,600</u>

Average number of employees during the year was 27 Full Time Equivalents

During the year some employees were furloughed and £36,414 was received in government support. This receipt is included in 'other income'.

The Trustees have identified 2 Key Management Personnel and their total remuneration in the year was £78,223.

4. Trustees Remuneration and expenses

The leadership of the charity is undertaken by volunteers. No Trustees received remuneration or expenses during the year.

5. Statement of Funds

	At 01.04.20 £	Incoming Resources £	Resources Expended £	At 31.03.21 £
General reserve - unrestricted	125,408	723,137	653,761	194,784
<u>Restricted fund</u>				
Big Lottery	27,326	73,600	95,952	4,974
Henry Smith Foundation	-	29,150	19,432	9,718
Lloyds Bank Foundation	-	33,000	27,500	5,500
	<u>27,326</u>	<u>135,750</u>	<u>142,884</u>	<u>20,192</u>
Total funds	<u>152,734</u>	<u>796,737</u>	<u>749,713</u>	<u>214,976</u>