

Registered number: 11217433
Charity number: 1177527

HARBORNE AND SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024

HARBORNE AND SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 JUNE 2024**

Reference and Administration Information

Charity Name	Harborne and Smethwick Charitable Trust
Charity Registration Number	1177527
Company Registered Number	11217433
Principal Office	Hollingworth House 109 Court Oak Road Harborne Birmingham B17 9AA

Board of Trustees

The Trustees and Directors of the Harborne and Smethwick Charitable Trust at the date this report was approved are:

Mrs B Chetiyawardana
Mr G Hewitt BA (Hons)
Mr D Jeffery (Chairman)
Mrs P Leadbeter
Cllr R Muflihi (appointed 10th January 2024)
Mrs R Silber
Mr V Silvester MBE
Mr N Thompson
Mr F Wayt
Mr G A B Taylor (appointed 23rd November 2023)
Mr A Bostan (resigned 5 October 2023)

Chief Executive Mr S J Simpson BA (Hons)

External Auditors Crowe LLP
Black Country House
Rounds Green Road
Oldbury
West Midlands
B69 2DG

Bankers National Westminster Bank plc
4th Floor
2 St Philip's Place
Birmingham
B3 2RB

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
(continued)
FOR THE YEAR ENDED 30 JUNE 2024

Solicitors

Anthony Collins
134 Edmund Street
Birmingham
B3 2ES.

Tyndalwoods
29 Woodbourne Road
Edgbaston
B17 8BY.

Higgs and Sons
3 Waterfront Business Park
Brierley Hill
West Midlands
DY5 1LX.

Surveyors

Commercial Portfolio:
Cottons Chartered Surveyors
Cavendish House
359/361 Hagley Road
Edgbaston
B17 8DL.

Residential Portfolio:
Robert Powell Chartered Surveyors
7 Church Road
Edgbaston
Birmingham
B15 3SH.

Investment advisors

Evelyn Partners
14th Floor
103 Colmore Row
Birmingham,
BN3 3AG.

Internal auditors

Validera
Unit 3 Crompton Court
Attwood Road
Burntwood
Staffordshire
WS7 3GG.

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Foreword by David Jeffery Chair of the Board of Trustees

This time last year I was reflecting on a year of great political turmoil – the last twelve months were a little calmer although we now have a new government, and it remains to be seen what impact their policies will have on our sector. Next year is a very unknown quantity with the change of President in the United States of America – his impact on the World Order threatens to be seismic. How this will impact on us nobody knows!

The past year has, nonetheless, thrown up the usual frustrating and unexpected issues and problems that divert attention, time and skills and create extra pressure on our staff. Many of these seem to stem from the ever-increasing computerisation and bureaucracy employed by the major institutions with whom we deal daily whether that be banks, local authorities or service providers. I am constantly amazed at the time and effort that has to be expended on relatively trivial issues.

At the time of writing, we have been joined by 2 new members of staff – an Activities and Wellbeing Officer who is busy getting to know our residents at all 5 locations and, in the last week, a new Housing Officer to assist Carolyn Arnold Head of Operations team.

We are blessed with a very committed and well qualified staff. We meet them all regularly after the 5 Annual Board Meetings. This report is also an annual opportunity to say thank you to them for their hard work and congratulate them on their dedication and loyalty to the Charity.

Steven Simpson, the Chief Executive continues to anticipate problems and prepare for them before they arise. I hope that during the coming year he will be able to devote more of his time to strategy, and, with the extra staff, spend less of it on issues “beneath his pay grade”. We are fortunate that he has great networking skills and a wealth of experience in our sector.

We remain 2 Trustees short of the dozen. During the year we welcomed Adrian Taylor as a new co-opted Trustee, as a previous Investment Manager to the Charity his skills and knowledge are very welcome. We await Sandwell and Birmingham City nominating one each. The 10 of us are all committed to the Charity and have a range of skills and experience. Attendance at meetings is good and we also take part in other activities – training, grant visits, coffee mornings and other social events. There follows in this report a detailed analysis of all of our activities including reports from the 4 committees that deal with – Finance, Property, Charitable Activities & Almshouses:

There are a few key issues that arise from them:-

Grants – we are concerned that those in need, who would qualify for our financial help, are not being referred to us. Last year we had a budget underspend on individual grants – a reduction of £25,431 over the previous year and of 101 actual individuals. However, we know that the need is there and increasing. We are looking at alternative ways of contacting those who need our help. Sadly, many of the agencies who used to make referrals no longer exist.

Almshouses – we have been able to renew our programme of improvements to our estate, which was effectively halted by the pandemic, to continue to provide an enhanced service that goes above and beyond that of standard sheltered accommodation.

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Property – we have now completed the purchase of 2 new residential investment properties.

Finance – the position with our investment portfolio remains volatile and will continue to be, with the political situation both nationally and, more particularly, internationally. We spent a lot of time in the last year discussing ethical investment and our views are reflected in the management of our portfolio.

Complaints – the new Complaints Procedure is fully implemented and the one complaint received dealt with in a timely manner – with appropriate measures having been taken.

IT – we lost the services of Martin Bird during this last year – he had been a brilliant adviser for us in dealing with all our IT issues. We have now secured the services of Technical Drive, a local company and with their help we have recently upgraded all of our IT systems and invested in new kit which everyone involved has been trained to use.

I am pleased to be able to close by reporting that all of the Trustees and staff are now talking about how the Charity will develop over the coming years rather than constantly worrying about the present!

Thank you again to all our staff and to my fellow Trustees – particularly to Rachel Silber, Vic Silvester, Nigel Thompson and Frank Wayt, who chair the committees.


David Jeffery

Date:

18.12.24

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1.0 Objectives and Activities

Harborne and Smethwick Charitable Trust is linked to and is the sole trustee of the Harborne Parish Lands Charity and presently uses the resources and staff of that charity to deliver its shared objectives. Harborne and Smethwick Charitable Trust is a registered charity and a company limited by guarantee. Harborne and Smethwick Charitable Trust provides a corporate trustee to the much older Harborne Parish Lands Charity. The origins of the Harborne Parish Lands Charity are lost in the mists of time, but it was mentioned in a document dated 1640 and may date from a bequest by Mrs Elizabeth Cowper (alias Piddock) in 1576. Today the charity owns various investments together with five almshouse properties which were part funded by the then Housing Corporation. The area of benefit is the Ancient Parish of Harborne, now in the County of West Midlands and the beneficiaries are the almspeople and those in need within the parish. The creation of the Harborne and Smethwick Charitable Trust enabled the staff and trustees of the Harborne Parish Lands Charity to modernise their governance arrangements whilst still holding true to the values and aims of the original gifts.

Throughout the Trustees' Report hereafter, all commentary regarding the activities, performance and position of the group relate to the ongoing activities of the Harborne Parish Lands Charity.

1.1 Objectives

The Harborne Parish Lands Charity (HPLC) has two primary objectives:

- To relieve need through the provision of almshouses to people who cannot meet their own housing need in the ancient parish; and
- To relieve need through the provision of grants to individuals and organisations that support those in need.

The area of benefit consists of the 12 parishes, which together make up the Ancient Parish of Harborne. These are:

- St Boniface Quinton Road West (Birmingham)
- St Faith and St Laurence (Harborne)
- St John (Harborne)
- St Peter (Harborne)
- St Albans (Smethwick)
- St Chad (Smethwick)
- St Mary (Smethwick)
- St Matthew (Smethwick)
- St Michael and All Angels (Smethwick)
- St Stephens (Smethwick)
- St Paul (Smethwick)
- Old Church (Smethwick)

This geographical area comprises most of Harborne and some of Quinton in the City of Birmingham as well as most of Smethwick and a small part of Bearwood in Sandwell Metropolitan Borough Council.

1.2 Activities and Structure

To achieve these objectives the charity currently employs a team of 12 people. The Trustees have appointed a Chief Executive to run the charity. They in turn are supported by a Head of Operations who is responsible for the delivering the charity's day-to-day charitable activity and a Finance Manager who manages the charity's finance team. The charity is about to recruit a Head of Central Services who will manage the charity's back-office support including the Finance Team.

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The charity delivers support to those in need through three approaches:

- 1) The provision of high quality sheltered almshouse accommodation
- 2) A programme of grants to organisations
- 3) A programme of grants to individuals

Almshouses

The charity operates 99 almshouses in five schemes to provide accommodation to those who cannot meet their own housing needs. Each almshouse is a self-contained one bedroom (or in one case two bedroom) flat or cottage in a sheltered housing scheme. All schemes have communal controlled entrances to ensure our residents feel safe and secure and pull cord systems to help with moments of crisis.

The almshouses are the responsibility of the Head of Operations, who is supported by a Policy and Information Officer and Senior Building Manager. Each scheme then has a Building Manager who is responsible for providing the intensive housing management service at that scheme. The charity also employs a Support Officer to help our almshouse residents live independently for longer and an Activities and Wellbeing Officer to provide a programme of stimulating activities and trips that increase our residents' quality of life. Two of the larger schemes also have a cleaner who supports the Building Managers to keep these schemes clean, tidy and safe.

Grants to Organisations

The charity supports people in need in the Ancient Parish by providing a programme of grants to organisations. The charity sets an annual grant strategy by reviewing the needs in the Ancient Parish through primary data where available and through local economic and social plans. Organisations are then invited to apply for grants in one of 4 or 5 target areas such as child poverty, debt management, food and household goods distribution, older people living in social isolation or younger people at risk of becoming NEET (Not in Employment, Education or Training). Grant applications are assessed in two rounds each year and applicant organisations are asked to detail the group they wish to work with, the outcomes they are expecting to achieve and why this is to the benefit of the public as a whole. After twelve months (or sooner if the project is shorter) the charity conducts a post grant monitoring exercise to ensure the money was spent on the stated purpose and the expected results were achieved. The charity aims to use grant funding to organisations to address long-term societal issue that cause or result from poverty in the ancient parish of Harborne.

Grants to Individuals

Finally, the charity runs an individual grants programme for those in immediate poverty and crisis. Referrals for this service predominantly come through third party agencies engaged with individuals such as health workers, family support workers and housing officers. Individual grants will not normally exceed £800 per household and could be for a diverse range of items that relieve need and cannot be easily funded elsewhere. Examples include the purchase of white goods or essential furniture.

The grants programmes are the responsibility of the Head of Operations. The charity employs a Grants Officer to manage and monitor grants to organisations and deliver our individual grants programme. The charity aims to use its individual grant programme to address far more acute and immediate, individualised effects of poverty.

Central Services

These operations are supported by a central services team consisting of an Office Administrator and Finance Officer who report to the Head of Finance. These staff keep the charity's offices operating, ensuring that all of the unseen, vital actions required to support the delivery of the charity's charitable objectives is completed such as ordering stationery, answering the telephones and making payments.

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Key Management Personnel

The organisation's key management personnel are:

Steven Simpson, Chief Executive

Steven joined the charity in January 2014 having previously worked in senior national roles with Remploy Ltd and the Jericho Foundation. Steven has an honours degree in history and is a member of the Chartered Institute of Housing. As Chief Executive Steven is responsible for working with the board to set the strategic direction of the charity, realising this strategy as an operational plan and then ensuring its delivery. Steven is also responsible for liaising with the charity's investment management partners to deliver maximum returns from the charity's investment portfolio. Steven also works with the charity's IT provider, Technical Drive, to ensure the charity's IT infrastructure is safe, robust and functional.

Carolyn Arnold, Head of Operations

Carolyn joined the charity in 2007 and has served in a number of roles before being appointed Housing Manager in 2016 and later Head of Operations in 2023. Carolyn is a member of the Chartered Institute of Housing and holds a certificate in Housing Management. Carolyn is also responsible for delivering the charity's charitable activities. Carolyn manages the almshouses and grants teams.

Gillian Rigby, Information and Policy Officer

Gill joined the charity in 2013. Gill has over 20 years of housing management experience and holds degrees in Political Science and Housing Management. Gill is also a member of the Chartered Institute of Housing. Gill manages the charity's data, translates government policy and guidance in practical activities and writes the charity's policies and procedures.

Tony Whitehouse, Senior Building Manager

Tony has over 30 years of building trade experience included over 20 years spent maintaining HPLC properties on behalf of one of the charity's contractors. Having joined the charity in 2012 Tony was appointed to the position of Senior Building Manager in 2016. Tony is responsible for the technical aspect of managing the charity's housing stock including planned maintenance and project management of major refurbishment.

Nick Wallace, Head of Finance

Nick joined the charity in May 2017 after the retirement of the charity's previous Finance Manager Alan Porter. Nick has over 17 years of experience working with charities across the West Midlands and is also the Finance Manager for the Birmingham based Jericho Foundation. Nick is responsible for preparing financial reports, helping the Chief Executive, Senior Management Team and trustees to analyse those reports, preparing annual budgets, drafting financial rules and regulations and formulating financial policies.

These key management personnel form a Senior Management Team (SMT) that leads the charity through thematic responsibility for the charity's objectives and support operations. They meet weekly to monitor financial and non-financial performance, legislative changes, policy direction, staff development, strategy, health and safety, ICT, data management and any other matters arising.

1.3 Governance

Governing Documents

Under a scheme of the Charity Commissioners dated 16 November 1990 "The Harborne Parish Lands Charity" and "Grice Memorial Homes" are administered and managed as one charity under the name of "The Harborne Parish Lands Charity", subject to, and in accordance with, the Schemes dated 21 May 1979 and 9 October 1986. The charity registration number is 219031 and the HCA registration number is A2993.

In June 2019 and a new charity was incorporated as, the Harborne and Smethwick Charitable Trust (registration No. 1177527) which became the sole trustee of Harborne Parish Lands Charity.

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Trustees

Harborne Parish Lands Charity's corporate trustee is the Harborne and Smethwick Charitable Trust (No. 1177527). Harborne and Smethwick Charitable Trust has 12 trustee positions, two of whom are nominated by Sandwell MBC and two by the City of Birmingham under imported nomination rights from the Harborne Parish Lands Charity. Nominative trustees serve for a term of four years. The remaining eight trustees are co-opted onto the board and serve for a five-year term. Co-opted trustees must know the area of benefit through residence, employment, or another special knowledge.

The trustees have formed four committees to govern each aspect of the charity's activity. The Almshouse Committee is formed of the almoners (trustees who are appointed to be advocates for the beneficiaries at each of our almshouse schemes) who monitor our almshouse performance as well as reviewing and approving new applicants for housing. The Property Committee monitors the activities of the charity's appointed property management firms and makes decisions about the strategic management of our investment property portfolio. The Finance and Audit Committee monitor the charity's management accounts, the performance of the charity's investment manager, our internal arrangements for value for money, weekly maintenance charges and ensure that the charity's resources are managed wisely. The Charitable Activity Committee reviews the annual grants strategy, individual grant approvals and reviews post grant-monitoring reports. Each committee meets four times each year and the full Board of Trustees meet five times a year to review the work of the committees and make any non-devolved decisions.

Induction Arrangements

The Chief Executive and Chairperson outline the responsibilities of trustees to all new applicants at a one-to-one interview. During this interview they assess an applicant's eligibility to serve as a trustee using the charity's internal declaration form and the Charity Commission's guidance on eligibility to serve. Once eligibility has been confirmed the trustees vote at the next board meeting as to whether to accept or decline the nomination or submission. Once accepted the trustee is presented with a copy of the charity's policies and procedures, important contact information, the charity's business plan, schedule of meetings and the Charity Commission's document 'CC3 the Essential Trustee'. They are notified of the next full board meeting and invited to attend. After their attendance at the next board meeting trustees are offered a one-to-one session with either the Chairperson or the Chief Executive to discuss any questions they may have and to tour one or more of the charity's almshouses. Trustees are encouraged to think about which sub-committees they may wish to join the following February.

Pay and Remuneration

Trustees of the Harborne Parish Lands Charity are not paid however they may claim expenses. The charity has a documented policy for the claiming of trustees' expenses detailing what may be claimed and what evidence is required to substantiate a claim.

The trustees review staff pay and conditions annually at the February meeting of the Finance and Audit Committee who then make recommendations to the board regarding cost of living increases, pension contributions and additional benefits. The annual review of pay and conditions is applied equally to all staff and is implemented the following April. In 2024 the Trustees awarded a 4% cost of living increase to the basic pay of all staff. All staff are paid more than the national living wage as defined by the Living Wage Foundation.

The charity has a documented pay scale. The pay scale details six key bands; staff, officer, senior officer, manager, head of department and executive. These bands correspond to the level of management responsibility and accountability each post holds. Each band has a pay level set in relation to the other bands.

Within each band there are four increments. Normally, all new staff are appointed on the lowest increment and progression to the next increment takes place at the discretion of the trustees in reward for a member of staff

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either significantly increasing their skills level, or undertaking additional responsibilities that are still commensurate with their banding.

All eligible staff are enrolled in an auto-enrolment compliant pension scheme and the charity contributes 5% of staff earnings to these schemes. The charity also matches staff contributions up to a further 5%.

The charity offers a number of additional benefits to all staff including participation in a cycle2work scheme, a salary-sacrifice car purchase scheme, BHSF healthcare cashback scheme, and a death in service insurance scheme. The charity provides competitive death in service and critical illness cover for all staff who have served continuously with the charity for three months or more.

Staff expenses are paid in arrears and on the production of evidence of expenditure. The charity has a policy for the payment of staff expenses.

Two members of staff have a remuneration package that exceeds £60,000 including one member of staff whose total remuneration and benefits exceed £80,000. The total amount of money spent on senior staff in the year is £211,052 (£197,764 in 2022/23).

Participation in Wider Networks

The charity is engaged in a variety of networks and subscribes to a number of services and publications to support both strategic and operational decision-making.

Trustees have access to Personnel, Governance, Third Sector and Charity Finance magazines' subscriptions while, HABM and Association of Charitable Foundations (ACF) publications are available at our Hollingworth House offices. The Senior Management Team have access to Tips and Advice Personnel, Tips and Advice Health and Safety and Tips and Advice Environment.

To ensure up-to-date Human Resource (HR) and Health and Safety (H&S) advice the charity contracts Citation Ltd. to provide health and safety, audits, reports, advice and protection. This year's site inspections were completed on the 12th and 13th of September and the 1st October 2024. This year the charity was inspected by a new assessor who was very impressed with the charity's attitude to H&S stating in the reports that,

"It was clear to see that management and staff are dedicated to managing health and safety effectively in line with current legislation and best practice. Their ability to do this is emphasised by the compliance identified within this report."

Nevertheless, the inspection did identify a number of areas for development including finally resolving the issue of Personal Emergency Evacuation Plans (PEEPs) by recommending that the charity complete PEEPs for all residents and recommending that the charity water risk assessments are updated in 2024/25.

To ensure connectivity with best practices across the grant-giving sector the charity is a member of the West Midlands Funders Network (WMFN) and the Association of Charitable Foundations (ACF).

WMFN is an organisation established to provide an exchange of intelligence, information and best practice across all funding organisations in the West Midlands. In 2023/24 staff from the charity attended sessions on:

- Members' progress on sustainability and tackling climate change
- Impact of the pandemic years, what have we learned?
- ONS Data & implications for funders and service priorities in the West Midlands
- Participatory Grant Making/Principles in Funding Approaches
- Four general roundtable discussions of individual organisations progress and challenges

These meetings also provided excellent opportunities for networking.

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ACF is a national umbrella body for trusts and foundations that donate money, goods or services. ACF publish a series of magazines and online bulletins that highlight trends and best practice within the sector. The charity has made little use of its ACF subscription during 2023/24 and will likely cancel its subscription in 2025.

To ensure connections to best practice across the housing sector, the charity is a member of the National Housing Federation (NHF) and at a more local level, the Birmingham Social Housing Partnership (BSHP) and the West Midlands Small Housing Associations Benchmarking Group (WMSHABG) which is run by Acuity.

NHF is a membership organisation that represents the views of its members to government to help shape policy while also sharing best practice across its members to increase the quality of housing services in the UK. The charity has adopted the NHF code of conduct and using the NHF's guide to service charges to prepare the annual increase to the almshouse residents service charges.

BSHP is an organisation that acts as an umbrella for all registered social landlords in Birmingham that aims to work together to influence housing policy in the city. BSHP is Birmingham City Council's preferred conduit for the release of information.

WMSHABG comprises 14 local providers with less than 1,000 units of social housing and works together to compare performance data, share intelligence regarding contractors, sector trends and market conditions, reporting and where possible jointly procure goods or services.

The charity is also a member of the Almshouse Association and is registered with the Regulator for Social Housing. All of the charity's housing stock is registered as supported exempt accommodation with Birmingham City Council or Sandwell Metropolitan Borough Council depending on its geographical location.

Risk

The charity takes an active approach to managing risk. Key risks are identified, rated and mitigation strategies devised using the charity's risk register. The trustees review the risk register twice a year. Financial risks are stress tested to understand what level of financial management is required, what impact the risk will have and how severe the situation would have to become before the risk could no longer be managed.

On the risk register the likelihood of all risks is rated using a simple numeric scale where 1 is unlikely and 3 is probable. The impact of all risks is then assessed, again using a numeric scale where 1 is low impact and 3 is high impact. Each number is multiplied by the other to give a risk rating score between 1 and 9, where 1 is a risk of low priority and 9 is a fundamental risk. All risks scoring 6 or more are reported below.

In the 2023/24 financial year, the primary risks to the charity have been:

- Almshouses WMC arrears
- Changes in rent regulations and the welfare benefits system
- Incurring substantial non-budgeted expenditure
- Lack of attendance at trustee meetings
- Loss of key members of staff
- Serious damage to property
- Ongoing uncertainty resulting from the United Kingdom's decision to leave the European Union

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These risks were represented on the risk register as follows:

Risk	Current Control	New Mitigating Actions	Accountable
Almshouses WMC arrears	<p>Regular monitoring and reporting</p> <p>Support for residents to claim benefits</p> <p>Fortnightly Support Officer surgeries with residents</p> <p>KPIs surrounding collections arrears and bad debts monitored at senior management team and board level</p> <p>Ask resident to pay WMC one week in advance on sign up</p> <p>Established arrears control processes that govern communication with residents in arrears and encourage payment plans to clear debts</p> <p>Where necessary take legal action to recover debts</p>	<p>Increase frequency of account monitoring from every month to every two weeks</p> <p>Targeted support session with residents in arrears</p>	Chief Executive, Senior Management Team
Changes to the benefits system impact WMC collection	<p>Liaison with Housing Benefit sections</p> <p>Networking and keeping abreast of developments</p> <p>Make use of specialist advice where required</p> <p>Information and Policy Officer to track policy changes in policy at local and national level</p> <p>Finance team to undertake stress testing to assess the charity's critical decision points</p>	<p>Monitor new Government policy regarding housing and benefits closely and assess implications once policy is clear</p>	Chief Executive & Housing Manager
Long term loss of key members of staff	<p>Good terms and conditions which are regularly reviewed along with salaries. Use Citation to ensure good practice in employment matters</p> <p>Use of agency staff to cover gaps and ensure continuity of service</p> <p>Development the Senior Management Team</p>	<p>Review salary of frontline posts during the 2024/25 salary review cycle to ensure salaries remain competitive</p> <p>Become a Living Wage Employer</p>	Chief Executive

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	<p>Use of appraisals to anticipate problems</p> <p>Develop succession strategy and 'people plans' as part of the 2025-30 business plan</p> <p>Increased number of social events and events that reward success. Greater communication between trustees and all staff at post board meeting lunches etc.</p> <p>Increased number of social events and events that reward success. Greater communication between trustees and all staff at post-board meeting lunches etc.</p> <p>Regular reviews of pay and conditions to ensure a reasonable and competitive response to the cost-of-living crisis</p> <p>Restructure of the management team to provide quicker, more devolved and more robust decision-making across the organisation and provide promotion opportunities for existing staff</p>	Become a Living Pension Employer	
Incurring substantial non-budgeted expenditure	<p>Completing regular stock condition surveys to assess and plan repairs and improvements to the charity's estate</p> <p>Complete and work to a comprehensive business plan to predict income and expenditure requirements years in advance</p> <p>Earmark funds for ERF/CMF as a restricted reserve to cash back long-term capital projects</p> <p>Monitor cost of long duration capital projects closely to ensure completion within original estimates</p> <p>Review all CMF/ERF commitments during the budget process to ensure estimates are accurate and incorporate likely cost uplifts</p>	None – Risk unchanged since last year	Housing Manager and Chief Executive
Lack of attendance at meetings	<p>Attendance monitoring reporting</p> <p>Careful planning of meeting calendar to avoid known conflicts</p>	None – Risk unchanged since last year	All Trustees

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Serious Damage to Property	<p>Insured risk limits reviewed</p> <p>Regular property inspections</p> <p>Review insurance arrangement after 2025 renewal point</p> <p>Insurers notified of new acquisitions before completion date to ensure immediate cover</p>	None – Risk unchanged since last year	Chief Executive and Finance Manager
Disruption caused by the United Kingdom's exit from the European Union	<p>Assume longer lead times with all imported components</p> <p>Manage Resident expectation regarding repair times reducing essential repairs to infrastructure components like lifts and warden call systems from 6 hours to 4 weeks</p>	None – Risk unchanged since last year	Chief Executive and SMT

In 2023/24 the charity has downgraded many of the risks that have previously scored above 6 on the register. The long overdue replacement of the charity's data servers has reduced the rating of many of the charity's ICT risks while the extensive work of the charity's commercial property agents and the effective deployment of previous risk management plans has reduced the rating of the risks associated with the charity's historic leases.

However, a more challenging economic environment has led to an increase in the number of residents in arrears and the charity expects this trend will increase over the winter of 2024/25. As such this risk has increased in its rating and the charity has developed new mitigation to manage any situation that arises.

Code of Governance

The charity uses the National Housing Federation's Code of Governance. The charity also measures itself every two years against the Charity Commission Good Governance Code.

The charity is registered with the Fundraising Regulator however, the charity did not undertake any fundraising activities in 2023/24 either directly or through a 3rd party organisation. The charity did not employ any professional fundraisers and the charity has not received any complaints about its fundraising activities. In this context the charity has not needed to take any action to protect vulnerable people however should fundraising become a priority in the future the charity will ensure it has robust methods for protecting vulnerable people within the context of fundraising.

Internal Control

The trustees have overall responsibility for the charity's systems of internal control and the Finance and Audit Committee review the effectiveness of these systems annually. The charity's internal control systems are detailed in the charity's financial rules and regulations and consist of:

- A clearly defined structure which delegates authority, responsibility and accountability for financial activity including responsibility for internal control.
- A clear and effective process for budgeting and reporting, budgets and performance against them, is monitored through both the Finance and Audit Committee and the full board of trustee's meetings.
- Investment evaluation process with clear performance benchmarks and indicators.
- Regular risk review processes that detail the area of risk and the steps the charity and its trustees have taken to mitigate those risks.

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The charity's appointed internal auditor, Validera, audits aspects of the charity's internal controls annually. This year Validera completed an audit of the charity's IT and data systems. The report asserted that the charity's procedures provided adequate assurance but noted:

- The charity was vulnerable to the impact of the loss of key personnel.
- The charity's IT training had been delivered internally in an ad-hoc way based on immediate need and should, in the future, be delivered in a more formal and strategic way.

Public Benefit

The trustees of the Harborne Parish Lands Charity ensures that all decisions are made in accordance with the charity's purpose, are for public benefit, take into consideration the Charity Commission's guidance on public benefit and are in accordance with the Charity Commission's general framework for trustee decision making.

The charity makes decisions in ways that manage risks or harm to the charity and its beneficiaries consistent with the purpose of the charity and makes decisions to ensure that, outside of the individual grant programme, no personal benefit is more than incidental.

The obvious exception is the charity's individual grant programme of £45,025 which provided relief to people in poverty and crisis in the Ancient Parish of Harborne. Whilst grants are for the individual's benefit, it meets the public benefit criteria as they are available to the wider public meeting eligibility.

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2.0 Achievements, Performance and Plans for the Future

2.1 A Report from the Almshouses Committee

Achievements and Performance

The Almshouse Committee continue to provide good quality accommodation to 118 beneficiaries in the five schemes that we have:

Harborne House, Harborne
Dore House, Harborne
Firs Close, Smethwick
Harborne Cottages, Smethwick
Larksfield, Smethwick

In the last year we have let 11 flats to new applicants and still have 39 people on the waiting list. The average length of time from the application being approved to an offer being made is 242 days or 35 weeks (An increase over last year's figure of 156 days or 22 weeks). From the time a void becomes available we endeavour to re-let it within 21 working days, the re-let time is at present is 20 days.

Current arrears are 0.86% (0.0% last year) of annual charges against a target figure of less than 2.5%. While arrears have increase slightly it is pleasing that these increases are contained within two accounts and that on the whole arrears are still well managed.

Void losses and bad debts are 0.71% against a target of less than 4% (0.6% last year). Void losses have increased in-line with the increase in re-let times and are indicative of the shortage of availability of contractors rather than an internal process at the charity.

2023/24 has been a very expensive year for the almshouses with a number of projects that had been delayed because of the COVID-19 pandemic and the cost-of-living crisis being completed at the same time. During the last financial year, the charity has spent £433,070 improving the almshouses, an increase of 277% of the previous year.

At Firs Close we have -

Fitted new fire doors to all flats within the scheme
Pointed, re-hipped and replaced ridge tiles on the roof
Fitted new flooring in the laundry room
Refurbished the laundry room, and
Replaced the canopy stanchions at the front entrance

At Dore House we have -

Replaced all plastic cable fixings with more durable metal ones
Renewed all fire compartmentalization
Fitted two new CCTV cameras, and
Painted and refurbished two sheds

At Harborne House we have -

Fitted new fire doors to all flats at the scheme
Fitted new communal carpets throughout the scheme
Replaced the suspended ceiling in the meter cupboards
Replaced all plastic cable fixings with more durable metal ones
Renewed all fire compartmentalization
Resurfaced the car park, and
Fitted a garden irrigation system

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At Harborne Cottages we have –

- Decorated the communal lounge
- Decorated the laundry rooms
- Installed new heating in the laundry rooms
- Refurbished and decorated the windows across the scheme
- Fenced the nature garden, and
- Carried out an extensive program of roof maintenance that included re-bedding ridges and hips as well as renovating the gables replacing any worn tiles

At Larkfield we have –

- Fitted new fire doors to all flats
- Upgraded the communal heating, and
- Fitted a new, wider, rear entry door

In addition to repairs improvements and building works the charity also completed a self-assessment against the RSH's April 2024 Consumer Standards and found that it was compliant in all areas. The charity has made some minor changes to its operating practices to better accommodate the standards and has also established a process to ensure that any areas of future non-compliance are self-referred to the regulator in the line with the standards.

In June 2024 the charity assessed its complaints procedures against the Housing Ombudsman's new complaints code. The charity complaints processes were adapted to fit the new code and the Almshouses Committee appointed Pat Leadbeter as the board's complaints champion. Pat will be meeting with the Head of Operations, Information and Policy Officer and Chief Executive regularly to review complaints performance.

The charity has also recruited an Activities and Wellbeing Officer and Housing Officer which brings the Almshouses team up to full strength.

Plans for the future

The Almshouse Committee continue to make improvements to the various schemes in Harborne and Smethwick and have the following plans for the future:

Harborne House -

- Fit air conditioning in the communal lounge to create a safe 'cool space' that residents can use as a refuge during heatwaves and extreme warm periods
- Refurbish 4 shower rooms
- Convert the communal bathroom into a multifunction space

Harborne Cottages -

- Upgrade external lighting throughout the scheme
- Replace all wooden fire exit doors with new composite doors
- Fit air conditioning in the communal lounge to create a safe 'cool space' that residents can use as a refuge during heatwaves and extreme warm periods

Firs Close -

- Install new glazing throughout the scheme
- Refurbish and replace infill panels in the communal corridors
- Fit new blinds in communal areas
- Refurbish the guest flat
- Fit new timer clocks to heating systems

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- Fit air conditioning in the communal lounge to create a safe 'cool space' that residents can use as a refuge during heatwaves and extreme warm periods.
- Replace 1 washer and dryer in the communal laundry room

Dore House -

- Fit new fire doors throughout the scheme
- Assess stone work and carry out any subsequent repairs

In addition the charity will compete five-year fixed mains testing on all properties as well as develop plans to move any property with an energy rating below 'C' to 'C' or above.

Outside of the maintenance of the building the committee hopes that the newly appointed Activities and Well-being Officer will be able to plan and deliver a diverse range of activities for residents and looks forward to launching a new resident engagement and voice strategy in 2024/25 as well.

2.2 A Report from the Charitable Activity Committee

Achievements and Performance

In 2023/24 the charity committed £325,182 to 6,053 beneficiaries. This was significantly higher than originally budgeted however, upon discovering the second grant round was significantly over subscribed the trustees made an additional £50,000 available for organisational grants. Grants totalling £286,603 were made to organisations split across the following grant priorities:

- £132,728 was spent in 13 grants supporting services for older people.
- £53,626 was spent on 7 grants supporting 16–24-year-olds either NEET (Not in Education, Employment or Training) or at risk of becoming NEET.
- £56,944 was spent in 4 grants on programmes that distributed food or household goods.
- £43,305 was spent in 4 grants supporting debt and money management services.

£41,864 was spent on the charity's individual grant programme:

- £17,526 supported 71 beneficiaries with 28 grants in Birmingham; and
- £21,053 supported 79 beneficiaries with 35 grants in Smethwick.

The four largest grants made by the charity in 2023/24 accounted for £84,469 (26%) of the charity's grant spend and 2595 (42%) of the beneficiaries reached. These grants are detailed below:

Focus Birmingham

Focus Birmingham requested a grant to continue the work of the Community Worker who covers the HPLC area. This worker carries out home assessments within 72 hours of a referral to establish what help can be offered, such as benefits assistance or enrolment onto an eye contact information course. The Community Worker also runs weekly social groups in Harborne for the visually impaired (and those with dual sensory loss, where hearing is an issue too), who attend coffee mornings and enjoy a variety of activities such as singing, quizzes, gentle exercise, as well as the opportunity for people with similar conditions to socialise with their peers.

Smethwick Church Action Network (Smethwick CAN)

Smethwick CAN requested a grant to help support the costs of a part-time Food Action Worker and Food Action Co-ordinator. These two part-time staff worked towards tackling the issues surrounding food poverty and the impact this has on peoples' lives (such as low self-esteem, social isolation) rather than just distributing food packs. They further developed foodbank logistics, fundraising and partnerships, and the Smethwick CAN Foodstore (a self-esteem step away from the foodbank), where service users coming out of absolute poverty are invited to pay a nominal cost for the food they take, and shop for their specific food needs, as opposed to

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simply taking a food parcel. The Food Action Worker also managed the Smethwick CAN Grow community allotment scheme, encouraging service users to grow their own food, boosting health, wellbeing and social inclusion in the process.

Asian Family Counselling Service (AFCS)

They applied for a contribution towards the costs of providing the family, couple and individual counselling in the HPLC catchment area. AFCS employ Asian counsellors who understand the cultural and religious beliefs of service users, speak a number of community languages, and share a common ground. AFCS state that the most common reason for counselling is anxiety/depression/panic attacks often linked to the stress of poorly managed finances, ultimately having a negative impact on their service users' relationships. Their usual referrals are made through GP surgeries, CAMHS and health care agencies. They also directly outreach to local libraries, community centres and faith-based support networks.

Quinborne Community Centre (QCC)

QCC requested funding to continue to support their Friendship/Luncheon Club, geared to tackling loneliness and isolation in the older population of the Quinton and Harborne area, particularly since the pandemic crisis passed. This will continue to be a gateway service for directing those older centre users who need support with dementia and associated problems towards QCC's in-house support network who can then help service users towards outside statutory and VSO support. For this round, this service is enhanced to include: a meals-on-wheels outreach (attached to the Luncheon Club), a light/gentle exercise programme, an IT/internet literacy/awareness group, a community craft activities club, plus a number of day trips.

Future Plans

In 2024/25 the charity plans to:

- Spend £215,000 on grants to organisations
- Spend £55,000 on grants to individuals
- Increase the community involvement in the preparation of the grant strategy
- Develop a plan for future participatory grant making.

2.3 A Report from the Property Committee

Achievements and Performance

2023/24 has been a more stable year for the committee.

The charity's new property managers are now fully embedded and the transition has had a positive impact on the property portfolio's financial performance. Income increased to £590,443 (£543,443 in 2022/23) while costs have reduced by 28% to £239,710. Two major factors have led to this cost reduction:

- 1) Work on long term voids has been completed.
- 2) The initial wave of essential repairs identified by the new property managers have been completed.

Voids and relets have been well handled with no long-term voids during the period in question.

The charity has pressed ahead with the strategy to purchase two new residential properties and while this was not achieved in the 2023/24 financial year at the time of writing two new properties have been acquired.

The charity has made good progress tackling the historic lease issues identified by the new property managers and at the end of the year only two issues were outstanding.

Future Plans

Having completed a three-year property strategy with acquisition of two new properties the committee will now devise a new strategy that will likely include the disposal of the charity's poorest performing residential properties releasing funds for future renovations.

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2.4 A Report from the Finance and Audit Committee

Achievements and Performance

In February the committee reviewed the WMC rates paid by almshouses residents and the proposed increase prepared by the charity management team. The committee recommended a policy that capped all resident's utility charge increase to a maximum of £10.00 per week and recommended increase in the management and maintenance to charge to the maximum permissible 7.7%.

In the year the committee has received an internal audit report from the charity's internal audit firm Validera which examined ICT and data management at the charity. The report gave the charity an adequate assurance rating but highlighted the vulnerability of the charity to the loss of key personnel involved in the management of ICT. The committee noted the charity would be migrating to a new provider on the retirement of the charity's existing provider and that they would provide more redundancy although not necessarily as much flexibility.

The committee has scrutinised the activities of the charity's investment managers including receiving 4 written quarterly reports and meeting with the charity's appointed investment managers, Evelyn Partners, twice in February and September to discuss performance and strategy.

The committee has worked with the investment managers to review the charity's mandate, instructions and appetite for risk. This activity resulted in the committee selecting a medium-risk strategy for the investment portfolio with the following objectives:

- The creation of a sufficient financial return to enable the Charity to carry out its purposes effectively and without interruption.
- The maintenance and enhancement of the investment funds over the long term.
- To obtain a reasonable balance between capital growth and income so that the Charity can meet future as well as current needs.

The trustees' policy is to invest in an appropriate mix of real assets i.e. equities, fixed interest securities, alternative assets and monetary assets. Trustees recognise that the returns on equities, while expected to be greater over the longer term than those of fixed interest and monetary assets, are likely to be more volatile. Investment in a mix of asset classes should nevertheless provide the levels of return required for the Trust to achieve its objectives, whilst mitigating volatility.

On 30th June 2024 the charity's investment portfolio was worth £5,929,384 an increase of £760,727 from its June 2023 value of £5,168,656 on the back of a £250k cash injection into the portfolio, revaluation gains of £529k and management fees of £18k

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As at 30th June the portfolio was invested as follows:

UK Equities	18.7%
Overseas Equities	48.6%
North America	18.6%
Europe (Excluding the U.K.)	6.5%
Japan	3.1%
Pacific Basin (Excluding Japan)	6.0%
Emerging Markets	1.9%
Global	12.6%
Bonds	17.7%
UK Government	6.5%
UK Index Linked	1.9%
UK Corporate	2.5%
Overseas	6.9%
Alternative Assets	6.7%
UK Property	5.6%
Cash	2.7%

In 2023/24 the portfolio generated £193,459 a yield of 3.3%.

Performance against benchmark is improving with annualised performance exceeding benchmark at the 3-month interval (2.8% against a benchmark of 1.7%) and matching benchmark at 6 months (6.8%0. Performance than falls behind at 1 year (13.6% against a benchmark of 14%) and 3 years (3.1% against a benchmark of 4.3%). Performance matches the benchmark when considering 5-year timescales (5.2%) and improves a little since the portfolio's inception (8.5% against a benchmark figure of 8.2%)

Much of the underperformance at one- and three-year intervals has been driven by the charity's larger than average property and infrastructure holdings that were negatively impacted by the COVID-19 pandemic. More recently competition from bonds has continued to drive property fund prices down by offering lower risk alternatives with good income prospects.

In light of these developments the charity has reduced its alternative and UK property allocations and increased its bonds holding which has driven more positive performance in the latter half of the year.

Future Plans

In 2024/25 the committee is looking forward to receiving internal audit reports on grant making and key financial controls.

The committee will continue to monitor the performance of the charity investment managers and will receive reports and strategy updates in September 2024 and February 2025.

In February 2025 the charity will review the weekly maintenance charge proposal to ensure the charity is balancing the financial capabilities of the residents against the long-term financial viability of the charity.

Finally, the committee will work with charity's staff team and legal professionals to finally complete the often stalled process of incorporation ensuring that the charity's registration with the Regulator for Social Housing is novated to the new corporate trustees, TUPE transfers are made for exiting staff and finally requested a deed of united direction from the charity commission.

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2.5 Complaints

The charity has completed its first annual complaints report since adopting the Housing Ombudsman's new complaints standard and is pleased that in the period to 30th June 2024 there was only one complaint about the charity.

This complaint was made by a resident's family member who was unhappy that they had to remove items from a flat after the resident had passed away and felt that staff had been unsympathetic and unhelpful when dealing with the issue.

On reviewing the complaint, the charity has identified that although the obligations regarding resident belongings are highlighted to the resident and their next-of-kin in the sign-up pack and licence agreement for clarity a dedicated 'Belongings Left in Properties' policy has been developed. The communications aspect of the complaint has been addressed by designating the Head of Operations the single point of contact in future situations such as this.

The complaint was dealt with within the timescales detailed in the charity's complaints policy.

3.0 Financial Review

3.1 Financial Position

The Charity's Income
Income received 2023-24

Financial Investment Income	£193,459
Income from Investment Properties	£590,389
Housing Activities	£1,088,551
Other	£529

£1,872,928

The Charity's Expenditure
How the income was spent in 2023-24

Grants	£389,644
Housing Activities	£1,420,603
Governance	£78,607
Investment property management	£239,710
Financial investment management	£31,726

£2,160,287

Balance Sheet

The value of assets (less liabilities) of the charity is shown below

	£
Housing Properties	3,585,368
Land, fixtures & fittings	652,218
Investments (stocks and shares)	5,929,384
Investment properties	11,152,001

Subtotal 21,318,972

Current assets less current liabilities	1,506,557
Creditors (due over more than one year)	(63,796)

Net Assets 22,761,733

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3.2 Commentary on the Accounts

2023/24 has been a challenging year for the charity, and the fact that the challenges were all planned and budgeted for has made them no less challenging. The charity's income has increased significantly, up 12.56% from £1,663,970 in 2022/23 to £1,872,928 in 2023/24 however, costs have increase by an even larger 17.97% to £2,160,287 in 2023/24 from £1,831,189 in 2022/23.

The charity's income has grown across the board and is reflective of inflationary increases to management and maintenance, service and utility charges; generally more positive financial market performance and the impact of new property managers in maximising investment property returns.

The charity's expenditure increases are predominantly contained within the almshouses where many projects delayed by COVID-19 and the cost-of-living crisis have been completed but have also coincided with the installation of new fire doors across the entire estate. This had led to a £330,470 deficit in the charity's almshouses operation in the year. While this is naturally concerning it should be noted that this deficit was budgeted and that the underlying position of the almshouses service when exceptional costs are removed remains positive.

Despite these planned challenges, increases in the value of the charity's investment portfolio have led to an overall improvement of the charity's total funds by £263,827.

3.3 Reserves

It is the charity's policy to hold 6 months' operating expenditure (£1,079,353) and 12 months' maintenance expenditure (£221,806) in reserve in the form of cash. As of 30th June 2024 the charity was holding £1,723,935 in cash and a total of £7,653,319 in either cash or easily liquidated investments.

The charity holds £221,806 of this cash and £221,806 of these easily liquidated investments as a designated planned maintenance fund.

While the charity's reserves policy and planned maintenance funds only calls for £1,301,159 of cash and a further £221,806 of easily liquidated investments the trustees are currently holding more in anticipation of:

- Purchasing additional residential properties as detailed in the report from the property committee (£600,000)
- Provision for risks identified on the risk register, specifically welfare reform and historic lease errors (£200,000)

Taken together these provisions come to £2,322,965. In light of these factors the charity's cash reserve does not seem excessive yet in the very unlikely event that all provisions become necessary simultaneously the charity will only need to liquidate £599,030 of easily liquidated investments.

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4.0 Value for Money

Value for Money (VFM) is always at the forefront when managing the delivery of our charitable mission and objectives.

For HPLC VFM is maximising our value to:

enable our residents to live independently in an environment that improves their health and wellbeing, thus lessening the burden on the NHS by reducing the need for GP and hospital visits and admissions to care homes.

support our individual grant recipients through provision of necessities such as whitegoods and baby items.

assist local organisations in their attempts to improve the health, welfare and employment opportunities of the inhabitants of the ancient parish and help them reach their full potential.

4.1 Arrangements to Ensure VFM

VFM drives our strategic objectives of risk, assets, people and procurement. As such it runs through all aspect of our strategic plans. Progress is rigorously monitored at committee meetings and by the full board on a quarterly basis.

The Finance & Audit Committee scrutinise all aspects of financial performance and ensures we have sound financial rules and regulations. Our returns on investment are benchmarked so that we can be certain that our stocks and shares are appropriate and performing well. Expenditure against budget for all aspects of the charity is checked monthly by the Senior Management Team.

The Property Committee monitors the performance of our non-social housing and investment properties to ensure a healthy balance of income and long-term growth. Investment returns are monitored year-on-year at a property level to ensure the charity can dispose of any underperforming assets and generate maximum returns on its portfolio.

The Almshouse Committee monitors void loss, arrears and repairs and maintenance in relation to our five almshouses. We undertook our latest five-year stock condition survey in 2019 and this has enabled the charity to carry out maintenance and improvement works to the almshouses in a planned and strategic manner. It is now time to update the stock condition survey to ensure the charity continues to stay 'ahead of the game' and that unforeseen repair costs do not creep up. We continue to take a balanced view of maintenance, realising the importance of keeping our properties at a high standard, so that they remain desirable and ensure low void rates, without carrying out work before it is necessary.

The almshouse committee also reviews large tendering activities to ensure that contract are competitively tendered and that the charity is getting the best quality for the money it is spending.

The charity is a member of the SPBM Benchmarking Group which assesses our performance against that of similar organisations and enables us to share good practice.

The Charitable Activities Committee oversees our programme of organisational and individual grants to ensure we are adhering to the charity's grants strategy, which outlines our key priorities for the year. These priorities are regularly reviewed and altered over time according to identified patterns of need established from local resources such as ONS data and neighbourhood plans. Any applications made to the charity are assessed against these priorities and only applications that demonstrate an ability to evidence these needs are funded. The committee will receive reports on the achievements each award made and compared the costs of each intervention against the number of beneficiaries it supported and the impact it achieved.

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4.2 Benchmarking Ranking

The charity has compared its performance against local housing charities that form the SPBM (Smaller Providers Benchmarking) Benchmarking group. The charity has a combination of mandatory metrics from the Regulator for Social Housing (RSH) and other metrics shared across this group to assess its relative performance. The results of this comparison are detailed in the table below showing how this year's performance compares to last year's, and giving a short narrative explanation of what the metric means and why the charities performance is what it is. Finally, the charity has included its rank out of the 14 SPBM members:

Metric (As defined by the Regulator for Social Housing)	2019/20	2020/21	2021/22	2022/23	2023/24	Narrative Explanation	SPBM Rank (Out of 14)
Stock managed	99	99	99	99	99	The total social housing stock managed by the charity has remained unchanged since 2017/18. We will carefully monitor the new government's housing strategy and assess whether the operating environment becomes conducive to the growth of the charity's housing stock.	↔ N/A
Void losses (%)	0.2	0.38	0.49	0.48%	0.71%	The percentage of income lost to voids has increased slightly. This is reflective of the increase in re-let times which itself has been indicative of the number of flats requiring wet room bathroom conversions when void.	↑ 2nd
Av. re-let time of all re-lets (days)	17	22	18	18	20	Average re-let time have increased in part because of the amount of refurbishment required (a disproportionate number of the voids were smokers) and the number of void flats that had not already had wet room conversions. Despite this increase the charity has advanced in the rankings and is now class leading.	↑ 1st
Rent collected (% of charges due)	100.29	99.37	95.8	100.8%	102.15%	Rent (WMC) collected as a percentage of charges due has increased slightly. The figure indicates that the charity is collecting more rent than is due. This indicates that new residents are paying the WMC in advance	↔ 1st
Current tenant arrears (%)	1.69	0.37	0.0	0.0%	0.86%	Current tenant arrears have increased as two residents have, for various reasons, have failed to pay all charges due. Both accounts have payment plans in place. Despite this increase the charity still has class leading arrears management.	↔ 1st
Overall operating margin (%) (RSH 101)	2.89	63.13	-24.05	41.52%	-30.36%	The charity's overall operating margin has decreased significantly. This is reflective of the significant improvement spend the charity has made this year.	↓ 5th

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Metric (As defined by the Regulator for Social Housing)	2019/20	2020/21	2021/22	2022/23	2023/24	Narrative Explanation		SPBM Rank (Out of 14)
Social housing lettings operating margin (%) (RSH 102)	3.58	0.46	-6.81	-9.27%	-15.26%	The charity's social housing operating margins has decreased. This is reflective of the increased reinvestment in the almshouses and the cost of staff that are not charged to residents such as the Support Officer.	↑	4th
EBITDA MRI (as a percentage of interest) (RSH 103)	1.53	146.63%	-41.87%	104.56%	-28.93%	The charity's EBITDA MRI rating has decreased because of the increased improvement spend. The charity maintains sufficient liquidity with reserves in excess of £1.7 million.	↔	N/A
Gearing (RSH and Scorecard measure) (RSH 203)	-39.16%	-47%	-57.04%	-56.85%	-46.29%	The charity is low geared. The charity is paying off its one small loan slowly and the outstanding balance decreases from year to year. The charity has looked into paying the loan off early but redemption costs make this uneconomical.	↔	N/A
New supply of social housing units delivered as a percentage of total social housing units held (RSH 204)	0	0	0	0	0	The charity has not developed any new social housing units this year. The charity would like to develop new social housing units but requires greater clarity regarding future welfare reforms before it can commit. The ranking is established on the basis of how recently units were added.	↔	1st
New Supply delivered (non- social housing units)	N/A	N/A	0	0	0	The charity has not delivered any new non-social housing units in 2023/24. However, the charity has completed two non-social residential purchases after the year end and will report those in this table in 2024/25. The ranking is based on how recently new non-social units were added to our portfolio. Our ranking shows the charity added units most recently out of our peers.	↔	1st

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Metric (As defined by the Regulator for Social Housing)	2019/20	2020/21	2021/22	2022/23	2023/24	Narrative Explanation	SPBM Rank (Out of 14)
Reinvestment % (RSH 304)	4.69	0.86	0.98	2.75	1.79%	Reinvestment decreased slightly and while this may seem counterintuitive given how much the charity spent improving the almshouses only a small percentage of those works was capitalised and shows up here. In addition, the charity has cleared any fully depreciated assets from the fixed asset register which has also had the impact of lowering this score.	↔ 2nd
Return on Capital Employed (ROCE) % (RSH 401)	0.19%	4.12%	1.72%	2.9%	-1.25%	The return on capital employed is indelibly linked to the performance of the charity's investments and the amount the charity spends.	↓ 4th
Headline social housing cost per unit (RSH 501)	£10,146	£9,085	10,057	£11,440	13.663	The total headline cost per social housing unit has increased significantly. This is reflective of the increased amount of capital spend and refurbishments the charity has undertaken as well as the significant increase in service contracts such as lift maintenance or IT. The charity's costs are often higher when compared to other providers because of the additional cost we carry to support and provide activities to our residents. These costs are not passed on to residents and are not HB eligible meaning that the charity's WMC remains competitive with the rest of our sector with an average total weekly charge of £216.01. We might almost describe ourselves as proud to be expensive here as we are utilising the charity's funds to provide an enhanced service that goes above and beyond that of a standard sheltered accommodation provider.	↑ 4th

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5.0 Resident Satisfaction

In 2024 the charity carried out a resident satisfaction survey based on the Tenant Perception Measures (TPM) released by the RSH in 2023. The survey was distributed to all residents by hand. To encourage residents to respond, all respondents were entered into a prize draw for £100. Out of 106 residents, 83 responded (a response rate of 78.3%) which is considered excellent. The survey was conducted using a paper questionnaire, with an electronic version made available upon request. Once resident details had been removed and entered into the draw the returns were analysed anonymously.

The key questions covered tenant satisfaction with overall services, repairs, safety, and resident engagement. Each question was rated on a scale of 1 to 5 (1 = very dissatisfied, 5 = very satisfied). Following the guidance of the Regulator of Social Housing, satisfaction was calculated by combining the '5s' (very satisfied) and the '4s' (fairly satisfied). The results were as follows:

Satisfaction Measure	Satisfaction Score (%)
TP01: Overall Satisfaction with Service Provided	99%
TP02: Satisfaction with Repairs	99%
TP03: Satisfaction with time taken to complete most recent repair	94%
TP04: Satisfaction that your home is well maintained	96%
TP05: Satisfaction that your home is safe	100%
TP06: Satisfaction that the landlord listens to resident views and acts upon them.	98%
TP07: Satisfaction that the landlord keeps residents informed about things that matter to them.	95%
TP08: Agreement that the landlord treats residents fairly and with respect	98%
TP09: Satisfaction with HPLC's approach to handling complaints	100%
TP10: Satisfaction that HPLC keeps communal areas clean and well-maintained.	99%
TP11: Satisfaction that HPLC makes a positive contribution to neighbourhoods	85%
TP12: Satisfaction with the landlord's approach to handling anti-social behaviour	89%

Areas residents are less satisfied with include the approach the charity takes to antisocial behaviour and the time taken to complete the most recent repairs. The charity has investigated and found that all repairs completed in the 6 months preceding the issue of the questionnaire were completed within the timescales identified in the charity's repairs policy, however, clearly the charity needs to work with residents to ensure the timescales in the policy are reflective of resident aspirations and understood by residents.

Residents are less confident that the charity makes a positive contribution to neighbourhoods. It should be noted that at 85% satisfied this area does not score particularly low in objective terms however, it merits special treatment as the lowest scoring question. We believe that the question was not well understood and that residents interpreted "neighbourhood" as the wider geographical area rather than the community within the charity's control. It is also possible that the charity's wider community initiatives such as the charity's grant programme or its participation in West Midland Funder Network was not well understood by residents. The charity will publicise these activities over the next 12 months.

HARBORNE AND SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 JUNE 2024

However, overall feedback has been very positive with residents particularly liking that they feel safe in their homes, the way the charity handles complaints, the charity's repairs service, the general cleanliness and tidiness of the schemes and the overall service provided by the charity. We look forward to next year where these results can be contrasted with our peers and expect to compare very favourably.

It is clear from this feedback that residents at HPLC properties live happy, safe and contented lives and while there is always room for improvement the results reflect the hard work of the charity staff team.

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustees are aware, there is no relevant audit information of which the charity's auditor is unaware, and
- the Trustees have taken all the steps that ought to have been taken as Trustees in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

The auditors, Crowe U.K. LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

The Trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees and signed on the board's behalf by:


Mr D Jeffery
Chairman

Date: 18.12.24

HARBORNE AND SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 30 JUNE 2024

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


The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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 and the provisions of the Trust deed. 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.

Approved by order of the members of the board of Trustees and signed on its behalf by:

Mr D Jeffery
Chairman
Date:


18.12.24

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARBORNE & SMETHWICK CHARITABLE TRUST

Opinion

We have audited the financial statements of Harborne & Smethwick Charitable Trust (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 30 June 2024 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Charity balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 30 June 2024 and of the Group's incoming resources and application of resources, including its income and expenditure 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 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 Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 concluded 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 Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARBORNE & SMETHWICK CHARITABLE TRUST (CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information contained within the Annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) 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 Group's and the parent charitable company'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 Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARBORNE & SMETHWICK CHARITABLE TRUST (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 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.

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 extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Obtaining and understanding of the legal and regulatory frameworks that the Charity operates in, focusing on those laws and regulations that have a direct effect on the financial statements;

Enquiring of management and Trustees around known or suspected instances of non-compliance of laws and regulations and fraud;

Discussing among the engagement team regarding how and where fraud might occur in the financial statements and any potential indications of fraud;

Reviewing minutes of meetings of those charged with governance;

Reviewing Financial Statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and

Performing audit work in relation to the risk of management override, including testing of journal entries and other adjustments for appropriateness and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's report.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARBORNE & SMETHWICK CHARITABLE TRUST (CONTINUED)

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them 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's and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Crowe U.K. LLP

Crowe U.K. LLP
Statutory Auditor
Black Country House
Rounds Green Road
Oldbury
West Midlands
B69 2DG

Date: 19 December 2024

Crowe U.K. LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND
EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 JUNE 2024**

	Note	Unrestricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Charitable activities	4	1,088,551	-	1,088,551	956,530
Investments	5	783,848	-	783,848	707,079
Other income		529	-	529	361
Total income and endowments		1,872,928	-	1,872,928	1,663,970
Expenditure on:					
Raising funds	6	26,005	245,430	271,435	375,358
Charitable activities:	8				
Housing activities		1,281,739	138,864	1,420,603	1,032,030
Grants in relief in need		389,643	-	389,643	355,446
Governance costs		78,606	-	78,606	68,355
Total expenditure		1,775,993	384,294	2,160,287	1,831,189
Net income/(expenditure) before net gains on investments		96,935	(384,294)	(287,359)	(167,219)
Net gains on investments		321,517	229,669	551,186	858,162
Net movement in funds		418,452	(154,625)	263,827	690,943
Reconciliation of funds:					
Total funds brought forward		6,505,206	15,992,700	22,497,906	21,806,963
Net movement in funds		418,452	(154,625)	263,827	690,943
Total funds carried forward		6,923,658	15,838,075	22,761,733	22,497,906

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 39 to 61 form part of these financial statements.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 11217433

CONSOLIDATED BALANCE SHEET
AS AT 30 JUNE 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	4,237,587	4,308,505
Investments	14	5,929,384	5,168,657
Investment property	13	11,152,001	11,143,001
		<u>21,318,972</u>	<u>20,620,163</u>
Current assets			
Debtors	16	196,977	166,156
Cash at bank and in hand		1,723,934	2,145,863
		<u>1,920,911</u>	<u>2,312,019</u>
Creditors: amounts falling due within one year	17	(414,354)	(369,557)
Net current assets		<u>1,506,557</u>	<u>1,942,462</u>
Total assets less current liabilities		<u>22,825,529</u>	<u>22,562,625</u>
Creditors: amounts falling due after more than one year	18	(63,796)	(64,719)
Total net assets		<u><u>22,761,733</u></u>	<u><u>22,497,906</u></u>
Charity funds			
Endowment funds	19	15,838,075	15,992,700
Unrestricted funds	19	6,923,658	6,505,206
Total funds		<u><u>22,761,733</u></u>	<u><u>22,497,906</u></u>

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 11217433

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 30 JUNE 2024

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


Mr D Jeffery
(Chairman)

Date:

18.12.24

The notes on pages 39 to 61 form part of these financial statements.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 11217433

CHARITY BALANCE SHEET
AS AT 30 JUNE 2024

	2024 £	2023 £
Net current assets	-	-
Total net assets	<u>-</u>	<u>-</u>
Charity funds		
Endowment funds	-	-
Unrestricted funds	-	-
Total funds	<u>-</u>	<u>-</u>

The Charity's net movement in funds for the year was £NIL (2023 - £NIL).

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.


The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


Mr D Jeffery
(Chairman)
Date: 18.12.24

The notes on pages 39 to 61 form part of these financial statements.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash used in operating activities	21	(895,300)	(677,498)
Cash flows from investing activities			
Dividends, interests and rents from investments		783,848	707,079
Purchase of tangible fixed assets		(77,926)	(100,524)
Proceeds from sale of investments and investment property		886,591	444,506
Purchase of investments and investment property		(984,947)	(436,719)
Net cash provided by investing activities		607,566	614,342
Cash flows from financing activities			
Repayments of borrowing		(923)	(835)
Net cash used in financing activities		(923)	(835)
Change in cash and cash equivalents in the year		(288,657)	(63,991)
Cash and cash equivalents at the beginning of the year		2,173,011	2,237,002
Cash and cash equivalents at the end of the year	22	1,884,354	2,173,011

The notes on pages 39 to 61 form part of these financial statements

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024**

1. General information

The Harborne and Smethwick Charitable Trust is a private company limited by guarantee registered with the Charity Commission and Companies House in England and Wales. Its registered office is 109 Court Oak Road, Harborne, Birmingham, B17 9AA.

The nature of the operations and principal activities are relieving need in the ancient parish of Harborne.

2. Accounting policies

2.1 Basis of preparation of financial statements

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 Companies Act 2006.

Harborne & Smethwick Charitable Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Charity has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

2.2 Going concern

After reviewing the Charity's forecasts and projections, the Trustees consider that the charity is well placed to manage the business risks it faces. This position is supported by strong cash balances and sufficient level of reserves.

The Trustees therefore have a reasonable expectation that the charity has sufficient resources to continue in operational existence for the foreseeable future and believe that there are no material uncertainties that call into doubt the ability of the charity to continue as a going concern.

The charity therefore continues to adopt the going concern basis in preparing its financial statements. The charity's planning processes, including financial projections, take into consideration the current economic climate and its potential impact on various sources of income and planned expenditure.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024

2. Accounting policies (continued)

2.3 Income

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 income receivable can be measured reliably.

Income from housing activities represents rental and service charges income receivable in the year net of rent and service charges losses from voids.

Investment income from investment properties is recognised as it falls due. Dividends and interest income is recognised as the Charity's right to receive payment is established.

Rental income from investment properties is recognised on a receivable basis.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in managing investment assets.

Investment management costs are apportioned between funds based on the percentage of the relevant assets held in the fund.

Charitable activities and governance costs are costs incurred in the Charity's operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets (including social housing properties) are carried at cost (or deemed cost), net of depreciation and any provision for any impairment. Cost includes costs directly attributable to making the asset capable of operating as intended such as the cost of acquiring land and buildings, development costs, interest charges on loans during the development and expenditure on improvements. Expenditure on improvements will only be capitalised when it results in incremental future benefits such as increasing rental income, reducing maintenance costs or resulting in a significant extension of the useful economic life of the property.

Housing properties in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

Major components of housing properties, such as lifts and warden alarm systems have been accounted for and depreciated separately from the connected housing property, over their expected useful economic lives. The useful economic lives of tangible fixed assets are reviewed annually.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024**

2. Accounting policies (continued)

2.5 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Land	- Not depreciated
Office building	- 20 years
Fixtures and fittings	- 7 years
Computer equipment	- 3 years
Roof structure and covering	- 70 - 100 years
Windows and external doors	- 30 years
Heating	- 8 - 15 years
Kitchens	- 20 years
Bathrooms	- 30 years
Mechanical	- 30 years
Electrical	- 40 years
Lifts	- 20 years

2.6 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated statement of financial activities.

2.7 Investment property

All investment properties are included at market value. Any changes in fair value are recognised in the Statement of Financial Activities.

Properties rented to provide social housing are treated as tangible fixed assets and not investment properties.

2.8 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024**

2. Accounting policies (continued)

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

2.12 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Endowed funds are those funds which are available for use in accordance with the wishes of the funder or regulatory body. Endowment funds represent gifts where the income may be used for general charitable purposes but the capital must be retained.

Income generated from permanently endowed assets is allocated to unrestricted income. Gains and losses on those assets are attributed to the endowment fund. Where income funds are used to build, extend or improve buildings which are endowed properties or on endowed land, then the enhancement to the asset will be included within the endowment fund.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024**

3. Critical accounting estimates and areas of judgement

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

The Charity has made the following estimates and assumptions that have a significant impact on the amounts recognised in the financial statements:

Useful lives of buildings and components - this is assessed based on experience and best practice in the sector. The useful lives are regularly reviewed.

Valuation of investment properties - fair value is assessed based on a combination of professional opinion, market values, actual occupancy and knowledge of the local area.

Critical areas of judgement:

Permanent endowment funds - due to the age of the Charity and changes in modern day regulation, the Trustees are aware that it is difficult to ascertain with certainty the absolute values and components of the permanent endowment funds. They have applied judgement to the split of assets and allocation and apportionment of eligible costs to those funds based on historic evidence and practice.

Valuation of investment properties - the Trustees consider the assessment of the valuation of investment properties to be a key area of judgement, with the factors impacting upon this assessment being outlined above.

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024**

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Weekly maintenance contribution	612,654	612,654
Service charges receivable	322,350	322,350
Utilities recharges	153,547	153,547
Total 2024	<u><u>1,088,551</u></u>	<u><u>1,088,551</u></u>
	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Weekly maintenance contribution	561,900	561,900
Service charges receivable	284,499	284,499
Utilities recharges	110,131	110,131
Total 2023	<u><u>956,530</u></u>	<u><u>956,530</u></u>

HARBORNE & SMETHWICK CHARITABLE TRUST
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024**

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Rental income from investment properties	590,389	590,389
Dividends and interest receivable	193,459	193,459
Total 2024	<u>783,848</u>	<u>783,848</u>
	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Rental income from investment properties	543,443	543,443
Dividends and interest receivable	163,636	163,636
<i>Total 2023</i>	<u>707,079</u>	<u>707,079</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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6. Investment management costs

	Unrestricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Repairs	4,633	149,802	154,435
Insurance	310	10,028	10,338
Legal and property management fees	248	8,017	8,265
Agent's commission	2,000	64,671	66,671
Investment management fee	18,814	12,912	31,726
Total 2024	26,005	245,430	271,435

	Unrestricted funds 2023 £	Endowment funds 2023 £	Total funds 2023 £
Repairs	7,819	252,813	260,632
Insurance	249	8,047	8,296
Legal and property management fees	437	14,118	14,555
Agent's commission	1,848	59,721	61,569
Investment management fee	17,972	12,334	30,306
Total 2023	28,325	347,033	375,358

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7. Analysis of grants

	Grants to Institutions 2024 £	Grants to Individuals 2024 £	Total funds 2024 £
Grants for relief in need	286,603	45,882	332,485
	<u>286,603</u>	<u>45,882</u>	<u>332,485</u>
	<i>Grants to Institutions 2023 £</i>	<i>Grants to Individuals 2023 £</i>	<i>Total funds 2023 £</i>
Grants for relief in need	230,259	71,313	301,572
	<u>230,259</u>	<u>71,313</u>	<u>301,572</u>

During the year, 63 (2023: 164) grants were awarded to individuals referred to the Charity by agencies in Birmingham and Sandwell.

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8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Housing activities	1,360,343	138,864	1,499,207
Grants for relief in need	389,645	-	389,645
Total 2024	1,749,988	138,864	1,888,852
	Unrestricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Housing activities	984,432	115,953	1,100,385
Grants for relief in need	355,446	-	355,446
Total 2023	1,339,878	115,953	1,455,831

Included within housing activities is governance costs of £80,191 (2023: £68,355). See note 9 for details.

9. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Grant funding of activities 2024 £	Support costs 2024 £	Total funds 2024 £
Housing activities	1,419,016	-	80,191	1,499,207
Grants for relief in need	-	332,485	57,160	389,645
Total 2024	1,419,016	332,485	137,351	1,888,852

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9. Analysis of expenditure by activities (continued)

	<i>Activities undertaken directly 2023 £</i>	<i>Grant funding of activities 2023 £</i>	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Housing activities	1,032,030	-	68,355	1,100,385
Grants for relief in need	-	301,572	53,874	355,446
Total 2023	1,032,030	301,572	122,229	1,455,831

Analysis of direct costs

	<i>Housing Activities 2024 £</i>	<i>Total funds 2024 £</i>
Staff costs	328,235	328,235
Operating costs	1,084,113	1,084,113
Interest payable	6,668	6,668
Total 2024	1,419,016	1,419,016

	<i>Housing Activities 2023 £</i>	<i>Total funds 2023 £</i>
Staff costs	311,304	311,304
Operating costs	713,970	713,970
Interest payable	6,756	6,756
Total 2023	1,032,030	1,032,030

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9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Housing Activities 2024 £	Grants for relief in need 2024 £	Total funds 2024 £
Staff costs	-	50,990	50,990
Premises and office running expenses	-	6,170	6,170
Governance costs	80,191	-	80,191
Total 2024	80,191	57,160	137,351
	<i>Housing Activities 2023 £</i>	<i>Grants for relief in need 2023 £</i>	<i>Total funds 2023 £</i>
Staff costs	-	48,894	48,894
Premises and office running expenses	-	4,980	4,980
Governance costs	68,355	-	68,355
Total 2023	68,355	53,874	122,229

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10. Governance costs

	Unrestricted funds 2024 £	Total funds 2024 £
Auditor's remuneration	24,804	24,804
Other costs	23,820	23,820
Premises and office running expenses	2,779	2,779
Wages and salaries	23,816	23,816
National insurance	2,606	2,606
Pension cost	2,366	2,366
Total 2024	80,191	80,191

Auditor's remuneration contains £3,204 (2023: £3,000) of non-audit fees.

	Unrestricted funds 2023 £	Total funds 2023 £
Auditor's remuneration	24,162	24,162
Other costs	14,196	14,196
Premises and office running expenses	2,692	2,692
Wages and salaries	22,496	22,496
National insurance	2,561	2,561
Pension cost	2,248	2,248
Total 2023	68,355	68,355

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11. Staff costs

	Group 2024 £	<i>Group 2023 £</i>
Wages and salaries	347,492	328,749
Social security costs	28,632	27,611
Other pension costs	31,889	31,143
	408,013	387,503

The average number of persons employed by the Charity during the year was as follows:

	Group 2024 No.	<i>Group 2023 No.</i>
Employed wholly on housing activities	6	5
Employed on housing activities, grant making and governance	5	6
	11	11

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2024 No.	<i>Group 2023 No.</i>
In the band £70,001 - £80,000	1	1

Aggregate remuneration and benefits received by Key Management Personnel (including employer pension contributions, national insurance and benefits) amounted to £211,052 (2023: £197,764). Key Management Personnel comprises the Trustees, Chief Executive, Housing Manager, Senior Buildings Manager and Information and Policy Officer. Trustees received no remuneration or benefits.

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**NOTES TO THE FINANCIAL STATEMENTS
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12. Tangible fixed assets

Group

	Freehold property £	Fixtures and fittings £	Housing properties £	Total £
Cost or valuation				
At 1 July 2023	657,493	164,036	6,055,164	6,876,693
Additions	-	31,467	46,459	77,926
Disposals	-	(53,109)	-	(53,109)
At 30 June 2024	657,493	142,394	6,101,623	6,901,510
Depreciation				
At 1 July 2023	54,261	118,799	2,395,128	2,568,188
Charge for the year	6,546	21,172	121,126	148,844
On disposals	-	(53,109)	-	(53,109)
At 30 June 2024	60,807	86,862	2,516,254	2,663,923
Net book value				
At 30 June 2024	596,686	55,532	3,585,369	4,237,587
At 30 June 2023	603,232	45,237	3,660,036	4,308,505

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**NOTES TO THE FINANCIAL STATEMENTS
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13. Investment property

Group

	Freehold investment property £
Valuation	
At 1 July 2023	11,143,001
Revaluation gain	9,000
At 30 June 2024	<u>11,152,001</u>

Investment property comprise commercial properties and residential properties with fair values of £5.7m and £5.5m respectively on 30 June 2023. The Charity's investment properties were formally valued as at 30 June 2023, commercial properties were valued by Richard D Longden (MRICS) of Cottons Chartered Surveyors and residential properties valued by James Peet (MRICS) of Carters Chartered Surveyors, on an open market value. The Trustees consider the relevant assumptions applied by the surveyors appropriate as at 30 June 2024. The majority of these properties were bequeathed to the Charity many years ago and the historical cost of these properties is not known.

14. Fixed asset investments

Group	Listed investments £	Cash held by investment manager £	Total £
Cost or valuation			
At 1 July 2023	5,141,509	27,148	5,168,657
Additions	984,947	(734,947)	250,000
Disposals	(886,591)	886,591	-
Revaluations	529,099	-	529,099
Management fees	-	(18,372)	(18,372)
At 30 June 2024	<u>5,768,964</u>	<u>160,420</u>	<u>5,929,384</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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15. Subsidiary undertakings

The Harborne Parish Lands Charity (charity number 219031), an unincorporated registered charity is the subsidiary undertaking of Harborne and Smethwick Charitable Trust which is the sole Trustee. Its principal activity is the relief of need in the ancient parish of Harborne through the provision of almshouses and provision of grants to individuals and organisations that support those in need.

As Harborne and Smethwick Charitable Trust was dormant throughout the year, the results presented in the Statement of Financial Activities, Balance sheet, Statement of cashflows and the related notes to the financial statements are those of Harborne Parish Lands Charity.

16. Debtors

	Group 2024 £	Group 2023 £
Due within one year		
Trade debtors	18,765	18,324
Rents held by managing agent	88,325	100,675
Prepayments and accrued income	89,887	47,157
	196,977	166,156

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**NOTES TO THE FINANCIAL STATEMENTS
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17. Creditors: Amounts falling due within one year

	Group 2024 £	<i>Group 2023 £</i>
Bank loans	560	560
Trade creditors	17,753	68,500
Other taxation and social security	8,503	9,231
Other creditors	8,449	7,336
Accruals and deferred income	146,926	132,575
Grants payable	232,163	151,355
	414,354	369,557

Included within accruals and deferred income is rental income invoiced in advance of £83,176 (2023: £70,883).

18. Creditors: Amounts falling due after more than one year

	Group 2024 £	<i>Group 2023 £</i>
Bank loans	63,796	64,719

The above loan included in creditors within and after one year is secured by a charge over Harborne House, one of the Charity's housing properties. The loan is repayable in instalments over a term of 60 years ending on 31 July 2044. The interest accrues at a rate of 10.25%. The loan represents 6.4% (2023: 6.3%) of the book value of the property.

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**NOTES TO THE FINANCIAL STATEMENTS
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19. Statement of funds

Statement of funds - current year

	Balance at 1 July 2023 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 June 2024 £
Unrestricted funds					
General Funds	6,505,206	1,872,928	(1,775,993)	321,517	6,923,658
Endowment funds					
Endowment Funds	15,992,700	-	(384,294)	229,669	15,838,075
Total of funds	22,497,906	1,872,928	(2,160,287)	551,186	22,761,733

Statement of funds - prior year

	Balance at 1 July 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 June 2023 £
Unrestricted funds					
General Funds	6,242,778	1,663,970	(1,368,203)	(33,339)	6,505,206
Endowment funds					
Endowment Funds	15,564,185	-	(462,986)	891,501	15,992,700
Total of funds	21,806,963	1,663,970	(1,831,189)	858,162	22,497,906

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**NOTES TO THE FINANCIAL STATEMENTS
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20. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Tangible fixed assets	55,531	4,182,056	4,237,587
Fixed asset investments	3,766,125	2,163,259	5,929,384
Investment property	529,999	10,622,002	11,152,001
Current assets	1,920,911	-	1,920,911
Creditors due within one year	(413,794)	(560)	(414,354)
Creditors due in more than one year	-	(63,796)	(63,796)
Loan between funds	1,064,886	(1,064,886)	-
Total	6,923,658	15,838,075	22,761,733

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Endowment funds 2023 £	Total funds 2023 £
Tangible fixed assets	45,235	4,263,270	4,308,505
Fixed asset investments	3,065,014	2,103,643	5,168,657
Investment property	530,000	10,613,001	11,143,001
Current assets	2,312,019	-	2,312,019
Creditors due within one year	(368,997)	(560)	(369,557)
Creditors due in more than one year	12,805	(77,524)	(64,719)
Loan between funds	909,130	(909,130)	-
Total	6,505,206	15,992,700	22,497,906

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**NOTES TO THE FINANCIAL STATEMENTS
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21. Reconciliation of net movement in funds to net cash flow from operating activities

	Group 2024 £	Group 2023 £
Net income for the period (as per Statement of Financial Activities)	263,827	690,943
Adjustments for:		
Depreciation charges	148,844	135,750
Losses on investments	(538,099)	(854,022)
Dividends, interests and rents from investments	(783,848)	(707,079)
Increase in debtors	(30,821)	(42,781)
Increase in creditors	44,797	99,691
Net cash used in operating activities	(895,300)	(677,498)

22. Analysis of cash and cash equivalents

	Group 2024 £	Group 2023 £
Cash in hand	1,723,934	2,145,863
Cash held at investment manager	160,420	27,148
Total cash and cash equivalents	1,884,354	2,173,011

23. Analysis of changes in net debt

	At 1 July 2023 £	Cash flows £	At 30 June 2024 £
Cash at bank and in hand	2,145,863	(421,929)	1,723,934
Debt due within 1 year	(560)	-	(560)
Debt due after 1 year	(64,719)	923	(63,796)
	2,080,584	(421,006)	1,659,578

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**NOTES TO THE FINANCIAL STATEMENTS
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24. Capital commitments

	Group 2024 £	Group 2023 £
Contracted for but not provided in these financial statements		
Acquisition of intangible assets	409,336	191,625

25. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £31,889 (2023: £31,143). Contributions totalling £4,079 (2023: £4,018) were payable to the fund at the balance sheet date and are included within creditors.

26. Related party transactions

None of the Trustees or any persons connected with them received any remuneration during the year (2023: £Nil).

The total amount of expenses reimbursed to Trustees or third parties in relation to Trustees expenses was £Nil during the year (2023: £Nil).

There were no further transactions with related parties during the year (2023: £Nil).