

Charity registration number 511211

Company registration number 01809654 (England and Wales)

**PEOPLE AND WORK UNIT**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

# PEOPLE AND WORK UNIT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr C Sophocleous P G Watkins G J McHugh G D Lewis J L Huyton D J Rees C B Vallance	(Appointed 5 October 2023)
<b>Secretary</b>	S Lloyd-Jones	
<b>Charity number</b>	511211	
<b>Company number</b>	01809654	
<b>Registered office</b>	Unit 1 @Loudon Plas Iona Bute Town Cardiff CF10 5HW	
<b>Independent examiner</b>	Dorrell Oliver Ltd Linden House Monk Street Abergavenny Monmouthshire NP7 5NF	
<b>Bankers</b>	HSBC Bank plc 1 Bridge Street Newport South Wales NP20 6UT	

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# PEOPLE AND WORK UNIT

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# PEOPLE AND WORK UNIT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 DECEMBER 2023*

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### Chair's Report

I am writing this in May 2024. The last 12 months have seen People and Work continue to work for the people of Rhondda and with organisations across Wales. We are taking forward the lessons learned from The Llechi Glo a Chefn project, along with the partners. There has also been some important evaluation work done including the ongoing evaluation of the Invest local programme and research into the support needs of disadvantaged young people.

Staff have adjusted to a hybrid work model, between home working and being office based and we have again focused on keeping overhead costs as low as possible. The economic situation is still uncertain. This will impact particularly on the people of Rhondda and on the rest of Wales.

People and Work recognises that employment is the key focus to improve people's life chances. Education, training and support for people to get into the labour market and secure jobs are the key ingredients of our work.

This last year has seen the development of the Rhondda team to the point where they will become fully independent in 2025, launching a new Rhondda owned and led charity designed and implemented by young Rhondda people. Support has been given to the development of the new organisation and will continue, as long as it is requested.

Because of this major development, People and Work will be looking at its future strategy in 2024. The options include focussing on another area of Wales; or focussing on a broader advocacy role. 2024 sees our 40th anniversary as a charity and a lot has been learned in the past 40 years about what works and what doesn't, and what is needed for the future of community development. A big focus going forward will be how we share this experience.

Financially, People and Work has had a good year in both accessing funding and earned income, which has enabled the development of a number of posts, some of which are time limited, enabling young people to gain work experience, including those working in their own community. It is difficult to predict success in obtaining research contracts, though our reputation is good and we have a great team. It remains to be seen how the funding landscape might change.

People and Work also needs to work on its advocacy and information sharing role, in developing relationships with, and persuading other organisations of, what is needed and what works, given its long experience.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "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).

# PEOPLE AND WORK UNIT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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### **Objectives and activities**

The charity's objects are the advancement of education by carrying out and/or assisting in carrying out research and study into social and economic problems for the benefit of the general public; additionally, to promote education in all matters related to community organisations.

People and Work seeks to make a difference through two core functions:

- to promote the value of education and learning (for all age groups) as a tool for tackling inequalities and promoting employment, through a programme of community-based action research projects; and
- to undertake commissioned research and evaluation work for the public and third sectors in Wales addressing inequalities in areas such as education (formal and informal), health and employment.
- People and Work's self-generated action research work is funded through charitable trusts and funds. Earned income comes from commissioned research and evaluation work done for the public and voluntary sectors. Any surplus earned through the research and evaluation contracts goes into action research work that aims to build understanding of effective ways to tackle the causes and effects of poverty, especially in relation to education, health and employment outcomes.

# PEOPLE AND WORK UNIT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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### **Achievements and performance** **Cenhedlaeth Rhondda Generation**

A core groups of five local residents who have worked for People and Work over a few years have decided to develop their own Rhondda based charity. Their work focuses on working with people in Rhondda to develop all aspects of wellbeing – health, learning, employment and digital inclusion. The plan is to gradually move on from People and Work and already 'shadow' systems have been set up with the group administrator collecting monthly expenses and starting to keep parallel financial records.

As current People and Work project funding comes to an end (mostly by March 2025 although some will go to end of May 2025) the aim is to replace it with funding for the new charity.

The key programmes currently being run are:

#### **Green Light – employment support**

Green Light is funded to work in the Upper Rhondda Valleys by Pen y Cymoedd Community Fund and the team generate its own income to cover additional work in the lower part of the valleys. In 2023, Green Light engaged with over 350 individuals. This support ranges from CV building, job searching, interview preparation, accessing skills and training courses and helping in removing other barriers to employment. Green Light provides employment support to unemployed and employed people. The Green Light project has no criteria for people to engage with the programme and will work with anyone that requires employment support.

During 2023 support from The Rank Foundation enabled Green Light to enrol and fund people onto various courses. These courses include: first aid, food hygiene, sports coaching, and CSCS cards/training. The project worked with a Rhondda based course provider who are very keen on collaborating with charities. They have offered courses at discounted prices and have been very flexible and understanding with those Green Light work with. Additionally, they have offered free resits to those Green Light participants who fail.

Green Light has also been central in creating connections and liaising with local MPs. In November Green Light was approached by a local MP to help with employment support for the international student population in the Rhondda. Green Light had already been working with international students through the Food Banks, and the local MP reached out in hopes that Green Light could aid in CV building, Job searching, and funding courses for the students. Between September and December 2023 Green Light helped 31 international students facing complex issues with employment support. Green Light has continued to liaise with local MPs and aids to feedback community issues regarding employment.

Participants are referred to Green Light through a variety of ways. Most have come through referral through the Job Centre or employment events. Others have been referred to by word of mouth or from external/ partner organisations or social media, and four individuals have been referred to us by local MPs.

#### **Reading Rhondda Darllen**

The Reading Rhondda project was born out of research done by a community member working for People and Work post pandemic. After speaking with family and community members in Rhondda and looking at national statistics she noted the decline in reading and literacy skills in primary aged children. The Reading Rhondda project is funded by Pen y Cymoedd Community Fund and the Waterloo Foundation. aims to bridge this gap by holding sessions with parents/caregivers and children with the emphasis on encouraging reading and literacy at home, as well as providing reading materials for the children involved to access on a regular basis.

The sessions at the schools are focused weekly on a particular book and involve family craft activities linked to the story. Sessions are run in schools and in the community and work with pre-school up to year 6.

## PEOPLE AND WORK UNIT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

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By the end of 2023 Reading Rhondda had an average of 44 families attending sessions every week and was working within 9 primary schools, 2 pre-schools and 2 community settings. In the summer funding was secured from the Shared Prosperity Fund to enable the project to add Welsh medium sessions. This has enabled the project to develop in two Welsh medium schools, particularly valuable as many of the parents/caregivers do not speak Welsh themselves so building their confidence in supporting their child's reading is important. Bi-lingual pre-school sessions are also being run. One parent whose child will attend a Welsh medium school said:

*"Introducing Welsh into the sessions has been a brilliant welcome for families who speak Welsh or little ones who will be attending Welsh settings. Picking up a new word or phrase helps along with the help of the books that we can take home. Claire has been welcoming in every session and my daughter always loves going and singing her Welsh songs along with all the actions". -Reading Rhondda parent.*

The sessions are also valued by the parents/caregivers as valuable time to spend with their child:

*"Me and my son love when Reading Rhondda come to the school. It has made me and my son bond by having time to spend together, it has helped me with my confidence with parenting my son and meeting others. [my child] loves the ladies who run the sessions and on the days they are there he can't wait to go to school when the rest of the time it has been a struggle". - Reading Rhondda parent*

#### **Rhondda Digidol.**

Rhondda Digidol is a project based in the Rhondda that has been developed to help tackle issues around digital inclusion. A key factor to the Rhondda Digidol work is working alongside individuals and groups to support them to make the best use of current digital opportunities for friendship, shopping, work, health, education, and communication. The project aids in helping to tackle digital inclusion through the provision of devices, data, and the necessary knowledge to use them effectively. It has five key objectives:

- Promote digital inclusion in Rhondda;
- Tackle digital exclusion through the provision of devices;
- Reduce data poverty in Rhondda;
- Offer digital support, training and coding opportunities to people in Rhondda; and
- Reduce digital device waste through donations.

In 2023 Link approached Rhondda Digidol about piloting some work to promote digital inclusion, particularly amongst adults and older people. In November two new staff joined Rhondda Digidol funded by Link, and broadened the focus to include working in libraries, care homes and running regular digital events.

One to one support with digital technology was given in the last year to 132 people, of whom 55 were supported with key activities such as banking, doctors appointments and contacting friends; 49 were supported with employability; 15 were supported to make social contacts and others were helped with adult education and children's schoolwork.

In addition to the one to one work that project delivers coding club sessions and has worked with schools to develop a six week coding course. Clubs are run in schools, community venues and libraries. Regular computer gaming clubs are also run offering young people a safe place to come. In partnership with the local authority youth team coding and gaming clubs run in school holidays have worked with 330 young people in the past year.

The project provided 52 people with no access to the internet with sim cards this year. The cards come from the Good Things Foundation and come pre-loaded with data. The project has also encouraged other organisations in Rhondda to access these free sim cards and there are now five places where people can get them, a year ago Rhondda Digidol was the only source. The project has also provided five laptops and 14 tablets to community member this year and recycled surplus equipment from Rhondda Housing Association and local schools.

# PEOPLE AND WORK UNIT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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### PIAS Lles

PIAS Lles is the evolution of Play It Again Sport, a People and Work social enterprise run since 2018, and has been funded by the National Lottery from February 2023-February 2028. The main targets of this project are:

- Sustainability hubs – support local groups/organisations to implement 3 over the next five years, to promote an awareness of climate change and what people can do to make a difference (support community led activity)
- 50,000 tonnes of sports kit diverted from landfill
- 500 people involved in community wellness (sport, physical movement and well-being)
- 30 local leaders trained and delivering local activities
- 6 monthly local newsletter/reviews – provide a progress report
- Environmental work to support community activity in environment-led and engaging groups and support them in the work they do, and to become self-sufficient (support with bank accounts/getting constituted etc).

The key theme of PIAS Lles is to encourage community activism to tackle climate change, support the health and well-being in Rhondda communities through the provision of the equipment needed and also providing the activities, and then supporting volunteers in order for these groups to be self-sufficient.

In its first year the programme has supported the development of three sustainability hubs: Y Siop Fach Sero in Ferndale; Siop y Llyn in Clydach Vale; and Pentre Comrades Club. In addition, the programme has worked with Grow Rhondda in Blaenrhondda to develop Y Potyn Bach, a café hoping to develop a stronger focus on sustainability.

### Fit and Well – PIAS delivery.

The core provision includes weekly sessions:

- Monday running group (beginners/experienced runners, Clydach Vale Athletics Track)
- Tuesday walking group (hyper-local, always in Ynyshir/Porth, no more than 4 miles)
- Wednesday walking group (locations change weekly, distance varies from 3 -6 miles)
- Happy Feet monthly Saturday walking group (locations change, minimum of 8 miles)
- Walking Rugby weekly
- Various ad-hoc activities (YEPS sports sessions, PT sessions etc)

These activities consistently engage with over 90 people monthly.

PIAS Lles has been exploring new developments, including running a community survey in June 2023 to see what activities people wanted to be able to access. In the summer, Shared Prosperity Funding provided for two part-time assistants to help with delivery, one focusing on work with young people and schools, and on walking football and rugby with adults, and one on walking and fitness training. In addition, a trainee with funding from the Rank Foundation has strengthened the team's capacity.

New activities which have been launched include:

- Strength & Balance class (Fridays at Pentre Comrades Club)
- Strength & Balance class (Mondays at Arts Factory)
- Arts session (Tuesdays at St Peter's Church)
- Wednesday walking group (hyper-local, always from Pentre, no more than 3 miles)
- Personal Training Gym Support (Thursdays at Ystrad gym)
- Youth Club gum sessions with YEPS (Mondays in Ynyshir)

This has been an initial trial to see how lower-level physical and well-being activities are received, and so far (they only launched mid-January), the response has been positive, there have been over 60 people engaged with through these additional activities.

# PEOPLE AND WORK UNIT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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The project works with schools throughout Rhondda, working with around 210 children and young people a week. One of the SPF funded workers is developing a Community Interest Company in Rhondda to provide sports activities. People and Work have been able to support him to become qualified through the FAW and as a cricket coach and help him create the sports business called Next Level. Next level has been set up to help young people in Rhondda who are unable to play football for a club due to waiting lists, confidence or having difficulties being in groups. Already 30+ have enrolled and the team collaborated with Ton Pentre AFC to create a junior football section from aged 5-11. People and Work will continue to support individuals training to provide access to sports and fitness and help them obtain DBS check.

### Celebrating 40 years

People and Work was launched as an independent charity on April 17th 1984 and this year we are celebrating 40 years in 2024. We are working with partners to develop a series of short papers that capture aspects of what we have learned over these 40 years and we will be sharing these with the wider Welsh voluntary sector and policy makers as the year progresses.

### Talwrn

Talwrn is a partnership of voluntary sector leaders in Wales convened by People and Work. It is an informal group and has continued to provide a valued space for people to talk about their work, its challenges and strengths.

### Evaluation and Research

People and Work earns income from providing evaluation and research support to the public and voluntary sectors in Wales. We focus on qualitative work that meets with the charity's overall objectives and are committed to work that enables clients to develop their work to support people as effectively as possible.

The research and evaluation work has continued to develop and during 2023 and we worked on some key policy areas for the Welsh Government, including:

Rapid Evidence Review: Supporting 'inactive' NEET young people to overcome intersectional barriers to accessing and sustaining their work goals - <https://www.gov.wales/rapid-evidence-review-supporting-young-people-who-are-not-employment-education-or-training>

The evaluation of the Invest Local programme run by Building Communities Trust - <https://www.bct.wales/evaluation?locale=en>

The evaluation of Communities for Work + with Old Bell3 - <https://www.gov.wales/evaluation-communities-work-and-communities-work-plus-stage-1-process-evaluation-and-theory-change>

An evaluation of the Autism Code of Practice - <https://www.gov.wales/evaluation-code-practice-delivery-autism-services>

A formative evaluability assessment of the Young Person's Guarantee.

In addition, in the last year People and Work has provided evaluation support to:

- Age Cymru West Glamorgan who are leading on developing a coherent approach across five voluntary sector organisations to support people with dementia and their carers;
- Barnado's in Gwynedd and Ynys Môn with a five year programme to develop improved support for mental health with young people;
- GISDA in Gwynedd to develop support for young people;
- North Wales CAMHS who are developing their In-Reach to Schools programme

### Financial review

The results for People and Work are as shown in the Statement of Financial Activities. The trustees have reviewed the charity's need for reserves in line with guidance issued by the Charity Commission.

### Reserves policy

A policy has been established whereby the unrestricted funds not committed or invested in tangible fixed assets (free reserves) should be between two and three months unrestricted expenditure. At this level, the trustees feel they would be able to continue the current activities of the charity in the event of a significant delay in funding. The policy is reviewed annually against current commitments.

## PEOPLE AND WORK UNIT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### *Major risks*

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Structure, governance and management**

The Charity is a company limited by guarantee and does not have any share capital.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Dr C Sophocleous

P G Watkins

G B Davies

(Resigned 6 June 2023)

G J McHugh

G D Lewis

J L Huyton

D J Rees

C B Vallance

(Appointed 5 October 2023)

#### *Recruitment and appointment of trustees*

Unless otherwise determined by a General Meeting, the numbers of the members of the Governing Body shall not be fewer than six or more than thirty. The Governing Body shall from time to time appoint a member of the Governing Body, either to fill a casual vacancy or by way of addition to the Governing Body, provided that the prescribed maximum is not thereby exceeded. Any member so appointed shall retain their office until the next Annual General Meeting, but he or she shall then be eligible for re-election. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### *Organisational structure*

Dr Duncan Holtom heads up the research team working with Rhodri Bowen, senior researcher, and Emma Preece. James Hall is operations manager looking after IT systems, office bases and equipment. He also heads up partnership work.

James Watts-Rees leads the Fit and Well school and sports work and manages Gavin Jenkins and Raylee Caviell; manages Tomas Jenkins and the development of Cenhedlaeth Rhondda Generation.

Tomas Jenkins leads the Green Light programme.

Ethan Jones manages Rhondda Digidol and manages Heather Hansen and Scott Jones

Natasha Burnell leads on social enterprise and environmental sustainability and manages Luca Evans.

Natasha Owens leads Reading Rhondda and manages Claire Davies.

Sarah Lloyd-Jones is the director and works with our Trustees

Ann Churcher is the administrator.

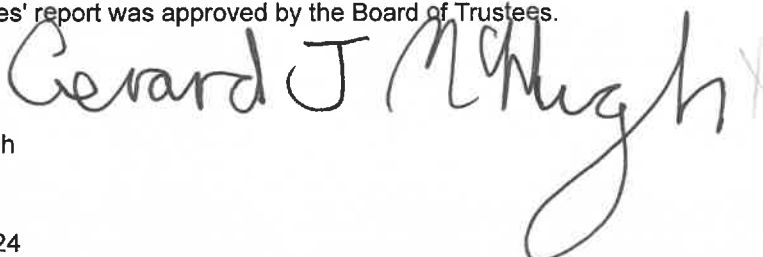
#### *Relationship with related parties*

There are no related parties.

The Trustees' report was approved by the Board of Trustees.

G J McHugh  
Trustee

13 May 2024



# PEOPLE AND WORK UNIT

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF PEOPLE AND WORK UNIT

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I report on the financial statements of the Charity for the year ended 31 December 2023, which are set out on pages 9 to 19.

#### **Respective responsibilities of Trustees and examiner**

The Charity's Trustees, who are also the directors of People and Work Unit for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

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

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

P E Lea FCA  
Dorrell Oliver Ltd

Chartered Accountant  
Linden House  
Monk Street  
Abergavenny  
Monmouthshire  
NP7 5NF

Dated: 13 May 2024

# PEOPLE AND WORK UNIT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income and endowments from:</b>							
Donations and legacies	3	-	295,184	295,184	-	359,495	359,495
Charitable activities	4	266,043	-	266,043	193,229	-	193,229
Investments	5	6,054	-	6,054	2,082	-	2,082
Other income		-	3,243	3,243	-	20,857	20,857
<b>Total income</b>		<u>272,097</u>	<u>298,427</u>	<u>570,524</u>	<u>195,311</u>	<u>380,352</u>	<u>575,663</u>
<b>Expenditure on:</b>							
Charitable activities	6	212,812	222,818	435,630	154,069	403,776	557,845
<b>Total expenditure</b>		<u>212,812</u>	<u>222,818</u>	<u>435,630</u>	<u>154,069</u>	<u>403,776</u>	<u>557,845</u>
Net gains/(losses) on investments	12	(1,888)	-	(1,888)	(3,585)	-	(3,585)
<b>Net income and movement in funds</b>		<u>57,397</u>	<u>75,609</u>	<u>133,006</u>	<u>37,657</u>	<u>(23,424)</u>	<u>14,233</u>
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2023		<u>143,363</u>	<u>35,691</u>	<u>179,054</u>	<u>105,706</u>	<u>59,115</u>	<u>164,821</u>
<b>Fund balances at 31 December 2023</b>		<u>200,760</u>	<u>111,300</u>	<u>312,060</u>	<u>143,363</u>	<u>35,691</u>	<u>179,054</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# PEOPLE AND WORK UNIT

## BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Investments	14		17,435		19,684
<b>Current assets</b>					
Debtors	15	28,845		30,347	
Cash at bank and in hand		278,014		160,826	
		<u>306,859</u>		<u>191,173</u>	
<b>Creditors: amounts falling due within one year</b>	16	<u>(12,234)</u>		<u>(31,803)</u>	
<b>Net current assets</b>			294,625		159,370
<b>Total assets less current liabilities</b>			<u>312,060</u>		<u>179,054</u>
<b>Net assets excluding pension liability</b>			312,060		179,054
			<u><u>          </u></u>		<u><u>          </u></u>
<b>The funds of the Charity</b>					
Restricted income funds	18	111,300		35,691	
Unrestricted funds		200,760		143,363	
		<u>312,060</u>		<u>179,054</u>	
		<u><u>          </u></u>		<u><u>          </u></u>	

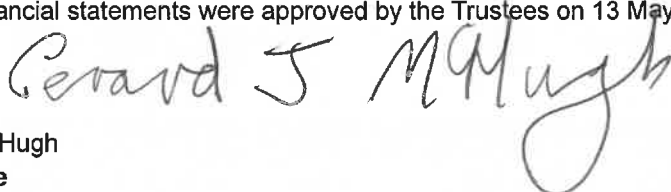
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

The Trustees' acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 13 May 2024

X  X

G J McHugh  
Trustee

Company registration number 01809654 (England and Wales)

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### 1 Accounting policies

##### Charity information

People and Work Unit is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1 @Loudon, Plas Iona, Bute Town, Cardiff, CF10 5HW.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

#### 1.5 Resources expended

Direct charitable expenditure includes all expenditure directly related to the objects of the charity.

Costs have been apportioned as a percentage of project costs in line with the grant conditions. Salaries have been apportioned on a time basis.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	25% Straight line
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# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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### 1 Accounting policies

(Continued)

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Grant income

	2023	2022
	£	£
Grants receivable	295,184	359,495
<b>Grants receivable for core activities</b>		
The Rank Foundation	27,058	51,465
WCVA Third Sector Resilience Grant Fund	-	40,000
National Lottery Community Fund - Supporting Great Ideas	-	153,027
Pen y Cymoedd	50,968	22,754
Link Scheme Ltd	57,950	-
Global Charities	36,150	-
WCVA DWP Kickstart programme	-	24,697
National Lottery Community Fund - People and Places	57,021	17,052
Moondance Foundation	35,000	35,000
Waterloo Foundation	5,098	15,000
Rhondda Cynon Taff	25,939	-
Other	-	500
	<u>295,184</u>	<u>359,495</u>

#### 4 Charitable activities

	2023	2022
	£	£
Research income	266,043	193,229

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 5 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	6,054	2,082

### 6 Expenditure on charitable activities

	Funded Action Research 2023 £	Research and Evaluation 2023 £	Total 2023 £	Funded Action Research 2022 £	Research and Evaluation 2022 £	Total 2022 £
<b>Direct costs</b>						
Staff costs	194,834	152,859	347,693	238,000	116,847	354,847
Research	-	30,431	30,431	-	8,453	8,453
Project costs	7,836	-	7,836	141,464	-	141,464
Activity and training	1,639	1,616	3,255	95	707	802
Printing, stationery and advertising	892	415	1,307	935	785	1,720
Phone	876	852	1,728	1,284	391	1,675
IT	2,744	3,796	6,540	4,694	3,245	7,939
Sundries	86	374	460	56	683	739
Insurance	1,582	1,156	2,738	1,451	1,284	2,735
Rent	4,500	2,693	7,193	5,875	3,217	9,092
Travel expenses	4,906	1,327	6,233	6,503	550	7,053
Interpreters and translators	-	6,145	6,145	433	6,185	6,618
Equipment	2,923	1,468	4,391	2,986	410	3,396
Books and subs	-	1,836	1,836	-	1,406	1,406
Administration	-	5,274	5,274	-	5,393	5,393
	<u>222,818</u>	<u>210,242</u>	<u>433,060</u>	<u>403,776</u>	<u>149,556</u>	<u>553,332</u>
<b>Share of support and governance costs (see note 8)</b>						
Support	-	157	157	-	2,000	2,000
Governance	-	2,413	2,413	-	2,513	2,513
	<u>222,818</u>	<u>212,812</u>	<u>435,630</u>	<u>403,776</u>	<u>154,069</u>	<u>557,845</u>
<b>Analysis by fund</b>						
Unrestricted funds	-	212,812	212,812	-	154,069	154,069
Restricted funds	222,818	-	222,818	403,776	-	403,776
	<u>222,818</u>	<u>212,812</u>	<u>435,630</u>	<u>403,776</u>	<u>154,069</u>	<u>557,845</u>

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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### 7 Description of charitable activities

#### Funded Action Research

Funded Action Research - Supporting people in education and skills programmes.

#### Research and Evaluation

Commissioned Research and Evaluation - Evaluating and researching as commissioned.

### 8 Support costs allocated to activities

	2023 £	2022 £
Governance costs	157 2,413	2,000 2,513
	<u>2,570</u>	<u>4,513</u>
<b>Analysed between:</b>		
Research and Evaluation	2,570	4,513
	<u>2,570</u>	<u>4,513</u>

### 9 Net movement in funds

	2023 £	2022 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	2,413	2,513
	<u>2,413</u>	<u>2,513</u>

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Project	7	8
Research	4	4
	<u>11</u>	<u>12</u>

#### Employment costs

	2023 £	2022 £
Wages and salaries	293,933	291,014
Social security costs	24,417	25,125
Other pension costs	29,343	38,709
	<u>347,693</u>	<u>354,848</u>

There were no employees whose annual remuneration was £60,000 or more.

### 12 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Revaluation of investments	<u>(1,888)</u>	<u>(3,585)</u>

### 13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 14 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2023	19,684
Valuation changes	(2,249)
At 31 December 2023	<u>17,435</u>
<b>Carrying amount</b>	
At 31 December 2023	<u>17,435</u>
At 31 December 2022	<u>19,684</u>

### 15 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	28,845	30,347
	<u>28,845</u>	<u>30,347</u>

### 16 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	12,234	31,803
	<u>12,234</u>	<u>31,803</u>

### 17 Retirement benefit schemes

	2023 £	2022 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	29,343	38,709
	<u>29,343</u>	<u>38,709</u>

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Balance at 1 January 2022	Movement in funds		Balance at 1 January 2023	Movement in funds		Balance at 31 December 2023
		Incoming resources	Resources expended		Incoming resources	Resources expended	
	£	£	£	£	£	£	£
Project funds	59,115	380,352	(403,776)	35,691	298,427	(222,818)	111,300

#### 19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Gains and losses	At 31 December 2023
	£	£	£	£	£
General funds	143,363	272,097	(212,812)	(1,888)	200,760
<b>Previous year:</b>	<b>At 1 January 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Gains and losses</b>	<b>At 31 December 2022</b>
	£	£	£	£	£
General funds	105,706	195,311	(154,069)	(3,585)	143,363

#### 20 Analysis of net assets between funds

	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
<b>At 31 December 2023:</b>			
Investments	17,435	-	17,435
Current assets/(liabilities)	183,325	111,300	294,625
	200,760	111,300	312,060

# PEOPLE AND WORK UNIT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 20 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>At 31 December 2022:</b>			
Investments	19,684	-	19,684
Current assets/(liabilities)	123,679	35,691	159,370
	<u>143,363</u>	<u>35,691</u>	<u>179,054</u>

### 21 Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2023 £	2022 £
Aggregate remuneration	<u>22,761</u>	<u>44,256</u>