



Support Staff Services Limited
(formerly Workforce Skills Limited)

COMPANY NUMBER 08188594

DIRECTOR'S REPORT AND FINANCIAL STATEMENTS

for the year ended 31 July 2018

SUPPORT STAFF SERVICES LIMITED

Professional Advisers

Independent Auditors:	Mazars LLP, Park View House 58 The Ropewalk Nottingham NG1 5DW
Bankers:	Lloyds TSB Bank PLC, Bailey Drive, Gillingham Business Park, Kent, ME8 0LS
Solicitors:	Walker Morris, Kings Court, 12 King Street, Leeds, LS1 2HL Eversheds, Bridgewater Place, Water Lane, Leeds, LS11 5DR Bates & Mountain, The Old Courthouse, 42 Brighowgate, Grimsby, DN32 0QW
Tax Advisers:	Forrester Boyd, 26 South Saint Mary's Gate, Grimsby, DN31 1LW
Registered Office:	C/O Grimsby Institute of Further & Higher Education, Nuns Corner, Laceby Road, Grimsby, North East Lincolnshire, DN34 5BQ

SUPPORT STAFF SERVICES LIMITED

DIRECTOR'S REPORT FOR THE YEAR ENDED 31ST JULY 2018

The director presents her report together with the audited financial statements for the trading year ended 31 July 2018.

PRINCIPAL ACTIVITIES

The principal activity of the company from 1st August 2017 – 31st December 2017 was the provision & training of apprentices. This provision was transferred to the parent undertaking on the 31st December 2017. The principal activity of the company from this date will be the supply of support staff services to the parent undertaking.

BUSINESS REVIEW

Following a loss for the financial year 2017 the director of the company has decided that the apprenticeship provision will be transferred to the parent undertaking from 31st December 2017 and that the activities of the company will change effective from this date to be the supply of support staff services to the parent entity. The company will continue with the latter activities for the foreseeable future.

RESULTS AND DIVIDENDS

The loss for the financial year amounted to -£209,076 (2017: -£52,476) to be carried to reserves.

GOING CONCERN

The director has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements. In reaching this conclusion, the director has recognised that its parent undertaking has formally indicated that it will not require repayment of the loan within the next 12 months as the company redirects its focus to the new principal activity.

DIRECTORS

The director who served during the year was:

G. Alton

DISCLOSURE OF INFORMATION TO AUDITORS

The director who held office at the date of approval of this directors' report confirms that, so far as she is aware, there is no relevant audit information of which the Company's auditors are unaware; and she has taken all the steps that she ought to have taken as a director to make herself aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

DIRECTORS' INDEMNITIES

As permitted by the Articles of Association, the Director has the benefit of an indemnity, the cost of which is borne by its parent, The Grimsby Institute of Further and Higher Education, which is a qualifying third party indemnity provision as defined by Section 234 of the Companies Act 2006. The indemnity was in force throughout the last financial year and is currently in force. The Company's parent also purchased and maintained throughout the financial year Director's and Officer's liability insurance in respect of the Company and its Director.

SUPPORT STAFF SERVICES LIMITED

DIRECTOR'S REPORT FOR THE YEAR ENDED 31ST JULY 2018 (continued...)

INDEPENDENT AUDITORS

In the Annual General Meeting a decision was made to change Auditors from Grant Thornton LLP to Mazars LLP.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The director is responsible for preparing the Director's Report and the financial statements in accordance with applicable law and regulations.

Company law requires the director to prepare financial statements for each financial year. Under that law the director has prepared the financial statements in accordance with United Kingdom accounting standards, including Financial Reporting Standard 102 - 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland', and with the Companies Act 2006.

Under company law the director must not approve the financial statements unless satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

In preparing these financial statements, the directors is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the director has taken advantage of the small companies exemptions provided by Section 415A and 414B of the Companies Act 2006 in the requirement to provide a Strategic Report.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board



G. Alton
Director

Date:

SUPPORT STAFF SERVICES LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WORKFORCE SKILLS LIMITED

Opinion

We have audited the financial statements of Support Staff Services Limited (the 'company') for the year ended 31 July 2018 which comprise the Statement of Income and Retained Earnings, the Statement of Financial Position and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 company's affairs as at 31 July 2018 and of its loss 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 Companies Act 2006.

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 company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

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

We have nothing to report in this regard.

SUPPORT STAFF SERVICES LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WORKFORCE SKILLS LIMITED (Continued)

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Directors' Report and from the requirement to prepare a Strategic Report.

Responsibilities of Directors

As explained more fully in the directors' responsibilities statement set out on page 3, the directors 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 directors 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 directors are responsible for assessing the 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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

A further description of our responsibilities 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.

SUPPORT STAFF SERVICES LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WORKFORCE SKILLS LIMITED (Continued)

Use of the audit report

This report is made solely to the company's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body for our audit work, for this report, or for the opinions we have formed.

David Hoose (Senior Statutory Auditor) for and on behalf of Mazars LLP
Chartered Accountants and Statutory Auditor
Park View House
58 The Ropewalk
Nottingham
NG1 5DW
Date

SUPPORT STAFF SERVICES LIMITED

STATEMENT OF INCOME AND RETAINED EARNINGS

For the year ended 31 July 2018

	Note	2018	2017
		£	£
TURNOVER	1	1,178,817	1,305,096
Cost of sales		(1,391,244)	(1,340,166)
GROSS LOSS		(212,427)	(35,070)
Administrative expenses		3,352	(17,406)
OPERATING LOSS BEFORE TAXATION		(209,075)	(52,476)
Tax on loss on ordinary activities	4	-	
LOSS FOR FINANCIAL YEAR	9	(209,075)	(52,476)
Retained Profits at 1 August		(173,768)	(121,292)
Retained Profits at 31 July		(382,844)	(173,768)

All activities relate to continuing operations

The notes on pages 8 to 10 form part of these financial statements.

SUPPORT STAFF SERVICES LIMITED

STATEMENT OF FINANCIAL POSITION

As at 31 July 2018

	Note	2018 £	2017 £
CURRENT ASSETS			
Debtors	5	59	11,008
Cash at bank and in hand		-	8,599
TOTAL CURRENT ASSETS		59	19,607
CREDITORS – Amounts falling due within one year	6	(382,902)	(193,374)
NET CURRENT ASSETS		(382,843)	(173,767)
TOTAL ASSETS LESS CURRENT LIABILITIES		(382,843)	(173,767)
NET LIABILITIES		(382,843)	(173,767)
CAPITAL AND RESERVES			
Called up share capital	7	1	1
Profit and loss account		(382,844)	(173,768)
TOTAL SHAREHOLDER'S DEFICIT		(382,843)	(173,767)

The notes on pages 8 to 10 form part of these financial statements.

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime in Part 15 of the Companies Act 2006.

These financial statements on pages 6 to 10 were approved by the Director on:



G. Alton
Director
Company Registration no: 08188594

SUPPORT STAFF SERVICES LIMITED

NOTES TO THE FINANCIAL STATEMENTS - 31ST JULY 2018

1 ACCOUNTING POLICIES

Support Staff Services Limited is a private limited company limited by shares and incorporated and domiciled in England. The address of its registered office and principal place of business is disclosed on the company information.

The financial statements have been prepared under the historical cost convention and in accordance with Section 1A of Financial Reporting Standard 102 ("FRS 102"), 'the Financial Reporting Standard applicable in the UK and the Republic of Ireland' and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the group's accounting policies. In preparing these financial statements there are no areas that require management to exercise judgement in applying accounting policies.

The following accounting policies have been applied throughout the year

1a) Turnover

Turnover represents the invoiced value of services provided in the UK exclusive of VAT.

1b) Pension

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the group pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations.

The contributions are recognised as an expense in the statement of income and retained earnings when they fall due. Amounts not paid are shown in accruals as a liability in the balance sheet. The assets of the plan are held separately from the company in an independently administered fund.

1c) Going concern

The company has net liabilities and net current liabilities at the year end, however, the company's parent undertaking has signified their willingness to support the continuation of the company for the foreseeable future. Therefore, the financial statements are prepared on a going concern basis.

1d) Financial Instruments

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities such as trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties.

All financial assets and liabilities are initially measured at transaction price and subsequently measured at amortised cost.

2 AUDITOR REMUNERATION

The cost of Auditor's Remuneration for the year ending 31st July 2018 has been borne by the parent undertaking.

SUPPORT STAFF SERVICES LIMITED

NOTES TO THE FINANCIAL STATEMENTS - 31ST JULY 2018 (continued...)

3 DIRECTORS AND EMPLOYEES

	2018	2017
a) Number Employed		
The average number of persons employed during the year expressed as full-time equivalents including the Director was:	38	40
The aggregate payroll costs were:	£	£
Wages and salaries	1,187,094	965,201
Social Security costs	96,590	84,213
Other Pension costs	54,037	123,901
	1,337,721	1,173,315

4 TAX ON PROFIT ON ORDINARY ACTIVITIES

The company pays over the whole of its taxable profit under deed of covenant/gift aid to its parent undertaking, The Grimsby Institute of Further and Higher Education, an arrangement which is likely to remain in place for the foreseeable future. The company has no tax charge for the year ending 31st July 2018 (2017: nil).

	2018	2017
	£	£
Loss at prevailing rate of 19%	(39,724)	(9,970)
Group relief	27,542	9,970
Losses carried forward	12,182	
Corporation Tax	-	-
	-	-

Except where otherwise required by accounting standards full provision without discounting is made for all timing differences which have arisen but not reversed at the balance sheet date.

5 DEBTORS

	2018	2017
	£	£
Prepayments and accrued income	59	11,008
	59	11,008

6 CREDITORS - Amounts falling due within one year

	2018	2017
	£	£
Bank loans & overdrafts	5,375	-
Trade Creditors	-	10,443
Amounts owed to group undertakings	351,177	153,497
Other Creditors & Accruals	21,283	26,792
Other Taxation and Social Security	5,067	2,642
	382,902	193,374

SUPPORT STAFF SERVICES LIMITED

NOTES TO THE FINANCIAL STATEMENTS - 31ST JULY 2018 (continued...)

7 CALLED UP SHARE CAPITAL

	2018	2017
	£	£
Authorised		
Ordinary Shares of £1 each	1	1
Allotted and fully paid		
Ordinary Shares of £1 each	1	1

8 PARENT UNDERTAKING

The ultimate parent undertaking and controlling party is The Grimsby Institute of Further & Higher Education, a corporation established under the Further and Higher Education Act 1992, the college is an exempt charity.

The Grimsby Institute of Further & Higher Education is the parent undertaking of the largest and the smallest group of undertakings to consolidate these financial statements at 31 July 2018. The consolidated financial statements of The Grimsby Institute of Further & Higher Education are available from Nuns Corner, Grimsby, North East Lincolnshire, DN34 5BQ.

9 RELATED PARTY TRANSACTIONS

The Company is a wholly owned subsidiary of The Grimsby Institute of Further & Higher Education. Pursuant to paragraph 33.5 of FRS102 the Company has not disclosed details of transactions with the Institute or any of the Institute's subsidiary undertakings.