



HANSARD SOCIETY LIMITED

ANNUAL REPORT AND ACCOUNTS

Year to 31 December 2018

Company Number: 04332105

“

The debate over the meaningful vote has become impenetrable. The coverage has also been fairly dreadful, with lots of 'Brexiters versus Remainers' chatter but few attempts to explain what's actually happening. Honourable exceptions include the Hansard Society, which has been invaluable, and the Commons Library, arguably the most under-recognised resource in British political analysis.....

*Ian Dunt
Editor, politics.co.uk
19 June 2018*

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Front cover: Elizabeth Tower illuminated at night: UK Parliament/Jessica Taylor
(https://www.flickr.com/photos/uk_parliament/36751953155/)

Page 18: A view of the Elizabeth Tower: UK Parliament/Jessica Taylor
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Page 19: A view of the Elizabeth Tower from within the Palace of Westminster: UK Parliament/Mark Duffy (https://www.flickr.com/photos/uk_parliament/36612585551/)

Page 20: Mr Speaker welcome speech: House of Lords 2016/Roger Harris
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Back cover: Essential Elizabeth Tower conservation work begins: UK Parliament/Mark Duffy
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PUBLIC BENEFIT STATEMENT

The Trustees of the Charity (who are the Directors of the Charity for company law purposes) present their annual report and the financial statements for Hansard Society Limited (the Charity) for the year ended 31 December 2018.

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the Charity's governing document, and the provisions of the Statement of Recommended Practice (SORP) '*Accounting and Reporting by Charities*'.

Our purpose

Founded in 1944, the Hansard Society is the UK's leading source of independent research and advice on Parliament and parliamentary affairs. A research and education Society dedicated to expounding the principles, practices and challenges of parliamentary democracy, the Hansard Society is widely recognised as the Westminster Parliament's 'critical friend'. It is an authoritative and rigorous source of non-partisan analysis, constructive criticism, and proposals for bold but practical reforms for Parliament. The Society's work supports the improvement of knowledge about Parliament and the development of reforms needed to shape our democratic institutions for the 21st century.

Public benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance, '*Charities and Public Benefit*'. The Trustees review the activities of the Charity on an ongoing basis and are satisfied that they continue to be directly related to the Society's core mission and objectives.

Beneficiaries of the Society's work to support knowledge and understanding of Parliament include a wide range of groups drawn from across civil society and primarily, but not solely, based in the UK. They include parliamentarians, parliamentary officials, academics, journalists, non-governmental organisations and the business sector, as well as students and teachers.

The nature of the Society's work means that most events are held, free of charge, at Westminster, or at one of the devolved legislatures in Edinburgh or Cardiff. Most of the Society's resources and publications are made freely available via our website. Membership of the Society is available at a low annual fee, and a discount is also available for our quarterly academic journal, *Parliamentary Affairs*.

Any private benefits are incidental as a necessary by-product of carrying out the Charity's aims. Staff are employed and remunerated in order that the Charity's aims are met.



FOREWORD

Lord Sharkey

**Chair of the Hansard Society
Board of Trustees**

The Trustees of the Charity are pleased to present this annual report and the financial statements for the Hansard Society, reflecting our work in the calendar year 2018. It was an extraordinary year in Parliament and the work of the Society was much in demand, reflecting our role as the Westminster Parliament's 'critical friend' and an independent source of research and advice on parliamentary matters. Our commitment to improving public knowledge about Parliament remains undimmed and is as much needed now as it was when the Society was founded 75 years ago by Stephen King-Hall MP.

The profile of the Society continues to increase, and our reputation for high quality research and excellent education and training continues to be upheld. And our quarterly journal, *Parliamentary Affairs*, provides an important platform for academic research about representative democracy, not just in the UK but around the world.

Despite the challenges posed by ever-changing immigration rules, our Scholars Programme continues to go from strength-to-strength, educating young people from around the world to serve as future leaders in civic and political life. An array of distinguished universities, particularly in the USA, send some of their brightest and best students on our Programme to learn about parliamentary democracy.

After a difficult few years in the early part of this decade, the Society's finances are once again in a healthy state. In the last couple of years we have been able to invest in the Society's priorities, particularly our Audit of Political Engagement and research in our specialist area of delegated legislation. I am confident that we have a prudent plan in place to ensure that the Society continues on a sustainable footing and will flourish in the years ahead.

I would like to thank the staff of the Society for their dedication and hard work over the course of the year. And I am grateful to the other members of the Board of Trustees for their support during my chairmanship.



BREXIT AND PARLIAMENT

Brexit continued to dominate much of the Society's research activity throughout the year. Our work focused on the legislative routes pursued by the government to bring about the UK's exit from the EU, and parliamentary scrutiny of treaty-making.

EU (Withdrawal) Bill

As the EU (Withdrawal) Bill reached its final stages we produced briefings for both MPs and Peers, recommending amendments to improve the scrutiny arrangements for statutory instruments generated by the legislation.

After the Bill received Royal Assent we submitted written evidence to the House of Commons Procedure Committee outlining our views on how the proposed 'meaningful vote' required under section 13(1) of the EU (Withdrawal) Act 2018 might be

operationalised.

The Withdrawal Agreement

As attention turned to the implications of the draft Withdrawal Agreement between the UK and EU published in March 2018, we produced a briefing paper, 'Brexit: Parliament's Five Transition Tasks', outlining the 'to do' list that would need to be addressed to prepare Westminster for its new relationship and role in EU affairs, and the impact the Agreement would have on Parliament's legislative and scrutiny work.

We also published a briefing paper by Swee Leng Harris of the Legal Education Foundation, exploring what the promised Withdrawal Agreement Bill would need to do, and how the EU (Withdrawal) Act would need to be amended, to provide for the prospective implementation/transition

period set out in the Agreement.

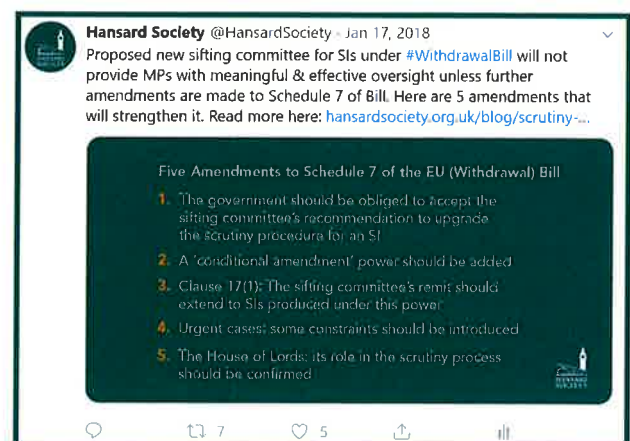
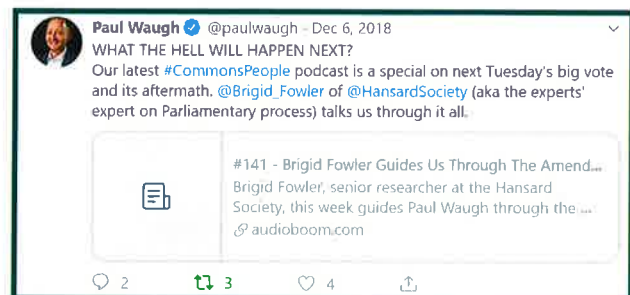
Both the Society's Director and Senior Researcher gave evidence to committees at the National Assembly for Wales looking at aspects of the legislative implications in relation to devolution.

The Trade and Taxation (Cross-border Trade) Bills

In February, the Society's senior researchers, Joel Blackwell and Brigid Fowler, found themselves in the unusual position of giving evidence on the same day, at the same time, to two Public Bill Committees (PBCs) on two different bills: the Taxation (Cross-border Trade) Bill and the Trade Bill respectively. Questions from MPs focused largely on parliamentary scrutiny and the implications of the delegated powers in each bill.

When the PBC on the Taxation Bill drew to a close, the Minister responsible for steering the bill through the House, Mel Stride MP, thanked Joel Blackwell for having '*emerged as the most celebrated witness of our proceedings*' given the number of times MPs on both sides cited his evidence in pursuing their own questions to ministers.

As media and public interest in the intricacies of the parliamentary process increased, the Society's staff regularly appeared on radio and TV to explain procedural matters. Staff were also interviewed for a number of popular podcasts, notably Paul Waugh's 'Commons People' and Ian Dunt's 'Remainiacs'.





'CRITICAL FRIEND' SCRUTINY

Although Brexit-related work dominated the year, we tried not to lose sight of other important issues relating to the legislative process and parliamentary scrutiny.

Legislative reform

The House of Lords Constitution Committee's inquiry into the legislative process and the Lords Liaison Committee's review of the committee system were both opportunities for the Society to make the case for long-standing proposals to reform the way in which legislation is scrutinised, including the creation of a Legislative Standards Committee and a Post-Legislative Scrutiny Committee.

Deliberative democracy

Given rising interest in the potential advantages of more deliberative forms of democracy, we also looked at how deliberative forums might engage with

Parliament.

We published a guest blogpost by Dr Clodagh Harris of University College Cork looking at how the Citizens' Assembly in Ireland innovatively blended elements of participatory, deliberative, representative and direct forms of democracy.

And select committee Chairs Clive Betts MP and Sarah Wollaston MP wrote a piece for us explaining how they used a Citizens' Assembly to help their committees find a consensus, and produce a unanimous report, for their inquiry into the long-term funding of adult social care.

Parliamentary privilege

We also ran several blog posts looking at the role of privilege in relation to court injunctions, and the House's powers to obtain evidence for select committee inquiries as demonstrated by the House of

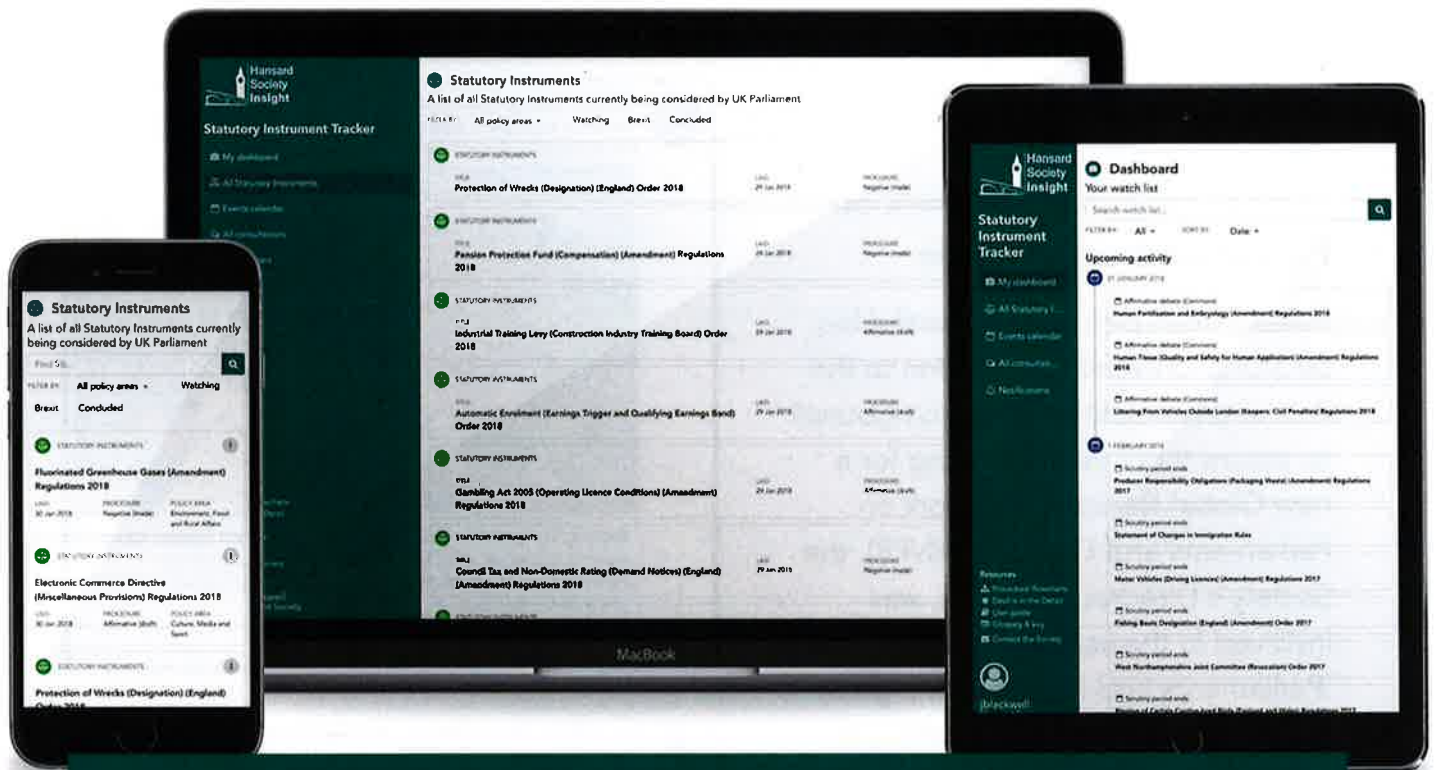
Commons Culture, Media and Sport's 'fake news' inquiry.

Global Research Network on Parliaments and People

Having been part of a successful bid by SOAS University of London to the Arts and Humanities Research Council to secure three years' funding for a new Global Research Network on Parliaments and People (GRNPP), the Society's Director, Ruth Fox, was involved in the setting up of the new 'Parliaments and People (P4P)' grant scheme. This distributes funding to support the capacity of national researchers in Ethiopia and Myanmar to undertake 'critical friend' political and parliamentary scrutiny of their own legislatures.

In August Ruth Fox travelled to Myanmar with colleagues from SOAS to promote the grant scheme at workshops with university researchers, NGOs and cultural and community organisations in Yangon and Mandalay and to meet with potential grant applicants to discuss their project ideas. She also ran a two-day workshop in partnership with the Enlightened Myanmar Research Foundation (EMReF) to introduce local researchers to the concept of an Audit of Political Engagement, as EMReF had expressed interest in conducting a survey of public attitudes to Myanmar's regional Hluttaws (parliaments) modelled on the Society's Audit study.





DATA TRACKING AND TRAINING

Statutory Instrument Tracker

Building on our research into delegated legislation, the Society invested some of its reserves to design and develop a new ‘Statutory Instrument Tracker’ with the help of Tinderhouse, a website design and development company. It is the only monitoring service available to help track the progress of Statutory Instruments (SIs) through Parliament, including consultations and all scrutiny stages in the House of Commons and House of Lords.

The Tracker, available via a subscription service, enables users to keep-up-to-date with legislative changes, particularly in relation to Brexit; save time that might otherwise be spent trying to navigate the complexities of the delegated legislation system; reduce the risk of missing vital information; and track business-critical SIs

with tailored alerts and links to all key documents. Users can fine-tune their monitoring by saving consultations and SIs to their own personalised dashboard and calendar, so that they can monitor their progress and receive tailored notifications as the SIs make their way through Parliament.

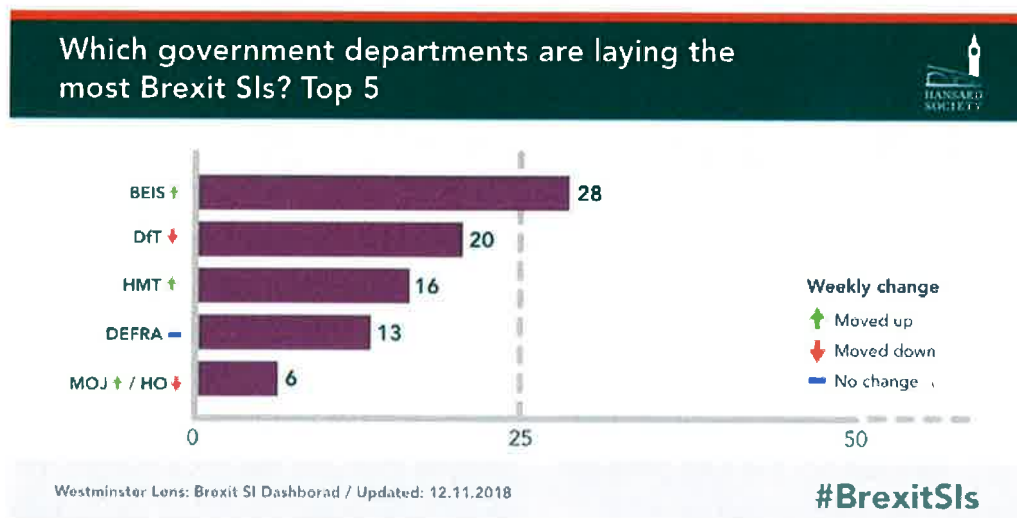
Throughout 2018 we focused on developing the subscription service, and protected our intellectual property by securing four trademarks for the Tracker with the help of our solicitors, BDB Pitmans.

The income generated by the SI Tracker and related training programme is being re-invested in our research projects. We are also using the data in the SI Tracker to inform our ongoing research into delegated legislation.

Brexit SI Dashboard

In the Autumn we launched a new Statutory Instruments Dashboard on our website to track the progress being made by the government and Parliament in preparing the statute book for the UK's exit from the EU. We updated the Dashboard daily to provide a real-time assessment of progress.

The results led us to warn in October that the government was well behind schedule if it was to lay the 800 to 1,000 SIs it originally said were needed for exit day. The Dashboard was widely quoted in Parliament and frequently used by journalists in assessing the country's legal readiness for Brexit.



People2Parliament training

In response to the findings in the annual Audit of Political Engagement, we ran six 'People2Parliament' workshops with the Bangladeshi communities in east and north-west London. The workshops, sponsored by the City Bridge Trust, involved 73 participants aged between 18 and 54 who were interested in politics but did not feel particularly knowledgeable about it. The workshops were designed in consultation with the community groups and over the course of an afternoon or evening provided an interactive and practical primer on how citizens can engage with MPs and Parliament through advice surgeries, e-petitions, and evidence to select committees. The Society recruited Nan Sloane, an experienced trainer in the political field, to help deliver the sessions over the course of a month. The evaluation and feedback provided has given us valuable insight into how such a programme might be run in future and the challenges that would need to be overcome to develop the programme nationally.

Monday, 30 April

Audit of Political Engagement 15 2018 Report

The only annual health check on
public attitudes towards politics
in Great Britain.

POLITICAL ENGAGEMENT



Each Audit of Political Engagement measures the 'political pulse' of the nation, providing a unique benchmark to gauge public opinion across Great Britain about politics and the political process. The 15th Audit was fully-funded for the first time by the Hansard Society alone, and as in previous years the polling was undertaken by IpsosMORI.

In the aftermath of the 2017 general election, the Audit found that once again electoral events continued to function as 'electric shock therapy', boosting political engagement. Compared to the first Audit 15 years ago, people's certainty to vote and interest in and knowledge of politics had all risen, but their sense of political satisfaction and efficacy had declined. Youth engagement had also risen but only in line with the population overall.

In Scotland, the post-independence-referendum upsurge in engagement had begun to dissipate and political dissatisfaction was particularly high. Worryingly, barely more than two in 10 people thought the UK's system of government was good at performing any of its key functions, apart from protecting the rights of minority groups.

Using all 15 years of Audit data, PhD student Lawrence McKay, based at Manchester University, did a detailed analysis of the effects of nation and region on public attitudes. He found that geography is an important factor in determining whether citizens feel they have influence on decision-making at the national level, even when other factors that influence political engagement, such as education and social class, are taken into account.

44% of 18-24 year-olds certain to vote

↑ 16 pts since Audit 1 (2004)

↑ 5 pts since Audit 14 (2017)

2018 **44%**

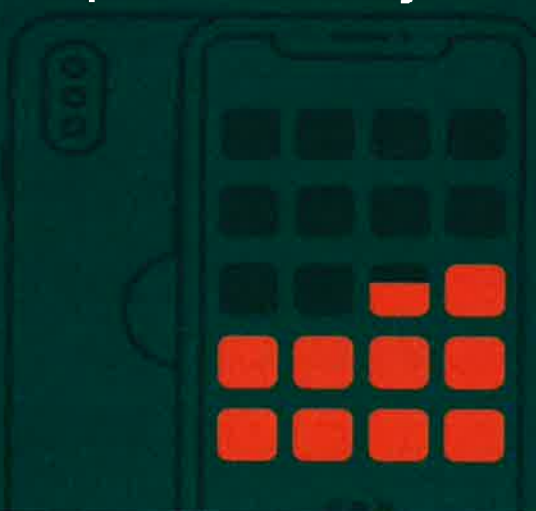
2017 **39%**

2004 **28%**



Online political activity

Nearly half the public (48%) report having undertaken **no online political activity** in the past year



% most important in deciding **which political party to vote for**

Audit 4
2007

Audit 15
2018

30

Can be trusted to keep its promises

32

34

Has policies I fully support

30

40

Represents the interests of people like me

28

31

Takes on board the views of the public

24

21

Believes in the same thing as me

23





PARLIAMENTARY AFFAIRS

'Britain Votes 2017'

A special general election edition of our journal, *Parliamentary Affairs*, was published in book form in March 2018. It tells the story of an extraordinary general election, one which startled in its calling, campaign, outcome and aftermath. Widespread assumptions of a Conservative coronation rather than a contest were confounded as Prime Minister Theresa May mislaid her majority and a hung parliament emerged.

The volume, edited by Professors Jon Tonge and Cristina Leston-Bandeira and Dr Stuart Wilks-Heeg, brings together chapters from a team of distinguished academics to outline the reasons behind the startling result. Contributors include Professor Sir John Curtice, Professor Tim Bale, Dr Eunice Goes, and Dr Kate Dommett, all of whom spoke at the launch event, which was chaired by the BBC's Carolyn Quinn.

The book explores the demographics of how Britain voted, accompanied by broader consideration of why an overall majority for any party may now be hard to achieve. As in previous editions in the 'Britain Votes' series, the campaigns, policies and leaderships of all the significant parties are also analysed in detail.



The leading journal articles in 2018, based on their Altmetric scores, were: Daniel Gover and Michael Kenny's '*Answering the West Lothian Question: A critical assessment of English Votes for English Laws*'; '*The Politics of Parliamentary Restoration and Renewal: Decisions, Discretion, Democracy*' by Matthew Flinders, Leanne-Marie Cotter, Alix Kelso and Alex Meakin; our former intern Jessica C Smith's '*Politics and Parenthood: An examination of UK Party leadership elections*'; Lord Norton's look at '*Power behind the scenes: the importance of informal space in legislatures*'; and Jan Eichorn's analysis of '*Votes at 16: New insights from Scotland on enfranchisement*'.



Professor Sir John Curtice answering questions at the launch of 'Britain Votes 2017'

967
pages
of research

56% of
downloads
from outside
the UK

Impact
Factor of
1.163



Marking milestones

In addition to 'Britain Votes', we published a special edition to mark the 20th anniversary of the signing of the Good Friday Agreement in Northern Ireland. To celebrate 100 years of votes for women in February 2018, and to tie in with Women's History Month in March 2018, the editorial and production team also curated a virtual issue of historic articles exploring research on women and politics.



HANSARD SCHOLARS

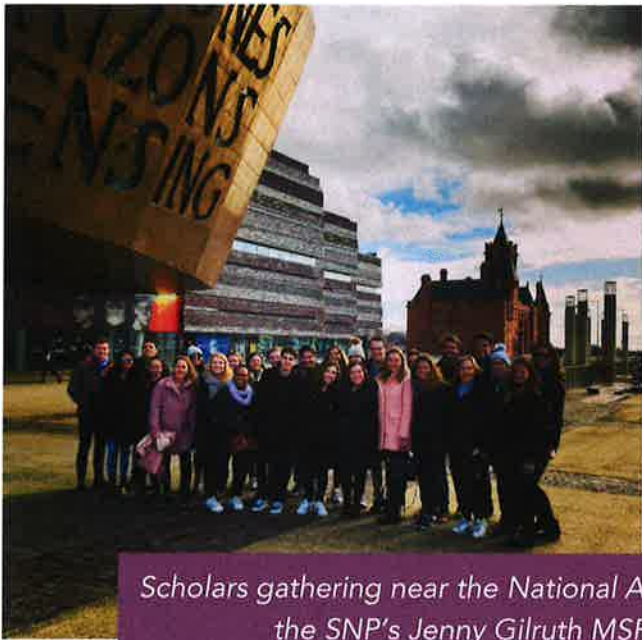
We welcomed 59 Hansard Scholars during the course of the year. They were drawn from 17 universities, predominantly across the USA, including Brandeis, Cornell, Rice, Northeastern, Purdue, the University of Alabama, the University of Virginia, the University of Wisconsin and Washington University in St Louis.

The Scholars undertake two academic modules - '*Parliament and Politics*' and '*Politics and Public Policy*' - and assignments include essays, policy briefs, written end-of-term examinations and supervised dissertations.

They also undertake a bespoke political placement at Westminster. This gives the Scholars direct experience of our democracy at the heart of Westminster, helping them to develop a more nuanced appreciation of the complex challenges facing representative democracy in the world today.

We are very grateful to those MPs, Peers, parliamentary staff, think tanks and campaign groups who provide such stimulating yet demanding placements for the Scholars.





Scholars gathering near the National Assembly for Wales, and meeting with the SNP's Jenny Gilruth MSP at the Scottish Parliament

Study visits

In addition to their academic work and placement, the Scholars also made study visits to the National Assembly for Wales and the Scottish Parliament, to explore the issues and challenges posed by devolution. We are particularly grateful to those leading academics, journalists and politicians who give up so much time to share their insights and experience as part of our guest lecture programme.

Senior politicians David Melding AM, Huw Irranca Davies AM and Julie Morgan AM in Cardiff, and Jenny Gilruth MSP, Kezia Dugdale MSP (prior to her recent retirement from the Parliament), Willie Rennie MSP and Ken Macintosh MSP have all lent their support to the programme in the last year. Outside the legislatures, Prof Roger Awan -Scully and Dr Hedydd Phylip of Cardiff University, Michael Clancy of Law Society Scotland, Michael Young of the Scottish Governments Office of the Chief Economic Adviser, Prof James Mitchell of Edinburgh University and Joyce McMillan of the *Scotsman*, all gave guest lectures.

In the Autumn, the Scholars visited the European Parliament in Brussels to learn about the EU's perspective on Brexit. Several MEPs met with the Scholars to talk about working in the Brussels-based legislature, including Jill Evans (Plaid Cymru), Alyn Smith (SNP), and Philippe Lamberts, leader of the Greens in the European Free Alliance.



Scholars on a guided tour of the Parliamentary Archives



KEY RISKS AND UNCERTAINTIES

The Hansard Society has a risk analysis procedure in place. Key risks and uncertainties are those that could have a material impact on the Charity in carrying out its work. The Society maintains a risk register and reviews the risks it faces in six categories: operational; financial; strategic; reputational; occupational health; and legal/regulatory matters. The Trustees confirm that controls are in place to mitigate all the major risks identified. The top four 'high' risks identified in 2018 remain the same as in 2017.

Compliance: change in Home Office regulations for international students

Significant staff resource is devoted to monitoring and ensuring we remain compliant with all relevant regulations. We have Tier 4 Sponsor status and are subject to annual review by the Quality Assurance Agency for Higher Education.

Economic downturn impacting on Society-wide activity (e.g. Scholar enrolments)

The Society budgets on a rolling three-year cycle to ensure any future commitments and cost implications are manageable and sustainable. Core staff and office costs have been reduced to a minimum and reserves have been significantly replenished.

Inadequate non-project related funding

We have developed a third strand of income generation (in addition to our Scholars Programme and *Parliamentary Affairs* journal), in the form of a procedural training course and a Statutory Instrument Tracker subscription service. This provides core, unrestricted funding for the future, enabling us to invest in research priorities.

Premises—risk of rent or service charge increase / termination of lease

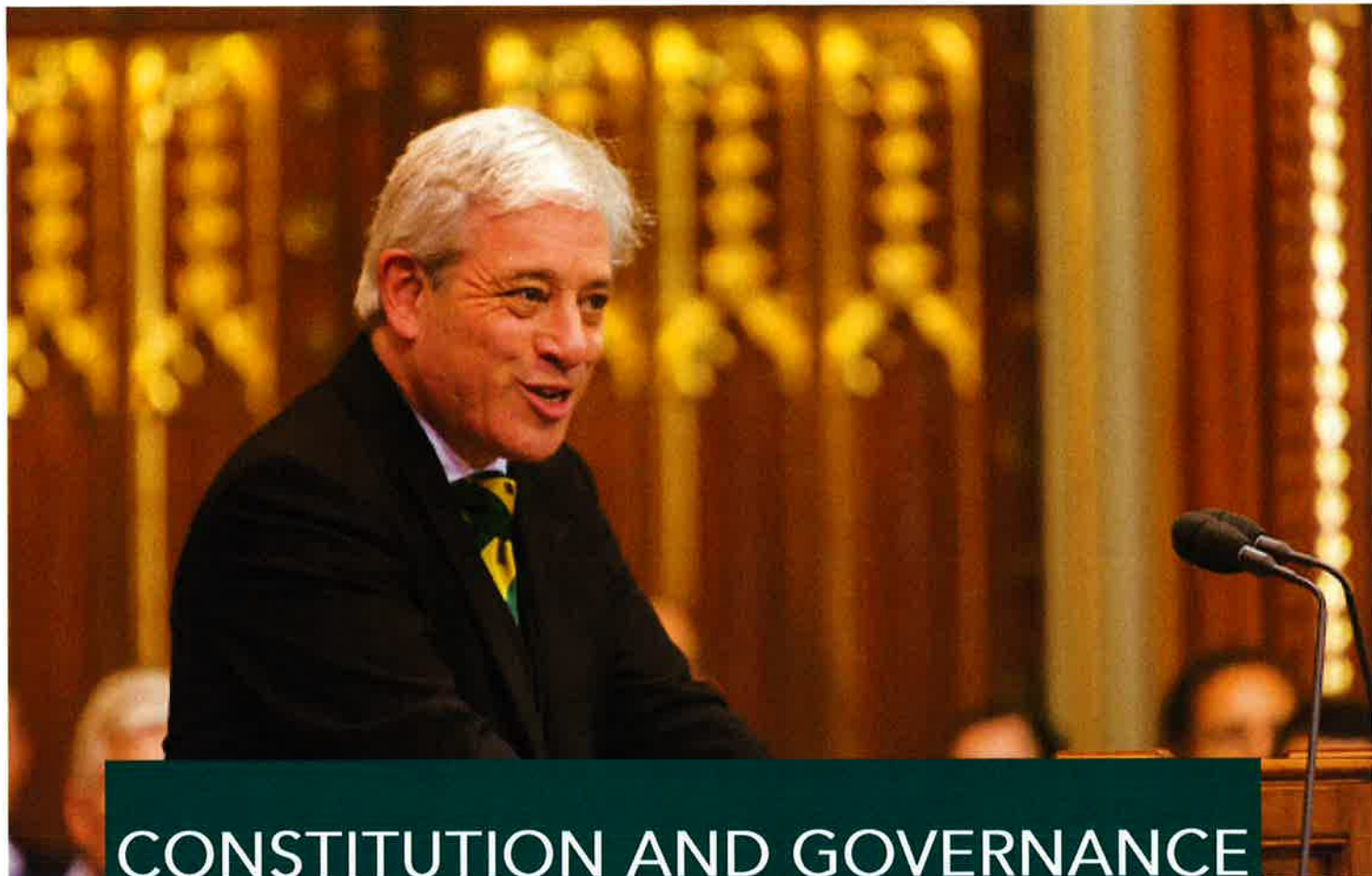
The Society has engaged a surveyor to negotiate a rent review settlement, possibly leading to the surrender of the office lease. The reserves provide a cushion to address any short-term increase in rent.



FUTURE PLANS

Brexit and its implications for Parliament will continue to be at the heart of the Society's activities over the course of the next year. The Charity has made budgetary provision for a number of improvements in 2019 in staffing and operations to ensure that it can continue to meet the increased demand for its research and insight into the Brexit process. Importantly, the plans are also designed to ensure that the Society is maintained on a sustainable financial footing, whilst delivering on its objectives as the leading source of independent research on Parliament and parliamentary affairs. These plans include:

- Investment from reserves to provide additional staffing capacity.
- Enhanced marketing of our Statutory Instrument Tracker subscription service.
- Development of plans to mark the Society's 75th anniversary from Autumn 2019.
- Recruitment of a new Chair of Trustees and a pipeline of potential new trustees for the future.
- Reviewing the Scholars Programme with a view to refreshing the academic offering and exploring other potential programmes, including programmes without an internship component and the need for Tier 4 visas.
- Negotiating a new rent level for the office with the landlord or alternatively negotiating an agreement to surrender the lease and dispose of the risk.
- Adopting a 'digital first' approach to publications and communications, building on the progress made with the Brexit SI Dashboard and Audit of Political Engagement.
- Improving the Society's IT infrastructure to support staff, improve efficiency, and ensure compliance with best practice in online security and privacy regulations.



CONSTITUTION AND GOVERNANCE

Organisational structure

The Hansard Society is a charitable company limited by guarantee in England and Wales. It was incorporated on 25 August 1999 and registered as a charity on 17 December 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company.

The company is governed under its Articles of Association.

Legal responsibility for the management and stewardship of the Hansard Society is vested in the Board of Trustees.

Day-to-day management of the Charity is delegated to the Senior Management Team: the Director and the Director of the Scholars Programme. They both attend meetings of the Board of Trustees and

provide regular reports on the work of the Society. Other staff may attend Board meetings when items of business relevant to their work are being discussed. The Board of Trustees are responsible for deciding the staff remuneration policy which they review at Board meetings. Its implementation is delegated to the Director.

The Speakers of both Houses of Parliament serve as Co-Presidents of the Society. These are honorary positions reflecting the Society's unique 'critical friend' relationship with the Westminster Parliament and the Society's commitment to non-partisanship. The current Speakers are very supportive of the work of the Society but they have no formal role in or responsibility for the administration, governance and activities of the Charity.

Board of Trustees

The Board of Trustees meets at least four times per year. The Society does not operate standing sub-committees but convenes these on an *ad hoc* basis as required.

Trustees are elected and co-opted under the terms of the Articles of Association. The Chair and Treasurer are appointed on a yearly basis at the Annual General Meeting. Other members of the Board of Trustees are appointed for a term of three years, after which they may put themselves forward for reappointment for a further three-year term. In some circumstances, Trustees may be co-opted for a further period. New Trustees are recruited with the intention of securing a range of views, interests and perspectives. In addition to public advertisements for new trustees, wide networks are consulted, including those of our stakeholders, who represent the public, private, statutory and charitable sectors, and all the major political parties. New Trustees are provided with an induction pack containing information about the Society and their responsibilities as a Trustee, including charity law and governance issues. The pack includes the Society's Articles of Association, copies of the last four sets of Board papers, and background information about the organisation's staff, structure and finances. New Trustees also have an induction meeting with the Chair and Director to discuss particular areas of work, and then follow up on those areas with other members of staff. In 2018 Sir David Beamish, former Clerk of the Parliaments, joined the Board.

Membership

Membership of the Society is open to members of the public, who can join as ordinary members or as members who in addition subscribe to our journal, *Parliamentary Affairs*. Members of Parliament can join as parliamentary patrons.

Fundraising

The Society does not raise funds directly from the public. Nevertheless, it is mindful of the code issued by the fundraising regulator.

Financial review

The accounts for 2018 show expenditure of £882,369 (2017: £935,019) and income of £845,479 (2017: 994,674). Income was principally through various programmes and publications in the year which amounted to £819,864 (2017: £920,045). The Society had a net deficit of £36,890 (2017: surplus of £59,650).

Reserves

The current funds position show unrestricted funds of £426,190 (2017: £453,041). The Trustees have decided that a minimum of £312,591 of reserves would be an appropriate level, based on three months of core operational expenditure considering the future plans of the organisation. This gives the Society financial stability to continue to build its activities in future years. The reserves policy is reviewed on a yearly basis. The Board's current three-year financial plan anticipates that remaining accumulated reserves above the £312,591 minimum will be spent on operating costs in 2019-21.

LEGAL & ADMINISTRATIVE DETAILS

Honorary Co-Presidents

Rt. Hon. John Bercow MP, Speaker of the House of Commons

Rt. Hon. Lord Fowler, Lord Speaker

Trustees

Dianne Bevan

Shirley Cameron (Treasurer)

Rt. Hon. Baroness Jay of Paddington

Lord Lexden OBE

Lord Sharkey (Chair)

Sir David Beamish KCB

Sue English

Amelia Knott

Gerald Shamash

Sir Paul Silk KCB

Status and governing document

The organisation is a charitable company limited by guarantee, incorporated on 25 August 1999 and registered as a charity on 17 December 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Company Number

04332105

Charity Number

1091364

Registered office

Room 1.17, 1st Floor Millbank Tower, 21-24 Millbank, London, SW1P 4QP

Bankers

Unity Trust Bank, 9 Brindley Place, Birmingham, B1 2HB

Scottish Widows, PO Box 12757, 67 Morrison Street, Edinburgh, EH3 8YJ

Independent Examiner

Murtaza Jessa FCA - Haysmacintyre LLP, 10 Queen Street Place, London, EC4R 1AG

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Hansard Society for the purposes of company law) 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).

Company and charity law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and group 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 charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. So far as each of the Trustees is aware at the time the report is approved:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

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

Approved by the Trustees on 9th September 2019 and signed on their behalf, by:



LORD SHARKEY (CHAIRMAN)

INDEPENDENT EXAMINER'S REPORT

I report to the Trustees on my examination of the accounts of Hansard Society Limited for the year ended 31 December 2018 which are set out on pages 25-37.

Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). The Trustees are satisfied that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and have chosen instead to have an independent examination. Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the requirements of the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's income is in excess of £250,000, your examiner must be a member of a body listed in the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Murtaza Jessa FCA, Haysmacintyre LLP

10 Queen Street Place, London, EC4R 1AG

.....
Date:

STATEMENT OF FINANCIAL ACTIVITIES

Incorporating an income and expenditure account for the year ending 31 December 2018.

	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
INCOME					
Income from:					
Donations and legacies:					
Donations		397	-	397	188
Charitable activities	3	820,582	-	820,582	921,519
Other trading activities:					
Rent receivable		24,500	-	24,500	62,886
Investments: Bank interest		-	-	-	81
Other income		-	-	-	10,000
TOTAL INCOME		845,479	-	845,479	994,674
EXPENDITURE					
Expenditure on:					
Charitable Activities		872,330	10,039	882,369	935,019
TOTAL EXPENDITURE	4	872,330	10,039	882,369	935,019
Net (expenditure)/ income and Net movement in funds		(26,851)	(10,039)	(36,890)	59,655
Balances brought forward		453,041	10,039	463,080	403,425
Balances carried forward		426,190	-	426,190	463,080

There are no recognised gains or losses other than those shown in the Statement of Financial Activities.

All income and expenditure in each of the above two years derive from continuing activities.

BALANCE SHEET

As at 31 December 2018.

	Note	£	2018 £	£	2017 £
FIXED ASSETS					
Intangible assets	7		16,814		14,496
CURRENT ASSETS					
Debtors	8	676,219		354,198	
Cash at bank and in hand		349,883		531,684	
		<u>1,026,102</u>		<u>885,882</u>	
Creditors: amounts falling due within one year	9	(616,726)		(437,298)	
NET CURRENT ASSETS			<u>409,376</u>		<u>448,584</u>
NET ASSETS			<u>426,190</u>		<u>463,080</u>
FUNDS					
Restricted funds	10		-		10,039
Unrestricted funds					
Designated funds	10	71,231		73,241	
General fund	10	354,959		379,800	
			<u>426,190</u>		<u>453,041</u>
			<u>426,190</u>		<u>463,080</u>

For the year ended 31 December 2018 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- (i) The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476;
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. They were approved, and authorised for issue, by the directors on 10 September 2019 and signed on their behalf by:-



LORD SHARKEY (CHAIRMAN)



SHIRLEY CAMERON (TREASURER)

STATEMENT OF CASH FLOWS

For the year ended 31 December 2018.

	2018	2017
£	£	£
Cash (used in)/ provided by operating activities		
Net movement in funds	(36,890)	59,655
Add back depreciation charge	8,282	635
Less interest income	-	(81)
(Increase)/ decrease in debtors	(322,021)	1,117
Increase in creditors	<u>179,428</u>	<u>63,725</u>
Net cash (used in)/ provided by operating activities	(171,201)	125,051
Cash flows from investing activities		
Interest income	-	81
Purchase of intangible fixed assets	<u>(10,600)</u>	<u>(14,496)</u>
Net cash (used in) investing activities	<u>(10,600)</u>	<u>(14,415)</u>
(Decrease)/ increase in cash and cash equivalents in the year	(181,801)	110,636
Cash and cash equivalents at the beginning of the year	531,684	421,048
Total cash and cash equivalents at the end of the year	<u>349,883</u>	<u>531,684</u>

NOTES TO THE ACCOUNTS

For the year ended 31 December 2018.

1. STATUTORY INFORMATION

The Hansard Society is a charitable company limited by guarantee and is incorporated in England and Wales (Company no.04332105). The registered office address and principal place of business is Room 1.17, 1st Floor Millbank Tower, 21-24 Millbank, London, SW1P 4QP.

2. ACCOUNTING POLICIES

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with Financial Reporting Standard 102, applicable in the United Kingdom and Republic of Ireland. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities', applicable accounting standards and the Companies Act 2006.

The Hansard Society meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

2.2 Company status

The Charity is a company limited by guarantee. The members of the company include the Trustees. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period 2019, the most significant areas of uncertainty are the number of Scholar enrolments. The review of our financial position, reserve levels and future plans give the Trustees confidence that the Charity remains a going concern.

2.3 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

2.4 Income

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

Donations and legacies income includes donations and gifts. Income is deferred only when the Society has to fulfil conditions before becoming entitled to it or where the donor has specified the income is to be expended into a future period. Where donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre conditions regarding entitlement, this income is included as restricted income when receivable.

2.5 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. The irrecoverable element of VAT is included within the item of expense to which it relates. Direct costs, including directly attributable salaries, are allocated on an actual basis to the key strategic areas of activity. Overheads and other salaries are allocated between the expenses headings on the basis of time spent.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity, and include governance costs which are incurred in connection with enabling the Society to comply with external regulation, constitutional and statutory requirements and in providing support to the Trustees in the discharge of their statutory duties.

2.6 Intangible fixed assets and amortisation

All assets costing more than £500 are capitalised.

Intangible fixed assets are stated at cost less amortisation. A full year of amortisation is charged on all assets in the year of purchase. Amortisation is provided at rates calculated to write off the cost of intangible fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Website development - 3 years straight line.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. A full year of depreciation is charged on all assets in the year of purchase. Depreciation is provided at rates calculated to write off the cost of tangible fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Office and computer Equipment - 2 years straight line.

2.8 Employee benefits

Short-term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

Pension scheme: the Charity operates two defined contribution pension schemes, the assets of which are administered by Scottish Widows and AJ Bell Youinvest. All contributed costs are accounted for on the basis of charging the cost of providing pensions over the period when the charity benefits from the employees' services. The charity has no further liability under the scheme.

2.9 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.

2.10 Debtors

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

2.11 Cash at bank and in hand

Cash at bank and cash 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.

2.12 Creditors, provisions and estimates

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

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds	<i>Total Funds</i>
	2018	2018	2018	2017
	£	£	£	£
Study and Scholars programme	581,000	-	581,000	633,350
Projects - research, education and events	56,231	-	56,231	102,755
Membership subscriptions	718	-	718	1,474
Publications	182,633	-	182,633	183,940
	<u>820,582</u>	<u>-</u>	<u>820,582</u>	<u>921,519</u>

In the year to 31 December 2017, £3,168 of project income was restricted, with all other income from charitable activities being unrestricted.

4. EXPENDITURE

CURRENT YEAR

	Direct Staff costs £	Direct costs £	Support costs £	Total 2018 £
Study and Scholars programme	123,520	306,374	97,246	527,140
Projects - research, education and	138,523	96,523	109,057	344,103
Publications	2,900	5,943	2,283	11,126
Support costs (see Note 5)	82,630	125,956	(208,586)	-
	347,573	534,796	-	882,369

PRIOR YEAR

	Direct Staff costs £	Direct costs £	Support costs £	Total 2017 £
Study and Scholars programme	109,662	335,626	135,969	581,257
Projects - research, education and	115,772	92,218	143,545	351,535
Publications	909	191	1,127	2,227
Support costs (see Note 5)	77,218	203,423	(280,641)	-
	303,561	631,458	-	935,019

5. SUPPORT COSTS

	2018 £	2017 £
Governance costs:		
Independent examination	2,300	2,260
Board expenses	609	463
	2,909	2,723
Other support costs		
Staff costs	82,630	77,218
Premises, equipment and depreciation	68,551	156,807
Stationery, post, phone and IT	10,126	11,405
Information, research and communications	13,280	11,108
Legal and professional	23,089	12,371
Other	8,001	9,009
	208,586	280,641

6. EMPLOYEE AND KEY MANAGEMENT PERSONNEL

The key management personnel of the Charity comprise the trustees ("Directors" for the purposes of the Companies Act) and Senior Management Team. The total amounts paid in respect of the key management personnel of the Charity (including employer's National Insurance contributions and employers pension contributions) were £124,371 (2017: £126,059).

None of the trustees (or any persons connected with them) received any remuneration from the charity during the year. Reimbursed Trustee travel expenses amounted to £609 to two Trustees. (2017 - £463).

There were no related party balances as at 31 December 2018 (2017: nil).

	2018 £	2017 £
The aggregate payroll costs were:		
Wages and salaries	300,360	264,532
Social security costs	28,013	22,656
Employer pension contributions	19,200	16,373
	<u>347,573</u>	<u>303,561</u>

No employees had emoluments amounting to over £60,000 in the year or the previous year (exclusive of employer pensions and employer National Insurance contributions).

Particulars of employees:

The average number of staff employed by the Charity during the financial year amounted to:

2018 No.	2017 No.
<u>8.6</u>	<u>8.5</u>

7. INTANGIBLE FIXED ASSETS

	Website development £
Cost	
At 1 January 2018	14,496
Additions in the year	10,600
At 31 December 2018	<u>25,096</u>
Amortisation	
At 1 January 2018	-
Charge for the year	8,282
At 31 December 2018	<u>8,282</u>
Net book value	
At 31 December 2018	<u>16,814</u>
At 31 December 2017	<u>14,496</u>

8. DEBTORS

	2018 £	2017 £
Trade debtors	319,026	152,257
Prepayments	239,444	141,940
Accrued income	117,749	60,001
	676,219	354,198

9. CREDITORS (amounts falling due within one year)

	2018 £	2017 £
Trade creditors	8,514	6,768
Taxes and social	8,708	19,935
Pension	3,761	1,891
Accruals	53,624	120,859
Other creditors	26,085	8,345
Deferred income	516,034	279,500
	616,726	437,298
Deferred income:		
Balance brought	279,500	282,298
Amount released to income	(279,500)	(282,298)
Amount deferred in the year:		
Scholars income	497,000	279,500
Statutory instrument tracker	19,034	-
	516,034	279,500

10. STATEMENT OF FUNDS — CURRENT YEAR

Restricted funds

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2018 £
People to Parliament	10,039	-	(10,039)	-	-
Total restricted funds	10,039	-	(10,039)	-	-

People to Parliament is funded by the City Bridge Trust.

Designated funds

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2018 £
Fixed assets	14,496	-	(8,282)	10,600	16,814
Political Engagement polling	38,357	-	(64,328)	60,000	34,029
Visual identity review	20,388	-	-	-	20,388
Total designated funds	73,241	-	(72,610)	70,600	71,231

The fixed asset fund represents the value of unrestricted fixed assets.

Political Engagement Polling - to cover the costs of the 16th annual Audit of Political Engagement opinion poll survey. The balance on the fund is due to be spent in early 2019.

Visual identity review - To cover the costs of investment in a communications and visual identity review in advance of the 75th anniversary.

SUMMARY OF FUNDS IN THE YEAR

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2018 £
Designated funds	73,241	-	(72,610)	70,600	71,231
General fund	379,800	845,479	(799,720)	(70,600)	354,959
	453,041	845,479	(872,330)	-	426,190
Restricted funds	10,039	-	(10,039)	-	-
Total funds	463,080	845,479	(882,369)	-	426,190

11. STATEMENT OF FUNDS — PRIOR YEAR

Restricted funds

	<i>Balance at 1 January 2017 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31 December 2017 £</i>
People to Parliament	18,607	-	(8,568)	-	10,039
Sense4Us	7,072	3,168	(10,240)	-	-
Total restricted funds	25,679	3,168	(18,808)	-	10,039

Designated funds

	<i>Balance at 1 January 2017 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31 December 2017 £</i>
Fixed assets	635	-	(635)	14,496	14,496
Political Engagement polling	-	-	-	38,357	38,357
Visual identity review	-	-	-	20,388	20,388
Total designated funds	635	-	(635)	73,241	73,241

SUMMARY OF FUNDS IN THE PRIOR YEAR

	<i>Balance at 1 January 2017 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31 December 2017 £</i>
Designated funds	635	-	(635)	73,241	73,241
General fund	377,111	991,506	(915,576)	(73,241)	379,800
	377,746	991,506	(916,211)	-	453,041
Restricted funds	25,679	3,168	(18,808)	-	10,039
Total funds	403,425	994,674	(935,019)	-	463,080

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

CURRENT YEAR	Designated funds	General funds	Restricted funds	Total funds
	£	£	£	£
Fixed assets	16,814	-	-	16,814
Net current assets	54,417	354,959	-	409,376
	71,231	354,959	-	426,190

PRIOR YEAR	<i>Designated funds</i>	<i>General funds</i>	<i>Restricted funds</i>	<i>Total funds</i>
	£	£	£	£
Fixed assets	14,496	-	-	14,496
Net current assets	58,745	379,800	10,039	448,584
	73,241	379,800	10,039	463,080

13. PENSION

The Society operates defined contribution schemes for its employees making a contribution of 7% of gross salaries. The assets of the schemes are held separately from those of the Society in independently administered funds. The pension charge represents contributions payable by the Society and amounted to £19,200 (2017: £16,373). Contributions totalling £3,761 (2017: £1,891) were payable to the fund at the balance sheet date and are included in creditors.

14. OPERATING LEASE COMMITMENTS

At the reporting end date the company had the following future minimum lease payments under non-cancellable operating leases (all for property) which fall due as follows:

	2018	2017
	£	£
Less than one year	56,680	56,680
Between two and five years	127,530	184,210
	184,210	240,890

15. STATEMENT OF FINANCIAL ACTIVITIES — PRIOR YEAR

	<i>Unrestricted Funds 2017 £</i>	<i>Restricted Funds 2017 £</i>	<i>Total Funds 2017 £</i>
INCOME			
<i>Income from:</i>			
<i>Donations and legacies: Donations</i>	188	-	188
<i>Charitable activities</i>	918,351	3,168	921,519
<i>Other trading activities:</i>			
<i>Rent receivable</i>	62,886	-	62,886
<i>Investments: Bank interest</i>	81	-	81
<i>Other income</i>	10,000	-	10,000
TOTAL INCOME	991,506	3,168	994,674
EXPENDITURE			
<i>Expenditure on:</i>			
<i>Charitable Activities</i>	916,211	18,808	935,019
TOTAL EXPENDITURE	916,211	18,808	935,019
<i>Net income/ (expenditure) and Net movement in funds</i>	75,295	(15,640)	59,655
<i>Balances brought forward</i>	377,746	25,679	403,425
<i>Balances carried forward</i>	453,041	10,039	463,080



HANSARD
SOCIETY

HANSARD SOCIETY LIMITED

ANNUAL REPORT AND ACCOUNTS

Year to 31 December 2018

Company Number: 04332105