



CSR Annual Report

2017/2018

Foreword

The Firm's Corporate Social Responsibility programme continues to go from strength to strength. Our CSR work is a key part of our identity as a Firm and involves a lot of hard work from a large number of employees.

As a Firm, we act for clients who have a positive impact on society, be it the delivery of excellent health services, quality housing or public protection. Our CSR framework is a key part of our own overall strategy for ensuring that, as a business, we have a positive impact on our community and society in general.

Our CSR projects have been commended locally and nationally for their innovation and engagement of people from a cross-section of society. It is our people that make it all happen. Capsticks' staff donate huge amounts of time and energy to charitable causes and our CSR projects.

We are really proud of our CSR work here at Capsticks and are always looking for new ways of positively supporting and engaging with our community, both locally and nationally. I hope you enjoy reading what we've been up to over the last year!

John Tippett-Cooper
Head of Corporate Social Responsibility

Some highlights of 2017/2018

Over **947 hours** devoted to CSR activities – equivalent to time recording of £128,000

Around 150 hours of pro bono legal advice, to the **value of £14,700**

Around **177 hours** spent working with the Ahead Partnership, to the value of £25,000

A **£20,000 donation** to the Royal Hospital for Neuro-Disability

Approximately **£3,000 raised** in fundraising projects in the London Office

Launching the **Capsticks-Harris Scholarship**

Key ongoing projects

The Wimbledon pro bono clinic

The clinic happens every Tuesday evening and is staffed by a group of volunteers who provide free employment and general litigation advice to people from the local community. The clinic is a partnership between Capsticks and South West London Law Centres, part of the London Legal Support Trust. A tireless team of lawyers provide advice every week to people in the South West London Community and were awarded the Silver Award for Employee Volunteering at the Merton Partnership Awards 2017.



The Wimbledon Guild

The Gadget Workshop happens every Wednesday lunchtime. A team of around 30 Capsticks volunteers teach older people in the Merton community how to use their smartphones, tablets, and laptops. The team were shortlisted for a Merton Partnership Volunteer Award in 2018, having previously been "Highly Commended" for CSR in the UK Legal Innovations Awards 2017.



The Royal Hospital for Neuro-Disability

This year saw the Firm's Equity Partners donate £20,000 to the RHN's campaign to purchase a new Patient Transport Ambulance. Capsticks have a long history of supporting the RHN – the relationship grew out of our proximity to the hospital in the days when our London office was based in Putney.

Capsticks-Harris Scholarship

This project aims to improve access to the profession by offering week-long placement to students who apply from across the Harris Federation's sixth-form colleges in London. The week-long scheme sees the students attend hearings with Capsticks' lawyers, undertake research tasks into defamation law cases, problem-solve complex medical ethics issues and get a glimpse of life as a solicitor at a busy law firm. Capsticks are delighted to support the Harris Federation, which is regularly named as one of the top performing groups in the country for disadvantaged pupils in secondary school education by the Sutton Trust charity.

The Ahead Partnership

The Birmingham and Leeds office support the Make the Grade programme, which makes a significant difference for young people looking to develop their employability and professional skills. Through mentoring, interview practice and career guidance our Capsticks volunteers in Leeds have made a lasting impact to young students.



Art at Capsticks

The London office continues to host a rotating exhibition of work by students and graduates of Wimbledon College of Arts, which is part of the University of the Arts London (UAL). Capsticks employees enjoy attending the College to choose the art displayed in the office.

The logo for the University of the Arts London (UAL) is displayed on a black rectangular background. It consists of the lowercase letters "ual:" in a large, white, bold, sans-serif font, followed by the words "university of the arts london" in a smaller, white, sans-serif font, stacked vertically.

Birmingham highlights from the past year



- **Opening doors to the future day** - The Birmingham office organised an event for 150 Year 10 and 11 pupils across five schools at the University of Law in Birmingham. They listened to a range of talks from West Midlands Police, Midlands Heart Housing, Birmingham Children's Hospital, NatWest, Capsticks and the University of Law with the aim of equipping the students with the key skills that are necessary for university. The students found the day worthwhile, with over 95% of students commenting that they had learnt vital skills that they did not have before.
- **Workplace visits** - Groups of students visited Capsticks offices to engage with a presentation skills workshop and to find out what it was like working in a law firm. One of the students said that they thought "*all law firms were like the one from Suits - the offices were made of glass and everyone walked round in high heels and had whiskey after work!*"
- **Interviewing workshop and careers panel** - a group of Capsticks employees went into a local school to run an interviewing workshop and mock interviews, giving feedback to pupils on how to improve their performance. Staff also sat on a careers panel so that students could ask questions about working in a law firm.
- **Easter egg appeal for Birmingham Children's Hospital** – the team delivered Easter eggs together with arts and crafts material to Birmingham Children's Hospital to keep patients entertained during their hospital stays.
- **Christmas jumper appeal for University Hospitals Birmingham** – members of staff wore Christmas jumpers in exchange for a donation, enabling each child in hospital to be able to open a gift on Christmas Day, each ward to have a Christmas hamper for patients and for each floor of the hospitals to have a Christmas tree.
- **Great Legal Quiz** – The Birmingham office competed in the Great Legal Quiz raising money for The Midland Legal Support Trust.
- **Macmillan Coffee Morning** – we hosted a Great British Bake Off style competition with a bottle of bubbles being awarded to the winner. Kerrie Short, a PA in the Real Estate department, won overall.

Leeds highlights from the past year

- **Carr Manor School Careers Fair** – as part of the ongoing project with The Ahead Partnership which our office supports, three members of staff (Grace Plaxton, Charlotte Slater and Lisa Geary) had a stand at the school's career event and answered student questions, giving insights into a career in law and the opportunities available to the students.
- **Make the Grade programme** – around 10 volunteers have helped over 500 young people develop employability skills and raising greater awareness of career pathways and opportunities in professional services.



- **Link Day students from the University of York** – the Leeds team host students giving them an insight into working in law and the work Capsticks does.
- **The Leeds Legal Walk** - a team of 6 from the Leeds office took part in the 10km Leeds Legal Walk on 14 May 2018, raising funds for the Yorkshire Legal Support Trust.



- **The Great Legal Bake** – the Leeds office held a charity bake sale raising funds for the Yorkshire Legal Support Trust with awards given for “scrummiest bake” and “best decorated bake.”



London highlights from the past year



- 8 volunteers from Capsticks joined the Wimbledon Guild's team of 113 volunteers to help coordinate the 2017 Village Fair, assisting over 35,000 visitors to the Common.
- Raising almost £850 for the London Legal Support Trust from the London Legal Walk and the Great Legal Bake.
- Raising over £1000 for Faith in Action Merton Homelessness Project from the trainee parade, the annual Christmas carol concert, and from staff wearing Christmas jumpers.
- Volunteers wrapped Christmas presents for local shoppers in aid of Wimbledon Guild, with the Guild raising £1000 helping them to run valuable services and classes for the local elderly community.
- The Capsticks Choir took their Christmas Concert on tour to the Wimbledon Guild to perform for some of the regular customers at the Guild House Club. The Choir and Guild customers shared a thoroughly enjoyable afternoon of sing-along songs, cake, tea and bingo.

Winchester highlights from the past year

- Trinity Winchester supports homeless and vulnerably housed people and victims of domestic violence in Hampshire.
- At Christmas staff prepared shoeboxes filled with essential items (including toiletries and warm clothing) and festive treats. In total the team provided 18 boxes for humans and 2 for dogs!
- In February staff stepped in to the shoes of Trinity's head chef whilst he took some well-deserved annual leave, and employees prepared, cooked and served lunch on four consecutive Fridays in February. Teams of 4-6 people attended from 9am to 1:30. The team were particularly pleased with the corned beef hash which went down a storm. Even the snow at the end of the month didn't stop the team from attending, serving up bacon sandwiches to keep the cold at bay.
- At Easter the team held a bake sale raising £50 for a domestic violence clinic run by the charity.

trinity
winchester
support change aspire



Environmentally friendly

Capsticks recognises its responsibility to protect the environment. In the last year, Capsticks and Intelligent Office employees have recycled over 35,925kg of material (the equivalent of around 6 bush elephants!), and have saved over 48,000kg of carbon dioxide.

Becoming involved in CSR projects

If you would like to become involved in any of the above CSR projects, please do get in touch as we are always looking for new volunteers.

The Firm also has a dedicated CSR committee led by John Tippet-Cooper. The CSR committee is an ideas and communication platform to discuss current and new projects, a pool of people to help with projects, and a means to coordinate ideas about supporting charities and our local communities.

With thanks to the CSR committee:

Alex Wilson-Jones
Alice Burden
Alice Gleave
Bridget Stark-Wills
Bronwyn Rae-Le Bourn
Charlotte Millar
Daisy Girvin
Emily Stokes
Emma Pollard
Francesca Hedges
Grace Plaxton
Hannah Lane
Hannah McGrath
Joseph Stoll

Julian Munroe
Leanne Silvestro
Lisa Geary
Loren Meek
Nadine Mansell
Nikesh Sharma
Saira Ramadan
Siwan Griffiths
Sonia Khan
Sophia Davis
Thinzar Thaug
Tobias Lunn
Victoria Robinson

For more information please contact:



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