

AM10

Notice of administrator's progress report



Companies House

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21/02/2020

#107

COMPANIES HOUSE

1 Company details

Company number 0 8 2 4 6 8 2 6

Company name in full Our Labour Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Benjamin John

Surname Wiles

3 Administrator's address

Building name/number The Shard

Street 32 London Bridge Street

Post town London

County/Region

Postcode S E 1 9 S G

Country

4 Administrator's name ①

Full forename(s) Geoffrey Wayne

Surname Bouchier

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number The Shard

Street 32 London Bridge Street

Post town London

County/Region

Postcode S E 1 9 S G


Country

② Other administrator

Use this section to tell us about
another administrator.

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6	Period of progress report							
From date	^d 2	^d 4	^m 0	^m 7	^y 2	^y 0	^y 1	^y 9
To date	^d 2	^d 3	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0
7	Progress report							
<input checked="" type="checkbox"/> I attach a copy of the progress report								
8	Sign and date							
Administrator's signature	Signature 							
Signature date	^d 2	^d 0	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0

AM10

Notice of administrator's progress report



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Nick Thompson**

Company name **Duff & Phelps Ltd.**

Address **The Shard**

32 London Bridge Street

Post town **London SE1 9SG**

County/Region

Postcode

Country

DX

Telephone **+44 (0) 20 7089 4700**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

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**Progress Report to
Creditors
Our Labour Limited
(In Administration)**

20 February 2020

*Joint Administrators' Progress Report to Creditors for the period from
24 July 2019 to 23 January 2020.*

Duff & Phelps Ltd.
The Shard
32 London Bridge Street
London SE1 9SG

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1. Introduction

The Joint Administrators were appointed on the Appointment Date by the Directors, pursuant to paragraph 22 of Schedule B1 to the Act.

This Progress Report provides an update on the Administration of the Company. It should be read in conjunction with the Joint Administrators' previous progress report.

The Joint Administrators have also explained their future strategy for the Administration and how likely it is that they will be able to pay each class of creditor.

You will find other important information in this Progress Report such as the costs the Joint Administrators have incurred.

A glossary of the abbreviations and definitions used throughout this document is attached at Appendix 8.

Please also note that an important legal notice about this Progress Report to Creditors is attached at Appendix 9.

2. Creditor Summary

This Progress Report covers the period from 24 July 2019 to 23 January 2020

Summary of Proposals

- Please refer to Appendix 2 for a copy of the Joint Administrators' approved Proposals. There were no amendments to, or deviations from, these Proposals and they were deemed to be approved by creditors on 14 February 2019.
- As previously advised, the Joint Administrators' are performing their functions with the purpose of achieving the second objective in an Administration, being to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration).
- It is considered unlikely that the Joint Administrators would have been able to achieve the value obtained for the Company's business and assets that were sold if it had been wound-down in an Administration or Liquidation process and sold on a piece-meal basis. Further, book debt collections were enhanced by the continuity of custom provided by the Purchasers. The sale has also preserved approximately 9 jobs as a result of all the employees transferring to the Purchaser, thus minimising preferential creditor claims and / or claims to the RPS. Therefore, the Joint Administrators consider that they have achieved the second objective

Progress to Date

- The final instalments were received in the Reporting Period in relation to the intercompany loan balances. The total recoveries from intercompany loans is £50,022.
- The Joint Administrators have pursued further recovery action in respect of the Company's outstanding book debts and to date have realised a book debt surplus of £51,118 for the benefit of the Administration of which £5,677 was received in the Reporting Period. Collection efforts remain ongoing in this regard, together with reviewing the merit of a VAT Bad Debt claim.
- The Joint Administrators have filed their confidential report with DBEIS regarding the conduct of the Director. There are no outstanding lines of enquiry.

Outcome for Creditors

- The Secured Creditor has been repaid in full prior to the Reporting Period.
- The Company does not have any preferential creditors
- It is still uncertain whether there will be sufficient realisations to enable a distribution to the non-preferential unsecured creditor of the Company.

Please note, this Progress Report provides creditors with an account of the progress of the Administration of the Company in the Reporting Period. The Previous Report and the Proposals Report issued to the Company's creditors are available to view on the Creditors' Portal (www.ips-docs.com) and paper copies can be provided free of charge by writing to Nick Thompson at Duff & Phelps Ltd., The Shard, 32 London Bridge Street, London SE1 9SG.

Unless otherwise stated, all amounts in this Progress Report and appendices are stated net of VAT.

3. Progress of the Administration

This section provides an update on the Joint Administrators' strategy for the Reporting Period

3.1 Strategy and Progress to Date

- The Joint Administrators continued to pursue the Company's outstanding book debts and collected the remaining instalments in settlement of inter-company loan balances.
- The Joint Administrators sought an extension of the Administration for a period of 12 months. The Administration end date is now 23 January 2021.

3.2 Asset Realisations

Realisations during the Reporting Period are set out in the attached Receipts and Payments Accounts at Appendix 3.

Further information in relation to these asset realisations is provided below:

3.2.1 Sale of Business and Assets

- Creditors may recall that the Company's business and certain assets were sold to the Purchasers on 24 January 2019 by the Joint Administrators. The agreed consideration was a value of £50,000, with £25,000 being paid immediately upon appointment and the balance of £25,000 being deferred over a four-month period commencing 24 January 2019.
- Full details of the sale, including a breakdown of the sale consideration by the respective Purchasers, was shown in the SIP 16 Report, attached to the Proposals Report.
- The Joint Administrators collected the full consideration due under the SPA prior to the Reporting Period. Therefore, no further action was required during the Reporting Period in this regard.

3.2.2 Leasehold Property

- During the Reporting Period, the Joint Administrators identified that the Company is the tenant to the leasehold property situated at Unit 7, Airport Trading Estate, Wireless Road, Biggin Hill, Kent TN16 3BW.
- The Purchasers are currently finalising an assignment of the lease with the landlord.
- In the interim, the Purchasers have settled all costs of occupation due to the landlord and local authority.
- A further update on the lease assignment will be provided to creditors in our next report.

3.2.3 Book Debts

- According to the Company's records, the Company held a book debt ledger totalling £1,351,274. However, on appointment the Director advised that a number of these debts were uncollectable.
- As previously advised, the Company's book debt ledger was specifically assigned to the Secured Creditor under the terms of an invoice finance agreement. Therefore, all debtor receipts were to be paid to the Secured Creditor until such time as the Company discharged all amounts due to them.
- Debtor receipts in the amount of £719,201 has been paid to the Secured Creditor to discharge the Company's indebtedness to the Secured Creditor in full.

- Remaining book debts once the Secured Creditor was discharged totalled £461,823. Of this amount, £323,391 related to debts due from Hawk Plant Hire Limited (In Administration) and Primus Construction Limited (Company Voluntary Arrangement). Proof of Debts have been lodged in both cases and a first and final dividend in the amount of £770 was received from the Administration of Hawk Plant Hire Limited. Dividend prospects in relation to Primus Construction Limited are currently uncertain.
- The Joint Administrators have reviewed the merit of pursuing the remaining book debts alongside the director. Legal action has commenced and resulted in the sum of £3,600 being recovered against a debt of £6,667. The sum of £1,306 has also been received from two other debtors in this period. The total sum recovered from the Company's debtors during the Reporting Period is £5,677.
- Excluding the debts owed by the insolvent entities discussed above, the current outstanding book debt ledger as at the date of this report totals £130,920. Although a large number of these debts appear irrecoverable, the Joint Administrators have identified two debts which legal advisors are currently reviewing. An update will be provided to creditors in the Joint Administrators' next progress report.

3.2.4 Inter-Company Loans

- As detailed in the previous progress report, the Company's management accounts recorded intercompany loan balances owed by related-party companies totalling £157,582, as follows:

Intercompany Debtor	Debtor Amount (£)
Claylens Limited	118,454
Mills London Limited	39,128
Total	157,582

- The Joint Administrators previously reported that an offer of settlement had been agreed with Claylens Limited to settle the outstanding debtor for the sum of £49,022.45 payable over five monthly instalments. The Joint Administrators have recovered the settlement sum in full. Accordingly, there will be no further realisations from Claylens Limited.
- After making an initial payment of £1,000 to the Company, Mills London Limited subsequently disputed any further debt and provided financial information to substantiate that no further funds were due. On current information, no further realisations are expected in this regard.

3.2.5 Director Loan Account

- The Company's management accounts show an outstanding director's loan of £57,226.
- The Director disputed this balance and after a review of the management accounts, this account has now been cleared down. The Joint Administrators are reviewing the position, however, based on current information it is unlikely that there will be any recoveries in this regard.
- An update will be provided to creditors in the Joint Administrators' next report to creditors.

3.2.6 Prepayments

- As detailed in the previous progress report, the Company's books and records disclose prepayments as at the Appointment Date total £46,937. This balance appears to comprise pre-paid invoices rechargeable to various connected parties.
- The Joint Administrators are conducting further investigations and an update will be provided to creditors in the Joint Administrators' next progress report to creditor.

3.2.7 Cash at Bank

- As at the Appointment Date, there was a credit balance of £747 in the Company's current account and this sum was recovered in full. There will be no further realisations from the Company's bank account.

3.2.8 Investigations

- The Joint Administrators reviewed the affairs of the Company to find out if there were any actions which could be taken against third parties to increase recoveries for Creditors
- The Joint Administrators have filed their confidential report with DBEIS regarding the conduct of the Director. The content of this report remains confidential.
- There are no outstanding lines of enquiry.

3.3 Costs

Payments made in the Reporting Period and Cumulative Period are set out in the Receipts and Payments Accounts at Appendix 3.

There have been no significant payments during the Reporting Period other than the Joint Administrators' remuneration of £77,097.

3.4 Schedule of Expenses

The Joint Administrators have detailed the costs incurred during the Reporting Period, whether paid or unpaid, in the Schedule of Expenses attached at Appendix 4.

Summaries of the most significant expenses which have been incurred in the Reporting Period, but have not been paid are provided below:

Significant Expenses Incurred But Not Paid

Joint Administrators' Time Costs	£80,395	The time costs incurred by the Joint Administrators in the Cumulative Period is £130,395 of which £35,445 was incurred in the Reporting Period (see Appendix 5). The sum of £50,000 was paid during the Reporting Period which entirely relates to time costs incurred prior to the Reporting Period. See section [6.1] for further details in relation to the Joint Administrators' fees.
Debt Collection Costs – Fieldfisher LLP	£600	The Company's legal advisors (Fieldfisher LLP) have incurred legal fees of £600 in collecting the Company's outstanding debtors.
Total	£80,995	

4. Outcome for Creditors

4.1 Secured Creditors

- As previously reported, the collection of book debts to date has resulted in the total indebtedness to the Secured Creditor being repaid in full. Accordingly, the surplus debtor recoveries have been paid to the Administration estate.

4.2 Preferential Creditors

- It is not anticipated that there would be any preferential creditors as the Company's employees were transferred to the Purchaser pursuant to TUPE and no claims have been received to date.

4.3 Prescribed Part

- The Prescribed Part is no longer applicable in this instance as there is not a floating charge holder following the repayment to the Secured Creditor.

4.4 Non-Preferential Unsecured Creditors

- According to Company information, non-preferential unsecured creditors total £1,748,513 and claims received to date total £21,442.
- Based on the current information available to the Joint Administrators, it is anticipated that there will be insufficient realisations to enable a distribution to the non-preferential unsecured creditors of the Company.
- Notwithstanding the above, creditors of the Company should submit their claims via the Creditors' Portal as detailed in the initial letter to creditors from the Joint Administrators. Instructions on how and when to use the Creditors' Portal are also contained within the letter.

5. Other Matters

5.1 Extension of the Administration

- During the Reporting Period, the Joint Administrators sought an extension of the Administration for a period of 12 months from the Secured Creditor.
- On 17 January 2020, the Secured Creditor approved the extension of the Administration for a period of 12 months. The Administration end date is now 23 January 2021.

5.2 Joint Administrators' Receipts and Payments Accounts

- Detailed Receipts and Payments Accounts for the Reporting Period and Cumulative Period are shown at Appendix 3.

5.3 Statement of Creditors' Rights

- Further information regarding the remuneration and disbursements of the Joint Administrators, including creditors' rights to challenge such costs is provided at Appendix 7.

6. Joint Administrators' Fees and Expenses and Pre-Administration Costs

6.1 Fees and Expenses

6.1.1 Time Costs

- The Joint Administrators' remuneration was fixed on the basis of time properly given by them and their staff. This was approved by the Secured Creditor on 14 February 2019, following the Joint Administrators' request that the Secured Creditor approves the Joint Administrators' basis of fees and their fee estimate, at £82,700 plus VAT which was approved on the same date.
- Time has been charged in six-minute units. Details of the time charged for the Reporting Period and Cumulative Period are attached at Appendix 5.
- Time costs incurred in the Cumulative Period total £130,395 of which £35,445 was incurred in the Reporting Period. The Reporting Period represents 109 hours at an average hourly rate of £326.
- These costs are not within the estimate provided in the Proposals Report. This is due to the Joint Administrators having to spend more time spent in relation to book debt realisations than previously anticipated and the extension of the Administration. Further detail of the Joint Administrators involvement is referred to in Section 3.
- In accordance with SIP 9, the Joint Administrators have provided further narrative detail of the time costs incurred below.
- During the Reporting Period, an amount of £5,233 has been incurred in respect of strategy, planning and control, case setup and maintenance and the Joint Administrators' obligations in undertaking case reviews and managing the Joint Administrators' diary system. Although this work has not led to a direct return to creditors, it is necessary to ensure that the case runs smoothly.
- An amount of £9,159 has been incurred in the Reporting Period in respect of statutory matters. This time was largely incurred in the preparation of the previous progress report and matters relating to the extension of the Administration.
- The Joint Administrators have incurred time costs of £5,117 in respect of cashiering and accounting, dealings with the Directors and management, SOA and tax compliance and planning. This has not provided a direct benefit to creditors however relates to the time spent planning the strategy for the Administration, to ensure the smooth running of the case.

6.1.2 Fees

- In the Reporting Period, the Joint Administrators have drawn remuneration of £50,000. This was approved by the Secured Creditor on 14 February 2019.
- It is anticipated that a further £25,000 of time costs will be incurred in progressing the Administration. Whilst the Joint Administrators have exceeded the Fee Estimate, a fee uplift will not be sought at this time, however the Joint Administrators may issue a revised Fee Estimate in due course. As above, the reasons for this are that the Joint Administrators have had to take a much more active role in relation to book debt realisations than previously expected and also seek an extension of the Administration. Any increase in fees to be drawn will be subject to the agreement of the Secured Creditor.
- Details of the total fees drawn by the Joint Administrators are detailed in the Receipts and Payments Accounts at Appendix 3.

6.1.3 *Expenses*

- Details of the expenses charged for the reporting period are attached at Appendix 4
- Expenses incurred in the reporting period total £720, of which £120 has been paid in the Reporting Period.

6.1.4 *Disbursements*

- The Joint Administrators have not incurred any Category 1 Disbursements or Category 2 Disbursements in the Reporting Period
- Category 1 Disbursements of £225 incurred prior to the Reporting Period have been drawn by the Joint Administrators in the Reporting Period.
- The Joint Administrators' expenses and disbursements are detailed at Appendices 4 and 5, respectively.

6.1.5 *Additional Information*

- Also attached at Appendix 6 is the "Fees Narrative", a summary of key issues, to assist Creditors in understanding the progress of the Administration, the associated costs and expenses of the related activities and the financial benefit to Creditors.
- Details of how to obtain further information relating to the fees and disbursements of the Joint Administrators is set out in Appendix 7.

6.2 **Pre-Administration Costs**

- Pre-Administration costs are fees, charges and expenses incurred by the Joint Administrators or their firm, or another person qualified to act as an insolvency practitioner, before the Company entered Administration but with a view to it doing so.
- As previously reported, pre-Administration costs were approved by the Secured Creditor on 14 February 2019, to be paid out of the assets of the Company. The pre-Administration costs incurred by Weightmans LLP and SIA were paid from the Administration estate prior to the Reporting Period.
- An amount of £27,097 plus VAT was drawn from the Administration estate during the Reporting Period in relation to Duff & Phelps' pre-Administration costs.

7. Future Strategy

7.1 Future Conduct of the Administration

The Joint Administrators will continue to manage the affairs, the business and the property of the Company in order to achieve the purpose of the Administration. This will include but not be limited to:

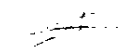
- Continue to pursue the outstanding debtors in relation to the Company's book debt ledger and maximise collections where possible;
- Submit a VAT bad debt relief claim once book debt collections have been exhausted and should it be considered commercially viable to do so;
- Conduct further investigations in respect of the Director's loan account and prepayments accounts and pursue recovery of any available assets in this regard;
- Decide the appropriate exit route from Administration once all the outstanding Administration matters have been finalised; and
- Dealing with other statutory matters and duties including accounting for VAT and completing corporation tax returns.

7.2 Future reporting

The Joint Administrators will provide a further progress report within one month of 23 July 2020 or earlier if the Administration has been completed prior to that time.

If you require further information or assistance, please do not hesitate to contact Nick Thompson.

Yours faithfully
For and on behalf of
Our Labour Limited



Benjamin Wiles
Joint Administrator

The affairs, business and property of the Company are being managed by the Joint Administrators Benjamin John Wiles and Geoffrey Wayne Bouchier, who act as agents for the Company and without personal liability. Both are licensed by the Insolvency Practitioners Association.

Appendix 1 – Statutory Information

COMPANY INFORMATION

Company and trading name	Our Labour Limited (In Administration)	
Date of incorporation	10 October 2012	
Registered Number	08246826	
Company Director	Kevin Anthony Mills	
Company Secretary	Vacant	
Shareholders	Kevin Anthony Mills	
Trading address	Our House 153 Main Road Westerham Kent	
Registered office	Current: c/o Duff & Phelps Ltd The Shard 32 London Bridge Street London SE1 9SG	Former: New Penderel House 4 th Floor 283-288 High Holborn London WC1V 7HP

ADMINISTRATION INFORMATION

Administration Appointment	The Administration appointment granted in the High Court of Justice no. 000541 of 2019	
Appointor	The Director	
Date of Appointment	24 January 2019	
Joint Administrators	Benjamin John Wiles and Geoffrey Wayne Bouchier	
Original Purpose	Construction and engineering service provider	
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2) of Schedule B1	
Current Administration expiry date	23 January 2021	
Prescribed Part	The prescribed part is not applicable in this case.	
Application of EC Regulations	EC Regulations apply and these proceedings will be the Main Proceedings as defined in Article 3 of the EC Regulations	

Appendix 2 – Summary of Approved Proposals

Our Labour Limited (In Administration) ("the Company")

The Joint Administrators' Approved Proposals

The Joint Administrators' Proposals were deemed approved without modification as follows:

1. That the Joint Administrators continue the Administration to deal with such outstanding matters in relation to the Company as the Joint Administrators consider necessary until such time as the Administration ceases to have effect.
2. That the Joint Administrators do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they, in their sole and absolute discretion consider desirable or expedient in order to achieve the purpose of the Administration.
3. That the Joint Administrators, once all outstanding matters have been satisfactorily completed, take the necessary steps to give notice under Paragraph 84 of Schedule B1 of the Act to the Registrar of Companies to the effect that the Company has no remaining property which might permit a distribution to its creditors, at which stage the Administration will cease.
4. That the Joint Administrators, where they consider that there are funds available to be distributed to the non-preferential unsecured creditors (other than via the Prescribed Part) take the necessary steps to put the Company into either Creditors' Voluntary Liquidation or Compulsory Liquidation, as they deem appropriate. It is proposed that the Joint Administrators, currently Benjamin Wiles and Geoffrey Bouchier of Duff & Phelps would act as Joint Liquidators should the Company be placed into Creditors' Voluntary Liquidation. In accordance with Paragraph 83(7) of Schedule B1 to the Act and Rule 3.60(6)(b) of the Rules, creditors may nominate a different person as the proposed Liquidator, provided the nomination is received at this office prior to the approval of these proposals. In the absence of such nomination, the Joint Administrators will be appointed Joint Liquidators and in accordance with Section 231 of the Act any act required or authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them.

The Joint Administrators' Proposals were specifically approved by the Secured Creditor as follows:

5. That the Joint Administrators be discharged from all liability pursuant to Paragraph 98 of Schedule B1 to the Act, upon filing the end of the Administration or their appointment otherwise ceasing.
6. That the Joint Administrators' remuneration, where a Creditors' Committee is not established, be fixed by reference to the time properly given by them and their staff in attending to matters arising in the Administration.
7. That, where a Creditors' Committee is not established, the Joint Administrators' Fee Estimate in the total sum of £82,700 is approved.
8. That the Joint Administrators, where a Creditors' Committee is not established, be authorised to draw their Category 2 Disbursements.
9. That, where a Creditors' Committee is not established, the unpaid Pre-Administration Costs totalling £44,067 plus VAT, as detailed in the Joint Administrators' statement of pre-Administration costs, is approved for payment as an expense of the Administration.

Appendix 3 – Joint Administrators' Receipts and Payments Accounts

Our Labour Limited (In Administration)

Joint Administrators' Receipts and Payments Accounts

Statement of Affairs Estimated to Realise £	Reporting Period From 24 July 2019 to 23 January 2020 £	Cumulative Period From 24 January 2019 to 23 January 2020 £	
Secured Assets			
12,233 00	SPA - Deferred Consideration (Fixed)	0 00	1 11
	SPA - Initial Consideration (Fixed)	0 00	3 37
12,233 00		0 00	4 48
Asset Realisations			
Nil	Cash at Bank	0 00	1,997 96
133,017 00	Trade Debtors	4,906 80	50,348 01
	Related Party Debtors - Claylens	0 00	750 00
146,116 00	Related Party Debtors - Mills London	0.00	1,000 00
	Related Party Loans - Claylens	38,017.96	48,272 45
2,000 00	SPA - Deferred Consideration (Floating)	0 00	23,748 52
	SPA - Initial Consideration (Floating)	0 00	24,997 00
281,133 00		42,924 76	151,113 94
Costs of Relisations			
	Joint Administrators' Remuneration	(50,000 00)	(50,000 00)
	Joint Administrators' Disbursements	(225 00)	(225 00)
	Pre-Insolvency Remuneration	(27,097 00)	(27,097 00)
	Agent/Valuers Fees	0 00	(500 00)
	Bank Charges	(120 00)	(150 48)
	Debt Collection Costs	0 00	(10,000 00)
	Legal Disbursements	0.00	(50 00)
	Legal Fees	0 00	(19,665 00)
	Statutory Advertising	0 00	(84 60)
	Storage Costs	0 00	(137 25)
		(77,442.00)	(107,909 33)
		(34,517.24)	43,209.09
Represented by			
	Floating/Main Current Account	(49,981.64)	21,555 44
	VAT receivable	15,464 40	21,653 65
		(34,517.24)	43,209.09

Appendix 4 – Schedule of Expenses

Our Labour Limited (In Administration)

The Joint Liquidators' Expenses for the Reporting Period

Company	Activity	Fee Basis	Reporting Period		Cumulative Period	
			Amount Incurred	Amount Paid	Amount Incurred	Amount Paid
			(£)	(£)	(£)	(£)
Fieldfisher LLP	Debt Collection Agents	As incurred	600.00	Nil	600.00	Nil
Metro Bank Plc	Secured Creditor's Fees	Fixed Fee	Nil	Nil	10,000.00	10,000.00
SJA Group UK	Agent's Fees	Fixed Fee	Nil	Nil	500.00	500.00
Weightmans LLP	Legal fees	Time costs	Nil	Nil	19,665.00	19,665.00
Weightmans LLP	Disbursements	As incurred	Nil	Nil	50.00	50.00
Total Data Management Limited	Storage costs	As incurred	Nil	Nil	137.25	137.25
Courts Advertising Limited	Statutory advertising	As incurred	Nil	Nil	84.60	84.60
Metro Bank Plc	Bank charges	As incurred	120.00	120.00	150.48	150.48
TOTAL			<u>720.00</u>	<u>120.00</u>	<u>31,187.33</u>	<u>30,587.33</u>

The Joint Liquidators' choice of agents was based on their perception of the experience and ability of the respective firms to perform their work, the complexity and nature of the assignment and the basis of their fee.

These amounts exclude VAT.

Appendix 5 – Analysis of Time Charged

Our Labour Limited (In Administration)

Analysis of Joint Administrators' Time Costs for the Reporting Period

Classification of Work Function	Managing Director	Manager	Senior	Assistant	Support	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
Administration and Planning								
Case Review & Case Diary Management	0.00	0.40	0.00	1.10	0.00	2.10	622.50	296.43
Cashflow & Accounting	0.00	0.70	0.00	1.40	0.00	11.90	3,654.00	307.87
Dealing with Creditors and Management	0.00	0.40	0.00	1.10	0.00	2.10	642.50	305.95
PS Setup & Maintenance	0.00	0.00	0.00	2.40	0.00	2.40	430.00	180.42
Statement of Affairs	0.00	0.00	0.00	0.10	0.00	0.10	26.50	265.00
Statutory Matters (Meetings, Reports & Notices)	0.00	8.40	0.00	20.80	0.00	29.20	9,159.00	313.66
Strategy Planning & Control	1.00	6.90	0.00	0.00	0.00	6.90	4,177.00	421.92
Tax Compliance Planning	0.00	0.50	0.00	1.50	0.00	2.00	594.00	297.00
Creditors								
Communications with Creditors (Employees)	0.00	0.70	0.00	5.00	0.00	5.70	1,545.00	271.05
Secured Creditors	0.00	0.70	0.00	0.00	0.00	0.70	336.00	480.00
Investigations								
CCCA Reports & Communication	0.00	0.00	0.00	0.20	0.00	0.20	24.50	120.00
Financial Review and Investigation (S238 239)	0.00	0.00	0.00	2.00	0.00	2.00	515.50	257.75
Realisation of Assets								
Book Debts	1.00	12.30	0.00	25.10	0.00	38.40	12,985.50	338.16
Freehold & Leased Property	0.00	0.00	0.00	1.20	0.00	1.20	318.00	265.00
Other Intangible Assets	0.00	0.00	0.00	0.80	0.00	0.80	212.00	265.00
TOTALS								
Total Hours	2.00	33.00	0.80	72.90	0.00	108.70		326.08
Total Fees Claimed (£)	1,200.00	15,090.00	272.00	18,882.50	0.00		35,444.50	

Category 1 Disbursements

There have been no Category 1 Disbursements incurred in the Reporting Period

Category 2 Disbursements

There have been no Category 2 Disbursements incurred in the Reporting Period

Our Labour Limited (In Administration)
Analysis of Joint Administrators' Time Costs for the Cumulative Period

Classification of Work Function	Managing Director	Manager	Senior	Assistant	Support	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
Administration and Planning								
Task Planning & Resource Management	1.5	2.50	3.50	3.40	0.00	8.90	1,411.10	157.43
Customer & Accounting	1.5	4.00	1.00	17.00	0.00	23.50	3,655.50	155.55
Debtors & Creditors Management	1.0	1.00	1.40	5.40	0.00	7.80	1,247.80	160.47
Employee & Management	1.00	0	1.0	1.40	0.00	3.40	523.60	154.00
Supplier	0.00	0	1.0	0.50	0.00	1.50	249.00	166.00
Management of Affairs	1.00	1	0.50	2.00	0.00	4.50	714.45	158.76
Strategy Meetings, Meetings, Reviews & Reports	0.00	1.50	1.40	2.10	0.00	5.00	787.00	157.40
Strategy Planning & Control	0.00	1.4	0.00	6.00	0.00	7.40	1,151.10	155.55
Tax Planning & Reporting	0.00	1.0	1.00	3.00	0.00	5.00	787.00	157.40
Creditors								
Communications with Creditors/Suppliers	1.0	1.50	0.00	22.00	0.00	24.50	3,817.50	155.81
Communications/Suppliers/Debtors/Managing	1.0	1.00	0.00	0.00	0.00	2.00	314.00	157.00
Supplier Creditors	0.00	2.00	1.00	0.00	0.00	3.00	475.50	158.50
Investigations								
GDPR Rights & Compliance	0.00	2.00	1	1.00	0.00	3.00	475.50	158.50
Financial Review and Investigations in the Field	0.00	1.00	17.50	0.00	0.00	18.50	2,877.75	155.55
Realisation of Assets								
Property Assets	0.00	14.50	27.00	0.00	0.00	41.50	6,427.25	154.87
Intellectual Property Assets	0.00	0.40	1.00	1.00	0.00	2.40	374.00	155.83
Other Tangible Assets	0.00	0.00	0.00	1.00	0.00	1.00	157.00	157.00
Other Intangible Assets	0.00	0.00	1.00	1.40	0.00	2.40	374.00	155.83
Pre-liquidation Tax Reviews	0.00	0.00	0.00	1.00	0.00	1.00	157.00	157.00
Sale of Business	0.00	0.4	1.80	0.00	0.00	2.20	342.10	155.50
TOTALS								
Total Hours	9.50	123.60	84.40	181.80	0.50	399.80		326.15
Total Fees Claimed (£)	5,700.00	54,048.00	27,102.00	43,450.00	95.00	130,395.00		

Category 1 Disbursements (£)
Administration 225.00
Total Category 1 Disbursements 225.00

Category 2 Disbursements
There have been no Category 2 Disbursements included in the Cumulative Period

Appendix 6 – Fee Narrative

SIP 9 Narrative for the Reporting Period

Administration and Planning	<ul style="list-style-type: none"> Monitoring and reviewing the Administration strategy; Briefing staff on the Administration strategy and matters in relation to workstreams; Regular case management and reviewing of process including regular team update meetings and calls; Meeting with management to review and update strategy and monitor progress. Reviewing and authorising junior staff correspondence and other work; Dealing with queries arising during the appointment; Reviewing matters affecting the outcome of the Administration; Allocating and managing staff/ case resourcing and budgeting exercises and reviews; Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters, and Complying with internal filing and information recording practices, including documenting strategy decisions.
Creditors	<ul style="list-style-type: none"> Updating the list of Unsecured Creditors; Responding to enquiries from Creditors regarding the Administration and submission of their claims; Reviewing completed forms submitted by Creditors, recording claim amounts and maintaining claim records; Drafting progress statutory progress reports Providing written and oral updates to the Secured Creditor regarding the progress of the Administration and cases strategy; and,
Investigations	<ul style="list-style-type: none"> Filing notice of the extension of the Administration; Managing and reviewing the Company books and records; Investigating the affairs of the Company to identify any actions available to the Company against third parties in respect of antecedent transactions or other litigation; Obtaining records from third parties; Conducting interviews with counterparties and officeholders; Enquiring with counterparties who has raised disputes against the Company; Reviewing pre-appointment transactions; and Documenting investigations.
Statutory and Compliance	<ul style="list-style-type: none"> Ensuring compliance with all statutory obligations within the relevant timescales; Uploading information to the Creditors' Portal/Website; Drafting and publishing progress reports; Running decision procedures; Reviewing time costs to date and producing analysis of time incurred which is compliant with SIP 9; Monitoring the fees estimate; and Monitoring the expenses estimate.
Cashiering	<ul style="list-style-type: none"> Preparing statutory receipts and payments accounts; and Renewing bonding and complying with statutory requirements.

Asset Realisations

- Collating information from the Company's records regarding assets, specifically compiling debtor records;
- Liaising with the Secured Creditor in respect of assets subject to finance agreements;
- Reviewing outstanding debtors and management of debt collection strategy;
- Seeking legal advice in relation to book debt collections;
- Communicating with landlords regarding rent, property occupation and other property issues;
- Liaising with third parties regarding costs incurred;
- Reviewing costs incurred to ensure recorded accurately, and
- Arranging payments to agents and solicitors in a timely manner.

Tax

- Working on tax returns relating to the periods affected by the Administrator;
- Analysing VAT related transactions; reviewing the Company's duty position to ensure compliance with duty requirements, and
- Dealing with post appointment tax compliance.

Appendix 7 – Statement of Creditors' Rights

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

If you require a copy of any relevant rule or section, please contact Nick Thompson at Nick.Thompson@DuffandPhelps.com

Information for Creditors on Remuneration and Disbursements of Administrators

Information regarding the fees and disbursements of Administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Administrators' Fees". This can be viewed and downloaded from the Joint Administrators' website at:

<https://www.duffandphelps.co.uk/services/restructuring/corporate-restructuring-and-debt-advisory/Creditor-guides-and-employee-fact-sheets>

(click on the document 'Administration (appointment from 1 October 2015)'). Should you require a copy, please contact this office.

Creditors' Requests for Further Information

If you would like to request more information about the Joint Administrators' remuneration and disbursements disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report.

Requests from Unsecured Creditors must be made with the concurrence of at least 5% in value of Unsecured Creditors (including, the Unsecured Creditor making the request) or with the permission of the Court.

Creditors' Right to Challenge our Remuneration and Expenses

If you wish to challenge the basis of the Joint Administrators' remuneration, the remuneration charged, or the expenses incurred during the period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report.

Applications by Unsecured Creditors (including the Unsecured Creditors making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to Nick Thompson at Duff 7 Phelps Ltd., The Shard, 32 London Bridge Street, London SE1 9SG.

Appendix 8 – Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Agent / SIA	SIA Group UK (London) Limited, independent agents who were instructed to value the assets of the Company
the Appointment Date	24 January 2019 being the date of appointment of the Joint Administrators
Category 1 Disbursements	The Joint Administrators' external costs and expenses in dealing with the Administration
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administration
the Company	Our Labour Limited (In Administration) (Company Number: 08246826)
the Creditors' Portal	The Joint Administrators have chosen to deliver the majority of the documents they produce to the creditors of the Company by making them available for viewing and downloading at the website, www.ips-docs.com . Additionally, creditors can also register their claim in the Administration via this website
the Cumulative Period	24 January 2019 to 23 January 2020
DBEIS	Department for Business, Energy & Industrial Strategy
the Director	Kevin Anthony Mills, the Director of the Company as at the Appointment Date
Duff & Phelps	Duff & Phelps Ltd., The Shard, 32 London Bridge Street, London SE1 9SG
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Fieldfisher LLP	Fieldfisher LLP, the Joint Administrators' solicitors, engaged to assist with recovering the outstanding book debts owed to the Company
HMRC	HM Revenue and Customs
the Joint Administrators	Benjamin John Wiles and Geoffrey Wayne Bouchier of Duff & Phelps
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential unsecured creditors
the Previous Report	The Joint Administrators' Progress Report to Creditors dated 21 August 2019
the Proposals Report	The Joint Administrators' Report to Creditors and Statement of Proposals dated 31 January 2019
Word or Phrase	Definition

the Purchasers	Anchor Recruitment Limited (Company Number: 10909721) and W Reilly Limited (Company Number: 02966911) purchasers of the business and assets of the Company
the Reporting Period	24 January 2019 to 23 July 2019
RPS	Redundancy Payments Service
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
the Secured Creditor	SME Invoice Financing Limited, with whom the Company had an invoice finance facility on the Appointment Date, and the holder of a fixed and floating charge over the Company's assets
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SIP 13	Statement of Insolvency Practice 13 – Industry best practice for Insolvency Practitioners in relation to the acquisition of assets of insolvent companies by Directors
SIP 16	Statement of Insolvency Practice 16 – Industry best practice for Insolvency Practitioners in relation to the requirement for disclosure of information with respect to a 'Pre-Packaged' sale of business and/or assets of the Company
SOA	Statement of Affairs, documentation supplied by the Director outlining the Company's financial position as at the Appointment Date
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006
Weightmans LLP	Weightmans LLP, the Joint Administrators' solicitors, engaged to assist with the sale of the Company's business and assets, assist with the appointment of the Joint Administrators and to assist with any other ad-hoc legal matters throughout the Administration

Appendix 9 – Report Notice

This report has been prepared by Benjamin John Wiles and Geoffrey Wayne Bouchier, the Joint Administrators of the Company, solely to comply with their statutory duty to report to Creditors under the Insolvency Rules (England and Wales) 2016 on the progress of the Administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purposes, or in any other context.

This report has not been prepared in contemplation of it being used, and is not suitable to be used, to inform any investment decision in relation to the debt of any financial interest in the Company or any other company in the same group.

Any estimated outcomes for Creditors included in this report are illustrative only and cannot be relied upon as guidance as to the actual outcomes for Creditors.

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency Rules (England and Wales) 2016 does so at their own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

Benjamin John Wiles and Geoffrey Wayne Bouchier are authorised to act as insolvency practitioners by the Insolvency Practitioners Association. The Joint Administrators are bound by the Insolvency Code of Ethics.

The Joint Administrators act as agents for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, Duff & Phelps Ltd. does not assume any responsibility and will not accept any liability to any person in respect of this Progress Report or the conduct of the Administration.