

**SOLICITORS PRO BONO GROUP
(Known as "LawWorks")**

**Company limited by guarantee no. 03410932
Registered charity no. 1064274**

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020



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**REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2020**

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REFERENCE AND ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2020

Status

The Solicitors Pro Bono Group is a charitable company limited by guarantee and uses the working name of LawWorks. At a meeting of the Board of Trustees on 8 February 2006 it was agreed that the name of LawWorks would be adopted as the day-to-day operational name of the Charity.

The Charity was established under a Memorandum of Association, which includes its objects (which are listed on page 4) and powers, and is governed by its Articles of Association.

Structure

The Charity has no share capital or debentures, hence there are no Trustees' interests requiring disclosure. In the event of the Charity being wound up each member is required to contribute an amount not exceeding £1.

The Trustees of the Charity, who are directors for company law purposes, are listed on page 15.

Honorary President	Lord Phillips of Sudbury OBE
Secretary	TMF Global Services (UK) Limited
Chief Executive	Martin Barnes
Registered office	DX 115, 50-52 Chancery Lane, London, WC2A 1HL
Operational address	Lincoln House, 2nd floor, 296 – 302 High Holborn, WC1V 7JH
Auditor	Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG
Bankers	Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB Nationwide Building Society, Northampton, NN3 6NW
Solicitors	Trowers & Hamlins, 3 Bunhill Row, London, EC1Y 8YZ Bates Wells & Braithwaite, 10 Queen Street Place, London, EC4R 1BE
Website	www.lawworks.org.uk
Company reg. no.	03410932
Charity reg. no.	1064274

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TRUSTEES' REPORT

The Trustees are pleased to present their report and the audited financial statements for the year ended 31 December 2020.

The Trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

Objects

The objects of the Charity are:

To promote the upholding and proper administration of the law by:

- encouraging, supporting and advising lawyers and their staff in the provision of pro bono legal services; and
- advancing the education and training of lawyers and their staff undertaking or intending to undertake pro bono legal services.
- To encourage, support and advise lawyers and their staff to undertake charitable voluntary work in the administration of the law, education, social services, community work and other charitable activities for the benefit of the community.
- To provide pro bono legal services

Until June 2020 LawWorks was based at the National Pro Bono Centre, Chancery Lane, London. In light of the uncertainty following the Covid-19 lockdown (and the introduction of homeworking from March), the National Pro Bono Centre Trustees decided not to progress a lease on new premises. LawWorks staff continued to work from home during the year; a phased return to new office premises (at Lincoln House, 2nd floor, 296 – 302 High Holborn, WC1V 7JH) began in September 2021.

Governance and Management

The Charity is governed by a Board of Trustees who are all volunteers. No paid employee of the Charity, whether in full or part time employment, can be elected to the Board. The election of members to the Board takes place at the Annual General Meeting. The Trustees may appoint any member to the Board to fill a casual vacancy or as an additional Trustee. A Trustee so appointed shall hold office only until the next Annual General Meeting. Details of those serving on the Board during the year and those serving currently are shown on page 15.

New Trustees were recruited to the Board during the year and will submit to election at the AGM. When recruiting new Trustees, the Board attempts to attract candidates with skills and experience appropriate to the needs of the organisation by advertising and other publicity. The Board of Trustees meet once every three months and hold

an annual away day. All new Trustees receive an induction and then subsequent training is made available to all Trustees as needed.

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The staff team is accountable, through the Chief Executive, to the Trustees, and is responsible for the day-to-day operations of the Charity in accordance with the strategy, policies, procedures and budgets approved by the Board and its committees.

The key management personnel are the Chief Executive together with the Deputy Chief Executive/Director of Programmes and the Director of Policy and External Affairs. All staff salaries are set in accordance with an agreed pay scale and supervised by the Board taking into account the needs of the organisation and external economic circumstances.

Principal risks and uncertainties

The Trustees have continued to review the significant risks to which the Charity may be exposed, in particular those related to operational, legal and financial matters. The Trustees are satisfied that systems are in place to mitigate exposure to major risks. Internal control risks are minimised, for example, by the procedures in place for the authorisations of expenditure and commitments.

The Charity retains risk in relation to the continuation of adequate external funding and this risk is continually monitored and actively managed by the Trustees and employees of the Charity. A fundraising strategy, with the goal of increasing income from legacies, charitable trusts, foundations and other potential funders, is kept under review and is producing results.

The risk of a legal challenge resulting from advice given has been addressed through training and support to improve the quality of advice provided, and insurance cover is in place in respect of the provision of legal advice by staff and volunteers acting in the name of the Charity.

Public Benefit

When planning and reviewing LawWorks’ activities for the year, the Trustees have considered the Charity Commission’s guidance on public benefit. LawWorks’ charitable activities focus on enabling individuals and charities and not for profit organisations to access pro bono legal advice, information and support.

In the year to December 2020, there were over 49,600 enquiries at independent clinics supported by LawWorks. These enquiries resulted in 27,648 people being given legal advice and a further 15,370 were provided with general information, referral to other services or, where eligible, to legal aid providers. The impacts of the pandemic resulted in clinics receiving fewer enquiries, compared with 79,000 received in 2019.

LawWorks provides services and support for our members, but our activities also benefit many more organisations and services. Our ultimate beneficiaries are those who would otherwise be unable to access justice. The experience and feedback of people accessing clinics in the LawWorks network underlines research demonstrating that timely access to advice can have positive benefits, including to physical and mental health and wellbeing. An inability to access legal advice can result in problems worsening and escalating.

OVERVIEW OF ACTIVITIES

Covid-19

It is impossible to describe and summarise activity in 2020 without including the unprecedented impacts and consequences of the pandemic – it profoundly affected everyone: including our staff and volunteers, our members, pro bono clinics and not-for-profit organisations. The pandemic disproportionately affected vulnerable and disadvantaged individuals and communities, including those supported by clinics, not-for-profits and our in-house solicitors and volunteers delivering our ‘secondary specialisation’ projects.

Despite the challenges of the pandemic, including homeworking for all staff and volunteers from March 2020 (which continued for the rest of the year), LawWorks was able to deliver effectively on the strategic objectives and business plan.

There was a huge shift in how the legal sector and lawyers worked and in how they engaged with pro bono. It was a challenging year for pro bono volunteers, including law students. Despite many challenges, volunteers continued to provide their time and expertise – we would like to take this opportunity to thank them.

About LawWorks

LawWorks promotes, supports and facilitates pro bono legal services that extend access to the law for individuals and communities in need and the organisations that support them. We champion pro bono because of the positive contribution and difference it makes for individuals, communities and society.

We work (in England and Wales) with the solicitors’ profession and our members, the Law Society of England and Wales, law schools and law students, law centres, advice agencies and others to develop and support pro bono legal services, and to promote access to justice for all.

The current LawWorks strategy has the following objectives:

- Promoting, facilitating and developing pro bono across the solicitors’ profession and at law schools in England and Wales;
- Facilitating and supporting pro bono legal services and access to justice for people in need and without the means to pay;
- Connecting smaller charities and not for profit organisations with pro bono legal services and enabling them to deliver their mission;
- Addressing barriers to pro bono and adding our voice for policy change and pursuing access to justice for all;
- Enhancing our impact through organisational efficiencies, leadership and developing our people.

About legal pro bono

Pro bono makes an important contribution towards enabling individuals and organisations (in particular charities and social enterprises) to access legal support,

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advice and representation. The overall contribution of pro bono may be relatively small, but its impact and importance is significant. Legal pro bono is not, and in LawWorks’ view should not be seen as, an alternative to an adequately funded system of legal aid nor an alternative for funding for local advice agencies and law centres.

Changes to legal aid (introduced from April 2013) continue to have a significant impact on many people’s ability to access justice. In addition, financial austerity has impacted on the provision and availability of free legal advice, including the closure, or reduction in services provided by law centres and other legal and advice providers.

LawWorks encourages everyone providing and facilitating pro bono to incorporate and apply the Pro Bono Protocol, developed to promote and support high standards of pro bono work. The protocol does not replace, but seeks to build upon, professional codes of conduct setting out the standards and requirements all lawyers must achieve and observe. The Protocol, and a list of signatories, is available on the LawWorks website.

LawWorks also supports the Law Society’s Pro Bono Charter, a public statement that law firms, in-house teams and alternative business structures can sign.

From the first Covid-19 lockdown onwards there were many offers of support and volunteering from our members and others across the solicitor and legal professions, and also from law students. We published information on our website about pro bono volunteering (with LawWorks and others) and created a form to better direct people to appropriate opportunities. We also published advice for solicitors about volunteering while on furlough, informed by a Counsel’s Opinion on the scope of furlough rules.

LawWorks membership

LawWorks members are vital for our work and impact. We have over 140 members, including private practice law firms (across England and Wales), in-house legal teams, universities and colleges educating and training the lawyers of tomorrow, and not-for-profit organisations providing legal advice.

Membership of LawWorks provides members with the opportunity to contribute to a variety of pro bono activities, including our ‘secondary specialisation’ projects and our support for charities and community organisations through our Not-for-Profits programme. LawWorks is also able to provide professional indemnity insurance for pro bono projects where it is not otherwise available.

Members have access to free training and events, including roundtables and networking opportunities. We publish a weekly news and information bulletin, ‘LawWorks Weekly’, which provides a brief summary of online information and news, with hyperlinks.

Our members are also eligible to have their pro bono work recognised and celebrated by participating in our annual Pro Bono Awards.

Clinic support and development

LawWorks provides guidance and information to establish and support free legal advice sessions delivered by volunteer lawyers and also law students. We help set up

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new and sustainable clinic partnerships – between individual lawyers, solicitor firms and in-house legal teams, law schools, charities, community groups and advice agencies - to help address unmet need in local communities.

We provide practice guidance and resources to ensure that a high standard of service is provided and that everyone involved understands their role. The aim is that every clinic is specifically tailored to meet the requirements of its stakeholders, particularly the clients.

Clinics are supporting particularly vulnerable members of the community; for example, the majority of clients have incomes below the (Joseph Rowntree) minimum income standard and are from black and minority ethnic backgrounds; nearly a quarter of clients have a disability.

Once a clinic is set up, it can become part of the LawWorks Clinics Network. Clinics in the network are independent of LawWorks, with day-to-day responsibility for the running and coordination of clinics remaining with the lawyers, law school and/or agency involved, with the assurance that LawWorks will support them if any further assistance (or ‘troubleshooting’) is required. Being part of the network brings with it other benefits such as access to training, roundtables/Info-exchanges, free legal research resources, and a website presence.

A focus during the year was to proactively support clinics in responding to the first lockdown and ongoing Covid-19 restrictions. Nearly all clinics initially had to close their services, but many moved quickly to re-establish their services remotely, while also engaging with and supporting staff and pro bono volunteers working from home. We published information and guidance specific to Covid-19, and a suite of practical resources on, for example: moving to an online/remote service, developing accessible services and supporting ‘hard to reach’ communities, and undertaking risk assessments when returning to ‘in-person’ services. We held monthly ‘Info-exchange’ meetings, replacing in-person clinic roundtables, bringing together clinic coordinators and volunteers. Our second annual Clinics network conference was held online in July and was positively received.

Feedback during the year (from clinic co-ordinators, volunteers and other stakeholders) was positive and encouraging. LawWorks continued to support the development and launch of new clinics during the pandemic – by the end of the year 300 clinics were registered with the LawWorks clinics network.

LawWorks Cymru

LawWorks Cymru is a five-year project funded by the National Lottery Community Fund to further develop pro bono work in Wales. Supported by an advisory group, the project is delivered by a Membership and Training Officer and a Clinics Support and Development Officer. A number of training sessions were delivered for pro bono volunteers and engagement events hosted to encourage pro bono volunteering. We continued to support clinic development, including responding to Covid-19.

LawWorks training

LawWorks organises training sessions for its members, clinic volunteers and community groups, and covers a broad range of legal issues and topics. Our training

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is delivered by solicitors, barristers and others with expertise in areas of law and practice. Over 50 training sessions were delivered - from March, all were delivered online. Given the exceptional situation, and the pressures on charities and the not-for-profit advice sector, from March we opened up our training sessions to all, including training materials and recordings uploaded onto the LawWorks website.

We also provide bespoke training in response to requests from our members, and others, and provide training for pro bono volunteers as part of our ‘secondary specialisation’ projects. LawWorks also collaborated with the In-House Pro Bono Group in 2020 to put on employment law and data protection law workshops, for smaller charities and not-for-profits in early 2021.

Not-for-Profits programme

Our Not-for-Profits programme supports small and medium sized charities that help people in need in England and Wales. The programme provides lawyers with an opportunity to give back to the community, exposure to new clients and help increase an organisation’s corporate social responsibility footprint.

Applications for legal advice are assessed (‘triaged’) for the type of legal assistance sought and the financial resources of the organisation or group. Concise briefings are produced and the request for discrete, one-off advice or casework assistance then circulated among member organisations and individuals to identify whether pro bono support can be provided. We then put the volunteer lawyers in touch with the organisation seeking assistance. LawWorks staff are available to deal with any issues if needed.

Following the initial Covid-19 lockdown, there was a temporary reduction in the number of applications received. However, during the year over 240 not-for-profit organisations were assisted. A significant number of applications for legal assistance related to the pandemic - the main areas of law advised on were property, commercial and employment law, as well as corporate matters (such as constitutions and transfers of assets).

Where we cannot assist a not-for-profit organisation, we signpost to appropriate sources of help or information. These include our online ‘Free Talks’ videos, which focus on common legal issues smaller not-for-profit organisations may face. During the year, we continued the process of updating the Free Talks, and new recordings included ‘Charity property transactions’, ‘How to incorporate a charity’, and ‘Handling and reporting serious incidents’.

In response to Covid-19, we also produced, with the support of our members, FAQs and resources for not-for-profits, created in response to not-for-profits’ feedback and requests.

Pro Bono Awards

An important part of our work is to encourage pro bono across the profession and to recognise and celebrate pro bono achievement and impact.

Despite the challenges of the pandemic, we received an unexpectedly high number of nominations in 2020. Because of ongoing social distancing restrictions, we held our

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awards ceremony live online in December – the awards were again kindly sponsored by LexisNexis. The event was hosted by Christina Blacklaws, a former President of the Law Society and a former LawWorks Trustee, and Matthew Stadlen, radio and television presenter, producer and writer.

The winners of the LawWorks Pro Bono Awards in 2020 were:

- Best Contribution by a Small or Medium Firm: Altralaw
- Best Contribution by a Large Firm: Reed Smith
- Best Contribution by an In-house Team or an In-house Solicitor: London Borough of Barking and Dagenham In House Legal Team
- Best Contribution by an individual: Sam Cottman – Travers Smith
- Junior Lawyers Division Pro Bono Award: Raphaella Gabrasadig – Travers Smith
- LawWorks Cymru Award: Swansea Law Clinic, Hillary Rodham Clinton School of Law, Swansea University
- Best International Pro Bono Award (in partnership with A4ID): Greece Pro Bono Collaborative Project - Allen & Overy, Ashurst, Charles Russell Speechlys, Dentons, Orrick and White & Case, together with European Lawyers in Lesbos (ELIL)
- Best Contribution by a Pro Bono Clinic: The Online Legal Clinic, Brixton Advice Centre
- Best New Pro Bono Activity: The Entrepreneurial Refugee Network (TERN) and Cleary Gottlieb Steen & Hamilton
- Best Digital or Virtual Pro Bono Activity: South Westminster Legal Advice Centre
- Most Effective Pro Bono Partnership: Toynbee Hall and Cleary Gottlieb Steen & Hamilton

We are grateful for the time and commitment of our panel of judges that comprised: Yasmin Batliwala, Chief Executive of Advocates for International Development; Stephanie Boyce, Deputy President of the Law Society; Ruth Daniel, Chief Executive of the Access to Justice Foundation; Mark Evans, Chair of Wales Committee of The Law Society and Council Member for North Wales; Chris Minnoch, Director of the Legal Aid Practitioners Group; Paul Rogerson, Editor of the Law Society Gazette; Heidi Sandy, Chair of the Law Society's Women Lawyers Division; Koser Shaheen, Chair of the Law Society's Ethnic Minority Lawyers Division; and Adam Tear, former Chair of the Solicitors Association of Higher Court advocates.

Supporting law school and student pro bono

Law students and trainees make an important and growing contribution to pro bono. We encourage, develop and recognise the pro bono activity carried out by students at law schools across the UK. With the support and supervision of qualified lawyers, undergraduate and postgraduate students take part in a variety of pro bono projects. These include public legal education projects and programmes raising awareness about the law and legal issues; generalist and subject-specialist advice clinics; placements with voluntary sector agencies; miscarriage of justice initiatives; and court and tribunal representation work.

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Pro bono activities can be extremely beneficial for the students taking part, providing experience of (‘real-life’) face-to-face client and advice work, and opportunities to engage with and support local communities.

Our annual LawWorks and Attorney General Student Pro Bono Awards are traditionally celebrated at the House of Commons, attended by over 200 guests. Because of the pandemic, the awards ceremony could not be held in-person but the winners were informed and announced to coincide with recorded online messages, including from the Attorney General, Rt Hon Suella Braverman QC MP.

The winners of the LawWorks and Attorney General Student Awards in 2020 were:

- Best new pro bono activity: Hertfordshire Law Clinic, Hertfordshire Law School. The runners up were the University of Bristol Law Clinic Inquest Team, University of Bristol Law Clinic.
- Best contribution by an individual: Sartaz Billing, Hertfordshire Law School. The runner up was Jade Hunt, University of Essex.
- Best contribution by a law school: BPP University. The runners up are the School of Law, University of Leeds, and Nottingham Law School Legal Advice Centre, Nottingham Trent University were also highly commended.
- Best contribution by a team of students: Plymouth Law Clinic and Red Cross partnership. The runners up were the University of Salford.
- The Access to Justice Foundation Award: Plymouth Law Clinic.

We are grateful to the panel of judges: Peter Farr, Head of Civil Law Policy, Ministry of Justice; David Greene, Vice President, the Law Society of England and Wales; James Harper, Executive Sponsor, Rule of Law and CSR for LexisNexis UK & Ireland; Joshua Richman, Senior Editor, LawCareers.Net; and Leanne Targett-Parker, Chair, Bar Council Pro Bono Committee.

We produced a portfolio of online induction and training videos for law student clinic volunteers. The videos cover a range of issues, including: client confidentiality and GDPR, regulation and supervision, and working with vulnerable clients. We are very grateful to everyone who contributed.

In December, we published a ‘Law School Pro Bono and Clinics Report’, based on the findings of two surveys (one for law school staff and one for students) carried out by LawWorks in partnership with the Clinical Legal Education Organisations (CLEO). Building on the methodology of previous law school reports, the report included that of the 78 law schools that responded to the survey, all but one offered pro bono opportunities and 90% of respondents said the range of their pro bono work had increased.

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Litigants in Person Support Strategy

Funded by the Ministry of Justice, the Litigants in Person Support Strategy is a partnership with LawWorks, Law for Life, RCJ Advice, Support Through Court, Advocate and the Access to Justice Foundation. The partnership brings together different elements of support for individuals with a legal problem who may be, or are, going to a tribunal or court without legal representation – this includes online information and resources (including the AdviceNow website run by Law for Life); access to legal advice (provided by RCJ Advice and clinics supported by LawWorks), emotional support and assistance when in court or court settings (provided by Support Through Court volunteers) and representation (by volunteer barristers through Advocate).

A strength of the partnership is that it facilitates shared learning and coordination, and provides a distinctive voice on issues and initiatives supporting or relevant to litigants in person.

‘Secondary specialisation’

Our ‘secondary specialisation’ projects support the development of more ‘in-depth’ pro bono in areas of social welfare law. This currently includes welfare benefits representation (supporting volunteer solicitors to represent individuals at (1st tier) social security benefit appeals), an unpaid wages project, and ‘Voices for Families’, with the charity Together for Short Lives, supporting the parents and carers of children with life-limiting conditions. Our in-house solicitors, who are experienced experts in their field, provide or facilitate tailored training for participating volunteers, and ongoing support and supervision.

Following the lockdown in March, there was an initial reduction in cases being referred to the projects, particularly for our tribunal representation and unpaid wages projects. A contributing factor was our network or referral agencies having to close in-person services and adjust to remote working and support. In addition, for our tribunal representation project there was a pause in benefit decisions being made and a move to appeals being heard remotely.

We encourage feedback from members participating in the projects, including hosting discussion and feedback events.

Pro Bono Connect

Pro Bono Connect is a scheme which facilitates collaboration between solicitors and barristers working together pro bono on civil matters for individuals, charities and community groups who cannot afford legal advice or representation. Originally set up in 2015 by Jamie Goldsmith QC of One Essex Court Chambers, the successful scheme came under the governance of LawWorks in 2019 and a dedicated staff post to develop and support the project was in place from March 2020 (supported by an initial grant from the Access to Justice Foundation). An executive group supports the scheme and Advocate is a key partner.

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Digital platforms and projects

A significant development has been LawWorks’ investment and support for a number of online and digital projects, including the piloting during the year of the new Pro Bono Portal UK. The Portal helps connect lawyers with pro bono advice, casework, representation and potentially also a range of other legal and non-legal volunteering opportunities. Developed originally by Justice Connect (an Australian access to justice charity), the initial pilot was part of a project (working with PILnet) to introduce the award-winning platform in different international legal jurisdictions. LawWorks is ambitious for the scale and reach of the Portal, including organisations having direct access and use for their own pro bono requests and opportunities, with the vision that it will be available to all solicitors and other lawyers across England and Wales - a national ‘one-stop shop’ for accessing a range of pro bono opportunities.

During the year LawWorks also launched Free Legal Answers, a website which enables individuals on low incomes to access initial or one-off pro bono legal advice. Free Legal Answers is based on a service in the United States initially created by the law firm Baker, Donelson and subsequently supported by the American Bar Association. Deloitte Legal kindly provided project management and technical expertise to assist LawWorks in configuring and testing the website to fit the legal environment in England and Wales. The project is supported by a grant from the Ministry of Justice in partnership with the Access to Justice Foundation.

During the year LawWorks sought funding to support The Jeanie Project, an online tool (developed by a charity with the same name) which assists in the collecting of relevant information for legal problems, creating a brief for pro bono lawyers and others. LawWorks was fortunate to receive a six-month grant from the National Lottery, a dedicated staff post was recruited to in March 2021.

Going forward, LawWorks will explore how the different digital platforms and tools can be integrated, as well as being committed to sharing learning with others in the sector.

Barriers to pro bono and accessing justice

A key aim for LawWorks is to address barriers to pro bono engagement and to contribute a pro bono ‘policy voice’ to wider issues to enable access to justice. We recognise that pro bono does not work in a vacuum and nor should pro bono be seen as, or become, a substitute for legal aid nor the vital work of law centres and advice agencies.

Our policy work draws on the experience and expertise of pro bono clinics, our members, and partners. Working collaboratively, we aim through our policy work to:

- communicate both the value and contribution of pro bono and also its limits;
- address systemic issues that may result in the need for legal advice and representation and create barriers to access to justice;

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- develop an evidence base on unmet legal need, and best practice in pro bono, using the insights, learning and data from our programmes and projects.

LawWorks provides the Secretariat to the All Party Parliamentary Group (APPG) on Pro Bono and Public Legal Education.

LawWorks contributes to Government consultations and the work of parliamentary committees, including, during the year, submitting evidence to the Justice Select Committee on the future of legal aid. We also engaged, for example, with consultations on employment rights and reviews of judicial review and the Human Rights Act.

We engage with regulators, especially the Solicitors Regulation Authority (SRA) and the Legal Services Board (LSB), including on reform of solicitors training, and regulation and the implications for pro bono.

We published an annual Clinics Network report, highlighting the work and contribution of pro bono clinics, the support provided and any new or emerging issues. In December 2020 we published our report on pro bono at law schools highlighting that pro bono has now become a mainstream part of legal education.

Partnership working and collaboration is core to everything we do. For example, in response to the pandemic, we supported the establishment of a legal and advice sector roundtable bringing together a range of organisations from across the legal and advice sectors. Working with our partners in the Litigants in Person Support Strategy we supported a submission to the Government's Comprehensive Spending Review outlining the case for sustained investment in legal advice and support services.

We will continue to gather and publicise evidence about the legal advice and representation requirements of people in need - including the ongoing impacts of legal aid reforms - and advocate for positive change.

Pro Bono Week

We played an active role in the planning of Pro Bono Week (held in November), which is an opportunity to recognise, promote and celebrate pro bono. LawWorks hosted and contributed to a number of events (all held online), including an 'Ethics of Pro Bono' event with the University of Bristol.

Other activity

During the year, we contributed to conferences, seminars and forums on the themes of accessing justice and law reform, and met with representatives in the legal, advice and charity sectors.

Donated services and funding

During the year LawWorks continued to receive significant free 'in-kind' and other support from our members and others. This includes the hosting of training, meetings and events (prior to Covid-19), contributions to training delivery and writing information materials, and support with information technology and databases. We would like to thank the many LawWorks members who have so generously supported our work.

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We would also like to thank the thousands of individual solicitors, barristers, trainees and law students who contributed their free time, expertise and enthusiasm to local advice clinics, and who supported our projects and programmes.

We would also like to thank The Law Society of England and Wales for its ongoing generous funding and other support for our work. We are also grateful to the Ministry of Justice and our other funders and to those who gave donations to LawWorks. A full list of those who provided funding for LawWorks during the year is shown on page 28.

Trustees

The Trustees, who are the directors for company law purposes, retire by rotation and are eligible for reappointment; they are elected by its company members. The names of the Trustees serving in 2020 are as follows:

Simon Davis (until 20 October 2020)	Caroline Parks
Alasdair Douglas (Chairman)	Emma Rehal-Wilde
Jamie Goldsmith QC	Steve Johnson
David Greene (from 20 October 2020)	Paul Tennant
Robert Lay	Gemma Watts

Financial Review

The Charity set a positive budget for 2020 against expectations for successful fundraising. LawWorks was able to achieve a surplus to increase the reserves. Careful management of expenditure during the year has enabled the charity to achieve that target with a surplus of £61,745. A positive relationship with the Law Society and funding from the Ministry of Justice Litigants in Person Strategy provide a solid base of income for the charity, enabling it to move forward with implementing the organisational strategy.

Reserves policy

The policy of the Board is to maintain the General Fund at a minimum of 6 months of running costs. The equates to approximately £528,500. The Board believes that this level of reserves is a minimum needed to ensure that the Charity can run efficiently and meet the needs of the projects at a time of funding uncertainty. This level will give the Charity time to take action in the event of the loss of a major funder. At the year end the General Fund (unrestricted) stood at £619,232 which represents 7 months costs, based on the budget for 2021, which the Board believes is an appropriate level in line with this policy. Restricted funds of £53,919 are also held at year end.

Funding sources

The Charity is a membership organisation and received, approximately 20% (21% in 2019) of its income from membership subscriptions. Other sources of income include project grants and philanthropic donations. Grants for specific projects are recorded as restricted income for those projects and the Board of Trustees is responsible for ensuring grants are spent for the purpose for which they are given.

Fundraising from the public

LawWorks carries out fundraising from the public, both directly and indirectly through other groups, including students taking part in the Law School Challenge, the London

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Legal Walk (organised by the London Legal Support Trust) and other regional walks, and our annual carol concert held jointly with Advocate. We do not currently work with any commercial participants.

We demonstrate our commitment to good fundraising practice by being registered as a small fundraising charity with the Fundraising Regulator and conform to recognised standards regarding fundraising complaints and the protection of the public. The relatively small scale of the appeals for donations means that they are closely monitored and tailored to the individuals. LawWorks received no complaints in the year.

Investment policy and performance

Having regard to the liquidity requirements of the Charity, the Board's policy is to invest surplus funds in bank accounts in order to obtain a rate of interest that matches or exceeds the rate of inflation as measured by the retail prices index. This represents a low-risk investment policy and the Board believes that an adequate return has been achieved in the year.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Policies).

Company 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 judgements 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and

**SOLICITORS PRO BONO GROUP (KNOWN AS “LAWWORKS”)
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- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Haysmacintyre LLP have indicated their willingness to continue in office and offer themselves for re-appointment as such, under Section 485 of the Companies Act 2006.

Preparation of the report

This report of the Board of Trustees has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

This report was approved and authorised for issue by the Trustees on 28th September 2021 and signed on their behalf by:



.....
Alasdair Douglas
Chair of Trustees

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF SOLICITORS PRO BONO GROUP ("LAWWORKS")

Opinion

We have audited the financial statements of Solicitors Pro Bono Group for the year ended 31 December 2020 which comprise the Trustees' Report, Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

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

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

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misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the directors' report).

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

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on pages 16 and 17, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of

assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or

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error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to compliance with the regulatory requirements of the Charity Commission, employment law and health and safety regulations, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, the Charities Act 2011, and payroll taxes.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition. Audit procedures performed by the engagement team included:

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
- Challenging assumptions and judgements made by management in their critical accounting estimates.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Lee Stokes
(Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditor
Date: 28 September 2021

10 Queen Street Place
London
EC4R 1AG

SOLICITORS PRO BONO GROUP (KNOWN AS “LAWWORKS”)
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STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
For the year ended 31 December 2020

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
INCOME FROM					
Donations	2	36,837	-	36,837	43,354
Investments		246	-	246	4,093
Charitable activities	3	641,407	367,466	1,008,873	957,527
TOTAL INCOME		678,490	367,466	1,045,956	1,004,974
EXPENDITURE ON					
Raising funds		41,154	-	41,154	63,344
Charitable activities:					
Supporting and promoting pro bono		335,499	49,902	385,401	401,591
Enabling access to justice through pro bono		201,570	270,927	472,497	421,508
Supporting not-for-profit organisations		43,534	41,625	85,159	102,462
TOTAL EXPENDITURE	4	621,757	362,454	984,211	988,905
NET INCOME/NET MOVEMENT IN FUNDS		56,733	5,012	61,745	16,069
Reconciliation of funds:					
TOTAL FUNDS BROUGHT FORWARD		562,499	48,907	611,406	595,337
TOTAL FUNDS CARRIED FORWARD		619,232	53,919	673,151	611,406

The Charity has no recognised gains or losses in the year other than that shown above. All the above results were derived from continuing activities. Details of comparative figures by fund are disclosed in note 1 to the financial statements.

The notes and information on pages 24 to 34 form part of these financial statements.

SOLICITORS PRO BONO GROUP (KNOWN AS "LAWWORKS")
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BALANCE SHEET
As at 31 December 2020

	Notes	£	2020 £	£	2019 £
FIXED ASSETS					
Tangible assets	8		5,598		4,331
CURRENT ASSETS					
Debtors	9	82,671		139,028	
Cash at bank and in hand		823,276		735,979	
		905,947		875,007	
CREDITORS: amounts falling due within one year	10	(238,394)		(267,932)	
NET CURRENT ASSETS			667,553		607,075
NET ASSETS/TOTAL ASSETS LESS CURRENT LIABILITIES			673,151		611,406
FUNDS					
Restricted funds	11		53,919		48,907
General fund (unrestricted)	11		619,232		562,499
	12		673,151		611,406

These financial statements were approved and signed on behalf of the Trustees on 28th September 2021



Alasdair Douglas, Chair of Trustees

SOLICITORS PRO BONO GROUP (KNOWN AS “LAWWORKS”)
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STATEMENT OF CASH FLOWS

For the year ended 31 December 2020

	Notes	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash provided by operating activities	A	<u>91,069</u>	<u>149,182</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of fixed assets		(4,018)	(619)
Interest		246	4,093
Net cash (used in) investing activities		<u>(3,772)</u>	<u>3,474</u>
Increase in cash and cash equivalents in the year		87,297	152,656
Cash and cash equivalents at the beginning of the year		<u>735,979</u>	<u>583,323</u>
Total cash and cash equivalents at the end of the year		<u>823,276</u>	<u>735,979</u>

A) RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

Net income for the year (as per the Statement of Financial Activities)	61,745	16,069
Depreciation charge	2,751	2,537
Interest	(246)	(4,093)
(Increase)/decrease in debtors	56,357	77,614
Increase/(decrease) in creditors	(29,538)	57,055
Net cash provided by operating activities	<u>91,069</u>	<u>149,182</u>

**SOLICITORS PRO BONO GROUP (KNOWN AS “LAWWORKS”)
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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows.

Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Solicitors Pro Bono Group (LawWorks) is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Preparation of the accounts on a going concern basis

The income of Charity improved during the year resulting in a surplus and an improved net current asset position equivalent to 6 months of expenditure. The increase in quantity and diversity of income reflects a positive policy of the Trustees and is therefore expected to continue. The Trustees therefore believe that the Charity is a going concern based on forecasts of future income and the level of reserves, taking into account the potential effects of Covid-19 and the risks inherent in the current income sources.

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.

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

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the items have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of the relevant specified service provision is deferred until the criteria for income recognition are met. If the funded service is provided continually the grant is considered to accrue evenly over the period of specified support.

Grants and donations

Grants and donations received are recognised in the Statement of Financial Activities when the Charity is entitled to them as specified in the general income policy and in accordance with the terms attached to the grant or donation.

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

1. ACCOUNTING POLICIES (Continued)

Donated services and facilities

Donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market. A corresponding amount is then recognised in the expenditure in the period of receipt.

In accordance with the Charities SORP FRS 102 the general volunteer time given to the Charity is not recognised.

The volunteers and individual members of the Charity benefit from events organised by the Charity in partnership with legal firms. The cost to these firms of providing these events is not treated as a donation to the Charity.

The extent of volunteering support in the Charity is acknowledged in the Annual Report.

Membership subscriptions

Income from membership subscriptions is recognised on an accrual's basis, income received in advance is deferred (see Note 10).

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.

Allocation of support costs

Support costs, which cannot be directly attributed to particular activities, have been apportioned proportionately to the direct staff costs allocated to the activities.

Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised. Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office furniture & equipment: 4 years

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.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments.

Creditors and provisions

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.

Pensions

The Charity makes payments to staff members' personal pension and defined contribution arrangements. Payments made fulfil in total the Charity's obligations for such payments and are recorded as an expense in the period they are payable.

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

1. ACCOUNTING POLICIES (Continued)

Critical accounting judgements and key sources of estimation uncertainty

In the application of the accounting policies, trustees are required to make judgement, estimates, and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

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

In the view of the trustees, there are no areas of critical accounting judgement or estimation uncertainty used in preparing the financial statements.

Financial instruments

Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised with the exception of investments which are held at fair value. Financial assets held amortised cost comprise cash at bank and in hand, together with trade and other debtors. A specific provision is made for debts for which recoverability is in doubt. Cash at bank and in hand is defined as all cash held in instant access bank accounts and used as working capital. Financial liabilities held at amortised cost comprise all creditors except social security and other taxes and provisions.

STATEMENT OF FINANCIAL ACTIVITIES COMPARATIVES DETAIL
(Incorporating Income and Expenditure Account)

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
INCOME FROM			
Donations	43,354	-	43,354
Investments	4,093	-	4,093
Charitable activities	656,763	300,764	957,527
TOTAL INCOME	704,210	300,764	1,004,974
EXPENDITURE ON			
Raising funds	63,344	-	63,344
Charitable activities:			
Supporting and promoting pro bono	379,091	22,500	401,591
Enabling access to justice through pro bono	212,569	208,939	421,508
Supporting not-for-profit organisations	47,937	54,525	102,462
TOTAL EXPENDITURE	702,941	285,964	988,905
NET INCOME	1,269	14,800	16,069
TOTAL FUNDS BROUGHT FORWARD	561,230	34,107	595,337
TOTAL FUNDS CARRIED FORWARD	562,499	48,907	611,406

SOLICITORS PRO BONO GROUP (KNOWN AS “LAWWORKS”)
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

2. DONATIONS

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	<i>Total Funds 2019 £</i>
The London Legal Support Trust – Legal Walk	4,223	-	4,223	5,117
Law School Challenge	7,022	-	7,022	10,250
London Marathon	-	-	-	4,179
Christmas Carol Concert	6,889	-	6,889	13,850
Other events and donations	18,703	-	18,703	9,958
	<u>36,837</u>	<u>-</u>	<u>36,837</u>	<u>43,354</u>

Comparative information – all income shown in 2019 above related to unrestricted funds.

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

3. INCOME FROM CHARITABLE ACTIVITIES - 2020

	Unrestr cted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Ministry of Justice	236,880	-	236,880	236,880
Law Society	190,000	-	190,000	190,000
Legal Education Foundation	-	-	-	1,813
Together for Short Lives	-	30,000	30,000	30,000
The National Lottery Community Fund	-	26,810	26,810	85,787
National Lottery - Covid emergency fund	-	34,837	34,837	-
Tudor Trust	-	30,000	30,000	40,000
Ministry of Justice / The Access to Justice Foundation	-	22,302	22,302	22,500
City Bridge Trust	-	41,625	41,625	54,525
City Bridge Trust - Free Legal Answers	-	17,600	17,600	-
Therium Access	-	54,114	54,114	34,114
Trust for London	-	42,000	42,000	13,000
Membership subscriptions	214,127	-	214,127	215,859
LexisNexis – Sponsorship	-	-	-	12,000
Conference fees	-	-	-	2,024
Schroder Charity Trust	-	2,500	2,500	4,000
Evan Cornish Foundation	-	1,875	1,875	5,625
The London Legal Support Trust	-	-	-	4,000
Charlotte Bonham-Carter Charitable Trust	-	-	-	2,000
Edgar E Lawley Foundation	-	-	-	1,500
Essex Interns	-	-	-	4,400
MJ Hindley Charitable Trust	-	-	-	500
Access to Justice - Pro Bono Connect	-	15,000	15,000	-
Farrer's Charitable Trust	-	5,000	5,000	-
Goldsmiths' Company Charity	-	3,000	3,000	-
Simmons and Simmons	-	2,500	2,500	-
London Legal Support Trust	-	1,000	1,000	-
Heart of England Community Fund	-	10,000	10,000	-
Bloomberg	-	5,000	5,000	-
London Community Trust	-	6,803	6,803	-
A&O Foundation	400	-	400	-
The Edward Cadbury Charitable Trust	-	5,000	5,000	-
Prism the Gift Fund	-	5,000	5,000	-
EL Rathbone Charitable Trust	-	2,000	2,000	-
29th May 1961 Charitable Trust	-	2,500	2,500	-
Gowling WLG (UK) Charitable Trust	-	1,000	1,000	-
	641,407	367,466	1,008,873	957,527

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

INCOME FROM CHARITABLE ACTIVITIES - 2019

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
Ministry of Justice	236,880	-	236,880
Law Society	190,000	-	190,000
Legal Education Foundation	-	1,813	1,813
Together for Short Lives	-	30,000	30,000
The National Lottery			
Community Fund	-	85,787	85,787
Tudor Trust	-	40,000	40,000
Assess to Justice Foundation	-	22,500	22,500
City Bridge Trust	-	54,525	54,525
Therium Access	-	31,114	31,114
Trust for London	-	13,000	13,000
Membership subscriptions	215,859	-	215,859
LexisNexis – Sponsorship	12,000	-	12,000
Conference fees	2,024	-	2,024
Schroder Charitable Trust	-	4,000	4,000
Evan Cornish Foundation	-	5,625	5,625
The London Legal Support Trust	-	4,000	4,000
Charlotte Bonham-Carter Charitable Trust	-	2,000	2,000
Edgar E Lawley Foundation	-	1,500	1,500
Essex Interns	-	4,400	4,400
MJ Hindley Charitable Trust	-	500	500
	<u>656,763</u>	<u>300,764</u>	<u>957,527</u>

4. ANALYSIS EXPENDITURE BY TYPE - 2020

	Staff costs £	Direct costs £	Support costs £	Total 2020 £
Raising funds				
Fundraising costs	19,013	17,209	4,932	41,154
Charitable activities				
Supporting and promoting pro bono	270,327	44,947	70,127	385,401
Enabling access to justice through pro bono	355,982	24,167	92,348	472,497
Supporting not-for-profit organisations	67,618	-	17,541	85,159
	<u>712,940</u>	<u>86,323</u>	<u>184,948</u>	<u>984,211</u>

Support costs are apportioned to the various activities of the Charity on the basis of direct staff costs.

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Included in the above costs are governance costs of £46,566 (2019: £54,020) which comprise audit fees of £9,950 (2019: £9,910), staff costs of £30,997 (2019: £33,444) and other allocated support costs of £5,619 (2019: £10,666).

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

	Staff costs	Direct costs	Support costs	Total 2019
2019	£	£	£	£
Fundraising costs	36,964	14,592	11,788	63,344
Charitable activities				
Supporting and promoting pro bono	267,646	48,589	85,356	401,591
Enabling access to justice through pro bono	293,227	34,766	93,515	421,508
Supporting not-for-profit organisations	77,535	200	24,727	102,462
	<u>675,372</u>	<u>98,147</u>	<u>215,386</u>	<u>988,905</u>

5. SUPPORT COSTS	2020	2019
	£	£
Premises costs (recharged by NPBC)	56,028	119,000
Finance and administrative support (recharged by NPBC)	-	30,000
Insurance	11,079	11,777
Communications	14,203	9,472
Professional fees	40,689	14,065
Office costs	20,193	4,859
Depreciation	2,751	2,537
Bank charges	344	374
IT costs including website	39,661	23,302
	<u>184,948</u>	<u>215,386</u>

6. NET INCOME FOR THE YEAR	2020	2019
	£	£
This is stated after charging:		
Depreciation	2,751	2,537
Fees payable to auditors for audit:		
- current year	9,950	9,350
- previous year	-	560

During the year no Trustee received any remuneration (2019 - £Nil). No expenses were reimbursed to Trustees in the year (2019 - £96 to one Trustee) in respect of travel expenses.

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

7. STAFF COSTS AND NUMBERS

	2020	2019
	£	£
Salaries	616,110	569,190
Social security costs	42,560	51,861
Defined contribution pension scheme costs	28,750	34,096
Redundancy payment	-	7,519
Other benefits costs	20,392	7,078
Recruitment costs	5,128	5,628
	<u>712,940</u>	<u>675,372</u>

STAFF NUMBERS

	2020	2019
Chief Executive	1.0	1.0
Projects	20.0	17.0
Administration & Support	2.0	2.0
	<u>23.0</u>	<u>20.0</u>

One post in the charity was paid in the band £70,000 to £80,000 (2019: one post £70,000 to £80,000).

The key management posts in the charity are the Chief Executive and the two department heads responsible for Projects, Policy and Business Development. The combined salaries and benefits for these three roles totals £198,022 (2019: £192,637).

8. TANGIBLE FIXED ASSETS - OFFICE FURNITURE AND EQUIPMENT

	£
Cost	
At start of year	30,161
Additions	<u>4,018</u>
At end of year	<u>34,179</u>
Depreciation	
At start of year	25,830
Charge for the year	<u>2,751</u>
At end of year	<u>28,581</u>
Net book value	
At 31 December 2020	<u>5,598</u>
At 31 December 2019	<u>4,331</u>

9.

DEBTORS	2020	2019
Due within one year	£	£
Trade debtors	-	10,836
Grants receivable	66,000	62,500
Other debtors	11,262	22,999
National Pro Bono Centre	-	918
Prepayments	5,409	41,775

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82,671

139,028

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2020	2019
	£	£
Trade creditors	9,322	10,454
Social security and other taxes	29,276	34,748
Accruals	23,946	9,350
Deferred income grants	63,787	98,100
Deferred income subscriptions	110,911	115,280
Other Creditors	1,152	-
	238,394	267,932

11. STATEMENT OF FUNDS	Brought Forward	Income	Expenditure	Transfers	Carried Forward
	£	£	£	£	£
RESTRICTED FUNDS					
LawWorks Clinics	-	81,375	(66,375)	-	15,000
Tribunal representation	-	54,114	(54,114)	-	-
Free Legal Answers	-	44,902	(44,902)	-	-
LawWorks Cymru	48,519	26,810	(75,329)	-	-
Not for Profit Service	-	41,625	(41,625)	-	-
Medical expenses	388	-	(388)	-	-
Voices for Families Project	-	36,803	(32,721)	-	4,082
Unpaid Wages Project	-	42,000	(42,000)	-	-
The Jeanie Project	-	34,837	-	-	34,837
Pro Bono Connect	-	5,000	(5,000)	-	-
	48,907	367,466	(362,454)	-	53,919
2019					
LawWorks Clinics	-	106,838	(106,838)	-	-
Tribunal representation	-	31,114	(31,114)	-	-
Free Legal Answers	-	22,500	(22,500)	-	-
LawWorks Cymru	33,489	85,787	(70,757)	-	48,519
Not for Profit Service	-	54,525	(54,525)	-	-
Medical expenses	618	-	(230)	-	388
	34,107	300,764	(285,964)	-	48,907

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**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020**

Details of restricted income in 2020:

A list of the restricted grants received in the year is shown in note 3 above. All these grants related to the charitable activities of the Charity

The Charity received funds from the Together For Short Lives Charity as restricted quarterly grant funding, with effect from April 2013, contributing towards the costs of legal advice and casework services provided to Together For Short Lives' beneficiaries. The London Community Trust also provided grant support for the project. Restricted quarterly grant funding from The National Lottery Community Fund (formerly the Big Lottery Fund), from January 2017 until January 2020, contributed towards the cost of the LawWorks Cymru project. There are two staff based in Wales providing a LawWorks service specific to Wales. A new five-year grant to continue this project started in summer 2020.

The Tudor Trust grant of £80,000, over two years from October 2018, supports the work with clinics. The Trust for London agreed a two-year grant of £84,000 per year from November 2019 to support the unpaid wages clinic project. The City Bridge Trust awarded a grant of £162,700 over three years to support the Not-For-Profit programme starting in the last quarter of 2017. In 2019 Therium Access awarded LawWorks a grant of £164,048 spread over three years to support representation at tribunals by pro bono lawyers. The Access to Justice Foundation, Farrer & Co Charitable Trust and Simmons and Simmons Charitable Trust provided grant support for Pro Bono Connect, a scheme which facilitates solicitors and barristers to work together on pro bono matters.

A partnership between the Access to Justice Foundation and the Ministry of Justice provided a two-year grant, commencing in July 2020, for Free Legal Answers, a website enabling individuals to access pro bono advice. Bloomberg and the City Bridge Trust (through the London Community Response Fund) also provided grants for Free Legal Answers during the year.

The National Lottery's Covid Emergency Fund provided a grant for the development of The Jeanie Project, an online platform designed to collect ('triage') information on an individual's legal problem. In agreement with the National lottery, the start of the project was deferred until March 2021.

The Evan Cornish Foundation, the Schroder Charity Trust, the Goldsmiths' Company Charity, Gowling WLG, the 29th May 1961 Charitable Trust, the Elizabeth Rathbone Charitable Trust, the Edward Cadbury Charitable Trust, the London Legal Support Trust and the Heart of England Community Fund, all provided grants to support the work with clinics. The Medical Expenses Fund receives contributions from legal firms to cover expenses incurred by volunteer lawyers in obtaining medical reports or similar necessary information.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

11. STATEMENT OF FUNDS (CONTINUED)

	Brought Forward £	Income £	Expenditure £	Transfers £	Carried Forward £
SUMMARY OF FUNDS					
General funds	562,499	678,490	(621,757)	-	619,232
Restricted funds	48,907	367,466	(362,454)	-	53,919
	<u>611,406</u>	<u>1,045,956</u>	<u>(984,211)</u>	<u>-</u>	<u>673,151</u>
2019					
General funds	561,230	704,210	(702,941)	-	562,499
Restricted funds	34,107	300,764	(285,964)	-	48,907
	<u>595,337</u>	<u>1,004,974</u>	<u>(988,905)</u>	<u>-</u>	<u>611,406</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund £	Restricted Funds £	Total Funds £
2020			
Tangible fixed assets	5,598	-	5,598
Net current assets	<u>619,634</u>	<u>53,919</u>	<u>667,553</u>
	<u>619,232</u>	<u>53,919</u>	<u>673,151</u>
2019			
Tangible fixed assets	4,331	-	4,331
Net current assets	<u>558,168</u>	<u>48,907</u>	<u>607,075</u>
	<u>562,499</u>	<u>48,907</u>	<u>611,406</u>

13. COMMITMENTS

LawWorks and the Bar Pro Bono Unit had an ongoing agreement to share the costs of The National Pro Bono Centre - a charity set up to house both the organisations. The lease for the premises ended in May 2020 and was not renewed. LawWorks haven't entered into any new lease agreement. One of the Charity's Trustees is also a Trustee of the National Pro Bono Centre. Details of premises costs and finance and administrative support payable to the Centre are given in Note 5 and details of the balance due from the Centre in Note 9.

14. RELATED PARTY TRANSACTIONS

There were no related party transactions in either the current or previous year.