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**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
UNLOCK NATIONAL ASSOCIATION OF EX-OFFEND
ERS LTD**

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REPORT OF THE TRUSTEES
for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

As stated in our governing document, Unlock's charitable objects are:

"To advance education and promote the rehabilitation and reintegration of people who have received a criminal record (including those who have suffered a legal restriction on their liberty at any penal establishment as a punishment imposed by a court of law, received a non-custodial sentence, fine or any other court or other recorded disposal, such as a police caution), in particular but not exclusively by the provision of information, advice, advocacy and training, and the undertaking of research and policy work, with the object of improving the conditions of life of the aforementioned persons."

Purpose

Unlock is a national independent advocacy charity that supports, speaks up and campaigns for people facing stigma, prejudice and discrimination because of their criminal record. We believe that everyone should be able to move on from their past and contribute fully to society. We provide information, give advice and take on cases to help people overcome the obstacles they are facing because of their criminal record. Many people feel like they are serving a second sentence of stigma and discrimination. To challenge this injustice we collect evidence, speak out and campaign for change so that policies, practices and attitudes allow people the opportunity to reach their full potential.

Vision

Our vision is of a fair and inclusive society where people with criminal records are free from stigma, prejudice and discrimination.

Mission

Our mission is to advocate for people with criminal records so they can move on positively in their lives. Specifically, we:

- Support people with criminal records to navigate their way through challenges.
- Campaign for changes to legislation, policies and practices of government, employers and others.
- Research, present evidence and raise awareness of the systemic issues faced by people with criminal records.

Our beneficiaries: millions of people in the UK have a criminal record

There are nearly 12 million people in the UK with a criminal record, the vast majority of whom have put their mistakes behind them and are living law-abiding lives. Yet for many, their criminal record anchors them to their past and gets in the way of them fully contributing to society.

It's not just those who have been to prison

The cost of reoffending is up to £18 billion a year and 75% of individuals leaving prison make a new claim to an out-of-work benefit within two years of release. We regularly hear from people who say, "The real sentence started after I was released from prison". However, over 90% of people with a criminal record have not been to prison. A third of men and one in nine women have a criminal record by age 53 and three-quarters of those convicted before the age of 53 had only been convicted once.

The injustice of a second sentence

People with criminal records can find themselves locked out of society, continually punished long after they have served their sentences. This injustice can be seen in the numbers of people still unemployed many years later; around a third of people claiming Job Seeker's Allowance have received a conviction or caution in the previous ten years. Unlock's work is founded on the principle that people who have already been punished by the criminal justice system should not face further punishment or exclusion from aspects of civil society.

A criminal record is crippling for employment

Fair access to employment benefits everyone in society. Recent drives by government to encourage employment of people leaving prison have some merit but ignore the fact that most people with a criminal record have not been to prison. According to Ministry of Justice research, the most important factor identified in stopping reoffending was having a job. However, 75% of employers discriminate against applicants based on a criminal record and Department of Work and Pensions/YouGov research shows that 50% of employers say they would not recruit 'offenders or ex-offenders'. Feeling shame or embarrassment about their earlier transgressions, people often avoid applying for jobs which require criminal record checks. There is clear evidence from the United States that reform of criminal record checking gets people off welfare and into work.

A criminal record can further entrench racial inequality

Ethnicity can impact on the type of criminal record someone receives. Data since 2009 shows white people have had a consistently lower average custodial sentence length for indictable offences than all other ethnic groups. Black teenage boys are more likely to be charged with murder than manslaughter and more likely to receive a higher or maximum sentence than white boys. One in four black teenage boys guilty of manslaughter were given maximum jail terms, while white children found guilty of the same crime were sentenced to no more than ten years, with the majority getting less than four. Our data shows that people feel the criminal records disclosure regime disproportionately impacts certain racialised groups. The disclosure system exacerbates problems faced by people already treated more harshly at all stages in the criminal justice system. Ways to minimise the use of criminal records may benefit racialised groups and would result in a much fairer system for everyone.

Children and young people

A criminal record acquired in youth can be a life sentence. Young people can change quickly, but their criminal records do not: young adults can find a criminal record holding them back at a key period in their working lives and well into adulthood. In 2021, 11,293 Standard/Enhanced disclosure certificates were issued containing details of offences (convictions and or cautions) committed before the applicant was 18 years old.

The prejudice is wide-ranging and has intensified

When the current system of criminal background checks was introduced in 2002, around 1.2 million checks were processed. There are now over six million checks a year, of which over four million are at a higher level, meaning that spent convictions can be disclosed. Since the launch of the Police National Computer in 1974, criminal records have evolved from being used merely for crime detection purposes, to becoming a means of categorising people as potentially 'unsuitable', 'risky' or even 'undeserving'.

Despite some recent positive improvements to the criminal records system, a criminal record can still have a pervasive impact:

- **Access to education** - In 2018 UCAS removed the 'criminal convictions' box for applicants to non-regulated courses at university. But most universities continue to collect this information and we regularly hear from people who find that old and minor criminal records cause problems when applying to university, particularly in accessing courses like social work and healthcare.
- **Housing** - Since 2011 social housing providers have had the right to apply blanket bans to applicants with unspent criminal convictions. Many providers ask on application and apply some form of exclusion for those who declare a conviction.
- **Insurance** - Insurance cover is often refused or subject to unjustified increased premiums. Insurance companies regularly take into account convictions that have no relevance to the insurance sought. Insurers fail to follow industry good practice and are often misleading in the questions they ask or assumptions they make, suggesting that people with spent convictions need to disclose these.
- **Travel** - Visa requirements and confusing travel restrictions can deter or prevent travel.
- **Information on the internet** - Media reports online can lead to information about criminal offences remaining publicly accessible for many years, undermining the purpose of the Rehabilitation of Offenders Act 1974 (ROA).
- **Becoming a trustee or senior manager of a charity** - The Charities (Protection and Social Investment) Act 2016 prevents charities recruiting trustees and senior managers with certain criminal records. Amendments in 2018 extended the framework to cover senior staff and extended the trustee disqualification framework to cover people on the sex offenders register (even when the conviction is spent).

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It doesn't stop when a criminal record becomes spent

The Rehabilitation of Offenders Act 1974 established an important legal principle that, after a specified period of time, most criminal records could become 'spent' (meaning that they could not lawfully be taken into account in most circumstances). However, over four decades since the legislation's introduction, its impact has been gradually eroded. Reducing the time periods after which criminal records become spent is priority for Unlock. The ever-increasing number of 'exceptions' limit the protections of the Act and the status of having a criminal record which is now 'spent' risks becoming meaningless if it means that people can continue to be discriminated against in a wide range of areas.

Many people are not allowed to be 'legally rehabilitated'

People who have served their sentence shouldn't keep being punished indefinitely. Yet, under our current system, anyone sentenced to more than four years in prison can never become 'legally rehabilitated'. Over 8,000 people a year receive a sentence that cannot become spent. That can mean a lifetime of discrimination in employment, higher insurance premiums and difficulties finding housing. Exclusions by sentence or offence type create injustice and embed the idea that some people are inherently incapable of rehabilitation. We do not believe that to be the case.

Building on positive change - there is much still to do

We are proud to have played a key part in bringing about positive changes benefiting people with criminal records:

- Changes to the Rehabilitation of Offenders Act, passed in 2012 and introduced in 2014, reduced the disclosure period for most jobs for hundreds of thousands of people, and also meant those sentences between 30 months and four years could become spent. But it kept a large proportion of people excluded because of the length or type of their sentence and it failed to tackle the underlying issues with the legislation in today's society.
- The Ban the Box campaign, which Unlock co-founded in 2013, now has over 150 employers that commit to not asking about criminal records at application stage. But Unlock research (2018) showed that three quarters of national employers continue to ask at this point.
- The introduction of filtering rules in 2013 meant people with some single convictions and cautions no longer had them show up on standard or enhanced checks. Around 120,000 standard or enhanced checks a year no longer disclose criminal records because of filtering. But the rules were unnecessarily rigid and meant that many people still had old and minor criminal records disclosed.
- A Supreme Court ruling in 2019, following Unlock's first legal intervention, led to the government introducing changes to the filtering rules in late 2020 which benefit around 45,000 people a year. But many convictions and cautions still show up on higher-level DBS checks for many years, sometimes forever.
- The Police, Crime, Sentencing and Courts Act 2022 brought positive changes to people with criminal records; the result of years of lobbying and campaigning from Unlock. It legislates for reduced rehabilitation periods and, for the first time since the introduction of the ROA in 1974, people convicted of some offences serving a prison sentence of more than four years will not have to disclose their conviction for life. Adults with a prison sentence of more than four years will only have to disclose for seven years after their sentence concludes. However, despite changes to the law, the required changes to the criminal records disclosure system at the DBS will not take place until December 2023, and many people are still excluded based on the type of offence.

Despite making progress there remains much to do to achieve our mission of a fair and inclusive society where people with criminal records are free from stigma, prejudice and discrimination.

Strategic aims and planned activities

Unlock's aims, objectives and activities are subject to annual review to look at what we achieved and the outcomes of our work over the previous twelve months. It measures the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us to ensure our aims, objectives and activities remain focused on our stated purpose. This report covers the first year of our strategic plan 2021-22,

Tackling Injustice, Changing Lives which sets out three strategic priorities:

- People have knowledge, skills, confidence and support to overcome the disadvantages related to their criminal record
- People with criminal records are free from stigma, prejudice and discrimination as a result of government, employers and others having policies, practices and attitudes that support their fair treatment

- Unlock continues to be effective, efficient and professional in its work and operations, ensuring we have systems to achieve maximum impact

Our approach

Independent

We believe it is important that we hold government, agencies and others to account. We also believe it is important that people with criminal records trust us. That's why we're independent: Unlock neither seeks nor accepts government funding and this is crucial to our model of working. Whilst we aim to work constructively with government and other partners wherever possible, we are also at liberty to take a critical stance on policies which unfairly restrict opportunities for people with criminal records.

We speak truth to power. As a result, the people for whom we exist, and our supporters and funders can be sure that our sole motivation is to improve the life chances of people with criminal records. Our power comes from our knowledge of what's happening to people with criminal records, publishing reports, persuading the unwilling, encouraging good practices and exposing those practices which are unacceptable. We're politically independent - but we are not neutral about our agenda of change to criminal records.

Involve and include people with criminal records

We believe that personal experience is intrinsically valuable, so we recruit people with criminal records throughout the organisation (and particularly as staff and volunteers to deliver our frontline support). Peer experience offers a bridge of understanding, awareness and empathy to people who sometimes find it hard to talk about the issues they face. We also aim for a trustee board where half of the members have a criminal record. We proactively involve and support people to contribute to our advocacy, campaigns and policy work, because people with criminal records know best about the problems that they face.

Ear to the ground, voice at the top

We listen and engage every day with people who face difficulties as a result of their criminal record. We have a proven track record of identifying issues, finding solutions and putting them into practice. We influence policy and create systemic change, continually punching above our weight to achieve large-scale outcomes with employers, service providers, advice agencies and government. Too often, policies and systems divide and disempower people; and politicians and organisations hoard rather than share power. We will create platforms and build confidence and capacity for individuals to take more power and to influence.

Think big. Act big. Stay small

We are a small charity with big ambitions. We will constantly adapt our work so that we better meet the needs of the people for whom we exist. To do this, we need to make tough choices; we can't do everything. Longer term, it is important that we are able to ensure that the organisation's core work continues, which means working efficiently and effectively.

Work in partnership

We collaborate and build strategic partnerships with like-minded organisations to maximise our impact. If we are to achieve real change, we also need to work with people and organisations that are different to Unlock, and to develop partnerships that influence the way in which they think and behave.

ORGANISATIONAL DEVELOPMENT

Strategy and planning

In April 2021 we launched our strategic plan 2021-22, **Tackling Injustice, Changing Lives**. An annual organisational workplan allows us to track progress towards our key priorities, ensuring implementation is in line with our strategy. The Board of Trustees receive a quarterly update reporting against the activities, opportunities, challenges and outcomes in both the workplan and Unlock's strategic priorities.

Our three overarching priorities

1. People should have knowledge, skills, confidence and support to overcome the disadvantages related to their criminal record. We will reach more people by helping them to self-serve digitally, and we will strengthen our capacity to support people more. Together, this will enable people with criminal records to be aware of their rights, know where to turn for advice, and be able to challenge the stigma and discrimination they are facing.

2. People with criminal records should be free from stigma, prejudice and discrimination as a result of government, employers and others having policies, practices and attitudes that support their fair treatment. We will be a powerful voice in pushing for change to legislation, policies and practices, using strategic litigation to bring about change, and increasing the research and evidence base to support us to achieve change at a policy and systemic level.

3. We will maintain good governance and develop Unlock's sustainability and resilience. We will translate our priorities into fully funded and resourced delivery, develop unrestricted funding streams including support from donors and philanthropists, and by growing earned income, continue to measure ourselves against the Charity Governance Code and ensure that we maintain a focus on increasing diversity and inclusion, with the aim of being representative of all sections of society

Board, employees and volunteers

Angela Cairns joined Unlock as Chief executive in May 2021 and we said goodbye to three long-standing members of the Unlock team, including Deputy chief executive, Julie Harmsworth who leaves us after 21 years of at Unlock. Changes in the staff team allowed for a review of Unlock's structure and 2022/23 will see a revised organisational structure implemented. Volunteers continued to play a vital role in the delivery of the charity's activities.

Memberships and working groups

We continue to work positively to build relationships and partnerships across government, private sector, statutory agencies and the voluntary sector (through body membership, board membership, participatory working groups, and formal agreements for collaborative working). Over the past year, significant relationships included membership of the Helplines Partnership, Clinks, Criminal Justice Alliance, Institute of Employability Professionals; Probation Institute Learning Provider Endorsement Scheme; Free Representation Unit; Clinks; NCVO. Unlock is registered with the Information Commissioner's Office and the Fundraising Regulator.

Across our policy and campaign activities, we work other organisations including Alliance for Youth Justice, Clinks, National Association for Youth Justice, the Criminal Justice Alliance; Information Commissioner's Office, Working Chance, Prison Reform Trust Ministry of Justice, Home Office, Disclosure and Barring Service, Transform Justice, Business in the Community (BITC), New Futures Network and Employers' Forum for Reducing Re-offending (EFFRR).

Impact

By working to meet the needs of our beneficiaries and by advocating for systemic change, Unlock continues to have a positive impact on the lives of people with criminal records, their families and friends, and on building a fairer and more inclusive society. Analysis of feedback across our activities shows the people we support are better able to successfully negotiate the ongoing, changing and increasingly complex challenges that can derail the most positive of intentions. As a result, they have improved resettlement chances, suffer less social exclusion, and are empowered to move on positively with their lives and achieve their potential. Outcomes and impact of Unlock's work in the past year are detailed throughout this report.

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"Thank you for your advice. Only I and people in a similar position can truly understand what a difference you make to people's lives."

Covid-19 continued to be a restraining factor, with further working from home restrictions and new variants impacting staff and volunteer availability. However, Unlock continued to deliver both frontline support and advice services and policy and advocacy agenda as planned.

Advice, information and support

Unlock provides information, advice and support for people with criminal records, their families and friends and the professionals who work with them. These are delivered directly through our helpline, volunteering scheme and training for professionals working to support people with criminal records within their own organisations, and indirectly through our online resources.

The Helpline

Unlock's helpline provides confidential, accurate, reliable and non-judgmental information, advice and support for people with criminal records. People can talk to an advisor on the phone and get support and advice via WhatsApp, email and online resources. The Helpline is delivered by trained staff and volunteers with criminal records. Their personal experience allows them to offer an empathetic response to people seeking our help.

"A huge thank you for your kindness and understanding. It really does make a huge difference to talk to someone who does not judge".

	2020-21	2021-22
Direct support		
Helpline contacts	8,049	9,019
Case work (completed)	9	12
Self-help support		
Information Hub user sessions	1,145,680	993,281*
Forum members	4,029	4,268
Disclosure calculator uses	49,531	43,198
Volunteering		
Volunteers supported	4	5
Time given by volunteers	1,636	1,734
Training for practitioners		
Training events delivered	14	23
Number of people trained	240	289

* Our new website launched in December 2021 and content from the infohub was moved to the new website. This accounts for the drop in user sessions.

We continued to see an increase in the number of people contacting Unlock's helpline. The helpline received a record total of 9,019 contacts during the year, a 12% increase on figures for 2020/21. With many people facing challenges related to employment and volunteering, we provided information and guidance to help them better understand their options and make informed decisions. The team received a significant number of enquiries from individuals who were job hunting because of the pandemic and other factors affecting the labour market. Often callers had had secure jobs for many years, never previously needing a criminal record check or to disclose their criminal record to an employer.

"The information I received took a heavy stone off my chest. Before speaking to the helpline I hadn't slept for a couple of days but now I have complete clarity. Thank you so much".

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Helpline users are empowered with facts that help them understand and improve their individual circumstances - getting jobs, education opportunities and training, accessing housing, improving their financial situation, travelling abroad and much more. They then feel better able to cope with the challenges of living with a criminal record, less isolated because they have access to a community of other people who share their desire to move on in life and are better able to engage with wider society. Strengthened emotional foundations lead to better family relationships, improved life outcomes, and reduced motivation to reoffend which, in turn, has a positive effect on wider society.

Feedback helps us monitor the quality of the support we provide, track outcomes and identify recurring and arising issues. It helps build an evidence base and advocate for changes to policy, practice and legislation. People calling the helpline tell us they have positive outcomes relating to jobs and education, insurance and housing, gaining confidence, improved sense of wellbeing and better understanding their rights and responsibilities.

"Really grateful to Unlock. If it wasn't for them I would have had no chance with any university application".

"Thank you so much for your detailed and informed advice. You were brilliant on the phone and I think what you do and how you help people is amazing."

"Just come off the phone to Simon on the helpline. The conversation was overwhelming. He made me laugh and cry and made me see that I'm not a bad person. A massive burden has been lifted - what a smashing guy".

"I just spoke to a helpline advisor. They were calm and extremely helpful. Gave me the time I needed to explore my enquiry fully and made sure I understood the information they provided. Your customer service approach to people is first class".

The following examples show some of the ways one-to-one support can be positive for Unlock callers.

Mary - When Mary contacted the helpline, she couldn't remember the details of her 20-year-old conviction. She was considering applying for a youth worker position but almost decided not to pursue it when the Unlock advisor mentioned that she'd need an enhanced DBS check. We suggested Mary apply for a copy of her police record and when she later shared the contents with us, we were able to advise her that her convictions had all been filtered and wouldn't appear on any level of DBS certificate. Mary told us

"If it hadn't been for Unlock explaining the changes to the filtering rules I wouldn't have applied for the job. I now know that I can apply for any role I want without having to disclose and I feel so much more positive and confident about the future".

James was working as a self-employed physiotherapist when he was convicted of a driving offence and received a short prison sentence. On release from prison the Health and Care Professions Council had not revoked his registration and so he could continue to practise. However, he had been released on tag and his curfew times and the need to use public transport meant that his business was being severely affected. He'd tried speaking with his probation officer but had been told to make earlier appointments and be home by 8pm. We advised James to submit a written request to probation for a change of curfew times setting out the reason for the change and any evidence of the need for late appointments. A month later probation changed the curfew times to 11pm to 11am.

"Thank you so much. You really helped bring me down from a place of genuine despair yesterday. You may not always know how big a role you can play with a simple answer. It can be genuinely life saving."

Volunteering at Unlock

Unlock's volunteer scheme provides opportunities for people with criminal records to support others, build back confidence and self-esteem and gain valuable workplace skills and experience. Based at our Maidstone office, volunteers train as frontline advisors, working alongside staff to provide a unique, wholly peer-delivered information, advice and support service. This allows us to respond to many more people than would otherwise be possible. Volunteering is open to those living in the community and others on day release from prison. Remote volunteers offer support as content writers and researchers.

Volunteers are encouraged to take an active part in Unlock's activities and are invited to other training opportunities. Future volunteers will continue to undertake our disclosure training (endorsed by the Institute of Employability Professionals). This year, we supported a regular volunteer to achieve an NVQ2 in Information, Advice and Guidance. They subsequently moved on into full-time paid work.

Ongoing Covid-19 restrictions continued to impact volunteering, with fewer volunteers recruited compared to pre-pandemic. We have had no people volunteering while on release on temporary licence (ROTL) from prisons. This is due to prison regime restrictions and a focus on people accessing ROTL for paid work. Despite challenges recruiting volunteers and increased demand for advice services, the advice team exceeded our annual target. In 2022/23 we will review our volunteering activities with the aim of providing more people with the opportunity to take part.

A volunteer's experience

"I applied to volunteer as a helpline advisor for Unlock four months after I received my conviction.

Prior to my conviction I'd been working in the financial sector but was dismissed following my arrest. Whilst I was working I'd always wanted to do some type of voluntary work but working ten-hour days whilst having to undertake continuing professional development meant I had very little time.

My conviction, Covid and the economic challenges in the country changed all that. I knew from personal experience just how confusing and frightening a conviction can be and I'd used Unlock's services myself whilst I was going through the process. I'd found the helpline advisors to be highly informative and a real source of inspiration and I wanted to help others in the way I'd been helped.

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I remember my first day in the office. My anxiety was at an all-time high; what would people think of me, was I capable of giving advice? I needn't have worried. The team immediately put me at ease and made me feel welcome and as far as giving advice was concerned, Unlock has a great reputation for providing high quality information, advice and support and therefore the training they provided was thorough and rigorous.

I've spoken to many people during my time on the helpline and I hope that I've been able to help some of them. I was made to feel valued and this ultimately enabled me to start focusing on the next steps in my life. Volunteering with Unlock has been a real pleasure and I'd recommend it to anybody."

Individual case work

On occasion, our helpline team will go beyond normal helpline support to take up a case on behalf of an individual. Cases are taken on to achieve a positive outcome for the person, or where the intervention supports our current policy work and could potentially increase our body of evidence and/or benefit many people.

This year we supported 20 individuals, with 12 cases completed and eight ongoing. The following examples of case work show the range and complexity of issues people face. We successfully challenged:

- A local council who refused to renew an applicant's taxi licence after they refused to provide information relating to a filtered conviction. After our intervention, the council accepted their understanding of the Rehabilitation of Offenders Act 1974 (Exceptions) Order was incorrect including the updates to the filtering criteria which came into effect in November 2020.
- A large retailer who dismissed an employee after becoming aware of their spent conviction. Working with ACAS, we were able to negotiate a financial settlement for the client prior to the case going to an employment tribunal.
- A local council using 'Disqualification by Association' disclosure forms and asking all employees to provide details of the unspent convictions of people they lived with. The legal requirement to provide this information was scrapped in September 2018.
- A college and a housing provider whose application forms and admissions process included ineligible and misleading questions.

Support for people in prison

Our helpline regularly receives letters and calls from people in prison on a range of issues and particularly about resettlement. Unlock's helpline number is on the prison pre-approved list meaning a person in prison can call us for free and without prior permission. With reduced access to many prison resettlement teams due to Covid-19, we saw an increase in calls from people in prison seeking information. We continued to provide a quarterly column for the prison newspaper, InsideTime, reaching around 60,000 prisoners per edition.

"I rang the Unlock helpline when I couldn't get through to the Samaritans. I felt so comfortable talking to the advisor. My mind was simply in a better place. I truly believe it changed my course of action for the better. I'm released next week with some positive plans. I feel it's possible to succeed despite a criminal record".

Supporting people digitally

With limited helpline capacity and a large potential beneficiary group, our websites provide a wide range of information and guidance on tackling issues such as employment, insurance, travel, education, housing, relationships, finance, filtering, disclosure - in fact just about everything in life that is affected by having a criminal record. Online resources allow people to find the information they need, at a time and in a way that suits them.

Redeveloping the Unlock websites

This year, building on the user research carried out in 2020-21, we completed the redevelopment of the Unlock website. We incorporated content from theInformationHub and theRecord into the newly redeveloped Unlock.org.uk site, reducing the number of separate websites for users to navigate between.

The main focus for the redevelopment was improved information architecture, which we thoroughly user-tested. The

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Information and Advice section is heavily signposted and includes its own dedicated search as well as subject area segmentation, to help users find the information they need quickly. The personal stories which previously sat on theRecord have a new home in the Community section of the site, which allows us to integrate the voices of people with criminal records much more easily into all our website content.

The new site, built in WordPress includes new flexible content modules and a simplified back-end to make it easy for staff to use. This means any future development work will be easy to carry out. The new visual style and flexible modules will allow us to create much more dynamic content and campaigns going forward. User feedback has been positive:

"I really like the layout. It is easy to read and the graphics are pleasing to the eye. Content is clear and easy to follow. Language is positive but at the same time challenging discrimination. Promoting equality for those with criminal records."

"A very bright and informative style. This is easy to navigate and to get the information you require a lot faster than before"

"The overall site is far more structured, logical and easy to navigate - and it absolutely makes sense to have all the information in one place. I have to say your timing in sending me this invitation was spot on - I need to do a ton of research into my nightmare situation and I'm going to find it far, far easier to do it on this new site!"

theRecord

theRecord was an online magazine that provided a regular stream of readers' personal stories and experiences, news and opportunities. This year we published 12 articles from our readers and shared information from other organisations, including paid and volunteering opportunities. As part of the redevelopment of our website, we have moved all articles from theRecord into the 'Community' section of the new site. The Unlock community provides a space for people with convictions to share their stories and experiences of living as a law-abiding person, giving hope and inspiration for the future and sharing examples of what is possible.

Our disclosure calculator

Unlock's disclosure calculator is a free, instant, and confidential way for people to find out if or when their record will become spent and no longer disclosed to employers and other organisations. Used nearly 50,000 times this year by individuals, statutory agencies, service providers and private companies, the tool can process multiple convictions, non-standard sentence/disposals and a mixture of different sentences.

Analysis this year showed that 56% of users found that all their convictions were spent, with 40% revealing a combination of spent and unspent convictions. While this is good news for many, 4% of users discovered their conviction(s) will remain unspent for the rest of their lives.

Following the redevelopment of the websites, work on a newly redeveloped version of the calculator began in Q4, to launch in Q1 22-23. Informed by user research carried out this year, the main goals for the redevelopment are:

- Update the look and feel to make the tool more user-friendly, optimised for different devices and in keeping with the new website
- Bring the calculator into the main site, reducing the number of websites we hold
- Create a simplified user journey that feels less overwhelming
- Incorporate filtering into the results, so users can see whether their convictions will show on standard and enhanced DBS checks
- Build the calculator in such a way that allows us to make tweaks and improvements easily, for example adding supplementary guide content or changing the functionality if/when legislation around criminal records changes

theForum

With more than 4,200 members, theForum is a national peer network that provides opportunities for people to support each other as they move on from their past. Unlock's role is as facilitator, allowing members their own space to share experiences and talk about how they feel. There is little opportunity for this in the offline world, where many

people feel isolated and too ashamed or embarrassed to share their convictions. The strength of the forum can be seen in the way members support each other emotionally - often beyond what a helpline can do. Popular threads this year include: 'Post Brexit - impact on travelling to Europe'; 'Problem with applying to Google to have links removed'.

Trialling zoom surgeries

This year, we began piloting face-to-face appointments through Zoom offering an alternative way to contact the helpline. For some clients, being able to communicate with us in this way is invaluable. The use of online platforms also means that face-to-face appointments are not limited to people living in Kent.

"I contacted the helpline for some advice regarding a complex barring problem. Being able to see the advisor felt a lot more personal and allowed me to share a copy of the appeal document I wanted to send to the DBS".

Recruit

Unlock's Recruit website provides advice, guidance, and templates for employers to use to develop fair recruitment policies and practice. In the past year, the site was used 37,079 times by 31,000 different users, of which 30,862 were new this year (90%), who between them accumulated 67,621 page views. Employers also contacted us over the past year for further information and advice, after looking at Recruit. In some cases, employer queries led to tailored, detailed advice and support to revise policies and practices.

Monitoring website usage and feedback

Our websites are continuously monitored allowing us to track usage and make improvements. Using Google Analytics, we collect data and analyse metrics, and we use various methods to capture and analyse user feedback. This includes Disqus, which allows people to comment, start or respond to a discussion on a webpage. Contributions made through Disqus are reviewed before being made live and, if appropriate, a member of staff will follow-up. There were 486 comments and 372 votes received this year. We also use Wufoo, a general feature enabling people to give feedback about using the helpline or websites and have six-monthly pop-up surveys. We have also embedded user feedback into every page on the new website, with users able to answer 'was this page helpful?' with a simple yes/no click, or provide more detailed feedback.

Online support in relation to our policy work

People accessing our online spaces are encouraged to become contributors to all our online channels, sharing individual stories and providing peer support for others in similar circumstances. This creates a powerful sense of community, fostering support and empathy as well as useful information. The experiences of people using Unlock's online channels inform and influence our policy work. This allows us to identify recurring issues and take action to advocate for systemic change of policy or law to improve circumstances for many people.

Supporting organisations and practitioners: criminal record disclosure training

Practitioners and organisations working with people who have a criminal record often receive little training on understanding and supporting people with the long-term effects of their convictions. We regularly receive contact from practitioners who do not feel confident in giving advice to their clients. Mistakes can prove costly, with people missing out on jobs and other opportunities because of receiving inaccurate advice.

"Structured around the real practitioner needs for supporting clients"

Unlock shares our specialist knowledge and best practice through disclosure training workshops and webinars, giving people and organisations the knowledge, skills and confidence to support their clients with criminal records. Training covers a variety of issues on and around disclosure and participants include individuals, statutory bodies, charities and businesses. In 2021/22 we began gaining continual professional development accreditation for our training starting with our 'Understanding the ROA and rules on disclosing criminal records' webinar.

"Varied delivery with a mix of activities and really helpful handouts and excellent delivery by the trainer."

In 2021/22 we saw an increase in people accessing our workshops and webinars. We delivered 28 training sessions to 326 attendees. We began to take bookings for face-to-face training for the first time since the beginning of the

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pandemic. We will continue to deliver online training as part of our offer to individuals and organisations. The income generated from training supports our wider work.

100% of course attendees who completed feedback forms rated the session Good or Excellent overall. As in previous years, attendees continue to report a significant increase in their knowledge of the disclosure of criminal records from 'four' before the training rising to 'eight' afterwards.

"The evident knowledge and experience presented in a very accessible way."

Policy and advocacy

Objective 2 - Government, employers and others having policies, practices and attitudes that support the fair treatment of people with criminal records

Unlock's "ear to the ground, voice at the top" approach means we listen to people with criminal records to learn about the issues they face. Then we identify where we can advocate for change at systemic, structural and legal levels to resolve them.

Further reform of the Rehabilitation of Offenders Act 1974 - Unlock has long campaigned for fundamental changes to the Rehabilitation of Offenders Act, which is the principal legislation governing the disclosure of criminal records to employers, educational institutions, insurers, and housing providers. The current law means that:

- Rehabilitation periods are too long and result in a form of secondary punishment where a person faces continued discrimination and stigmatisation.
- Rehabilitation periods are out of kilter and do not take account of new, less serious forms of disposal such as community orders and speeding fines, which give rise to longer disclosure periods than those applied to short prison sentences.
- Some convictions can never become spent: more than 8,000 people every year receive sentences that mean they can never be legally rehabilitated.
- There is no legal protection for spent convictions: rehabilitated people are powerless to prevent employers, housing providers and others using spent convictions to exclude them.

Unlock continues to advocate for a root and branch review of the Rehabilitation of Offenders Act, and the development of fresh legislation that is fit for purpose. Given the importance of understanding the experiences of those with criminal records (and others), we believe the review should be an open policy-making process as recommended by the Cabinet Office. This means engaging with a broad range of experts and people with experience. We are calling for:

- Every sentence to have the potential to become spent during a person's lifetime.
- Everyone who has a criminal record should be able to make their case that they have moved on, with the potential to have their record declared spent or filtered by impartial adjudicators.
- Only more serious offences and those that present a clear safeguarding risk can be allowed to remain on standard and enhanced DBS checks for life.
- Amendment of anomalies in rehabilitation periods, especially for children and young adults.
- Reduction of rehabilitation periods, using clear evidence to demonstrate the need to disclose.

Policy, campaigning and legislative change

The Police, Crime, Sentencing and Courts bill introduced positive changes for many people with criminal records. As it journeyed through parliament and into law we continued to push for amendments, engaging with crossbench peers in the House of Lords and giving evidence to the Bill committee alongside NACRO and Redemption Roasters. We approached 30 peers, briefing seven in detail, resulting in an amendment being tabled for the Lords committee. After campaigning to broaden the 'Turing Pardons' scheme for gay and bisexual men who were prosecuted because of their sexuality we were pleased to see some changes applied through an amendment to the Police, Crime, Sentencing and Courts Bill. This included the inclusion of military personnel and military offences.

Criminal Injuries Compensation Scheme - we renewed calls for public consultation on the exclusionary rule which prevents people with unspent criminal records from receiving compensation for the impacts of serious crime,

including physical violence and sexual abuse. Following a judicial review finding that the Ministry of Justice failed to consult appropriately on the ruling, Unlock prepared for the consultation and kept the issue alive through articles, media and repeated letters to parliamentarians.

Northern Ireland, a legal challenge to the law on disclosure of criminal records - In Northern Ireland, any conviction resulting in a prison sentence of over two and a half years must be disclosed to employers, insurance companies and others. There is no means for a person in this situation to apply for their conviction to become spent. It remains regardless of the length of time since the sentence was served and personal circumstances. Unlock, NIACRO and the Northern Ireland Human Rights Commission supported the case of an anonymous applicant challenging the disproportionality of the law. The case had a successful outcome with the judge ruling that individual case reviews are reasonable.

#FairChecks campaign - In February 2022 we worked with partners Transform Justice to relaunch the FairChecks campaign. Ahead of the relaunch, we provided strategic input and feedback on the development of the new FairChecks website, as well as devising three new, simplified policy asks. The new asks aim to clarify the FairChecks message for audiences and focus the activities of the campaign going forward. Over the relaunch period we secured several pieces of positive coverage, including an interview with Unlock's Chief executive on Woman's Hour, alongside a FairChecks supporter with a criminal record. Following the relaunch and at the end of Q4 21-22, we've more than doubled the size of the supporter mailing list which now stands at over 2,300. Following the successful implementation of paid targeted social media ads and engagement through the mailing list, at least one FairChecks supporter has met with their MP to discuss the issues.

Criminal records disclosure; call for regime change

The Barrow Cadbury Trust funds a strand of work aiming to reduce the number of people negatively affected by the criminal records disclosure system - particularly those who acquired a criminal record as children or young adults. This strand is at the heart of our policy work and documented throughout this report. We continue to call for reform to the criminal records disclosure system to give children and young adults a fair chance to build positive futures. We believe that:

- There should be a distinct, child-specific process for dealing with criminal records received before the age of 18
- Disclosure periods should correspond with age at time of the offence not conviction
- Maturity should be reflected in the disclosure system

The Disclosure and Barring Service (DBS)

The filtering regime changes resulting from the Supreme Court ruling (described above) has created anomalies, which we are pressuring the DBS and Home Office to rectify as quickly as possible. For example, self-disclosure rules do not match those used to produce enhanced criminal record certificates, meaning that some people are required to self-disclose more offences than would be included on an enhanced check certificate.

Additionally, implementation of the new rules left some people unable to receive certificates via the DBS Update Service (an online subscription that allows you to keep your standard or enhanced DBS certificate up to date and allows employers to check a certificate online). Instead, expensive and slow manual certificates are issued. This can create additional prejudice and discrimination as employers and others make assumptions as to why a different type of certificate is being issued.

The Home Office and the DBS say they are committed to rectifying these anomalies and we have been assured that these issues are being actively pursued. However, legislative change may be required to address some of these unintended but negative consequences of layering legislation on top of legislation. Unlock continues to pressure the Home Office and the DBS to ensure that these are forthcoming.

We continue to push for change to the system which makes it transparent, efficient and gives people a fair chance to move on from their past. This includes the following:

- The rules should be streamlined, explained using simple and straightforward language and accessible to all
- Anyone convicted to get clear information and guidance about what and when they are required to disclose

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- Everyone must have the right to see their own certificate at any time, free of charge
- Everyone should be able to ask what would be disclosed for different level checks at a certain date

Fair access to employment - In June 2021, we concluded the second phase of our programme, funded by the Esmée Fairbairn Foundation, to tackle the underlying systemic and practical barriers to employment faced by people with criminal records. However, our work to address these issues has continued. The law in this area is complex and difficult to navigate, with a lack of official guidance from governments and regulators and few HR specialists having sufficient knowledge or expertise. Through our work with employers, we work toward the following outcomes:

- Employers include people with criminal records as part of diversity and inclusion initiatives
- Government has innovative policies to increase recruitment of people with criminal records
- Unlock is the go-to source of guidance and support for employers across multiple sectors
- Job applicants and employees turn to Unlock to challenge employer bad practice

"Very grateful to Unlock for helping us with our refreshed DBS risk assessment process."

Supporting employers to understand disclosure, where it fits and doesn't fit with recruitment, equality, diversity and inclusion has never been more important. With companies keen to fill employment gaps and the Secretary of State for Justice highlighting that people leaving prison need jobs, Unlock has taken the opportunity to remind employers that there is a far wider pool of people locked out of employment opportunities.

"Our safer recruitment process balances the rights of potential employees and volunteers against the risks to the people who use our services"

As well as supporting employers to update recruitment and inclusion policies and practices, we have been involved in a wider range of activities including:

- Worked with employers in healthcare, charity, and education sectors on developing a fair approach to asking and assessing criminal records information.
- Delivering training for employers
- Produced monthly updates for Xpert HR website
- Work with Job Centre work coaches and sharing expertise with the Department of Work and Pensions.
- Published updated guidance for charities recruiting trustees and senior managers
- Spoke on a panel at Clinks' annual conference about working with women in the criminal justice system

Unlocking students with criminal records - funded by the Bruno Schroder Trust

Despite education being widely recognised as a key factor in successful rehabilitation, current admission policies present serious psychological and practical challenges to accessing higher education. Although there is no evidence that enrolling students with convictions makes campuses more dangerous or that they are more likely to commit crimes on campus, many higher education institutions continue to ask about convictions as part of their admissions policies.

University policies can also deter people from applying. With complex and differing policies and procedures they often fail to follow good practice. Policies requiring the disclosure of convictions during the application process contribute towards the higher application attrition rate seen amongst those who ask questions about criminal convictions which cause many to drop out before the end of the application process.

Our universities strand of work aims to increase the number of higher education institutions with fair and inclusive policies and practices from the point that prospective students apply to study and throughout their university stay, so that more people with criminal records can access and benefit from higher education. We do this by:

- Building a comprehensive understanding and database of higher education institutions' policies relating to students with criminal records.
- Ensuring more students with criminal records can gain admission to university with half of all higher education institutions signed up to Unlock's 'fair chance pledge'.
- Ensuring higher education institutions have appropriate support policies and plans for students with criminal

- records and the wider student body.

Activities and achievements this year include:

- A major review of criminal records policies for all universities, with searchable database on our website
- An increased number of universities no longer ask about unspent convictions on application
- Examined the Office for Students guidance on access and participation and prepared for input for the next planning round
- Conference presentations to the European Society of Criminology and widening participation network event
- Successfully supported a student appealing a decision to refuse admission to a regulated postgraduate programme
- Sent briefing to John Edwards, the new Information Commissioner about university policies which are non-compliant with the GDPR/Data Protection Act 2018 and raised issues with the Information Commissioner's Office re the need for stronger enforcement of current laws.
- Continued to co-supervise a PhD student at Nottingham University as part of our collaboration with the growing community of academics interested in the effects of criminal records.
- Published a call for evidence from people who have applied to university in the last three years to build our evidence base for the need for change.

EU nationals' settlement - funded by Barrow Cadbury Trust - We published online resources for EU nationals with a criminal record seeking settled status in the UK as a result of Brexit. The information was disseminated via other service providers such as the Citizens Advice Bureau. We also continued to engage with NGOs working on European Union Settled Status issues and participated in roundtables with Commons Legal and the EU Citizens Rights Monitoring group.

Reports, submissions and briefings

Throughout the year we published reports and briefings and responded to government consultations including:

- Response to the prisons' strategy white paper
- Response to the 'delivering justice for victims' consultation
- Response to Information Commissioner's call for views on employment practices
- The Law Commission 14th programme of law reform consultation

Priority 3 Unlock continues to be effective, efficient and professional in its work and operations, ensuring we have systems to achieve maximum impact

Invest in our people - Changes in the staff team allowed us to review Unlock's capacity to deliver on our strategic priorities. The board of trustees agreed a small staff restructure, with a plan to introduce a new Director of policy and advocacy role in 2022/23. We reviewed digital, finance and administrative functions and moved our financial records onto the online accounting system QuickBooks. We also introduced Breathe HR to help manage a range of HR processes.

Increase our visibility - this includes growing our media presence, where it is useful for delivering this strategy. We will build on our successful social media presence, developing our strategy further. We will strengthen and align our brand to our values and key messages.

Press and media

We continue to build our press and media engagement work, to grow awareness of our work and services as well as support our campaign and policy objectives. This year we have developed our approach to include the voices of people with criminal records in our media work and continued to embed our agreed principles of autonomy and informed consent; respect and dignity; anonymity and remuneration. We have also developed productive and ongoing relationships with a number of key journalists, thereby increasing our pool of engaged media contacts to whom we can pitch proactively. Examples of successful media engagement include:

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- Opinion piece from our Chief executive in Metro Online about victims with unspent convictions being denied criminal injuries compensation. This was the result of a proactive pitch from us.
- Multiple live radio interviews with Angela, including LBC, BBC Radio Kent and BBC Radio 4 Woman's Hour
- Several pieces of coverage to promote the FairChecks relaunch, including the Big Issue and the Evening Standard

Social media

This year we implemented a digital marketing strategy with a focus on improving engagement as well as reach, testing new approaches across our channels and learning along the way. We have seen positive results:

- Twitter: We've focussed on improving engagement this year. The digital marketing strategy set a target of keeping engagement rates consistently above 2%, which we have comfortably met.
- LinkedIn: We now have over 1,300 followers on LinkedIn, and posts have been performing well with average monthly engagement rates regularly reaching 6-7%. In the coming year we will build on this by testing fundraising posts on LinkedIn.
- Facebook: Since implementing the digital marketing strategy, the performance of our Facebook posts has been much more consistent - due to implementing regular scheduling of posts and improving our content. In 21-22 we aimed for an average reach per post of 150, and we comfortably met this with an average of 175. Although this audience is small, they are now highly engaged; our average engagement rate across the year was 11.2%, beating our target of 10%. In the coming year we will seek to convert this engagement into action such as donations or taking part in policy campaigns.

News & updates mailing lists

Unlock has an open subscription mailing list. We send out a range of news and updates about our latest information and advice content, training for frontline practitioners, opportunities for people with criminal records, our policy work, media and vacancies, and fundraising.

This year, through implementing elements of the digital strategy, we have worked to improve our data segmentation and deliver more tailored email communications. We have also refreshed the design of our email templates and continue to carry out A/B testing of content and subject lines to maximise engagement

Public benefit

Unlock assists people with criminal records to live positive, crime-free lives. In planning the charity's activities this year, the trustees paid due regard to Charity Commission guidance on public benefit. Our activities and beneficiaries are described below and in the 'About Us' section of our website, www.unlock.org.uk.

FINANCIAL REVIEW

The statement of Financial Activities is shown on page 28. The surplus for the year was £32,108 (2021: £69,245) and next assets amounted to £407,401 (2021: £438,293).

Reserves policy

Unlock is dependent on grants to sustain its activities. The charity's reserves policy is to maintain enough unrestricted reserves to enable normal operating activities to continue over a period of up to nine months should a shortfall in income occur, and to take account of potential risks and contingencies that may arise from time to time. Trustees have therefore agreed to hold reserves on the unrestricted general fund equivalent to six months to nine months expected operating expenditure for the year 2022-23, amounting to £321,596. This will allow the charity to continue working and to meet its commitments to staff and other obligations if future income could not be secured.

Any reserves on restricted funds are set aside to fund the specific project or programmes for which the funds were granted. It is common for income to be received in one year, yet programme expenditure straddle one or two years. Reserves for restricted funds therefore represent monies for programmes that are currently ongoing. Unrestricted funds amounted to £285,426 at the year-end (2021: £329,293). Restricted funds amounted to £184,975 at the year-end (2021: £109,000).

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The Board of Trustees have agreed to designate a total of £80,000 of unrestricted funds for the following purposes. This designation aligns with the charity's strategic priorities over the next four years.

Area of work / activity	Amount	Proposed timescale	Summary
Cyber security and infrastructure improvements	£7,500	Q1 2022/23	One off costs, significantly reduces data risks and improved infrastructure should improve productivity.
Equality, Diversity & Inclusion	£5,000	2022/23	Consultancy and training – specified organisational and workforce development costs which are not ongoing.
Research	£40,000	2022 to 2025	Having a pot of money to commission external research would support a research strategy and allow us to build our evidence base.
Training placement	£27,500	2022 – 2025	For costs of a 12-month training placement for a person with criminal records Includes equipment, training, recruitment.
Total	80,000		

Future funding

To preserve our ability to respond to user needs and advocate fully on their behalf, Unlock will remain independent of statutory funding to deliver services. Where possible, income is earned by delivering services to other organisations such as training, advertising, and speaker engagements. However, it is envisaged that the charity will continue to rely in the most part on charitable grants and donations.

Fundraising report

Donors to Unlock can be assured that we follow the regulatory standards for fundraising. We are registered with the Fundraising Regulator and are committed to the Fundraising Promise and adherence to the Code of Fundraising Practice. This report covers the requirements which charities must follow as set out in the Charities Act 2016. We do not employ agencies, external workers or suppliers to fundraise for us. Our website outlines our complaints policy and clearly explains how an individual can complain. We received no complaints in the 2021-2022 financial year.

Principal funding sources

Our total income for the year was £390,967, which was received from the following sources:

	2021/22	2020/21
Grants from trusts and foundations	84%	89%
Donations	5%	5%
Earned income	10%	6%
Investment	< 1%	< 1%
Other	< 1%	< 1%

Our grateful thanks to the following grant giving funders for their generous support during the year:

1772 Charity, A B Charitable Trust, Allen and Overy, Barrow Cadbury Trust, Charles Hayward Foundation, Bruno Schroder Trust, City and Metropolitan Welfare Fund, Cole Charitable Trust, Colyer Ferguson Charitable Trust, Garfield Weston Foundation, J Leon Philanthropy, J G Hogg Charitable Trust, Kent Community Foundation, Lawson Endowment Fund for Kent, National Lottery Community Fund, Noel Buxton Trust, Porticus UK, Sir James Roll Charitable Trust, Ten Percent Foundation, The 3Ts Charitable Trust, Transform Justice, Southall Trust, The Whitehead Monckton Charitable Foundation.

Our thanks also to the many individual donors who kindly supported our work.

FUTURE PLANS

Objective 1 people have knowledge, skills, confidence and support to overcome the disadvantages related to their criminal record

In 2022/23 we will:

- carry out a full content review of our online information, improving readability and search engine optimisation (SEO)
- Develop short videos to improve accessibility of content
- Launch a refreshed disclosure calculator on our website.

We will continue to assist individuals to challenge unfair employment decisions, revoke/amend court orders, referring to solicitors and other agencies when appropriate. We will explore additional ways we can provide access to advice and support that helps a wider range of people. This includes:

- Providing individual advocacy support to help people challenge stigma and discrimination via one-to-one online Zoom appointments.
- Review the opening hours of the helpline with a view to improving access
- Pilot online 'members events' with forum members.
- To expand our case work and individual advocacy support, helpline team members will be trained in identifying possible casework and advocacy cases.

Growing and sustaining the helpline - We aim to increase the number of office-based and remote volunteers across the organisation as peer-advisors, researchers and content creators. We will continue to pilot the offer to volunteers to gain an NVQ level 2 in Information and Advice. We will also recruit a paid Helpline Advisor to expand capacity in the team. We will assess the viability of accreditation of the helpline.

In all we do we seek the views and suggestions of people with criminal records, including via our bi-annual helpline survey and user testing of new digital tools such as the revised disclosure calculator.

Training - Unlock training for practitioners, employers and universities allows us to share information and support organisations to make informed decisions about their policies and practices regarding people with criminal records. We arm people with the facts and support them to question their biases. To develop our training offer we will:

- Gain CPD accreditation for our 'Advising with conviction' training.
- Develop and pilot a webinar for Criminal Justice System charities to better understand eligibility for DBS checks.
- Explore options of e-training/learning for organisations and individuals.

Objective 2 - Government, employers and others having policies, practices and attitudes that support the fair treatment of people with criminal records

We will advocate and campaign, building on our areas of strength, going deeper into the policy and systemic issues that significantly affect people focusing on:

- Pushing for a root-and-branch review of the criminal records disclosure system.
- Working with parliamentary figures to ensure constant presence of criminal record issues on government agenda with a focus on building cross-party support for a root and branch review / specific areas of interest, framed by a policy manifesto, a series of evidence-based policy reports about unjust lifelong impacts of criminal records, exclusion from the criminal injuries compensation scheme and the case for the sealing of children's records when they turn 18.
- Push for early implementation of changes in spending periods detailed in the Policing, Crime, Sentencing and Courts Bill
- Develop, with Transform Justice, our joint #FairChecks campaign as a vehicle for building wider support.
- Respond and engage with the Disclosure and Barring Scheme review team to ensure the voices of people with criminal records are included in the review, advocate for positive changes and be a safeguard against changes to the system that will negatively affect people with criminal records.
- Publicly campaign and challenge the use of ineligible and unnecessary checks at all stages of recruitment.
- Campaign for a change to the discriminatory Criminal Injuries Compensation Scheme exclusionary rule
- Continue deeper and broader work to influence employer policies and embed fair recruitment practices

- Challenge and support employers to include people with criminal records as part of diversity and inclusion initiatives which are evident in their recruitment materials.

Fair access and participation in higher education - Continuing our work to encourage inclusive access and participation policies and practices in universities, we will:

- Develop new webpages as a tool for working with universities on inclusive policies
- Engage and influence more universities to adopt positive practices for applicants and students with criminal records
- Maintain a database of policies and practices across all higher education institutions and make this accessible to prospective applicants
- Identify higher education institutions that collect unspent convictions data and review legal avenues for a GDPR complaint through the courts

To be effective in using the law and working with others to bring about legislative, policy and social change through strategic litigation - We will develop our legal strategy with a plan for how we will deliver it, including a toolkit to quickly identify and prepare cases.

Research, impact and evaluation

We will develop a research strategy and implementation plan that contributes to the evidence base and supports our work to achieve change at a policy and systemic level. This will put the issues, experiences and perspectives of people with criminal records at the heart of our research.

We will review and revise our means of collecting, analysing and sharing statistics and stories which demonstrate both the impact of a criminal record and the impact of positive change. The voices of people with criminal records will remain at the front and centre of all we do.

Objective 3 - Unlock is effective, efficient and professional in its work and operations, ensuring we have systems to achieve maximum impact - To maintain good governance, build sustainability and resilience we will:

- Continue to diversify our income streams to build future sustainability. This will include digital fundraising appeals such as the Big Give Christmas Challenge, making it easy for supporters to make donations via our web platforms. We aim to increase earned income from delivery of paid-for training workshops with a 15% year on year increase target.
- Continue to measure ourselves against the Charity Governance Code to guide an active and effective Board
- Maintain a focus on increasing diversity and inclusion, with the aim of being representative of all sections of society
- Engage external support to undertake a diversity and inclusion audit of Unlock's policies, culture and practices, provide identified training and an action plan for 2023/24 in place.

Investing in our people

- Implement our new structure, recruiting a Director of policy and advocacy, Policy officer (projects) and Helpline advisor.
- Remuneration committee to consider annual leave entitlement and payment of travel to the office by home-based employees
- Review HR policies where scheduled; identify any gaps and develop and implement policies
- Encourage and support staff training and development as identified and agreed with line managers, including safeguarding training for staff and volunteers and training and support to use new digital tools.

Supporting actions

- Review and revision of impact and evaluation framework for all Unlock's workstreams.
- Update cyber security and 365 platform used by Unlock's IT users.
- Select and embed a new cross-organisation Contact Relationship Management system.
- Regularly evaluate performance of the website using appropriate metrics, taking action to maximise visibility and engagement
- Increase the diversity of voices in media work, developing a list of individuals who would be comfortable and confident in speaking to the media

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Following an extensive review of Unlock's memorandum and articles of association, the board of trustees unanimously passed a new set of articles of association by special resolution in June 2020. The new articles of association provide for greater clarity and practical ease of administration, including setting trustee tenure periods and the appointment of a vice chair. There were no changes to the objects, rules on paying a trustee or what happens if the charity is wound up. The articles of association were submitted to and accepted by the Charity Commission, with the Commission's records being updated accordingly in July 2020. Companies House was also notified.

Recruitment and appointment of new trustees

The board carries out an annual review to decide whether there is a need to recruit new trustees. If during the year a trustee leaves, the board will decide whether to recruit at that time. New trustees are openly recruited through advertisement across appropriate forums. No new trustees were appointed this year.

Organisational structure

Unlock is a charitable company governed by a board of trustees with day-to-day operations delegated to the Chief executive.

Remuneration Policy

The trustee board sets staff's salaries. In 2021/22 a remuneration committee was set up to annual review staff salaries and related terms and conditions. Any changes approved by the board.

Related parties

No related parties exist other than the funders identified below.

Risk management

The trustee board has carried out a review of the major risks facing the charity. A risk register is in place which prioritises these risks and identifies mitigating factors, systems, and controls in relation to each. Trustees follow a comprehensive monitoring and review process to capture new risks that may arise and ensure that systems are in place to manage these.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance

Trustees attend scheduled board meetings four times a year; in 2021-22 trustee attendance rate was 91%. Additional board meetings were held to discuss staffing and structure changes and a trustee awayday. Individual trustees lead on specific areas of governance, including safeguarding, risk management, whistleblowing, finance, GDPR (General Data Protection Regulation), digital development, human resources, governance code and fundraising. They are encouraged to attend training events and seminars to develop their roles and increase their contribution to the charity's governance. Trustees also undertake ad-hoc tasks as and when required and task-specific working groups are formed as needed and meet separately. In working towards fulfilling Unlock's vision and achieving high standards of governance and leadership, the trustee board applies the Charity Governance Code. Overseen by the Charity Commission, the Code sets out principles and recommended practice to help us achieve the highest standards of governance and leadership. The board assesses its performance against the Code annually.

Unlock operates within an equal opportunities framework that is inclusive of people with criminal convictions and seeks to attract trustees with a wide range of backgrounds and experience. Approximately a third of our trustees and staff have a criminal record. A working group was set up to oversee and drive forward Unlock's equality, diversity and inclusion agenda in line with our strategic priorities.

Interests

The trustee board maintains a register of members' interests as a measure of good practice and to manage any conflicts that arise. The register is updated and reviewed annually.

Safeguarding

Unlock has a robust safeguarding policy and other related policies including whistleblowing with named lead trustees for both. In this reporting period, no safeguarding incidents have been identified as relevant for reporting to the Charity Commission via a serious incident report and no whistleblowing concerns were raised.

Management

Management and development of the charity are delegated to the Chief executive who reports directly to the chair of trustees. A framework of financial delegation is set out in a policy and procedures manual. Systems for line management, appraisal, staff development and supervision are in place, together with grievance and complaints procedures.

REFERENCE AND ADMINISTRATIVE DETAILS

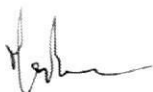
Working name	Unlock – for people with criminal records
Registered Company number	03791535 (England and Wales)
Registered Charity number	1079046
Registered office -	Maidstone Community Support Centre 39-48 Marsham Street Maidstone Kent ME14 1HH

Trustees	Mark Rowe, Chair Michael Pattinson, Vice-chair Nigel Parsons, Treasurer resigned 19 th January 2022 Salima Budhani Mark Day Faye Goldman Leigh Hardy Steven Lorber Mandeep Mahil Emma Wilson Hamish MacLellan
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President	General The Lord David Ramsbotham GCB CBE
Vice-President	Judge John Samuels QC
Patrons	Kate Adie OBE DL Dr Silvia Casale Dr Deborah Cheney Prof Andrew Coyle CMG Dexter Dias QC The Rt Hon the Lord Garnier QC Prof Nick Hardwick Matt Hyde FRSA Baroness Helena Kennedy QC Flo Krause LLB Prof Shadd Maruna Jill Stevens
Bankers	NatWest (Larkfield), 718 London Road, Larkfield, Aylesford, Kent ME20 6AN
Independent Examiner	Calcutt Matthews WBZ Ltd Chartered Accountants 19 North Street Ashford Kent TN24 8LF

Approved by order of the board of trustees on 9 November 2022 and signed on its behalf by:



.....
M K Rowe - Trustee

Independent examiner's report to the trustees of Unlock National Association of Ex-Offenders Ltd ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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



Rosanna Turner ACA DChA
Institute of Chartered Accountants in England & Wales
Calcutt Matthews WBZ Ltd
Chartered Accountants
19 North Street
Ashford
Kent
TN24 8LF

Date:17.11.2022.....

UNLOCK NATIONAL ASSOCIATION OF EX-OFFENDERS LTD

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	110,699	278,725	389,424	377,994
Investment income	3	43	-	43	157
Other income		<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>-</u>
Total		<u>112,242</u>	<u>278,725</u>	<u>390,967</u>	<u>378,151</u>
EXPENDITURE ON					
Charitable activities					
Support	4	4,851	68,746	73,597	161,006
Policy and Advocacy		25,824	98,072	123,896	147,900
Advice and Support		37,082	88,534	125,616	-
Governance		3,888	2,202	6,090	-
Fundraising		<u>29,464</u>	<u>196</u>	<u>29,660</u>	<u>-</u>
Total		<u>101,109</u>	<u>257,750</u>	<u>358,859</u>	<u>308,906</u>
NET INCOME		11,133	20,975	32,108	69,245
Transfers between funds	13	<u>(55,000)</u>	<u>55,000</u>	<u>-</u>	<u>-</u>
Net movement in funds		(43,867)	75,975	32,108	69,245
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>329,293</u>	<u>109,000</u>	<u>438,293</u>	<u>369,048</u>
TOTAL FUNDS CARRIED FORWARD		<u>285,426</u>	<u>184,975</u>	<u>470,401</u>	<u>438,293</u>

The notes form part of these financial statements

BALANCE SHEET
31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Intangible assets	9	27,840	-	27,840	-
Tangible assets	10	<u>268</u>	<u>1,018</u>	<u>1,286</u>	<u>3,924</u>
		28,108	1,018	29,126	3,924
CURRENT ASSETS					
Debtors	11	1,400	-	1,400	1,564
Cash at bank and in hand		<u>258,323</u>	<u>183,952</u>	<u>442,275</u>	<u>435,028</u>
		259,723	183,952	443,675	436,592
CREDITORS					
Amounts falling due within one year	12	<u>(2,400)</u>	<u>-</u>	<u>(2,400)</u>	<u>(2,223)</u>
NET CURRENT ASSETS		<u>257,323</u>	<u>183,952</u>	<u>441,275</u>	<u>434,369</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>285,431</u>	<u>184,970</u>	<u>470,401</u>	<u>438,293</u>
NET ASSETS		<u>285,431</u>	<u>184,970</u>	<u>470,401</u>	<u>438,293</u>

The notes form part of these financial statements

UNLOCK NATIONAL ASSOCIATION OF EX-OFFENDERS LTD

BALANCE SHEET - continued

31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FUNDS	13				
Unrestricted funds:					
General fund				285,431	329,293
Restricted funds:					
Fairness Foundation				-	3,000
Esmee Fairbairn Foundation				-	30,000
The 1772 Charity				2,000	-
Porticus UK				33,614	40,000
The Noel Buxton Trust				2,750	-
Lawson Endowment for Kent				3,332	-
Garfield Weston Foundation				17,500	7,500
Sir Jules Thorn Charitable Trust				1,000	1,000
29 th May 1961 Charitable Trust				250	1,500
Whitehead Monckton Charitable Trust				1,000	1,000
National Lottery Community Fund				6,291	-
Designated Fund				80,000	25,000
Allen and Overy				5,000	-
Bruno Schroder Trust				9,257	-
Charles Hayward Foundation				834	-
City & Metropolitan Welfare Charity				4,000	-
Cole Charitable Trust				1,200	-
Colyer Fergusson Charitable Trust				15,442	-
Transform Justice				1,500	-
				<u>184,970</u>	<u>109,000</u>
TOTAL FUNDS				<u>470,401</u>	<u>438,293</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

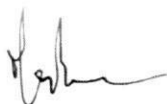
The notes form part of these financial statements

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 09 November 2022 and were signed on its behalf by:



.....
M K Rowe - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Where costs cannot be directly attributed to particular headings they all have been allocated to activities on a basis consistent with the use of resources.

Support costs are allocated to charitable activities on the following bases:

Staff, communication and office costs	- Staff time.
Premises costs and depreciation	- Staff time

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1. ACCOUNTING POLICIES - continued**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donations	20,930	19,332
Grants	330,023	336,545
Earned income	<u>38,471</u>	<u>22,117</u>
	<u>389,424</u>	<u>377,994</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2022**2. DONATIONS AND LEGACIES - continued**

Grants received, included in the above, are as follows:

	31.3.22	31.3.21
	£	£
Persula Foundation	-	3,000
Colyer-Fergusson Charitable Trust	28,000	-
The Noel Buxton Trust	3,000	-
Esmee Fairbairn Foundation Access to Employment	-	84,590
Sir James Roll Charitable Trust	800	1,000
The 1772 Charitable Trust	2,000	-
Porticus UK	49,998	59,998
J Leon Philanthropy	10,000	10,000
Ten Percent Foundation	500	-
AB Charitable Trust	20,000	-
Lawson Endowment for Kent	5,000	-
Charles Hayward Foundation	5,000	-
City & Metropolitan Welfare Charity	4,000	-
3Ts Charitable Fund	10,000	10,000
The Cole Charitable Trust	1,200	-
Garfield Weston Foundation	10,000	10,000
Sir Jules Thorn Charitable Trust	-	1,250
W F Southall Trust	3,000	-
29 th May 1961 Charitable Trust	-	3,000
Whitehead Monckton Charitable Trust	1,000	1,000
Barrow Cadbury Trust – EU Nationals	5,000	10,200
Kent Community Foundation Core Costs	3,000	7,800
Transform Justice	6,000	-
The J G Hogg Charitable Trust	10,000	10,000
Barrow Cadbury Trust	31,500	31,500
National Lottery	64,835	46,462
National Lottery COVID-19 Grant	-	5,330
Esmee Fairburn COVID19	-	41,415
Allen and Overy	5,000	-
Bruno Schroder Trust	51,190	-
	<u>330,023</u>	<u>336,545</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2022

3. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Deposit account interest	<u>43</u>	<u>157</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Support	9,847	63,750	73,597
Policy and Advocacy	111,225	12,671	123,896
Advice and Support	75,644	49,972	125,616
Governance	2,373	3,717	6,090
Fundraising	<u>20,612</u>	<u>9,048</u>	<u>29,660</u>
	<u>219,701</u>	<u>139,158</u>	<u>358,859</u>

5. SUPPORT COSTS

	Management £	Finance £	Information technology £
Support	51,105	5,892	3,535
Policy and Advocacy	9,985	-	2,186
Advice and Support	30,278	7,769	7,177
Governance	1,402	-	-
Fundraising	<u>8,716</u>	<u>-</u>	<u>142</u>
	<u>101,486</u>	<u>13,661</u>	<u>13,040</u>

	Human resources £	Governance costs £	Totals £
Support	2,264	954	63,750
Policy and Advocacy	323	177	12,671
Advice and Support	4,748	-	49,972
Governance	-	2,315	3,717
Fundraising	<u>190</u>	<u>-</u>	<u>9,048</u>
	<u>7,525</u>	<u>3,446</u>	<u>139,158</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	4,256	2,002
Other operating leases	12,195	11,613
Development costs amortisation	<u>6,960</u>	<u>-</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

	31.3.22	31.3.21
	£	£
Trustees' expenses	<u>405</u>	<u>162</u>

8. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
	<u>8</u>	<u>8</u>
Staff		

No employees received emoluments in excess of £60,000.

Staff numbers above represent the FTE of 9 employees.

9. INTANGIBLE FIXED ASSETS

	Development costs £
COST	
Additions	<u>34,800</u>
AMORTISATION	
Charge for year	<u>6,960</u>
NET BOOK VALUE	
At 31 March 2022	<u>27,840</u>
At 31 March 2021	<u>-</u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021	19,128	21,413	40,541
Additions	-	1,618	1,618
Disposals	-	(2,800)	(2,800)
At 31 March 2022	<u>19,128</u>	<u>20,231</u>	<u>39,359</u>
DEPRECIATION			
At 1 April 2021	19,128	17,489	36,617
Charge for year	-	4,256	4,256
Eliminated on disposal	-	(2,800)	(2,800)
At 31 March 2022	<u>19,128</u>	<u>18,945</u>	<u>38,073</u>
NET BOOK VALUE			
At 31 March 2022	<u>-</u>	<u>1,286</u>	<u>1,286</u>
At 31 March 2021	<u>-</u>	<u>3,924</u>	<u>3,924</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	<u>1,400</u>	<u>1,564</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Accrued expenses	<u>2,400</u>	<u>2,223</u>

13. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	329,293	11,138	(55,000)	285,431
Restricted funds				
Fairness Foundation	3,000	(3,000)	-	-
Esmee Fairbairn Foundation	30,000	(30,000)	-	-
The 1772 Charity	-	2,000	-	2,000
Porticus UK	40,000	(6,386)	-	33,614
The Noel Buxton Trust	-	2,750	-	2,750
Lawson Endowment for Kent	-	3,332	-	3,332
Garfield Weston Foundation	7,500	10,000	-	17,500
Sir Jules Thorn Charitable Trust	1,000	-	-	1,000
29 th May 1961 Charitable Trust	1,500	(1,250)	-	250
Whitehead Monckton Charitable Trust	1,000	-	-	1,000
National Lottery Community Fund	-	6,291	-	6,291
Designated Fund	25,000	-	55,000	80,000
Allen and Overy	-	5,000	-	5,000
Bruno Schroder Trust	-	9,257	-	9,257
Charles Hayward Foundation	-	834	-	834
City & Metropolitan Welfare Charity	-	4,000	-	4,000
Cole Charitable Trust	-	1,200	-	1,200
Colyer Fergusson Charitable Trust	-	15,442	-	15,442
Transform Justice	-	1,500	-	1,500
	<u>109,000</u>	<u>20,970</u>	<u>55,000</u>	<u>184,970</u>
TOTAL FUNDS	<u>438,293</u>	<u>32,108</u>	<u>-</u>	<u>470,401</u>

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112,242	(101,104)	11,138
Restricted funds			
Fairness Foundation	-	(3,000)	(3,000)
Esmee Fairbairn Foundation	-	(30,000)	(30,000)
Kent Community Foundation	3,000	(3,000)	-
The 1772 Charity	2,000	-	2,000
Porticus UK	49,998	(56,384)	(6,386)
Barrow Cadbury Trust	31,500	(31,500)	-
The Noel Buxton Trust	3,001	(251)	2,750
Lawson Endowment for Kent	5,000	(1,668)	3,332
Garfield Weston Foundation	10,000	-	10,000
W F Southall Trust	3,000	(3,000)	-
29 th May 1961 Charitable Trust	-	(1,250)	(1,250)
Whitehead Monckton Charitable Trust	1,000	(1,000)	-
Barrow Cadbury Trust – EU Nationals	5,000	(5,000)	-
National Lottery Community Fund	64,835	(58,544)	6,291
Allen and Overy	5,000	-	5,000
Bruno Schroder Trust	51,191	(41,934)	9,257
Charles Hayward Foundation	5,000	(4,166)	834
City & Metropolitan Welfare Charity	4,000	-	4,000
Cole Charitable Trust	1,200	-	1,200
Colyer Fergusson Charitable Trust	28,000	(12,558)	15,442
Transform Justice	6,000	(4,500)	1,500
	<u>278,725</u>	<u>(257,755)</u>	<u>20,970</u>
TOTAL FUNDS	<u>390,967</u>	<u>(358,859)</u>	<u>32,108</u>

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	253,453	100,840	(25,000)	329,293
Restricted funds				
Fairness Foundation	1,500	1,500	-	3,000
Esmee Fairbairn Foundation	27,610	2,390	-	30,000
Kent Community Foundation	4,800	(4,800)	-	-
The 1772 Charity	167	(167)	-	-
Porticus UK	40,000	-	-	40,000
Fidelity UK	18	(18)	-	-
Drapers Charitable Fund	10,000	(10,000)	-	-
The Noel Buxton Trust	1,250	(1,250)	-	-
Highway One Trust	7,500	(7,500)	-	-
Garfield Weston Foundation	-	7,500	-	7,500
Sir Jules Thorn Charitable Trust	250	750	-	1,000
29 th May 1961 Charitable Trust	1,500	-	-	1,500
Whitehead Monckton Charitable Trust	-	1,000	-	1,000
The Baring Foundation	21,000	(21,000)	-	-
Designated Fund	-	-	25,000	25,000
	<u>115,595</u>	<u>(31,595)</u>	<u>25,000</u>	<u>109,000</u>
TOTAL FUNDS	<u>369,048</u>	<u>69,245</u>	<u>-</u>	<u>438,293</u>

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	104,022	(3,182)	100,840
Restricted funds			
Fairness Foundation	3,000	(1,500)	1,500
Esmee Fairbairn Foundation	84,590	(82,200)	2,390
Kent Community Foundation	7,800	(12,600)	(4,800)
The 1772 Charity	-	(167)	(167)
Porticus UK	59,998	(59,998)	-
Fidelity UK	-	(18)	(18)
Drapers Charitable Fund	-	(10,000)	(10,000)
The Noel Buxton Trust	-	(1,250)	(1,250)
Highway One Trust	1	(7,501)	(7,500)
Garfield Weston Foundation	10,000	(2,500)	7,500
Sir Jules Thorn Charitable Trust	1,250	(500)	750
29 th May 1961 Charitable Trust	3,000	(3,000)	-
Whitehead Monckton Charitable Trust	1,000	-	1,000
Barrow Cadbury Trust – EU Nationals	10,200	(10,200)	-
Barrow Cadbury Trust (Criminal Records)	31,500	(31,500)	-
The J G Hogg Charitable Trust	9,999	(9,999)	-
The Baring Foundation	-	(21,000)	(21,000)
National Lottery Community Fund	51,791	(51,791)	-
	<u>274,129</u>	<u>(305,724)</u>	<u>(31,595)</u>
TOTAL FUNDS	<u>378,151</u>	<u>(308,906)</u>	<u>69,245</u>

Transfers between funds

A Designated Fund was set up from General Funds to ring fence funds for a redesign project of the UNLOCK website.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

UNLOCK NATIONAL ASSOCIATION OF EX-OFFENDERS LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	20,930	19,332
Grants	330,023	336,545
Earned income	<u>38,471</u>	<u>22,117</u>
	389,424	377,994
Investment income		
Deposit account interest	43	157
Other income		
Other income	<u>1,500</u>	<u>-</u>
Total incoming resources	390,967	378,151
EXPENDITURE		
Charitable activities		
Wages	185,173	156,982
Social security	18,140	14,452
Pensions	11,776	9,897
Training	1,084	345
Travel	1,518	1,557
Publications	-	1,775
Volunteer costs	1,995	-
Sundries	<u>15</u>	<u>-</u>
	219,701	185,008
Support costs		
Management		
Wages	83,195	70,529
Social security	4,418	3,520
Pensions	3,085	2,593
Recruitment	<u>10,788</u>	<u>20,165</u>
	101,486	96,807
Finance		
Other operating leases - rent	12,195	11,613
Insurance	1,334	1,320
Carried forward	13,529	12,933

This page does not form part of the statutory financial statements

UNLOCK NATIONAL ASSOCIATION OF EX-OFFENDERS LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
Finance		
Brought forward	13,529	12,933
Repairs & renewals	69	404
Conference fees and room hire	<u>63</u>	<u>200</u>
	13,661	13,537
Information technology		
Software	1,824	373
Development costs	6,960	-
Computer equipment	<u>4,256</u>	<u>2,002</u>
	13,040	2,375
Human resources		
Subscriptions	4,509	2,478
Websites	476	1,106
Telephone	2,044	2,927
Postage and stationery	165	941
Bank charges	<u>331</u>	<u>323</u>
	7,525	7,775
Governance costs		
Trustees' expenses	405	162
Accountancy and legal fees	<u>3,041</u>	<u>3,242</u>
	<u>3,446</u>	<u>3,404</u>
Total resources expended	<u>358,859</u>	<u>308,906</u>
Net income	<u>32,108</u>	<u>69,245</u>