



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From**  
**October 2019**  
**To**  
**2020**

**Period start date**  
**Period end date**

**25<sup>th</sup>**  
**24<sup>th</sup> October**

**Charity name: Horizon Legal Advice Clinic**

**Charity registration number: 1165006**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit, the relief of those in need by reason of financial hardship, living in Greater London, through the provision of free legal advice. 'Financial hardship' in the above clause, means those individuals who would not otherwise have the financial means to obtain legal advice. In this vein, Horizon's provides a free end-to-end legal advice service which focuses on two main welfare benefits, namely Personal Independence Payment ("PIP") and Employment and Support Allowance (ESA).
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The activities Horizon undertakes in furtherance of its stated purpose fall under three main areas:</p> <ul style="list-style-type: none"><li>• Initial interview: - conducted by volunteer advisers (VAs) and supervised by a volunteer solicitor, to ascertain facts of the case - VAs and solicitor review client case, and decide on merits of case</li><li>• Drafting of documents: includes - advice letter to client detailing merits of the case or lack thereof - tribunal submission on behalf of client</li><li>• Tribunal representation: - VA attends tribunal with client, where case is heard at First Tier Tribunal</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	The main activity undertaken by Horizon LAC is the provision of legal assistance to those eligible for the welfare benefits, Personal

Charity Commission on public benefit		<p>Independence Payment (PIP) and Employment and Support Allowance (ESA).</p> <p>The trustees have regard to the Charity Commission's guidance on public benefit</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>Volunteers are instrumental to the smooth functioning service at Horizon LAC. Their contribution extends to aspects such as:</p> <ul style="list-style-type: none"> <li>• Coordination: liaising with referral agencies, calling clients to obtain basic overview of client issues for client appointments</li> <li>• Interviewing: volunteer advisers and lawyers conduct client interview</li> <li>• Admin and further legal work: volunteer advisers undertake important document management tasks as well as liaising with volunteer solicitors to further a clients' case (e.g. from form filling, to writing up tribunal submission)</li> <li>• Trustees have the responsibility to ensure correct policies are in place and are followed at all times, as well as being on hand to response to queries as they arise. In this way, they aim is to ensure delays are avoided and casework is properly allocated and managed.</li> </ul>
Other		N/A

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The service was able to engage with 43 service users cases during the reporting period. Supporting client with claim and challenges to entitlement of Personal Independence Payments (PIP), Employment and Support Allowance (ESA) and the ESA equivalent benefit under the new Universal Credit (UC) benefit system.</p> <p>The service was able to close 14 service users cases during the reporting period</p> <p>The service was closed to new clients for a considerable period of time due to Covid 19 and the lockdown. March 2020- until end of reporting period. Clients with ongoing cases were still being supported by the service and our Volunteer Supervising Solicitors and Volunteer Advisers</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The service up until pause of service due to Covid had seen positive results for clients. Since the services start in 2016 the service can report relief of poverty for those claiming the relevant benefits of 139 cases and achieving benefit entitlement of £1,409,079 for those supported averaging a household income increases of £7,547.33. This direct address our object of addressing and relieving poverty for our target service users (beneficiaries)
Performance of fundraising activities against objectives set	Para 1.41	We did not achieve our fundraising objective but we able to raise funds to the total amount of £14,172.03 during the reporting period.

Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The amount of £2,276.98, in the bank at the end of this reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	We do not have reserves as such – monies held in the Charity's bank account goes towards ongoing or future costs. This includes purchase of legal resources (and subscriptions), monthly rent of premises, and paying the clinic supervisor (a welfare lawyer) responsible for overseeing PIP and/or ESA matters that we take on
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>It is crucial for Horizon to secure funding for paid co ordination of the service. This is essential for:</p> <ul style="list-style-type: none"> <li>- referring clients and</li> <li>- liaising with referral agencies,</li> <li>- recruiting and inducting volunteer solicitors and advisers,</li> <li>- supporting with the administration and management of client cases to successful results</li> </ul> <p>Without this capacity the service will not be able to maintain a quality service which is effective for clients.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	During this period fundraising activities have taken place: through small trust and grant and donations from partner law firms
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the	Para 1.46	Fundraising for staff to take on cocoordination and administrative

charity		activity is vital for the sustainability of a good service.
Other		

## Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	2 New Trustees were appointed on the basis of their knowledge of the voluntary sector and their ability to help build on making the service more sustainable.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The governing document of the charity (the constitution) was amended to enable the service to recruit more trustees able to support the work of Horizon and build on its success.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Horizon Legal Advice Centre
Other name the charity uses	Horizon LAC
Registered charity number	1165006

Charity's principal address	Mansfield House 30 Avenons Road London E13 8HT

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bernard Mustafa		Until August 2020	Quorate Trustee board
2	Blauden Mustafa		Until August 2020	Quorate Trustee board
3	Lucinda Hartley		From October 2019	Quorate Trustee board
4	Jeremond During		From August 2020	Quorate Trustee board
5	Luljeta Nuzi		From August 2020	Quorate Trustee board
6				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Jeremond (Jerry) Emric During	
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Position (eg  
Secretary, Chair, etc)

(Chair of Trustees)	
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Date

02/08/2021
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		Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
<b>Income</b>						
WEIL G M LLP GBP	£	3,000.00				
CHARITIES TRUST	£	1,000.00				
AKIN GUMP						
Donation Morgan lewis						
Total	£	4,000.00	£ -	£ -	£ -	£ -

<b>Expense</b>						
Rent			£ 120.00	£ 120.00	£ 120.00	£ 120.00
SEBASTIEN FLETCHER			£ 400.00	£ 400.00	£ 400.00	£ 400.00
CLOSE-ACCESS UNDER			£ 257.00	£ 257.00	£ 257.00	£ 257.00
EIG*Hostgator.com				£ 65.68		
transaction fee				£ 1.80		
123 REG LTD						
Horizon GDPR legal						
BRUNEL TROPHIES EC						
WWW.LASA.ORG.UK						
DR GOOTY MDALY						
Total	£	-	£ 777.00	£ 844.48	£ 777.00	£ 777.00

receipts	£	14,172.00
total payments	£	12,294.73
cash funds last year end	£	400.00
cash funds this year end	£	2,277.00

**Mar-20      Apr-20      May-20      Jun-20      Jul-20      Aug-20      Sep-20**

£ 10,000.00

£ 172.00

£ 10,000.00	£ -	£ -	£ -	£ -	£ 172.00	£ -
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£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00
£ 400.00	£ 400.00	£ 400.00	£ 400.00	£ 400.00	£ 400.00	£ 400.00
£ 257.00	£ 257.00			£ 257.00	£ 257.00	£ 257.00

£ 68.39

£ 1.88

£ 28.78

£ 2,386.80

£ 481.40

£ 112.00

£ 288.00

£ 50.00

£ 777.00	£ 805.78	£ 2,906.80	£ 590.27	£ 1,258.40	£ 1,177.00	£ 827.00
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Oct-20

£	-
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£ 120.00  
£ 400.00  
£ 257.00

£ 777.00
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