

FIRST STEP LEICESTER LEICESTERSHIRE AND RUTLAND

England & Wales · Charity number 1165062

Details

Other names FIRST STEP

Status Registered

Legal form CIO

Registered 2016-01-06

Register [View on the Charity Commission register](#)

Contact

Address First Step
Alliance House
6 Bishop Street
Leicester
LE1 6AF

Phone 01162548535

Email contact@firststepleicester.org.uk

Website www.firststepleicester.org.uk

Activities

Objects: 1. To promote and protect the physical and mental health of male-identified and non-binary persons aged 13 years and above who have experienced sexual abuse through the provision of counselling, support, information and practical advice. 2. To promote and protect the physical and mental health of the supporters of male-identified and non-binary survivors of sexual abuse through provision of support, information and practical advice. 3. To advance the education of the public in the subject of all matters related to the sexual abuse of male-identified and non-binary survivors aged 13 year and above.

Activities: Provision of face-to-face counselling or emotional support to male victims of sexual abuse aged 13 years and above. In addition provision of counselling/support to nominated supporters. Provision of support, advice and advocacy service. Delivery of awareness raising sessions to external partners. Available to males living in Leicester, Leicestershire and Rutland.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Other Charitable Purposes
- **Who:** Children/young People, Other Defined Groups

Geography

- Leicester City
- Leicestershire
- Rutland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£304,342	£268,906	-	-
2024-03-31	£210,065	£232,284	-	-
2023-03-31	£268,312	£241,716	-	-
2022-03-31	£224,700	£218,859	-	-
2021-03-31	£231,271	£203,699	-	-

Trustees

Name	Role	Appointed
Barry John Merryweather		2024-11-20
Fauna Jill Gill		2023-07-05
Gavin Mark Stafford		2025-09-17
Jonathon Brian Edward Putnam		2023-05-17
Kirandip Kaur Gill		2020-10-14
MICHAEL WILLIAM STUDLEY		2015-01-01
Mark John Evans		2020-10-14

FIRST STEP LEICESTER LEICESTERSHIRE AND RUTLAND

England & Wales - Charity number 1165062

Accounts



First Step Leicester, Leicestershire & Rutland

Charitable Incorporated Organisation

Registered Number: 1165062

Annual Report and Financial Statements

for the year ended 31st March 2025

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Administrative Information

First Step, Leicester, Leicestershire & Rutland (First Step) was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its constitution adopted on 6th January 2016.

First Step is located within the ground floor premises of a grade II listed building in the centre of Leicester city, facing onto an area of public open space within the Town Hall Square. There are three counselling rooms and a dedicated reception area within the office space. The property is leased from Leicester City Council.

The offices are open on Mondays to Thursdays 9am – 8pm to ensure that the service can be accessed by all clients including those who are in employment.

Charity Name	First Step Leicester, Leicestershire and Rutland
Charity Registration No.	1165062
Registered Office & Operational Address	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
Trustees	Jon Putnam (Chair) Mark Evans (Vice Chair) Mick Studley (Honorary Treasurer) Kirandip Gill Fauna Gill Barry Merryweather (appointed November 2024) (Rahoul Naik – resigned January 2025)
Staff	Beverley Radcliffe – CEO Michelle Green- Emotional Support Worker & Receptionist Stuart Levers - Clinical Lead/Clinical Coordinator Emma Booth – Admin Assistant (appointed September 2024)
Bankers	Lloyds Bank, High Street Leicester Branch (309497)
Independent Examiner	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

Trustees Annual Report

The Trustees present their Annual Report and independently examined financial statements for the year ending March 31st 2025.

Charitable Objects

First Step's charitable objects reflect the broad inclusivity of individuals engaging with First Step's services:

- To promote and protect the physical and mental health of male-identified and non-binary persons aged 13 years and above who have experienced sexual abuse, through the provision of counselling, support, information and practical advice.
- To promote and protect the physical and mental health of the supporters of male-identified and non-binary survivors of sexual abuse, through provision of support, information and practical advice.
- To advance the education of the public in the subject of all matters related to the sexual abuse of male-identified and non-binary survivors aged 13 years and above.

Our Vision

Our vision is for a world where survivors of sexual abuse are empowered to live life as they choose, where their experiences no longer define who they are and who they can become.

We are committed to helping to create a world in which survivors can talk freely about abuse without fear, pressure or judgement; a place where male survivors, alongside secondary survivors and supporters, can readily access the help they need. This includes therapeutic services, practical advice and support to meet their daily living needs. This help would be accessible, kind, safe, free, confidential, and based on acceptance. As a result, survivors would have a sense of hope and opportunity for their futures, embedded within a supportive community that is open, welcoming and understanding towards their experiences.

Public Benefit

Each year, the Trustees review the Charity's objectives and activities to ensure they continue to reflect First Step's aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. The Trustees confirm that First Step continues to meet its objectives and carries out its activities for public benefit through the provision of the following services:

- Adult Male Counselling Services
- Emotional Support Service
- Group Work
- Advocacy & Support Service
- Young People's Service
- Specialist Prison Counselling Service

Equality, Diversity & Inclusion

First Step is a non-judgemental and fully inclusive organisation located in one of the most ethnically diverse areas of the UK. We welcome men and boys from all ethnic, religious and cultural backgrounds, sexual identities and men and boys who have additional needs due to their neurodiversity or disabilities.

Throughout this document, use of the term 'male' includes all persons that identify as male or non-binary. Whilst terms may be used interchangeably depending on the narrative and context presented in this document, they each include all persons that identify in any of these ways.

Whilst First Step is primarily a male survivor organisation, we also actively support their male and female partners, family members and friends as secondary survivors. Additionally, we have also supported the male partners of females who are the primary survivors of sexual abuse and assault, as this was an unmet need that other services within the sector could not meet.

Key EDI Data:

- 20% of all clients stated they were from a non-white British background.
- 33% of all clients had a disability as defined by the 2010 Equality Act.
- 17% of all clients identified as being gay, bisexual or pansexual.

Achievements & Performance

This report covers the operational and financial activities undertaken by First Step, during the year 1st April 2024 to 31st March 2025.

Service Delivery

Our activities across the year increased in addition to the development and growth of existing services. Our key performance data:

- **Referrals:** We received 196 new referrals during the year, resulting in 148 formal assessments after initial client evaluation.
- **Clients Supported:** Overall, we supported 237 clients and supporters across our 6 service areas (an increase of 28%) through 1857 sessions, compared with 1697 sessions in the previous year which is an increase of 9%. This includes 167 sessions delivered through our Prison Project, including face-to-face support, which is an increase of 12% from the previous year.
- **Our Impact:** We use several outcome measurement tools to demonstrate the impact of First Step including SWEMWBS (Short Warwick Edinburgh Mental Wellbeing Score) at intermittent stages of the clients counselling journey. 75% of our clients reported an increase in their ability to cope and that their life had improved.

Staff, Volunteers, Sessional Workers and Trustees.

Staff (salaried):

The charity has enjoyed a successful year under the leadership of Chief Executive Officer Beverley Radcliffe, who formally took up the role in March 2024 after the departure of the previous CEO.

Stuart Levers continued to fulfil the role of Clinical Lead/Clinical Coordinator, and Michelle Green as Emotional Support Worker.

Due to the ongoing workload, the decision was made to recruit a finance and administrative officer, and Emma Booth joined the charity in September 2024.

Volunteers:

Overall, at the end of March 2024 we had 15 active trainee and qualified counsellors delivering counselling sessions to our clients and supporters.

With continued funding from the Ministry of Justice we have been able to continue to pay qualified counsellors to deliver counselling sessions to our most complex adult clients and boys aged 13-17 years who are referred into the service, thus ensuring that we do not have extensive waiting lists for counselling. This has enabled us to retain counsellors after their placements have finished thus ensuring their specialist expertise in counselling male survivors of sexual abuse stays within the service.

Sessional Workers & External Consultants:

- **Clinical Supervisors.** First Step ensures that all counsellors receive clinical supervision in line with BACP guidance, to maintain ethical and quality counselling practice as well as to ensure that counsellors own well-being is maintained whilst working with traumatised clients.
- **Sessional Workers.** At the end of March 2024, we had 4 sessional , qualified counsellors to deliver counselling to clients with complex needs. In addition we used the services of an external sessional worker to update our website and social media channels.
- **External Consultants:** We also use the services of an external management consultant from 3 Worlds Consulting to support us with our monitoring, reporting and evaluation processes in addition to outsourcing externally our IT, Payroll and accounting functions

Trustees:

Rahoul Naik resigned as a Trustee in January 2025, having served as a volunteer Trustee for two years.

Barry Merryweather was co-opted as volunteer Trustee in November 2024, and was duly elected as a Trustee by unanimous vote at the AGM.

In line with the organisation's policy on Trustee resigning their roles after three years, Mark Evans and Mick Studley stood down and immediately reapplied to serve as a volunteer Trustee. Both were re-elected by unanimous vote at the AGM.

Mark Evans stood down from Chair at the AGM, having served in the role for three years, and Jon Putnam was duly elected to the role of Chair. Mark Evans was duly elected to the role of Vice-Chair. Mick Studley was duly elected to the role of Honorary Treasurer.

Building on our Strong Heritage

First Step began as a survivor led community initiative set up by a small group of committed volunteers led by two male survivors. It has grown into a professionally run Charitable Incorporated Organisation with our own centre and specialist staff team.

We are the only organisation that solely supports male survivors of SA in the Leicester, Leicestershire, and Rutland area, and across the East Midlands region. In fact, there are only

seven primarily male survivor organisations in the whole of the UK. We strive to work closely with these organisations and are actively developing new partnership projects with them in order to strengthen the male survivor sector to meet the needs of men and boys. Locally, we work in close collaboration with services across the SV sector that provide support to female only survivors, Quetzal and Jasmine House - Leicester Rape Crisis and co-gendered providers of services including FreeVA, Juniper Lodge-SARC and Trade Sexual Health.

With a specialisation in therapeutic counselling, our work has evolved over the years to include a range of therapeutic support pathways for adult male survivors; a unique service for children and young people aged 13 years and above; therapeutic and peer support for secondary survivors (i.e. the friends and family of people who have experienced sexual abuse); and projects, such as our specialist counselling provision in HMPs Leicester and Stocken.

Future Plans

Looking ahead, key goals and aspirations First Step has aligned itself to include:

- Support activities to enable us to reach more male survivors of sexual violence and sexual abuse (SV/SA), including outreach to marginalised groups, young people and within different ethnic and religious sectors of our communities;
- Increase the number of Service Users we can support, accommodate clients with increasingly complex needs so they can take back control and live their best life;
- Continue our essential work in local prisons to support their goals to reduce reoffending by supporting those in custody who have experienced sexual abuse in the past;
- Continue to attract and secure the best possible counselling services so our clients receive the best possible support;
- Help children and young people affected by SV/SA to build positive and healthy lives, overcome their own stigma and barriers and help ease the pain they have endured;
- Enable those directly affected by SV/SA and their supporters to take back control and live healthier lives;
- Continue to review and develop robust safeguarding policies and procedures to minimise the risk and harm to vulnerable adults, children and young people;
- Continue to work with funders that are committed to supporting the work we do, maintain a stable financial position to ensure sustainable delivery and development of services to meet current and future needs.

Building our longer term strategic plan for development will remain a focus for the coming year, and future years, underpinned by a funding strategy that will futureproof our services in the face of a challenging financial environment. This will enable us to both continue and develop the great work we do, reach more people in need of support, educate others on all matters related to the sexual abuse of men, and extend the public benefit we deliver to society as a whole.

Structure Governance & Management

First Step, Leicester, Leicestershire & Rutland was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its Constitution adopted on 6th January 2016.

Overall strategic management and governance of the charity is the responsibility of the board of Trustees who are elected by members. Day to day operational activity is managed and carried out by paid staff and volunteers.

One third of Trustees retire by rotation every year and can stand for re-election with no limit on terms. Existing trustees can co-opt additional Trustees but these must stand for election at the next AGM.

Methods of recruitment and appointment of Trustees are set out in the Constitution and the Trustee Recruitment Policy and Procedure. This includes identifying the additional skills and/or capacity required by the board and proactively seeking suitable candidates through networks and advertising on websites such as Reach Volunteering. Short-listed candidates are interviewed to explore their fit to the ethos and values of the organisation and to clarify the skills, experience and capacity they can add to the board.

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in note 7 to the accounts.

The Board of Trustees meet every two months, with the CEO providing an operational report and attending the meeting. The agenda for every meeting includes a standing item of Financial Updates and any additional information can be requested by the external accountant.

Statement on Reserves

The Charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually.

On 31st March 2025, free reserves (unrestricted funds) amounted to £59,043 representing five months of annual expenditure.

Signed on behalf of the charity's Trustees:

A handwritten signature in black ink, appearing to be 'J Putnam', written over a horizontal line.

Signed:

Date: 28th January 2026

J Putnam, Chair

Independent Examiners Report

Independent examiner's report to the Trustees of First Step Leicester, Leicestershire & Rutland for the year ended 31 March 2025

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2025, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 28 January 2026

Paula Wilson, MAAT

Statement of Financial Activities

Statement of Financial Activities for the Year Ended 31 March 2025

		Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	Note	£	£	£	£
Incoming resources					
Grants	2	-	303,827	303,827	209,184
Other Income		515	-	515	881
Total incoming resources		515	303,827	304,342	210,065
Resources expended					
Salaries, NI	7	-	94,274	94,274	101,595
Sessional Workers		-	8,117	8,117	840
Staff Wellbeing		-	580	580	1,153
Rent & Room Hire		-	13,000	13,000	13,000
Training		-	7,362	7,362	5,093
Volunteer Expenses		-	5,173	5,173	3,970
Staff Expenses		-	25	25	3,040
Insurance		-	1,336	1,336	1,379
Marketing		-	16,950	16,950	241
IT & Comms		-	12,389	12,389	7,791
Office Costs		-	8,410	8,410	5,076
Client Hardship Fund & Client Activities		-	1,724	1,724	2,578
Professional fees (clinical)		-	12,203	12,203	13,465
Trustee Expenses	8	-	725	725	893
Consultancy and Evaluation		-	900	900	2,742
Accounts & Independent Examiner	9	-	500	500	362
Paid Counsellors Adult		-	42,933	42,933	23,391
Paid Counsellors CYP		-	2,050	2,050	5,445
Paid Counsellors Prison		-	38,021	38,021	36,387
Miscellaneous Expenses		-	356	356	55
Professional Fees		-	864	864	2,619
Events		-	911	911	1,072
Bank Charges		-	103	103	96
Total resources expended		-	268,906	268,906	232,284
Net incoming/(outgoing) resources		515	34,921	35,436	(22,219)
Transfers between funds	6	-	-	-	-
Funds b/f	6	58,528	82,278	140,806	163,026
Total funds carried forward		59,043	117,199	176,242	140,806

Balance Sheet

Balance sheet at 31 March 2025

	Note	£	2025 £	£	2024 £
Current assets					
Cash at bank and in hand		174,820		137,592	
Accrued income	3	2,292		-	
Prepayments	4	3,591		3,564	
Total current assets			180,703		141,156
Liabilities					
Creditors:					
amounts falling due within one year	5		(4,462)		(350)
Net Current Assets					
Net Assets			<u>176,242</u>		<u>140,806</u>
 The funds of the charity					
Unrestricted income funds	6		59,043		58,528
Restricted income funds	6		117,199		82,278
Total funds			<u>176,242</u>		<u>140,806</u>

These financial statements are accepted on behalf of the charity by:

Signed

J Putnam, Chair



Dated: 28th January 2026

Notes to the Accounts

1. Accounting Policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

2. Grants & donations

	2025	2024
	£	£
Big Lottery	-	19,392
Ministry of Justice - Core	-	49,472
Ministry of Justice - Core	-	3,309
Leicester Police	-	3,475
Henry Smith	50,000	-
Ministry of Justice - Adult	41,172	24,505
Ministry of Justice - CYP	30,920	18,911
OPCC	29,450	29,450
Home Office	49,852	35,670
Lloyds Bank Foundation	25,000	25,000
DOH - Suicide Prevention	60,233	-
James Tudor Trust	10,000	-
Clothworkers Foundation	7,200	-
	<u>303,827</u>	<u>209,184</u>

3. Accrued Income

	2025	2024
	£	£
Home Office	2,292	-
	<u>2,292</u>	<u>-</u>

Funding received in May 2025.

4. Prepayments

	2025	2024
	£	£
LCC Rent	3,250	3,250
Insurance	341	314
	<u>3,591</u>	<u>3,564</u>

5. Creditors

	2025	2024
	£	£
Pension	-	-
Accounts & IE	500	350
	<u>500</u>	<u>350</u>

6. Movements in Funds

	Opening balance 01.04.24 £	Incoming resources £	(Resources expended) £	Transfers between fund	Closing balance 31.03.25 £
Unrestricted funds	58,528	515	-	-	59,043
	<u>58,528</u>	<u>515</u>	<u>-</u>	<u>-</u>	<u>59,043</u>
Restricted funds					
Henry Smith	-	50,000	(27,340)	-	22,660
National Lottery	45,863	-	(45,863)	-	-
Ministry of Justice - Core	-	-	-	-	-
Ministry of Justice - CSA	21,188	-	-	-	21,188.38
Ministry of Justice - Uplift	1,697	-	-	-	1,696.68
MOJ - Core Apr - July	2,493	-	-	-	2,493.27
Ministry of Justice Adult	-	41,172	(54,660)	-	(13,488)
Ministry of Justice CYP	-	30,920	(17,555)	-	13,365
OPCC	49	29,450	(29,499)	-	-
Home Office	(2,292)	49,852	(47,560)	-	-
DoH Suicide Prevention	(11,723)	60,233	(46,431)	-	2,079
Lloyds Bank Foundation	25,000	25,000	-	-	50,000
James Tudor Trust	-	10,000	-	-	10,000
Clothworkers Foundation	-	7,200	-	-	7,200
	<u>82,276</u>	<u>303,827</u>	<u>(268,907)</u>	<u>-</u>	<u>117,199</u>
Total Funds	<u>140,806</u>	<u>304,342</u>	<u>(268,907)</u>	<u>-</u>	<u>176,242</u>

7. Staff Costs and Numbers

	2025	2024
	£	£
Wages	102,392	101,595
	<u>102,392</u>	<u>101,595</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 3.2 full time equivalent (2023: 2.2).

8. Trustees' remuneration, benefits and expenses

Two trustees received out of pocket expenses of £724.59, (2023: £893.43) during the year.

9. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £350.

10. Glossary of terms

Creditors:	These are amounts owed by the charity, but not paid during the accounting period.
Debtors:	These are amounts owed to the charity, but not received in the accounting period.
Prepayments:	These are services that the charity has paid for in advance, but not used during the accounting period.
Restricted funds:	These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

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England & Wales - Charity number 1165062

Accounts



First Step Leicester, Leicestershire & Rutland

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Trustees	Mark Evans (Chair) Mick Studley (Honorary Treasurer) Kirandip Gill Rahoul Naik Jon Putnam (appointed May 2023) Fauna Gill (appointed July 2023) (Andrea Cave - resigned April 2023)
Staff	Beverley Radcliffe – CEO (appointed March 2024) Michelle Green- Emotional Support Worker & Receptionist Stuart Levers - Service Coordinator & Clinical Lead Caroline Freeman – CEO (resigned March 2024)
Bankers	Lloyds Bank, High Street Leicester Branch (309497)
Independent Examiner	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

Trustees Annual Report

The Trustees present their Annual Report and independently examined financial statements for the year ending March 31st 2024.

Charitable Objects

First Step's charitable objects were amended to better reflect the broader inclusivity of individuals engaging with First Step's services.

The proposed amendments were submitted to the Charities Commission (CC) on 23 June 2023 and given consent on 09 October 2023. A formal resolution was passed at a meeting of the Board of Trustees on 17 October 2023 and the wording adopted into the Constitution.

The updated Charitable Objects now adopted are:

- To promote and protect the physical and mental health of male-identified and non-binary persons aged 13 years and above who have experienced sexual abuse, through the provision of counselling, support, information and practical advice.
- To promote and protect the physical and mental health of the supporters of male-identified and non-binary survivors of sexual abuse, through provision of support, information and practical advice.
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Our vision is for a world where survivors of sexual abuse are empowered to live life as they choose, where their experiences no longer define who they are and who they can become.

We are committed to helping to create a world in which survivors can talk freely about abuse without fear, pressure or judgement; a place where male survivors, alongside secondary survivors and supporters, can readily access the help they need. This includes therapeutic services, practical advice and support to meet their daily living needs. This help would be accessible, kind, safe, free, confidential, and based on acceptance. As a result, survivors would have a sense of hope and opportunity for their futures, embedded within a supportive community that is open, welcoming and understanding towards their experiences.

Public Benefit

Each year, the Trustees review the Charity's objectives and activities to ensure they continue to reflect First Step's aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. The Trustees confirm that First Step continues to meet its objectives and carries out its activities for public benefit through the provision of the following services:

- Adult Male Counselling Services
- Emotional Support Service
- Group Work

- Advocacy & Support Service
- Young People's Service
- Specialist Prison Counselling Service

Equality, Diversity & Inclusion

First Step is a non-judgemental and fully inclusive organisation located in one of the most ethnically diverse areas of the UK. We welcome men and boys from all ethnic, religious and cultural backgrounds, sexual identities and men and boys who have additional needs due to their neurodiversity or disabilities.

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Key EDI Data:

- 24% of all clients stated they were from a non-white British background.
- 26% of all clients had a disability as defined by the 2010 Equality Act.
- 17% of all clients identified as being gay, bisexual or pansexual.

Achievements & Performance

This report covers the operational and financial activities undertaken by First Step, during the year 1st April 2023 to 31st March 2024.

Service Delivery

Our activities across the year increased in addition to the development and growth of existing services. Our key performance data:

- **Referrals:** We received 196 new referrals during the year, resulting in 148 formal assessments after initial client evaluation.
- **Clients Supported:** Overall, we supported 237 clients and supporters across our 6 service areas (an increase of 28%) through 1857 sessions, compared with 1697 sessions in the previous year which is an increase of 9%. This includes including 167 sessions delivered through our Prison Project, including face-to-face support which is an increase of 12% from the previous year.
- **Our Impact:** We use several outcome measurement tools to demonstrate the impact of First Step including SWEMWBS (Short Warwick Edinburgh Mental Wellbeing Score) at intermittent stages of the clients counselling journey. 75% of our clients reported an increase in their ability to cope and that their life had improved.

Staff, Volunteers, Sessional Workers and Trustees.

Staff (salaried):

At the start of the year Caroline Freeman was appointed to the position of Chief Executive Officer, a role that was introduced in April 2023 to reflect the ambition and intent of the organisation to develop and grow. The CEO role incorporated core duties of the existing Service Manager role whilst a wider review of core roles and responsibilities was conducted, resulting in an organisational restructure to provide a robust platform on which First Step can continue to develop.

Caroline resigned at the end of 2023, leaving the organisation in March 2024. Beverley Radcliffe was subsequently appointed as incoming CEO and formally took up the post in March 2024.

Stuart Levers continued to fulfil the role of Service Coordinator and Clinical Lead, and Michelle Green as Emotional Support Worker.

Volunteers:

Overall, at the end of March 2024 we had 15 active trainee and qualified counsellors delivering counselling sessions to our clients and supporters.

With continued funding from the Ministry of Justice we have been able to continue to pay qualified counsellors to deliver counselling sessions to our most complex adult clients and boys aged 13-17 years who are referred into the service, thus ensuring that we do not have extensive waiting lists for counselling. This has enabled us to retain counsellors after their placements have finished thus ensuring their specialist expertise in counselling male survivors of sexual abuse stays within the service.

Sessional Workers & External Consultants:

- **Clinical Supervisors.** First Step ensures that all counsellors receive clinical supervision in line with BACP guidance, to maintain ethical and quality counselling practice as well as to ensure that counsellors own well-being is maintained whilst working with traumatised clients.
- **Sessional Workers.** At the end of March 2024, we had 4 sessional , qualified counsellors to deliver counselling to clients with complex needs. In addition we used the services of an external sessional worker to update our website and social media channels.
- **External Consultants:** We also use the services of an external management consultant from 3 Worlds Consulting to support us with our monitoring, reporting and evaluation processes in addition to outsourcing externally our IT, Payroll and accounting functions

Trustees:

Andrea Cave resigned as a Trustee in April 2023, having served as a volunteer Trustee for six years.

Jon Putnam and Fauna Gill were both appointed as volunteer Trustees, joining the organisation in May 2023 and July 2023 respectively.

Following election into their respective roles at the previous year's AGM, Mark Evans agreed to continue in the role of Chair and Mick Studley agreed to continue in the role of Honorary Treasurer.

Building on our Strong Heritage

First Step began as a survivor led community initiative set up by a small group of committed volunteers led by two male survivors. It has grown into a professionally run Charitable Incorporated Organisation with our own centre and specialist staff team.

We are the only organisation that solely supports male survivors of SA in the Leicester, Leicestershire, and Rutland area, and across the East Midlands region. In fact, there are only seven primarily male survivor organisations in the whole of the UK. We strive to work closely with these organisations and are actively developing new partnership projects with them in order to strengthen the male survivor sector to meet the needs of men and boys. Locally, we work in close collaboration with services across the SV sector that provide support to female only survivors, Quetzal and Jasmine House - Leicester Rape Crisis and co-gendered providers of services including FreeVA, Juniper Lodge-SARC and Trade Sexual Health.

With a specialisation in therapeutic counselling, our work has evolved over the years to include a range of therapeutic support pathways for adult male survivors; a unique service for children and young people aged 13 years and above; therapeutic and peer support for secondary survivors (i.e. the friends and family of people who have experienced sexual abuse); and projects, such as our specialist counselling provision in HMPs Leicester and Stocken.

Future Plans

As part of our 25th Anniversary year activities, we held a stakeholder strategy day in March 2023 involving the staff team, volunteers, service users and the Board of Trustees and other key stakeholders in the organisation.

During the day we focused on the organisation's vision, mission and aims, and envisaged how First Step could build on its strong foundation and credentials for excellence to address the shifting landscape of needs among male survivors.

We imagined a world in which all boys and men affected by sexual abuse and assault get the support they need to live their lives to the full. We challenged ourselves to look at new ways of helping survivors and their supporters, considering the changing landscape around us and to understand what is needed from us now in 2023, and beyond. We thought about how the holistic support we offer relates to the counselling we know is so desperately needed, and how we can further develop this as we continue to grow.

Key goals and aspirations First Step has aligned itself to include:

- Support activities to enable us to reach more male survivors of sexual violence and sexual abuse (SV/SA), including outreach to marginalised groups, young people and within different ethnic and religious sectors of our communities
- Increase the number of Service Users we can support, accommodate clients with increasingly complex needs so they can take back control and live their best life
- Extend our reach into the prison service to build on successful pilot project funded by the NHS and subsequent continuation of the service funded by the Department of Health.
- Continue to attract and secure the best possible counselling services so our clients receive the best possible support.
- Help children and young people affected by SV/SA to build positive and healthy lives, overcome their own stigma and barriers and help ease the pain they have endured.

- Enable those directly affected by SV/SA and their supporters to take back control and live healthier lives.
- Continue to review and develop robust safeguarding policies and procedures to minimise the risk and harm to vulnerable adults, children and young people.
- Working with funders that are committed to supporting the work we do, maintain a stable financial position to ensure sustainable delivery and development of services to meet current and future needs

Building our longer term strategic plan for development will remain a focus for the coming year, and future years, underpinned by a funding strategy that will enable us to both continue and develop the great work we do, reach more people in need of support, educate others on all matters related to the sexual abuse of men, and extend the public benefit we deliver to society as a whole.

Structure Governance & Management

First Step, Leicester, Leicestershire & Rutland was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its Constitution adopted on 6th January 2016.

Overall strategic management and governance of the charity is the responsibility of the board of Trustees who are elected by members. Day to day operational activity is managed and carried out by paid staff and volunteers.

One third of Trustees retire by rotation every year and can stand for re-election with no limit on terms. Existing trustees can co-opt additional Trustees but these must stand for election at the next AGM.

Methods of recruitment and appointment of Trustees are set out in the Constitution and the Trustee Recruitment Policy and Procedure. This includes identifying the additional skills and/or capacity required by the board and proactively seeking suitable candidates through networks and advertising on websites such as Reach Volunteering. Short-listed candidates are interviewed to explore their fit to the ethos and values of the organisation and to clarify the skills, experience and capacity they can add to the board.

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in note 7 to the accounts.

The Board of Trustees meet every two months, with the CEO providing an operational report and attending the meeting. The agenda for every meeting includes a standing item of Financial Updates and any additional information can be requested by the external accountant.

At the start of 2023-2024 period the board of Trustees comprised of five permanent members. During the year one Trustee stepped down in April 2023. Recruitment was ongoing through this period with two additional trustee being appointed in May and July 2023.

Statement on Reserves

The Charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually.

On 31st March 2024, free reserves (unrestricted funds) amounted to £58,528 representing five months of annual expenditure.

Signed on behalf of the charity's Trustees:

Signed:



M Evans, Chair

Date: 12 December 2024

Independent Examiners Report

Independent examiner's report to the Trustees of First Step Leicester, Leicestershire & Rutland for the year ended 31 March 2024

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2024, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 12 December 2024

Paula Wilson, MAAT

Statement of Financial Activities

Statement of Financial Activities for the Year Ended 31 March 2024

		Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	Note	£	£	£	£
Incoming resources					
Grants	2	-	209,184	209,184	262,966
Other Income		881	-	881	5,346
Total incoming resources		881	209,184	210,065	268,312
Resources expended					
Salaries, NI	6	-	101,595	101,595	74,330
Sessional Workers		-	840	840	14,462
Staff Wellbeing		-	1,153	1,153	-
Rent & Room Hire		-	13,000	13,000	13,000
Training		-	5,093	5,093	7,118
Volunteer Expenses		-	3,970	3,970	5,858
Staff Expenses		-	3,040	3,040	296
Insurance		-	1,379	1,379	1,348
Promotion		-	241	241	3,134
IT & Comms		-	7,791	7,791	8,244
Office Costs		-	6,817	6,817	6,727
Client Hardship Fund & Client Activities		-	837	837	614
Professional fees (clinical)		-	13,465	13,465	17,578
Trustee Expenses	7	-	893	893	664
Consultancy and Evaluation		-	2,742	2,742	6,000
Accounts & Independent Examination	8	-	362	362	350
Service User Activities & Resources		-	-	-	8,235
Paid Counsellors Adult		-	23,391	23,391	13,906
Paid Counsellors CYP		-	5,445	5,445	9,908
Paid Counsellors Prison		-	36,387	36,387	-
Miscellaneous Expenses		-	55	55	50
Professional Fees		-	2,619	2,619	1,351
Events		-	1,072	1,072	6,719
Prison Project		-	-	-	41,713
Bank Charges		-	96	96	113
Total resources expended		-	232,284	232,284	241,717
Net incoming/(outgoing) resources					
		881	(23,100)	(22,219)	26,595
Transfers between funds	5	-	-	-	-
Funds b/f	5	57,647	105,378	163,026	136,430
Total funds carried forward		58,528	82,278	140,806	163,026

Balance Sheet

Balance sheet at 31 March 2024

	Note	£	2024 £	£	2023 £
Current assets					
Cash at bank and in hand		137,592		160,442	
Debtors		-		-	
Prepayments	3	3,564		3,490	
Total current assets			141,156		163,932
Liabilities					
Creditors:					
amounts falling due within one year	4		(350)		(906)
Net Current Assets					
Net Assets			<u>140,806</u>		<u>163,026</u>
 The funds of the charity					
Unrestricted income funds	5		58,528		57,647
Restricted income funds	5		82,278		105,378
Total funds			<u>140,806</u>		<u>163,026</u>

These financial statements are accepted on behalf of the charity by:

Signed
M Evans, Chair



Dated: 12 December 2024

Notes to the Accounts

1. Accounting Policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

2. Grants & donations

	<i>2024</i>	<i>2023</i>
	<i>£</i>	<i>£</i>
Big Lottery	19,392	38,420
Ministry of Justice – Core	49,472	94,212
Ministry of Justice – CSA	-	28,674
Ministry of Justice – Uplift	-	25,531
Ministry of Justice – Rape	3,309	9,926
Leicester Police	3,475	46,203
Henry Smith	-	20,000
New MOJ – Aug to Mar – 8 months Adult	24,505	-
New MOJ – Aug to Mar – 8 months CYP	18,911	-
OPCC	29,450	
Home Office	35,670	
Lloyds Bank Foundation	25,000	
	<u>209,184</u>	<u>262,966</u>

3. Prepayments

	<i>2024</i>	<i>2023</i>
	<i>£</i>	<i>£</i>
LCC Rent	3,250	3,250
Insurance	314	240
	<u>3,564</u>	<u>3,490</u>

4. Creditors

	2024	2023
	£	£
Pension	-	556
Accounts & IE	350	350
	<u>350</u>	<u>906</u>

5. Movements in Funds

	Opening balance 01.04.23	Incoming resources	(Resources expended)	Transfers between fund	Closing balance 31.03.24
	£	£	£	£	£
Unrestricted funds	57,647	881	-	-	58,528
	<u>52,647</u>	<u>881</u>	<u>-</u>	<u>-</u>	<u>58,528</u>
Restricted funds					
Henry Smith	20,000	-	(20,000)	-	-
National Lottery	52,338	-	(6,475)	-	45,863
National Lottery 2023/24	-	19,392	(19,392)	-	-
Ministry of Justice - Core	1,976	-	-	-	1,976
Ministry of Justice - CSA	21,325	-	(126)	-	21,199
Ministry of Justice - Uplift	1,697	-	-	-	1,697
Ministry of Justice - Rape	-	-	-	-	-
Leicestershire Police	8,041	-	(8,041)	-	-
MOJ - Core Apr - July	-	49,472	(46,979)	-	2,493
MOJ - Rape Apr - July	-	3,309	(3,309)	-	-
New MOJ - Aug - Mar Adult	-	24,505	(27,810)	3,305	-
New MOJ - Aug - Mar CYP	-	18,911	(15,606)	(3,305)	-
OPCC	-	29,450	(29,401)	-	49
Home Office	-	35,670	(37,962)	-	(2,292)
Leicestershire Police (Prison)	-	3,475	(3,475)	-	-
Lloyds Bank Foundation	-	25,000	-	-	25,000
DoH Suicide Prevention	-	-	(11,723)	-	(11,723)
MOJ - Core Aug-Mar (new)	-	-	(1,987)	-	(1,987)
	<u>105,377</u>	<u>209,184</u>	<u>(232,284)</u>	<u>0</u>	<u>82,276</u>
	<u>163,026</u>	<u>210,065</u>	<u>(232,284)</u>	<u>0</u>	<u>140,806</u>

6. Staff Costs and Numbers

	2024	<i>2023</i>
	£	<i>£</i>
Wages	101,595	74,330
	101,595	74,330

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.6 full time equivalent (2023: 2.2).

7. Trustees' remuneration, benefits and expenses

Two trustees received out of pocket expenses of £893.43, (2023: £663.62) during the year.

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £350.

9. Glossary of terms

Creditors:	These are amounts owed by the charity, but not paid during the accounting period.
Debtors:	These are amounts owed to the charity, but not received in the accounting period.
Prepayments:	These are services that the charity has paid for in advance, but not used during the accounting period.
Restricted funds:	These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

FIRST STEP LEICESTER LEICESTERSHIRE AND RUTLAND

England & Wales - Charity number 1165062

Accounts



First Step Leicester, Leicestershire & Rutland

Charitable Incorporated Organisation

Registered Number: 1165062

Annual Report and Financial Statements

for the year ended 31st March 2023

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Administrative Information

First Step, Leicester, Leicestershire & Rutland (First Step) was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its constitution adopted on 6th January 2016.

First Step is located within the ground floor premises of a grade II listed building in the centre of Leicester city, facing onto an area of public open space within the Town Hall Square. There are three counselling rooms and a dedicated reception area within the office space. The property is leased from Leicester City Council.

The offices are open on Mondays to Thursdays 9am – 8pm to ensure that the service can be accessed by all clients including those who are in employment.

Charity Name	First Step Leicester, Leicestershire and Rutland
Charity Registration No.	1165062
Registered Office & Operational Address	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
Trustees	Mark Evans (Chair) Mick Studley (Honorary Treasurer) Andrea Cave Kirandip Gill Rahoul Naik (appointed January 2023)
Staff	Caroline Freeman- Service Manager Lisa Wan (resigned September 2022) - Service Coordinator & Clinical Lead Michelle Green- Emotional Support Worker & Receptionist Stuart Levers (appointed January 2023) - Service Coordinator & Clinical Lead
Bankers	Lloyds Bank, High Street Leicester Branch (309497)
Independent Examiner	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

Trustees Annual Report

The Trustees present their Annual Report and independently examined financial statements for the year ending March 31st 2023.

Charitable Objects

First Step's charitable objects are set out within its Constitution as being:

- The relief of the physical and mental sickness of young persons and adult males in need by reason of sexual abuse, in particular by the provision of counselling and support.
- The relief of the physical and mental sickness of supporters of male survivors of sexual abuse resident in Leicester Leicestershire and Rutland by the provision of support, information and advice.
- To advance the education of the public in the subject of all matters related to the sexual abuse of men.

Our Vision

Our vision is for a world where survivors of sexual abuse are empowered to live life as they choose, where their experiences no longer define who they are and who they can become.

We are committed to helping to create a world in which survivors can talk freely about abuse without fear, pressure or judgement; a place where male survivors, alongside secondary survivors and supporters, can readily access the help they need. This includes therapeutic services, practical advice and support to meet their daily living needs. This help would be accessible, kind, safe, free, confidential, and based on acceptance. As a result, survivors would have a sense of hope and opportunity for their futures, embedded within a supportive community that is open, welcoming and understanding towards their experiences.

Public Benefit

Each year, the trustees review the Charity's objectives and activities to ensure they continue to reflect First Step's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit. The trustees confirm that First Step continues to meet its objectives and carries out its activities for public benefit through the provision of the following services:

- Adult Male Counselling Services
- Emotional Support Service
- Group Work
- Advocacy & Support Service
- Young People's Service
- Specialist Prison Counselling Service

Equality, Diversity & Inclusion

First Step is a non-judgemental and fully inclusive organisation located in one of the most ethnically diverse areas of the UK. We welcome men and boys from all ethnic, religious and cultural backgrounds, sexual identities and men and boys who have additional needs due to their neurodiversity or disabilities.

Throughout this document, use of the term 'male' includes all persons that identify as male or non-binary. Whilst terms may be used interchangeably depending on the narrative and context presented in this document, they each include all persons that identify in any of these ways.

Whilst First Step is primarily a male survivor organisation, we also actively support their male and female partners, family members and friends as secondary survivors. Additionally, we have also supported the male partners of females who are the primary survivors of sexual abuse and assault, as this was an unmet need that other services within the sector could not meet.

Key EDI Data:

- 25% of all clients stated they were from a non-white British background.
- 27% of all clients supported had a disability as defined by the 2010 Equality Act.
- 20% of all clients identified as being gay, bisexual or pansexual.

Achievements & Performance

This report covers the operational and financial activities undertaken by First Step, during the year 1st April 2022 to 31st March 2023.

Service Delivery

Our activities across the year increased in addition to the development and growth of existing services. Our key performance data:

- **Referrals:** Our referrals increased by 16% from the previous year's figures, from 181 to 214. This increase was driven by the 33 referrals from our specialist prison counselling service together with an increase in referrals for supporters.
- **Clients Supported:** Overall, we supported 185 clients and supporters across our 6 service areas, through over 2000 sessions of face-to-face support, online and telephone support.
- **Our Impact:** We use several outcome measurement tools to demonstrate the impact of First Step including SWEMWBS (Short Warwick Edinburgh Mental Wellbeing Score) at intermittent stages of the clients counselling journey. 60% of our clients reported that their resilience and ability to cope with everyday life had improved, with 55% stating that their feelings of safety and their overall mental well-being had also improved.

Key Achievements

- **Community Awareness Raising of First Step at Leicester Pride.** In September 2022, First Step attended its first Pride at the request of our sector partner Trade Sexual Health and marched with our newly branded banner through Leicester City Centre in solidarity and support of the LGBTQ+ community. Our stand generated many enquiries about First Step services from the general public as well as raising our profile with local partners.
- **Mental Health Community & Voluntary Sector Networking Event for Mental Health.** Also in September, First Step were invited to hold a stall at a VCS mental health event

where we talked to professionals working within the mental health sector from across LLR. We made links with Dear Albert a peer support Drug and Alcohol recovery service, LAMP, Turning Point and P3.

- **SV Sector Wide Legal Clinic on Child Sexual Abuse Claims.** This event was organised by First Step to enable practitioners from across the sexual violence sector in Leicester to gain vital knowledge regarding the legal aspects of historic child abuse claims from one of the country's leading CSA claims lawyers Dino Nocivelli of Leigh Day Solicitors. Over 30 professionals attended representing 9 agencies within the city, including 3 officers from Leicestershire Police CAIU (Child Abuse Investigation Unit). The feedback from participants was extremely positive and for us as an agency this was a great opportunity to raise our profile and the work that we do with men. Both De Montfort University and the CAIU have requested that we visit their teams to talk about First Step Services.
- **Partnership with Purple House Clinic.** In early 2023, we partnered with Purple House Clinic in Leicester to pilot a project where their lead Psychologist would deliver EMDR (Eye Movement Desensitisation Reprocessing) to a group of First Step clients who were still experiencing significant symptoms of trauma after their talking therapies had ended with us. This pilot has been a resounding success with positive improvements in the severity of trauma symptoms reported by clients. We hope to secure future funding to be able to offer this therapy as part of our in-house options for clients.
- **Training and Development.** During the course of the year First Step delivered a series of training courses, made available to staff, volunteers and representatives from partner organisations within the sector.

Staff, Volunteers, Sessional Workers and Trustees.

Staff (salaried):

Caroline Freeman was appointed as the new Service Manager in March 2022 and formally began her tenure in the role in April 2022.

Lisa Wan resigned from the role of Service Coordinator and Clinical Lead in September 2022.

Stuart Levers was appointed as Service Coordinator and Clinical Lead in January 2023.

Volunteers:

Overall at the end of March 2023 we had 15 active trainee and qualified counsellors delivering counselling sessions to our clients and supporters.

Due to the Ministry of Justice funding, we have been able to continue to pay our qualified counsellors to deliver counselling sessions to our most complex adult clients and boys aged 13-17 years who are referred into the service, thus ensuring that we do not have extensive waiting lists for counselling. This has enabled us to retain counsellors after their placements have finished thus ensuring their specialist expertise in counselling male survivors of sexual abuse stays within the service.

Sessional Workers & External Consultants:

- **Clinical Supervisors.** First Step ensures that all counsellors receive clinical supervision in line with BACP guidance, to maintain ethical and quality counselling practice as well as to ensure that counsellors own well-being is maintained whilst working with traumatised

clients. In 2022-23 a new streamlined model of clinical governance was implemented reducing the number of external clinical supervisors from 12 to 5.

- **Sessional Workers.** At the end of March, we had 4 sessional , qualified counsellors to deliver counselling to clients with complex needs. In addition we used the services of an external sessional worker to update our website and social media channels.
- **External Consultants:** We also use the services of an external management consultant from 3 Worlds Consulting to support us with our monitoring, reporting and evaluation processes in addition to outsourcing externally our IT, Payroll and accounting functions

Trustees:

No trustees resigned during the period.

Rahoul Naik was appointed as a trustee at the Annual General Meeting (AGM) in January 2023.

Mark Evans was voted to continue in the role of Chair and Mick Studley was voted to continue in the role of Honorary Treasurer at the AGM.

Celebrating 25 Years

First Step began as a survivor led community initiative set up by a small group of committed volunteers led by two male survivors. It has grown into a professionally run Charitable Incorporated Organisation with our own centre and specialist staff team.

Founded in 1997, this year marked the 25th anniversary of providing specialist support to male survivors of sexual abuse (SA) and rape, and their supporters. Our celebrations of this momentous milestone culminated in a Survivor Focused Event in September 2022, attended by over 30 survivors , supporters, staff, volunteers and trustees . All of our speakers were survivors of CSA themselves and involved in the male survivor sector both in the UK and globally as activists, advocates, academics and practitioners.

We are the only organisation that solely supports male survivors of SA in the Leicester, Leicestershire, and Rutland area, and across the East Midlands region. In fact, there are only seven primarily male survivor organisations in the whole of the UK. We strive to work closely with these organisations and are actively developing new partnership projects with them in order to strengthen the male survivor sector to meet the needs of men and boys. Locally, we work in close collaboration with services across the SV sector that provide support to female only survivors, Quetzal and Jasmine House - Leicester Rape Crisis and co-gendered providers of services including FreeVA, Juniper Lodge-SARC and Trade Sexual Health.

With a specialisation in therapeutic counselling, our work has evolved over the years to include a range of therapeutic support pathways for adult male survivors; a unique service for children and young people aged 13 years and above; therapeutic and peer support for secondary survivors (i.e. the friends and family of people who have experienced sexual abuse); and projects, such as our specialist counselling provision in HMPs Leicester and Stocken.

Future Plans

As part of our anniversary year activities, we held a stakeholder strategy day on March 2023 involving the staff team, volunteers, service users and the Board of Trustees and other key stakeholders in the organisation.

During the day we focused on the organisation's vision, mission and aims, and envisaged how First Step could build on its strong foundation and credentials for excellence to address the shifting landscape of needs among male survivors.

Discussions were animated and engaging, with everyone contributing to the creation of a clear forward vision for First Step. This reflected on key factors shaping the organisation, both internal and external, alongside critical changes taking place in the world in which we operate.

We imagined a world in which all boys and men affected by sexual abuse and assault get the support they need to live their lives to the full. We challenged ourselves to look at new ways of helping survivors and their supporters, considering the changing landscape around us and to understand what is needed from us now in 2023, and beyond. We thought about how the holistic support we offer relates to the counselling we know is so desperately needed, and how we can further develop this as we continue to grow.

Building our longer term strategic plan for development will remain a focus for the coming year, underpinned by a funding strategy that will enable us to both continue and develop the great work we do, reach more people in need of support, educate others on all matters related to the sexual abuse of men, and extend the public benefit we deliver to society as a whole.

Structure Governance & Management

First Step, Leicester, Leicestershire & Rutland was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its Constitution adopted on 6th January 2016.

Overall strategic management and governance of the charity is the responsibility of the board of trustees who are elected by members. Day to day operational activity is managed and carried out by paid staff and volunteers.

One third of trustees retire by rotation every year and can stand for re-election with no limit on terms. Existing trustees can co-opt additional trustees but these must stand for election at the next AGM.

Methods of recruitment and appointment of Trustees are set out in the Constitution and the Trustee Recruitment Policy and Procedure. This includes identifying the additional skills and/or capacity required by the board and proactively seeking suitable candidates through networks and advertising on websites such as Reach Volunteering. Short-listed candidates are interviewed to explore their fit to the ethos and values of the organisation and to clarify the skills, experience and capacity they can add to the board.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in note 7 to the accounts.

The Board of Trustees meet every two months, with the Service Manager providing an operational report and attending the meeting. The agenda for every meeting includes a standing item of Financial Updates and any additional information can be requested by the external accountant.

At the start of 2022-2023 period the board comprised of four permanent members following former trustees stepping down at the end of the previous year. Recruitment was ongoing through this period with an additional trustee being appointed at the AGM in January 2023, and additional candidates identified for subsequent recruitment following the end of the annual reporting period in March 2023.

Statement on Reserves

The Charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually.

On 31st March 2023, free reserves (unrestricted funds) amounted to £57,647 representing 4.2 months of annual expenditure.

Signed on behalf of the charity's trustees:

Signed:

M Evans, Chair



Date: 22 January 2024

Independent Examiners Report

Independent examiner's report to the trustees of First Step Leicester, Leicestershire & Rutland for the year ended 31 March 2023

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2023, which are set out on pages 11 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 22 January 2024

Paula Wilson, MAAT

Statement of Financial Activities

Statement of Financial Activities for the Year Ended 31 March 2023

		Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	Note	£	£	£	£
Incoming resources					
Grants	2	-	262,966	262,966	217,601
Other Income		5,346	-	5,346	7,099
Total incoming resources		5,346	262,966	268,312	224,700
Resources expended					
Salaries, NI	6	-	74,330	74,330	69,008
Sessional Workers		-	14,462	14,462	1,653
Rent & Room Hire		-	13,000	13,000	13,270
Training		-	7,118	7,118	4,492
Volunteer Expenses		-	5,858	5,858	6,461
Staff Expenses		-	296	296	304
Insurance		-	1,348	1,348	1,275
Promotion		-	3,134	3,134	119
IT & Comms		-	8,244	8,244	4,372
Office Costs		-	6,727	6,727	16,185
Client Hardship Fund		-	614	614	-
Professional fees (clinical)		-	17,578	17,578	18,680
Premises Maintenance		-	-	-	199
Trustee Expenses	7	-	664	664	144
Consultancy and Evaluation		-	6,000	6,000	7,444
Accounts & Independent Examination	8	-	350	350	2,330
Service User Activities & Resources		-	8,235	8,235	2,481
Paid Counsellors Adult		-	13,906	13,906	56,136
Paid Counsellors CYP		-	9,908	9,908	2,565
Miscellaneous Expenses		-	50	50	45
Professional Fees		-	1,351	1,351	1,540
Events		-	6,719	6,719	-
Prison Project		-	41,713	41,713	9,962
Bank Charges		-	113	113	194
Total resources expended		-	241,717	241,716	218,859
Net incoming/(outgoing) resources		5,346	21,248	26,596	5,841
Transfers between funds	5	(296)	296	-	-
Prior year adjustments		-	-	-	4,092
Funds b/f	5	52,597	83,834	136,430	126,496
Total funds carried forward		57,647	105,378	163,026	136,430

Balance Sheet

Balance sheet at 31 March 2023

	Note	£	2023 £	£	2022 £
Current assets					
Cash at bank and in hand		160,442		134,990	
Debtors				-	
Prepayments	3	3,490		3,452	
Total current assets			163,932		138,443
Liabilities					
Creditors:					
amounts falling due within one year	4		(906)		(2013)
Net Current Assets					
Net Assets			163,026		136,430
The funds of the charity					
Unrestricted income funds	5		57,647		52,597
Restricted income funds	5		105,378		83,834
Total funds			163,026		136,430

These financial statements are accepted on behalf of the charity by:

Signed

M Evans, Chair



Dated: 22 January 2024

Notes to the Accounts

1. Accounting Policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

2. Grants & donations

	2023	2022
	£	£
Big Lottery	38,420	44,025
Ministry of Justice – Core	94,212	53,250
Ministry of Justice – CSA	28,674	28,674
Ministry of Justice – Uplift	25,531	40,962
Ministry of Justice – Rape	9,926	9,926
Leicester Police	46,203	18,775
Henry Smith	20,000	-
Allen Lane	-	9,245
Carlton Hayes	-	9,245
Leicestershire Shire Trust	-	3,000
	262,966	217,101

3. Prepayments

	2023	2022
	£	£
LCC Rent	3,250	3,250
Insurance	240	202
	3,490	3,452

4. Creditors

	2023	2022
	£	£
Sundry Creditors	-	1546
Pension	556	117
Accounts & IE	350	350
	906	2,013

5. Movements in Funds

	Opening balance 01.04.22	Incoming resources	(Resources expended)	Transfers between fund	Closing balance
	£	£	£	£	£
Unrestricted funds	52,597	5,346	-	(296)	57,647
Prior year adjustment	-	-	-	-	-
	52,597	5,346	-	(296)	57,647
Restricted funds					
Big Lottery	30,080	38,420	(16,161)	-	52,338
Ministry of Justice – Core	5,697	94,212	(97,933)	-	1,976
Ministry of Justice – CSA	21,551	28,674	(28,899)	-	21,325
Ministry of Justice – Uplift	1,697	25,531	(25,531)	-	1,697
Ministry of Justice – Rape	-	9,926	(9,926)	-	-
Leicester Police	3,550	46,203	(41,713)	-	8,041
Henry Smith	(232)	20,000	-	232	20,000
Allen Lane	9,245	-	(9,245)	-	-
Carlton Hayes	9,245	-	9,309	64	-
Leicestershire Shire Trust	3,000	-	(3,000)	-	-
	83,833	262,966	(241,718)	296	105,378
Total Funds	136,430	268,312	(241,718)	-	163,026

6. Staff Costs and Numbers

	2023 £	2022 £
Wages	74,330	69,008
	74,330	69,008

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.2 full time equivalent (2022: 2.2).

7. Trustees' remuneration, benefits and expenses

Two trustees received out of pocket expenses of £663.62 (2022: £0) during the year.

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £350.

9. Glossary of terms

Creditors:	These are amounts owed by the charity, but not paid during the accounting period.
Debtors:	These are amounts owed to the charity, but not received in the accounting period.
Prepayments:	These are services that the charity has paid for in advance, but not used during the accounting period.
Restricted funds:	These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

FIRST STEP LEICESTER LEICESTERSHIRE AND RUTLAND

England & Wales - Charity number 1165062

Accounts



FIRST STEP

Leicester, Leicestershire & Rutland

Charitable Incorporated Organisation

Registered Number: 1165062

Trustees Report and Accounts

for the year ended
31st March 2022

Page	Contents
2 - 10	Trustees' Annual Report
11	Statement on Reserves
12	Independent examiner's report
13	Statement of financial activities
14	Balance sheet
15-18	Notes to the accounts

The trustees present their annual report and independently examined financial statements for the year ending March 31st 2022.

Charity name:	First Step Leicester, Leicestershire and Rutland
Charity registration number:	1165062
Registered office and operational address:	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
Trustees:	Mick Studley (Chair) Uliana Brilliantova (Treasurer) - <i>Resigned 27/10/21</i> Andrea Cave Daniel Nerini - <i>Resigned 02/03/22</i> - Mark Evans Kirandip Gill
Staff:	Cas Beckett- <i>Resigned 31/03/2022</i> , Lisa Wan, Fred Rennie- <i>Resigned 01/02/2022</i> Caroline Freeman, Michelle Green
Bankers:	Lloyds Bank, High Street Leicester (309497) Branch
Independent examiner:	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

1. Structure, Governance and Management

First Step, Leicester, Leicestershire & Rutland was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its constitution adopted on 6th January 2016.

Overall strategic management and governance of the charity is the responsibility of the board of trustees who are elected by members. Day to day operational activity is managed and carried out by paid staff and volunteers.

One third of trustees retire by rotation every year and can stand for re-election with no limit on terms. Existing trustees can co-opt additional trustees but these must stand for election at the next AGM. Methods of recruitment and appointment of Trustees are set out in the Constitution and the Trustee Recruitment Policy and Procedure. This includes identifying the additional skills and/or capacity required by the board and proactively seeking suitable candidates through networks and advertising on websites such as Reach Volunteering. Short-listed candidates are interviewed to explore their fit to the ethos and values of the organisation and to clarify the skills, experience and capacity they can add to the board.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in note 7 to the accounts.

The Board of Trustees meet every 6 weeks, with the Service Manager providing an operational report and attending the meeting. The agenda for every meeting will have a standing item of Financial

Updates and any additional information can be requested by the external accountant. At present the board has six members from a variety of backgrounds relevant to the work of the charity.

1.1 Administrative Information

First Step is located within the ground floor premises of Alliance House, 6 Bishop Street, Leicester, LE1 6AF. There are 3 counselling rooms and a reception area within this area. The property is leased from Leicester City Council

The offices are open on Mondays to Thursdays 9am – 8pm to ensure that the service can be accessed by all clients including those who are in employment.

1.2 Aims & Objectives

First Step Leicester, Leicestershire and Rutland's charitable objectives, as set out in the constitution are:

- The relief of the physical and mental sickness of young persons and adult males in need by reason of sexual abuse, in particular by the provision of counselling and support.
- The relief of the physical and mental sickness of supporters of male survivors of sexual abuse resident in Leicester Leicestershire and Rutland by the provision of support, information and advice.
- To advance the education of the public in the subject of all matters related to the sexual abuse of men.

We work out our charitable aims through our mission and strategic objectives:

Our Mission Statement

First Step empowers men to move forward from the negative impact sexual abuse has had on their lives.

Our Strategic Objectives

- **To enable more male survivors to take the first step in addressing the sexual abuse they experienced.**
- **To empower more male survivors of sexual abuse to rebuild their emotional wellbeing, self-esteem and confidence.**
- **To support partners, family members and friends to understand their own needs, enabling them to better support the survivor.**
- **To challenge UK society to accept that sexual violence also happens to males.**

Each year, the trustees review the Charity's objectives and activities to ensure they continue to reflect First Step's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

2.0 Overview of the Year 2021-22

This report covers the operational and financial activities undertaken by First Step, during the year 1st April 2021 to 31st March 2022. Cas Beckett was the Service Manager during this period, however left the organisation at the beginning of April 2022 and as such this report has been written by the new Service Manager, Caroline Freeman together with the Board of Trustees.

2021-22 was again a challenging but successful year in terms of ensuring that the overall service continued to operate within the context of the Covid-19 pandemic and its subsequent lockdowns. First Step successfully safely transitioned back to the majority of its counselling services being delivered face to face, in addition to being able to continue to offer remote online counselling services to clients who needed it.

In June 2021, we were delighted to receive our Male Survivors Partnership Accreditation Quality Mark through Lime Culture, which demonstrated that we are meeting and/or surpassing the minimum standards required to deliver a quality and responsive service to male survivors of sexual abuse and assault.

Another highlight of the year was the re-launch of our website which became more survivor focused and included three video 's of survivors stories and their experience of help seeking through First Step.

3.0 Staff, Volunteers and Trustees. There were several changes in staffing across the organisation.

3.1 Trustees: Uliana Brilliantova our Treasurer and Daniel Nerini both left their roles as trustees at First Step, leaving a board of four trustees. Mark Evans was voted into the role of Chair and Mick Studley became our honorary treasurer.

3.2 Paid Staff: There have been substantive changes in the small staff team across the year, most notably with the departure at the end of the year of First Step's long serving Service Manager, Cas Beckett who led and managed the organisation for 12 years. In addition, Fred Rennie, Emotional Support Worker left the charity after almost a year in post to pursue a clinical supervisor role. Following a successful recruitment process Caroline Freeman was appointed as the new Service Manager in March 2022, enabling a smooth transition of management processes to take place. In March 2022, Michelle Green started her role as the new Emotional Support Worker & Receptionist enabling Lisa Wan to concentrate on her role as Service Coordinator and Clinical Lead.

3.3 Volunteers: Overall, in 2021-22 we had 21 active trainee and qualified counsellors delivering counselling sessions to our clients and supporters.

Due to the Ministry of Justice funding, we have been able to continue to pay our qualified counsellors to deliver counselling sessions to our most complex adult clients and boys aged 13-17 who are referred into the service, thus ensuring that we do not have extensive waiting lists for counselling. This has enabled us to retain counsellors after their placements have finished thus ensuring their specialist expertise in counselling male survivors of sexual abuse stays within the service.

3.4 Clinical Supervisors: First Step ensures that all counsellors receive clinical supervision in line with BACP guidance, to maintain ethical and quality counselling practice as well as to ensure that counsellors own well-being is maintained whilst working with traumatised clients. Currently we have 12, self-employed clinical supervisors. In 2022-23, a new streamlined model of clinical governance will be implemented to reduce the number of supervisors.

4. First Step Service Delivery

4.1 Referrals: In 2021-22 First Step received **181 referrals** for its services, an increase of 30% from the previous year's referral rate of 125. This was comprised of 171 adult males, 8 boys aged 13-17 and 2 adult females as supporters of male clients.

The majority of male clients, 54% refer themselves into the service by finding First Step through online searches and signposting from other agencies. First Step continues to receive referrals from its key partners, most notably Juniper Lodge, the area's Sexual Assault Referral Centre (SARC), FREEVA-ISVA Services, Turning Point – Drug & Alcohol Services and Mental Health Services including the Crisis Team, Psychiatrists and the IAPT service. Disappointingly only one referral was received directly from a GP, which indicates that more work needs to be done with frontline health agencies to raise awareness about First Step and help-seeking pathways for men.

4.2. Impact Data: During this year our new case management system, Lamplight was fully embedded into the service, enabling us to collect accurate data on the impact of our services on client's lives.

- 245 clients and supporters were active in the service during this period.
- Of these, 216 clients received face to face support, 15 clients received online counselling and a further 14 received support through email, phone or through our social media platforms
- 2164 counselling, emotional support and advocacy sessions were delivered.
- 81% of clients reported feeling less guilt and shame.
- 71% of clients reported that their mental health had improved.
- 62% of clients reported that their physical health had improved.
- 100% of clients stated they would recommend the service to other men.

4.3 Assessments: Clients are invited in for an assessment within two weeks of first contacting the service, with most clients being offered an assessment within a week. The assessment process enables the organisation to capture client needs, their suitability for counselling and using a trauma informed and sensitive approach, some broad details of their abuse history.

This year we conducted **140 counselling assessments**.

In terms of client's presenting experience:

- **5%** of clients were accessing First Step due to a recent (within 12 months) incident/s of rape, sexual assault or sexual exploitation.
- **20%** of clients were accessing First Step due to a non-recent incident of rape, sexual assault or sexual exploitation.
- **75%** of adult male clients were accessing First Step due to experiences of being sexually abused as children.

4.4 Adult Male Counselling Service: Our core service at First Step is the adult male counselling service where men are offered 26 weekly sessions with a trainee or qualified counsellor.

165 individual clients engaged in **1934** counselling sessions over the year

All of our clients are able to access resources to help them understand their psychological and physical responses to the abuse they have experienced, increasing their awareness, knowledge and ultimately their own agency on their healing journey.

Two of our clients gave the feedback below about why the free resources have been so helpful for them

"I am writing to inform you of the tremendous benefit the resources at First Step have had on my journey to healing and recovery. Having the opportunity to take books home such as "How the Body Keeps the Score" and "When the Body says No" has given me both clarity and understanding about the abuse I have suffered and how this has affected me on a physical and emotional level. Understanding what has happened is an essential requisite for recovery. Reading about experiences and symptomatology in books has been an incredibly therapeutic and valuable tool for me, in conjunction with the brilliant therapy I have continued to receive.

In addition to this, sharing my therapy experiences with my partner has often been a struggle for me. It will be a struggle for other men going through a similar experience. Providing her with books I received from First Step has enabled her to understand some of the struggles I face and, as a result, has completely transformed our relationship. I think these resources have been even more beneficial for my partner in some ways.

The availability of resources offered at First Step has been vital on my journey to healing and recovery. Even the small act of being offered these resources in times of deep sorrow and suffering has demonstrated the kindness and compassion I have felt during my time here. These resources are critical in providing men like me who have suffered abuse with an additional layer of support." (A)

I have been struggling with Depression and Anxiety since I was a child. I have been involved with numerous services over the years. Whilst I have tried many techniques, their effects have been short lived and I have continued to need support from professional services.

Prior to coming to First Step I was really struggling with being honest about all the terrible things that have happened to me and particularly finding the words and being able to say them out loud. I have also not been attending any venue or area likely to put me in contact with the General public and anyone I don't know. I have lost my faith in people and struggle daily to find the reasons and motivation to continue with life.

Attending your talking sessions at the centre in Leicester has been a massive undertaking for me but the support I am receiving is helping me to continue day to day, helping me to feel like someone is interested and cares what happens to me. I have really appreciated the discussions around books I had been reading to try and help me understand and manage my mental health. I found it particularly helpful to hear your suggestions about other books I had not heard of. The books you were able to donate to me through the service have really helped me to understand my conditions and put my own feelings into words by being able to talk about other people's experiences and relate this to my own story. Without coming into the service and having these discussions and resources available I believe I would still be struggling to vocalise my feelings and be honest about what has happened to me. (M)

4.5 Emotional Support Service

The Emotional Support Service has become embedded this year through the efforts and service development of the Emotional Support Worker, Fred Rennie. The service aims to provide clients with complex needs such as unstable mental health, addiction issues, insecure housing, learning difficulties etc an offer of initially 8 support sessions to help to stabilise them, provide them with strategies to cope with their problems, provide opportunities to access other resources and most importantly provide a safe and non-judgemental space to talk and be listened to. Following on from the emotional support sessions, clients if ready can access our core counselling services.

This year **35 clients** were engaged in the Emotional Support Service, attending a total of **170** sessions.

4.5 Group Work: The aim of any group activity whether this is a talking group, or an activity group is for men to heal, recover and grow from their trauma through peer support based on shared experiences. Due to the pandemic it has been difficult to develop and continue group activities, however the allotment project was still running up until December 2021 when it was suspended due to

the winter. Unfortunately, as Fred has now left the organisation, the allotment project has yet to resume.

4.6 Advocacy Service: During the year 17 individual clients received advocacy support which included a range of activities including supporting letters being written to GP's, DWP, debt agencies, employers, help accessing benefits and criminal injuries compensation and our staff accompanying them to appointments to advocate on their behalf. As the new Universal credit and PIP benefit systems have been embedded, the need for a distinct advocacy service has decreased and as such we will in the future be reporting on advocacy activities as wrap-around support that all clients can access.

4.7 Young People's Service: The Young People's Service supports boys aged 13-17 who have experienced sexual abuse, sexual assault, and exploitation to access counselling services. All our young clients receive counselling from qualified CYP counsellors and are seen on the premises in order for First Step to be fully aware of any safeguarding or risk issues. During this year, 8 young people engaged in counselling. Over the coming year, we will ensure that the service is more widely publicised amongst schools, Children's Services and youth organisations to increase referrals.

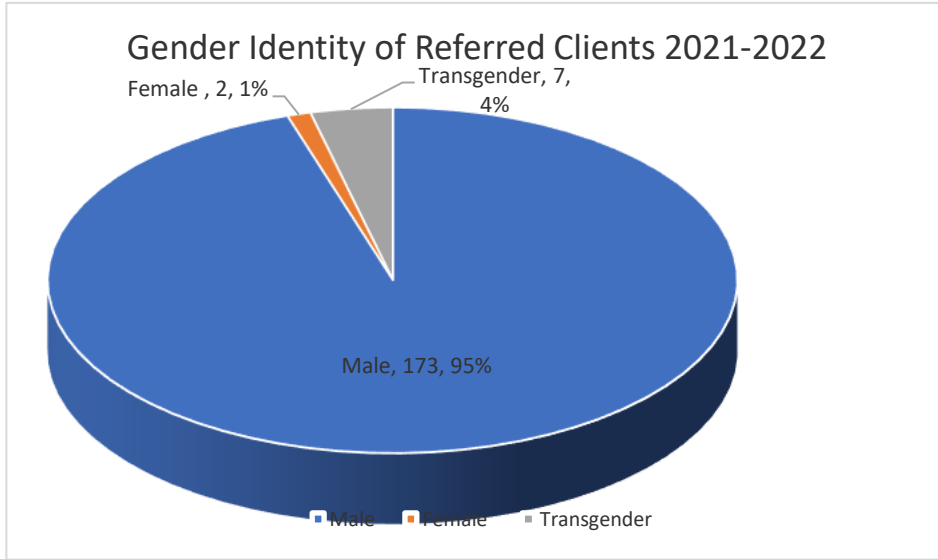
4.8 Pilot Prison Project. The specialist counselling service is a partnership between First Step, the SARC and two LLR based prisons, HMP Leicester and HMP Stocken. The project started in November 2020 and aims to ensure that men have access to a forensic pathway into the SARC if they have been sexually assaulted in prison in addition to providing counselling sessions to men who have experienced childhood sexual abuse and or sexual assault as an adult. Vicky Harris, our specialist counsellor spends one day per week in each secure estate. At the time of writing, all of the data for the prison project is being transferred to our own Lamplight case management system and as such accurate output and outcome data is unavailable.

5. Equality, Diversity & Inclusion (EDI)

First Step is proud of its inclusive practices that enables anyone who identifies as male or who previously identified as male to access its services. Whilst the organisation is a male only survivor organisation, we positively support female supporters as secondary survivors and play an active part as allies in the local and national VAWG sector. We work very closely with Quetzal in Leicester, who provide an equivalent service for female survivors of childhood sexual abuse enabling us to share practice, knowledge, and resources.

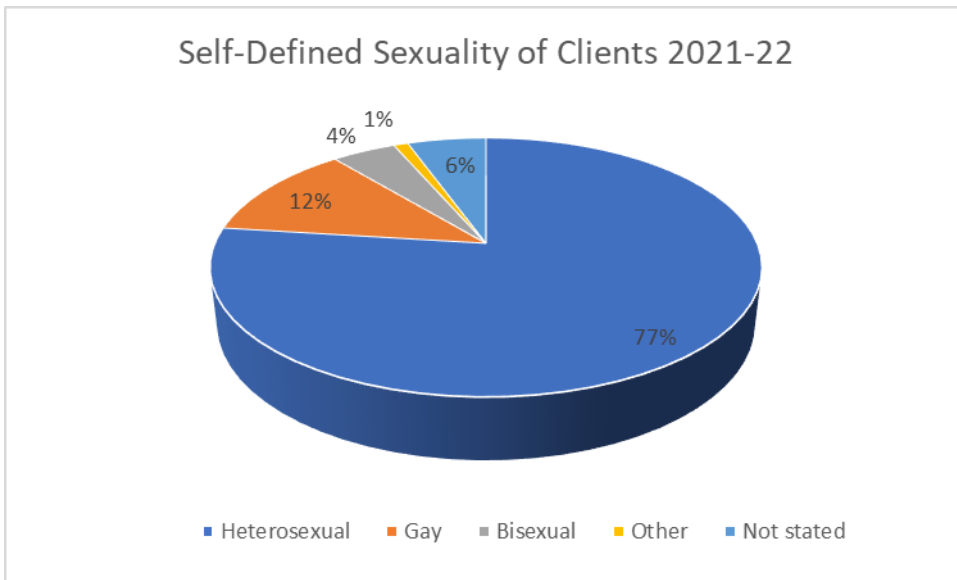
5.1 Gender Identity of Clients

As the chart below demonstrates, seven clients identified as transgender at point of referral.



5.2 Sexuality of Clients

16% of our clients defined their sexuality as being gay, bisexual or another self-identified non-heterosexual category. First Step work closely with LGBTQ+ organisations in the city such as Trade sexual health who also run a counselling service, to ensure clients have a choice as to which counselling provider they would like to access.



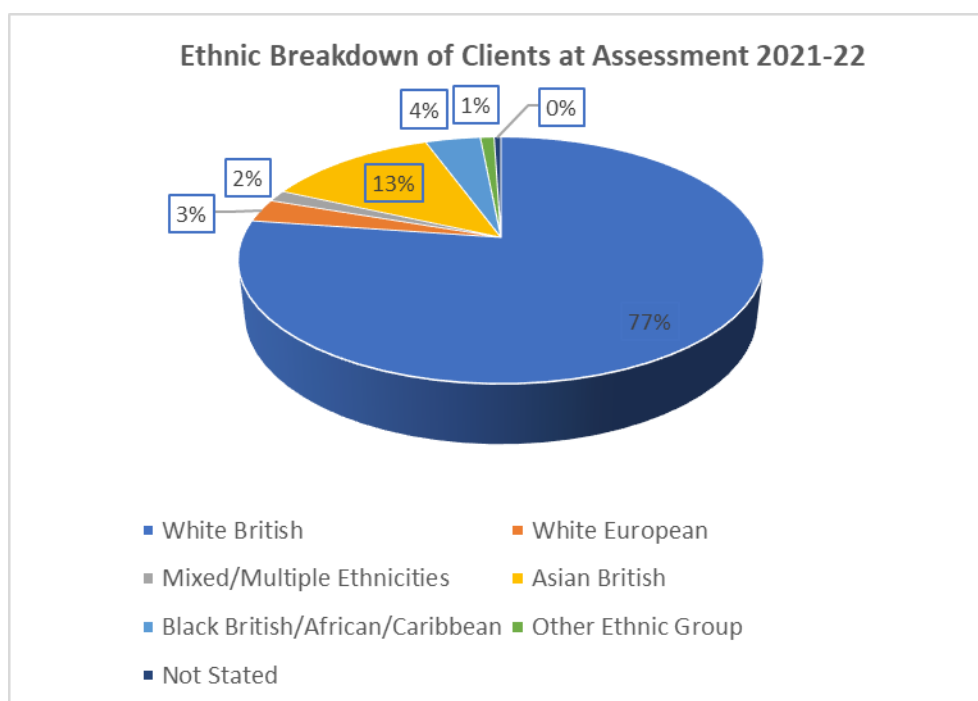
5.3 Age Range of Clients

As the chart below demonstrates, the majority of our clients fall within the 25-44 year age bracket, indicating that it can take many years if not decades to seek help for experiences of childhood sexual abuse.



5.4 Client Ethnicity.

The majority of our clients (77%) identify as being from a White British background, with 23% identifying as being from an Asian, Black, mixed or other background. These figures are not representative of the ethnic composition of the city of Leicester where the non-white population makes up approximately 59% of the overall population. Over the coming year we will be making renewed efforts to increase the ethnic diversity of men accessing First Step through raising awareness of our services with community groups and through our digital and online marketing.



5.5 Disability: 27% of clients stated that they had a disability as defined by the 2010 equalities act. The majority of these clients are defined as disabled due to a chronic and long-term mental health impairment.

6. Training & Development

As a placement provider for trainee counsellors First Step believes that we should invest in our volunteers learning and development so that they can give the highest quality counselling to our clients. Volunteers can access CPD resources such as online training modules focused on relevant topics such as understanding suicide & self-harm, dissociation, working with trauma - all delivered by Carolyn Spring training, a specialist in the Child Sexual Abuse sector.

In September 2021, we were able to arrange our first face to face training day since before the pandemic began in March 2020. Zoe Lodrick, an expert in trauma, sexual abuse and sexual exploitation delivered "**Understanding and/or working therapeutically with survivors of sexualised trauma**" which covered the neurobiology of threat, the psychology of the offender and working with guilt and shame.

27 counsellors, clinical supervisors and First Step staff attended the event with a very positive response to the content and delivery of the training. Counsellors commented:

"The training was really informative and will help me to help clients to understand what their trauma response is and how their behaviours are affected by the abuse."

"The highlights of the training were particularly the neuroscience, the brain, and the nervous system and understanding how trauma impacts both on a physiological and psychological level, and understanding how as counsellors this can help us respond effectively with our clients"

7.Partnerships: First Step has a long history of positive partnerships with both local statutory and voluntary sector organisations. Of particular note is the positive relationships with the SARC- Juniper Lodge and the FREEVA- ISVA service whereby we are able to place men's needs at the heart of the process when they feel ready to report their abuse to the police by enabling clients to see their ISVA at First Step offices.

On a National level First Step participate in sector forums through The Survivors Trust and the Male Survivors Partnership enabling us to share best practice, knowledge and be able to advocate for the distinct needs of men as survivors.

8. Service user Participation: Our aim at First Step is to enable clients to become involved in the organisation, if and when they feel ready to do so. This process can be empowering and contributes to their healing journey's through telling their stories or having some influence on how the organisation is managed. Whilst we are not yet where we want to be in terms of being a survivor led organisation, this year three clients told their stories of their healing journeys, which were later turned into videos for the website to encourage other men to seek help and break the silence around their abuse stories.

9. FINANCIAL ACCOUNTS

The Charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually.

On 31st March 2022, free reserves amounted to £52,597 representing 4.2 months of annual expenditure.

Signed on behalf of the charity's trustees:



Signed:

Date:

M Evans, Chair

22/12/22

Independent Examiner's Report to the Trustees of

FIRST STEP

Leicester, Leicestershire & Rutland

for the year ended 31 March 2022

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2022, which are set out on pages 10 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed
Paula Wilson, MAAT



Date: 22/12/22

FIRST STEP

Leicester, Leicestershire & Rutland

Statement of Financial activities

For the year ended 31 March 2022

		Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	Note	£	£	£	£
Incoming resources					
Grants	2	500	217,101	217,601	226,868
Other Income		4,022	3,077	7,099	4,404
Total incoming resources		4,522	220,178	224,700	231,271
Resources expended					
Salaries, NI	6	79	68,929	69,008	78,763
Sessional Workers		-	1,653	1,653	3,757
Rent & Room Hire		-	13,270	13,270	13,356
Training		(239)	4,731	4,492	2,643
Volunteer Expenses		28	6,433	6,461	2,220
Staff Expenses		-	304	304	568
Insurance		-	1,275	1,275	1,011
Promotion		-	119	119	5,770
Office Costs		525	20,032	20,557	19,015
Professional fees (clinical)		650	18,030	18,680	16,965
Premises Maintenance		-	199	199	8,855
Trustee Expenses	7	-	144	144	-
Consultancy and Evaluation		-	7,444	7,444	17,142
Accounts & Independent Examination	8	500	1,830	2,330	384
Service User Activities & Resources		102	2,379	2,481	102
Bought in Counsellors		1,125	55,011	56,136	24,788
Miscellaneous Expenses		-	45	45	962
Professional Fees		-	1,540	1,540	625
Therapists for Young People		-	2,565	2,565	5,360
PPE		-	-	-	1,099
Prison Project		-	9,962	9,962	
Bank Charges		48	146	194	314
Total resources expended		2,818	216,040	218,859	203,699
Net incoming/(outgoing) resources		1,704	4,138	5,841	27,572
Transfers between funds	5	550	(550)	-	-
Prior year adjustments		4,092	-	4,092	-
Funds b/f	5	46,251	80,245	126,496	98,923
Total funds carried forward		52,597	83,834	136,430	126,495

FIRST STEP

Leicester, Leicestershire & Rutland

Balance sheet

at 31 March 2022

	Note	£	2022 £	£	2021 £
Current assets					
Cash at bank and in hand		134,990		124,488	
Debtors				-	
Prepayments	3	3,452		4,020	
Total current assets			138,443		128,508
Liabilities					
Creditors:					
amounts falling due within one year	4		(2013)		(2014)
Net Current Assets					
Net Assets			136,430		126,495
The funds of the charity					
Unrestricted income funds	5		52,597		46,251
Restricted income funds	5		83,834		80,245
Total funds			136,430		126,495

These financial statements are accepted on behalf of the charity by:



Signed

M Evans, Chair

Dated: 22/12/22

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts

for the year ended 31 March 2022

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

2. Grants & donations

	2022	2021
	£	£
Henry Smith	-	40,000
Big Lottery	44,025	57,996
Ministry of Justice - Adult	53,250	39,000
Ministry of Justice - YP	28,674	21,000
Ministry of Justice - Covid	-	10,084
Ministry of Justice - Uplift	40,962	30,000
Ministry of Justice - Additional	9,926	-
Leicester Police	18,775	-
Carlton Hayes	9,245	-
Lloyds Bank Foundation - Covid	-	7,860
PCC Preventative	-	9,500
PCC Therapeutic	-	6,250
Alan Lane	9245	
Leicestershire Shire Trust	3000	
	<u>217,101</u>	<u>221,690</u>

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts (continued)

for the year ended 31 March 2022

3. Prepayments

	2022	2021
	£	£
LCC Rent	3,250	3,250
Microsoft Online Services	-	569
Insurance	202	202
	3,452	4,020

4. Creditors

	2022	2021
	£	£
Sundry Creditors	1546	1560
Pension	117	104
Accounts & IE	350	350
	2,013	2,014

5. Movements in funds

	Opening balance 01.04.21	Incoming resources	(Resources expended)	Transfers between fund	Closing balance 31.03.22
	£	£	£		£
Unrestricted funds	46,251	4,522	(2,818)	550	48,505
Prior year adjustment	-	4,092	-	-	4,092
	46,251	8,614	(2,818)	550	52,597
Restricted funds					
Henry Smith	21,396	-	(21,628)	-	(232)
National Lottery	33,837	44,025	(47,782)	-	30,080
Ministry of Justice - Adult	3,000	53,250	(50,553)	-	5,697
Ministry of Justice - YP	7,893	28,674	(15,017)	-	21,551
Ministry of Justice - Uplift	-	40,962	(39,265)	-	1,697
Ministry of Justice - Addition	-	9,926	(9,926)	-	-
Weslyan	4,387	-	(4,387)	-	-
Lloyds Foundation Enable	1,069	-	(1,069)	-	-
Leicestershire Police	5,566	18,775	(20,790)	-	3,550
Lloyds Bank Covid Grant	1,363	-	(1,363)	-	-
PCC Therapeutic	1,183	-	(1,183)	-	-
UAVA	550	-	-	(550)	-
Prison Project	-	3,077	(3,077)	-	-
Carlton Hayes	-	9,245	-	-	9,245
Alan Lane	-	9,245	-	-	9,245
Leicestershire Shire Trust	-	3,000	-	-	3,000
	80,244	220,178	(216,040)	- 550	83,834
Total Funds	126,495	228,792	(218,859)	-	136,430

FIRST STEP →

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts (continued)

for the year ended 31 March 2022

5. Movement in funds continued

In 2021, during the transition between accounting systems, £550 income was incorrectly allocated to restricted funds. This should however, have been included in unrestricted funding. This has now therefore been transferred from restricted to unrestricted funding.

6. Staff costs and numbers

	2022 £	2021 £
Wages	69,008	62,304
	<u>69,008</u>	<u>62,304</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.2 full time equivalent (2021: 2.2).

7. Trustees' remuneration, benefits and expenses

Two trustees received £144 in total between them for refund of expenses during the year.

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £350.

9. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

FIRST STEP LEICESTER LEICESTERSHIRE AND RUTLAND

England & Wales - Charity number 1165062

Accounts

FIRST STEP

**Leicester, Leicestershire & Rutland
Charitable Incorporated Organisation**

Registered Number: 1165062

**Trustees Report and Accounts
for the year ended 31st March 2021**

Page	Contents
2 - 8	Trustees' annual report
9	Independent examiner's report
10	Statement of financial activities
11	Balance sheet
12 - 14	Notes to the accounts

FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report

for the year ended 31 March 2021

The trustees present their annual report and independently examined financial statements for the year ending March 31st 2021.

Charity name:	First Step Leicester, Leicestershire and Rutland
Charity registration number:	1165062
Registered office and operational address:	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
Trustees:	Mick Studley (Chair) Uliana Brilliantova (Treasurer) Alan Curtis (Vice-Chair) – Resigned 13/01/21 Andrea Cave Daniel Nerini (Appointed 2 nd September 2020) Mark Evans (Appointed 14 th October 2020) Kirandip Gill (Appointed 14 th October 2020)
Staff:	Cas Beckett, Lisa Wan, Fred Rennie
Bankers:	Lloyds Bank, High Street Leicester (309497) Branch
Independent examiner:	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

Structure, Governance and Management

First Step, Leicester, Leicestershire & Rutland was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its constitution adopted on 6th January 2016.

Overall management of the charity is the responsibility of the board of trustees who are elected by members. Day to day activity is managed and carried out by paid staff and volunteers.

One third of trustees retire by rotation every year and can stand for re-election with no limit on terms. Existing trustees can co-opt additional trustees but these must stand for election at the next AGM. Methods of recruitment and appointment of Trustees are set out in the Constitution and the Trustee Recruitment Policy and Procedure. This includes identifying the additional skills and/or capacity required by the board and proactively seeking suitable candidates through networks and advertising on websites such as Reach Volunteering. Short-listed candidates are interviewed to explore their fit to the ethos and values of the organisation and to clarify the skills, experience and capacity they can add to the board.

FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report continued

for the year ended 31 March 2021

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in note 7 to the accounts.

The Board of Trustees meet six weekly, the Service Manager attends all meetings. The Agenda for every meeting will have a standing item of Financial Update and any additional information can be requested by the external accountant. At present the board has six members from a variety of backgrounds relevant to the work of the charity.

Administrative Information

First Step is located within the ground floor premises of Alliance House, 6 Bishop Street, Leicester, LE1 6AF. We have 3 counselling rooms and a reception area within this area. The property is leased.

We are open on Mondays to Thursdays 9am – 8pm to ensure that we provide a service which can be accessed by all, those that have shift patterns, work commitments or may be reliant on a lift from their supporters.

Aims & Objectives

First Step Leicester, Leicestershire and Rutland's charitable objectives, as set out in the constitution are:

1. The relief of the physical and mental sickness of young persons and adult males in need by reason of sexual abuse, in particular by the provision of counselling and support.
2. The relief of the physical and mental sickness of supporters of male survivors of sexual abuse resident in Leicester Leicestershire and Rutland by the provision of support, information and advice.
3. To advance the education of the public in the subject of all matters related to the sexual abuse of men.

We work out our charitable aims through our mission and strategic objectives:

Mission Statement:

First Step empowers men to move forward from the negative impact sexual abuse has had on their lives.

Strategic Objectives:

To enable more male survivors to take the first step in addressing the sexual abuse they experienced.

FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report continued

for the year ended 31 March 2021

To empower more male survivors of sexual abuse to rebuild their emotional wellbeing, self-esteem and confidence.

To support partners, family members and friends to understand their own needs, enabling them to better support the survivor.

To challenge UK society to accept that sexual violence also happens to males.

Each year, the trustees review the Charity's objectives and activities to ensure they continue to reflect First Step's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

COVID-19 and First Step service delivery

We sought and secured funding from the Big Lottery to undertake structural alterations to our rooms whilst we were closed in order to prepare for and meet the guidance laid down by the Government. Two of the existing counselling rooms were knocked through to make one room and another room was extended into the corridor to provide another larger room. Whilst this reduced the number of counselling rooms to 3 the feedback from clients is that they feel much larger and safer in respect of distance between client and counsellor. Because of the need to balance the number of staff and clients on the premises at the same time, we have not suffered from the loss of a room and we have maintained robust risk assessments weekly.

In addition to this, the landlord installed a new ventilation system for the new rooms to ensure that there is adequate fresh air in the rooms.

In order to deliver services safely this has required flexibility within the staff team to minimise the risk of us being ill at the same time. This required some staff to work from home for a short while.

The Trustees agreed to extend our core service of face-to-face counselling to include remote counselling as during Covid this had become an essential element of our delivery due to people's inability or anxiety about returning face to face. It also enables those with chronic health conditions who would not normally be able to access our city centre services to have the same opportunity of 26 weeks of remote working. This is offered through zoom.

There are some occasions where telephone counselling has been the only option for some clients but, where this has been required, we have been able to provide it.

We surveyed both the clients and the counsellors about the forced transition to remote working and we received both positive and negative responses.

"Its working very well. It does feel like I am having a private informal chat and it is comfortable being able to have my sessions at home"

FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report continued

for the year ended 31 March 2021

"I would have no problem doing either. I'm happy to continue on Zoom, but if its preferable to be in a face to face situation that would be fine too".

"Initially this did slow things down. Telephone is completely different from face-to-face. I had to sit in the van. I was worried what my kids would hear. When we moved to zoom that felt slightly better".

"It was difficult. I was worried that my wife could hear even though she was downstairs. And you don't have any reflection time".

"I don't like talking down the phone and zoom now. Cannot wait to go back to face to face".

"I prefer the face to face counselling as it gives me time away from work to go through my issues. As I am working from home at the moment I have to go straight back to working after. Not the same".

Face-to-face working during Covid

From August 2020, having held the most vulnerable clients remotely, and with all alterations completed to ensure safe distancing and safety, we undertook a risk assessment and implemented a rota for staff in order to begin to offer face-to-face sessions.

The risk assessments were undertaken every week with not all members of staff being present on the same day and everyone following the guidance from government. This continued to increase week on week with a preference for face-to-face sessions.

Emotional Support worker – new role

We recruited to the new role of Emotional Support worker and we developed a robust system providing clients with 6 sessions of emotional support. As with counselling the clients are contracted and the sessions run exactly like the counselling sessions with the same boundaries in place.

The post was a direct result of the increase in complexity of clients, often being referred by Mental Health Trusts or other professionals at a point of crisis.

During assessment it can become clear that the survivor may have a range of complex needs or are dealing with complicated life issues, which would prevent them from accessing counselling at this point in time.

These may include:

In the midst of a crisis; homelessness; recent suicide attempts; current or recent misuse of drugs or alcohol; complex/multiple mental health diagnoses; receiving support from many different agencies; difficulty being in a room with someone else; struggling to attend sessions regularly; history of committing violent crimes.

FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report continued

for the year ended 31 March 2021

We understand that these things happen and the support sessions are there to offer an anchor and a chance to talk, to provide opportunities to access resources, strategies for coping and practical support.

Clients are informed at assessment that this has been the decision reached by the assessor and we have additional information which we share about what emotional support is to support them in understanding our decision. Funding from the Big Lottery has enabled us to provide a range of useful resources which clients can take away.

After the emotional support sessions were completed the Emotional Support Worker has the opportunity to suggest that the client is suitable for counselling. In this instance the client will move onto the waiting list for counselling.

Monitoring of this new role has shown it to be of enormous benefit and it has reduced the number of clients who may not come back after their first session of counselling. By building in clear expectations at all stages the clients, even those in crisis, receive access to the services.

Systems and infrastructure

Thanks to a Lloyds ENABLE grant First Step now has a new case management system (Lamplight) in place from February 2021. This allows us to record all contacts with clients and provides us with the ability to source data as required for different funders.

In line with the development and implementation of Lamplight we have changed our outcome forms. Previously we conducted a PHQ9 and GAD7 but from February 2021 we implemented the Short Warwick Edinburgh Well-Being Scale (SWEMWBS). This has been well received by the clients and counsellors. It is conducted at the first/second session and then at every 6th session.

The ENABLE grant has also provided us with training with Quickbooks and this allows us to provide financial information at every Trustee meeting and we have moved to on-line banking.

External Evaluation

An external evaluation of First Step was conducted by 3 Worlds Consulting covering April 2019 to March 2021. It was a complete evaluation of every element of our service and she was able to speak to staff, clients, counsellors, clinical supervisors and other partners about their thoughts.

Recommendations from this report were considered in the development of the next Strategic Plan for 2022-2025.

FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report continued

for the year ended 31 March 2021

For the year 1st April 2020 – 31st March 2021 we provided the following:

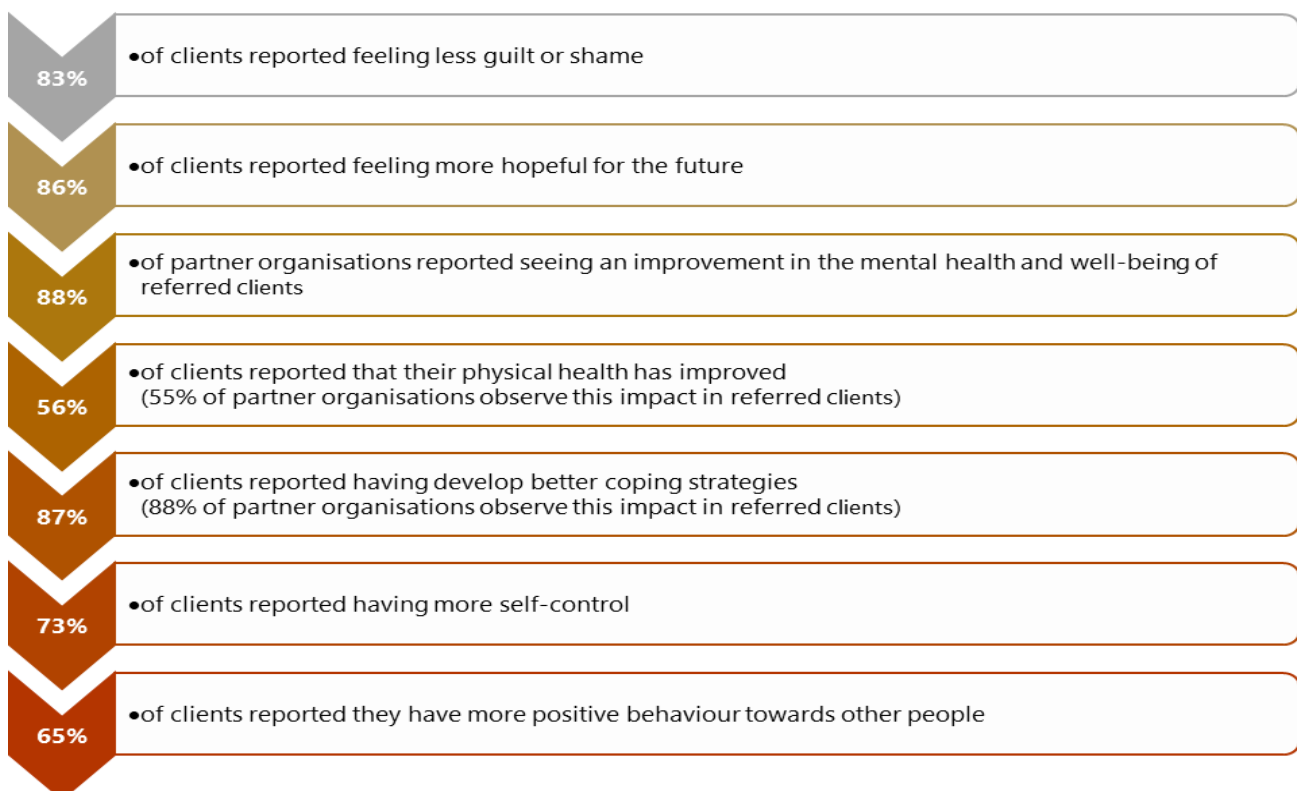
125 individuals received assessment
173 unique individuals received counselling/support
2,739 counselling/emotional support sessions delivered

Feedback from clients has been positive and reaffirms the value of the services we provide.

“Obviously I was a nervous wreck. But the whole place from entering the building made me feel very welcome My thoughts were going a hundred miles an hour in my head, but I was made to feel at ease. Once I started going I felt I was listened to. I was working through my issues, working out what was in my head, talking it out. Sometimes I felt I didn’t want to go, but that was what was going on in my own headspace, nothing negative about them.”

“It allowed me to open and let things out. Before I knew it, after a few months, I poured a lot of stuff out that I didn’t think I would ... Once I got all the surface stuff out, I realised there was a lot more underlying issues around relationships with my parents and siblings. There were truth and openness issues. We started to dig away at the root, expose a lot that needed to be brought to the surface. It was a long journey. Lots of things have now been resolved and understood”.

When questioned about key changes in relation to mental health and well-being clients provided the following information:



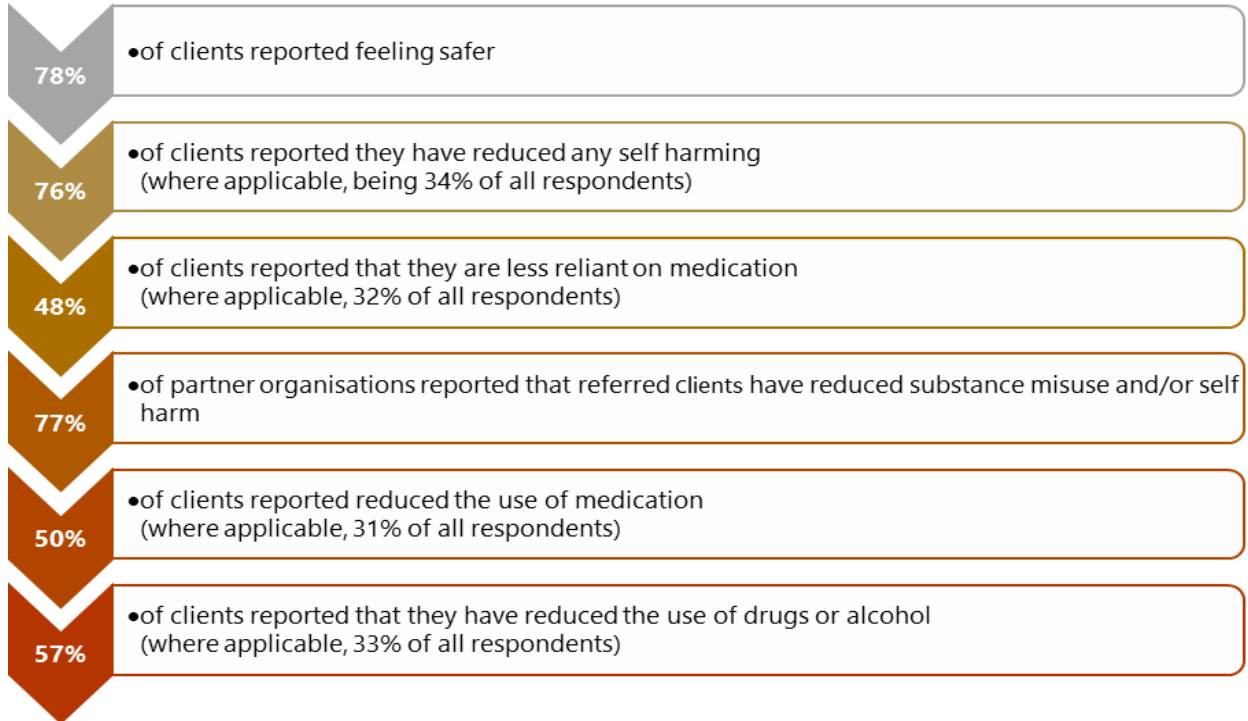
FIRST STEP

Leicester, Leicestershire & Rutland

Trustees' annual report continued

for the year ended 31 March 2021

The following outcomes were clients feedback in relation to increased safety:



The Charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually.

On 31st March 2021, free reserves amounted to £46,251 representing 4.4 months of annual expenditure.

Signed on behalf of the charity's trustees:

Mick Studley

Signed:

Date: 14.12.2021

M. Studley, Chair

Independent examiner's report to the trustees of

FIRST STEP

Leicester, Leicestershire & Rutland

for the year ended 31 March 2021

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2021, which are set out on pages 10 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed

Date: 14.12.2021

Paula Wilson, MAAT

FIRST STEP

Leicester, Leicestershire & Rutland

Statement of Financial activities

For the year ended 31 March 2021

		Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	Note	£	£	£	£
Incoming resources					
Grants	2	-	226,868	226,868	168,047
Other Income		4,404	-	4,404	5,437
Total incoming resources		4,404	226,868	231,271	173,484
Resources expended					
Salaries, NI	6	2,020	76,743	78,763	62,136
Sessional Workers		-	3,757	3,757	6,987
Rent & Room Hire		-	13,356	13,356	15,573
Training		-	2,643	2,643	6,591
Volunteer Expenses		-	2,220	2,220	7,163
Staff Expenses		-	568	568	804
Insurance		-	1,011	1,011	975
Promotion		18	5,752	5,770	405
Office Costs		191	18,824	19,015	9,574
Professional fees (clinical)		-	16,965	16,965	14,853
Premises Maintenance		-	8,855	8,855	2,973
Trustee Expenses	7	-	-	-	354
Consultancy and Evaluation		-	17,142	17,142	-
Accounts & Independent Examination	8	384	-	384	350
Service User Activities & Resources		-	102	102	2,515
Bought in Counsellors		-	24,788	24,788	-
Miscellaneous Expenses		18	944	962	1,197
Professional Fees		-	625	625	4,643
Therapists for Young People		-	5,360	5,360	-
PPE		-	1,099	1,099	-
Bank Charges		-	314	314	-
Total resources expended		2,630	201,069	203,699	137,092
Net incoming/(outgoing) resources					
Transfers between funds		-	-	-	-
Funds b/f	5	44,478	54,445	98,923	62,532
Total funds carried forward		46,251	80,245	126,495	98,923

FIRST STEP

Leicester, Leicestershire & Rutland

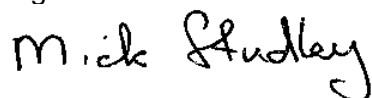
Balance sheet

at 31 March 2021

	Note	£	2021 £	£	2020 £
Current assets					
Cash at bank and in hand		124,488		96,125	
Debtors				-	
Prepayments	3	4,020		3,250	
Total current assets			128,508		99,375
Liabilities					
Creditors:					0
amounts falling due within one year	4		(2,014)		(452)
Net Current Assets					
Net Assets			126,495		98,923
The funds of the charity					
Unrestricted income funds	5		46,251		44,478
Restricted income funds	5		80,245		54,445
Total funds			126,495		98,923

These financial statements are accepted on behalf of the charity by:

Signed



M Studley, Chair

Dated: 14.12.2021

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts

for the year ended 31 March 2021

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

2. Grants & donations

	2021	2020
	£	£
Henry Smith	40,000	40,000
Big Lottery	57,996	48,441
Ministry of Justice - Adult	39,000	39,000
Ministry of Justice - YP	21,000	16,500
Ministry of Justice - Covid	10,084	-
Ministry of Justice - Uplift	30,000	-
Lloyds Bank Foundation - Covid	7,860	-
PCC Preventative	9,500	-
PCC Therapeutic	6,250	-
Weslyan	-	8,666
Lloyds Enable	-	14,940
Leicestershire & Rutland Nursing Association	-	500
Donations/Fees	-	5,437
	<u>221,690</u>	<u>173,484</u>

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts (continued)

for the year ended 31 March 2021

3. Prepayments

	2021	2020
	£	£
LCC Rent	3,250	3,250
Microsoft Online Services	569	-
Insurance	202	-
	4,020	3,250

4. Creditors

	2021	2020
	£	£
Sundry Creditors	1560	40
Pension	104	61
Accounts & IE	350	350
	2,014	451

5. Movements in funds

	Opening balance 01.04.20	Incoming resources	(Resources expended)	Transfers between fund	Closing balance 31.03.21
	£	£	£		£
Unrestricted funds	44,478	4,403	(2,630)	-	46,251
	44,478	4,403	(2,630)	-	46,251
Restricted funds					
Henry Smith	-	40,000	(18,604)	-	21,396
National Lottery	28,376	57,996	(52,535)	-	33,837
Ministry of Justice - Adult	-	39,000	(36,000)	-	3,000
Ministry of Justice - YP	4,927	21,000	(18,034)	-	7,893
Ministry of Justice - Uplift	-	30,000	(30,000)	-	-
Ministry of Justice - Covid	-	10,084	(10,084)	-	-
Weslyan	8,389	-	(4,002)	-	4,387
Lloyds Foundation Enable	12,754	-	(11,685)	-	1,069
Leicestershire Police	-	4,628	938	-	5,566
Lloyds Bank Covid Grant	-	7,860	(6,497)	-	1,363
PCC Preventative	-	9,500	(9,500)	-	-
PCC Therapeutic	-	6,250	(5,067)	-	1,183
UAVA	-	550	-	-	550
	54,445	226,868	(201,069)	-	80,244
Total Funds	98,923	231,271	(203,699)	-	126,495

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts (continued)

for the year ended 31 March 2021

6. Staff Costs and numbers

	2021	2020
	£	£
Wages	78,763	62,304
	<u>78,763</u>	<u>62,304</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.2 full time equivalent (2020; 2.2).

7. Trustees' remuneration, benefits and expenses

No trustees received any expenses (2020: £353.99) during the year.

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £350.

9. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.