



**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.

<b>Charity Name</b>	First Step Leicester, Leicestershire and Rutland
<b>Charity Registration No.</b>	1165062
<b>Registered Office &amp; Operational Address</b>	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
<b>Trustees</b>	Mark Evans (Chair) Mick Studley (Honorary Treasurer) Andrea Cave Kirandip Gill Rahoul Naik (appointed January 2023)
<b>Staff</b>	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
<b>Bankers</b>	Lloyds Bank, High Street Leicester Branch (309497)
<b>Independent Examiner</b>	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	£	£	£	£
<b>Incoming resources</b>					
Grants	2	-	262,966	262,966	217,601
Other Income		5,346	-	5,346	7,099
<b>Total incoming resources</b>		<b>5,346</b>	<b>262,966</b>	<b>268,312</b>	<b>224,700</b>
<b>Resources expended</b>					
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
<b>Total resources expended</b>		<b>-</b>	<b>241,717</b>	<b>241,716</b>	<b>218,859</b>
<b>Net incoming/(outgoing) resources</b>		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
<b>Total funds carried forward</b>		<b>57,647</b>	<b>105,378</b>	<b>163,026</b>	<b>136,430</b>

# Balance Sheet

Balance sheet at 31 March 2023

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

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
	<b>262,966</b>	<b>217,101</b>

## 3. Prepayments

	2023 £	2022 £
LCC Rent	3,250	3,250
Insurance	240	202
	<b>3,490</b>	<b>3,452</b>

## 4. Creditors

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

## 5. Movements in Funds

	Opening balance 01.04.22	Incoming resources	(Resources expended)	Transfers between fund	Closing balance
	£	£	£	£	£
<b>Unrestricted funds</b>	52,597	5,346	-	(296)	57,647
Prior year adjustment	-	-	-	-	-
	<b>52,597</b>	<b>5,346</b>	<b>-</b>	<b>(296)</b>	<b>57,647</b>
<b>Restricted funds</b>					
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)	-	-
	<b>83,833</b>	<b>262,966</b>	<b>(241,718)</b>	<b>296</b>	<b>105,378</b>
<b>Total Funds</b>	<b>136,430</b>	<b>268,312</b>	<b>(241,718)</b>	<b>-</b>	<b>163,026</b>

## 6. Staff Costs and Numbers

	2023 £	2022 £
Wages	74,330	69,008
	<b>74,330</b>	<b>69,008</b>

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.