



*Upholding justice in
challenging times*

2020/2021 Highlights

The team at Derbyshire Law Centre always make sure that those in need are offered the advice and help they require and deserve. Despite the continuing pandemic, the Derbyshire Law Centre team have been able to service the needs of clients, and enable access to justice and wrap around services for those in need.

In the period September 2020 to August 2021 we have:



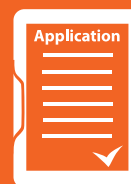
Dealt with
4931
enquiries



Opened
1244
new cases



Achieved
106
homeless
preventions



Assisted with
132 EU
Settlement
applications



Held **13**
Trustee
meetings

Facilitated **31** clients to negotiate a settlement agreement when they were leaving their employment, preventing the need to go to Employment Tribunal.



Improved the self-confidence and self-esteem of
39.4% of clients



For more information on our performance see pages 24 and 25.

Who we are:

Like all Law Centres we defend the legal rights of people who cannot afford specialist legal advice. We are a team of legal specialists, including solicitors working in our community to uphold justice and advance equality. Set up in 1989, we are a charitable company and work as a peer led organisation with a Board of Trustees.

Our Mission

Our mission which has recently been updated reflects our continued commitment to our ethos and to serving our local communities.

Derbyshire Law Centre's mission as a peer led organisation is to increase access to justice for disadvantaged individuals and communities through the provision of quality assured, accessible, free and low cost legal advice, information and representation to individuals and groups across our geographical area.

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Welcome to our review of the year 2020 - 2021

Thank you for taking the time to read our annual report. We hope that it is interesting, informative, and gives you an insight into how our organisation has risen to the challenges presented by the last year.

I would firstly like to thank staff and their families for their patience and resilience during these challenging times. Our staff have continued to provide a high quality legal service while rapidly adapting to new working arrangements due to the Covid rules. This has ensured that our clients have had the support and assistance that they need.

I would also like to thank our trustees for responding so positively to the many remote meetings and interviews necessary over the course of the year, often at short notice. It has been a very busy year and your help has allowed us to launch new projects and recruit staff in a timely manner.

We thank Steve Taylor for 31 years of outstanding service, working with clients experiencing issues with housing and homelessness. We wish him a very happy retirement and all the best for the future. Steve will be missed and we thank him for all the work he has done for Derbyshire Law Centre.



Jenny Flood
Chair of the Management Committee

Michael Gordon, trustee and colleague, has recently stepped down as Chair of the Trustees. Thank you for steering us safely through the last year and the early phase of the pandemic.

We have given ourselves the task of reviewing our governance and improving our communications. We hope that our review will result in improvements to our working practices and compliance.

After the end of the latest lockdown earlier this year, we have started to see the longer term impact of the pandemic on the mental health of Derbyshire residents. The end of various government measures put in place to help mitigate some of the harsh effects of the pandemic are also starting to have an impact on our communities, such as the end on the ban on evictions, the furlough scheme ending, and the removal of the £20 uplift from Universal Credit. These cuts, along with rises in food prices and energy costs, are all likely to push more people into poverty, unemployment, and debt. Therefore, services which the Law Centre provide are highly likely to be more in demand than ever.

We also thank our funders for your generous support. Your funding has allowed us to continue to provide free legal advice and assistance to our communities during the pandemic. Sadly, we anticipate that the next 12 months will be even more challenging, due to increased demand and ongoing issues related to the pandemic. Your help is very welcome and we hope we can continue to work together closely to meet the demands for high quality social welfare, legal advice and casework across Derbyshire.

Jenny Flood

Senior Solicitor's Report

I must say that I did not foresee that I would start this year's report where I left off last year. In August 2020 we were taking tentative steps to re-open the office both for staff and the public so that we could start seeing people face to face again. Unfortunately, that did not last long and we were back in lockdown almost before the report was published.

I am not a fan of the expression 'the new normal' but we have continued to be resourceful and adapt well to the changing Covid 19 requirements in these difficult times. Like many places, we had to return to being closed to the public again for a while, but were then able to re-open our reception and operate with some staff in a safe office environment, and have increasingly been able to offer face to face appointments as the year has gone on. As explained in the Housing section of this report, possession cases began to be listed again and we covered the court Duty scheme to help those facing possession or eviction. We returned to seeing EU citizens at the DUWC offices in Shirebrook to help them with their applications to remain in the UK as the deadline loomed. Our Care Act advisers kept in touch with their very vulnerable clients and other caseworkers were able to do doorstep and house visits to progress cases. Our volunteers continued taking details of enquiries from home and in the office, and generally we have all got used to a different way of working. Who can say what the next year will bring?

We were funded for two trainee solicitors during the year, Matt Brown in his second year funded by The Law Society Diversity Access Scheme and Gary Steel, another Justice First Fellowship funded trainee who started on 1 January, 2021.



Tony McIlveen
Senior Solicitor

Congratulations to Matt who qualified as a solicitor on 3 September and is now a member of the housing team. Gary previously worked for us as a Homelessness Prevention paralegal and we were all delighted that he was the successful candidate. The quality of candidates was impressive and we were able to offer a short term temporary housing adviser post to one of the other candidates, Alex Pearce. We also welcomed Luke Ridge to our housing team and Patrick Macken to our employment team, with further additions, Madison Aspinall and Kate Morgan later this year to our housing team.

It has been exciting to have some new blood and young faces at the Law Centre, even though we only get to meet in person now and then, but we also said goodbye to a few in this last year. In January Debra Parkin left us to take up a role as a Personal Navigator with St Ann's Advice, Nottingham. Romany Kisbee-Batho, an employment/immigration paralegal left us in May to work for a prestigious London firm, whilst Laura Holland left our housing team to relocate to North Yorkshire and an exciting post building up specialisms at a large Citizens Advice centre there. Joe Wilson, a homelessness prevention worker took up a new role at Chesterfield Citizens Advice in August. And of course, sadly, we said a fond but slightly tearful farewell to the evergreen Mr Steve Taylor, one of the original members of staff of the Law Centre back in 1989, who called time and decided to retire in August this year. A true champion.

Our core local authority funders have also been champions, sticking with us, understanding the difficulties we sometimes faced in delivering our services, providing extra funding for us to help families in terrible need during the last year and generally being supportive. A big thank you from all of us.

So, a year in which we achieved far more than we thought we could, sometimes less than we wanted, but I hope this report shows the ways in which we have continued to be there for people when help was most needed.

Tony McIlveen

Employment Unit Report

We continue to live in challenging times and, like all staff at the Law Centre, the Employment Unit has had to embrace changes to the way we deliver our services and to the types of cases we are dealing with. We are all now adept users of 'Zoom', have brushed up on our IT skills and adapted to interviewing clients remotely as opposed to face-to-face.

New funding

New funding through the LSLIP (Legal Support for Litigants in Person) project and 'Just In Time' project, together with South Derbyshire and core funding has allowed us to continue to deliver a high-quality service and increase staffing levels within the unit. We welcomed Patrick Macken as a new employment caseworker in late 2020 and his knowledge of employment law and considerable casework skills are already proving invaluable.

"Patrick was amazing and very helpful throughout the whole process, can't thank him enough."

New employment enquiries to the Law Centre remain high and as expected, many are Covid related. Over the coming months we expect to see a rise in enquiries in relation to the legitimacy (or otherwise) of insisting staff are fully vaccinated, ongoing health and safety concerns in the workplace as a result of the pandemic and the effect of the termination of the furlough scheme which may have a devastating impact on many. We shall report back in full next year!

As ever, we have dealt with a mixed bag of enquiries over the last year including discrimination, unfair dismissal, redundancy, non-payment of wages, and many Covid-related enquiries. A flavour of some of those enquiries is given; see right.

Case studies

David's story

David was made redundant after 15 years of service. Unfortunately, his employer's business collapsed before his redundancy payment was made and our client was left with nothing. We issued proceedings in the Employment Tribunal and after a successful hearing, were able to recover the full amount of redundancy of £7000 from the Redundancy Payments Office.

Teresa's story:

Teresa was dismissed on the grounds of ill health from her role as a receptionist after being absent from work due to 'long-Covid'. We successfully appealed against dismissal on a number of grounds. In particular, the employer had not obtained an updated medical report, had not given proper consideration as to the likelihood of Teresa's return to work, and had not looked at alternatives, such as a phased return or reduced working hours in the short term. The employer agreed to reinstate Teresa, properly investigate her circumstances and give full consideration as to what steps could be taken to assist her return to work.

Andy's story:

Andy was dismissed for whistleblowing. We took legal proceedings on the basis that the dismissal was unfair and were able to ultimately settle the matter for a considerable sum shortly before the final hearing in the Employment Tribunal.

Tom's story:

Tom had been absent from work as a result of ill health for over a year. Unfortunately, his medical prognosis was that he would struggle to return to work in the foreseeable future. His employers had begun capability proceedings which would inevitably lead to dismissal. We became involved and were able to negotiate a favorable termination of employment together with a significant 'settlement' package. Due to terms of settlement, our client was able to move seamlessly to appropriate welfare benefits.

Just in Time Project

The Just in Time project started in June 2019. It provides specialist employment advice for clients who are referred by health professionals. A rapid referral route has been set up with the aim of giving advice within 48 hours of referral. We have found that when advice is given at an early stage, issues are more likely to be resolved without the need for legal action. This saves time, reduces stress experienced by clients, and avoids conflict with employers.

With our assistance, clients are often helped to stay in employment, but where that is not possible, further advice, assistance and representation can be provided in relation to ongoing issues or legal action. As well as achieving employment outcomes including financial benefits such as continued or enhanced income, the project aims to improve health and well-being. Where there are multiple issues, clients can be referred to the Law Centre's other services - for instance, housing or debt.

Case study - Michaela's story

Michaela was newly qualified and working in a busy environment. Although she enjoyed her work, she began to have problems with her colleagues who bullied her, making comments about her age and work experience. They gave her menial tasks so she was unable to use her qualifications. Michaela developed work-related stress and depression. She raised the issue with her employer, but they didn't take any action to help her. Michaela lost all trust in her employer, and resigned. She was then referred to us for advice. We helped Michaela with an Employment Tribunal claim for age and disability discrimination and constructive unfair dismissal. A settlement was reached and Michaela found new employment.

The Just in Time project has been evaluated by staff at the Centre for Regional Economic and Social Research at Sheffield Hallam University, and a copy of the report can be found on the News page of the Law Centre website. The report gathered the views of clients and other stakeholders – for example referring agencies and funders – and is very favourable.

The Just in Time project has been funded by Derbyshire Public Health and the Legal Education Foundation. We hope that further funding will enable us to continue the project, and to expand its reach so that more people can be helped to find an early solution to their legal problems in employment.

Case study - Graham's story

Graham had been working for his employer for 6 years. He had longstanding health issues which his employer was aware of. Graham and his manager arranged a system of working which suited him – he was able to take breaks when he needed to, and if he had to go home early or come in late he texted his manager rather than use the formal absence procedures. However, only Graham and his manager knew about this arrangement. The manager left, and Graham's new manager refused to continue the arrangement. We helped him raise a grievance, pointing out that the arrangement between Graham and his manager had been a reasonable adjustment for a disability. The employer accepted this and Graham was able to build a positive relationship with the new manager and stay in his job.

"I do believe the project's a life saver for me and it's certainly helped my stress levels go down because I knew I had the backing of the law then and what I thought I was entitled to, was correct." (client)

Legal Support for Litigants in Person (LSLIP)

In July 2020 we were invited to submit a bid for funding under the Legal Support for Litigants in Person Grant (LSLIP), funded by the Ministry of Justice, administered by the Access to Justice Foundation.

We were successful in our bid, which is a first in that the LSLIP project is a collaboration, and has seen us establish a new and efficient working relationship with our partners, Central England Law Centre. The relationship has given huge benefits to both partners, and continues to blossom and go from strength to strength.

As a result of the LSLIP grant:

- We were able to appoint a full-time Employment caseworker in January 2021 on a fixed term contract until June 2022.
- We were able to extend our advice, assistance and representation to cover the High Peak region of Derbyshire; an area which we had unfortunately lost funding for, despite our awareness and understanding of demand for potential serious and high risk cases within the area.
- We are now able to offer and undertake advocacy and representation on behalf of our clients in the Employment Tribunal.
- We have improved and updated resources on our website for people we cannot help directly – for instance because they live outside Derbyshire. These resources were developed under previous funding for litigants in person.

“Once again thank you...I sincerely appreciate your input and the time spent.”

Since 1 April 2013, Legal Aid in employment has been restricted to cases of discrimination in employment. However, thanks to the LSLIP grant, we are effectively able to turn back time and provide assistance as if there is in fact generalised all-encompassing employment law Legal Aid funding. We are able to help clients to litigate a wide range of claims that simply would not be possible without the LSLIP funding.

Previously, our funding streams were limited to 6 hours casework in ‘exceptional circumstances’, whereas we now have the funding to work without such a restriction, with the added bonus of providing advocacy and representation.

Case study - Reece's story

Reece had been signed off from work due to ill-health. He was paid company sick pay for 6 months. He was then informed that he was not actually entitled to company sick pay, but statutory sick pay, and was told that a deduction would be made to recover the overpayment from his wages. We issued a grievance on Reece's behalf, and the employer responded, agreeing that they would not take any action to recover the alleged overpayment from Reece's wages.

In the first 6 month of the project (1st October 2020 to 31st March, 2021):



467 clients were helped under the LSLIP funding.



522 recorded hits on the 'Lip Service' pages on our website.

Discrimination

Unit Report

We currently hold a legal aid contract in discrimination which allows us to provide specialist advice and assistance focusing on the areas of employment, housing and access to goods and services. We have additional funding to provide basic advice and assistance for discrimination in employment for those clients who are not eligible for legal aid.

The work we carry out in the Discrimination Unit is best reflected through example case studies from the last 12 months:

Case study - Amanda's story

Amanda was dyslexic and referred to as 'slow' and 'incompetent' by her employer. No consideration was given as to whether Amanda would have benefitted from adaptations or reasonable adjustments within the workplace to assist her. She was prevented from undertaking key duties, as her employer believed that she was not capable of performing them due to his flawed perception of her abilities.

Amanda was suddenly dismissed by reason of redundancy. She was not given any prior notification that she was at risk of redundancy, she was not consulted, no alternative work was considered, and she was not given a right of appeal. We asserted that the 'real' reason for dismissal was in fact discriminatory and proceeded to issue proceedings in the Employment Tribunal. The matter ultimately proceeded to a final hearing. We provided representation and were successful in obtaining a compensatory award of £20,000.

Case study - Pauline's story

Pauline worked in a shop. She had a mental health condition which her employer was aware of, and 2 young children, the youngest having just started at school. She had an arrangement to leave early on certain days to collect her children from school. When she returned after a period of sick leave, she was told that she would have to work until 5.30 every day but could start later in the mornings. It was difficult for her to arrange childcare, and anxiety about the change in hours affected her health. We started a claim for sex & disability discrimination in the Employment Tribunal which was ultimately settled. Pauline was very happy with the amount she received. She told us that the experience of taking action about the issues in her employment had improved her confidence and she has now found another job.

Case study - Steven's story

Steven, a client with a disability, applied for a job. He had a fluctuating condition and on the day of the interview he was too unwell to attend. He informed the prospective employer, who said that because he could not attend the interview, his job application would not be considered. Sometime later, a similar job was advertised by the same employer. Steven was told that because of the previous non-attendance at interview, his application would not be considered. We intervened, but the employer was adamant that he could not accept the application. We took a claim to the Employment Tribunal which was subsequently settled.

"Andrew was fantastic. He really wanted me to win my case."

Housing Unit Report

The Housing Unit has continued to be busy over the last year and although there was a ban on most evictions until 31 May, we were kept busy by some landlords who chose not to follow the correct legal procedure to evict a tenant. These cases always require emergency assistance and often an urgent application to the court to get the client back in to their home.

Illegal evictions are time consuming for solicitors and caseworkers at the Law Centre and can be life changing for the tenants affected. We have dealt with cases where a landlord has removed and destroyed all of a client's belongings. This can be a lifetime of personal documents, photographs and other treasured, irreplaceable items.

We have continued to work with our local authorities particularly to support clients who found themselves to be homeless. Our partnership working goes from strength to strength which means we achieve the best outcomes for clients.

The Law Centre has been very actively involved with the East Midlands Civil Court Possessions Group and we have attended all the meetings chaired by the Designated Civil Judge, HHJ Godsmark. The solicitors attending represent landlords, and local authority representatives were also in attendance. This put our solicitors and caseworkers in a good position to know which landlords were actively starting to issue possession proceedings so that we could be ready and make sure we had the resources for the County Court possession days which began in October 2020.

We have now noticed an increase in new enquiries and cases and are much busier than we were. We've also noticed an increase in mortgage repossession cases and expect more with the ending of the furlough scheme.

Chesterfield County Court Duty Scheme

We have operated the Housing Possession Court Duty Scheme at Chesterfield County Court since it started in 2005. This service is funded by the Legal Aid Agency and supported by funding from Local Authorities. The Duty Scheme ensures that an experienced housing adviser is present at Court on every day when possession (eviction) claims are due to be heard.

For many of the clients we meet at Court this will be the first time they have received advice on their circumstances. Lack of money, vulnerabilities or simply not knowing where to turn often prevents tenants and mortgage borrowers from seeking advice until the day of their hearing. This is what makes the emergency advice and representation service we provide so important. Representation in Court can be provided to anyone facing eviction from their home regardless of their financial resources or circumstances. Often contact at Court is the first step in the client's journey to receiving wrap-around advice and support from housing advisers and other services within the Law Centre.

The pandemic has continued to affect the way in which cases are heard at Court but Derbyshire Law Centre has adapted to meet the challenge. An adviser continues to attend Court for all Substantive (in-person) listings in addition to Review sessions when Defendants may not speak to the Judge, but can receive expert advice on their case.

Attended:

- 20 Substantive in-person listings
- 18 Review listings

Homelessness Reduction Act

The Homelessness Reduction Act (HRA) Project is now in its third year providing specialist support to prevent and alleviate homelessness for the residents of North East Derbyshire, Bolsover and Chesterfield. The project funds a full-time homelessness prevention paralegal and accepts referrals for those at risk of homelessness from local authorities, housing associations and other support services. Being a paralegal led project, Derbyshire Law Centre are able to offer wrap-around support to clients to work to resolve legal, as well as practical, issues affecting them.

As the region continues to grapple with the impacts of the pandemic, generous increases in grants and funding from local authorities enables us to get help quickly to those most in need. This year grants have been secured for clients to pay for deposits to access new accommodation, for essential furniture and white goods, for moving costs as well as providing one-off emergency welfare grants to pay for food and clothing for those in crisis.

Much of the work on the project revolves around preventing homelessness by either supporting clients to remain in their home, or ensuring new accommodation is available for those facing eviction.

Case study - a family in need's story

A family approached us for help. They were facing eviction by a private landlord for rent arrears which had accrued due to difficulties with their claim for Universal Credit. We secured funds of over £1,000 to ensure deposits were paid for new private rented accommodation for this family of five. We were also able to fund a moving van, new furniture and essential white goods. The family were also supported to budget effectively in their new home.



Clients Assisted = 60

BDC = 9 CBC = 23 NEDDC = 28



Financial Gains = £34,160



Homelessness Prevention = 35

BDC = 8 CBC = 15 NEDDC = 12

"I wouldn't have known what to do if it hadn't been for Luke"

Homelessness Prevention Project

In June 2020, following the success of our Private Rented Sector Project, we launched the Homelessness Prevention Project. We are delighted that the project has been extended again, thanks to continued funding from Amber Valley Borough Council, Bolsover District Council, Chesterfield Borough Council, Derbyshire Dales District Council and North East Derbyshire District Council. This year has seen the project grow with additional funding from High Peak.

The project enables us to provide support to tenants, both in private rented properties and social housing who are facing homelessness or are having difficulties paying their rent. We can also signpost clients to other services provided by the Law Centre or other agencies.

Case study - Joe's story

Joe initially contacted the Law Centre in July 2020 via Amber Valley Borough Council. Joe was renting a room off a live-in landlord but he was asked to leave the property as the landlord was concerned about Covid due to the fact that Joe was working.

Joe initially moved in with his girlfriend but this was at her mother's house which wasn't ideal and when the relationship ended he had to move out. We lost contact with Joe for a while but in March 2021 he re-contacted the Law Centre saying that he was renting a room but had been asked to move out. Subsequently Joe discovered that the person he had been paying rent to did not own the property and that the actual landlord had found out that he was living there. He wanted advice on his legal rights. Having sought advice from our housing solicitors we were able to inform Joe that he did not have any rights regarding his current situation.

But we were able to offer Joe help to find suitable affordable accommodation and a few days later he informed us that he had found a room.



Amber Valley Caseworker Project

With funding from Amber Valley Council, the Law Centre is able to dedicate a full-time housing caseworker to provide legal and practical housing advice to residents of Amber Valley. By ensuring a dedicated caseworker is provided, the Law Centre is able to work with greater efficiency for the benefit of residents by employing local knowledge and forging relationships with local authority departments.

Whilst it has not been possible to see many clients face-to-face during the pandemic, the Law Centre has maintained a continual service via telephone, post and video call. Where necessary, home visits have been possible to support our most vulnerable clients to ensure no resident is left behind.

Legal advice, support and representation is provided to those clients eligible for legal aid funding of their case for housing issues including eviction, homelessness, disrepair, unlawful eviction and harassment. Numerous evictions have been prevented or significantly delayed through legal representation to defend claims before the courts. By providing early advice, coupled with referrals for homelessness prevention support, the Law Centre is able to resolve issues such as rent arrears well before a threat of homelessness begins.

The project also allows us to work closely with residents to make and manage homelessness applications. By working closely with Amber Valley Borough Council we are able to help clients collect evidence and present their circumstances in the clearest way. In rare cases where an aspect of an application might become subject to challenge; we are able to resolve issues quickly without unnecessary recourse to legal measures. By working together, the Law Centre and Amber Valley Borough Council are able to secure the best possible outcome for residents.

Case study - Fiona and Jake's story

Fiona and Jake, a couple living in Amber Valley were facing eviction for rent arrears. It was identified that they had long suffered with disrepair in their privately rented home after the Landlord refused to keep the property in a habitable condition. After arranging for a property surveyor to complete a report; we were able to successfully issue a Counterclaim to write-off the arrears. This secured Fiona and Jake extra time in the property as well as allowing them access to Home Choice, the local housing register, to bid for alternative accommodation.



"Alex was understanding and made me feel important and the whole situation important."

Debt Unit Report

The Law Centre continues to offer free, impartial, specialist advice to anyone in debt, whatever their income or circumstances. Working effectively between September 2020 and August 2021 continued to be a challenge, trying to meet the needs of clients often facing urgent and difficult problems, but without being able to see them in person. We built on the skills we had already learnt over the course of the first lockdown, and are confident that we were able to respond quickly and effectively by phone, email and text to many emergency situations. Since returning to face to face appointments in July, we have had a steady stream of people wanting to access this service, as many people in debt find it easier to come in and talk to us in person. Since July, debt advisers Sue and Sally have been joined by Gary Steel, a trainee solicitor with Derbyshire Law Centre.

A major development in May this year was the introduction of Breathing Space. Breathing Space is a government scheme that puts a mandatory 60-day hold on all debt collection activity, from catalogue debt and bailiffs collecting council tax, to evictions based on rent or mortgage arrears. The scheme is administered by the Insolvency Service, and our debt advisors have made good use of it. Breathing Space gives people in emergency situations an immediate hold on court/collection activity, and time to either make a further court application, or consider a more long term debt solution.

Since the end of the eviction ban, we have seen an increase in people struggling to pay their mortgage, whether because they have lost their job through Covid, or been ill and unable to work at all. This is coupled with many people coming to the end of an interest only mortgage started many years ago, but now with no way to pay it off, and potentially facing the loss of their family home. The Law Centre's specialism in housing related debt means we can offer quality advice to home owners facing the loss of their home, often in circumstances they could never have envisaged a couple of years ago.

Our debt advice provision is part of a wider team within the Law Centre, including housing specialists, homeless prevention projects, and the Money Sorted budgeting project, who all work together to make sure everyone who asks us for help gets a holistic service. We work hard to try and make sure everyone who needs our help gets that help. Our joint working approach is key to being able to make a difference to people's lives, sometimes in a small way, such as helping someone speak to their creditors to get time to put a payment plan together, or a more major 're-set', helping people write their debt off and start afresh. This can have a massive impact on their mental health and wellbeing.

Case Study - Steven's story

Steven phoned us in a panic, as he had received an official and frightening Notice of Enforcement from High Court Enforcement Agents. They were threatening to attend his property the following week to remove his belongings, due to water arrears which he had ignored, resulting in a county court judgement being made against him, and then registered in the high court. Steven was retired, and getting pension credit plus his retirement pension. We were able to make an immediate Breathing Space application for him, which stopped the bailiffs from being able to attend his property, and gave us time to help Steven make an application to the court and pay at an affordable rate.



615 participants supported

67% increase on last year

"I've only managed to get through it all with your help and I am now looking forward to the future for the first time in a long time. Thank you so much."

Immigration Unit Report

This year the Immigration Unit has been very busy helping EU citizens and their families living in the area to apply for leave to remain in the UK post Brexit. We had previously been part of a national Law Centre Network project to support vulnerable people with complex cases. In October last year we were part of a successful bid, led by Nottingham Law Centre, to support vulnerable EU citizens and their families across Nottinghamshire and Derbyshire, as well as the two cities. We are responsible for Derbyshire and Derby City, working in partnership with St James Centre in Derby City. We have also dovetailed our project with the work of Derbyshire Unemployed Workers Centre supporting Polish and other EU citizens in Shirebrook and North Nottinghamshire.

It has not been easy running the project in a pandemic as we usually need to see clients face to face in order to complete their applications. As yet, no one that we have supported has had their case refused, but we are well aware that as the scheme ended on 30th June 2021, amidst a panic of last minute applications which are still being processed, there are still an awful lot of 'pending' cases which may fall to be refused. The Home Office reported that it was receiving over 10,000 applications a day in the last few weeks of the scheme. Worryingly, some groups continue not to be aware of the need to apply. For instance, only 2% of the total EUSS applications are from people over 65, many of whom have probably lived in the UK for decades. Everyone wants to avoid another Windrush situation.

At the time of going to press, the good news is firstly that the Home Office continues to accept late applications and is taking a pragmatic approach to getting everyone legally resident and secondly, it looks as if the Home Office is extending our funding to continue our work until March 2022.

The last year has also seen our immigration team very busy on the telephone giving detailed advice and continuing to submit applications for people during lockdown. Our project to help people with difficult Human Rights based applications who cannot afford to get legal advice came to an end in April 2021. It was funded by the AB Charitable Trust for 1 year and proved a lifeline, particularly to women who had fled domestic abuse, often with children, with no recourse to public funds. We are keen to continue this important work.

We welcomed Beth Holt full time to the immigration unit in April 2021 to help cope with the increasing caseload. The looming EUSS deadline resulted in Beth undertaking home visits in Derby on numerous occasions to see vulnerable individuals, particularly children, to assist them in making their applications; on her busiest day Beth saw more than 20 people in their homes.

Sadly, we also said goodbye to Romany Kisbee-Batho, who was an employment/immigration paralegal. Romany did well to pass her Office of the Immigration Services Commissioner (OISC) level 1 exam, enabling her to give immigration advice, before leaving to take up a new post in London.

"I would just like to pass on my thanks to Beth and all her colleagues - all were a great help to me."

Case study - Lucy's story

Lucy came to the UK as a student at Sheffield University in 2000. Unfortunately, on completion of her degree, she swapped courses to one that did not meet visa requirements and so an application for an extension of her leave was refused. She was unaware of the decision at first and so she became an over-stayer and lost her place on her course. She tried to regularise her stay as soon as she found out, but was now very anxious. She had to report to the police and yet she heard nothing about her case from the Home Office. She then met her fiancé in Derbyshire and they started a family together.

We first became involved in Lucy's case in 2008 as she was still waiting to hear from the Home Office on her earlier application. She had been refused permission by the Home Office to marry her partner. We submitted a new application to the Home Office for her and made detailed representations on her behalf based on her family life in the UK. This was finally granted in 2010 and she and her partner were finally able to marry. Lucy had suffered severe post-natal depression and her health was increasingly in crisis but she managed to continue to work and support her family. We did not act for her, but the Home Office lost her next application for further leave in 2013, which was eventually granted over a year later. The stress and uncertainty of her immigration status was impacting Lucy's health. In 2016, we were not in a position to take on immigration casework and as Lucy could not afford a solicitor, she submitted her own application for settlement, trying to explain her family situation, which had become complicated due to Lucy's ill health.

The Home Office rejected the application and instead granted her yet more limited leave, this time until 2020. Lucy was very upset by the decision but did not challenge it. She continued working during the pandemic but was panicking as to what application she would now have to make and so applied for the automatic 1 year extension

available to key health workers at the time. We were in contact with Lucy after this and advised that she waited for the outcome of her extension application. She waited months without a response from the Home Office, and so in early 2021 we made a Subject Access Request to find out what had gone wrong with her previous application and what her current status was. When we got the file details, we could tell that she had now lived lawfully in the UK for 10 years, her previous application was probably refused in error and that the Home Office had lost her extension application as a health worker. We had funding from the AB Charitable Trust to support people with precarious immigration status and so we were able to submit a full application and all the necessary supporting evidence for settlement based on 10 years' lawful residence in the UK. Thankfully, it was granted in fairly quick time and so Lucy's journey was finally over and she could feel secure in the UK.

"Thank you very much for emailing, it's brilliant news that I have been granted indefinite leave to remain. I was pleased that the application been successful. Moreover, I could inform my employer my legal status now. After few hours knowing that I finally got the visa, I started feeling settled and happy, takes while to believe all these years worries and anxiety and stress suddenly came to an end. And I feel relieved that I can start a new chapter of life. I feel ever so grateful for your kindness and professional help. Thank you so much for your brilliant efficiency and truly amazing professionalism."

Other Projects

We continue to work on projects and funding applications to expand the numbers of people that we can assist and to retain existing services. Recognition that some of our clients would benefit from additional support in addition to the support they get from case workers is at the heart of our projects. Despite lockdowns we are proud that we have continued to be able to support clients through the following projects:

Money Sorted in D2N2

This year 'Money Sorted' has embraced hybrid-working to assist participants with budgeting and financial capability, enabling them to function effectively through lockdown fluctuations. We continue to support individuals who find themselves socially isolated and digitally excluded, with limited or no income, and heightened mental health conditions exasperated by the after effects of Covid-19. This often requires a navigator to read between the lines and support the participant to piece the 'jigsaw puzzle' of their life together –providing wrap around holistic support to enable them to make positive steps towards training or employment, whilst addressing the fundamentals of budgeting and financial capability.

'Money Sorted' is one of 3 strands of the Building Better Opportunities programme (the others being 'Opportunity & Change' and 'Towards Work') and funding has been secured until June 2023 for 'Money Sorted'.

A new development in 2021 sees 'Money Sorted' working in partnership with 'Clean Sheet', an organisation that support ex-offenders into work, thus breaking down barriers into employment and having the means to create a better lifestyle.

In January 2021 we said goodbye to one navigator as they relocated to Nottingham and we now support people in Chesterfield, Bolsover and North East Derbyshire. 'Money Sorted' can offer a wide range of holistic support and we are happy to 'hand hold' and guide clients through challenging financial times.



53 participants supported

Case study - 'Forgotten young people'

Knowledge of Kallum came about when carrying out a budget plan for Kallum's parents at the beginning of 2021. Kallum is a 24yr old adult living at home with no income. He was economically inactive and living on no funds. He was socially isolated and his father didn't approve of him paying 'board' or claiming benefits. Kallum was having a tough time with anxiety and mental health issues; he did not leave the house, and in the past had given up when trying to action things himself.

'Money Sorted' assisted Kallum to access Universal Credit remotely, combat issues with Government Gateway and ID, breaking down barriers to accessing income and becoming financially independent. From there he gained the courage to engage with 'Youth Employability Coaches' at DWP who are specially trained to support young jobseekers facing significant barriers to get on the first rung of the jobs ladder.

Although Kallum lived at home with his parents, 'Money Sorted' showed him the difference between priority and non-priority payments. He formulated his own budget plan and began to do his own online grocery shopping, he also insisted on paying 'board' to his parents, which in turn helped their financial circumstances.

The confidence of Kallum increased, and although he still suffers with anxiety he is having more contact with the outside world, looking towards opportunities at The Princes' Trust and is beginning to envisage himself in an outside world.

"Money Sorted helped me to get back on my feet and become financially independent."

Derbyshire One-to-One Bilingual Crisis Buddy Service

This successful partnership project which involved 5 partners (Derby Law Centre, Derbyshire Unemployed Workers Centre, LINKS, St James and Community Action Derby) working together came to an end in May 2021. Even with the impact of the pandemic there was a continued demand for the service. The experience and statistical information has contributed to at least one partner securing funding for a project aimed at supporting people who are Eastern Europeans and another is working on another project. Derbyshire Law Centre are or will be part of both the new projects.

The following figures are for the Shire aspect of the project only.

- 182 beneficiaries over the 5 years
- Of those 155 (85%) of the beneficiaries were Polish
- 41% of beneficiaries had at least two or more appointments
- 65% of beneficiaries had more than 1 issue

Numbers per specialism

- Housing = 20
- Debt = 63
- Immigration = 8
- Employment = 20
- Benefits = 125



"I found both of the ladies very supportive and compassionate and kind and so helpful."

Opportunity and Change

This is an employment-related support project for people facing severe and multiple disadvantage. It is delivered by a partnership of community-based organisations across Derby, Derbyshire, Nottingham and Nottinghamshire. The project is part of the Building Better Opportunities Programme (BBO) which is funded by the European Social Fund (ESF) and The National Lottery Community Fund. The project is led by Framework and is worked on by our registered Social Worker, Mollie Roe and our Advocate, at Derbyshire Law Centre to offer support to individuals with multiple complex help needs to access universal or social care services in Derby and Derbyshire, and to open up their pathway to work, education or training. From the 1st September 2020 - 31 August 2021 the team supported 50 participants that were referred from partner organisations with identified support needs.



25 participants supported
25% increase on last year

Case study - Julie's story

Julie had numerous physical and mental health ailments and due to Covid-19 had an overwhelming fear of people entering her home. Mollie and our Advocate took her case on during Covid-19 lockdown and during her assessment with Mollie it was decided that carers would be the best option for her. Due to Covid restrictions our Advocate regularly called Julie to ensure she felt supported and email emotional support was provided, even on non-working days. Mollie referred Julie into Adult Social Care. Our Advocate then negotiated with the team to ensure the correct process was followed, the individuals were regularly tested for Covid-19 and that Julie had full control of the visits. Julie is now awaiting a final assessment and care plan. She received a full person-centred assessment and advocacy service and will now go on to receive the support she requested and requires.

Volunteers and Work Placements

Nationally and locally, the pandemic and three lockdowns have generally had a positive impact on volunteering, as people came together to help and support those on the front line or within their communities. For many volunteers, this was physical support often associated with food and prescription deliveries. What proved to be more difficult was the continuation of volunteering in advice services, especially where face to face contact or ICT equipment was required.

For the Law Centre it took time to secure funding to purchase laptops and other equipment required by volunteers. With the equipment finally in place a protocol for remote supervision was introduced and refresher training was developed and delivered. Unfortunately, by the time everything was in place, like many other people, Isabel, one of our volunteers had taken this time to re-evaluate her life and had decided not to return.

Currently we have Nancy volunteering remotely twice a week; for 8 hours. Tim for personal reasons is yet to return but stays in regular contact. Both are invited and attend staff events when available and continue to be a valuable resource for the organisation.

We are reassessing how we can adapt the assessment role to meet the needs of remote working, but we are also working on new volunteering opportunities, so watch this space.

Lockdowns continue to have a huge impact on student placements. Due to hybrid working we have been unable to commit to any student placements this year. We hope this will change in the next 12 months as we all adapt to the 'new normal'.

"It's such a relief to be back contributing to the work of the Law Centre again. It was hard to sit on the side lines whilst there was so much to be done. I didn't know how home working would suit but I love it! I can really concentrate on our clients and the technology provided is easy to use and works well."

Nancy, current volunteer



View from a Trainee Solicitor

Gary Steel

Trainee Solicitor – funded by The Legal Education Foundation.

I started working at the Law Centre in 2018 as a Homelessness Prevention Paralegal, working on the Homelessness Reduction Act project (HRA). In January 2021, I started my training contact and time as a Legal Education Foundation Justice First Fellow. My first “seat” was in Employment Law. I did not have any experience of Employment Law, it was all new to me, and was like I was starting at day one in the Law Centre.

Thanks to the brilliant supervision, patience and guidance of the Employment Unit as a whole, I soon got to grips with the variety of different issues the Employment Unit face on a day to day basis. I dealt with pay disputes, unfair dismissal and constructive dismissal through telephone appointments and also call backs – I did not have any face to face interaction with clients due to the Covid-19 restrictions and the national lockdown. However I do not feel that this restricted the advice or representation that I was able to provide.



My proudest moment in the Employment Unit was helping a young man who had been told he was an apprentice and paid as an apprentice, but who on a true construction of his contract was in fact an employee and was owed a substantial amount of back pay. After my involvement and application of the law, with supervision from the rest of the Unit, the employer backed down and paid my client what he was owed.

In July 2021 I moved into the Debt Unit helping and advising clients on issues such as the most appropriate debt option for them, how to dispute a debt at Court and how to deal with mortgage arrears and re-possession. The work is interesting and vast and I am learning so much from the Debt Unit advisors, Sue Allard and Sally Preece.

I will move into the Housing Unit in January 2022.

A part of the Justice First Fellowship is to develop, plan and launch a project that will promote access to justice. My project is a pathway for those who do not have recourse to public funds (focusing on victims of domestic violence), or where it requires clarification, to access free immigration, housing and homelessness prevention and family law advice (through a partnership with other services). I am still in the planning stage of the project but I hope to have a pilot up and running at the start of next year.

It has been a challenge undertaking my training contact during the pandemic. The majority of the normal supervision practices have had to end and I have had to become much more self-sufficient which has made me more confident in my choices, advice and representation. However, the supervision that I have received and I am receiving has been brilliant. I have always felt supported. There is no better place to train to be a legal aid social welfare solicitor than at a Law Centre, especially Derbyshire Law Centre.

Financial Review of the Year

Of first concern this year has been the effect of the Covid 19 epidemic on staff, their morale, the clients' accessibility to the service and the associated costs to adapt the service to Covid 19 secure premises and homeworking. That we managed to work so effectively for our clients, speaks highly for the workers who put in so much under very trying circumstances.

In spite of a drop in the level of legally aided work (Covid 19 again), we managed our most successful year ever financially. The surplus of £118,130 allowed us to rebuild our reserves to a safer level thus satisfying both the Finance Sub-Committee and the auditors. We have also been able to invest in today's level of Information Technology making us future proof for some years to come. Full details of the accounts are available in the separate financial statements document so I will not elaborate here.

As always, this is not possible without our committed funders. With core grants (and also project funds) from Bolsover District Council, Chesterfield Borough Council, Derbyshire County Council and North East Derbyshire District Councils, we were able to raise other funds through grants and contracts.

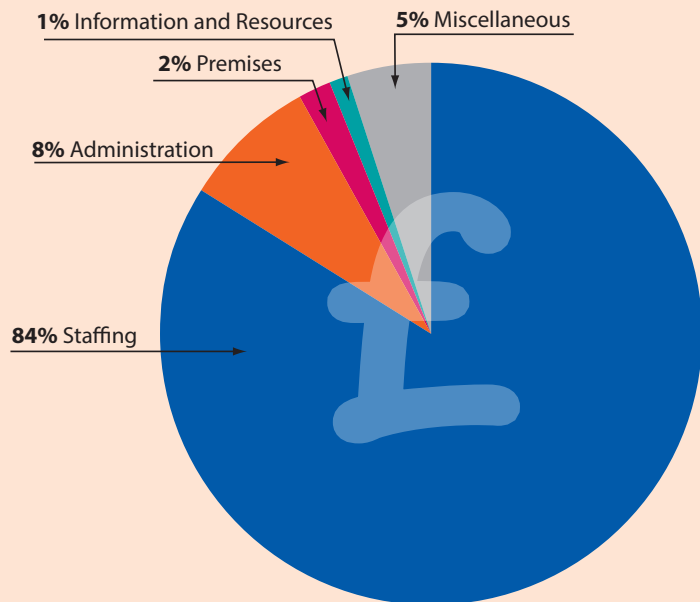
Alan Crow, Treasurer

Thanks also to:

- AB Charitable Trust
- Access To Justice Foundation
- Alex Ferry Foundation
- Amber Valley Borough Council
- Charities Aid Foundation
- Derbyshire Dales District Council
- Derbyshire Public Health (Chesterfield Health and Wellbeing)
- European Union
- High Peak Borough Council
- Legal Aid Agency
- Legal Education Foundation
- Lloyds Bank Foundation
- Money Advice and Pensions Service
- Ministry of Housing Communities and Local Government
- Ministry of Justice, via Law Centres Network
- The Home Office, via Law Centres Network and Nottingham Law Centre
- The Law Society
- The National Lottery Community Fund, via DUWC and DHA.



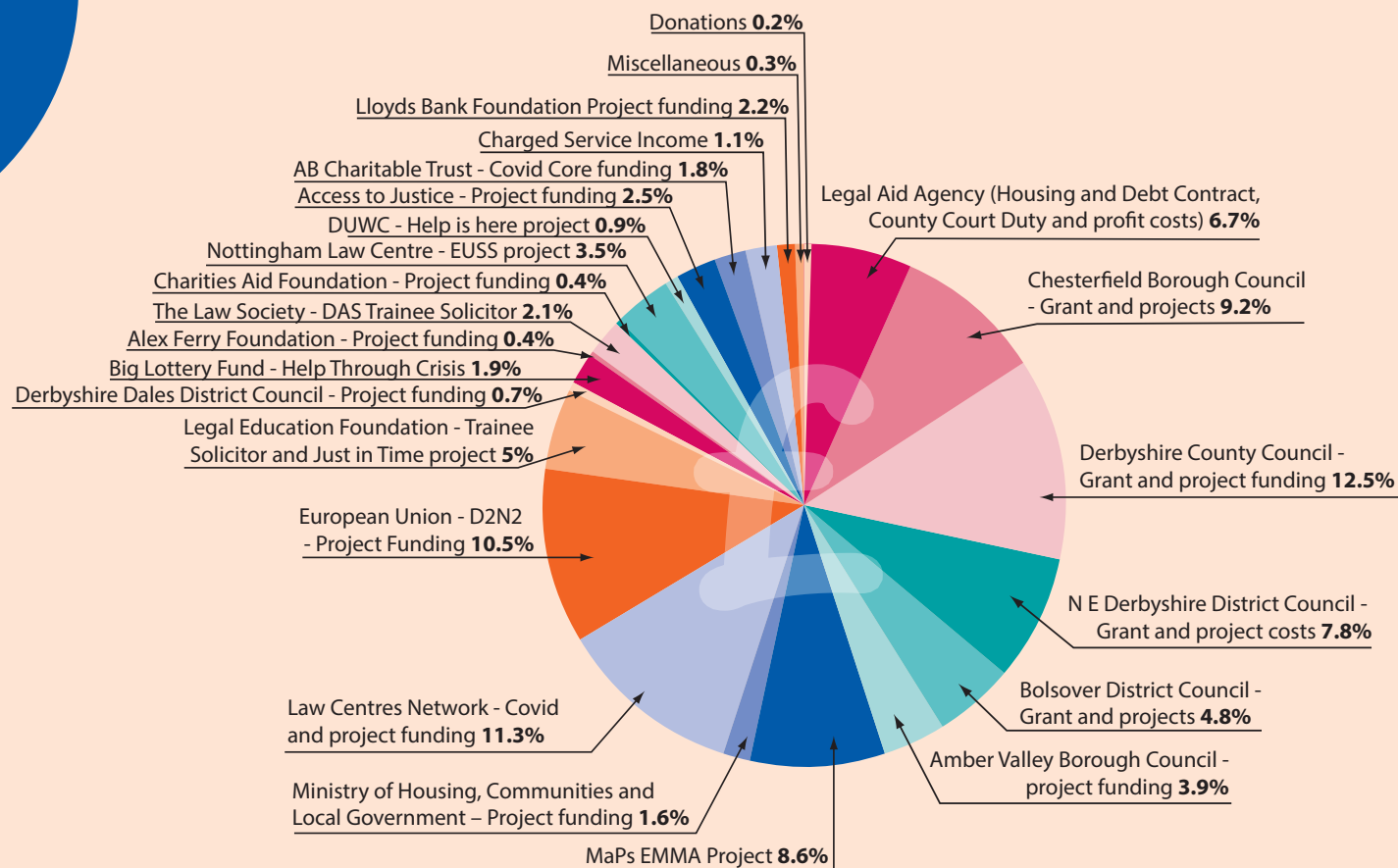
How we spend our money



We are also reliant upon donations.
Donations are accepted through our Facebook page.
Gift-Aiding increases the value of donations.

For full information on our 2020/2021 accounts,
please see our website www.derbyshirelawcentre.org.uk/about-us
where you will find a full copy of the audited accounts.

Total Income 2020/2021



Our People and Culture

Last year, as a result of Covid and the realisation of the impact of this on staff, we realised that, although Derbyshire Law Centre is built on an unrelenting ambition to increase access to justice and help those most in need, communicated in our mission statement, there is a need for that ambition to be harnessed to a culture of kindness, respect and support for staff and volunteers. We are committed to creating a safe and respectful working environment where all staff and volunteers feel valued, where they recognise each other's contributions, where they know that inappropriate behaviour won't be tolerated and where they feel safe and supported.

Our commitment to these aspirations is reflected in our newly created core values, co-created with staff, which guide us. These are:

Respect

To treat everyone with integrity and respect. To value and respect each other's expertise and diversity. To take responsibility for what we do and support each other to succeed.

Create

To respond to changing needs. To be innovative and resourceful.

Collaborate

To collaborate internally and externally. To listen and share. To work as a team using all of our expertise and skills together to get the best outcomes.

Care

To show that we care. To promote personal wellbeing for everyone – our staff, volunteers and clients. To adopt safe and healthy working practices.

Like many other charities and organisations, this year has been extremely difficult for us, as we worked hard to manage the impact of Covid-19 on our organisation and clients. Our staff showed incredible commitment and resilience to keep delivering the service for our clients, while managing significant personal and professional challenges.

Equality, Diversity and Inclusion

We are committed to eliminating unlawful discrimination and to promoting equality, diversity and inclusion within all our policies, practices and procedures. The equality, diversity and inclusion working group is now meeting regularly and has started to look at how we make further improvements including improving accessibility to our services. We have committed to, and secured annual training this year for all staff, volunteers and trustees.

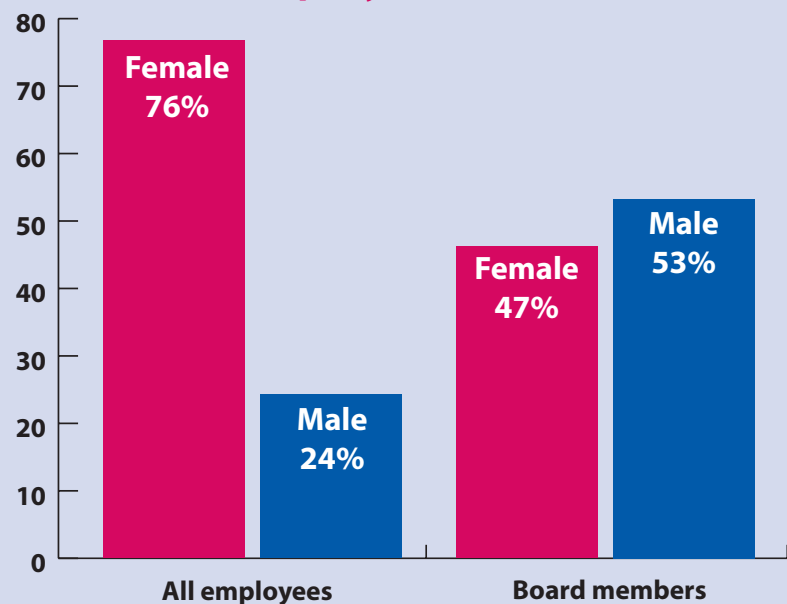
Wellbeing

The pandemic and subsequent changes to how we work have made us think more about the wellbeing of staff. We already had a good support system in place for staff but have been fortunate to be able to offer external support, thanks to the LCN (Law Centres Network) who realised the difficulties faced by staff during the pandemic. In addition we have held virtual coffee mornings and zoom quizzes and have already started to create a wellbeing policy to ensure that this continues to be a priority for the organisation as we adapt to the new normal.

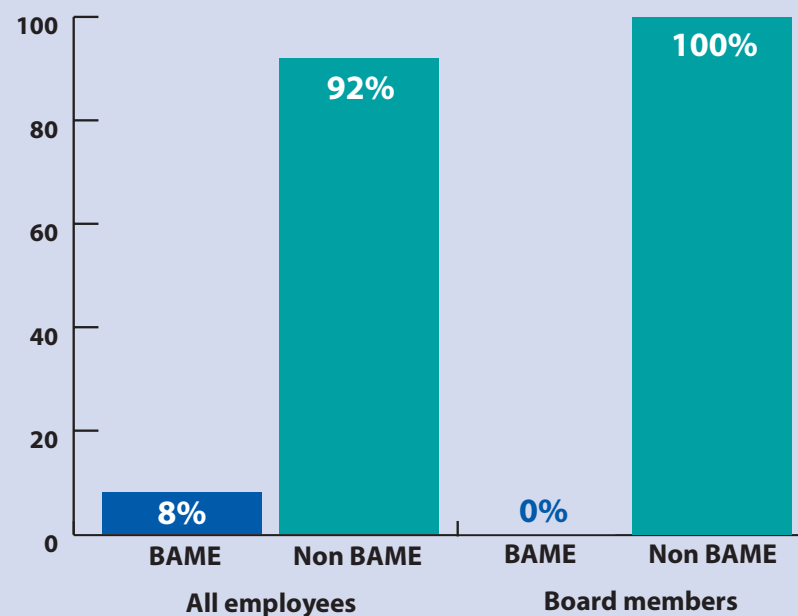
We are proud to retain 'Disability Confident Employer' accreditation.



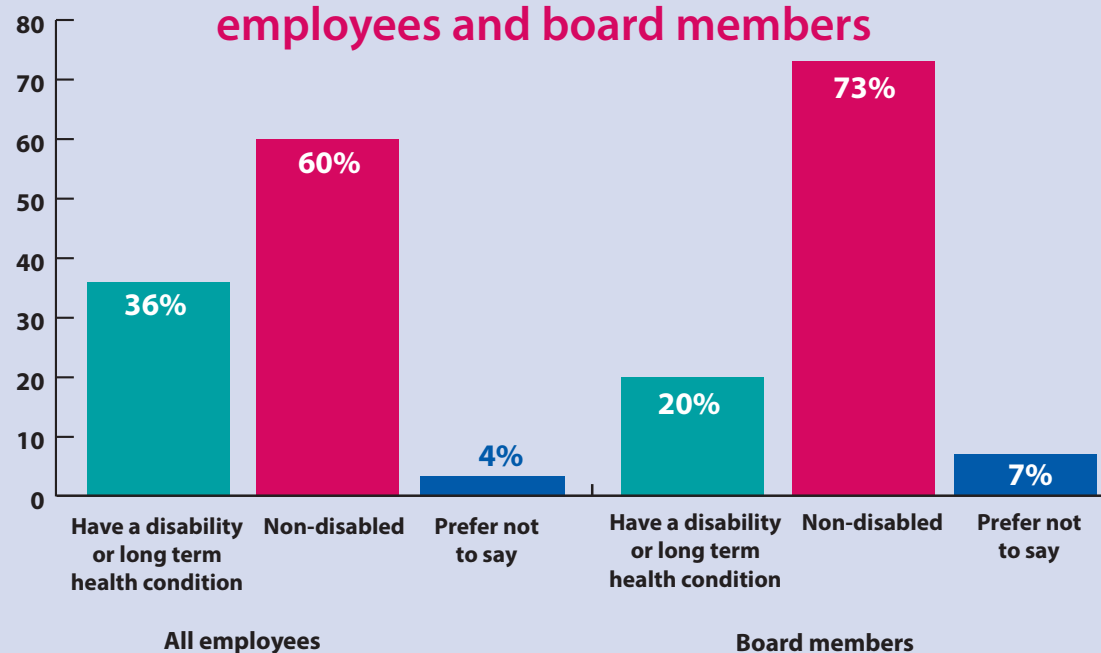
Gender of employees and board members



Ethnicity of employees and board members



Disability or long term health condition of employees and board members



Age ranges of our employees

under 25 yrs	=	12%
26 - 35yrs	=	16%
36 - 45yrs	=	12%
46 - 55yrs	=	32%
56 - 65yrs	=	28%
Over 65yrs	=	0%

Age ranges of the Board

under 25 yrs	=	0%
26 - 35yrs	=	7%
36 - 45yrs	=	0%
46 - 55yrs	=	13%
56 - 65yrs	=	13%
Over 65yrs	=	67%

Our Performance

Enquiries

Number of enquiries advised on during 1.9.2020 - 31.8.2021

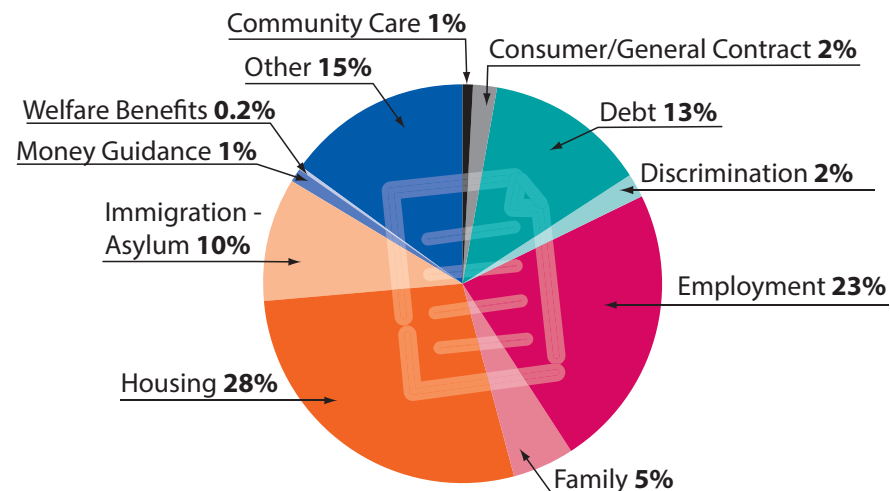
= **4931** Up by 9% from last year

Cases

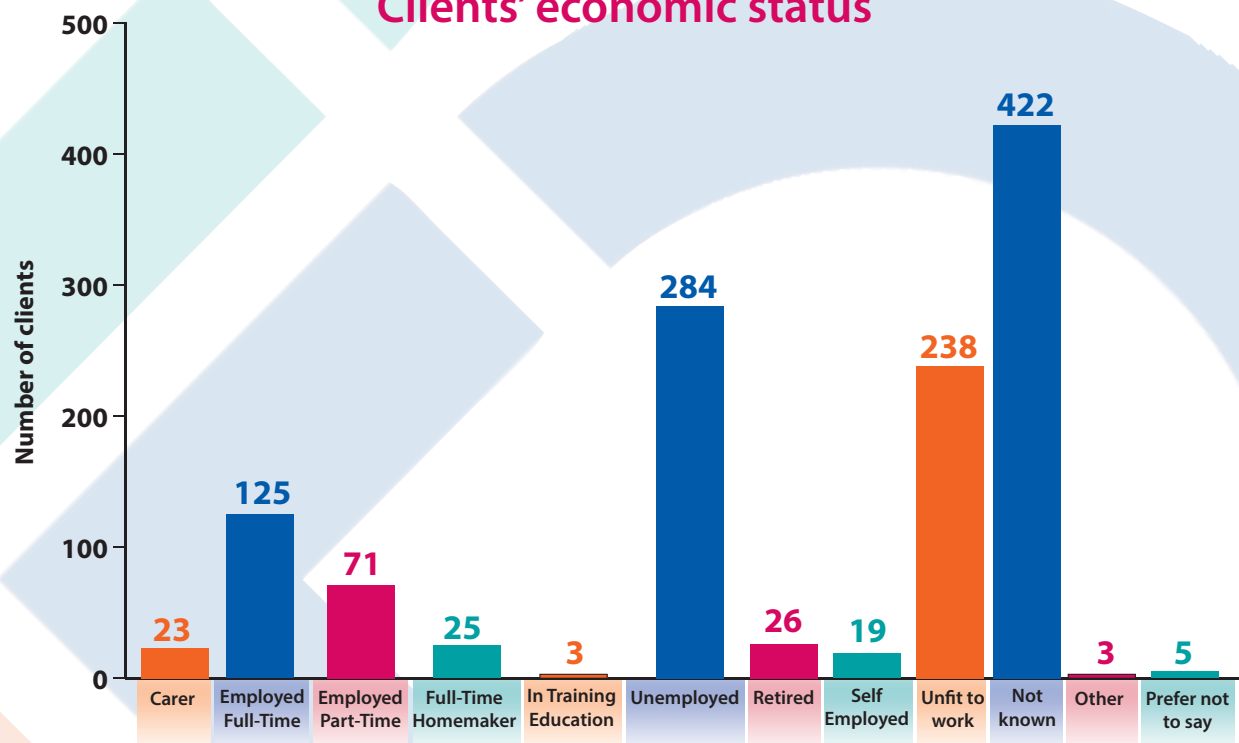
Number of cases opened during 1.9.2020 - 31.8.2021

= **1244** Up by 13% from last year

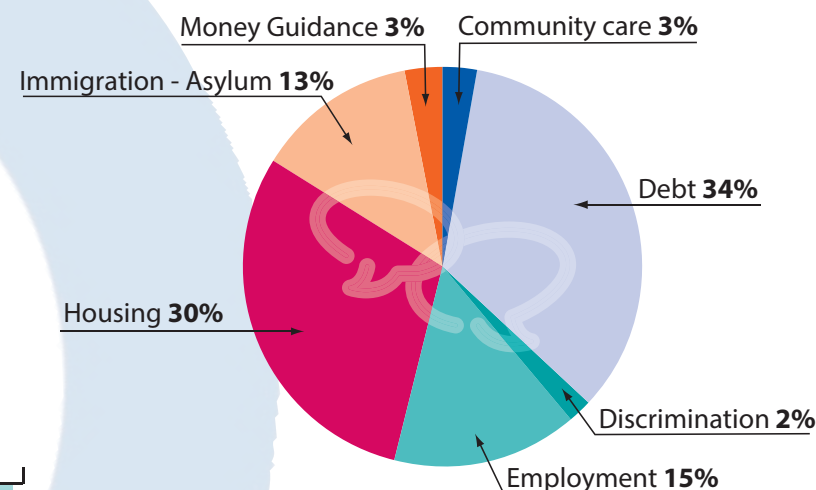
Type of enquiries



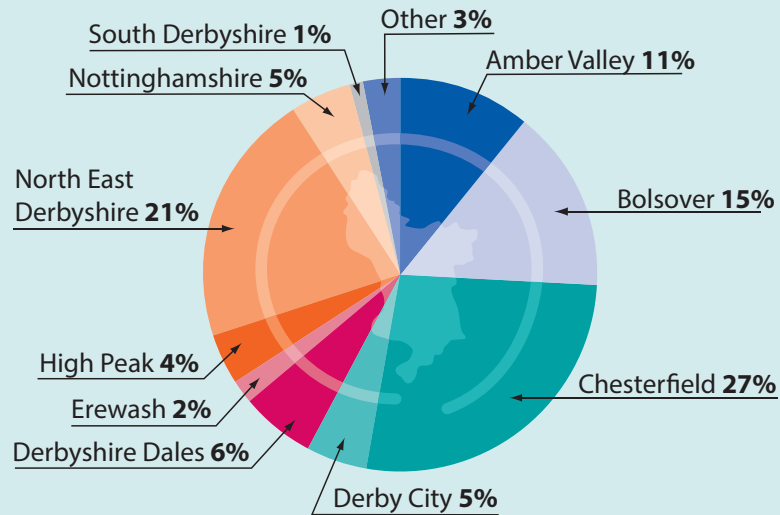
Clients' economic status



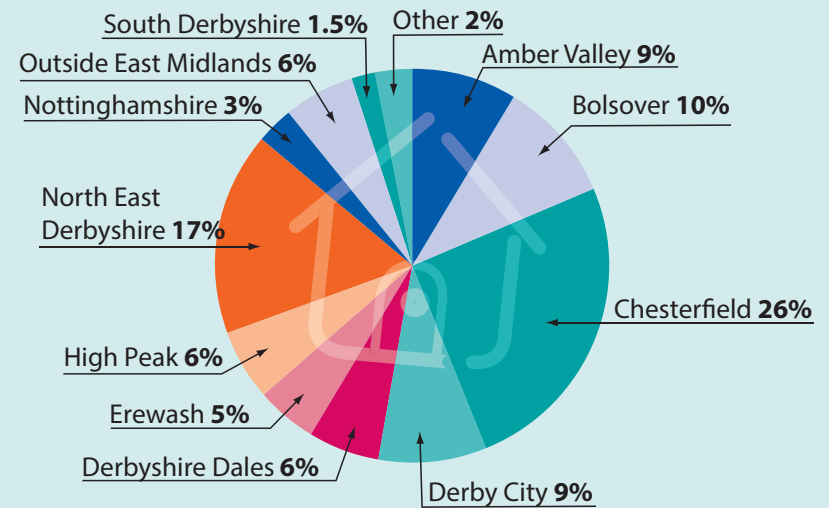
Type of cases



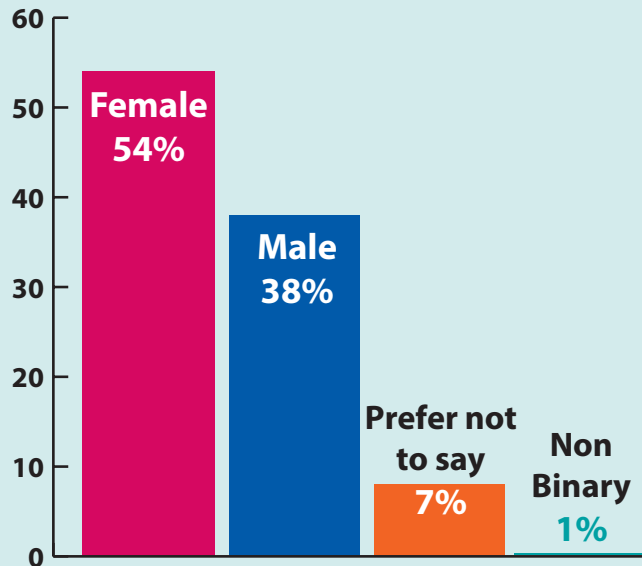
Where do clients live?



Where do our callers live?



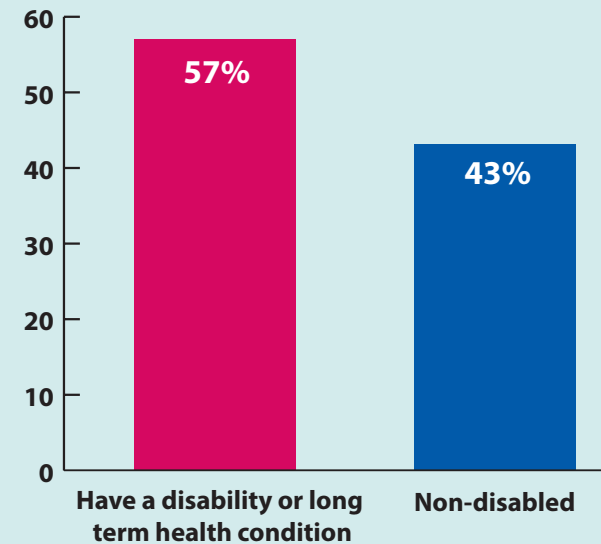
Gender of our clients



Age ranges of our clients

under 24 yrs	=	13%
25 -34yrs	=	21%
35 – 49yrs	=	32%
50 – 64yrs	=	25%
Over 65+yrs	=	4%
Prefer not to say	=	5%

Disability or long term health condition of our clients



Client Feedback

Feedback

We value the feedback we receive from our clients. It is reported to our Management Committee quarterly. Of the 977 feedback questionnaires sent to clients, 71 (7.3%) were returned. 97% of those returned gave positive feedback. We are now collecting client feedback electronically. On initial review this approach appears to have slightly increased the number of responses.

Complaints

We received 2 complaints between April 2020 to March 2021. Both complaints were related to the Law Centre not advising or taking on the work. On investigation it was found that both enquiries had been assessed appropriately and that the decision not to assist was based on, or a combination of the following reasons; client residing outside of the geographical area for the funding, the Law Centre not specialising in the area law required or the person not providing enough information for an assessment to be made.

Google Reviews

We received 6 reviews.

Overall we are rated at 4.2 stars. ★★★★★

A response was provided to each negative review/comment received.

Gift and donations

This is the first year that staff have not received any 'Thank You' gifts, which has been put down to the office being closed rather than clients not being grateful for the support they have received. However, this year has seen a large increase in donations to the Law Centre and we have received a number of large ones, including one in four figures.

Thank you to all that have donated financially or sent cards, it is really appreciated by all the staff, volunteers and trustees.

"Very polite, professional service all round."

"Very good service, polite people and well impressed with service."

"Thank you for your support. I feel better in myself and my mental health as improved."

"I can't thank you enough for your help and support."

"All in all, made me feel I wasn't on my own, and there is help out there."

"Got so much more from this service than I would have thought possible."

"Exceptional service. I am very grateful to everyone who has helped me - Thank you."

"Without the help and advice from the adviser I wouldn't have been confident to deal with issues on my own."

"Made me feel important. This service has been a great help to me and others priceless - thank you."

"I am truly grateful for your help. I would highly recommend your company to anyone needing help like I did."

Other achievements

A fond farewell to Steve Taylor

31 years after joining Chesterfield Law Centre, Steve Taylor has taken early retirement.

Staff, volunteers, and trustees past and present would like to say a huge thank you to Steve for all he has contributed to the Law Centre during the last 31 years.

Steve joined a team of another two staff members: Clare Lodder (Coordinator) and Jane Petrie (Housing Solicitor) and was later joined by Russ de Haney who specialised in employment and immigration law. Those were the heady days of the miners' strikes, a time when Steve assisted many families who were at risk of being evicted due to no wages being paid.

During his career at the Law Centre, Steve became well known for his passionate focus and determination in asserting the housing rights of his clients. He was particularly unafraid of challenging public bodies and became well known to our local housing authorities.



Steve Taylor, at the office on his last working day.

Steve is also known within the organisation to be a Legal Help specialist – dropping everything to advise homeless people living on the streets and young people being turfed out by their families. He would take them on, as he did with other cases, do the essential work required, thus staving off evictions for countless families

across Derbyshire. He has certainly kept many families together by ensuring they had a roof over their heads.

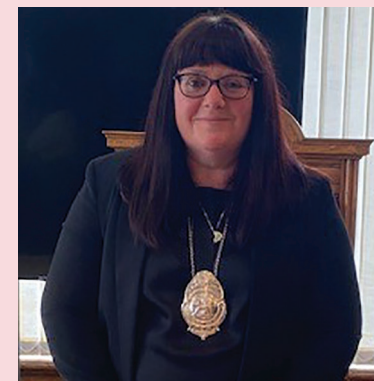
He also specialised in community care law for a while, assisting many disabled people, advising them of their rights and reintegrating them into the community from care homes.

Steve has been a dedicated worker and fantastic colleague to so many staff and volunteers over the last 31 years. His dedication and hard work has made a huge difference to the lives of so many Derbyshire residents. Steve is pretty amazing, and kind, and will be sorely missed by everyone.

All the very best Steve and thank you for all you've done. Thank you for your hard work and dedication to the Law Centre and everything it stands for.

Presidency for Lisa

Earlier this year our housing and discrimination solicitor, Lisa Haythorne, was re-elected as President of The Sheffield and District Law Society for a second term. She is delighted to have been given the opportunity to continue her Presidency and to continue to work with not only high street firms, but also firms that still provide legal aid work, which she feels can be a forgotten part of the profession.



Lisa Haythorne, President of Sheffield and District Society 2021-2022

Lisa's chosen charity 2021- 2022

This year The Sheffield and District Law Society will be raising funds money to support The Elm Foundation (registered charity no 1007317) which supports women, children and men who are affected by domestic abuse. The charity is based in Chesterfield and works throughout Derbyshire to prevent domestic abuse and to provide support and protect those who experience it. They are a port of call for anyone who is living in fear of a family member or partner/ ex-partner – they listen, they advise, and they can offer safe refuge. The charity believes everyone should have freedom from domestic abuse. No-one, no child, family or person, should live in fear of a family member or partner/ex-partner.

Yorkshire Legal Walk

On 24 June a team from Derbyshire Law Centre completed The Yorkshire Legal Walk, raising a total of £608. It was the biggest year for participants! The walk started down at the courts with staggered start times for teams due to Covid restrictions and ended at OHM where there was a glass of Prosecco provided, sponsored by Arena Group.

The money raised will go to the Access to Justice Foundation that distributes funds to improve people's access to social justice and will make a huge difference.



Team Derbyshire Law Centre at the end of the walk

Assisting deaf people to access our legal services during the pandemic

As part of our ongoing commitment to working with deaf people we have improved our website and set up clinics, improving accessibility for this group of people.

Staff at Derbyshire Law Centre realised that deaf people particularly BSL signers were having difficulties in accessing telephony based services. In response to this need we have created 6 BSL videos on our website. These give detail on how to access each specialist area of law service.

"The videos are informative and useful for deaf people to be aware of Derbyshire Law Centre's services. This will help them to be more included in society and help them to resolve their problems independently with the support from a sign language interpreter."

Sarah Tupling, Chairperson, Deaf-initely Women

Deaf BSL clinic

In response to the growing need for deaf people to access advice services, we have created BSL appointment slots. We continue to work with a local BSL interpreting charity: Communication Unlimited where we connect digitally via zoom to access their interpreting services.

We can now see deaf people in one of our interview rooms, in person or via Zoom, accompanied (but separately) with a sign language interpreter and a advisor. In the interview room there is a large TV screen connected to the laptop where the advisor can see /hear the interpreter. This provides a very flexible service for deaf people in deciding whether to come into the office or via Zoom.



Matt and Joe at the BSL Clinic

"This is a brilliant service. I used this to advise one of the deaf clients that I support. It is very flexible as it gave my client and I the choice on how to access the service."

Thank you Nikki, Matt and Joe.
Agnieszka Latif, support worker

Thank you to our Trustees

Our board of Trustees, known as our Management Committee have continued to meet via Zoom and it has been another busy year. We have seen changes to our board with the loss of Cllr John Boulton and Cllr Angelique Foster, following the County Council elections in May. We would like to thank John and Angelique for all their support. In July we welcomed their replacements, Cllr Philip Rose and Cllr Jack Woolley.

We have also elected a new Chair, Cllr Jenny Flood and Vice Chair, Rob Busby, following the resignation of Michael Gordon as Chair of the committee in June. Michael was Chair of Derbyshire Law Centre since the AGM in November 2019 but held the position of Chair previously in 2009-10, Vice-Chair in 2012, Chair in 13/14 to Nov 17. Thank you to Michael for the time he has given to the Management Committee and to the work of DLC. Michael's patience, expertise, dedication and continued support for all staff and volunteers has made a real difference. Thanks also to Michael for his help enabling us to secure the initial funding from BDC and AVBC.

We also said goodbye to Chris Collard and welcomed Sasha Lawrence, a newly co-opted member.

This year's calendar of meetings has included a full review of governance and we have begun the process of reviewing our governing documents, our Memorandum and Articles of Association, all approved at the last AGM. This has been a huge task but a very worthwhile and necessary one. We are looking forward to implementing improvements in the next 12 months and beyond.

See below for details of our Management Committee members: Members in blue will remain on the Committee until the AGM when new committee members will be elected.

Our Management Committee Members

Representative	Representing
Councillor Howard Borrell	Chesterfield Borough Council
Councillor John Boulton (until 06/05/21)	Derbyshire County Council
Rob Busby (Vice Chair from 30/06/21)	Individual member
Chris Collard (until 20/08/21)	Individual member
Alan Craw (Treasurer)	Individual member
John Duncan	Brightlife
Councillor Jenny Flood (Chair from 30/06/21)	Chesterfield Borough Council
Councillor Angelique Foster (until 06/05/21)	Derbyshire County Council
Michael Gordon (Chair until 30/06/21)	USDAW
Colin Hampton	Derbyshire Unemployed Workers' Centres
Sasha Lawrence (co-opted member from 30/06/21)	Individual member
Councillor Duncan McGregor	Bolsover District Council
Councillor Alan Powell	North East Derbyshire District Council
José Rodgers	Mental Health Carers Association – Chesterfield and North East District
Councillor Philip Rose (from 01/07/21)	Derbyshire County Council
David Shaw	Chesterfield Citizens Advice
Julie Skill	Derby and District Law Society
Councillor Derrick Skinner	Clay Cross Parish Council
Elaine Tidd	Individual member
Angela Webster	Staveley Seniors
Sarah White (Secretary)	Individual member
Councillor Mick Wilson	Ripley Town Council
Councillor Jack Woolley (from 01/07/21)	Derbyshire County Council

Our Members

Individual Members

Amanda Astle
Shay Boyle
Robert Busby
John Alan Crow
Chris Collard
Andrew Cross
Chloe Doxey
Rachel Driver
David Eccles
Graham Fairs
Terry Gilby
Patricia Gilby
Ruth George
Mark Grayling
Mike Greenhalf
Mary Honeyben
Trevor Hughes
Linda James
Genet Morley
Kevin Morley
Dennis Mullings
Martin O'Kane
Enid Robinson
Clarke Rogerson
Hazel Rotherham
Y Sorefan
Marion Thorpe
Elaine Tidd
Alison Westray-Chapman
Sarah White

Organisational Members

50+ Inspired Group
African Caribbean Community Association
BrightLife
Age UK - Derby and Derbyshire
Aldercar and Langley Mill Parish Council
Asian Association of Chesterfield and North Derbyshire
Ault Hucknall Parish Council
Bamford with Thornhill Parish Council
Belper Town Council
Bradwell Parish Council
Bretby Parish Council
Brimington Parish Council
Burnaston Parish Council
Chesterfield Ability
C'field and North Derbyshire Tinnitus Support Grp
C'field Constituency Labour Party
C'field Liberal Democrats
C'field Muslim association
Chesterfield Children's Centre
Citizens Advice Chesterfield
Citizens Advice Derbyshire Districts
Clay Cross Parish Council
Community Mental Health Team - Chesterfield
Cruse Bereavement Care
Deaf and Hearing Support - Chesterfield

Derby and District Law Society
Derbyshire Alcohol Advice Service
Derbyshire Gypsy Liaison Grp
Derbyshire Unemployed Workers Centre
Eckington Parish Council
Elm Foundation
Elmton with Creswell Parish Council
Friends of Poolsbrook Country Park
Grassmoor, Hasland and Winsick Parish Council
The Guinness Partnership
Hartington Upper Quarter Parish Council
Heanor and Loscoe Town Council
Heath and Holmewood Parish Council
Hulland Ward Parish Council
Links CVS
Matlock Town Council
Middleton by Wirksworth Parish Council
Muslim Welfare Association - Chesterfield and North Derbyshire
NE Derbyshire Labour Party
North Derbyshire Community Drug Team
Mental Health Carers Community - Chesterfield and North Derbyshire
Old Bolsover Town Council
Our Vision Our Future
Overseal Parish Council
RELATE C'field
Ripley Town Council

Rural Action Derbyshire
SAIL
Sanctuary Housing
Shirland and Higham Parish Council
Sight Support Derbyshire
SPODA
Staveley Seniors Forum
Staveley Town Council
Stenson Fields Parish Council
Stoney Middleton Parish Council
Stonham Housing Assoc
The Volunteer Centre - Chesterfield and North East Derbyshire
Tibshelf Parish Council
Touchstone Community Development Ltd
TRUST
UNISON - CBC
UNISON - NEDDC
Unstone Parish Council
USDW - Chesterfield
Whitwell Parish Council
Wingerworth Parish Council
Winster Parish Council
Wirksworth Town Council

The Team at Derbyshire Law Centre



Sue Allard
Solicitor
(Housing and Debt)



Madison Aspinall
Homeless
Prevention Worker



Helen Bagley
Co-ordinator
(Strategic Lead)



Wendy Bell
Administrator
(Reception)



Matthew Brown
Solicitor (Housing)



Sharon Challands
Co-ordinator
(Offices & Resources)



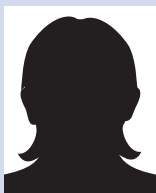
Jane Clarence
Administrator
(Caseworker Support)



Liz Clarke
Administrator
(Reception)



Administrator
(Finance)



Assessment
Supervisor



Advocate for
Opportunity and
Change



Lisa Haythorne
Solicitor (Housing, Debt
and Community Care)



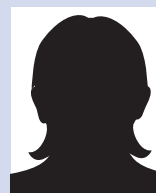
Laura Holland
Solicitor (Housing)
(until 23/06/21)



Beth Holt
Solicitor (Employment
and Immigration)



Tracey Humphries
Administrator



Paralegal
(Housing and Debt)



Romany Kisbee-Batho
Paralegal (Employment
and Immigration)
(until 24/05/21)



Patrick Macken
Advice Worker
(Employment)



Tony McIlveen
Senior Solicitor
(Immigration and
Employment)



Andrew Montgomery
Advice Worker
(Employment)



Kate Morgan
Paralegal
(Homelessness
Prevention)



Hilary Nelson
Advice Worker
(Housing and
Community Care)
(until 31/03/21)



Personal Navigator
For Money Sorted
in D2N2
(until 15/01/21)



Alex Pearce
Advice Worker
(Employment)



Sally Preece
Advice Worker (Debt)



Luke Ridge
Legal Executive
(Housing)



Mollie Roe
Social Worker for
Opportunity
and Change



Gary Steel
Trainee Solicitor



Ellen Taylor
Advice Worker
(Employment)



Steve Taylor
Advice Worker
(Housing and
Community Care)
(until 18/08/21)



Nikki Tugby
Coordinator (Reception
and Assessment
Services)



Teresa Waldron
Co-ordinator
(Communications,
Projects and
Fundraising)



Kev Weston
Homeless
Prevention
Worker



Joe Wilson
Homeless
Prevention Worker
(until 06/08/21)



Troy Wilson
Business Admin
Apprentice
(until 05/02/21)



Carmen Yates
Personal Navigator
For Money Sorted
in D2N2

Our Organisation

Derbyshire Law Centre, 1 Rose Hill East, Chesterfield, S40 1NU

Registration details: Derbyshire Law Centre is a company limited by guarantee: 2453081

Registered Charity No: 702419

Solicitors Regulation Authority: Practice No 71302

Auditors: Mitchells Chartered Accountants & Business Advisers, 91-97 Saltergate, Chesterfield, Derbyshire, S40 1LA.

Contact us

Contact us between 9.30am and 4.30pm Monday to Friday.

We have appointments available in offices throughout Derbyshire: Bolsover, Buxton, Chesterfield, Eckington, Ilkeston and Ripley.

We can also arrange for you to talk to a specialist via telephone or Zoom.

Contact us on: 01246 550674 or 0800 707 6990

Email: dlc@derbyshirelawcentre.org.uk

Text: 07781 482826

Textphone for deaf people: 18001 01246 550674

How you can help

With your continued support we can continue to uphold justice, offer advice and make a difference to the lives of so many.

Donate - visit our website to find out how you can help by donating. www.derbyshirelawcentre.org.uk

Like us on Facebook and follow us on Twitter and Instagram to stay up to date with our latest news, photos and videos.



@derbyshirelawcentre



@DerbyshireLC



Derbyshirelawcentre

Become a member - if you believe in what we do why not become a member. Contact us to find out more.



Working to protect your legal rights

COMPANY REGISTRATION NUMBER: 02453081
CHARITY REGISTRATION NUMBER: 702419

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Financial Statements
31 March 2021

MCABA Limited t/a Mitchells
Chartered Accountants & Statutory Auditor
91-97 Saltergate
Chesterfield
Derbyshire
S40 1LA

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021

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Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Derbyshire Law Centre Ltd

Charity registration number 702419

Company registration number 02453081

Principal office and registered office 1 Rose Hill East
Chesterfield
Derbyshire
S40 1NU

The trustees Ms J Flood (Chair)
Mr R Busby (Vice Chair)
Mr A Craw (Treasurer)
Mr H Borrell
Mr J Boulton
Mr C Collard
Mr J Duncan
Ms A Foster
Mr M Gordon
Mr C Hampton
Mr D McGregor
Mr A Powell
Ms J Rodgers
Mr D Shaw
Ms J Skill
Mr D Skinner
Ms E Tidd
Ms A Webster
Miss S White
Mr M Wilson

Company secretary Miss S White

Auditor MCABA Limited t/a Mitchells
Chartered Accountants & Statutory Auditor
91-97 Saltergate
Chesterfield
Derbyshire
S40 1LA

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Bankers

Lloyds Bank plc
30 Rose Hill
Chesterfield
Derbyshire
S40 1LR

Workers group

Mrs S Allard
Mrs H Bagley
Mr M Brown
Mrs S Challands
Mrs L Haythorne
Mrs L Holland (until 24 June 2021)
Miss B Holt
Mr P Macken (from 4 January 2021)
Mr A McIlveen
Mr A Montgomery
Miss S Preece
Mr L Ridge (from 24 June 2021)
Miss M Roe
Mr G Steel (from 17 February 2021)
Ms E Taylor
Mr S Taylor (until 18 August 2021)
Mrs N Tugby
Ms T Waldron

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Structure, governance and management

Constitution

The organisation is a charitable company limited by guarantee, incorporated on 15 December 1989 and registered as a charity on 1 January 1990. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The Law Centre reviewed and revised its Articles of Association to reflect current legislation and to more fully reflect the direction of the Law Centre. This was approved at the Annual General Meeting on 18 November 2015. The Management Committee also updated their Personnel and Finance Sub Committees terms of reference.

The change of name from Chesterfield Law Centre to Derbyshire Law Centre was approved by Special Resolution on 13 November 2013 and has subsequently been approved by both the Charity Commission and Companies House.

Methods of appointment or election of Trustees

The Directors of the company are also Charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the Trustees (who form the Management Committee) are elected to serve for a period of 1 year after which they must be re-elected at the next Annual General Meeting.

Currently there are 20 members, with 14 elected at the annual general meeting and a further 6 members nominated as representatives by core funders. During the year there were no changes to membership on the Committee. We currently have no vacancies on the Committee. There is a full list of Trustees on page 2 of the Trustee's report.

The Trustees seek to ensure that the diversity of membership of the Management Committee reflects the diversity of the local communities and any imbalance is addressed by way of co-options. The Trustees seek to maintain a broad skills mix. Currently personnel, finance, communication and community liaison skills are well represented.

Organisational structure and decision-making policies

The Management Committee meets every two months and is responsible for the strategic direction and policy of the charity. The Management Committee includes a Chair, Vice Chair, Secretary (also the Company Secretary) and Treasurer. In June 2021, the Chair, Michael Gordon, resigned as Chair of the Committee due to health issues. At a meeting in late June Jenny Flood was approved as Chair and Rob Busby replaced Jenny Flood as Vice Chair. All officer positions are filled.

The Management Committee has two sub committees; Personnel Sub-Committee and Finance Sub-Committee. Each sub-committee consists of at least four Management Committee members, with two staff normally in attendance, and meet at least on a quarterly basis. The Management Committee devolves the responsibility for the operational running of the charity to a staff management collective, known as Workers Group.

Workers Group is currently made up of solicitors (4), legal executives (2), caseworkers (4), trainee solicitors (2), social worker (1) and co-ordinators (4) and has responsibility for the smooth running of the services, the day to day operational management of the Centre, individual supervision of the staff

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

team and also ensuring that the team continues to develop skills and working practices in line with best practice. The role and make up of Workers Group has been reviewed in the last year. One caseworker and 4 project workers fulfil contract targets. Five admin workers, a session supervisor and a paralegal provide administrative support to all Workers Group staff.

Policies adopted for the induction and training of Trustees

Existing Trustees are already familiar with the practical work of the charity, having visited the office (pre Covid) and/or spoken to staff.

Additionally, new and existing Trustees are invited to meet with one of the Centre Co-ordinators, Teresa Waldron or Helen Bagley. At this meeting, the Co-ordinator works through an induction pack with the trustee covering:

- The rights and responsibilities of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum of Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

In addition, members are required to complete a skills audit form so that training can be identified to ensure that they are able to participate fully in their role.

Along with all staff, Members of the Management Committee are now required to undertake annual training on Equality and Diversity as well as GDPR.

All members are made aware of how to declare an interest and are reminded at every meeting.

All Management Committee members are also included in strategic events with staff as a way of developing the Law Centre's business strategy.

The Management Committee, at least annually, reviews the 3 year financial strategy and 3 year business plan document.

Pay policy for key management personnel

The charity's definition of senior management is staff on the Workers Group and the Trustees on the Management Committee. All Trustees give their time voluntarily and receive no remuneration or other benefits with the exception of out of pocket expenses incurred in the undertaking of their duties as Trustees and as agreed by the Committee. The Workers Group currently consists of 17 members of staff. Their salaries are reviewed annually by the Trustees and are set by reference to "Payscale and Allowances" published by the National Joint Council for local Government Services.

Related party relationships

The Law Centre is a member of the Law Centres Network (LCN). The LCN is a Company Limited by Guarantee and registered in England. Established in 1978, the LCN acts as a co-ordinating body and the voice for Law Centres. It has a catchment area covering England, Wales and Northern Ireland.

The LCN staff team provide an initial point of contact for those seeking information about the work of Law Centres, both within the movement, outside agencies and to the general public. The LCN also

Derbyshire Law Centre Ltd

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

works with nationwide funders, working to help law centres obtain new funding for specific projects. In 2020, the LCN worked hard to assist law centres with the Covid situation.

Law Centres provide free legal advice and representation to the poorest and most disadvantaged members of society. They mainly practice in what is loosely termed Social Welfare Law. There are at present 42 Law Centres nationally.

Derbyshire Law Centre has representatives on the Board of Trustees at the LCN, Derbyshire Unemployed Workers Centre, Citizens Advice Chesterfield, Citizens Advice Derbyshire Districts, The Elm Foundation and Links CVS.

Risk management

The "Quality Manual" sets out all the policies and procedures in relation to Risk Management. This is kept constantly under review. The Management Committee has taken steps to mitigate risks identified in its Risk Assessment document which is reviewed at least on an annual basis. During 2020, a specific Covid-19 Risk Assessment was created and reviewed on a regular basis to reflect the Government instructions.

Our solicitors are members of the Law Society of England and Wales. Legal Executives are members of the Chartered Institute of Legal Executives (CILEX). Solicitors and Legal Executives are subject to the regulatory requirements of the Solicitors Regulatory Authority and CILEX respectively, including responsibility for the supervision of non-qualified staff. The Finance Coordinator is a member of the Association of Accounting Technicians. The Law Centre is also registered with the Financial Conduct Authority and the Office of the Immigration Services Commissioner (OISC).

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Objectives and activities

Our mission

Our mission as a peer led organisation is to increase access to justice for disadvantaged individuals and communities through the provision of quality assured, accessible, free or low cost legal advice, information and representation to individuals and groups across our geographical area.

Our core values

These are the values and principles that guide us:

Respect

To treat everyone with integrity and respect. To value and respect each other's expertise and diversity. To take responsibility for what we do and support each other to succeed.

Create

To respond to changing needs. To be innovative and resourceful.

Collaborate

To collaborate internally and externally. To listen and share. To work as a team using all of our expertise and skills together to get the best outcomes.

Care

To show that we care. To promote personal wellbeing for everyone - our staff, volunteers and clients. To adopt safe and healthy working practices.

Our Strategic Aims

The Law Centre's key strategic aims for the next three financial years are:

- 1) To provide and increase the provision of quality assured specialist legal advice, assistance and representation in social welfare law to meet the needs of users, supported through the provision of wrap around support services;
- 2) To seek funding to undertake project work in line with our mission statement;
- 3) To provide an accessible initial assessment and signposting service to all enquirers;
- 4) To increase and diversify the financial and other resources of the Law Centre to ensure its future sustainability, through positive partnership work and engagement with existing and potential funders;
- 5) To extend awareness of the rights and remedies available to individuals and communities and the work of the Law Centre through user involvement, information, publicity and promotional work;
- 6) To ensure that the Law Centre has well-trained and supported staff and volunteers to deliver high quality services, guided by a well-trained board of trustees, reflective of the community to ensure good governance.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Achievements and performance

The last year was a year that no-one will ever forget. Life was turned on its head and working practices changed almost beyond recognition. Covid-19 was a shock to us all.

Fortunately, we have a resilient and devoted team of staff and volunteers who worked hard to see us through the worst of it. All our offices have become Covid-19 safe with strict instructions to staff and volunteers on Covid-19 safety procedures.

With the closure of the offices, face to face services stopped at the end of March 2020 and staff began to work from home. Fortunately, due to our previous investment in IT and the adaptability of our staff, we were able to carry on, almost seamlessly. Client services were provided through telephone, email, website and Zoom/Teams.

Despite the challenges, we were still able to fulfill our main strategic aim to provide and increase the provision of quality assured specialist legal advice and representation.

During the year, we opened 1,046 cases, a fall of approximately 15% on the previous year. The majority of this fall was in our housing work which is directly linked with the Government instructions to cease evictions and close County Courts. Whilst there were falls in the number of cases, there were lots of areas where our cases increased, Debt (up 49%), Discrimination (up 78%), Employment (up 11%) and Immigration (up 55%).

Enquiries were also down to 4,384, a fall of 21% on 2019-20. However, our Discrimination enquiries were up by over 370%. Community Care and Employment also saw some increase.

Our website saw a drop in users during 2020/21 by 17%, although the number of sessions only reduced by 1%. The most accessed area in 2020/21 was our self-help information in employment.

During the year, due to the fall in housing cases and enquiries, two members of staff were furloughed for a short period of time.

Staffing has experienced some changes - a reduction in our Money Sorted project work was countered by an increase in employment staff and a new trainee solicitor.

Our second office has been invaluable during the short periods of time that the office has been re-opened (in-between lockdown), providing us with additional space to allow social distancing for the large number of staff we now have. We have reduced the staff capacity in our rooms, provided PPE for staff, volunteers and clients, adapted our meeting and interview rooms to become Covid-19 safe and introduced new procedures to ensure the safety of everyone coming into our offices.

We have been fortunate to continue to receive core financial support from our Local Authority partners; Chesterfield Borough Council, Bolsover District Council, North East Derbyshire District Council and Derbyshire County Council. This funding continues to provide a base service, allowing the organisation to look at other funding opportunities to provide legal advice in new areas or on a larger scale.

As our Legal Aid income has been impacted these other funding opportunities have been welcomed and have allowed for other areas of work to meet new demand, such as employment (advising on issues relating to Covid-19) and immigration (assisting clients with EUSS applications as the deadline draws ever closer). New IT equipment, such as laptops, have also been purchased during the year to allow for all employees to work from home. Particular thanks to the Alex Ferry Foundation, Charities Aid Foundation, AB Charitable Trust and Community Justice Fund.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

We have also worked closely with the Law Centres Network as they helped to guide Law Centres through the (almost daily at some points) Covid developments and instructions from Government. A special thanks to Julie Bishop and her team.

We are pleased that, despite all the challenges and changes to working practices, we were still able to retain our Lexcel Quality Mark. The Assessor's report said "Despite the current difficulties and challenges, the Centre should be highly commended for sustaining a very high level of compliance against the Lexcel Standard. Indeed, it remains very clear that compliance remains a very deeply embedded part of the culture and, in Lexcel terms, the Centre is an exceptionally efficient and exceptionally well run organisation!". Obviously, we already thought that, but we are proud that others recognised that too.

To summarise our services for the year:

Specialist Services - Housing

Homelessness work remains at the centre of our housing work. Local authorities continued to fund our work allowing us to continue with our Homelessness Reduction Act (HRA) project, Mortgage Rescue (Court Work) project and Homelessness Prevention Project (HPP). Derbyshire Dales District Council also contributed to this work for the first time in 2020 with High Peak Borough Council funding from 2021. The HRA project currently employs one full-time homelessness prevention adviser who works to support those at risk of eviction and those who need support securing new or alternative accommodation. It works to provide holistic support to enable its clients to gain further independence in their accommodation and seek to reduce the numbers of households becoming homeless. The HRA project works in tandem with the HPP as the two projects have similar objectives. Presently, the HRA project accepts internal referrals from caseworkers where holistic support can supplement the legal elements of a possession action. Examples of help provided include: advice accessing accommodation or waiting lists; securing grants to pay for essential appliances/furniture; applying for Discretionary Housing Payments and securing grants for clients to secure permanent accommodation. The HRA project also benefits clients who, whilst still on a low income, are unable to access Legal Aid services but still require professional advice regarding their housing.

Since the start of the HRA project in 2018, a total of 321 clients have been assisted. Advisers have secured a total of £88,775 in financial gains for these clients from charitable grants and DHPs for the prevention of homelessness or to secure permanent accommodation. This is in addition to advice and support provided.

Derbyshire County Council also recognised our homelessness work and funded an increase in staffing levels for additional eviction work. We are now able to hand hold our clients to help them retain or obtain new homes.

We have also found it very successful to have funding pots to assist clients to retain or obtain new homes. These funding pots have been provided by various local authorities after recognising the cost effectiveness of assisting tenants in this way.

Amber Valley Borough Council has also recognised the value of our work in Ripley and surrounding areas. They too have increased our capacity to assist their residents with independent housing advice through positive referrals from the local authority.

As mentioned before, our Legal Aid work took quite a hit during the year, reducing the number of new cases by 43%. Our contract with the Legal Aid Agency for the provision of the Court Desk service at Chesterfield County Court has been extended until 31st August 2022. This service ensures that a legal adviser will be present at Court on days when possession claims are listed. The adviser will meet with clients on the day, take instructions, consider paperwork and represent defendants in Court. All

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

clients assisted will also receive a follow-up advice letter and be referred for ongoing advice as necessary. The service ensures that the most vulnerable defendants, who may not have sought advice before the day of their hearing, are represented appropriately.

Legislation changed requiring landlords to provide longer notice periods (previously 2 months; which increased to as much as 6 months between August 2020 to May 2021) and the closure of County Court buildings. In September, the courts were considering possession cases but evictions were not allowed to be carried out by county court bailiffs or High Court Enforcement Officers except in the most serious circumstances. DLC has, whenever the courts are open, attended the County Court Duty Desk to assist clients face to face or, where required by the court, represented clients via Zoom at "R" and "S" hearings.

Possession claims have also been suspended for long periods over the Covid-19 pandemic which has meant a large reduction in the number of cases heard and consequently a reduction in the number of persons assisted. Where the most serious cases continue to be listed in-person we have continued to provide a face-to-face service, with a duty adviser also available on the telephone at times when the Court is addressing remote 'review' cases. Following the end of the stay on cases from 31 May 2021 we are prepared for a considerable increase in cases being listed and will ensure that the Court Desk service remains available to all. We continue to work with the court service to provide the best service for our clients.

Specialist Services - Employment

Employment work has seen an increase over the year. This can be directly attributed to the employment issues relating to Covid-19. Furlough and redundancy have been at the forefront of enquiries. Thanks to the Community Justice Fund, the Access to Justice Foundation and Local Authority funding, we have been able to expand our team. For a short period we had nearly 5 FTE staff in the employment team.

The Legal Support for Litigation in Person project is funded by the Access to Justice Foundation. It runs from October 2020 to 2022. This project enables us to extend our employment service to include full employment tribunal representation for vulnerable clients, and to offer a casework service in High Peak.

The team adapted well to working from home and found clients very receptive to remote working, particularly on the phone, rather than face to face.

Our work in Ripley and Ilkeston, funded by Derbyshire County Council, has continued, and once again exceeded targets on telephone enquiries, albeit based from home.

We have been working on a pilot project to support those who are either on long-term health related absence from work or at risk of long-term absence in Chesterfield. Sheffield Hallam University has carried out an assessment to see if the project can be extended into the wider Derbyshire area. The document was publicised in July 2021.

Another success this year has been the charged for service. Principally aimed at clients who are not eligible for free advice, we also advise on Settlement Agreements, where the cost of advice is funded by employers. With increased redundancies, we have advised on an increased number of Settlement Agreements.

Specialist Services - Discrimination

Our discrimination service in employment and goods and services was another growth area. Our casework in this area increased by a massive 78% with enquiries up 371%. This was funded in part by our Legal Aid Agency Discrimination Contract.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Developing discrimination work has always been a long term goal of the Law Centre and to this end, we now have a trainee solicitor undertaking discrimination work for goods and services as part of his training rotation.

In employment, the Legal Aid Agency Contract has allowed us to increase discrimination work. Together with the Access to Justice Foundation LSLIP funding it means that we can offer a discrimination casework service across the whole of Derbyshire.

Specialist Services - Debt

Our specialist debt services have been funded through MaPs (Money and Pension Service). MaPs contract out funding for debt advice to various regional organisations, one of which is Community Advice and Law Service, who lead on the EMMA (East Midlands Money Advice), and they, in turn, contract out to providers such as DLC. This funding is currently until the end of March 2022.

As a result of the increase in staff from April 2020 and despite the effect of Covid lockdown, casework was up by 37% and enquiries up by 30%. This service was predominantly a face to face service with a high number of clients. Fortunately, the staff and clients adapted well to the new way of working.

Specialist Services - Immigration

We are the only advice agency in Derbyshire to provide immigration legal advice. Our telephone and email advice service for residents in Derbyshire continued during the year and, obviously, the EU Settlement Scheme dominated our immigration work. Our casework increased by 55% and enquiries by 32%.

This was helped with funding from the Home Office (via the Law Centres Network) until September 2020 and then a jointly funded Home Office project with Nottingham Law Centre, to assist vulnerable EU citizens with complex applications to the Home Office EU Settlement Scheme. It allowed us to increase staff hours to meet the challenge of this work.

Our newest solicitor working on this area of law achieved her level 1 with the OISC (Office of Immigration Services Commissioner) last year and one of our Paralegals attained this in January 2021. Along with our Level 3 Law Society Immigration and Asylum Accredited Senior Solicitor they resource our immigration advice service.

DLC is registered with the OISC, which allows us to provide a small fee paying service.

Support Services

Behind our solicitors, caseworkers and project staff, we have a dedicated Administration team and Co-ordination Unit. These staff provide our front of house services, casework support, premises management, financial administration and management as well as putting together funding bids, IT development and strategic lead. These staff helped to ensure that the service continued during lockdown by providing remote support and new procedures in light of the Covid-19 lockdowns.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

During the year, our volunteers' team were hit particularly hard due to Covid. We had no systems in place to facilitate supervision of volunteers who were working from home and so for several months, they were unable to assist. This resulted in a diminished number of volunteers. However, due to funding from the Community Justice Fund, we were able to provide IT so that they could participate and work from home, supervised by our Session Supervisor. This pilot test appears to be successful and will allow the Law Centre to have a combination of home and office working for volunteers.

One big step forward was the involvement of a volunteer to help use and analyse the interaction of social media.

Project Work

Our project work helps our organisation expand our existing services, try out pilot projects, respond to new needs and give a client a fuller service by providing a "wrap around service". Some of our projects have already been mentioned in our specialist services but other projects we deliver are:

Project Work - Opportunity and Change (OaC)

Employing a social worker and advocate allowed us to carry out care assessments for clients. Our work with Framework as part of the Opportunity and Change D2N2 projects, has allowed us to continue with screenings, assessments for eligibility and obtaining additional needs support.

The project is currently funded until the end of March 2022, enabling the Law Centre to retain the staff and keep the service.

Project Work - Money Sorted in D2N2

Working with Advice Nottingham as lead on the project, in 2020-2021 we continued to operate during lockdown and the pandemic, supporting 82% of individuals requiring personal navigator support. This holistic work that 'thinks outside the box', is flexible, offers support with personal budgets and financial capability and identifies when specialist debt and housing support is needed, which was the only form of contact for many vulnerable adults during this unprecedented year.

Following the resignation of one of our Personal Navigators in January 2021, we decided to reduce the project. This was mainly due to a change in eligibility around a greater emphasis on employability outcomes.

Money Sorted has been extended to March 2023 enabling the Law Centre to continue to offer this essential service from multiple platforms to the people of Derbyshire.

Project Work - Derbyshire Bilingual Crisis Buddy Service

DLC is a partner in this 5 year project, led by Direct Help and Advice. As we approach the end of year 5 (and the end of the project), the project is still in line to exceed expectations. The Law Centre is responsible for training and supervising "buddies" who work with individuals/families to address the immediate crisis as well as identifying and assisting with other problems to improve their lives. Initially, Covid-19 had a negative impact on the project, however over time 'buddies', in particular for the Eastern European communities found new ways of working and approaching individual/families in need.

Project Work - Access to Justice Recovery Grant

Our Strategic Lead Co-ordinator has been working closely with project consultants and trainers on upskilling and leadership skills.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Project Work - Help is Here

Working with Derbyshire Unemployed Workers Centre (DUWC), we have been providing legal advice services to clients referred from DUWC. We primarily advised through three methods, specialist telephone advice, a casework service and outreach clinic.

All enquiries are assessed by a specialist team to identify the needs of the clients and how the law centre can advise. This has proven very successful. In the first 3 quarters of the project, 41 cases were taken on using approximately 122 specialist hours dedicated to case work.

Trainee Solicitors

Matthew Brown, who started at the Law Centre on a work placement, went on to become a paralegal and, after securing the nationally awarded Diversity and Access Scheme funding (which is only awarded to 1 person per year) through The Law Society, is now a Trainee Solicitor. He has already completed his employment and housing training and is currently working in our Discrimination Unit, specialising on Goods and Services. He is due to qualify in August 2021.

Gary Steel started working with us over 2 years ago as a Paralegal. Through competitive interview, he was successful in becoming our latest Trainee Solicitor in January 2021. His first placement was on employment and he will be moving on to debt work in the near future.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Financial review

Reserves policy

The Trustees have set a policy to maintain reserves at the minimum requirements if the Law Centre was to cease operations. These reserves cover redundancy costs, salaries at levels to satisfy notice periods and lease notices on rent and equipment. At current levels, this equates to £279,845. Of this requirement, £90,075 has already been set aside in the designated Staff Contingency Fund, the required level of free reserves is £189,770 if the organisation was to immediately cease. With a managed closure, this would be reduced to £68,347.

As at 31 March 2021, free reserves are £126,425, after designated funds of £125,075, which is below the target level. The Trustees have set a financial strategy to 2024 which outlines the financial risks and actions being taken to continue to build up free reserves to the required level.

At present, the Trustees assess the charity as a going concern, and therefore do not envisage that reserves will be used to cease operations in the near future.

Going concern

We continue to be successful in maintaining core grants from Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. All have been secured at the same rate as 20/21 until 31.3.22. Whilst, inherently, there can be no certainty with regard to future income in the current economic climate, the Trustees confirm that there is no reason to believe that this funding will not continue but acknowledge that this may be at a reduced level in some cases.

We have a comprehensive funding strategy which identifies new possible funders and a timetable for identifying when recurring funding should be applied for. Funding applications have already been submitted for funding in 2022/23. We have already obtained an extension on our DCC Local Resilience funding until September 2021 and Lloyds Bank Foundation has confirmed funding for housing work in Bolsover from September for 2 years.

At 31 March 2021, the charity has free reserves of £126,425 after designating funds of £125,075. The charity has produced budgets to 31 March 2024 and financial reports identify the measures necessary to maintain an acceptable level of free reserves.

Finally, our financial strategy has been successful in recent years and the current strategy is planned through to 2024. We are in the process of reviewing this document, with a view to going beyond a 3-year document.

Given these circumstances the Trustees believe it is appropriate for the financial statements to be prepared on a going concern basis. For this reason, they continue to adopt the going concern basis in preparing financial statements.

Principal risks and uncertainties

The main financial risks faced by the charity are loss or reduction of Legal Aid contracts, project funds, and core funding from Local Authorities.

The processes and strategies for managing these risks are:

- Promoting the positive impact of the Law Centre services

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

- Producing an Annual Report
- Building relationships with funders and responding actively to funders
- Ensuring funding streams are varied to reduce the impact of funding loss
- Campaigning through LCN
- Demonstrating the effectiveness of joint working and avoidance of duplicate advice services
- Ensuring that "legal advice" is part of key strategies
- Use of Social Media to raise awareness of the work we do
- Succession Planning

Plans for future periods

Whilst 2020/21 proved to be a challenge, it also gave us inspiration to look at future working plans. These include improved remote working practices, increased use of volunteers and a further review of working practices, such as working towards a paperless office.

Following Government guidance, we re-opened our offices to the public from May 2021. Staff have continued to work predominantly from home but a few staff are required to work from the office due to the role that they hold.

We shall continue to work in partnership with local authorities, other advice agencies and funders to enable us to continue to offer the best service for our clients.

We shall continue our involvement as Trustee Board Members on Links CVS, LCN, Citizens Advice Derbyshire Districts, Citizens Advice Chesterfield, DUWC, and Elm Foundation to show support and encourage joint working.

Housing and Homelessness

We will continue to offer a service across the County and develop our relationships with key partners, including local authorities and other advice agencies in tackling homelessness.

With all the Government restrictions lifting, the Housing Unit is expecting a large increase in possession cases. Derbyshire County Council has continued funding additional staff hours to cope with this. In addition, we will be starting our new project in Bolsover and hope to raise funds to do more work in disrepair.

We expect to have legal aid cases revert to their numbers prior to the Covid pandemic. This is wholly dependent on actions taken by landlords following the changes in legislation. We shall attend court whenever necessary to fulfil the needs of our clients and the County Court Duty Scheme contract.

We will look at how we can continue to offer outreach in Housing in Ripley, Buxton and Bolsover via new channels of delivery.

Our Homelessness Prevention Project will carry on until June 2022, however we hope to continue work on this beyond then. Our HRA project has been confirmed for a further two years from September 2021. Due to staffing changes, we will be recruiting a new paralegal to work on this project.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Newly funded housing disrepair work will start in September 2021. This will, at least in part, fill the advice gap that is there from the loss of Legal Aid funding back in 2013.

Steve Taylor, Housing Specialist, is retiring in August. Steve has been with the organisation since the start - almost 32 years. The Unit will feel the loss of such an experienced housing caseworker and it is hoped that the position will be filled from within the organisation. We wish him well on his retirement.

As part of our succession planning, we shall aim to get new housing and employment caseworkers qualified as Area of Law Supervisors.

We shall continue to meet the Lexcel Quality Standard.

Employment

We will continue to offer free specialist employment advice to residents in Derbyshire, looking at working remotely and face to face, adapting delivery methods to meet client's needs.

We shall work with partners on projects aimed at keeping people in work and improving their health where the underlying cause of ill health is related to issues in employment.

Our funding from Access to Justice means that the Legal Support for Litigation in Person project will continue throughout the year.

Our charged for service will continue, at not-for-profit rates, to those who can afford to pay.

Funding for this area of law is less available and more competitive but we will continue to investigate and apply for sources of short and long term funding both for project work and for the core service.

Debt

The Law Centre shall provide high quality debt advice across Derbyshire, funded by MaPS. Top priority will be to work with partners to ensure that funding continues beyond March 2022.

We will continue to work holistically with other projects both within the Law Centre and with other agencies to increase financial resilience and debt awareness.

As Covid-19 has presented a challenge, it is also making us think of innovative ways to engage with clients and deliver our debt advice service, responding to needs of users. This could include looking at how we can develop the role on a community debt level via zoom/other platforms in order to reach those clients who are isolated and unable to access our service.

Discrimination

We will continue to build on the work done in 2020 for discrimination in employment and for Goods and Services. We shall aim to maximise the use of our Legal Aid Agency Contract for discrimination.

Other funding opportunities for supporting discrimination work will be sought and form part of the funding strategy.

Immigration

Having secured more Home Office funding, in conjunction with Nottingham Law Centre, we shall devote staff time to the EUSS project, which peaked in July/August. This funding continues until September.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Our OISC level one shall start working towards level two during the year and level three sometime soon after that. This again is part of our succession planning.

Our telephone advice work on all types of immigration issues shall continue at current levels. We shall also continue to do outreach work, particularly in Shirebrook as part of the EUSS project and Help is Here project.

Projects

- Our D2N2 projects, Opportunity and Change and Money Sorted, will continue at current levels, ensuring that we look at how best to interact with clients.
- Derbyshire Bilingual Crisis Buddy Service concluded at the end of April 2021. It achieved all the outputs it set out to deliver.

Volunteers

Volunteers have always played a big part in our organisation. We would like to expand our volunteering capacity to offer different types of placements. We will seek funding to enable us to develop remote volunteering opportunities and skills based training opportunities, including exploring remote assessment and signposting in order to continue this vital initial contact with clients.

By working with local Universities and Colleges, we have used students in our assessment and initial advice teams and for digital marketing.

Awareness Raising

Over the last few years we have developed and improved our comprehensive marketing and communications strategy. We intend to combine this with a new Digital Strategy that will show the route to increasing awareness of services and develop methods for communicating with hard-to-reach communities.

We intend to develop our website further with inclusion of more content and direct links to our services, as well as ensuring that it is accessible for all. We will focus on ensuring our website is accessible to deaf people who use BSL by inserting signed videos.

We shall promote our work throughout the County and beyond, through social media, Twitter, Facebook, Instagram, the website and publications including Annual Reports.

Governance

During 2021, we shall review our Memorandum and Articles to ensure that they are still current with today's services and good governance.

We shall ensure that all governance tasks are completed in order to maintain our Charity status, including appropriate financial management, insurance and good management.

We intend to increase our administrative support to enable the Co-ordination Unit to expand on their work.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The trustees' annual report and the strategic report were approved on 08/10/21 and signed on behalf of the board of trustees by:



Ms J Flood (Chair)
Trustee

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd

Year ended 31 March 2021

Opinion

We have audited the financial statements of Derbyshire Law Centre Ltd (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd (continued)

Year ended 31 March 2021

Other information

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

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd (continued)

Year ended 31 March 2021

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

The objectives of our audit are: to identify and assess the risks of material misstatement of the financial statements due to fraud or error; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud or error; and to respond appropriately to those risks. Owing to the inherent limitations of an audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We obtained an understanding of the legal and regulatory frameworks applicable to the charity and the sector in which they operate. We determined that the following laws and regulations were most significant: the Companies Act 2006, the Charities SORP (FRS 102) and UK corporate taxation law. The charity is also subject to the regulations of the Financial Conduct Authority and the Office of the Immigration Services Commissioner (OISC).
- We obtained an understanding of how the charity is complying with those legal and regulatory frameworks by making enquiries to relevant members of the management team. We corroborated our enquiries through our review of board minutes (where applicable) and inquiry into legal fees incurred in the year.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd

(continued)

Year ended 31 March 2021

• We assessed the susceptibility of the charity's financial statements to material misstatement, including how fraud might occur. Audit procedures performed by the engagement team included:

- Identifying the controls management has in place to prevent and detect fraud and assessing the operation of these controls

- Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process

- Identifying and testing journal entries, in particular any journal entries that were large or unusual in nature

- Assessing the extent of compliance with the relevant laws and regulations governing the charity and the sector it operates within. This included a review of any potential breaches during and since the year end; and

- Challenging assumptions and judgements made by management in its significant accounting estimates.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements the less likely we would become aware of it. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error as fraud may involve deliberate concealment by, for example, forgery, intentional misrepresentations or collusion.

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd (continued)

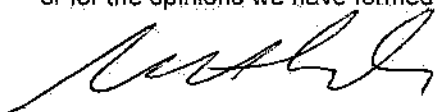
Year ended 31 March 2021

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

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



Andrew McDaid BFP ACA FCCA (Senior Statutory Auditor)

For and on behalf of
MCABA Limited t/a Mitchells
Chartered Accountants & Statutory Auditor
91-97 Saltergate
Chesterfield
Derbyshire
S40 1LA

08/10/21

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	235,122	704,134	939,256	687,607
Charitable activities	6	87,445	96,789	184,234	193,628
Investment income	7	39	—	39	33
Other income	8	1,200	—	1,200	1,336
Total income		<u>323,806</u>	<u>800,923</u>	<u>1,124,729</u>	<u>882,604</u>
Expenditure					
Expenditure on charitable activities	9	203,091	803,508	1,006,599	883,127
Total expenditure		<u>203,091</u>	<u>803,508</u>	<u>1,006,599</u>	<u>883,127</u>
Net income/(expenditure)		<u>120,715</u>	<u>(2,585)</u>	<u>118,130</u>	<u>(523)</u>
Transfers between funds		(17,816)	17,816	—	—
Net movement in funds		<u>102,899</u>	<u>15,231</u>	<u>118,130</u>	<u>(523)</u>
Reconciliation of funds					
Total funds brought forward		148,601	7,083	155,684	156,207
Total funds carried forward		<u>251,500</u>	<u>22,314</u>	<u>273,814</u>	<u>155,684</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 29 to 45 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Financial Position
31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	15	19,325	7,196
Current assets			
Debtors	16	152,211	174,844
Cash at bank and in hand		259,271	88,844
		<u>411,482</u>	<u>263,688</u>
Creditors: amounts falling due within one year	17	156,993	115,200
Net current assets		<u>254,489</u>	<u>148,488</u>
Total assets less current liabilities		<u>273,814</u>	<u>155,684</u>
Net assets		<u>273,814</u>	<u>155,684</u>
Funds of the charity			
Restricted funds		22,314	7,083
Unrestricted funds		251,500	148,601
Total charity funds	20	<u>273,814</u>	<u>155,684</u>

These financial statements were approved by the board of trustees and authorised for issue on 08/10/21, and are signed on behalf of the board by:



Ms J Flood (Chair)
Trustee

The notes on pages 29 to 45 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net income/(expenditure)	118,130	(523)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	5,695	2,535
Other interest receivable and similar income	(39)	(33)
<i>Changes in:</i>		
Trade and other debtors	22,633	(426)
Trade and other creditors	41,793	48,981
Cash generated from operations	188,212	50,534
Interest received	39	33
Net cash from operating activities	<u>188,251</u>	<u>50,567</u>
Cash flows from investing activities		
Purchase of tangible assets	(17,824)	(5,829)
Net cash used in investing activities	<u>(17,824)</u>	<u>(5,829)</u>
Net increase in cash and cash equivalents	170,427	44,738
Cash and cash equivalents at beginning of year	88,844	44,106
Cash and cash equivalents at end of year	<u>259,271</u>	<u>88,844</u>

The notes on pages 29 to 45 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 1 Rose Hill East, Chesterfield, Derbyshire, S40 1NU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS 102.

Going concern

Whilst the global economy has been significantly impacted by the effect of the COVID-19 pandemic, the management and trustees realigned their strategy and working practices to meet the demands arising from an ever-changing environment and continue to adapt in response to change. The trustees have prepared and reviewed forecasts and are confident that these show that the charity is able to operate within its available resources and meet its liabilities as they fall due for the foreseeable future. Accordingly, the trustees consider it appropriate to continue to adopt the going concern basis of accounting in preparing the financial statements.

Judgements and key sources of estimation uncertainty

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. The trustees do not consider there to be any estimates or associated assumptions that would give rise to a significant risk of causing a material misstatement in the carrying values of assets and liabilities in these financial statements.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations is recognised when the donation is received.
- Income from donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Investment income is included when it becomes receivable.
- Grant income is recognised when the charity becomes unconditionally entitled to that income. Where entitlement to grant income is subject to performance-related or other conditions, income is recognised in the Statement of Financial Activities in line with the achievement of performance and satisfaction of those conditions.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, and non-charitable trading activities.
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include statutory audit fees and costs linked to the strategic management of the charity.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories within the Statement of Financial Activities reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

All assets costing more than £500 are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	- 20% straight line
Computer equipment	- 33% straight line

Assets purchased with project funds are not to be subject to depreciation and are to be written off in the year of purchase.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Defined contribution plans

The charity operates a defined contribution pension scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year they are payable.

4. Limited by guarantee

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	1,702	–	1,702
Chesterfield Borough Council	51,697	51,904	103,601
Derbyshire County Council	90,104	51,000	141,104
N E Derbyshire District Council	18,453	68,917	87,370
Bolsover District Council	18,000	36,500	54,500
Amber Valley Borough Council	–	44,236	44,236
Ministry of Housing, Communities & Local Government	–	17,960	17,960
Law Centres Network	–	126,895	126,895
Rogue Landlord Project	–	–	–
Advice Nottingham	–	63,469	63,469
Framework (Care Act)	–	54,318	54,318
Help Through Crisis Fund	–	21,768	21,768
Legal Education Foundation	–	56,331	56,331
Derbyshire Dales District Council	–	7,500	7,500
Alex Ferry Foundation	5,000	–	5,000
Charities Aid Foundation	–	5,000	5,000
Nottingham Law Centre	–	39,522	39,522
DUWC	–	10,000	10,000
Access to Justice	2,800	25,714	28,514
AB Charitable Trust	20,000	–	20,000
Coronavirus Job Retention Scheme Grant	2,366	–	2,366
Lloyds Bank Foundation	25,000	–	25,000
The Guardian - Hostile Environment Project	–	–	–
The Law Society - Diversity and Access Scheme	–	23,100	23,100
	<u>235,122</u>	<u>704,134</u>	<u>939,256</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	583	—	583
Chesterfield Borough Council	41,697	42,000	83,697
Derbyshire County Council	88,061	3,730	91,791
N E Derbyshire District Council	18,453	17,000	35,453
Bolsover District Council	18,000	27,000	45,000
Amber Valley Borough Council	—	22,000	22,000
Ministry of Housing, Communities & Local Government	—	138,231	138,231
Law Centres Network	—	38,628	38,628
Rogue Landlord Project	—	3,000	3,000
Advice Nottingham	—	78,035	78,035
Framework (Care Act)	—	56,747	56,747
Help Through Crisis Fund	—	24,933	24,933
Legal Education Foundation	—	41,265	41,265
Derbyshire Dales District Council	—	—	—
Alex Ferry Foundation	—	—	—
Charities Aid Foundation	—	—	—
Nottingham Law Centre	—	—	—
DUWC	—	—	—
Access to Justice	—	—	—
AB Charitable Trust	—	—	—
Coronavirus Job Retention Scheme Grant	—	—	—
Lloyds Bank Foundation	—	—	—
The Guardian - Hostile Environment Project	—	15,000	15,000
The Law Society - Diversity and Access Scheme	—	13,244	13,244
	<u>166,794</u>	<u>520,813</u>	<u>687,607</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
LSC: Legal Help Contract (Block Contract)	25,279	—	25,279
LSC: Disbursement Repayment (Block Contract)	(340)	—	(340)
LSC - County Court Duty Scheme	1,879	—	1,879
LSC: Legal Representation Profit Costs	28,526	—	28,526
LSC: Disbursement Repayment (Legal Rep)	6,495	—	6,495
Casework fees recovered	13,617	—	13,617
Charged services income	11,989	—	11,989
EMMA Project	—	96,789	96,789
	<u>87,445</u>	<u>96,789</u>	<u>184,234</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
LSC: Legal Help Contract (Block Contract)	52,790	—	52,790
LSC: Disbursement Repayment (Block Contract)	3,665	—	3,665
LSC - County Court Duty Scheme	5,438	—	5,438
LSC: Legal Representation Profit Costs	47,696	—	47,696
LSC: Disbursement Repayment (Legal Rep)	22,480	—	22,480
Casework fees recovered	2,138	—	2,138
Charged services income	8,625	—	8,625
EMMA Project	—	50,796	50,796
	<u>142,832</u>	<u>50,796</u>	<u>193,628</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>39</u>	<u>39</u>	<u>33</u>	<u>33</u>

8. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Miscellaneous income	1,200	—	1,200
Training income	—	—	—
	<u>1,200</u>	<u>—</u>	<u>1,200</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Miscellaneous income	572	10	582
Training income	754	—	754
	<u>1,326</u>	<u>10</u>	<u>1,336</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total expenditure 2021 £	Total expenditure 2020 £
Legal services	619,147	378,193	997,340	876,084
Governance costs	—	9,259	9,259	7,043
	<u>619,147</u>	<u>387,452</u>	<u>1,006,599</u>	<u>883,127</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

10. Analysis of support costs

	Legal services £	Total 2021 £	Total 2020 £
Staff costs	280,640	280,640	219,782
Premises	23,173	23,173	25,051
Communications and IT	55,427	55,427	33,528
General office	18,953	18,953	20,457
Governance costs	9,259	9,259	8,140
	<u>387,452</u>	<u>387,452</u>	<u>306,958</u>

11. Net income/(expenditure)

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

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>5,695</u>	<u>2,535</u>

12. Auditors remuneration

	2021 £	2020 £
Fees payable for the audit of the financial statements	<u>6,900</u>	<u>6,755</u>

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	710,305	592,556
Social security costs	57,182	53,066
Employer contributions to pension plans	55,475	45,253
	<u>822,962</u>	<u>690,875</u>

The total amount of employee benefits received by key management personnel, including employer's NI and pension is £474,291 (2020: £388,155). The charity considers its key management personnel comprise the staff on the Workers Group and the Trustees on the Management Committee.

The average head count of employees during the year was 30 (2020: 25).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

14. Trustee remuneration and expenses

No trustee received any remuneration during either year.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2021

15. Tangible fixed assets:

	Fixtures and fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2020	12,171	24,611	36,782
Additions	—	17,824	17,824
At 31 March 2021	<u>12,171</u>	<u>42,435</u>	<u>54,606</u>
Depreciation			
At 1 April 2020	10,455	19,131	29,586
Charge for the year	502	5,193	5,695
At 31 March 2021	<u>10,957</u>	<u>24,324</u>	<u>35,281</u>
Carrying amount			
At 31 March 2021	<u>1,214</u>	<u>18,111</u>	<u>19,325</u>
At 31 March 2020	<u>1,716</u>	<u>5,480</u>	<u>7,196</u>

16. Debtors

	2021 £	2020 £
Trade debtors	131,459	152,473
Prepayments and accrued income	20,717	20,675
Other debtors	35	1,696
	<u>152,211</u>	<u>174,844</u>

17. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	24,489	4,307
Accruals and deferred income	130,956	94,271
Social security and other taxes	1,548	13,853
Other creditors	—	2,769
	<u>156,993</u>	<u>115,200</u>

18. Deferred income

	2021 £	2020 £
At 1 April 2020	57,325	23,334
Amount released to income	(57,325)	(23,334)
Amount deferred in year	75,250	57,325
At 31 March 2021	<u>75,250</u>	<u>57,325</u>

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2021

18. Deferred income (continued)

Deferred income relates to project funding received in advance for projects in 2021/22.

19. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £55,475 (2020: £45,253).

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General funds	57,429	323,806	(203,091)	(51,719)	126,425
Staff contingency	81,372	—	—	8,703	90,075
Equipment renewals	8,800	—	—	1,200	10,000
Staff car parking	1,000	—	—	(1,000)	—
Lloyds Bank Foundation	—	—	—	—	—
Project Costs	—	—	—	25,000	25,000
	<u>148,601</u>	<u>323,806</u>	<u>(203,091)</u>	<u>(17,816)</u>	<u>251,500</u>

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
General funds	63,588	310,985	(300,342)	(16,802)	57,429
Staff contingency	73,733	—	—	7,639	81,372
Equipment renewals	12,843	—	—	(4,043)	8,800
Staff car parking	1,000	—	—	—	1,000
Lloyds Bank Foundation	—	—	—	—	—
Project Costs	—	—	—	—	—
	<u>151,164</u>	<u>310,985</u>	<u>(300,342)</u>	<u>(13,206)</u>	<u>148,601</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Designated funds

Staff Contingency Fund

Staff redundancy costs are covered in the contingency fund. This designated fund will consist of 100% of staff redundancy costs at statutory minimum levels.

Office and Equipment Renewals

This is a capital fund which allows for the replacement of office and capital equipment as required.

Staff Car Parking Fund

This is set aside to fund parking at work costs.

Lloyds Bank Foundation Project Costs

These funds have been set aside to fund a housing caseworker for the 2021/22 financial year.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

Restricted funds

	At 1 April 2020	Income £	Expenditure £	Transfers £	At 31 March 2021
Trainee Solicitor Project (DAS)	-	23,100	(23,100)	-	-
Charities Aid Foundation – Covid 19 Response	-	5,000	(591)	(4,409)	-
LSLIP Employment Project	-	22,514	(21,878)	(636)	-
Homelessness Prevention Project	-	88,321	(82,733)	-	5,588
Local Resilience Fund	-	51,000	(47,058)	4,596	8,538
EMMA Project	-	96,789	(98,184)	1,395	-
COVID-19 Specialist Advice Services Scheme	-	111,800	(109,105)	(2,695)	-
Mortgage Rescue (Court Desk)	5	36,000	(35,896)	(109)	-
Amber Valley Independent Advice	-	34,736	(40,282)	5,546	-
Building Better Opportunities – Opportunity and Change Programme	-	117,787	(116,894)	(320)	573
Derbyshire Bilingual Crisis Buddy Service	-	21,768	(24,663)	4,605	1,710
Homelessness Reduction Act	-	40,000	(46,477)	6,477	-
Private Rented Sector Access Fund	4,051	17,960	(20,718)	(1,293)	-
Just in Time (CBC)	-	5,000	(5,052)	52	-
EUSS Project	-	15,095	(19,340)	4,245	-
Just in Time (LEF)	2,615	42,050	(45,560)	895	-
Help is Here Project	-	10,000	(10,135)	135	-
Access to Justice Recovery Grant	-	3,200	(3,200)	-	-
Justice First Fellowship Scheme - Trainee Solicitor	-	14,281	(8,963)	(668)	4,650
Emergency Welfare Fund - NEDDC	-	5,000	(4,157)	-	843
EUSS Project (Nottingham Law Centre)	-	39,522	(39,522)	-	-
Living Rights Project	-	-	-	-	-
Derbyshire & Nottinghamshire Housing Law Group	412	-	-	-	412
Derbyshire Communities Project	-	-	-	-	-
Rogue Landlord Project	-	-	-	-	-
Hostile Environment Project	-	-	-	-	-
	7,083	800,923	(803,508)	17,816	22,314

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Trainee Solicitor Project (DAS)	-	13,244	(13,344)	100	-
Charities Aid Foundation – Covid 19 Response	-	-	-	-	-
LSLIP Employment Project	-	-	-	-	-
Homelessness Prevention Project	-	-	-	-	-
Local Resilience Fund	-	-	-	-	-
EMMA Project	-	-	-	-	-
COVID-19 Specialist Advice Services Scheme	-	50,796	(52,732)	1,936	-
Mortgage Rescue (Court Desk)	-	-	-	-	-
Amber Valley Independent Advice	-	36,000	(35,995)	-	5
Building Better Opportunities – Opportunity and Change Programme	-	22,000	(24,248)	2,248	-
Derbyshire Bilingual Crisis Buddy Service	4,583	134,782	(141,846)	2,481	-
Homelessness Reduction Act	-	24,933	(25,056)	123	-
Private Rented Sector Access Fund	-	40,000	(40,000)	-	-
Just in Time (CBC)	-	138,231	(137,794)	3,614	4,051
EUSS Project	-	10,000	(10,000)	-	-
Just in Time (LEF)	-	38,628	(40,704)	2,076	-
Help is Here Project	-	16,950	(14,335)	-	2,615
Access to Justice Recovery Grant	-	-	-	-	-
Justice First Fellowship Scheme - Trainee Solicitor	-	24,315	(24,768)	453	-
Emergency Welfare Fund - NEDDC	-	-	-	-	-
EUSS Project (Nottingham Law Centre)	-	-	-	-	-
Living Rights Project	-	-	-	-	-
Derbyshire & Nottinghamshire Housing Law Group	460	10	(8)	8	-
Derbyshire Communities Project	-	3,730	(3,730)	-	412
Rogue Landlord Project	-	3,000	(3,167)	167	-
Hostile Environment Project	-	15,000	(15,000)	-	-
	5,043	571,619	(582,785)	13,206	7,083

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Restricted funds

Derbyshire & Nottinghamshire Housing Law Group

Subscription based group. Legal practitioners from the Derbyshire and Nottinghamshire areas meet to exchange information on Housing. Formal housing training has also been undertaken by the group.

Trainee Solicitor Project(DAS)

Funded by the Law Society, the Diversity and Access Scheme funding will pay for a Trainee Solicitor for 2 years (ending August 2021).

Trainee Solicitor (Justice First Fellowship)

These are funds from the Legal Education Foundation for the placement of a Justice First Fellowship Trainee solicitor at Derbyshire Law Centre for 2 years (ending January 2023).

Mortgage Rescue (Court Desk)(Formerly known as North Eastern Derbyshire Homelessness Prevention) Funded jointly by Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council, this project allows DLC to assist clients that are facing mortgage repossession.

Homelessness Reduction Act

This project is funded by three local authorities - Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. The project employs a Paralegal that works very intensively with clients to try and help them maintain current tenancies or find new homes.

East Midlands Money Advice (EMMA) Project

The Law Centre is a partner of this regional project, funded by the Money Pensions Service, through East Midlands Money Advice. This project allows us to employ an additional specialist debt caseworker who delivers a quality assured debt service to people who are struggling to maintain essential payments for their home (rent or mortgage) because of other debts.

Amber Valley Independent Advice

This work is funded by Amber Valley Borough Council and is for housing work that is out of scope in Ripley. This project increased during the year to allow a full time caseworker to provide the advice.

Derbyshire Bilingual Crisis Buddy Service

Funded by the Big Lottery's Help Through Crisis programme, the Law Centre is a partner in this project which is led by Direct Help and Advice. The project, a joint city and shire project, is designed to work with people whose first language is not English who are in crisis. The Law Centre is responsible for training and supervising 11 buddies who will work with individuals/families to address the crisis as well as identifying and assisting in any areas of law that we specialise in (ended April 2021).

Building Better Opportunities - Opportunity and Change Programme The programme is part of the national Building Better Opportunities programme funded by the Big Lottery Fund and The European Union through its European Social Fund. This funds the Opportunity and Change project and the Money Sorted in D2N2 projects.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Private Rented Sector Access Fund

Funded by the Ministry of Housing, Communities and Local Government via an agreement with North East Derbyshire District Council, this project will work with "Call B4 You Serve" to provide tailored support for PRS renters at risk of homelessness. The funds also included a Homelessness Prevention Fund. The project ended May 2020, replaced by the Homelessness Prevention Project.

Homelessness Prevention Project

Funded jointly by North East Derbyshire District Council, Chesterfield Borough Council, Bolsover District Council, Amber Valley Borough Council and Derbyshire Dales District Council, this work focuses on the prevention of homelessness through legal advice.

In addition, Rykneld Homes contribute towards our work on homelessness prevention.

Just In Time Project

Funding from Derbyshire Public Health (via the Chesterfield Health and Wellbeing Partnership) and The Legal Education Foundation enabled us to start a pilot project to support those who are either on long-term health related absence from work or at risk of long-term absence in Chesterfield. It will be independently assessed by Sheffield Hallam University to look at whether the project can be extended into the wider Derbyshire area.

European Union Settlement Scheme Project (EUSS)

Funded by the Home Office via the Law Centres Network, the project provides immigration advice and referral pathways for vulnerable EU citizens (ended September 2020).

European Union Settlement Scheme Project (EUSS)

Funded by the Home Office via the Nottingham Law Centre, the project provides immigration advice and referral pathways for vulnerable EU citizens (Currently ends September 2021).

Legal Support for Litigation in Person Project (LSLIP)

This started in December and will continue until June 2022. This project enables us to offer full employment tribunal representation to vulnerable clients, and to offer a casework service in High Peak.

Charities Aid Foundation - COVID-19 Response

Funds for buying equipment to enable staff to work from home, in response to the COVID-19 lockdown.

Derbyshire County Council Local Resilience Fund Project This tranche of the funding is to provide an increase in housing advice and eviction prevention support in the north of the county. To increase staff capacity in advising residents threatened with illegal eviction and as the moratorium court action is lifted there is set to be an increase in landlord action against tenants in rent arrears/homeowners threatened with mortgage re-possession. Funded until September 2021.

Covid-19 Specialist Advice Services Scheme

Funded by the Ministry of Justice and their Community Justice Fund, this fund was used to increase capacity and staff resources to cope with increased advice need, especially in employment advice. It also assisted in funding the equipment needed to help the service adapt and respond to Covid-19 safety requirements and helped to address the loss in income from Legal Aid.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

Help is Here Project

Funded by the Big Lottery and led by Derbyshire Unemployed Workers Centre, we have been providing legal advice services to clients referred from DUWC. We primarily advised through three methods, specialist telephone advice, a casework service and outreach clinic.

Emergency Welfare Payments Fund

Provided by North East Derbyshire District Council, this fund is used for clients who are in crisis and need help to get rehoused or keep off the streets.

Transfers

Transfers have been made from unrestricted funds to cover deficits on restricted funds and to set aside designated funds.

21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	19,325	—	19,325
Current assets	278,517	132,965	411,482
Creditors less than 1 year	(46,342)	(110,651)	(156,993)
Net assets	251,500	22,314	273,814

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	7,196	—	7,196
Current assets	187,365	76,323	263,688
Creditors less than 1 year	(45,960)	(69,240)	(115,200)
Net assets	148,601	7,083	155,684

22. Analysis of changes in net debt

	At 1 Apr 2020 £	Cash flows £	At 31 Mar 2021 £
Cash at bank and in hand	88,844	170,427	259,271

23. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than 1 year	14,843	18,877
Later than 1 year and not later than 5 years	30,116	44,586
	44,959	63,463

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

24. Pension commitments

The company operates a defined contribution scheme for its employees.

The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £55,475 (2020: £45,253). At the year end, £nil (2020: £1,308) of contributions were outstanding and included within creditors.

26. Related parties

Committee members receive no remuneration for their services. Their travelling and other expenses are reimbursed in respect of expenses incurred on the company's business. In the year ended 31 March 2021 £Nil was reimbursed (2020: 5 members totalling £263).

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Management Information
Year ended 31 March 2021

The following pages do not form part of the financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Detailed Statement of Financial Activities
Year ended 31 March 2021

	2021 £	2020 £
Income and endowments		
Donations and legacies		
Donations	1,702	583
Chesterfield Borough Council	103,601	83,697
Derbyshire County Council	141,104	91,791
N E Derbyshire District Council	87,370	35,453
Bolsover District Council	54,500	45,000
Amber Valley Borough Council	44,236	22,000
Ministry of Housing, Communities and Local Government	17,960	138,231
Law Centres Network	126,895	38,628
Rogue Landlord Project	—	3,000
Advice Nottingham	63,469	78,035
Framework (Care Act)	54,318	56,747
Help Through Crisis Fund	21,768	24,933
Legal Education Foundation	56,331	41,265
Derbyshire Dales District Council	7,500	—
Alex Ferry Foundation	5,000	—
Charities Aid Foundation	5,000	—
Nottingham Law Centre	39,522	—
DUWC	10,000	—
Access to Justice	28,514	—
AB Charitable Trust	20,000	—
The Guardian - Hostile Environment Project	—	15,000
The Law Society - Diversity and Access Scheme	23,100	13,244
Coronavirus Job Retention Scheme Grant	2,366	—
Lloyds Bank Foundation	25,000	—
	<u>939,256</u>	<u>687,607</u>
Charitable activities		
LSC: Legal Help Contract (Block Contract)	25,279	52,790
LSC: Disbursement Repayment (Block Contract)	(340)	3,665
LSC - County Court Duty Scheme	1,879	5,438
LSC: Legal Representation Profit Costs	28,526	47,696
LSC: Disbursement Repayment (Legal Representation)	6,495	22,480
Casework fees recovered	13,617	2,138
Carried forward	<u>75,456</u>	<u>134,207</u>

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Detailed Statement of Financial Activities *(continued)*
Year ended 31 March 2021

	2021 £	2020 £
Brought forward	75,456	134,207
Charged services income	11,989	8,625
EMMA Project	<u>96,789</u>	<u>50,796</u>
	<u>184,234</u>	<u>193,628</u>
Investment income		
Bank interest receivable	<u>39</u>	<u>33</u>
Other income		
Miscellaneous income	1,200	582
Training income	<u>—</u>	<u>754</u>
	<u>1,200</u>	<u>1,336</u>
Total income	<u><u>1,124,729</u></u>	<u><u>882,604</u></u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2021

	2021 £	2020 £
Expenditure		
Expenditure on charitable activities		
Wages and salaries	710,305	592,556
Employer's NIC	57,182	53,066
Pension costs	55,475	45,253
Office equipment and maintenance costs	34,793	28,184
Insurance	3,486	2,976
Rent and storage costs	17,821	20,646
Office repairs, utilities and cleaning	4,046	4,143
Training	4,792	6,328
Motor/travel costs	6,538	14,968
Trustee expenses	197	1,097
Legal and professional fees	33,785	7,043
Telephone	3,366	5,933
Office administration costs	12,434	10,322
Depreciation	5,695	2,535
Recruitment costs	412	1,364
Practising certificates	4,370	2,889
Provision for doubtful debts	14,413	—
Books/subscriptions	4,580	4,206
Publicity and promotion	2,432	6,865
Interpretation costs	650	556
Affiliations	4,568	4,532
Disbursements	11,429	30,770
Participant expenses	13,452	36,607
Bank/debit card charges	377	288
	<u>1,006,599</u>	<u>883,127</u>
Total expenditure	<u>1,006,599</u>	<u>883,127</u>
Net income/(expenditure)	<u>118,130</u>	<u>(523)</u>

COMPANY REGISTRATION NUMBER: 02453081
CHARITY REGISTRATION NUMBER: 702419

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Financial Statements
31 March 2021

MCABA Limited t/a Mitchells
Chartered Accountants & Statutory Auditor
91-97 Saltergate
Chesterfield
Derbyshire
S40 1LA

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021

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Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Derbyshire Law Centre Ltd

Charity registration number 702419

Company registration number 02453081

Principal office and registered office 1 Rose Hill East
Chesterfield
Derbyshire
S40 1NU

The trustees Ms J Flood (Chair)
Mr R Busby (Vice Chair)
Mr A Craw (Treasurer)
Mr H Borrell
Mr J Boulton
Mr C Collard
Mr J Duncan
Ms A Foster
Mr M Gordon
Mr C Hampton
Mr D McGregor
Mr A Powell
Ms J Rodgers
Mr D Shaw
Ms J Skill
Mr D Skinner
Ms E Tidd
Ms A Webster
Miss S White
Mr M Wilson

Company secretary Miss S White

Auditor MCABA Limited t/a Mitchells
Chartered Accountants & Statutory Auditor
91-97 Saltergate
Chesterfield
Derbyshire
S40 1LA

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Bankers

Lloyds Bank plc
30 Rose Hill
Chesterfield
Derbyshire
S40 1LR

Workers group

Mrs S Allard
Mrs H Bagley
Mr M Brown
Mrs S Challands
Mrs L Haythorne
Mrs L Holland (until 24 June 2021)
Miss B Holt
Mr P Macken (from 4 January 2021)
Mr A McIlveen
Mr A Montgomery
Miss S Preece
Mr L Ridge (from 24 June 2021)
Miss M Roe
Mr G Steel (from 17 February 2021)
Ms E Taylor
Mr S Taylor (until 18 August 2021)
Mrs N Tugby
Ms T Waldron

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Structure, governance and management

Constitution

The organisation is a charitable company limited by guarantee, incorporated on 15 December 1989 and registered as a charity on 1 January 1990. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The Law Centre reviewed and revised its Articles of Association to reflect current legislation and to more fully reflect the direction of the Law Centre. This was approved at the Annual General Meeting on 18 November 2015. The Management Committee also updated their Personnel and Finance Sub Committees terms of reference.

The change of name from Chesterfield Law Centre to Derbyshire Law Centre was approved by Special Resolution on 13 November 2013 and has subsequently been approved by both the Charity Commission and Companies House.

Methods of appointment or election of Trustees

The Directors of the company are also Charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the Trustees (who form the Management Committee) are elected to serve for a period of 1 year after which they must be re-elected at the next Annual General Meeting.

Currently there are 20 members, with 14 elected at the annual general meeting and a further 6 members nominated as representatives by core funders. During the year there were no changes to membership on the Committee. We currently have no vacancies on the Committee. There is a full list of Trustees on page 2 of the Trustee's report.

The Trustees seek to ensure that the diversity of membership of the Management Committee reflects the diversity of the local communities and any imbalance is addressed by way of co-options. The Trustees seek to maintain a broad skills mix. Currently personnel, finance, communication and community liaison skills are well represented.

Organisational structure and decision-making policies

The Management Committee meets every two months and is responsible for the strategic direction and policy of the charity. The Management Committee includes a Chair, Vice Chair, Secretary (also the Company Secretary) and Treasurer. In June 2021, the Chair, Michael Gordon, resigned as Chair of the Committee due to health issues. At a meeting in late June Jenny Flood was approved as Chair and Rob Busby replaced Jenny Flood as Vice Chair. All officer positions are filled.

The Management Committee has two sub committees; Personnel Sub-Committee and Finance Sub-Committee. Each sub-committee consists of at least four Management Committee members, with two staff normally in attendance, and meet at least on a quarterly basis. The Management Committee devolves the responsibility for the operational running of the charity to a staff management collective, known as Workers Group.

Workers Group is currently made up of solicitors (4), legal executives (2), caseworkers (4), trainee solicitors (2), social worker (1) and co-ordinators (4) and has responsibility for the smooth running of the services, the day to day operational management of the Centre, individual supervision of the staff

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

team and also ensuring that the team continues to develop skills and working practices in line with best practice. The role and make up of Workers Group has been reviewed in the last year. One caseworker and 4 project workers fulfil contract targets. Five admin workers, a session supervisor and a paralegal provide administrative support to all Workers Group staff.

Policies adopted for the induction and training of Trustees

Existing Trustees are already familiar with the practical work of the charity, having visited the office (pre Covid) and/or spoken to staff.

Additionally, new and existing Trustees are invited to meet with one of the Centre Co-ordinators, Teresa Waldron or Helen Bagley. At this meeting, the Co-ordinator works through an induction pack with the trustee covering:

- The rights and responsibilities of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum of Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

In addition, members are required to complete a skills audit form so that training can be identified to ensure that they are able to participate fully in their role.

Along with all staff, Members of the Management Committee are now required to undertake annual training on Equality and Diversity as well as GDPR.

All members are made aware of how to declare an interest and are reminded at every meeting.

All Management Committee members are also included in strategic events with staff as a way of developing the Law Centre's business strategy.

The Management Committee, at least annually, reviews the 3 year financial strategy and 3 year business plan document.

Pay policy for key management personnel

The charity's definition of senior management is staff on the Workers Group and the Trustees on the Management Committee. All Trustees give their time voluntarily and receive no remuneration or other benefits with the exception of out of pocket expenses incurred in the undertaking of their duties as Trustees and as agreed by the Committee. The Workers Group currently consists of 17 members of staff. Their salaries are reviewed annually by the Trustees and are set by reference to "Payscale and Allowances" published by the National Joint Council for local Government Services.

Related party relationships

The Law Centre is a member of the Law Centres Network (LCN). The LCN is a Company Limited by Guarantee and registered in England. Established in 1978, the LCN acts as a co-ordinating body and the voice for Law Centres. It has a catchment area covering England, Wales and Northern Ireland.

The LCN staff team provide an initial point of contact for those seeking information about the work of Law Centres, both within the movement, outside agencies and to the general public. The LCN also

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

works with nationwide funders, working to help law centres obtain new funding for specific projects. In 2020, the LCN worked hard to assist law centres with the Covid situation.

Law Centres provide free legal advice and representation to the poorest and most disadvantaged members of society. They mainly practice in what is loosely termed Social Welfare Law. There are at present 42 Law Centres nationally.

Derbyshire Law Centre has representatives on the Board of Trustees at the LCN, Derbyshire Unemployed Workers Centre, Citizens Advice Chesterfield, Citizens Advice Derbyshire Districts, The Elm Foundation and Links CVS.

Risk management

The "Quality Manual" sets out all the policies and procedures in relation to Risk Management. This is kept constantly under review. The Management Committee has taken steps to mitigate risks identified in its Risk Assessment document which is reviewed at least on an annual basis. During 2020, a specific Covid-19 Risk Assessment was created and reviewed on a regular basis to reflect the Government instructions.

Our solicitors are members of the Law Society of England and Wales. Legal Executives are members of the Chartered Institute of Legal Executives (CILEX). Solicitors and Legal Executives are subject to the regulatory requirements of the Solicitors Regulatory Authority and CILEX respectively, including responsibility for the supervision of non-qualified staff. The Finance Coordinator is a member of the Association of Accounting Technicians. The Law Centre is also registered with the Financial Conduct Authority and the Office of the Immigration Services Commissioner (OISC).

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Objectives and activities

Our mission

Our mission as a peer led organisation is to increase access to justice for disadvantaged individuals and communities through the provision of quality assured, accessible, free or low cost legal advice, information and representation to individuals and groups across our geographical area.

Our core values

These are the values and principles that guide us:

Respect

To treat everyone with integrity and respect. To value and respect each other's expertise and diversity. To take responsibility for what we do and support each other to succeed.

Create

To respond to changing needs. To be innovative and resourceful.

Collaborate

To collaborate internally and externally. To listen and share. To work as a team using all of our expertise and skills together to get the best outcomes.

Care

To show that we care. To promote personal wellbeing for everyone - our staff, volunteers and clients. To adopt safe and healthy working practices.

Our Strategic Aims

The Law Centre's key strategic aims for the next three financial years are:

- 1) To provide and increase the provision of quality assured specialist legal advice, assistance and representation in social welfare law to meet the needs of users, supported through the provision of wrap around support services;
- 2) To seek funding to undertake project work in line with our mission statement;
- 3) To provide an accessible initial assessment and signposting service to all enquirers;
- 4) To increase and diversify the financial and other resources of the Law Centre to ensure its future sustainability, through positive partnership work and engagement with existing and potential funders;
- 5) To extend awareness of the rights and remedies available to individuals and communities and the work of the Law Centre through user involvement, information, publicity and promotional work;
- 6) To ensure that the Law Centre has well-trained and supported staff and volunteers to deliver high quality services, guided by a well-trained board of trustees, reflective of the community to ensure good governance.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Achievements and performance

The last year was a year that no-one will ever forget. Life was turned on its head and working practices changed almost beyond recognition. Covid-19 was a shock to us all.

Fortunately, we have a resilient and devoted team of staff and volunteers who worked hard to see us through the worst of it. All our offices have become Covid-19 safe with strict instructions to staff and volunteers on Covid-19 safety procedures.

With the closure of the offices, face to face services stopped at the end of March 2020 and staff began to work from home. Fortunately, due to our previous investment in IT and the adaptability of our staff, we were able to carry on, almost seamlessly. Client services were provided through telephone, email, website and Zoom/Teams.

Despite the challenges, we were still able to fulfill our main strategic aim to provide and increase the provision of quality assured specialist legal advice and representation.

During the year, we opened 1,046 cases, a fall of approximately 15% on the previous year. The majority of this fall was in our housing work which is directly linked with the Government instructions to cease evictions and close County Courts. Whilst there were falls in the number of cases, there were lots of areas where our cases increased, Debt (up 49%), Discrimination (up 78%), Employment (up 11%) and Immigration (up 55%).

Enquiries were also down to 4,384, a fall of 21% on 2019-20. However, our Discrimination enquiries were up by over 370%. Community Care and Employment also saw some increase.

Our website saw a drop in users during 2020/21 by 17%, although the number of sessions only reduced by 1%. The most accessed area in 2020/21 was our self-help information in employment.

During the year, due to the fall in housing cases and enquiries, two members of staff were furloughed for a short period of time.

Staffing has experienced some changes - a reduction in our Money Sorted project work was countered by an increase in employment staff and a new trainee solicitor.

Our second office has been invaluable during the short periods of time that the office has been re-opened (in-between lockdown), providing us with additional space to allow social distancing for the large number of staff we now have. We have reduced the staff capacity in our rooms, provided PPE for staff, volunteers and clients, adapted our meeting and interview rooms to become Covid-19 safe and introduced new procedures to ensure the safety of everyone coming into our offices.

We have been fortunate to continue to receive core financial support from our Local Authority partners; Chesterfield Borough Council, Bolsover District Council, North East Derbyshire District Council and Derbyshire County Council. This funding continues to provide a base service, allowing the organisation to look at other funding opportunities to provide legal advice in new areas or on a larger scale.

As our Legal Aid income has been impacted these other funding opportunities have been welcomed and have allowed for other areas of work to meet new demand, such as employment (advising on issues relating to Covid-19) and immigration (assisting clients with EUSS applications as the deadline draws ever closer). New IT equipment, such as laptops, have also been purchased during the year to allow for all employees to work from home. Particular thanks to the Alex Ferry Foundation, Charities Aid Foundation, AB Charitable Trust and Community Justice Fund.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

We have also worked closely with the Law Centres Network as they helped to guide Law Centres through the (almost daily at some points) Covid developments and instructions from Government. A special thanks to Julie Bishop and her team.

We are pleased that, despite all the challenges and changes to working practices, we were still able to retain our Lexcel Quality Mark. The Assessor's report said "Despite the current difficulties and challenges, the Centre should be highly commended for sustaining a very high level of compliance against the Lexcel Standard. Indeed, it remains very clear that compliance remains a very deeply embedded part of the culture and, in Lexcel terms, the Centre is an exceptionally efficient and exceptionally well run organisation!". Obviously, we already thought that, but we are proud that others recognised that too.

To summarise our services for the year:

Specialist Services - Housing

Homelessness work remains at the centre of our housing work. Local authorities continued to fund our work allowing us to continue with our Homelessness Reduction Act (HRA) project, Mortgage Rescue (Court Work) project and Homelessness Prevention Project (HPP). Derbyshire Dales District Council also contributed to this work for the first time in 2020 with High Peak Borough Council funding from 2021. The HRA project currently employs one full-time homelessness prevention adviser who works to support those at risk of eviction and those who need support securing new or alternative accommodation. It works to provide holistic support to enable its clients to gain further independence in their accommodation and seek to reduce the numbers of households becoming homeless. The HRA project works in tandem with the HPP as the two projects have similar objectives. Presently, the HRA project accepts internal referrals from caseworkers where holistic support can supplement the legal elements of a possession action. Examples of help provided include: advice accessing accommodation or waiting lists; securing grants to pay for essential appliances/furniture; applying for Discretionary Housing Payments and securing grants for clients to secure permanent accommodation. The HRA project also benefits clients who, whilst still on a low income, are unable to access Legal Aid services but still require professional advice regarding their housing.

Since the start of the HRA project in 2018, a total of 321 clients have been assisted. Advisers have secured a total of £88,775 in financial gains for these clients from charitable grants and DHPs for the prevention of homelessness or to secure permanent accommodation. This is in addition to advice and support provided.

Derbyshire County Council also recognised our homelessness work and funded an increase in staffing levels for additional eviction work. We are now able to hand hold our clients to help them retain or obtain new homes.

We have also found it very successful to have funding pots to assist clients to retain or obtain new homes. These funding pots have been provided by various local authorities after recognising the cost effectiveness of assisting tenants in this way.

Amber Valley Borough Council has also recognised the value of our work in Ripley and surrounding areas. They too have increased our capacity to assist their residents with independent housing advice through positive referrals from the local authority.

As mentioned before, our Legal Aid work took quite a hit during the year, reducing the number of new cases by 43%. Our contract with the Legal Aid Agency for the provision of the Court Desk service at Chesterfield County Court has been extended until 31st August 2022. This service ensures that a legal adviser will be present at Court on days when possession claims are listed. The adviser will meet with clients on the day, take instructions, consider paperwork and represent defendants in Court. All

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

clients assisted will also receive a follow-up advice letter and be referred for ongoing advice as necessary. The service ensures that the most vulnerable defendants, who may not have sought advice before the day of their hearing, are represented appropriately.

Legislation changed requiring landlords to provide longer notice periods (previously 2 months; which increased to as much as 6 months between August 2020 to May 2021) and the closure of County Court buildings. In September, the courts were considering possession cases but evictions were not allowed to be carried out by county court bailiffs or High Court Enforcement Officers except in the most serious circumstances. DLC has, whenever the courts are open, attended the County Court Duty Desk to assist clients face to face or, where required by the court, represented clients via Zoom at "R" and "S" hearings.

Possession claims have also been suspended for long periods over the Covid-19 pandemic which has meant a large reduction in the number of cases heard and consequently a reduction in the number of persons assisted. Where the most serious cases continue to be listed in-person we have continued to provide a face-to-face service, with a duty adviser also available on the telephone at times when the Court is addressing remote 'review' cases. Following the end of the stay on cases from 31 May 2021 we are prepared for a considerable increase in cases being listed and will ensure that the Court Desk service remains available to all. We continue to work with the court service to provide the best service for our clients.

Specialist Services - Employment

Employment work has seen an increase over the year. This can be directly attributed to the employment issues relating to Covid-19. Furlough and redundancy have been at the forefront of enquiries. Thanks to the Community Justice Fund, the Access to Justice Foundation and Local Authority funding, we have been able to expand our team. For a short period we had nearly 5 FTE staff in the employment team.

The Legal Support for Litigation in Person project is funded by the Access to Justice Foundation. It runs from October 2020 to 2022. This project enables us to extend our employment service to include full employment tribunal representation for vulnerable clients, and to offer a casework service in High Peak.

The team adapted well to working from home and found clients very receptive to remote working, particularly on the phone, rather than face to face.

Our work in Ripley and Ilkeston, funded by Derbyshire County Council, has continued, and once again exceeded targets on telephone enquiries, albeit based from home.

We have been working on a pilot project to support those who are either on long-term health related absence from work or at risk of long-term absence in Chesterfield. Sheffield Hallam University has carried out an assessment to see if the project can be extended into the wider Derbyshire area. The document was publicised in July 2021.

Another success this year has been the charged for service. Principally aimed at clients who are not eligible for free advice, we also advise on Settlement Agreements, where the cost of advice is funded by employers. With increased redundancies, we have advised on an increased number of Settlement Agreements.

Specialist Services - Discrimination

Our discrimination service in employment and goods and services was another growth area. Our casework in this area increased by a massive 78% with enquiries up 371%. This was funded in part by our Legal Aid Agency Discrimination Contract.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Developing discrimination work has always been a long term goal of the Law Centre and to this end, we now have a trainee solicitor undertaking discrimination work for goods and services as part of his training rotation.

In employment, the Legal Aid Agency Contract has allowed us to increase discrimination work. Together with the Access to Justice Foundation LSLIP funding it means that we can offer a discrimination casework service across the whole of Derbyshire.

Specialist Services - Debt

Our specialist debt services have been funded through MaPs (Money and Pension Service). MaPs contract out funding for debt advice to various regional organisations, one of which is Community Advice and Law Service, who lead on the EMMA (East Midlands Money Advice), and they, in turn, contract out to providers such as DLC. This funding is currently until the end of March 2022.

As a result of the increase in staff from April 2020 and despite the effect of Covid lockdown, casework was up by 37% and enquiries up by 30%. This service was predominantly a face to face service with a high number of clients. Fortunately, the staff and clients adapted well to the new way of working.

Specialist Services - Immigration

We are the only advice agency in Derbyshire to provide immigration legal advice. Our telephone and email advice service for residents in Derbyshire continued during the year and, obviously, the EU Settlement Scheme dominated our immigration work. Our casework increased by 55% and enquiries by 32%.

This was helped with funding from the Home Office (via the Law Centres Network) until September 2020 and then a jointly funded Home Office project with Nottingham Law Centre, to assist vulnerable EU citizens with complex applications to the Home Office EU Settlement Scheme. It allowed us to increase staff hours to meet the challenge of this work.

Our newest solicitor working on this area of law achieved her level 1 with the OISC (Office of Immigration Services Commissioner) last year and one of our Paralegals attained this in January 2021. Along with our Level 3 Law Society Immigration and Asylum Accredited Senior Solicitor they resource our immigration advice service.

DLC is registered with the OISC, which allows us to provide a small fee paying service.

Support Services

Behind our solicitors, caseworkers and project staff, we have a dedicated Administration team and Co-ordination Unit. These staff provide our front of house services, casework support, premises management, financial administration and management as well as putting together funding bids, IT development and strategic lead. These staff helped to ensure that the service continued during lockdown by providing remote support and new procedures in light of the Covid-19 lockdowns.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

During the year, our volunteers' team were hit particularly hard due to Covid. We had no systems in place to facilitate supervision of volunteers who were working from home and so for several months, they were unable to assist. This resulted in a diminished number of volunteers. However, due to funding from the Community Justice Fund, we were able to provide IT so that they could participate and work from home, supervised by our Session Supervisor. This pilot test appears to be successful and will allow the Law Centre to have a combination of home and office working for volunteers.

One big step forward was the involvement of a volunteer to help use and analyse the interaction of social media.

Project Work

Our project work helps our organisation expand our existing services, try out pilot projects, respond to new needs and give a client a fuller service by providing a "wrap around service". Some of our projects have already been mentioned in our specialist services but other projects we deliver are:

Project Work - Opportunity and Change (OaC)

Employing a social worker and advocate allowed us to carry out care assessments for clients. Our work with Framework as part of the Opportunity and Change D2N2 projects, has allowed us to continue with screenings, assessments for eligibility and obtaining additional needs support.

The project is currently funded until the end of March 2022, enabling the Law Centre to retain the staff and keep the service.

Project Work - Money Sorted in D2N2

Working with Advice Nottingham as lead on the project, in 2020-2021 we continued to operate during lockdown and the pandemic, supporting 82% of individuals requiring personal navigator support. This holistic work that 'thinks outside the box', is flexible, offers support with personal budgets and financial capability and identifies when specialist debt and housing support is needed, which was the only form of contact for many vulnerable adults during this unprecedented year.

Following the resignation of one of our Personal Navigators in January 2021, we decided to reduce the project. This was mainly due to a change in eligibility around a greater emphasis on employability outcomes.

Money Sorted has been extended to March 2023 enabling the Law Centre to continue to offer this essential service from multiple platforms to the people of Derbyshire.

Project Work - Derbyshire Bilingual Crisis Buddy Service

DLC is a partner in this 5 year project, led by Direct Help and Advice. As we approach the end of year 5 (and the end of the project), the project is still in line to exceed expectations. The Law Centre is responsible for training and supervising "buddies" who work with individuals/families to address the immediate crisis as well as identifying and assisting with other problems to improve their lives. Initially, Covid-19 had a negative impact on the project, however over time 'buddies', in particular for the Eastern European communities found new ways of working and approaching individual/families in need.

Project Work - Access to Justice Recovery Grant

Our Strategic Lead Co-ordinator has been working closely with project consultants and trainers on upskilling and leadership skills.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Project Work - Help is Here

Working with Derbyshire Unemployed Workers Centre (DUWC), we have been providing legal advice services to clients referred from DUWC. We primarily advised through three methods, specialist telephone advice, a casework service and outreach clinic.

All enquiries are assessed by a specialist team to identify the needs of the clients and how the law centre can advise. This has proven very successful. In the first 3 quarters of the project, 41 cases were taken on using approximately 122 specialist hours dedicated to case work.

Trainee Solicitors

Matthew Brown, who started at the Law Centre on a work placement, went on to become a paralegal and, after securing the nationally awarded Diversity and Access Scheme funding (which is only awarded to 1 person per year) through The Law Society, is now a Trainee Solicitor. He has already completed his employment and housing training and is currently working in our Discrimination Unit, specialising on Goods and Services. He is due to qualify in August 2021.

Gary Steel started working with us over 2 years ago as a Paralegal. Through competitive interview, he was successful in becoming our latest Trainee Solicitor in January 2021. His first placement was on employment and he will be moving on to debt work in the near future.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Financial review

Reserves policy

The Trustees have set a policy to maintain reserves at the minimum requirements if the Law Centre was to cease operations. These reserves cover redundancy costs, salaries at levels to satisfy notice periods and lease notices on rent and equipment. At current levels, this equates to £279,845. Of this requirement, £90,075 has already been set aside in the designated Staff Contingency Fund, the required level of free reserves is £189,770 if the organisation was to immediately cease. With a managed closure, this would be reduced to £68,347.

As at 31 March 2021, free reserves are £126,425, after designated funds of £125,075, which is below the target level. The Trustees have set a financial strategy to 2024 which outlines the financial risks and actions being taken to continue to build up free reserves to the required level.

At present, the Trustees assess the charity as a going concern, and therefore do not envisage that reserves will be used to cease operations in the near future.

Going concern

We continue to be successful in maintaining core grants from Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. All have been secured at the same rate as 20/21 until 31.3.22. Whilst, inherently, there can be no certainty with regard to future income in the current economic climate, the Trustees confirm that there is no reason to believe that this funding will not continue but acknowledge that this may be at a reduced level in some cases.

We have a comprehensive funding strategy which identifies new possible funders and a timetable for identifying when recurring funding should be applied for. Funding applications have already been submitted for funding in 2022/23. We have already obtained an extension on our DCC Local Resilience funding until September 2021 and Lloyds Bank Foundation has confirmed funding for housing work in Bolsover from September for 2 years.

At 31 March 2021, the charity has free reserves of £126,425 after designating funds of £125,075. The charity has produced budgets to 31 March 2024 and financial reports identify the measures necessary to maintain an acceptable level of free reserves.

Finally, our financial strategy has been successful in recent years and the current strategy is planned through to 2024. We are in the process of reviewing this document, with a view to going beyond a 3-year document.

Given these circumstances the Trustees believe it is appropriate for the financial statements to be prepared on a going concern basis. For this reason, they continue to adopt the going concern basis in preparing financial statements.

Principal risks and uncertainties

The main financial risks faced by the charity are loss or reduction of Legal Aid contracts, project funds, and core funding from Local Authorities.

The processes and strategies for managing these risks are:

- Promoting the positive impact of the Law Centre services

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

- Producing an Annual Report
- Building relationships with funders and responding actively to funders
- Ensuring funding streams are varied to reduce the impact of funding loss
- Campaigning through LCN
- Demonstrating the effectiveness of joint working and avoidance of duplicate advice services
- Ensuring that "legal advice" is part of key strategies
- Use of Social Media to raise awareness of the work we do
- Succession Planning

Plans for future periods

Whilst 2020/21 proved to be a challenge, it also gave us inspiration to look at future working plans. These include improved remote working practices, increased use of volunteers and a further review of working practices, such as working towards a paperless office.

Following Government guidance, we re-opened our offices to the public from May 2021. Staff have continued to work predominantly from home but a few staff are required to work from the office due to the role that they hold.

We shall continue to work in partnership with local authorities, other advice agencies and funders to enable us to continue to offer the best service for our clients.

We shall continue our involvement as Trustee Board Members on Links CVS, LCN, Citizens Advice Derbyshire Districts, Citizens Advice Chesterfield, DUWC, and Elm Foundation to show support and encourage joint working.

Housing and Homelessness

We will continue to offer a service across the County and develop our relationships with key partners, including local authorities and other advice agencies in tackling homelessness.

With all the Government restrictions lifting, the Housing Unit is expecting a large increase in possession cases. Derbyshire County Council has continued funding additional staff hours to cope with this. In addition, we will be starting our new project in Bolsover and hope to raise funds to do more work in disrepair.

We expect to have legal aid cases revert to their numbers prior to the Covid pandemic. This is wholly dependent on actions taken by landlords following the changes in legislation. We shall attend court whenever necessary to fulfil the needs of our clients and the County Court Duty Scheme contract.

We will look at how we can continue to offer outreach in Housing in Ripley, Buxton and Bolsover via new channels of delivery.

Our Homelessness Prevention Project will carry on until June 2022, however we hope to continue work on this beyond then. Our HRA project has been confirmed for a further two years from September 2021. Due to staffing changes, we will be recruiting a new paralegal to work on this project.

Derbyshire Law Centre Ltd

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Newly funded housing disrepair work will start in September 2021. This will, at least in part, fill the advice gap that is there from the loss of Legal Aid funding back in 2013.

Steve Taylor, Housing Specialist, is retiring in August. Steve has been with the organisation since the start - almost 32 years. The Unit will feel the loss of such an experienced housing caseworker and it is hoped that the position will be filled from within the organisation. We wish him well on his retirement.

As part of our succession planning, we shall aim to get new housing and employment caseworkers qualified as Area of Law Supervisors.

We shall continue to meet the Lexcel Quality Standard.

Employment

We will continue to offer free specialist employment advice to residents in Derbyshire, looking at working remotely and face to face, adapting delivery methods to meet client's needs.

We shall work with partners on projects aimed at keeping people in work and improving their health where the underlying cause of ill health is related to issues in employment.

Our funding from Access to Justice means that the Legal Support for Litigation in Person project will continue throughout the year.

Our charged for service will continue, at not-for-profit rates, to those who can afford to pay.

Funding for this area of law is less available and more competitive but we will continue to investigate and apply for sources of short and long term funding both for project work and for the core service.

Debt

The Law Centre shall provide high quality debt advice across Derbyshire, funded by MaPS. Top priority will be to work with partners to ensure that funding continues beyond March 2022.

We will continue to work holistically with other projects both within the Law Centre and with other agencies to increase financial resilience and debt awareness.

As Covid-19 has presented a challenge, it is also making us think of innovative ways to engage with clients and deliver our debt advice service, responding to needs of users. This could include looking at how we can develop the role on a community debt level via zoom/other platforms in order to reach those clients who are isolated and unable to access our service.

Discrimination

We will continue to build on the work done in 2020 for discrimination in employment and for Goods and Services. We shall aim to maximise the use of our Legal Aid Agency Contract for discrimination.

Other funding opportunities for supporting discrimination work will be sought and form part of the funding strategy.

Immigration

Having secured more Home Office funding, in conjunction with Nottingham Law Centre, we shall devote staff time to the EUSS project, which peaked in July/August. This funding continues until September.

Derbyshire Law Centre Ltd

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Our OISC level one shall start working towards level two during the year and level three sometime soon after that. This again is part of our succession planning.

Our telephone advice work on all types of immigration issues shall continue at current levels. We shall also continue to do outreach work, particularly in Shirebrook as part of the EUSS project and Help is Here project.

Projects

- Our D2N2 projects, Opportunity and Change and Money Sorted, will continue at current levels, ensuring that we look at how best to interact with clients.
- Derbyshire Bilingual Crisis Buddy Service concluded at the end of April 2021. It achieved all the outputs it set out to deliver.

Volunteers

Volunteers have always played a big part in our organisation. We would like to expand our volunteering capacity to offer different types of placements. We will seek funding to enable us to develop remote volunteering opportunities and skills based training opportunities, including exploring remote assessment and signposting in order to continue this vital initial contact with clients.

By working with local Universities and Colleges, we have used students in our assessment and initial advice teams and for digital marketing.

Awareness Raising

Over the last few years we have developed and improved our comprehensive marketing and communications strategy. We intend to combine this with a new Digital Strategy that will show the route to increasing awareness of services and develop methods for communicating with hard-to-reach communities.

We intend to develop our website further with inclusion of more content and direct links to our services, as well as ensuring that it is accessible for all. We will focus on ensuring our website is accessible to deaf people who use BSL by inserting signed videos.

We shall promote our work throughout the County and beyond, through social media, Twitter, Facebook, Instagram, the website and publications including Annual Reports.

Governance

During 2021, we shall review our Memorandum and Articles to ensure that they are still current with today's services and good governance.

We shall ensure that all governance tasks are completed in order to maintain our Charity status, including appropriate financial management, insurance and good management.

We intend to increase our administrative support to enable the Co-ordination Unit to expand on their work.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The trustees' annual report and the strategic report were approved on 08/10/21 and signed on behalf of the board of trustees by:



Ms J Flood (Chair)
Trustee

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd

Year ended 31 March 2021

Opinion

We have audited the financial statements of Derbyshire Law Centre Ltd (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd (continued)

Year ended 31 March 2021

Other information

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

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd (continued)

Year ended 31 March 2021

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

The objectives of our audit are: to identify and assess the risks of material misstatement of the financial statements due to fraud or error; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud or error; and to respond appropriately to those risks. Owing to the inherent limitations of an audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We obtained an understanding of the legal and regulatory frameworks applicable to the charity and the sector in which they operate. We determined that the following laws and regulations were most significant: the Companies Act 2006, the Charities SORP (FRS 102) and UK corporate taxation law. The charity is also subject to the regulations of the Financial Conduct Authority and the Office of the Immigration Services Commissioner (OISC).
- We obtained an understanding of how the charity is complying with those legal and regulatory frameworks by making enquiries to relevant members of the management team. We corroborated our enquiries through our review of board minutes (where applicable) and inquiry into legal fees incurred in the year.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd

(continued)

Year ended 31 March 2021

• We assessed the susceptibility of the charity's financial statements to material misstatement, including how fraud might occur. Audit procedures performed by the engagement team included:

- Identifying the controls management has in place to prevent and detect fraud and assessing the operation of these controls

- Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process

- Identifying and testing journal entries, in particular any journal entries that were large or unusual in nature

- Assessing the extent of compliance with the relevant laws and regulations governing the charity and the sector it operates within. This included a review of any potential breaches during and since the year end; and

- Challenging assumptions and judgements made by management in its significant accounting estimates.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements the less likely we would become aware of it. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error as fraud may involve deliberate concealment by, for example, forgery, intentional misrepresentations or collusion.

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Derbyshire Law Centre Ltd

(continued)

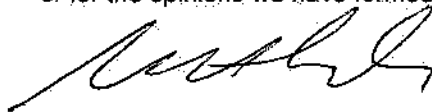
Year ended 31 March 2021

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

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



Andrew McDaid BFP ACA FCCA (Senior Statutory Auditor)

For and on behalf of
MCABA Limited t/a Mitchells
Chartered Accountants & Statutory Auditor
91-97 Saltergate
Chesterfield
Derbyshire
S40 1LA

08/10/21

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

			2021		2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	235,122	704,134	939,256	687,607
Charitable activities	6	87,445	96,789	184,234	193,628
Investment income	7	39	—	39	33
Other income	8	1,200	—	1,200	1,336
Total income		<u>323,806</u>	<u>800,923</u>	<u>1,124,729</u>	<u>882,604</u>
Expenditure					
Expenditure on charitable activities	9	203,091	803,508	1,006,599	883,127
Total expenditure		<u>203,091</u>	<u>803,508</u>	<u>1,006,599</u>	<u>883,127</u>
Net income/(expenditure)		<u>120,715</u>	<u>(2,585)</u>	<u>118,130</u>	<u>(523)</u>
Transfers between funds		(17,816)	17,816	—	—
Net movement in funds		<u>102,899</u>	<u>15,231</u>	<u>118,130</u>	<u>(523)</u>
Reconciliation of funds					
Total funds brought forward		148,601	7,083	155,684	156,207
Total funds carried forward		<u>251,500</u>	<u>22,314</u>	<u>273,814</u>	<u>155,684</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 29 to 45 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Financial Position
31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	15	19,325	7,196
Current assets			
Debtors	16	152,211	174,844
Cash at bank and in hand		259,271	88,844
		<u>411,482</u>	<u>263,688</u>
Creditors: amounts falling due within one year	17	156,993	115,200
Net current assets		<u>254,489</u>	<u>148,488</u>
Total assets less current liabilities		<u>273,814</u>	<u>155,684</u>
Net assets		<u>273,814</u>	<u>155,684</u>
Funds of the charity			
Restricted funds		22,314	7,083
Unrestricted funds		251,500	148,601
Total charity funds	20	<u>273,814</u>	<u>155,684</u>

These financial statements were approved by the board of trustees and authorised for issue on 08/10/21, and are signed on behalf of the board by:



Ms J Flood (Chair)
Trustee

The notes on pages 29 to 45 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net income/(expenditure)	118,130	(523)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	5,695	2,535
Other interest receivable and similar income	(39)	(33)
<i>Changes in:</i>		
Trade and other debtors	22,633	(426)
Trade and other creditors	41,793	48,981
Cash generated from operations	188,212	50,534
Interest received	39	33
Net cash from operating activities	<u>188,251</u>	<u>50,567</u>
Cash flows from investing activities		
Purchase of tangible assets	(17,824)	(5,829)
Net cash used in investing activities	<u>(17,824)</u>	<u>(5,829)</u>
Net increase in cash and cash equivalents	170,427	44,738
Cash and cash equivalents at beginning of year	88,844	44,106
Cash and cash equivalents at end of year	<u>259,271</u>	<u>88,844</u>

The notes on pages 29 to 45 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 1 Rose Hill East, Chesterfield, Derbyshire, S40 1NU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS 102.

Going concern

Whilst the global economy has been significantly impacted by the effect of the COVID-19 pandemic, the management and trustees realigned their strategy and working practices to meet the demands arising from an ever-changing environment and continue to adapt in response to change. The trustees have prepared and reviewed forecasts and are confident that these show that the charity is able to operate within its available resources and meet its liabilities as they fall due for the foreseeable future. Accordingly, the trustees consider it appropriate to continue to adopt the going concern basis of accounting in preparing the financial statements.

Judgements and key sources of estimation uncertainty

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. The trustees do not consider there to be any estimates or associated assumptions that would give rise to a significant risk of causing a material misstatement in the carrying values of assets and liabilities in these financial statements.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations is recognised when the donation is received.
- Income from donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Investment income is included when it becomes receivable.
- Grant income is recognised when the charity becomes unconditionally entitled to that income. Where entitlement to grant income is subject to performance-related or other conditions, income is recognised in the Statement of Financial Activities in line with the achievement of performance and satisfaction of those conditions.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, and non-charitable trading activities.
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include statutory audit fees and costs linked to the strategic management of the charity.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories within the Statement of Financial Activities reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

All assets costing more than £500 are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	- 20% straight line
Computer equipment	- 33% straight line

Assets purchased with project funds are not to be subject to depreciation and are to be written off in the year of purchase.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Defined contribution plans

The charity operates a defined contribution pension scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year they are payable.

4. Limited by guarantee

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	1,702	–	1,702
Chesterfield Borough Council	51,697	51,904	103,601
Derbyshire County Council	90,104	51,000	141,104
N E Derbyshire District Council	18,453	68,917	87,370
Bolsover District Council	18,000	36,500	54,500
Amber Valley Borough Council	–	44,236	44,236
Ministry of Housing, Communities & Local Government	–	17,960	17,960
Law Centres Network	–	126,895	126,895
Rogue Landlord Project	–	–	–
Advice Nottingham	–	63,469	63,469
Framework (Care Act)	–	54,318	54,318
Help Through Crisis Fund	–	21,768	21,768
Legal Education Foundation	–	56,331	56,331
Derbyshire Dales District Council	–	7,500	7,500
Alex Ferry Foundation	5,000	–	5,000
Charities Aid Foundation	–	5,000	5,000
Nottingham Law Centre	–	39,522	39,522
DUWC	–	10,000	10,000
Access to Justice	2,800	25,714	28,514
AB Charitable Trust	20,000	–	20,000
Coronavirus Job Retention Scheme Grant	2,366	–	2,366
Lloyds Bank Foundation	25,000	–	25,000
The Guardian - Hostile Environment Project	–	–	–
The Law Society - Diversity and Access Scheme	–	23,100	23,100
	<u>235,122</u>	<u>704,134</u>	<u>939,256</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	583	—	583
Chesterfield Borough Council	41,697	42,000	83,697
Derbyshire County Council	88,061	3,730	91,791
N E Derbyshire District Council	18,453	17,000	35,453
Bolsover District Council	18,000	27,000	45,000
Amber Valley Borough Council	—	22,000	22,000
Ministry of Housing, Communities & Local Government	—	138,231	138,231
Law Centres Network	—	38,628	38,628
Rogue Landlord Project	—	3,000	3,000
Advice Nottingham	—	78,035	78,035
Framework (Care Act)	—	56,747	56,747
Help Through Crisis Fund	—	24,933	24,933
Legal Education Foundation	—	41,265	41,265
Derbyshire Dales District Council	—	—	—
Alex Ferry Foundation	—	—	—
Charities Aid Foundation	—	—	—
Nottingham Law Centre	—	—	—
DUWC	—	—	—
Access to Justice	—	—	—
AB Charitable Trust	—	—	—
Coronavirus Job Retention Scheme Grant	—	—	—
Lloyds Bank Foundation	—	—	—
The Guardian - Hostile Environment Project	—	15,000	15,000
The Law Society - Diversity and Access Scheme	—	13,244	13,244
	<u>166,794</u>	<u>520,813</u>	<u>687,607</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
LSC: Legal Help Contract (Block Contract)	25,279	—	25,279
LSC: Disbursement Repayment (Block Contract)	(340)	—	(340)
LSC - County Court Duty Scheme	1,879	—	1,879
LSC: Legal Representation Profit Costs	28,526	—	28,526
LSC: Disbursement Repayment (Legal Rep)	6,495	—	6,495
Casework fees recovered	13,617	—	13,617
Charged services income	11,989	—	11,989
EMMA Project	—	96,789	96,789
	<u>87,445</u>	<u>96,789</u>	<u>184,234</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
LSC: Legal Help Contract (Block Contract)	52,790	—	52,790
LSC: Disbursement Repayment (Block Contract)	3,665	—	3,665
LSC - County Court Duty Scheme	5,438	—	5,438
LSC: Legal Representation Profit Costs	47,696	—	47,696
LSC: Disbursement Repayment (Legal Rep)	22,480	—	22,480
Casework fees recovered	2,138	—	2,138
Charged services income	8,625	—	8,625
EMMA Project	—	50,796	50,796
	<u>142,832</u>	<u>50,796</u>	<u>193,628</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>39</u>	<u>39</u>	<u>33</u>	<u>33</u>

8. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Miscellaneous income	1,200	—	1,200
Training income	—	—	—
	<u>1,200</u>	<u>—</u>	<u>1,200</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Miscellaneous income	572	10	582
Training income	754	—	754
	<u>1,326</u>	<u>10</u>	<u>1,336</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total expenditure 2021 £	Total expenditure 2020 £
Legal services	619,147	378,193	997,340	876,084
Governance costs	—	9,259	9,259	7,043
	<u>619,147</u>	<u>387,452</u>	<u>1,006,599</u>	<u>883,127</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

10. Analysis of support costs

	Legal services £	Total 2021 £	Total 2020 £
Staff costs	280,640	280,640	219,782
Premises	23,173	23,173	25,051
Communications and IT	55,427	55,427	33,528
General office	18,953	18,953	20,457
Governance costs	9,259	9,259	8,140
	<u>387,452</u>	<u>387,452</u>	<u>306,958</u>

11. Net income/(expenditure)

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

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>5,695</u>	<u>2,535</u>

12. Auditors remuneration

	2021 £	2020 £
Fees payable for the audit of the financial statements	<u>6,900</u>	<u>6,755</u>

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	710,305	592,556
Social security costs	57,182	53,066
Employer contributions to pension plans	55,475	45,253
	<u>822,962</u>	<u>690,875</u>

The total amount of employee benefits received by key management personnel, including employer's NI and pension is £474,291 (2020: £388,155). The charity considers its key management personnel comprise the staff on the Workers Group and the Trustees on the Management Committee.

The average head count of employees during the year was 30 (2020: 25).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

14. Trustee remuneration and expenses

No trustee received any remuneration during either year.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2021

15. Tangible fixed assets:

	Fixtures and fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2020	12,171	24,611	36,782
Additions	—	17,824	17,824
At 31 March 2021	<u>12,171</u>	<u>42,435</u>	<u>54,606</u>
Depreciation			
At 1 April 2020	10,455	19,131	29,586
Charge for the year	502	5,193	5,695
At 31 March 2021	<u>10,957</u>	<u>24,324</u>	<u>35,281</u>
Carrying amount			
At 31 March 2021	<u>1,214</u>	<u>18,111</u>	<u>19,325</u>
At 31 March 2020	<u>1,716</u>	<u>5,480</u>	<u>7,196</u>

16. Debtors

	2021 £	2020 £
Trade debtors	131,459	152,473
Prepayments and accrued income	20,717	20,675
Other debtors	35	1,696
	<u>152,211</u>	<u>174,844</u>

17. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	24,489	4,307
Accruals and deferred income	130,956	94,271
Social security and other taxes	1,548	13,853
Other creditors	—	2,769
	<u>156,993</u>	<u>115,200</u>

18. Deferred income

	2021 £	2020 £
At 1 April 2020	57,325	23,334
Amount released to income	(57,325)	(23,334)
Amount deferred in year	75,250	57,325
At 31 March 2021	<u>75,250</u>	<u>57,325</u>

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2021

18. Deferred income (continued)

Deferred income relates to project funding received in advance for projects in 2021/22.

19. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £55,475 (2020: £45,253).

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General funds	57,429	323,806	(203,091)	(51,719)	126,425
Staff contingency	81,372	—	—	8,703	90,075
Equipment renewals	8,800	—	—	1,200	10,000
Staff car parking	1,000	—	—	(1,000)	—
Lloyds Bank Foundation	—	—	—	—	—
Project Costs	—	—	—	25,000	25,000
	<u>148,601</u>	<u>323,806</u>	<u>(203,091)</u>	<u>(17,816)</u>	<u>251,500</u>

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
General funds	63,588	310,985	(300,342)	(16,802)	57,429
Staff contingency	73,733	—	—	7,639	81,372
Equipment renewals	12,843	—	—	(4,043)	8,800
Staff car parking	1,000	—	—	—	1,000
Lloyds Bank Foundation	—	—	—	—	—
Project Costs	—	—	—	—	—
	<u>151,164</u>	<u>310,985</u>	<u>(300,342)</u>	<u>(13,206)</u>	<u>148,601</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Designated funds

Staff Contingency Fund

Staff redundancy costs are covered in the contingency fund. This designated fund will consist of 100% of staff redundancy costs at statutory minimum levels.

Office and Equipment Renewals

This is a capital fund which allows for the replacement of office and capital equipment as required.

Staff Car Parking Fund

This is set aside to fund parking at work costs.

Lloyds Bank Foundation Project Costs

These funds have been set aside to fund a housing caseworker for the 2021/22 financial year.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

Restricted funds

	At 1 April 2020	Income £	Expenditure £	Transfers £	At 31 March 2021
Trainee Solicitor Project (DAS)	-	23,100	(23,100)	-	-
Charities Aid Foundation – Covid 19 Response	-	5,000	(591)	(4,409)	-
LSLIP Employment Project	-	22,514	(21,878)	(636)	-
Homelessness Prevention Project	-	88,321	(82,733)	-	5,588
Local Resilience Fund	-	51,000	(47,058)	4,596	8,538
EMMA Project	-	96,789	(98,184)	1,395	-
COVID-19 Specialist Advice Services Scheme	-	111,800	(109,105)	(2,695)	-
Mortgage Rescue (Court Desk)	5	36,000	(35,896)	(109)	-
Amber Valley Independent Advice	-	34,736	(40,282)	5,546	-
Building Better Opportunities – Opportunity and Change Programme	-	117,787	(116,894)	(320)	573
Derbyshire Bilingual Crisis Buddy Service	-	21,768	(24,663)	4,605	1,710
Homelessness Reduction Act	-	40,000	(46,477)	6,477	-
Private Rented Sector Access Fund	4,051	17,960	(20,718)	(1,293)	-
Just in Time (CBC)	-	5,000	(5,052)	52	-
EUSS Project	-	15,095	(19,340)	4,245	-
Just in Time (LEF)	2,615	42,050	(45,560)	895	-
Help is Here Project	-	10,000	(10,135)	135	-
Access to Justice Recovery Grant	-	3,200	(3,200)	-	-
Justice First Fellowship Scheme - Trainee Solicitor	-	14,281	(8,963)	(668)	4,650
Emergency Welfare Fund - NEDDC	-	5,000	(4,157)	-	843
EUSS Project (Nottingham Law Centre)	-	39,522	(39,522)	-	-
Living Rights Project	-	-	-	-	-
Derbyshire & Nottinghamshire Housing Law Group	412	-	-	-	412
Derbyshire Communities Project	-	-	-	-	-
Rogue Landlord Project	-	-	-	-	-
Hostile Environment Project	-	-	-	-	-
	7,083	800,923	(803,508)	17,816	22,314

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Trainee Solicitor Project (DAS)	-	13,244	(13,344)	100	-
Charities Aid Foundation – Covid 19 Response	-	-	-	-	-
LSLIP Employment Project	-	-	-	-	-
Homelessness Prevention Project	-	-	-	-	-
Local Resilience Fund	-	-	-	-	-
EMMA Project	-	-	-	-	-
COVID-19 Specialist Advice Services Scheme	-	50,796	(52,732)	1,936	-
Mortgage Rescue (Court Desk)	-	-	-	-	-
Amber Valley Independent Advice	-	36,000	(35,995)	-	5
Building Better Opportunities – Opportunity and Change Programme	-	22,000	(24,248)	2,248	-
Derbyshire Bilingual Crisis Buddy Service	4,583	134,782	(141,846)	2,481	-
Homelessness Reduction Act	-	24,933	(25,056)	123	-
Private Rented Sector Access Fund	-	40,000	(40,000)	-	-
Just in Time (CBC)	-	138,231	(137,794)	3,614	4,051
EUSS Project	-	10,000	(10,000)	-	-
Just in Time (LEF)	-	38,628	(40,704)	2,076	-
Help is Here Project	-	16,950	(14,335)	-	2,615
Access to Justice Recovery Grant	-	-	-	-	-
Justice First Fellowship Scheme - Trainee Solicitor	-	24,315	(24,768)	453	-
Emergency Welfare Fund - NEDDC	-	-	-	-	-
EUSS Project (Nottingham Law Centre)	-	-	-	-	-
Living Rights Project	-	-	-	-	-
Derbyshire & Nottinghamshire Housing Law Group	460	10	(8)	8	-
Derbyshire Communities Project	-	3,730	(3,730)	-	412
Rogue Landlord Project	-	3,000	(3,167)	167	-
Hostile Environment Project	-	15,000	(15,000)	-	-
	5,043	571,619	(582,785)	13,206	7,083

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Restricted funds

Derbyshire & Nottinghamshire Housing Law Group

Subscription based group. Legal practitioners from the Derbyshire and Nottinghamshire areas meet to exchange information on Housing. Formal housing training has also been undertaken by the group.

Trainee Solicitor Project(DAS)

Funded by the Law Society, the Diversity and Access Scheme funding will pay for a Trainee Solicitor for 2 years (ending August 2021).

Trainee Solicitor (Justice First Fellowship)

These are funds from the Legal Education Foundation for the placement of a Justice First Fellowship Trainee solicitor at Derbyshire Law Centre for 2 years (ending January 2023).

Mortgage Rescue (Court Desk)(Formerly known as North Eastern Derbyshire Homelessness Prevention) Funded jointly by Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council, this project allows DLC to assist clients that are facing mortgage repossession.

Homelessness Reduction Act

This project is funded by three local authorities - Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. The project employs a Paralegal that works very intensively with clients to try and help them maintain current tenancies or find new homes.

East Midlands Money Advice (EMMA) Project

The Law Centre is a partner of this regional project, funded by the Money Pensions Service, through East Midlands Money Advice. This project allows us to employ an additional specialist debt caseworker who delivers a quality assured debt service to people who are struggling to maintain essential payments for their home (rent or mortgage) because of other debts.

Amber Valley Independent Advice

This work is funded by Amber Valley Borough Council and is for housing work that is out of scope in Ripley. This project increased during the year to allow a full time caseworker to provide the advice.

Derbyshire Bilingual Crisis Buddy Service

Funded by the Big Lottery's Help Through Crisis programme, the Law Centre is a partner in this project which is led by Direct Help and Advice. The project, a joint city and shire project, is designed to work with people whose first language is not English who are in crisis. The Law Centre is responsible for training and supervising 11 buddies who will work with individuals/families to address the crisis as well as identifying and assisting in any areas of law that we specialise in (ended April 2021).

Building Better Opportunities - Opportunity and Change Programme The programme is part of the national Building Better Opportunities programme funded by the Big Lottery Fund and The European Union through its European Social Fund. This funds the Opportunity and Change project and the Money Sorted in D2N2 projects.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Private Rented Sector Access Fund

Funded by the Ministry of Housing, Communities and Local Government via an agreement with North East Derbyshire District Council, this project will work with "Call B4 You Serve" to provide tailored support for PRS renters at risk of homelessness. The funds also included a Homelessness Prevention Fund. The project ended May 2020, replaced by the Homelessness Prevention Project.

Homelessness Prevention Project

Funded jointly by North East Derbyshire District Council, Chesterfield Borough Council, Bolsover District Council, Amber Valley Borough Council and Derbyshire Dales District Council, this work focuses on the prevention of homelessness through legal advice.

In addition, Rykneld Homes contribute towards our work on homelessness prevention.

Just In Time Project

Funding from Derbyshire Public Health (via the Chesterfield Health and Wellbeing Partnership) and The Legal Education Foundation enabled us to start a pilot project to support those who are either on long-term health related absence from work or at risk of long-term absence in Chesterfield. It will be independently assessed by Sheffield Hallam University to look at whether the project can be extended into the wider Derbyshire area.

European Union Settlement Scheme Project (EUSS)

Funded by the Home Office via the Law Centres Network, the project provides immigration advice and referral pathways for vulnerable EU citizens (ended September 2020).

European Union Settlement Scheme Project (EUSS)

Funded by the Home Office via the Nottingham Law Centre, the project provides immigration advice and referral pathways for vulnerable EU citizens (Currently ends September 2021).

Legal Support for Litigation in Person Project (LSLIP)

This started in December and will continue until June 2022. This project enables us to offer full employment tribunal representation to vulnerable clients, and to offer a casework service in High Peak.

Charities Aid Foundation - COVID-19 Response

Funds for buying equipment to enable staff to work from home, in response to the COVID-19 lockdown.

Derbyshire County Council Local Resilience Fund Project This tranche of the funding is to provide an increase in housing advice and eviction prevention support in the north of the county. To increase staff capacity in advising residents threatened with illegal eviction and as the moratorium court action is lifted there is set to be an increase in landlord action against tenants in rent arrears/homeowners threatened with mortgage re-possession. Funded until September 2021.

Covid-19 Specialist Advice Services Scheme

Funded by the Ministry of Justice and their Community Justice Fund, this fund was used to increase capacity and staff resources to cope with increased advice need, especially in employment advice. It also assisted in funding the equipment needed to help the service adapt and respond to Covid-19 safety requirements and helped to address the loss in income from Legal Aid.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

Help is Here Project

Funded by the Big Lottery and led by Derbyshire Unemployed Workers Centre, we have been providing legal advice services to clients referred from DUWC. We primarily advised through three methods, specialist telephone advice, a casework service and outreach clinic.

Emergency Welfare Payments Fund

Provided by North East Derbyshire District Council, this fund is used for clients who are in crisis and need help to get rehoused or keep off the streets.

Transfers

Transfers have been made from unrestricted funds to cover deficits on restricted funds and to set aside designated funds.

21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	19,325	—	19,325
Current assets	278,517	132,965	411,482
Creditors less than 1 year	(46,342)	(110,651)	(156,993)
Net assets	251,500	22,314	273,814

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	7,196	—	7,196
Current assets	187,365	76,323	263,688
Creditors less than 1 year	(45,960)	(69,240)	(115,200)
Net assets	148,601	7,083	155,684

22. Analysis of changes in net debt

	At 1 Apr 2020 £	Cash flows £	At 31 Mar 2021 £
Cash at bank and in hand	88,844	170,427	259,271

23. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than 1 year	14,843	18,877
Later than 1 year and not later than 5 years	30,116	44,586
	44,959	63,463

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

24. Pension commitments

The company operates a defined contribution scheme for its employees.

The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £55,475 (2020: £45,253). At the year end, £nil (2020: £1,308) of contributions were outstanding and included within creditors.

26. Related parties

Committee members receive no remuneration for their services. Their travelling and other expenses are reimbursed in respect of expenses incurred on the company's business. In the year ended 31 March 2021 £Nil was reimbursed (2020: 5 members totalling £263).

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Management Information
Year ended 31 March 2021

The following pages do not form part of the financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Detailed Statement of Financial Activities
Year ended 31 March 2021

	2021 £	2020 £
Income and endowments		
Donations and legacies		
Donations	1,702	583
Chesterfield Borough Council	103,601	83,697
Derbyshire County Council	141,104	91,791
N E Derbyshire District Council	87,370	35,453
Bolsover District Council	54,500	45,000
Amber Valley Borough Council	44,236	22,000
Ministry of Housing, Communities and Local Government	17,960	138,231
Law Centres Network	126,895	38,628
Rogue Landlord Project	—	3,000
Advice Nottingham	63,469	78,035
Framework (Care Act)	54,318	56,747
Help Through Crisis Fund	21,768	24,933
Legal Education Foundation	56,331	41,265
Derbyshire Dales District Council	7,500	—
Alex Ferry Foundation	5,000	—
Charities Aid Foundation	5,000	—
Nottingham Law Centre	39,522	—
DUWC	10,000	—
Access to Justice	28,514	—
AB Charitable Trust	20,000	—
The Guardian - Hostile Environment Project	—	15,000
The Law Society - Diversity and Access Scheme	23,100	13,244
Coronavirus Job Retention Scheme Grant	2,366	—
Lloyds Bank Foundation	25,000	—
	<u>939,256</u>	<u>687,607</u>
Charitable activities		
LSC: Legal Help Contract (Block Contract)	25,279	52,790
LSC: Disbursement Repayment (Block Contract)	(340)	3,665
LSC - County Court Duty Scheme	1,879	5,438
LSC: Legal Representation Profit Costs	28,526	47,696
LSC: Disbursement Repayment (Legal Representation)	6,495	22,480
Casework fees recovered	13,617	2,138
Carried forward	<u>75,456</u>	<u>134,207</u>

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Detailed Statement of Financial Activities *(continued)*
Year ended 31 March 2021

	2021 £	2020 £
Brought forward	75,456	134,207
Charged services income	11,989	8,625
EMMA Project	<u>96,789</u>	<u>50,796</u>
	<u>184,234</u>	<u>193,628</u>
Investment income		
Bank interest receivable	<u>39</u>	<u>33</u>
Other income		
Miscellaneous income	1,200	582
Training income	<u>—</u>	<u>754</u>
	<u>1,200</u>	<u>1,336</u>
Total income	<u><u>1,124,729</u></u>	<u><u>882,604</u></u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2021

	2021 £	2020 £
Expenditure		
Expenditure on charitable activities		
Wages and salaries	710,305	592,556
Employer's NIC	57,182	53,066
Pension costs	55,475	45,253
Office equipment and maintenance costs	34,793	28,184
Insurance	3,486	2,976
Rent and storage costs	17,821	20,646
Office repairs, utilities and cleaning	4,046	4,143
Training	4,792	6,328
Motor/travel costs	6,538	14,968
Trustee expenses	197	1,097
Legal and professional fees	33,785	7,043
Telephone	3,366	5,933
Office administration costs	12,434	10,322
Depreciation	5,695	2,535
Recruitment costs	412	1,364
Practising certificates	4,370	2,889
Provision for doubtful debts	14,413	—
Books/subscriptions	4,580	4,206
Publicity and promotion	2,432	6,865
Interpretation costs	650	556
Affiliations	4,568	4,532
Disbursements	11,429	30,770
Participant expenses	13,452	36,607
Bank/debit card charges	377	288
	<u>1,006,599</u>	<u>883,127</u>
Total expenditure	<u>1,006,599</u>	<u>883,127</u>
Net income/(expenditure)	<u>118,130</u>	<u>(523)</u>