

WE ARE

HERE

TO HELP

Changing lives: social justice for all

Annual Report 2021 - 2022

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Who we are:

Like all Law Centres we defend the legal rights of people who cannot afford a lawyer. We are a team of specialists 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 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, 1-2-1 support services, information and representation to individuals and groups across our geographical area.

Our Values

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 promote personal wellbeing and to adopt safe and healthy working practices.



Our Strategic Aims

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.

To seek funding to undertake project work in line with our mission statement.

To provide an accessible initial assessment and signposting service to all enquirers.

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.

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.

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.

Welcome to our review of the year 2021 - 2022

A year of changing lives - an introduction from our chair

Thank you for taking the time to read our Annual Report. We hope you not only find it interesting, but are able to see how we have “Changed Lives” in the past year.

Following on from the challenges caused by Covid to deliver our services last year, we have, this year, been concentrating on building on the core services we provide, and the new projects that have all helped with “changing lives” of our clients.

I would like to thank the staff for their hard work and commitment in delivering quality services that continue to be in ever increasing demand.

This year we said goodbye to Teresa Waldron, whose work on helping us to deliver on our equality and diversity objectives, as well as bringing in funding for our projects has enabled us to change the lives of many who came to us for advice and support.



Jenny Flood
Chair of the Management Committee

Her ‘can do’ attitude and passion for the job will be much missed.

As we move into the autumn the ever-increasing cost of living and energy crisis has put more pressure on our services, particularly in housing, employment, homelessness and debt, challenging us to grow our Law Centre and bring in additional funding.

I would like to thank all our funders and donors for their continuing support and as you will see from this Annual Report we have used our resources to change lives and deliver on our Mission statement.

As promised, the Trustees on the Management Board are continuing to review our Memorandum and Articles of Association and our Governance structures. We want to ensure the structure of the Management Board is fit for purpose in this changing environment and that it will support the staff to continue delivering the high quality services to the increasing numbers requiring our advice and help.

A thank you also to all the Trustees and Members for their support and commitment to the Derbyshire Law Centre this year.

Finally, I want to commit us to continuing to work towards a Board that meets diversity and equality. I want to thank the BAME forum for having invited me to meet and talk about the aims of the Law Centre’s Management Board; hopefully we will see more applications from them to join us this year and take that step closer to a Board that truly reflects the communities we serve, so that the Law Centre can continue to change more lives at this difficult time.

Jenny Flood



How we change lives - Senior Solicitor's Report

Part of the ethos of the Law Centre is our willingness to work with others and to see others as partners and not competitors. We believe strongly that to effectively change lives, it is necessary to tackle all problems that a person may face and that will often involve working closely with others.

This past year we have continued to work with an increasing number of local authorities to tackle homelessness and keep people in their homes. Indeed, one of our joint projects has been shortlisted for a national award. We have also continued to work with a number of partnership agencies in helping people get on top of their debts.

In employment we have developed a rapid response project in partnership with GPs, mental health counsellors and other professionals who identify that someone is at risk of losing their job due to health problems. The early referrals and our speedy interceptions often make a huge difference.

In immigration we have been forging links with the Elm Foundation, the main domestic abuse charity in Derbyshire, to help women with leave to remain based on their marriage, secure their right to remain in the UK independently.

We have also been working with St James Centre in Derby City and the Derbyshire Unemployed Workers Centre in Shirebrook to help EU citizens and



Tony McIlveen
Senior Solicitor

their families retain their right to live and work in the UK. We have been working with Citizens Advice, the British Deaf Association and other partners in forging a project to support the deaf and hearing-impaired community in the County. This is just a selection of the other agencies that we have worked with over the past year to help make a difference for people.

We have also been busy in the last year recruiting staff to help meet people's needs. From new employment and housing caseworkers to increasing the number of staff on our Money Advice debt team, to giving an opportunity to two members of staff to progress their careers as trainee solicitors, in addition to our Justice First Fellow who will qualify as a solicitor in January 2023.

As mentioned in our Chair's report, we sadly said goodbye to Teresa Waldron, a most dedicated member of staff who has worked at the Law Centre since 1994 and who will be sorely missed.

We also said goodbye to other members of staff including Mollie Roe, our Social Worker and our Advocate for the Opportunity and Change project which came to an end in March.

Last October we said goodbye to Andrew Montgomery, one of our Employment Advice caseworkers. Andrew had worked in the Employment Unit at the Law Centre since 2005. Andrew also made a fundamental contribution to the management of the Law Centre, having served on both the Personnel and Finance sub-committees as well as Workers Group.

Another long serving staff member and former volunteer, Wendy Bell, our receptionist, whose patience and calm manner was so important for first time callers to the Law Centre, left the Law Centre in June this year. Gone but never to be forgotten would be suitable farewell messages. We wish them all well!

So, a time of expansion, creativity and energy for the Law Centre in the past year and hopefully to continue in the year ahead.

Tony McIlveen

Changing the lives of people in debt

The Law Centre offers free, impartial specialist advice to anyone in debt, whatever their income or circumstances.

It has been another busy year for the Debt Unit. Due to high demand we were able to secure funding to increase our number of advisors and from the start of July, Carmen joined the Debt Unit, having previously been working for the Law Centre on a budgeting project. During the course of the year we were pleased to host two trainee solicitors, Gary Steel and Alex Pearce for work experience in our unit.

The Debt Unit have continued to see a steady stream of people in crisis. The recent rises in mortgage interest rates have been of particular concern to home owners, and in many cases, where payment arrangements have been in place successfully for years, they have now become unaffordable. The impact of the pandemic has also hit more this year as long or short term holds on debt recovery have come to an end. We have also found that people have struggled to keep on top of their household bills, having been in and out of work more frequently. That, coupled with clients facing long term illness issues, has kept the Debt Team very busy.

“Great service, very professional. I don’t know what I would have done without your advice and support. On a personal level I am in a much improved mental and financially stable situation, thank you.”

We continue to work holistically with our colleagues in the Homelessness Prevention Team, and Housing Unit in particular. Morale was low towards the end of last year - it looked as if the Money & Pension Service re-commissioning would drastically reduce the number of vulnerable people we were able to see, and we faced losing that funding all together, as it seemed geared towards national providers rather than local specialist agencies. Thankfully, due to a nationwide campaign and pressure through parliament (including a debate in Westminster Hall which we attended virtually), our part of the planned re-commissioning was cancelled and we continue to work under our current contract for the time being. At the Law Centre we are very committed to seeing people in person, and we find this is often the most effective way to help people who are struggling. Anyone who wants a face to face appointment at the Law Centre can have one for help with their debts.

We are bracing ourselves for a further increase in people seeking help with energy debt which is of grave concern. While there are no easy answers to this, we can help people prioritise their household bills over other debts, make sure they have all the income they are entitled to, and see what debt solutions are right for them. We never advise writing off debt unless there is also a plan in place to make sure someone does not fall back in to debt.

We were delighted to learn recently that the Debt Team (Sue, Sally, and Carmen) combined with the Homelessness Prevention Team (Madison, Kate and Kev) were shortlisted for the Institute of Money Advisors Debt Team of the Year, an unexpected surprise.



672 clients supported

Another increase - up 9% increase on last year

“I am pleased with the service and they have helped a lot.”

Case study - Amy's story

Amy is a single mother of two who stopped working just after Christmas as her seasonal contract came to an end, and found herself struggling to make ends meet on a low income. She was struggling with her mental health, and we suspected that she was not in receipt of the correct benefits income so we referred her for specialist benefits advice from Derbyshire Unemployed Workers Centre straight away. She had a number of debts, including rent, council tax, water, and several non-priority creditors.

She came to DLC when her private landlord applied to court for a possession order on the grounds of rent arrears, which totalled nearly £5000. The rent was £630 per month, which was completely unaffordable.

After taking advice from our specialist housing team, we applied for Breathing Space to stop any further action from being taken to evict her and her children for at least 60 days while we came up with a plan.

In the 60 day Breathing Space, our Homelessness Prevention Team successfully applied for homelessness prevention funding to reduce her arrears so that the arrears were below 2 months' rent, which stopped the eviction proceedings. This also meant that she could access the housing register to start bidding on more affordable properties, although the remaining rent arrears could still be a barrier to being able to signing for a new tenancy.

We are currently in the process of helping Amy to apply for a Debt Relief Order, to clear her remaining debts (including rent arrears), so that she can access more affordable housing and move to a new home without debts/arrears and make a fresh start. She has found a new part time job, and will be able to manage her budget moving forwards.

Case study - Margaret's story

Margaret was absolutely overwhelmed by her debts and had stopped opening letters and emails. She was at risk of bailiff action for unpaid council tax. She told us she was at rock bottom and didn't know where to turn. We unravelled all of Margaret's different creditors, went through her income and outgoings, and worked out an affordable payment plan, making sure that Margaret started to pay her 'priority' debts such as rent, council tax, gas, electric and water first, and then splitting the rest of the money she had left evenly between her 'non-priority' creditors. Margaret was so relieved to have a plan she could stick to, and knows that if her income goes down, all she needs to do is get back in touch for help in reviewing her plan.

"Easy to talk to, friendly, helpful, trustful."

"The whole team were absolutely brilliant with me. They were patient, understanding and have done wonders for me. Thank you so much. I can't stress how much you have improved me and my life. My mental health was in a terrible way 12 months ago and now I'm ready for a fresh start. Thank you."

Changing the lives of workers

It's been another busy year for the Employment Team. We continued to deal with enquiries and casework relating to Covid such as furlough and issues arising from long Covid, throughout the year. The nature of these enquiries changed as the situation developed, and so we had to stay flexible and adjust to the circumstances.

A huge change for us personally was that Andrew Montgomery left the team at the beginning of October 2021. He had been a mainstay of the employment team for 15 years and we still miss his knowledge and expertise. Around the same time we were joined by two new caseworkers: Tom Fletcher and Alex Pearce. Alex started a trainee solicitor post in January 2021, as did another of our caseworkers, Patrick Macken. Both Alex and Patrick continued to carry out employment work for the first part of 2021.

Funding is always difficult in employment, but this year we have been very fortunate to have had funding from the Access to Justice Foundation to increase the service we can offer all our clients. From January 2022 we received funding from Derbyshire County Council to allow us to expand our Just In Time referral project. This project has been renamed Employment Advice Rapid Referral Service (EARRS), and we are working hard to expand referrals to a wider range of agencies. There will be more news of this project in next year's annual report!

We continue to deliver our core service of a specialist helpline for all residents of Derbyshire - with the option of limited casework where necessary for residents of most areas of the county. We're grateful to the district and borough councils who fund this core service in Chesterfield, North East Derbyshire and Bolsover and to Derbyshire County Council who fund us to extend it to the south and west of the county.

Examples of the advice and support we have given are in the following case studies:



Case study - Philip's story

Philip contacted DLC for employment advice after being signposted from Citizen's Advice and ACAS.

Philip handed in his notice at his job after being made to work long shifts on his own with no breaks. He had pre-existing medical conditions that required him to take regular medication. His conditions were exacerbated by his working hours, and his health deteriorated. He had complained and submitted a grievance to his employer with no response.

After assessing Philip's claim during an initial callback we identified the key elements of his claim and represented him during the Early Conciliation process with ACAS. This was unsuccessful, and we then helped him with a claim at the Employment Tribunal: we drafted the claim and helped with an impact statement and schedule of loss. We represented Philip at a preliminary hearing and during judicial mediation. We were successful in securing Philip in excess of £10,000.

Case Study - Toni's story

Toni contacted DLC for employment advice having found a new job and having submitted her notice to her employer. Unfortunately, her employer refused to pay both her final wage and outstanding holiday pay.

Following an initial callback and through examination of her employment contract, we identified how much money (contractual notice and outstanding holiday pay) was owed to her. We wrote to her employer and eventually escalated the dispute to ACAS via Early Conciliation on her behalf. After settlement discussions and negotiations with the employer, facilitated by ACAS, we were successful in reaching agreement and Toni received full payment.

The Employment Advice Rapid Referral Service (EARRS)

The EARRS project began in January 2022. EARRS provides specialist employment advice for clients who are referred to us by health professionals. Advice is usually provided within 24-48 hours of us receiving a referral form by email to our dedicated inbox.

These rapid referrals enable clients to obtain specialist employment law advice early enough to make informed decisions. This clarity has the additional benefit of reducing the stress and anxiety that the uncertainty of employment, which unfortunately arises as a result of ill-health, can bring. With our assistance, clients find that their issues are often addressed early enough to preserve and/or repair the employment relationship. Where this is not possible, further advice, assistance and representation can be provided to assist clients in resolving the situation via alternative funding pathways (such as Legal Aid).

Building on the work of the Just-in-Time project, EARRS is expanding our number of external referring agencies to better reach members of the community who ordinarily may not have been aware that such help is available. In addition, owing to our over-riding objective to provide a holistic approach, individuals who are referred to our service can also be internally referred to our other services such as; housing, debt or homelessness prevention.

Thanks to dedicated funding and support from Derbyshire County Council, this project, running for 2 years, will expand the reach of our employment service in an effort to bring social justice for all.



“Very impressed with service I received by the company.”

Case study - Greg's story

Greg was referred to us via the EARRS service. He had been off on long-term sick leave following an accident at work. His employer had initiated capability proceedings, which ultimately could have resulted in Greg's dismissal. Greg was concerned about what this would entail and whether he would be able to pay his bills.

We advised him about the process of capability dismissal, the timeframes he will be working with and what his rights were, in addition to the responsibilities the company would need to fulfil. Greg stated that knowing what the procedure would be made him feel much less anxious and that he felt more in control knowing what his rights were in the situation. In addition, we were able to internally refer Greg to our debt unit for assistance with his bills and we signposted him to suitable local solicitors for assistance with his personal injury claim.

Case study - Alice's story

Alice was referred to us via the EARRS service. She was having difficulty at work and was feeling unsupported in her job role. She stated she was at a loss what to do and that it was starting to affect her mental health.

We explained her options and suggested that she could submit a grievance to raise these issues with her employer. We walked her through what to expect from the process and drafted a formal grievance letter, based on the information she provided. Alice submitted this letter to her employer and following discussions with them, managed to secure additional training and support to assist with her job. Alice stated she felt so much better once she had spoken to us and was relieved the matter had finally been addressed by her employer.

Legal Support for Litigants in Person (LSLIP)

In 2020 we were awarded funding under the Legal Support for Litigants in Person Grant (LSLIP), funded by the Ministry of Justice and administered by the Access to Justice Foundation. Initially due to end on 30 June 2022, funding was extended to 30 September 2022.

The project was undertaken in collaboration with Central England Law Centre and we finally got to meet our partners in May when the Derbyshire Law Centre Employment Team had a day in Birmingham hearing about a very different model for delivering employment advice. Co-operation with CELC has been beneficial in many ways and we're hoping to develop more joint projects in the future.

As a result of the LSLIP grant we have:

- Appointed a full-time Employment Caseworker.
- Extended our full casework service to include the High Peak region of Derbyshire; it has been particularly rewarding to help clients in this area where there are pockets of high deprivation and where there is a clear need for employment advice and representation.
- Provided a full casework service for many more vulnerable clients in need of help with employment issues.
- Offered advocacy and representation in the Employment Tribunal to our most vulnerable clients.
- Improved data recording for the work we do, so that we have better statistics to help us plan for the future, to improve our service, and to apply for funding.



633 clients helped

(advice and casework)

Case study - Dino's story

Dino worked in hospitality. By March 2020 he had worked for the same employer for several years. He enjoyed his job. The business closed because of Covid and he was furloughed from March 2020. When his workplace reopened he was not asked to return immediately. After a while the employer stopped paying furlough pay. Dino asked for the pay several times, but nothing happened. Eventually he went to his workplace and confronted his employer. The employer refused to pay and Dino was dismissed. We helped Dino take a claim to the Employment Tribunal for unfair dismissal, wages, notice pay and holiday pay. At a hearing he was awarded more than £12,000.

"Tom was extremely helpful and kept me updated every step of the way."

"Patrick was absolutely outstanding, did more than his job required and made me feel fully confident in the decision I made. Couldn't recommend him enough. Thank you so much."

Changing the lives of those facing discrimination

We continue to hold a legal aid contract in discrimination. This allows us to provide specialist advice and assistance, specifically in areas of employment, housing and access to goods and services.

Some of the work that we have been able to carry out under the legal aid contract is highlighted in the following case studies.

Case study - Roger's story

Roger worked for a small business and was the only remaining employee following a series of redundancy dismissals. Whilst he was initially relieved to have avoided redundancy, he quickly started to struggle with the pressures of being a lone-worker.

Roger had preexisting health conditions that had never previously impacted or effected his work. However, as a lone-worker, Roger was made to work long shifts on his own, with no rest breaks and his requests for annual leave (to attend medical appointments) were consistently refused. His health conditions were exacerbated and his health began to deteriorate.

Roger was signed off from work due to sickness, but his employer constantly pressured him to return. Roger ultimately resigned from his role. Roger contacted Derbyshire Law Centre for advice.

After taking detailed instructions from Roger and reviewing his supporting documents, we advised that he had merit in claims of disability discrimination. As such, we assisted in the submission of Roger's Employment Tribunal claim, and acted as Roger's representative throughout the proceedings which included two separate hearings. Ultimately, we were successful in securing an Employment Tribunal Judgment and Roger was awarded compensation in excess of £10,000.

Case study - Amy's story

Amy worked as a waitress in a restaurant. Amy went on Maternity Leave and was due to return in April 2021.

During her Maternity Leave, Amy's manager called her and told her that she was being made redundant as there was not enough work to continue to sustain her role. Amy recalled that her employer was advertising vacancies for kitchen staff (with very similar terms & conditions to waitresses) shortly before she was informed of the redundancy.

However, Amy believed that she could not challenge the fairness of the redundancy dismissal, as she had not been employed for at least 2 years prior to the dismissal. We informed Amy that certain claims of unfair dismissal, known as automatic unfair dismissal were, exempt from the 2-year requirement.

Specifically, in her case, we advised that Regulation 10 of the Maternity & Parental Regulations ('MAPL') conferred a right of positive discrimination, in that an employee at risk of redundancy whilst on Maternity Leave should be given priority in offers of any suitable alternative work, which is not less favourable than her previous/ redundant role. The failure to do so will render any redundancy dismissal as automatically unfair, as well as discriminatory under Section 18 Equality Act 2010.

We advised that the kitchen staff roles could have been a suitable alternative role under Regulation 10 and therefore Amy could effectively challenge the fairness of her dismissal. We determined that Amy was eligible for Legal Aid and initiated proceedings on her behalf and represented her throughout the duration of her case. Amy was extremely pleased with the outcome of the proceedings.

Changing the lives of people facing homelessness

The Housing Unit have had a busy year since our last annual report was published. Housing enquiries have returned to pre-pandemic levels which has seen more clients coming through our doors and requiring advice and representation from our team.

A particular increase has been seen in private rented tenants seeking advice in relation to their tenancies with many having been served with s.21 notices by their landlords. With the Government outlining proposals to scrap this process, thus meaning the end of 'no fault evictions', we expect these types of cases to trend upwards as we move forward to the latter end of 2022.

Our unit have continued to represent clients following illegal evictions by their landlords, carrying on the work written about in our last annual report. These evictions have been carried out when landlords have not followed the correct legal procedure to evict the tenant lawfully. We will continue to represent clients who have been subjected to this painful experience in order to get them back in their home.

We are continuing to work closely with our local authorities to support clients who have become homeless or who are at imminent threat of homelessness. This partnership working continues to grow stronger each year and allows our clients to obtain the best possible outcomes, especially in recent months when the cost of living is beginning to spiral out of control for those who are most vulnerable. Our holistic approach, not only with local authorities but also with other units within the Law Centre, has been vital to clients over the last 12 months. It will continue to be of paramount importance in order to give clients the support they need this coming winter.

Chesterfield Housing Possession Court Desk Scheme

The Law Centre have provided representation for tenants and home-owners at Chesterfield County Court as part of the Housing Possession Court Desk Scheme since its inception in 2005. This service is funded by the Legal Aid Agency and supported by funding from local authorities. The service ensures that an experienced housing adviser is ready to provide advice and representation every day when possession (eviction) claims are due to be heard at Court.

Households facing eviction are able to get immediate advice on their case when attending for their Court hearing. There are no financial eligibility criteria for representation and we are able to provide advice to all private tenants, social tenants and home-owners facing mortgage repossession. This emergency intervention is the first time for many that they will receive legal and practical advice on how to manage their situation. In addition to negotiating agreements with Landlords or obtaining an adjournment for specialist advice; the Law Centre is able to refer households to our wrap-around services including homelessness prevention and debt advice.

This past year has seen the lifting of the majority of the special measures brought in because of the pandemic, and this has resulted in a surge in possession claims as a result of the backlog. Fluctuations in property prices, increased rents and cost of living pressures has also marked a notable increase in possession claims by private landlords; when it is all the more important that the tenant has equal access to legal representation. Our Housing caseworkers continue to provide cover at every possession (eviction) list at Chesterfield County Court to ensure that every household facing eviction has the opportunity to receive specialist housing advice.



Attended
74
in-person
listings



Represented
43
households

Homelessness Reduction Act

The Homelessness Reduction Act (HRA) Project provides 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.

Although Derbyshire residents are feeling the effects of the increased cost of living, as well as the lasting impact from the pandemic, charitable grants and funding from local authorities enable us to get help quickly to those most in need. The HRA Project can help secure grants for deposits or rent in advance to access new accommodation, for essential furniture and white goods, and for moving costs as well as supporting clients to apply for external emergency welfare grants to pay for food and clothing.

The homelessness prevention paralegal works alongside colleagues in our Debt and Housing Units to support clients to remain in their home, or secure new accommodation for those facing eviction.



Opened Cases:
151



Closed Cases:
93



Financial Gains = £72,874
(up by 113%)



Homelessness preventions = 55
(up by 57%)

Case study - Linda's story

Linda came to the Law Centre for help with her rent arrears which were stopping her from accessing the housing register. Linda was a victim of domestic violence and needed to move from the property for her, and her children's, safety. The HRA Project applied for Discretionary Housing Payments for Linda, as well as to the local council's Household Support Fund for help with the arrears. The arrears were cleared, allowing Linda to access the housing register. She was offered a property, allowing her to move. The new property did not have a cooker and Linda was worried about how she could afford a new cooker. The HRA Project applied to the Glasspool Charity Trust for a cooker for Linda which was also awarded.

"Thank you for being a great support. It's so nice knowing there is such people such as yourself who do their job great but also have the compassion to really help people especially with me having mental health. It truly helps."

"Thank you for my beautiful cooker. I cried when it was fitted you all have helped me so much."

"Thank you so much for helping me. Really appreciate it! "

Homelessness Prevention Project

The funding for the Homelessness Prevention Project has been extended again thanks to continued support from Amber Valley Borough Council, Bolsover District Council, Chesterfield Borough Council, Derbyshire Dales District Council, High Peak Borough Council and North East Derbyshire District Council.

This year the project will also have a focus on the rising cost of living as well as enabling us to continue to support tenants in both privately rented and social housing. We assist with those who are facing homelessness or having difficulties paying their rent. We also signpost to other services provided by the Law Centre or other agencies.

We prevent homelessness by providing support and help to enable tenants to either stay in their current home or find alternative housing.

Last year's project ran from 1st June 2021 to 31st May 2022. We are really pleased that the project was able to improve on its outcomes from the previous year.



Opened Cases:
182



Closed Cases:
103



Enquiries:
169



Financial Gains
£59,946.18
(up by 130%)



Homelessness preventions:
81
(up by 98%)

Case study - Amanda's story

A referral for Amanda was made to us by the Home Options team at Amber Valley Borough Council. Amanda had not been served any kind of notice as the rent for her property was being paid by her ex-partner who had recently left the family home but this would not be on a long-term basis.

We were asked to carry out an affordability assessment to see if Amanda should be added to the housing register and what banding she should be given. On looking at her finances we could see that going forward her current property was not sustainable. As Amanda was deaf all contact and correspondence was conducted by email and text.

Amanda was offered more affordable and sustainable social housing by the council which she accepted. She was, however, not be able to afford the deposit. An application was made to the Vicars Relief Fund which was successful, enabling Amanda to pay her deposit and move.

"Many thanks to you and Matt. I'd have been on the streets if it wasn't for you guys. I appreciate everything you've both done."

"Thanks so much Kev I really do appreciate it ...thanks...as I say me and the kids really do appreciate it."

Amber Valley Caseworker Project

With funding from Amber Valley Borough Council, the Law Centre is able to provide a dedicated full-time housing caseworker to provide legal and holistic housing advice to the residents of Amber Valley. By having a dedicated caseworker focussed on cases within the Borough, the Law Centre is able to work closely with the local authority and work together to reach the best outcomes for residents threatened with homelessness. Luke is a Chartered Legal Executive and caseworker for the project. As a resident of Amber Valley, he is able to better appreciate the particular issues households may experience with their housing needs.

After the lifting of pandemic restrictions, the Law Centre has been able to resume an in-person presence in Amber Valley to ensure that clients are able to access advice and support close to their home. Advice is available for the full range of housing related issues including possession (eviction), disrepair, homelessness, unlawful eviction and harassment. Side-by-side working with the local authority ensures a rapid response to urgent cases and collaborative solutions for households who will continue to need support from the local authority.

This project works closely with our Homelessness Prevention Project, which employs a full-time homelessness prevention paralegal for Amber Valley able to support households to secure or maintain accommodation. By working together, the Law Centre has demonstrated the benefits of early advice and how this can ultimately resolve issues well before they lead to homelessness.

Case study - Patricia's story

Patricia received a bailiff warrant for eviction as a result of rent arrears. The Law Centre were able to take instructions in Ripley, close to Patricia's home, and urgently issue an application in the Court for a suspension of the eviction. We were able to tell the Judge about errors and delays with Patricia's claim for Universal Credit which resulted in a suspension of the eviction. This additional time allowed Patricia to receive advice from our Homelessness Prevention Team to resolve her benefits issues and secure a payment to her rent account. At the return hearing, the Judge made an order allowing Patricia to stay in her home on condition of future payments. Patricia's homelessness was prevented.



40
clients
advised



23 of these
have received
legal case
work

"Mr Ridge is extremely professional and knowledgeable in his field and when he wasn't sure of the answers, he would refer me to someone that did know. I can't thank him enough for the help and support he has given me in a particularly difficult situation."

Lloyds Bank Foundation - Homelessness Prevention in Bolsover

In January 2022, we began project work with Lloyds Bank Foundation. The project has enabled us to expand our housing work to work with residents in Bolsover district who are at risk from homelessness. The funding pays for homelessness prevention work across the district until December 2023. Our caseworker is providing outreach appointments in Bolsover district so residents are able to get easily accessible legal advice surrounding housing issues, on a drop-in basis. She has also been attending the Lloyds Bank Foundation "A Vision for Bolsover" meetings and has joined the planning group to work with the group on priorities and identifying meaningful actions. It is fantastic to have the funding to enable us to expand our work preventing homelessness in this district.

Housing Repair Support Service

This year the Law Centre was excited to see the launch of its brand new and innovative project, the Housing Repair Support Service (HRSS). The project, made possible by the support and joint funding of Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council, enables us to assist and support both social housing and private sector tenants in having necessary repairs completed, ensuring local homes are both fit for habitation and of a good standard of repair in line with the requirements of current legislation.

Following a pre-launch event at the Winding Wheel in December 2021 the Law Centre were able to recruit a full-time solicitor caseworker, and the project got underway in January 2022. Initially the project focused on a period of promotion and a particular highlight was hearing the HRSS advertisement played on local radio for the first time! You may also have spotted the digital signage promoting the project in and around the Bolsover district.

Following the launch, enquiries soon started coming in and the Law Centre are proud to have assisted many local tenants not only in having necessary repairs completed in a timely manner, but also in securing additional compensation for damages in some cases. We expect the number of enquiries to continue to increase as we approach the autumn and winter months and we are keen to continue to assist local tenants resolve issues swiftly. Our excellent working relationships and contacts with our local councils and housing associations means we are able to continue to assist with the swift resolution of repairs and negotiation of any appropriate damages whereby tenants will be entitled to keep 100% of any compensation received. We are proud to be able to offer local tenants free assistance under the project without ordinarily needing to engage in lengthy litigious actions through the Courts, thereby helping tenants remain in a home which is both safe and in a good state of repair.

"Thanks so much for your assistance in my matters, things do seem to be moving accordingly and it is very much appreciated."

"I want to say thank you for your help again. I've told my neighbour to get in touch with the law centre as he's been having the same issues."



40 participants supported

Case study - Janet's story

Janet had longstanding issues of disrepair in her rental property. Throughout the tenancy there were problems with damp and mould. Reports were made on numerous occasions and some works were arranged to treat the mould. However, following treatment the home was left in a poor state of redecoration. Janet contacted the Derbyshire Law Centre whose involvement led to the landlord redecorating the entire house, issuing a formal apology, and releasing a compensation payment to the tenant. Janet was not charged for the service and retained 100% of the compensation received.

Case study - Ellie's story

Ellie had drainage issues affecting her rental property. The landlord made investigations but failed to complete the further work recommended. Ellie made repeated requests over a lengthy period of time for the work to proceed but the requests went unheard and the landlord insisted works were complete. The Derbyshire Law Centre's Housing Repair Support Service contacted the landlord. It was agreed that recommended works had not gone ahead. The Law Centre ensured the further works went ahead to both diagnose and repair the problems. Ellie was offered compensation in addition to the repairs being completed.

Changing the lives of migrants and their families

We continue to offer free specialist advice via our call back service every week and a charged for casework service for other non-project funded casework, which has all kept our immigration unit incredibly busy this year. In a good way!

The Immigration Unit has been busy once more with EU Settlement applications as the original Home Office funding to our partnership with Nottingham Law Centre, St James Centre in Derbyshire has continued to be extended and confirmed until the end of September 2022 and probably beyond. It has not been a surprise that the scheme has proved a challenge for a number of individuals and communities and they continue to require advice and support. We have helped homeless people, the elderly who have lived in the UK for decades and were unaware that it applied to them, people late arriving in the UK due to Covid and travel restrictions, parents and children wanting to join their family members in the UK, members of the Roma community, as well as countless others who applied but made errors on their applications and so have had them refused. This work seems never ending and probably not what the Home Office envisaged when they thought 2 years was enough to get everyone registered.

In March this year we were also successful in our bid to the AB Charitable Trust for funding to support our work helping women who have had to flee domestic violence secure their long term residence in the UK. Women (and men) from other countries whose partners are British or are settled here depend on their relationship continuing and must live with their partners for their right to remain to be renewed. This can lead to victims fearing that they must remain in an abusive or violent relationship and feeling completely helpless. Whilst legal aid is still available for the required application to be made to the Home Office, there are no immigration providers with a legal aid contract in Derbyshire and it is very hard for victims to travel to find an immigration solicitor in Nottingham or Sheffield who has a legal aid contract and has the capacity to see them. We have worked closely with the Elm Foundation as well as other Domestic Abuse

charities and refugees in the County to take on such applications at no cost, with the help of this funding. So far, none of our applications have been rejected and most have been granted in weeks, rather than months. The great news about our funding from AB Charitable Trust is that it is for 3 years, so we really have time to develop the work that we do in this area.

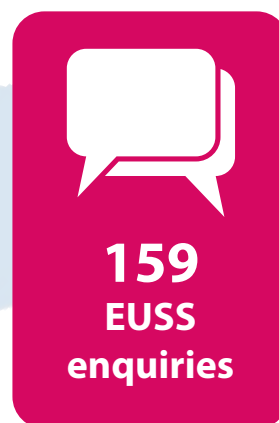
We are also pleased to report that we have been working closely with Derbyshire County Council and helping their work with the UK Syrian Resettlement Scheme. Some 5 years ago, the County began taking in refugees from the war in Syria and so now those families are becoming eligible to apply for settlement in the UK.

Case study - Margaret's story

We were contacted by Margaret initially by phone. She had waited until her partner was out. She did not know what to do as her partner was very controlling and abusive towards her, but she knew that if she left, she would no longer be eligible for leave to remain in the UK. We advised her at that time that she could apply for leave to remain based on the domestic abuse, but she still wanted to try and make her marriage work. Margaret contacted us again a few months later as her doctor was so concerned for her wellbeing that he had contacted a domestic abuse charity and encouraged Margaret to talk to them. We were then able to see Margaret and complete and submit the necessary application form. Derbyshire WISH provided us with a report confirming their view that our client was a victim of domestic abuse in the form of controlling, coercive and intimidating behaviour, which we submitted in support of the application along with detailed representations from ourselves. The Home Office granted her indefinite leave to remain in the UK, within a couple of months, meaning that Margaret was free to move on with her own life and did not have to suffer the indignities inflicted on her by her partner any more. As she said when told: 'Thank you for your email letting me know. I'm dancing around the house with joy. You are my hero'.

Over the past year we have completed the applications for several such families referred to us by the County Council. All applications have been successful and it has been a pleasure to work with such a lovely group of families who have settled so well in the UK in such challenging circumstances.

We have also been working with a new partnership across the East Midlands made up of specialist immigration advice agencies and other refugee and migrant support agencies. This has been prompted by the Justice Together Initiative, set up by a number of national funders concerned to establish a cohesive network of immigration advisers in the UK and expand the pool of specialist advisers in recognition of the lack of quality free advice available in the UK. We are in the early stages of development of a partnership project and hope to be able to report positively on developments.



“The highest quality service I have obtained from Mr. Tony McIlveen and Beth Holt.”

Help is Here project

We must make special mention of the Derbyshire Unemployed Workers Centre’s Help is Here project at Shirebrook, close to the Sports Direct warehouse and home to a large EU population.

Help is Here is a Lottery Community Fund Project aimed at supporting the migrant communities of North Derbyshire and North Nottinghamshire. The project, a 5 year project, is led by Derbyshire Unemployed Workers Centre who buy in our services. The project funds specialist immigration legal adviser time to address the problems faced by migrants and migrant workers. This involves outreach work in Shirebrook. The project builds on the previous Bilingual Buddy project which ran from 2016 to 2021 and which supported people whose first language was not English and which highlighted the need for more integrated longer-term support within Shirebrook.

We have worked closely with Joanna and Marcin, the fantastic advice workers there to support members of the Polish, Romanian and other EU communities.

Without their links to the local community and interpreter skills, we would not have been able to support half the number of people we have in NE Derbyshire and North Nottinghamshire.



Marcin Proc and Joanna Zon outside the DUWC office, Shirebrook.

Other Projects

This year has seen the continuation of project work 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

Breaking through the Barriers

In June 2022 we saw the end of 'Money Sorted' at DLC as our Personal Navigator has now progressed into a Debt Advisor within the organisation. This is timely as there was uncertainty about the future of the project. We are fortunate that we can retain this valuable learning and continue to help the communities we support.

Throughout the past year 'Money Sorted' has continued to help participants to manage their budgeting and improve their financial capability, battling with the rise in energy costs and basic daily living costs, during what has become a financially challenging year for most individuals, but especially those living on benefits.

The 'Money Sorted' project will be missed as it provided a wide range of holistic support, which in many cases involved a substantial amount of 'hand holding' to guide clients through ever changing, challenging financial times.

Early in the year we embraced the introduction of the role of the 'Employment Broker,' which assisted participants to embrace steps moving towards the labour market and address barriers with digital technology when applying for employment.

In addition, the following case studies show how we have seen a shift in focus as individuals take charge of their life circumstances and begin to look at the bigger picture.

Case study - Nancy's story

Nancy previously worked as a care support worker, prior to Covid. She suffers with Mental Health issues and made a joint universal claim with her partner who was working- but whose hours varied and this often made budgeting difficult.

In addition, she has 2 young children and her partner also suffers with Mental Health issues. The family had multiple debt issues and Nancy was receiving support from the Debt Unit at Derbyshire Law Centre. Nancy was also being assisted by the Homelessness Prevention Team with rent arrears and applying to the local authority for a discretionary housing payment to enable them to remain living in their own home.

To compound matters, both adults suffered with depression and Mental Health issues. This sometimes made engagement difficult. 'Money Sorted' focussed on proving holistic support by putting the pieces of the jigsaw puzzle together and showing a way forward by setting up simplified budget sessions; including formulating an in-depth budget plan and recognising the difference between priority and non-priority payments. By using, www.moneysavingexpert.com and making product comparisons, Nancy was able to review energy spending, ensure tariff was Ofgem price capped and make savings on internet and mobile phones.

Nancy's main aim was to become debt free and her long term goal was to move back into employment. 'Money Sorted' offered a careers review with our Employment Broker for a change of direction, updated her C.V and taught her how to look for jobs online.

'Money Sorted' also assisted the participant to pay for a Debt Relief Order. Once the family were debt free, they were able to have a fresh start armed with the knowledge of how to move forward.

Nancy moved into employment as a care worker at which point we assisted her to update the Universal Credit Claim and inform of employment.

"If it wasn't for you guys ...with your dedication and support you give people like me , I don't think I would still be here ...so thank you for not giving up on me"

Case study - Kate's story

Kate was living in a 3 bedroom local authority property and subject to paying bedroom under-occupancy charges. She wanted to downsize to prevent these additional charges as she was living on benefits. She had multiple debts and limited budgeting skills. Looking towards the future, Kate wanted to work back in the hospitality sector so she could have a fresh start and become debt free.

'Money Sorted' focussed on proving holistic support by putting the pieces of the jigsaw puzzle together and showing a way forward, as Kate lived a chaotic lifestyle. We also worked with Kate to set up simplified budget sessions and a system to manage digital information and payments. With help and support she applied for Warm Fuel discount, reviewed energy spending, applied for the Big Difference Scheme (water reduction scheme). Kate now grasped the difference between making priority and non-priority payments.

At the end of 'Money Sorted' support, Kate had changed direction. 'Money Sorted' provided funding to pay for the Debt Relief Order fee. Kate's turning point was when she was able to move house and downsize with the local authority and have a fresh start. From here she gained employment and started to take charge of her financial responsibilities, armed with the knowledge that she had more income coming in to manage this.



37 participants supported

"Improved my mental health and made me more aware of managing my finances."

Opportunity and Change

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, allowed us to continue with screenings, assessments for eligibility and obtaining additional needs support.

Unfortunately, due to the limited time on the funding, staff were looking for positions elsewhere. When the social worker, Mollie, left, it gave the Law Centre no choice but to end the project early, resulting in the redundancy of the Advocate.

From the 1st September 2021 to the end of the project (end of March 2022) the team supported 23 participants that were referred from partner organisations with identified support needs.



23 participants supported

The following quotes are from personal navigators:

"I can approach them about anything and they are always willing to help. If I say I have a priority case they take my word for it and assess them."

"Continue doing the great job you do."

"Thank you for being so supportive and helpful to me."

With the cessation of these 2 projects we are already busy looking at how we might develop/deliver new projects to enable us to deliver the holistic support we value so much and which we recognise our clients benefit so greatly from.

Helping people to volunteer and experience the world of work

Volunteers and Work Placements

Thanks to continued support and funding from the Lloyds Bank Foundation the Law Centre has been able to secure the services of an external consultant to help consider the centre's needs and develop what we hope will be a successful funding application. If successful we hope to be able to offer more volunteering opportunities once again.

We are looking for funding to enable us to expand our Volunteer Assessment Team. This team, overseen by an employed supervisor, triages all enquiries to the Law Centre and helps ensure that our specialists speak to those they can assist. Where people contact us with issues we do not specialise in, the team directs the caller to appropriate services, or if possible, provides assisted advice. We are proud to provide an accessible initial assessment and signposting service to all enquirers.

If funding is secured we will also be looking to offer a number of other opportunities, so anyone interested should keep an eye on our website.

Our assessment team this year has consisted of our Assessment Supervisor, a paid role, and Nancy, a volunteer. Unfortunately, Tim, a volunteer has not been able to return, but his place remains open and we hope to see him back this year.

When demand outstrips supply, support to the team has been provided by the Duty Manager and/or caseworkers.

Hybrid working continues to impact on work experience and student placements. However, work has continued behind the scenes. A consultation with local secondary school students and local universities took place in April 2022. We were fortunate to have 59 responses. These responses provided some great insight into what students of varying ages require and any barriers that may prevent them taking up volunteering/placement opportunities. The data from this survey was used to support our funding application and we are now working to address the issues/concerns raised.



Our volunteer, Nancy, at her desk assisting clients over the phone.

"This year has seen us all returning more and more to the office. I tried a bit of both initially – there are advantages to working from home – but I quickly realised that I really enjoyed being back with everyone. Additionally, I feel that as assessors we can give a better service to our clients from the office, being able to consult with one another and talk to the advisors if we are unsure of how to proceed. They are always happy to help us, despite being so busy all the time."

View from a Trainee Solicitor 12 months on

Helping to grow new social welfare lawyers for the future

Gary Steel - Trainee Solicitor, funded by The Legal Education Foundation.

In the 2020-2021 annual report I gave a view from a Trainee Solicitor. Here is my update 12 months on.

I started my Training Contract in January 2021 when lock down restrictions were still in place. This presented interesting challenges, not just for me, but also for my supervisors. But one year on, I am grateful for the ongoing support and supervision which has enabled me to gain more confidence and learn more skills as I move around the different units within Derbyshire Law Centre.

During the last 18 months I have moved units, from Employment to Debt, to Housing and finally Discrimination. My training has enabled me to become immersed in a variety of challenging areas of law. I have particularly enjoyed helping and supporting our client base; not only by representing and advising them on their rights and ensuring access to justice but also enabling them to become more self-sufficient.

In the last 18 months I have helped employees assert their employment rights, supported clients to manage their finances better through tailored debt advice, helped to prevent numerous evictions, launched a housing project to help Introductory Tenants, and secured a large settlement for a discrimination client. None of this would have been possible without the guidance and support from my wonderful colleagues here at Derbyshire Law Centre.

In 2022 the view from a Trainee Solicitor could be considered a bleak one with the assault by the Government on legal aid and access to justice. The rates of remuneration for legal aid lawyers had not increased which means that many

solicitor and barristers have left the legal aid sector, reducing the number of solicitors and barristers able to represent clients, thus reducing access to justice. This, together with the increasing pressures brought about by the cost of living crisis, just make me want to work harder and I am committed to the ethos of Law Centres, to ensure access to justice for all.

My motivation for wanting to be a solicitor was to help the most vulnerable in society and to make the community I live and work in better. I feel that there is no better place to do that than in a Law Centre, the fourth emergency service. We are helping more and more people and I feel proud that in 6 months' time I will qualify as Legal Aid Social Welfare Solicitor, trained by some of the most expert and dedicated people in the profession.



Trainee Solicitor, Gary Steel, outside our main offices in Chesterfield.

Financial Review of the Year

Derbyshire Law Centre has continued to be successful in achieving diverse funding, thanks to our fundraising strategies and a comprehensive financial strategy. The positive outcomes of these strategies are down to the dedication of the staff, volunteers and Management Committee.

During the year 21/22, we achieved a surplus of £123,143. This will be used to support our contingency funds for staff, equipment and funding for unrestricted projects. We will also use it to invest in existing services during 2022/23, and to allow for an expansion of the team.

We are continually thankful to our funders, particularly Bolsover District Council, Chesterfield Borough Council, Derbyshire County Council and North East Derbyshire District Council for our core services funding. This core funding helps us to retain highly qualified staff members, to provide a high quality service and, of particular importance, to attract/retain other funding, for example from Lloyds Bank Foundation. We look forward to working with Derbyshire County Council on their Community Grants Review, currently taking place.

New funding during the year has allowed us to expand housing services in Bolsover, start our Housing Repairs Support Service and begin an Employment Advice Rapid Referral Service.

Difficult decisions had to be made during the year following the resignation of our Social Worker. We decided to end our Care Act project (funded by D2N2) early due to recruitment difficulties and length of project left. This resulted in the redundancy of an Advocate and the end of this service. We are pleased to say that the Advocate was quickly snapped up by another employer.

Additional thanks to:

- Access To Justice
- Amber Valley Borough Council
- Derbyshire Dales District Council
- Derbyshire Public Health (Chesterfield Health and Wellbeing)
- European Union, via Framework and Advice Nottingham
- High Peak Borough Council
- Legal Aid Agency
- Legal Education Foundation
- Lloyds Bank Foundation
- Money Advice and Pensions Service
- LCN Justice Fund, via Law Centres Network
- The Home Office, via Nottingham Law Centre
- The Law Society
- The National Lottery Community Fund, via DUWC and DHA

This year, working with some Local Authorities, we have managed welfare funds that help prevent homelessness and provide some basics for those clients unable to do this without support. In addition, we have applied for funding from third party organisations to help individuals move into new properties. This year we facilitated over £44,000 worth of third party funding to help almost 120 clients.

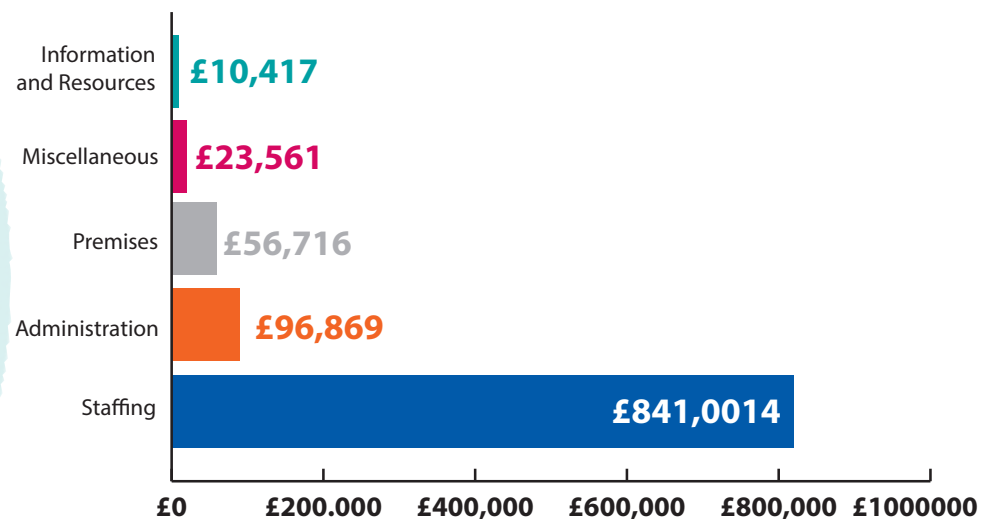
A special thanks to staff who took part in the Midlands Legal Support Trust sponsored walk who raised funds for the Law Centre.

Sarah White, Treasurer

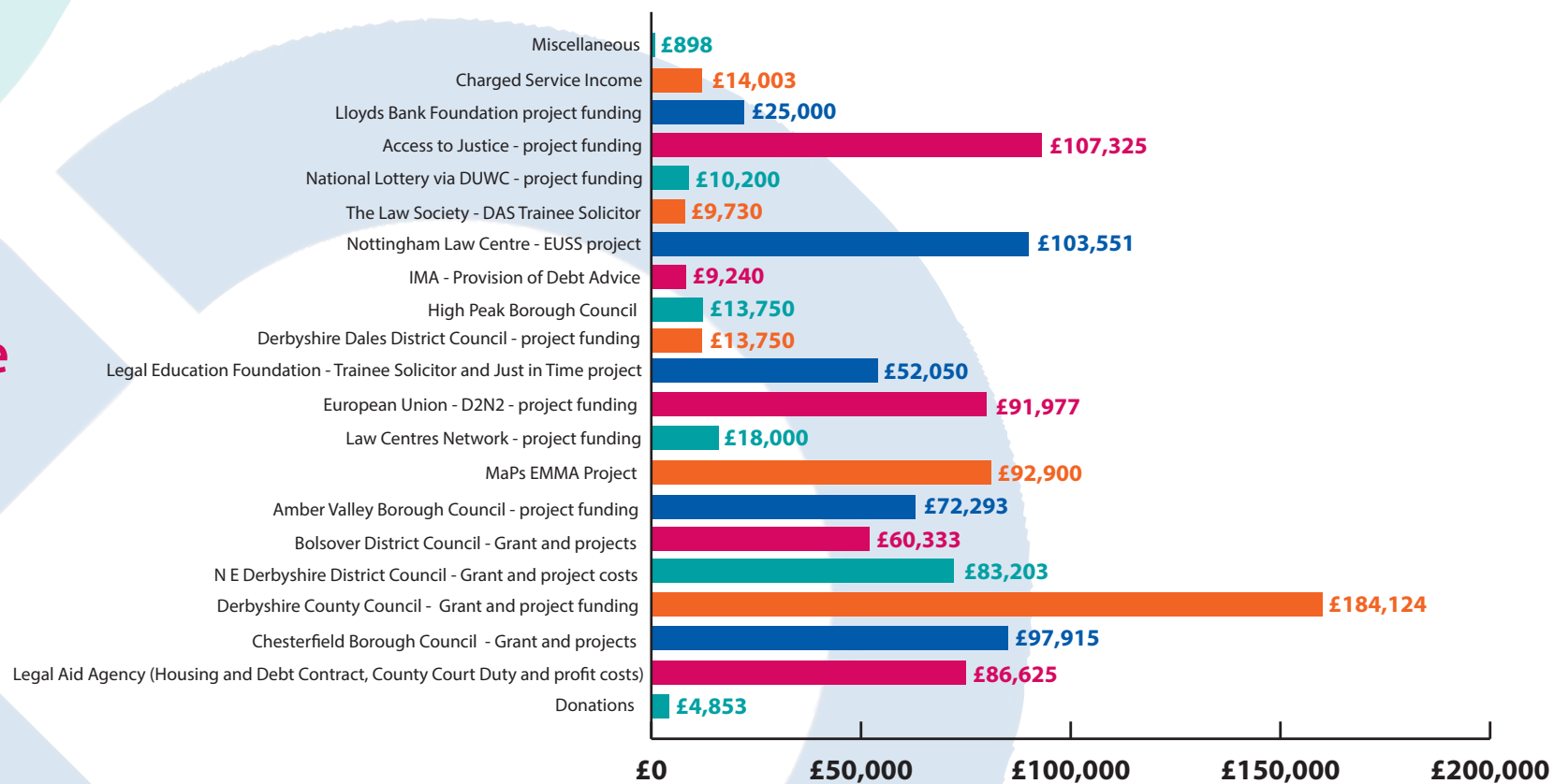
**We are also reliant upon donations.
Donations are accepted through our Facebook page.
Gift-Aiding increases the value of donations.**

**For full information on our 2021/2022 accounts,
please see our website
www.derbyshirelawcentre.org.uk/about-us
where you will find a full copy of the audited accounts.**

How we spend our money



Total Income 2021/2022



Our People and Culture

Equity, Diversity and Inclusion

Derbyshire Law Centre is committed to eliminating unlawful discrimination and to promoting equity, diversity and inclusion within all our policies, practices and procedures. The renaming to 'equity' shows that we recognise that each person has different circumstances and that we will allocate exact resources and opportunities needed to reach an equal outcome. The equity, diversity and inclusion working group continue to meet regularly.

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



Wellbeing

We are pleased to report that since our last Annual Report we have written and adopted a new Mental Health and Wellbeing policy. This was a result of the pandemic which made us think more about the wellbeing of staff. Together with our strong in-house support system and access to the Employee Assist

Programme, thanks to the Law Centres Network, we are able to uphold our value of 'care'.

As part of this commitment to staff wellbeing we arranged our first 'away day' last October. We spent the day at Rosliston Forestry Centre where staff came together to help in the Jubilee Meadow on two important projects, planting a celebratory flower meadow in the shape of a large number '70' for the Queen's Platinum Jubilee and erecting a 'North Pole' so the local Rosliston Astronomical Group are now able to align their telescopes. After lunch we enjoyed a relaxing guided walk along the Japanese tree trail, some willow weaving and took part in Forest Bathing. It was a fantastic opportunity to come together as a team following extended remote working. We are already looking forward to another away day later this year.

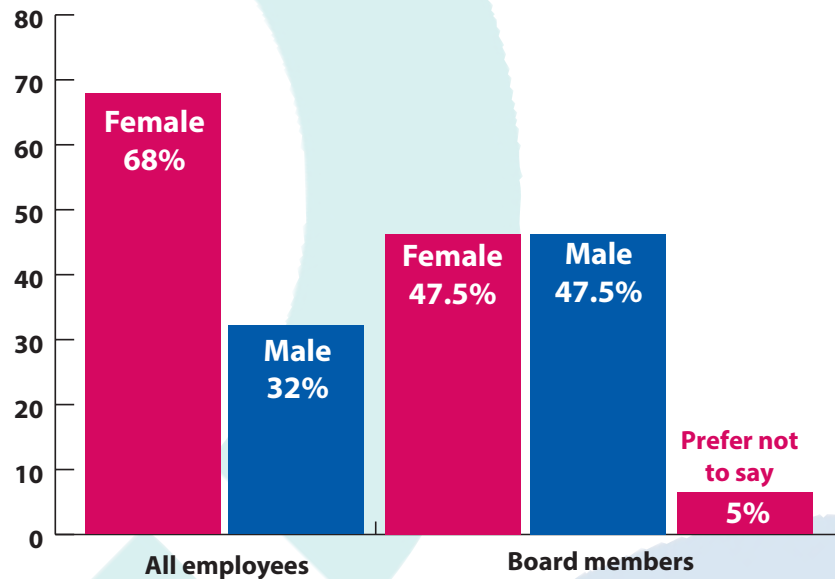
Hybrid Working Policy

Following staff consultation and keen to maximise the benefits and savings that occurred due to home working, zoom meetings and zoom training, whilst being vigilant to ensure the health and wellbeing of our staff and volunteers, a new Hybrid Working Policy was written, approved and put into place in June. The new policy allows staff and volunteers to continue to work from home for at least part of their working week. It is working very well.

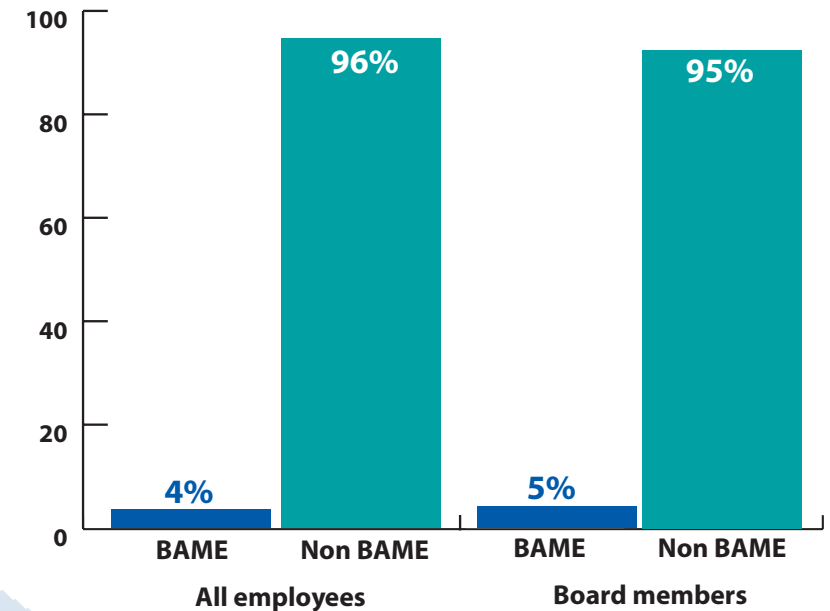


Staff attending our first 'away day' last October.

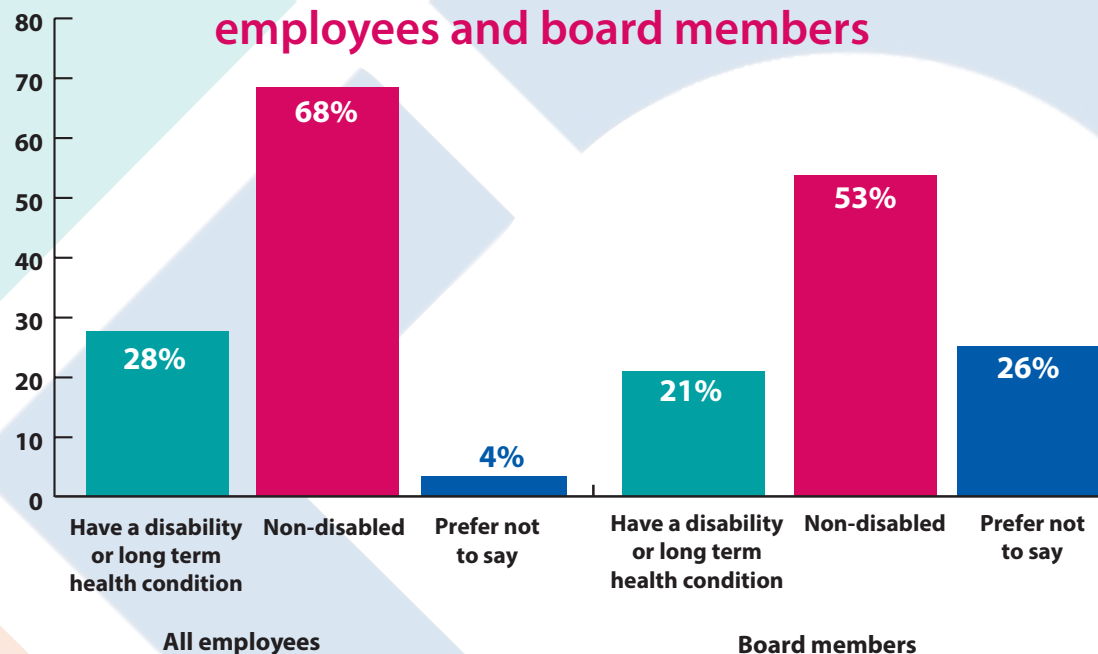
Gender of employees and board members



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	=	8%
26 - 35yrs	=	28%
36 - 45yrs	=	20%
46 - 55yrs	=	16%
56 - 65yrs	=	28%
66 - 75yrs	=	0%
75+yrs	=	0%
Prefer not to say	=	0%

Age ranges of the Board

under 25 yrs	=	0%
26 - 35yrs	=	5%
36 - 45yrs	=	5%
46 - 55yrs	=	10%
56 - 65yrs	=	32%
66 - 75yrs	=	26%
75+yrs	=	16%
Prefer not to say	=	5%

Our Performance

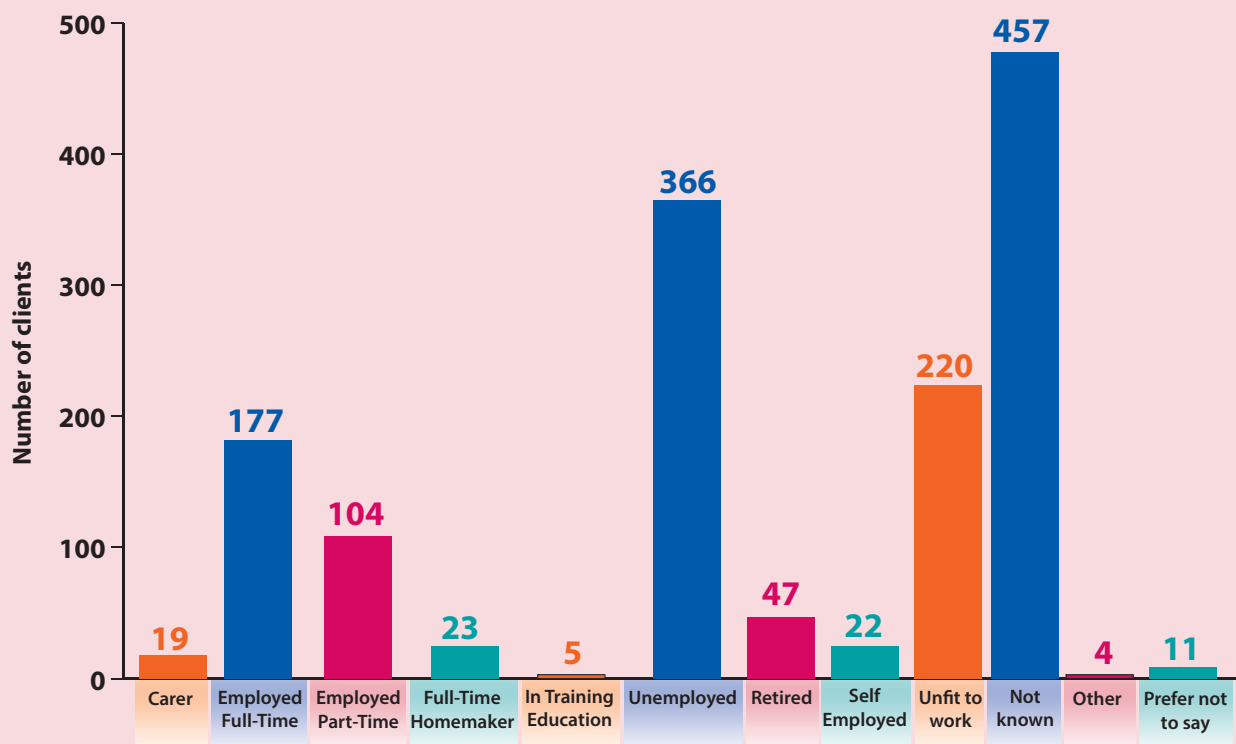


During the period 1.9.2021 to 31.8.2022 we advised on
5518 enquiries - up by 12% from last year

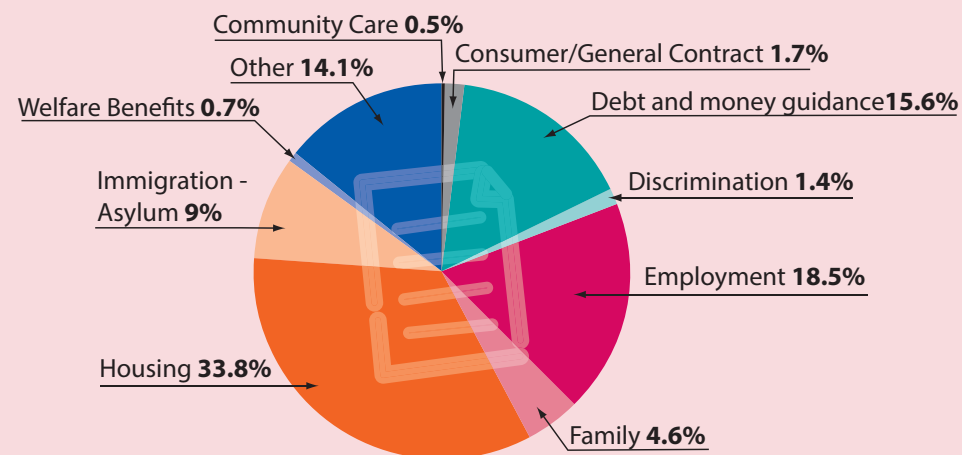


We opened **1455 cases** - up by 17% from last year

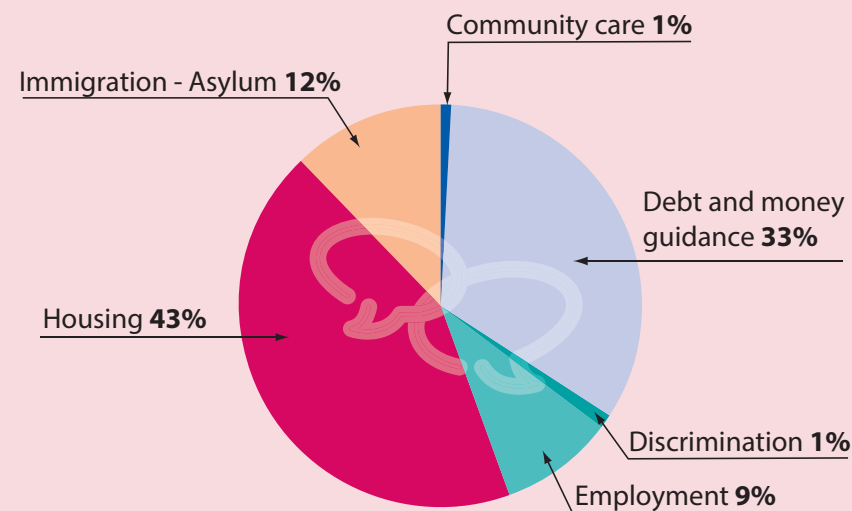
Clients' economic status



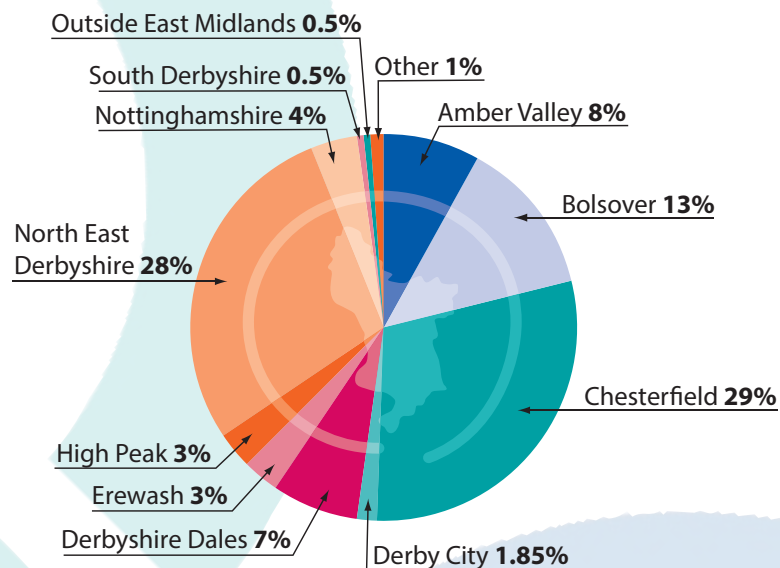
Type of enquiries



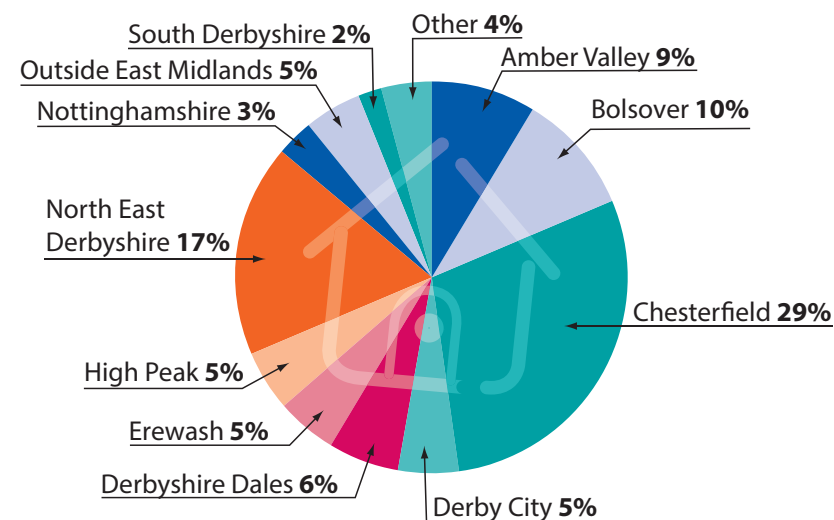
Type of cases



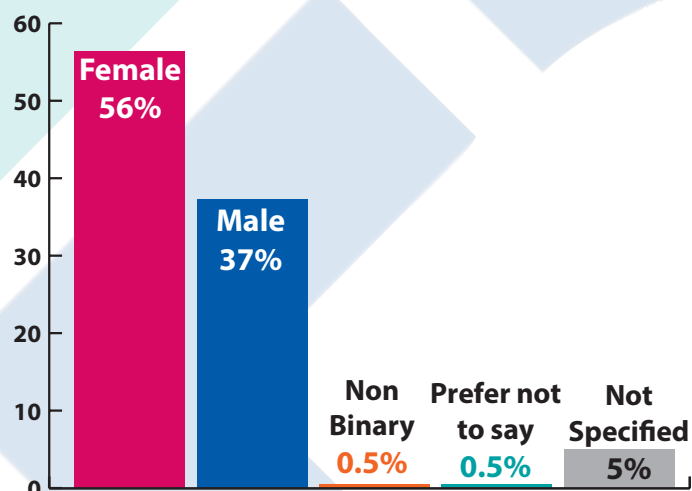
Where do clients live?



Where do our callers live?



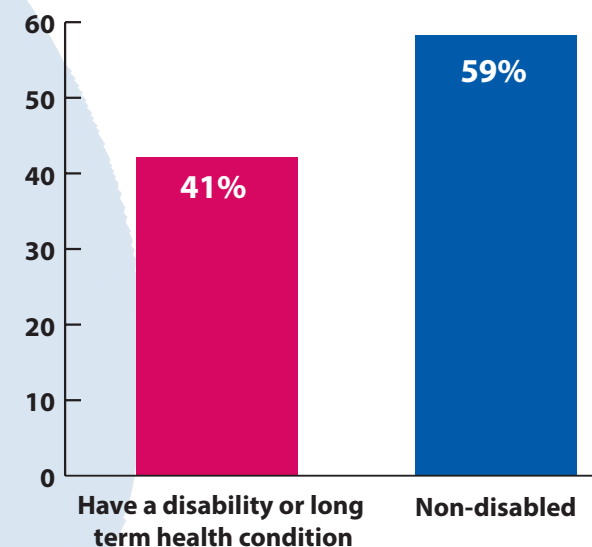
Gender of our clients



Age ranges of our clients

under 24 yrs	=	8%
25 -34yrs	=	25%
35 – 49yrs	=	35%
50 – 64yrs	=	23%
Over 65+yrs	=	6%
Prefer not to say	=	5%

Disability or long term health condition of our clients



Client Feedback

Feedback

Following the introduction of electronic feedback forms we have seen an increase in the number of forms being sent out. This year we sent out 1371 forms compared to 977 last year. Of the 1371 feedback questionnaires sent to clients, 87 (6.4%) were returned. 99% of those returned gave positive feedback.

Complaints

We received 4 complaints between April 2021 to March 2022. All complaints were related to the Law Centre not advising or taking on the work and were addressed within the 8-week time frame as per our policy. One complainant referred their issue to the Legal Ombudsman. The Legal Ombudsman did not uphold the complainant's concerns.

Google Reviews ★★★★★

This year we received 7 reviews.

Of the 7, 5 awarded us 5 stars, 1 gave us 2 and 1 gave us 1 star. We were unable to identify those awarding 1 and 2 stars on our client database and therefore can only conclude they may have confused Derbyshire Law Centre with organisations with similar names. Overall, we are rated at 4.3 stars.

Gift and donations

A huge thank you to all that have donated to Derbyshire Law Centre over the last year. Staff took part in the Sheffield Legal Walk raising nearly £1,200.

We once again received a number of 'Thank You' cards and gifts, including chocolates and flowers.

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

*"Excellent service resulting in a favourable outcome.
Happy to refer your services to others."*

*"Great service, very professional.
I don't know what I would have
done without your advice and
support. On a personal level I am
in a much improved mental and
financially stable situation,
thank you."*

*"Easy to talk to,
friendly, helpful,
trustful."*

*"Very pleased with
the service I received,
helped me a great
deal."*

*"Staff very helpful
and supportive."*

*"You are a vital service
to those who are
underrepresented."*

*"I would like to
thank everyone
that has helped
me."*

*"Brilliant from start to finish. Made what could
have been a very difficult problem to solve very
straight forward, thank you all."*

Other achievements

A year of recognition

What a year this has been! Being shortlisted as a finalist for four awards suggests that we are getting it right.

Finalist - The 2022 IMA Money Advice Awards

We were delighted to have been shortlisted for Debt Team of the Year for The IMA Money Advice Awards. The awards recognise excellence and innovation in the field of money advice, and are open to individuals, teams, projects and organisations working at a national, regional, or local level, anywhere in England, Wales or Northern Ireland. Although we did not win we felt honoured that our achievement had been recognised.



Finalist – UK Housing Awards 2022

We have also been shortlisted as one of the finalists for The UK Housing Awards 2022, for our work with North East Derbyshire District Council, Chesterfield Borough Council, Bolsover District Council, Amber Valley Borough Council, Derbyshire Dales District Council and High Peak Borough Council in the category Homelessness Project of the Year – North. This award recognises organisations that are delivering high-quality homes and services in partnership with the communities they serve, helping to deliver decent, affordable housing and transform people's lives. The award ceremony will take place Friday 25 November in Manchester.



Legal Aid Lawyer of the Year Awards 2022



Lisa Haythorne was also one of the three finalists for the Legal Aid Practitioners' Group's Legal Aid Lawyer of the Year awards. "This year it was a real honour to be a finalist at the Legal Aid Lawyer of the Year awards; it was me and the whole team at DLC. These are the awards that recognise the work of those of us still doing social welfare legal aid work when so many people have pulled out due to the poor rates of pay. Social welfare law is the area of law where a lot of people would be disadvantaged with no access to justice without the Law Centre and legal aid funding. It's so important that people can enforce and defend their rights, more than ever before."

Derby and District Law Society Junior Lawyer of the Year

Congratulations to Matt who was shortlisted for Junior Lawyer of the Year for Derby and District Law Society in April 2022.

Although not successful, this is a great achievement for Matt who joined DLC in 2016 on a work placement from Derby University. He was offered a paralegal job in October 2016. In 2019 he began his training contract and qualified in September 2021.

Presidency for Lisa

Lisa has continued in her role as President of The Sheffield Law Society.



Lisa Haythorne, President of Sheffield and District Society 2022-2023

Highlights of the year

A highlight of the year was the Yorkshire Law Banquet and Awards 2022 which was held on 25th February at The Royal Victoria Crowne Plaza Hotel, Sheffield.

We attended the event and were delighted to achieve a trophy for our fundraising efforts for the Sheffield Legal Walk 2021.



Nikki Tugby and Sharon Challands receiving the trophy with David Barraclough, Solicitor, Immediate Past President, Yorkshire Union of Law Societies (left), and Paul Singh, Solicitor and Law Society committee member (right).



Team DLC on the Sheffield Legal Walk 2022

Another highlight was the Sheffield Legal Walk which took place on 16th June 2022 and helped raise much needed funds for local advice services. A total of over £2750 was raised for local charities.

DLC says thank you and goodbye to Teresa Waldron

In August we said goodbye to long serving employee, Teresa Waldron. Teresa started working for the then Chesterfield Law Centre in 1994, being employed as Coordinator (Development Work). As well as being an exemplary employee, she helped to shape and fund our services from a small four person team to the current team of almost 30 people. However, not one to take things easy, whilst she has been with us she has completed an MBA, been on the Disability Living Allowance Advisory Board, EHRC's Disability Committee and has advised ACAS and local authorities on disability issues. She also took on a second role as CEO at Deaf-Initely Women, a deaf/disability charity. We would like to thank Teresa for all her commitment, enthusiasm and drive that she gave to our organisation. We wish her well.



Teresa Waldron at her leaving party, July 2022

Thank you to our Trustees

Our board of trustees, known as our Management Committee have continued to meet via Zoom and face to face meetings and it has been another busy year. We have seen changes to our board with the resignations of José Rodgers, Alan Craw and Councillor Philip Rose. We would like to thank them all for their support.

We have also elected a new Treasurer following the resignation of Alan Craw in May. Alan was Treasurer of DLC since 28/1/2021. Thank you to Alan for the time he has given to the Management Committee and to the work of DLC. Alan's patience, expertise, dedication and continued support for all staff and volunteers has made a real difference.

We also welcomed Karen Gurney, a newly co-opted member.

We continue to review our governance and thanks to support from Lloyds Bank Foundation we have recently enlisted the support of a consultant to help us to move forward with the review of our governing documents, our Memorandum and Articles of Association. 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
Rob Busby (Vice Chair from 30/6/2021)	Individual member
Alan Craw (Treasurer until 27/5/22)	Individual member
John Duncan	Brightlife
Councillor Jenny Flood (Chair from 30/06/21)	Chesterfield Borough Council
Councillor Roger Redfern (from 23/3/22)	Derbyshire Council
Michael Gordon	USDAW
Karen Gurney (co-opted member from 17/8/22)	Individual member
Colin Hampton	Derbyshire Unemployed Workers' Centres
Sasha Lawrence (co-opted member)	Individual member
Councillor Duncan McGregor	Bolsover District Council
Councillor Alan Powell	North East Derbyshire District Council
José Rodgers (until 24/11/2021)	Mental Health Carers Association – Chesterfield and North East District
Councillor Philip Rose (from 1/7/21 until 23/3/2022)	Derbyshire Council
David Shaw	Citizens Advice Chesterfield
Julie Skill	Derby and District Law Society
Councillor Derrick Skinner	Clay Cross Parish Council
Elaine Tidd	Individual member
Angela Webster	Staveley Seniors
Sarah White (Treasurer from 27/5/2022)	Individual member
Councillor Mick Wilson	Ripley Town Council
Councillor Jack Woolley (from 01/07/21)	Derbyshire Council

Our Members

Individual members

Amanda Astle
Shay Boyle
Robert Busby
John Alan Craw
Chris Collard
Andrew Cross
Chloe Doxey
Rachel Driver
David Eccles
Graham Fairs
Terry Gilby
Patricia Gilby
Ruth George
Mark Grayling
Mike Greenhalf
Karen Gurney
Mary Honeyben
Trevor Hughes
Linda James
Sasha Lawrence
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

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 50+ Inspired Group
Chesterfield Ability
Chesterfield Care Group
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
Cruse Bereavement Care
Deaf and Hearing Support -

Chesterfield
Derby and District Law Society
Derbyshire Alcohol Advice Service
Derbyshire Gypsy Liaison Grp
Derbyshire LGBT+
Derbyshire Unemployed Workers Centre
Eckington Parish Council
Elm Foundation
Elmton with Creswell Parish Council
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
Salcare
Sanctuary Housing
Shirland and Higham Parish Council
Sight Support Derbyshire
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
USDAW - Chesterfield
Whitwell Parish Council
Wingerworth Parish Council
Winster Parish Council
Wirksworth Town Council

The Team at Derbyshire Law Centre



Sue Allard
Solicitor
(Housing)



Madison Aspinall
Paralegal
(Homelessness
Prevention)



Helen Bagley
Co-ordinator
(Strategic Lead)



Wendy Bell
Administrator
(Reception)
(until 14/06/22)



Joanne Brooks
Solicitor
(Housing)



Matthew Brown
Solicitor (Housing)



Richard Carter
Administrator
(Reception)



Sharon Challands
Co-ordinator
(Offices & Resources)



Jane Clarence
Administrator
(Caseworker Support)



Liz Clarke
Administrator
(Reception)



Tom Fletcher
Advice Worker
(Employment)



Gemma Grant
Advice Worker
(Employment)



Lisa Haythorne
Solicitor (Housing, Debt
and Community Care)



Beth Holt
Solicitor (Employment
and Immigration)



Michelle Humphreys
Administrator



Tracey Humphries
Administrator



Patrick Macken
Trainee Solicitor



Tony McIlveen
Senior Solicitor
(Immigration and
Employment)



Andrew Montgomery
Advice Worker
(Employment) (until
8/10/21)



Kate Morgan
Paralegal
(Homelessness
Prevention)



Alex Pearce
Trainee Solicitor



Sally Preece
Advice Worker (Debt)



Luke Ridge
Legal Executive
(Housing)



Mollie Roe
Social Worker for
Opportunity and Change
(until 17/02/22)



Gary Steel
Trainee Solicitor



Ellen Taylor
Advice Worker
(Employment)



Nikki Tugby
Co-ordinator
(Front of House)



Teresa Waldron
Co-ordinator
(Communications,
Projects and Fundraising)
(until 12/08/22)



Kev Weston
Paralegal
(Homelessness
Prevention)



Carmen Yates
Advice Worker
(Debt)



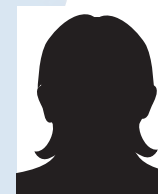
FC
Administrator
(Finance)



Advocate for
Opportunity and
Change
(until 31/03/22)



**Vanessa
Edwards**
Assessment
Supervisor



Paralegal
(Housing and Debt)

Help us to change more lives

With your help we can continue to increase the number of clients we are able to help, support, advise and signpost, helping them to deal with their problems and change their lives.

With growing financial pressures and funding cuts we want to make sure that we are able to continue to offer services to help even more residents in Derbyshire.

How you can help

If you'd like to find out more about partnering with Derbyshire Law Centre to change the lives of the people most in need in Derbyshire, get in touch at dlc@derbyshirelawcentre.org.uk

To donate to help us change lives, visit our website at www.derbyshirelawcentre.org.uk

If you believe in what we do and want to become a member contact us to find out more.

 @derbyshirelawcentre

 @DerbyshireLC

 Derbyshirelawcentre

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



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 2022

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 2022

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Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

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 2022.

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)	
Miss S White (Treasurer)	
Mr A Craw	(Resigned 27 May 2022)
Mr H Borrell	
Mr J Boulton	(Resigned 30 June 2021)
Mr C Collard	(Resigned 20 August 2021)
Mr J Duncan	
Ms A Foster	(Resigned 30 June 2021)
Mr M Gordon	
Mr C Hampton	
Mr D McGregor	
Mr A Powell	
Ms J Rodgers	(Resigned 24 November 2021)
Mr D Shaw	
Ms J Skill	
Mr D Skinner	
Ms E Tidd	
Ms A Webster	
Mr M Wilson	
Ms S Lawrence	(Co-opted 30 June 2021)
Mr R Redfern	(Appointed 23 March 2022)
	(Served from 1 July 2021 to 23 March 2022)
Mr P Rose	(Appointed 1 July 2021)
Mr J Woolley	

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Trustees' Annual Report (Incorporating the Director's Report)****Year ended 31 March 2022****Reference and administrative details (continued)**

Workers group	Mrs S Allard	
	Mrs H Bagley	
	Mrs J Brooks	(Appointed 10 January 2022)
	Mr M Brown	
	Mrs S Challands	
	Mr T Fletcher	(Appointed 25 October 2021)
	Mrs L Haythorne	
	Mrs L Holland	(Resigned 24 June 2021)
	Miss B Holt	
	Mr P Macken	
	Mr A McIlveen	
	Mr A Montgomery	(Resigned 8 October 2021)
	Mr A Pearce	(Appointed 1 January 2022)
	Miss S Preece	
	Mr L Ridge	(Appointed 24 June 2021)
	Miss M Roe	(Resigned 17 February 2022)
	Mr G Steel	
	Ms E Taylor	
	Mr S Taylor	(Resigned 18 August 2021)
	Mrs N Tugby	
	Ms T Waldron	(Resigned 12 August 2022)
	Mrs C Yates	(Appointed 1 July 2022)
Company secretary	Michael Gordon	
Auditor	MCABA Limited t/a Mitchells Chartered Accountants & Statutory Auditor 91-97 Saltergate Chesterfield Derbyshire S40 1LA	
Bankers	Lloyds Bank plc 30 Rose Hill Chesterfield Derbyshire S40 1LR	

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

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 10 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 but these are to be reviewed in 2022.

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 17 members and 1 co-opted member (from December 2021), with 12 elected at the Annual General Meeting and a further 6 members nominated as representatives by core funders. During the year there was 1 resignation prior to the AGM, 1 resignation at the AGM and 1 resignation since the AGM in November 2021. We currently have 3 unfilled places 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 2021 Jenny Flood was approved as Chair and Rob Busby replaced Jenny Flood as Vice Chair. In May 2022, Alan Craw resigned as Treasurer and Sarah White moved from being Secretary to Treasurer. On 21 September 2022 Michael Gordon was appointed as Secretary, to fill the vacant position.

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.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

Workers Group (Management Collective) is currently made up of solicitors (6), legal executives (1), caseworkers (4), trainee solicitors (3), social worker (1) (until 17.2.22) 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 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 was last reviewed in 2020. Six admin workers, a session supervisor and 4 paralegals provide administrative support to all Workers Group staff as well as providing service delivery and support on a number of projects.

Policies adopted for the induction and training of Trustees

New and existing Trustees are invited to meet with one of the Centre Co-ordinators, Sharon Challands 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 (which are currently under review).
- 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.

All new staff and members of the Management Committee are now required to undertake training on Equality and Diversity as well as GDPR at the start of their employment/term. Existing staff and Management Committee members renew their training every two years.

All members are required to complete an annual Declaration of Interests form and are reminded at every meeting to consider any potential declarations at the meeting.

All Management Committee members are also included in strategic events with staff and volunteers 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. 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 "Pay Scales 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 business name of the Law Centres Federation, a company limited by guarantee registered in England and Wales no.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

2433492. 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 works with nationwide funders, working to help law centres obtain new funding for specific projects. In 2021, the LCN continued to work hard to support law centres with the Covid situation.

Law Centres provide free legal advice and representation to the most disadvantaged members of society. They mainly practice in what is loosely termed Social Welfare Law. There are at present 40 Law Centres and 2 Affiliates nationally.

Derbyshire Law Centre has representatives on the Board of Trustees at the LCN, Derbyshire Unemployed Workers Centre, Citizens Advice Chesterfield (until May 2022), Citizens Advice Derbyshire Districts, The Elm Foundation and Links CVS (until July 2022).

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, the latest risk assessment has been in place since April 2022 and the organisation still takes Covid seriously when considering health and wellbeing.

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 2022

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.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

Achievements and performance

As the end of March 2022 came and went, we began to breathe a little easier in relation to Covid. Although our services never stopped (and actually increased) during Covid, we certainly learned a lot of new things and continued to work from home at least some of the time.

We all learnt new ways of communicating, most of which will inform future service provision.

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

During the year, we opened 1,375 cases, an increase of approximately 33% on the previous year. The highest percentage increase was in immigration work which centred around the European Union Settlement Scheme, increasing cases by 221%, year on year. Housing casework also increased (by 56%), although still not back to pre Covid levels. Our Housing Unit has been busy assisting clients prior to needing direct legal advice by providing specialist advice through our support services. Our employment and discrimination work was down over the year as more complex cases arose with tribunal dates getting further away. Our debt and money work was also up (17%) and is expected to increase further during 2022/23.

Enquiries were also up to 5,349, an increase of 22% on 2020/21. Again, the largest percentage increase was in our immigration enquiries (up 101%), followed by debt and money work which was up by 76%.

Our Communications Working Group has worked hard over the year looking at how best to communicate our services to potential clients. This has resulted in the development of signed videos for deaf people, the creation of an Instagram account and redevelopment of part of our website. Our website saw an increase in users during 2021/22 by 9.27%, although the number of sessions reduced by 4.43%. New users were also up by 9.34%. Our Housing and Homelessness page attracted the largest increase in viewing, followed by our volunteering page and then our contact us page.

Towards the end of the financial year, our social worker left and we carefully considered whether we could continue with our Opportunity and Change Project. Due to the funders changing the criteria of potential clients on the project, it was felt that it would be difficult to recruit an appropriately qualified replacement. Sadly, the project ceased at the end of March following the redundancy of the Advocate on the project.

Our second office has continued to be invaluable during the times that the office has been open (in-between lockdown), providing us with additional space to allow social distancing for the large number of staff we now have. We had 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, and regularly reviewed procedures to ensure the safety of everyone coming into our offices.

As an organisation, we want to ensure the health and wellbeing of our staff, volunteers and clients and so are still vigilant. We were pleased to see that our measures meant that no member of staff caught Covid from another member of staff or client whilst in the office. We also created a new policy around Health and Wellbeing and even had an "away-day" at Rosliston Forestry Centre to help re-build the team following extended remote working.

Our Equity, Diversity and Inclusion Working Group has developed an EDI policy and strategy to ensure that this issue runs through the veins of our organisation.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

With the resignation of our longest serving employee, Steve Taylor, succession planning and career development continues to be important. During the year, the Law Centre has had 4 trainee solicitors, one of which, at the end of his training contract, was successful in securing a permanent position with the Law Centre and the other three remaining trainees will finish their trainee placements in 2023.

With the continued theme of succession, investment was made into staff resources in our specialist immigration caseworker roles. This is reflected in the large increase in cases and enquiries during the year.

We have been fortunate to continue to receive essential 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 our organisation to look at other funding opportunities to provide legal advice in new areas or on a larger scale. These Local Authorities, along with High Peak Borough Council and Derbyshire Dales District Council have played central parts in funding additional housing advice services.

As our Legal Aid income continued to be impacted, 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, even beyond the 30th June 2021 deadline for applications). Particular thanks to the Community Justice Fund.

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 "In Lexcel terms, Derbyshire Law Centre, continues to be an extremely well run, and extremely well managed organisation - made all the more noteworthy by the fact that it has again been achieved in a period of significant ongoing change." Obviously, we already thought that, but we are proud that others recognise that too.

To summarise our services for the year:

Specialist Services - Housing

Steve Taylor, housing caseworker and longest serving employee, left the organisation after nearly 32 years. This enabled our previous work experience, previous paralegal, and trainee solicitor, Matthew Brown to stay with us after he qualified as a solicitor. Joe Wilson, Homelessness Prevention Worker also left during the year. Other new faces were Kate and Madison, paralegals who joined us as part of the homelessness projects and Jo Brooks, Housing Solicitor, who works on our Bolsover Housing Advice Service and our North Eastern Derbyshire Housing Repairs Support Service.

Homelessness work remains at the centre of our housing work. Local authorities have 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 and High Peak Borough Council also contributed to fund this work.

The HRA project continues to have a paralegal 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.

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Year ended 31 March 2022

Additional "Welfare Funds" have been made available by some local authorities and is administered by the Law Centre to help secure tenancies or for essential items such as washing machines.

We have continued with our Homelessness Reduction Act funded project and seen a 140% increase in enquiries and 23% increase in cases in the last year. Advisers have also continued to secure funds for clients, achieving 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 continued to fund an increase in staffing levels for additional eviction work. We continue 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 and continue to fund an independent housing advice service through positive referrals from the local authority.

Our Legal Aid work took quite a hit during 2020/21, reducing the number of new cases by 43%, however, whilst still not at pre-Covid levels, the number of new cases went up by almost 100% on the previous year. Our contract with the Legal Aid Agency for the provision of Housing advice has been extended until 31.8.23, whilst the Court Desk service at Chesterfield County Court has been extended until 29.04.23. 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 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. This service has seen over a 450% increase during the year. In fact, levels have not reached this high since 2016/17. It is expected that 2022/23 will be even busier.

Specialist Services - Employment

Employment work has been busy both in terms of cases and in terms of staff changes. After over 16 years, one of our employment caseworkers, Andrew, retired. This, and new funding allowed us to recruit Tom, Patrick and Alex. Patrick and Alex are now trainee solicitors.

The Job Retention Scheme, which ended in September 2021, was a high area of demand for employment advice. It is currently unclear what a post Covid landscape will look like but already "Long Covid" is an issue for some of our clients. We were fortunate to retain our Community Justice Fund, the Access to Justice Foundation and Local Authority funding.

The Legal Support for Litigation in Person project is funded by the Access to Justice Foundation. It runs from October 2020 to September 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.

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

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Year ended 31 March 2022

We were fortunate to secure new funding from Derbyshire County Council for a new 2 year service - Employment Advice Rapid Referral Service (EARRS) - which enables us to support those who are either on long-term health related absence from work or at risk of long-term absence.

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.

Specialist Services - Discrimination

Our discrimination casework service in employment and goods and services slowed down during the year. However, whilst casework slowed, the enquiries continue to increase and was up 37%. This was funded in part by our Legal Aid Agency Discrimination Contract.

Developing discrimination work has always been a long-term goal of the Law Centre and to this end, our trainee solicitors undertake discrimination work for employment and goods and services as part of their training rotation.

Our continued Access to Justice Foundation LSLIP funding 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 secure until the end of January 2023. However, the journey around funding this service has not been smooth. The future of debt advice through MaPs was uncertain due to the proposed MaPs Debt Commissioning. Contracts were tendered for the new National Services, Business Debt and DRO Hub Lots, new services to start in April 2022. However, through a combination of a national campaign against the tenders and a decision that the "Lots" services "would not adequately meet the needs of people in vulnerable circumstances at that scale" and that it would not "provide value for money", the process was stopped. We now wait for news for the extension of services beyond January 2023.

As Covid continued, debt advice was on the increase. We were able to re-instate face to face appointments, alongside telephone advice and our enquiries were up 76%, with cases being up 17%.

Specialist Services - Immigration

Our immigration service is operated by our OISC (Office of Immigration Services Commissioner) level 1 solicitor and our Senior Solicitor who is also Level 3 Law Society Immigration and Asylum Accredited.

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 again, this year by a very significant 221% and enquiries by 101%.

Funding continued from the Home Office project with Nottingham Law Centre, to assist vulnerable EU citizens with complex applications to the Home Office EU Settlement Scheme. Once again, staffing resources were increased in this area of work.

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

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

Year ended 31 March 2022

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, communications and strategic lead. Our administration team increased during the year to reflect the overall increase in projects and casework. The team now consists of 4.3 FTE staff, all with their own extensive skills set.

We have ensured that Equity, Diversity and Inclusion was a thread through all of our work and policies and a new working group was formed to ensure that this was the case.

Our volunteer team is at its lowest ever level. This has been partly due to Covid and partly because some volunteers moved on to other challenges during 2020/21. However small the number of volunteers are, we are extremely grateful for their time and effort over this difficult year and changing face of the assessment team due to hybrid working.

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.

Unfortunately, due to the limited time on the funding, staff were looking for positions elsewhere. When the social worker left, it gave the Law Centre no choice but to end the project early, resulting in the redundancy of the Advocate.

Project Work - Money Sorted in D2N2

Money Sorted continued to support individuals in 2021/2022 with budgeting and financial inclusion support. As we move through a difficult social climate, compromised by benefit changes, heightened living and energy costs, and the continued effect of Covid, it is easy to see how our bespoke holistic approach has been beneficial to clients, enabling not only a smooth transition to specialist housing and debt support where identified, but also taking into account personal priorities like dealing with increased mental health issues or moving toward training or employment. Surprisingly, the later part of 2022 has seen an increase in those wishing to move into employment with 25% of participants progressing into training, volunteering or employment opportunities.

Our Personal Navigator has now progressed into a Debt Advisor within the organisation as there was uncertainty about future project funding, therefore we can retain this valuable learning and continue to help the communities we support.

Project Work - Derbyshire Bilingual Crisis Buddy Service

DLC was a partner in this 5 year project, led by Direct Help and Advice. At the end of year 5, the project exceeded expectations. The Law Centre was responsible for training and supervising "buddies" who worked with individuals/families to address the immediate crisis as well as identifying and assisting with other problems to improve their lives. This project came to an end in May 2021.

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Year ended 31 March 2022

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. We regularly visited the DUWC Shirebrook office to provide specialist immigration advice.

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 2021/22, 93 cases were taken on, an increase of 79% on the previous year. This equates to approximately 280 hours of specialist legal advice, exceeding project targets.

Trainee Solicitors

We reported last year how Matthew Brown, who started at the Law Centre on a work placement, went on to become a paralegal and became a Trainee Solicitor. We are very pleased to say, he has now become a solicitor and is working as a caseworker in our housing unit. Congratulations to him.

Gary Steel changed from a paralegal to a trainee solicitor in January 2021. He has covered employment, debt, housing and is about to start on discrimination work in the near future, hopeful of qualifying as a solicitor by December 2022.

Derbyshire Law Centre believes in training and progression. We have continued to have excellent trainee solicitors and when the organisation was looking at succession planning, it decided to offer training contracts to two of our employment caseworkers, Alex Pearce and Patrick Macken. They began in January 2022 and hope to qualify in June 2023.

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

Year ended 31 March 2022

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 £225,778. Of this requirement, £99,085 has already been set aside in the designated Staff Contingency Fund, the required level of free reserves is £127,708 if the organisation was to immediately cease. With a managed closure, this would be reduced to £65,221.

As at 31 March 2022, free reserves are £161,639, after designated funds of £152,706, which is above the target level. The Trustees have set a financial strategy to 2025 which outlines the financial risks and actions being taken to maintain free reserves at 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 grants from Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. All have been secured at least at the same rate as 2021/22 (NEDDC increased by 13.8%) until 31.3.23.

One risk we have identified is the delayed Community Grants Review that is being undertaken by Derbyshire County Council. We currently receive just over £90,000. We shall obviously work with DCC to promote the work that we do and hopefully retain as much funding as possible and will be meeting in September 2022 to discuss the next stages in our grant review.

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. In terms of project funds, we have currently been awarded continued and new funding as follows:

- East Midlands Money Advice - secured until 31.1.23 with a predicted 3 years extension. Increased value from 1.7.22 with 2.8 caseworkers funded at £53,915 each.
- Mortgage Rescue (Court Desk) - confirmed until 31.3.23 and no indication of ceasing after that date. £36k per annum.
- Amber Valley Independent Advice - Continuing at 5 days provision project and confirmed until 31.3.23. £53k per annum.
- Current trainee solicitor funds will end 31.12.22.
- Our Homelessness Reduction Act project, funded by 3 local authorities has just been confirmed until 31.8.23. £40k per annum.
- The Homelessness Prevention Project, funded by several local authorities has been confirmed until 31.5.23. Circa £99k per annum.
- The DUWC Big Lottery Project is a five-year project which started 1.4.20. Inflationary increases will be applicable. Circa £10k per annum.

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Year ended 31 March 2022

- Lloyds Bank Housing Advice project is funded until 31.12.23 - £25,000 per year.
- Derbyshire County Council Local Resilience Funding until 31.3.23 - £84,000 per year.
- AB Charitable Trust confirmed £20,000 per year for 3 years until 31.3.25.
- Derbyshire County Council Employment project is funded until 31.12.23 at £40,000 per year.
- Disrepair Project, funded by local authorities, is in place for 2 years at £25,000 per year.

Another risk identified has been over VAT. From time to time the organisation obtains VAT advice to ensure that it is reclaiming the maximum it can on VAT returns and to carry out its due diligence on this issue. As the Law Centre had new accountants, it was deemed an appropriate time to have our VAT situation reviewed. The review of our VAT position has found that advice conflicts continue between funders, consultants and practice. We are, and have always been partially exempt but agreeing what constitutes vatable services is difficult. The review has resulted in a drop in claimable VAT, calculations have been done by DLC to rectify previous VAT returns and a significant VAT creditor is included in this years accounts. HRMC has been informed and additional VAT training has been undertaken by appropriate staff. This is not considered a deliberate error, nor careless conduct and it is not expected that penalties will be given. We have already changed the way we carry out our calculations for VAT and hope to rectify and submit previous errors before the end of 2022.

At 31 March 2022, the charity has free reserves of £161,639 after designated funds of £152,706. The charity has produced budgets to 31 March 2025 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 2025. Given the cost of living crisis, we have considered the implications for the organisation within this 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
- 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

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Year ended 31 March 2022

- Ensuring that "legal advice" is part of key strategies
- Use of Social Media to raise awareness of the work we do
- Succession Planning
- Recruitment of a Charity Development and Impact Coordinator

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

Year ended 31 March 2022

Plans for future periods

Whilst 2021/22 continued to be a challenge, it also gave us inspiration to look at future working plans.

In July 22, a new Hybrid Working Policy was approved and put in motion. This allows the organisation and its staff to take advantage of splitting the working week between working from the office and working from home. We have taken advantage of the savings that have occurred due to home working, zoom meetings and zoom training whilst being vigilant to ensure the health and wellbeing of our staff and volunteers. In addition, we also developed a Mental Health and Wellbeing policy. By addressing mental health issues, businesses can improve the general wellbeing of employees, volunteers and trustees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems. This is in line with our core value of "care".

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

We shall continue our involvement as Trustee Board Members on LCN, Citizens Advice Derbyshire Districts, Citizens Advice Chesterfield, DUWC, and Elm Foundation to show support and encourage joint working. Our aim is also to go back on the Board of Links CVS, following the departure of Teresa Waldron.

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.

We will work with local authorities to ensure that tenancies are sustained by continuing to develop our holistic approach to helping tenants, mortgagees and their families in crisis, developing this service across Derbyshire.

Given the "cost of living crisis", the Housing Unit is expecting an increase in possession cases. Derbyshire County Council has continued to fund additional staff hours to cope with this.

Through our early intervention work with potential homelessness clients, we do not expect to have legal aid cases revert to their numbers prior to the Covid pandemic. We are able to assist clients with our wrap around services, including the allocation of various welfare funds provided by Local Authorities. We shall attend court whenever necessary to fulfil the needs of our clients and the County Court Duty Scheme contract.

We 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 2023, and hopefully beyond. Our HRA project has been confirmed until September 2023.

We shall continue to build on the work of our two new housing projects - the Lloyds Bank Housing Advice project in Bolsover and the Local Authority funded Disrepair projects. The work will be done by our newly appointed Housing Solicitor.

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.

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

Year ended 31 March 2022

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 until September 2022. We shall aim to continue this work by seeking new funding.

Derbyshire Public Health has funded a new project (Employment Advice Rapid Referral Service - EARRS) which aims to provide free employment advice within 48 hours (week days only) of the centre receiving your referral. After the retirement of Andrew Montgomery, we have recruited a new full time employment caseworker.

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 January 2023. We will increase debt caseworker time on the project, increasing from 2 to 3 debt caseworkers.

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.

Discrimination

We will continue to build on the work done in 2021 for discrimination in employment and for Goods and Services. We shall aim to maximise the use of our Legal Aid Agency Contract for discrimination.

We will continue to publicise this service with equality groups across East Midlands particularly across Derby, Derbyshire, Nottingham and Nottinghamshire utilising our contacts

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

Immigration

We shall continue to provide high quality free immigration advice across Derbyshire, core funded by LAs and project funded when available

Having secured more Home Office funding until September 2022, in conjunction with Nottingham Law Centre, we shall devote staff time to the EUSS project.

We shall continue to offer a charged for casework service, at not-for-profit rates, to those who can afford to pay.

AB Charitable Trust has recently awarded funds to help support vulnerable individuals and families

Derbyshire Law Centre Ltd

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

Year ended 31 March 2022

whose immigration status is precarious and cannot afford to pay to regularise their status and we shall continue to seek new funding from September 2022.

We will aim to have staff resources, with appropriate skills and experience, to meet the Legal Aid Agency requirements in place in time for the next tender, which is hopefully in 2023.

We shall work with Justice Together to secure funding for immigration advice in Derbyshire

Our OISC level one solicitor will work towards level two during the year and level three sometime soon after that. This again is part of our succession planning. We will also look to fund a new immigration caseworker later in the year.

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 and Help is Here project.

Projects

Our D2N2 projects Money Sorted will end by July 2022. This is due to the short length of funding contract left following the promotion of the Money Sorted caseworker.

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 recruited students for our assessment and initial advice teams and for digital marketing.

Assessment Service

Our Assessment Service will continue from 10am to 2pm each weekday, signposting clients either externally (where DLC cannot help) or internally to one of our services. We shall endeavour to increase the number of volunteers on our assessment service.

Equity, Diversity and Inclusion

We shall continue to ensure that equity, diversity and inclusion remains at the core of all our work and ethos and our website shall reflect our EDI policies.

Awareness Raising

Over the last few years we have developed and improved our comprehensive marketing and communications strategy. We intend to increase 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 continue to ensure our website is accessible to deaf people who use BSL by inserting further signed videos.

We will look to recruit a digital worker to work with staff and Trustees to promote all our services.

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

Year ended 31 March 2022

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

Digital

We aim to review our digital work with a view to changing systems and using Office 365. We will conduct a study on whether to join the LCN Digital Programme. We will also look at modernising other systems with a view to reducing paper usage.

We will continue to achieve Cyber Essentials certification.

Governance

During 2022, 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 shall ensure that all governance tasks are completed in order to ensure our HMRC obligations are fulfilled.

We shall ensure the board is representative of the community/clientele.

Other

We will recruit a Finance Apprentice to assist with financial admin, again in line with our succession planning.

After 27 years, Teresa Waldron, Co-ordinator left the organisation in August this year. We will look to increase coordination resources and recruit a Charity Development and Impact Coordinator.

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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Year ended 31 March 2022

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.

Disclosure of information to 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.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 28 October 2022 and signed on behalf of the board of trustees by:

DocuSigned by:

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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 2022

Opinion

We have audited the financial statements of Derbyshire Law Centre Ltd (the 'charity') for the year ended 31 March 2022 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 2022 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

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

Year ended 31 March 2022

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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Derbyshire Law Centre Ltd

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

(continued)

Year ended 31 March 2022

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.

Auditor's responsibilities for detecting irregularities, including fraud

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 inquiries to relevant members of the management team. We corroborated our inquiries through our review of board minutes (where applicable) and inquiry into legal fees incurred in the year.
- 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

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 2022

- 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.

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.

DocuSigned by:

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Andrew McDaid (Senior Statutory Auditor)

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

28 October 2022

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31 March 2022

			2022		2021
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and grants	5	198,127	759,167	957,294	939,256
Charitable activities	6	100,628	92,900	193,528	184,234
Investment income	7	28	–	28	39
Other income	8	870	–	870	1,200
Total income		<u>299,653</u>	<u>852,067</u>	<u>1,151,720</u>	<u>1,124,729</u>
Expenditure					
Expenditure on charitable activities	9	156,387	872,190	1,028,577	1,025,986
Total expenditure		<u>156,387</u>	<u>872,190</u>	<u>1,028,577</u>	<u>1,025,986</u>
Net income		<u>143,266</u>	<u>(20,123)</u>	<u>123,143</u>	<u>98,743</u>
Transfers between funds		(32,105)	32,105	–	–
Net movement in funds		<u>111,161</u>	<u>11,982</u>	<u>123,143</u>	<u>98,743</u>
Reconciliation of funds					
Total funds brought forward as previously reported		251,500	22,314	273,814	155,684
Prior year adjustment	22	(48,316)	–	(48,316)	(28,929)
Total funds brought forward as restated		<u>203,184</u>	<u>22,314</u>	<u>225,498</u>	<u>126,755</u>
Total funds carried forward		<u>314,345</u>	<u>34,296</u>	<u>348,641</u>	<u>225,498</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 28 to 46 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Financial Position
31 March 2022

	Note	2022 £	2021 (restated) £
Fixed assets			
Tangible fixed assets	15	10,938	19,325
Current assets			
Debtors	16	195,933	152,211
Cash at bank and in hand		351,594	259,271
		547,527	411,482
Creditors: amounts falling due within one year	17	209,824	205,309
Net current assets		337,703	206,173
Total assets less current liabilities		348,641	225,498
Net assets		348,641	225,498
Funds of the charity			
Restricted funds		34,296	22,314
Unrestricted funds		314,345	203,184
Total charity funds	20	348,641	225,498

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

These financial statements were approved by the board of trustees and authorised for issue on 28 October 2022, and are signed on behalf of the board by:

DocuSigned by:

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Ms J Flood (Chair)
 Trustee

The notes on pages 28 to 46 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2022

	2022	2021 <i>(restated)</i>
	£	£
Cash flows from operating activities		
Net income	123,143	98,743
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	8,387	5,695
Other interest receivable and similar income	(28)	(39)
Interest payable and similar charges	284	377
<i>Changes in:</i>		
Trade and other debtors	(43,723)	22,633
Trade and other creditors	4,516	61,180
Cash generated from operations	92,579	188,589
Interest paid	(284)	(377)
Interest received	28	39
Net cash from operating activities	<u>92,323</u>	<u>188,251</u>
Cash flows from investing activities		
Purchase of tangible assets	—	(17,824)
Net cash used in investing activities	<u>—</u>	<u>(17,824)</u>
Net increase in cash and cash equivalents	92,323	170,427
Cash and cash equivalents at beginning of year	259,271	88,844
Cash and cash equivalents at end of year	<u>351,594</u>	<u>259,271</u>

The notes on pages 28 to 46 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2022

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 2022

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 2022

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

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 2022

5. Donations and grants

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Donations and grants			
Donations	4,853	–	4,853
Chesterfield Borough Council	41,697	56,218	97,915
Derbyshire County Council	90,124	94,000	184,124
N E Derbyshire District Council	18,453	64,750	83,203
Bolsover District Council	18,000	42,333	60,333
Amber Valley Borough Council	–	72,293	72,293
Ministry of Housing, Communities and Local Government	–	–	–
Law Centres Network	–	18,000	18,000
Advice Nottingham	–	35,800	35,800
Framework (Care Act)	–	56,177	56,177
Help Through Crisis Fund	–	–	–
Legal Education Foundation	–	52,050	52,050
Derbyshire Dales District Council	–	13,750	13,750
Alex Ferry Foundation	–	–	–
Charities Aid Foundation	–	–	–
Nottingham Law Centre	–	103,551	103,551
DUWC	–	10,200	10,200
Access to Justice	–	107,325	107,325
AB Charitable Trust	–	–	–
The Law Society - Diversity and Access Scheme	–	9,730	9,730
Coronavirus Job Retention Scheme Grant	–	–	–
Lloyds Bank Foundation	25,000	–	25,000
High Peak Borough Council	–	13,750	13,750
Provision of Debt Advice	–	9,240	9,240
	<u>198,127</u>	<u>759,167</u>	<u>957,294</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

5. Donations and grants *(continued)*

	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
Donations and grants			
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 and Local Government	–	17,960	17,960
Law Centres Network	–	126,895	126,895
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
The Law Society - Diversity and Access Scheme	–	23,100	23,100
Coronavirus Job Retention Scheme Grant	2,366	–	2,366
Lloyds Bank Foundation	25,000	–	25,000
High Peak Borough Council	–	–	–
IMA Provision of Debt Advice	–	–	–
	<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 2022

6. Charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
LSC: Legal Help Contract (Block Contract)	35,967	—	35,967
LSC: Disbursement Repayment (Block Contract)	4,736	—	4,736
LSC - County Court Duty Scheme	7,513	—	7,513
LSC: Legal Representation Profit Costs	24,528	—	24,528
LSC: Disbursement Repayment (Legal Representation)	9,293	—	9,293
Casework fees recovered	4,588	—	4,588
Charged services income	14,003	—	14,003
EMMA Project	—	92,900	92,900
	<u>100,628</u>	<u>92,900</u>	<u>193,528</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
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 Representation)	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>

7. Investment income

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£	£
Bank interest receivable	<u>28</u>	<u>28</u>	<u>39</u>	<u>39</u>

8. Other income

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£	£
Miscellaneous income	200	200	1,200	1,200
Training income	<u>670</u>	<u>670</u>	<u>—</u>	<u>—</u>
	<u>870</u>	<u>870</u>	<u>1,200</u>	<u>1,200</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2022	Total fund 2021 <i>(restated)</i>
	£	£	£	£
Legal services	668,955	350,111	1,019,066	1,016,727
Governance costs	–	9,511	9,511	9,259
	<u>668,955</u>	<u>359,622</u>	<u>1,028,577</u>	<u>1,025,986</u>

10. Analysis of support costs

	Legal services	Total 2022	Total 2021 <i>(restated)</i>
	£	£	£
Staff costs	264,102	264,102	280,640
Premises	59,755	59,755	23,173
Communications and IT	8,350	8,350	55,427
General office	17,904	17,904	18,953
Governance costs	9,511	9,511	9,259
	<u>359,622</u>	<u>359,622</u>	<u>387,452</u>

11. Net income

Net income is stated after charging/(crediting):

	2022	2021 <i>(restated)</i>
	£	£
Depreciation of tangible fixed assets	<u>8,387</u>	<u>5,695</u>

12. Auditors remuneration

	2022	2021 <i>(restated)</i>
	£	£
Fees payable for the audit of the financial statements	<u>7,150</u>	<u>6,900</u>

13. Staff costs

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

	2022	2021 <i>(restated)</i>
	£	£
Wages and salaries	701,673	710,305
Social security costs	56,176	57,182
Employer contributions to pension plans	56,366	55,475
	<u>814,215</u>	<u>822,962</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

13. Staff costs *(continued)*

The total amount of employee benefits received by key management personnel, including employer's NI and pension is £450,920 (2021: £474,291). The charity considers its key management personnel comprise the staff on the Workers Group and the Trustees on the Management Committee.

The number of employees to whom retirement benefits were accruing under a defined contribution scheme during the year was 30 (2021: 32).

The average head count of employees during the year was 30 (2021: 30).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

14. Trustee remuneration and expenses

No trustee received any remuneration during either year.

15. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 April 2021 (as restated) and 31 March 2022	<u>12,171</u>	<u>42,435</u>	<u>54,606</u>
Depreciation			
At 1 April 2021	10,957	24,324	35,281
Charge for the year	<u>502</u>	<u>7,885</u>	<u>8,387</u>
At 31 March 2022	<u>11,459</u>	<u>32,209</u>	<u>43,668</u>
Carrying amount			
At 31 March 2022	<u>712</u>	<u>10,226</u>	<u>10,938</u>
At 31 March 2021	<u>1,214</u>	<u>18,111</u>	<u>19,325</u>

16. Debtors

	2022	2021 <i>(restated)</i>
	£	£
Trade debtors	175,250	131,459
Prepayments and accrued income	20,648	20,717
Other debtors	<u>35</u>	<u>35</u>
	<u>195,933</u>	<u>152,211</u>

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Notes to the Financial Statements** *(continued)***Year ended 31 March 2022****17. Creditors: amounts falling due within one year**

	2022	2021 <i>(restated)</i>
	£	£
Trade creditors	13,354	24,490
Accruals and deferred income	118,400	130,956
Social security and other taxes	66,084	49,863
Other creditors	11,986	—
	<u>209,824</u>	<u>205,309</u>

18. Deferred income

	2022	2021 <i>(restated)</i>
	£	£
At 1 April 2021	75,250	57,325
Amount released to income	(75,250)	(57,325)
Amount deferred in year	<u>55,667</u>	<u>75,250</u>
At 31 March 2022	<u>55,667</u>	<u>75,250</u>

Deferred income relates to project funding received in advance for projects in 2022/23.

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 £56,366 (2021: £55,475).

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021 <i>(restated)</i>	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	78,109	274,653	(150,008)	(41,115)	161,639
Staff contingency	90,075	–	–	9,010	99,085
Equipment renewals	10,000	–	–	–	10,000
Staff car parking	–	–	–	–	–
Lloyds Bank Foundation					
Project Costs	25,000	25,000	(6,379)	–	43,621
	<u>203,184</u>	<u>299,653</u>	<u>(156,387)</u>	<u>(32,105)</u>	<u>314,345</u>

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021 <i>(restated)</i>
	£	£	£	£	£
General funds	28,500	323,806	(222,478)	(51,719)	78,109
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>119,672</u>	<u>323,806</u>	<u>(222,478)</u>	<u>(17,816)</u>	<u>203,184</u>

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 2022/23 financial year.

Bolsover: Housing Advice

Funded by Lloyds Bank Foundation for 2 years, it will work with residents in Bolsover District who are at risk from homelessness or have housing related issues.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2021 <i>(restated)</i>	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Trainee Solicitor Project (DAS)	–	9,730	(11,204)	1,474	–
Charities Aid Foundation	–	–	–	–	–
Access to Justice - LSLIP Employment Project	–	50,538	(51,334)	796	–
Homelessness Prevention Project	5,588	99,083	(99,728)	–	4,943
Local Resilience Fund	8,538	84,000	(87,417)	–	5,121
EMMA Project	–	92,900	(100,702)	7,802	–
COVID-19 Specialist Advice Services Scheme	–	–	–	–	–
Mortgage Rescue (Court Desk)	–	36,000	(36,960)	960	–
Amber Valley Independent Advice	–	53,543	(53,100)	–	443
Building Better Opportunities - Opportunity and Change Programme	573	91,977	(96,453)	3,903	–
Derbyshire Bilingual Crisis Buddy Service	1,710	–	(2,267)	557	–
Homelessness Reduction Act	–	40,000	(47,918)	7,918	–
Private Rented Sector Access Fund	–	–	–	–	–
Just in Time (CBC)	–	5,969	(5,969)	–	–
EUSS Project	–	–	–	–	–
Just in Time (LEF)	–	17,511	(17,511)	–	–
DUWC – Help is Here	–	10,200	(10,411)	211	–
Access to Justice Recovery Grant	–	–	–	–	–
Justice First Fellowship Scheme - Trainee Solicitor	4,650	34,539	(35,710)	–	3,479
Emergency Welfare Fund - NEDDC	843	5,000	(5,679)	–	164

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

EUSS (Nottingham Law Centre)	–	103,551	(103,960)	409	–
Derbyshire & Nottinghamshire Housing Law Group	412	–	–	–	412
Housing Repair Support Service	–	13,500	(11,186)	–	2,314
NED Emergency Welfare Grants	–	5,000	(1,603)	–	3,397
AVBC Emergency Welfare Grants	–	5,000	(1,890)	–	3,110
Access to Justice – Community Justice Fund	–	56,786	(60,359)	3,573	–
Community Grant Fund CBC	–	–	–	4,000	4,000
LCN - Employment Project	–	18,000	(18,377)	377	–
Court Travel Expenditure Fund	–	–	(85)	125	40
IMA Provision of Debt Advice	–	9,240	(9,240)	–	–
EARRS Project	–	10,000	(3,127)	–	6,873
	<u>22,314</u>	<u>852,067</u>	<u>(872,190)</u>	<u>32,105</u>	<u>34,296</u>

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021 <i>(restated)</i>
	£	£	£	£	£
Trainee Solicitor Project (DAS)	–	23,100	(23,100)	–	–
Charities Aid Foundation	–	5,000	(591)	(4,409)	–
Access to Justice - 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	–
DUWC – Help is Here	–	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 (Nottingham Law Centre)	–	39,522	(39,522)	–	–
Derbyshire & Nottinghamshire Housing Law Group	412	–	–	–	412
Housing Repair Support Service	–	–	–	–	–
NED Emergency Welfare Grants	–	–	–	–	–
AVBC Emergency Welfare Grants	–	–	–	–	–
Access to Justice – Community Justice Fund	–	–	–	–	–

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Community Grant Fund CBC	–	–	–	–	–
LCN – Employment Project	–	–	–	–	–
Court Travel Expenditure Fund	–	–	–	–	–
IMA Provision of Debt Advice	–	–	–	–	–
EARRS Project	–	–	–	–	–
	<u>7,083</u>	<u>800,923</u>	<u>(803,508)</u>	<u>17,816</u>	<u>22,314</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

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 (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)

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 specialist debt caseworkers who deliver 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.

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.

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.

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 Nottingham Law Centre, the project provides immigration advice and referral pathways for vulnerable EU citizens (Currently ends September 2022).

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Legal Support for Litigation in Person Project (LSLIP)

Funding from Access to Justice to enable a service to assist clients in taking their own claims to Employment Tribunal.

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.

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.

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.

Emergency Welfare Payments Fund

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

Employment Advice Rapid Referral Service

Funded for 2 years by Derbyshire Public Health, the project aims to respond to rapid referrals from medical professionals and support workers to access employment advice.

Housing Repair Support Service

Funded by Chesterfield Borough Council, Bolsover District Council and North East Derbyshire District Council, this service is to support and expedite the repair of rental properties within the 3 districts.

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 the individuals/families to address the crisis, as well as identify and assist in any areas of law that we specialise in. This ended April 2021.

Community Justice Fund awarded by the Access to Justice Foundation

Made up of two elements, the MOJ Grant and the Independent Funders Grant, this fund helped to fund core work.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Provision for Debt Advice

Funds from Institute of Money Advisers to extend our Debt advice and extending the Discretionary Relief Order work.

Trainee Solicitor (Diversity Access Scheme)

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

Community Grant Fund

Funded by Chesterfield Borough Council, this fund is available to clients as a last resort for cost-effective solutions to meet their housing needs when there is reason to believe a household is homeless or at risk of homelessness.

Law Centres Network Employment Project

Funded through the LCN Justice Fund, the funds allowed for the expansion in employment specialist resources.

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 2022 £
Tangible fixed assets	10,938	–	10,938
Current assets	454,774	92,753	547,527
Creditors less than 1 year	(151,367)	(58,457)	(209,824)
Net assets	<u>314,345</u>	<u>34,296</u>	<u>348,641</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 (restated) £
Tangible fixed assets	19,325	–	19,325
Current assets	278,517	132,965	411,482
Creditors less than 1 year	(94,658)	(110,651)	(205,309)
Net assets	<u>203,184</u>	<u>22,314</u>	<u>225,498</u>

22. Prior year adjustments

The financial statements have been restated to reflect the impact of the following misstatement in the prior period:

DLC is and always has been partially exempt for VAT but agreeing what constitutes vatable services is difficult. A review has been conducted post year end which has highlighted that VAT has been overclaimed in prior periods, resulting in an increased HMRC liability at the balance sheet date.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

22. Prior year adjustments *(continued)*

The amendment has resulted in the unrestricted funds reserve carried forward as at 31 March 2022 being reduced by £48,316. The effect of the prior period adjustment has been to increase the value of creditors at 31 March 2021 by £48,316 and to reduce the unrestricted funds reserve at that date by the same amount.

23. Analysis of changes in net debt

	At 1 Apr 2021	Cash flows	At 31 Mar 2022
	£	£	£
Cash at bank and in hand	259,271	92,323	351,594

24. Operating lease commitments

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

	2022	2021 <i>(restated)</i>
	£	£
Not later than 1 year	16,885	14,843
Later than 1 year and not later than 5 years	25,190	30,116
	<u>42,075</u>	<u>44,959</u>

25. 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 £56,366 (2021: £55,475). At the year end, £nil (2021: £nil) 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 2022 £Nil was reimbursed (2021: £Nil).

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

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 2022**

	2022	2021
	£	£
Income and endowments		
Donations and grants		
Donations	4,853	1,702
Chesterfield Borough Council	97,915	103,601
Derbyshire County Council	184,124	141,104
N E Derbyshire District Council	83,203	87,370
Bolsover District Council	60,333	54,500
Amber Valley Borough Council	72,293	44,236
Ministry of Housing, Communities and Local Government	–	17,960
Law Centres Network	18,000	126,895
Advice Nottingham	35,800	63,469
Framework (Care Act)	56,177	54,318
Help Through Crisis Fund	–	21,768
Legal Education Foundation	52,050	56,331
Derbyshire Dales District Council	13,750	7,500
Alex Ferry Foundation	–	5,000
Charities Aid Foundation	–	5,000
Nottingham Law Centre	103,551	39,522
DUWC	10,200	10,000
Access to Justice	107,325	28,514
AB Charitable Trust	–	20,000
The Law Society - Diversity and Access Scheme	9,730	23,100
Coronavirus Job Retention Scheme Grant	–	2,366
Lloyds Bank Foundation	25,000	25,000
High Peak Borough Council	13,750	–
IMA Provision of Debt Advice	9,240	–
	<u>957,294</u>	<u>939,256</u>
Charitable activities		
LSC: Legal Help Contract (Block Contract)	35,967	25,279
LSC: Disbursement Repayment (Block Contract)	4,736	(340)
LSC - County Court Duty Scheme	7,513	1,879
LSC: Legal Representation Profit Costs	24,528	28,526
LSC: Disbursement Repayment (Legal Representation)	9,293	6,495

Carried forward

(82,037)(61,839)

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Detailed Statement of Financial Activities** *(continued)***Year ended 31 March 2022**

	2022 £	2021 £
Brought forward	(82,037)	(61,839)
Casework fees recovered	4,588	13,617
Charged services income	14,003	11,989
EMMA Project	<u>92,900</u>	<u>96,789</u>
	<u>193,528</u>	<u>184,234</u>
Investment income		
Bank interest receivable	<u>28</u>	<u>39</u>
Other income		
Miscellaneous income	200	1,200
Training income	<u>670</u>	<u>—</u>
	<u>870</u>	<u>1,200</u>
Total income	<u><u>1,151,720</u></u>	<u><u>1,124,729</u></u>

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Detailed Statement of Financial Activities** *(continued)***Year ended 31 March 2022**

	2022	2021
	£	£
Expenditure		
Expenditure on charitable activities		
Wages and salaries	701,673	710,305
Employer's NIC	56,176	57,182
Pension costs	56,366	55,475
Legal and professional	23,561	25,100
Publicity and promotion	7,551	2,432
Repairs and maintenance	30,507	34,793
Insurance	3,777	3,486
Rent and storage	22,748	17,821
Utilities and cleaning	3,461	4,047
Training	12,230	4,792
Other motor/travel costs	5,920	6,538
Governance costs	9,259	8,882
Telephone	6,947	3,366
Other office costs	10,530	12,434
Depreciation	8,387	5,695
Other interest payable and similar charges	284	377
Recruitment costs	494	412
Practising certificates	4,378	4,370
Provision for doubtful debts	—	14,413
Books/subscriptions	4,367	4,580
Welfare fund expenditure	16,982	—
Interpretation costs	774	650
Affiliations	5,276	4,568
Disbursements	23,909	11,429
Participant expenses	1,516	13,452
Irrecoverable VAT	11,504	19,387
	<u>1,028,577</u>	<u>1,025,986</u>
Total expenditure	<u>1,028,577</u>	<u>1,025,986</u>
Net income	<u>123,143</u>	<u>98,743</u>

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Notes to the Detailed Statement of Financial Activities****Year ended 31 March 2022**

	2022	2021
	£	£
Expenditure on charitable activities		
Legal services		
<i>Activities undertaken directly</i>		
Wages/salaries	437,571	710,305
Employer's NIC	56,176	57,182
Pension costs	56,366	55,475
Legal and professional fees	23,561	25,100
Publicity and promotion	–	2,432
Office equipment and maintenance costs	–	34,793
Insurance	1,680	3,486
Rent and storage costs	1,781	17,821
Office repairs, utilities & cleaning	–	4,047
Training	12,230	4,792
Other motor/travel costs	5,920	6,538
Trustee expenses	32	–
Telephone	–	3,366
Office administration costs	–	12,434
Depreciation	8,387	5,695
Recruitment costs	494	412
Practising certificates	4,378	4,370
Provision for doubtful debts	–	14,413
Books/Subscriptions	418	4,580
Welfare fund expenditure	16,982	–
Interpretation costs	774	650
Affiliations	5,276	4,568
Disbursements	23,909	11,429
Participant expenses	1,516	13,452
Irrecoverable VAT	11,504	19,387
	<u>668,955</u>	<u>1,016,727</u>
Support costs		
Wages/salaries	264,102	–
Publicity and promotion	7,551	–
Repairs & maintenance	30,507	–
Insurance	2,097	–
Rent and storage	20,967	–

Carried forward

325,224

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Notes to the Detailed Statement of Financial Activities** *(continued)***Year ended 31 March 2022**

	2022	2021
	£	£
Brought forward	325,224	
Heat and light	3,461	—
Telephone	6,947	—
Other office costs	10,530	—
Storage fees	3,949	—
	<u>350,111</u>	<u>—</u>
Governance costs		
Governance costs - audit fees	9,011	6,900
Governance costs - legal and other professional fees	—	1,785
Governance costs - management committee expenses	216	197
Governance costs - bank/debit charges	284	377
	<u>9,511</u>	<u>9,259</u>
Expenditure on charitable activities	<u>1,028,577</u>	<u>1,025,986</u>

COMPANY REGISTRATION NUMBER: 02453081
CHARITY REGISTRATION NUMBER: 702419

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Financial Statements
31 March 2022

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 2022

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Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

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 2022.

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)	
Miss S White (Treasurer)	
Mr A Craw	(Resigned 27 May 2022)
Mr H Borrell	
Mr J Boulton	(Resigned 30 June 2021)
Mr C Collard	(Resigned 20 August 2021)
Mr J Duncan	
Ms A Foster	(Resigned 30 June 2021)
Mr M Gordon	
Mr C Hampton	
Mr D McGregor	
Mr A Powell	
Ms J Rodgers	(Resigned 24 November 2021)
Mr D Shaw	
Ms J Skill	
Mr D Skinner	
Ms E Tidd	
Ms A Webster	
Mr M Wilson	
Ms S Lawrence	(Co-opted 30 June 2021)
Mr R Redfern	(Appointed 23 March 2022)
	(Served from 1 July 2021 to 23 March 2022)
Mr P Rose	(Appointed 1 July 2021)
Mr J Woolley	

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

Reference and administrative details (continued)

Workers group	Mrs S Allard	
	Mrs H Bagley	
	Mrs J Brooks	(Appointed 10 January 2022)
	Mr M Brown	
	Mrs S Challands	
	Mr T Fletcher	(Appointed 25 October 2021)
	Mrs L Haythorne	
	Mrs L Holland	(Resigned 24 June 2021)
	Miss B Holt	
	Mr P Macken	
	Mr A McIlveen	
	Mr A Montgomery	(Resigned 8 October 2021)
	Mr A Pearce	(Appointed 1 January 2022)
	Miss S Preece	
	Mr L Ridge	(Appointed 24 June 2021)
	Miss M Roe	(Resigned 17 February 2022)
	Mr G Steel	
	Ms E Taylor	
	Mr S Taylor	(Resigned 18 August 2021)
	Mrs N Tugby	
	Ms T Waldron	(Resigned 12 August 2022)
	Mrs C Yates	(Appointed 1 July 2022)
Company secretary	Michael Gordon	
Auditor	MCABA Limited t/a Mitchells Chartered Accountants & Statutory Auditor 91-97 Saltergate Chesterfield Derbyshire S40 1LA	
Bankers	Lloyds Bank plc 30 Rose Hill Chesterfield Derbyshire S40 1LR	

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

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 10 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 but these are to be reviewed in 2022.

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 17 members and 1 co-opted member (from December 2021), with 12 elected at the Annual General Meeting and a further 6 members nominated as representatives by core funders. During the year there was 1 resignation prior to the AGM, 1 resignation at the AGM and 1 resignation since the AGM in November 2021. We currently have 3 unfilled places 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 2021 Jenny Flood was approved as Chair and Rob Busby replaced Jenny Flood as Vice Chair. In May 2022, Alan Craw resigned as Treasurer and Sarah White moved from being Secretary to Treasurer. On 21 September 2022 Michael Gordon was appointed as Secretary, to fill the vacant position.

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.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

Workers Group (Management Collective) is currently made up of solicitors (6), legal executives (1), caseworkers (4), trainee solicitors (3), social worker (1) (until 17.2.22) 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 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 was last reviewed in 2020. Six admin workers, a session supervisor and 4 paralegals provide administrative support to all Workers Group staff as well as providing service delivery and support on a number of projects.

Policies adopted for the induction and training of Trustees

New and existing Trustees are invited to meet with one of the Centre Co-ordinators, Sharon Challands 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 (which are currently under review).
- 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.

All new staff and members of the Management Committee are now required to undertake training on Equality and Diversity as well as GDPR at the start of their employment/term. Existing staff and Management Committee members renew their training every two years.

All members are required to complete an annual Declaration of Interests form and are reminded at every meeting to consider any potential declarations at the meeting.

All Management Committee members are also included in strategic events with staff and volunteers 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. 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 "Pay Scales 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 business name of the Law Centres Federation, a company limited by guarantee registered in England and Wales no.

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2433492. 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 works with nationwide funders, working to help law centres obtain new funding for specific projects. In 2021, the LCN continued to work hard to support law centres with the Covid situation.

Law Centres provide free legal advice and representation to the most disadvantaged members of society. They mainly practice in what is loosely termed Social Welfare Law. There are at present 40 Law Centres and 2 Affiliates nationally.

Derbyshire Law Centre has representatives on the Board of Trustees at the LCN, Derbyshire Unemployed Workers Centre, Citizens Advice Chesterfield (until May 2022), Citizens Advice Derbyshire Districts, The Elm Foundation and Links CVS (until July 2022).

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, the latest risk assessment has been in place since April 2022 and the organisation still takes Covid seriously when considering health and wellbeing.

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).

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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.

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Achievements and performance

As the end of March 2022 came and went, we began to breathe a little easier in relation to Covid. Although our services never stopped (and actually increased) during Covid, we certainly learned a lot of new things and continued to work from home at least some of the time.

We all learnt new ways of communicating, most of which will inform future service provision.

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

During the year, we opened 1,375 cases, an increase of approximately 33% on the previous year. The highest percentage increase was in immigration work which centred around the European Union Settlement Scheme, increasing cases by 221%, year on year. Housing casework also increased (by 56%), although still not back to pre Covid levels. Our Housing Unit has been busy assisting clients prior to needing direct legal advice by providing specialist advice through our support services. Our employment and discrimination work was down over the year as more complex cases arose with tribunal dates getting further away. Our debt and money work was also up (17%) and is expected to increase further during 2022/23.

Enquiries were also up to 5,349, an increase of 22% on 2020/21. Again, the largest percentage increase was in our immigration enquiries (up 101%), followed by debt and money work which was up by 76%.

Our Communications Working Group has worked hard over the year looking at how best to communicate our services to potential clients. This has resulted in the development of signed videos for deaf people, the creation of an Instagram account and redevelopment of part of our website. Our website saw an increase in users during 2021/22 by 9.27%, although the number of sessions reduced by 4.43%. New users were also up by 9.34%. Our Housing and Homelessness page attracted the largest increase in viewing, followed by our volunteering page and then our contact us page.

Towards the end of the financial year, our social worker left and we carefully considered whether we could continue with our Opportunity and Change Project. Due to the funders changing the criteria of potential clients on the project, it was felt that it would be difficult to recruit an appropriately qualified replacement. Sadly, the project ceased at the end of March following the redundancy of the Advocate on the project.

Our second office has continued to be invaluable during the times that the office has been open (in-between lockdown), providing us with additional space to allow social distancing for the large number of staff we now have. We had 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, and regularly reviewed procedures to ensure the safety of everyone coming into our offices.

As an organisation, we want to ensure the health and wellbeing of our staff, volunteers and clients and so are still vigilant. We were pleased to see that our measures meant that no member of staff caught Covid from another member of staff or client whilst in the office. We also created a new policy around Health and Wellbeing and even had an "away-day" at Rosliston Forestry Centre to help re-build the team following extended remote working.

Our Equity, Diversity and Inclusion Working Group has developed an EDI policy and strategy to ensure that this issue runs through the veins of our organisation.

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With the resignation of our longest serving employee, Steve Taylor, succession planning and career development continues to be important. During the year, the Law Centre has had 4 trainee solicitors, one of which, at the end of his training contract, was successful in securing a permanent position with the Law Centre and the other three remaining trainees will finish their trainee placements in 2023.

With the continued theme of succession, investment was made into staff resources in our specialist immigration caseworker roles. This is reflected in the large increase in cases and enquiries during the year.

We have been fortunate to continue to receive essential 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 our organisation to look at other funding opportunities to provide legal advice in new areas or on a larger scale. These Local Authorities, along with High Peak Borough Council and Derbyshire Dales District Council have played central parts in funding additional housing advice services.

As our Legal Aid income continued to be impacted, 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, even beyond the 30th June 2021 deadline for applications). Particular thanks to the Community Justice Fund.

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 "In Lexcel terms, Derbyshire Law Centre, continues to be an extremely well run, and extremely well managed organisation - made all the more noteworthy by the fact that it has again been achieved in a period of significant ongoing change." Obviously, we already thought that, but we are proud that others recognise that too.

To summarise our services for the year:

Specialist Services - Housing

Steve Taylor, housing caseworker and longest serving employee, left the organisation after nearly 32 years. This enabled our previous work experience, previous paralegal, and trainee solicitor, Matthew Brown to stay with us after he qualified as a solicitor. Joe Wilson, Homelessness Prevention Worker also left during the year. Other new faces were Kate and Madison, paralegals who joined us as part of the homelessness projects and Jo Brooks, Housing Solicitor, who works on our Bolsover Housing Advice Service and our North Eastern Derbyshire Housing Repairs Support Service.

Homelessness work remains at the centre of our housing work. Local authorities have 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 and High Peak Borough Council also contributed to fund this work.

The HRA project continues to have a paralegal 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.

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Additional "Welfare Funds" have been made available by some local authorities and is administered by the Law Centre to help secure tenancies or for essential items such as washing machines.

We have continued with our Homelessness Reduction Act funded project and seen a 140% increase in enquiries and 23% increase in cases in the last year. Advisers have also continued to secure funds for clients, achieving 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 continued to fund an increase in staffing levels for additional eviction work. We continue 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 and continue to fund an independent housing advice service through positive referrals from the local authority.

Our Legal Aid work took quite a hit during 2020/21, reducing the number of new cases by 43%, however, whilst still not at pre-Covid levels, the number of new cases went up by almost 100% on the previous year. Our contract with the Legal Aid Agency for the provision of Housing advice has been extended until 31.8.23, whilst the Court Desk service at Chesterfield County Court has been extended until 29.04.23. 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 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. This service has seen over a 450% increase during the year. In fact, levels have not reached this high since 2016/17. It is expected that 2022/23 will be even busier.

Specialist Services - Employment

Employment work has been busy both in terms of cases and in terms of staff changes. After over 16 years, one of our employment caseworkers, Andrew, retired. This, and new funding allowed us to recruit Tom, Patrick and Alex. Patrick and Alex are now trainee solicitors.

The Job Retention Scheme, which ended in September 2021, was a high area of demand for employment advice. It is currently unclear what a post Covid landscape will look like but already "Long Covid" is an issue for some of our clients. We were fortunate to retain our Community Justice Fund, the Access to Justice Foundation and Local Authority funding.

The Legal Support for Litigation in Person project is funded by the Access to Justice Foundation. It runs from October 2020 to September 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.

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

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We were fortunate to secure new funding from Derbyshire County Council for a new 2 year service - Employment Advice Rapid Referral Service (EARRS) - which enables us to support those who are either on long-term health related absence from work or at risk of long-term absence.

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.

Specialist Services - Discrimination

Our discrimination casework service in employment and goods and services slowed down during the year. However, whilst casework slowed, the enquiries continue to increase and was up 37%. This was funded in part by our Legal Aid Agency Discrimination Contract.

Developing discrimination work has always been a long-term goal of the Law Centre and to this end, our trainee solicitors undertake discrimination work for employment and goods and services as part of their training rotation.

Our continued Access to Justice Foundation LSLIP funding 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 secure until the end of January 2023. However, the journey around funding this service has not been smooth. The future of debt advice through MaPs was uncertain due to the proposed MaPs Debt Commissioning. Contracts were tendered for the new National Services, Business Debt and DRO Hub Lots, new services to start in April 2022. However, through a combination of a national campaign against the tenders and a decision that the "Lots" services "would not adequately meet the needs of people in vulnerable circumstances at that scale" and that it would not "provide value for money", the process was stopped. We now wait for news for the extension of services beyond January 2023.

As Covid continued, debt advice was on the increase. We were able to re-instate face to face appointments, alongside telephone advice and our enquiries were up 76%, with cases being up 17%.

Specialist Services - Immigration

Our immigration service is operated by our OISC (Office of Immigration Services Commissioner) level 1 solicitor and our Senior Solicitor who is also Level 3 Law Society Immigration and Asylum Accredited.

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 again, this year by a very significant 221% and enquiries by 101%.

Funding continued from the Home Office project with Nottingham Law Centre, to assist vulnerable EU citizens with complex applications to the Home Office EU Settlement Scheme. Once again, staffing resources were increased in this area of work.

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

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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, communications and strategic lead. Our administration team increased during the year to reflect the overall increase in projects and casework. The team now consists of 4.3 FTE staff, all with their own extensive skills set.

We have ensured that Equity, Diversity and Inclusion was a thread through all of our work and policies and a new working group was formed to ensure that this was the case.

Our volunteer team is at its lowest ever level. This has been partly due to Covid and partly because some volunteers moved on to other challenges during 2020/21. However small the number of volunteers are, we are extremely grateful for their time and effort over this difficult year and changing face of the assessment team due to hybrid working.

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.

Unfortunately, due to the limited time on the funding, staff were looking for positions elsewhere. When the social worker left, it gave the Law Centre no choice but to end the project early, resulting in the redundancy of the Advocate.

Project Work - Money Sorted in D2N2

Money Sorted continued to support individuals in 2021/2022 with budgeting and financial inclusion support. As we move through a difficult social climate, compromised by benefit changes, heightened living and energy costs, and the continued effect of Covid, it is easy to see how our bespoke holistic approach has been beneficial to clients, enabling not only a smooth transition to specialist housing and debt support where identified, but also taking into account personal priorities like dealing with increased mental health issues or moving toward training or employment. Surprisingly, the later part of 2022 has seen an increase in those wishing to move into employment with 25% of participants progressing into training, volunteering or employment opportunities.

Our Personal Navigator has now progressed into a Debt Advisor within the organisation as there was uncertainty about future project funding, therefore we can retain this valuable learning and continue to help the communities we support.

Project Work - Derbyshire Bilingual Crisis Buddy Service

DLC was a partner in this 5 year project, led by Direct Help and Advice. At the end of year 5, the project exceeded expectations. The Law Centre was responsible for training and supervising "buddies" who worked with individuals/families to address the immediate crisis as well as identifying and assisting with other problems to improve their lives. This project came to an end in May 2021.

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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. We regularly visited the DUWC Shirebrook office to provide specialist immigration advice.

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 2021/22, 93 cases were taken on, an increase of 79% on the previous year. This equates to approximately 280 hours of specialist legal advice, exceeding project targets.

Trainee Solicitors

We reported last year how Matthew Brown, who started at the Law Centre on a work placement, went on to become a paralegal and became a Trainee Solicitor. We are very pleased to say, he has now become a solicitor and is working as a caseworker in our housing unit. Congratulations to him.

Gary Steel changed from a paralegal to a trainee solicitor in January 2021. He has covered employment, debt, housing and is about to start on discrimination work in the near future, hopeful of qualifying as a solicitor by December 2022.

Derbyshire Law Centre believes in training and progression. We have continued to have excellent trainee solicitors and when the organisation was looking at succession planning, it decided to offer training contracts to two of our employment caseworkers, Alex Pearce and Patrick Macken. They began in January 2022 and hope to qualify in June 2023.

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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 £225,778. Of this requirement, £99,085 has already been set aside in the designated Staff Contingency Fund, the required level of free reserves is £127,708 if the organisation was to immediately cease. With a managed closure, this would be reduced to £65,221.

As at 31 March 2022, free reserves are £161,639, after designated funds of £152,706, which is above the target level. The Trustees have set a financial strategy to 2025 which outlines the financial risks and actions being taken to maintain free reserves at 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 grants from Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. All have been secured at least at the same rate as 2021/22 (NEDDC increased by 13.8%) until 31.3.23.

One risk we have identified is the delayed Community Grants Review that is being undertaken by Derbyshire County Council. We currently receive just over £90,000. We shall obviously work with DCC to promote the work that we do and hopefully retain as much funding as possible and will be meeting in September 2022 to discuss the next stages in our grant review.

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. In terms of project funds, we have currently been awarded continued and new funding as follows:

- East Midlands Money Advice - secured until 31.1.23 with a predicted 3 years extension. Increased value from 1.7.22 with 2.8 caseworkers funded at £53,915 each.
- Mortgage Rescue (Court Desk) - confirmed until 31.3.23 and no indication of ceasing after that date. £36k per annum.
- Amber Valley Independent Advice - Continuing at 5 days provision project and confirmed until 31.3.23. £53k per annum.
- Current trainee solicitor funds will end 31.12.22.
- Our Homelessness Reduction Act project, funded by 3 local authorities has just been confirmed until 31.8.23. £40k per annum.
- The Homelessness Prevention Project, funded by several local authorities has been confirmed until 31.5.23. Circa £99k per annum.
- The DUWC Big Lottery Project is a five-year project which started 1.4.20. Inflationary increases will be applicable. Circa £10k per annum.

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- Lloyds Bank Housing Advice project is funded until 31.12.23 - £25,000 per year.
- Derbyshire County Council Local Resilience Funding until 31.3.23 - £84,000 per year.
- AB Charitable Trust confirmed £20,000 per year for 3 years until 31.3.25.
- Derbyshire County Council Employment project is funded until 31.12.23 at £40,000 per year.
- Disrepair Project, funded by local authorities, is in place for 2 years at £25,000 per year.

Another risk identified has been over VAT. From time to time the organisation obtains VAT advice to ensure that it is reclaiming the maximum it can on VAT returns and to carry out its due diligence on this issue. As the Law Centre had new accountants, it was deemed an appropriate time to have our VAT situation reviewed. The review of our VAT position has found that advice conflicts continue between funders, consultants and practice. We are, and have always been partially exempt but agreeing what constitutes vatable services is difficult. The review has resulted in a drop in claimable VAT, calculations have been done by DLC to rectify previous VAT returns and a significant VAT creditor is included in this years accounts. HRMC has been informed and additional VAT training has been undertaken by appropriate staff. This is not considered a deliberate error, nor careless conduct and it is not expected that penalties will be given. We have already changed the way we carry out our calculations for VAT and hope to rectify and submit previous errors before the end of 2022.

At 31 March 2022, the charity has free reserves of £161,639 after designated funds of £152,706. The charity has produced budgets to 31 March 2025 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 2025. Given the cost of living crisis, we have considered the implications for the organisation within this 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
- 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

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- Ensuring that "legal advice" is part of key strategies
- Use of Social Media to raise awareness of the work we do
- Succession Planning
- Recruitment of a Charity Development and Impact Coordinator

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Plans for future periods

Whilst 2021/22 continued to be a challenge, it also gave us inspiration to look at future working plans.

In July 22, a new Hybrid Working Policy was approved and put in motion. This allows the organisation and its staff to take advantage of splitting the working week between working from the office and working from home. We have taken advantage of the savings that have occurred due to home working, zoom meetings and zoom training whilst being vigilant to ensure the health and wellbeing of our staff and volunteers. In addition, we also developed a Mental Health and Wellbeing policy. By addressing mental health issues, businesses can improve the general wellbeing of employees, volunteers and trustees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems. This is in line with our core value of "care".

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

We shall continue our involvement as Trustee Board Members on LCN, Citizens Advice Derbyshire Districts, Citizens Advice Chesterfield, DUWC, and Elm Foundation to show support and encourage joint working. Our aim is also to go back on the Board of Links CVS, following the departure of Teresa Waldron.

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.

We will work with local authorities to ensure that tenancies are sustained by continuing to develop our holistic approach to helping tenants, mortgagees and their families in crisis, developing this service across Derbyshire.

Given the "cost of living crisis", the Housing Unit is expecting an increase in possession cases. Derbyshire County Council has continued to fund additional staff hours to cope with this.

Through our early intervention work with potential homelessness clients, we do not expect to have legal aid cases revert to their numbers prior to the Covid pandemic. We are able to assist clients with our wrap around services, including the allocation of various welfare funds provided by Local Authorities. We shall attend court whenever necessary to fulfil the needs of our clients and the County Court Duty Scheme contract.

We 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 2023, and hopefully beyond. Our HRA project has been confirmed until September 2023.

We shall continue to build on the work of our two new housing projects - the Lloyds Bank Housing Advice project in Bolsover and the Local Authority funded Disrepair projects. The work will be done by our newly appointed Housing Solicitor.

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.

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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 until September 2022. We shall aim to continue this work by seeking new funding.

Derbyshire Public Health has funded a new project (Employment Advice Rapid Referral Service - EARRS) which aims to provide free employment advice within 48 hours (week days only) of the centre receiving your referral. After the retirement of Andrew Montgomery, we have recruited a new full time employment caseworker.

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 January 2023. We will increase debt caseworker time on the project, increasing from 2 to 3 debt caseworkers.

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.

Discrimination

We will continue to build on the work done in 2021 for discrimination in employment and for Goods and Services. We shall aim to maximise the use of our Legal Aid Agency Contract for discrimination.

We will continue to publicise this service with equality groups across East Midlands particularly across Derby, Derbyshire, Nottingham and Nottinghamshire utilising our contacts

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

Immigration

We shall continue to provide high quality free immigration advice across Derbyshire, core funded by LAs and project funded when available

Having secured more Home Office funding until September 2022, in conjunction with Nottingham Law Centre, we shall devote staff time to the EUSS project.

We shall continue to offer a charged for casework service, at not-for-profit rates, to those who can afford to pay.

AB Charitable Trust has recently awarded funds to help support vulnerable individuals and families

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whose immigration status is precarious and cannot afford to pay to regularise their status and we shall continue to seek new funding from September 2022.

We will aim to have staff resources, with appropriate skills and experience, to meet the Legal Aid Agency requirements in place in time for the next tender, which is hopefully in 2023.

We shall work with Justice Together to secure funding for immigration advice in Derbyshire

Our OISC level one solicitor will work towards level two during the year and level three sometime soon after that. This again is part of our succession planning. We will also look to fund a new immigration caseworker later in the year.

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 and Help is Here project.

Projects

Our D2N2 projects Money Sorted will end by July 2022. This is due to the short length of funding contract left following the promotion of the Money Sorted caseworker.

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 recruited students for our assessment and initial advice teams and for digital marketing.

Assessment Service

Our Assessment Service will continue from 10am to 2pm each weekday, signposting clients either externally (where DLC cannot help) or internally to one of our services. We shall endeavour to increase the number of volunteers on our assessment service.

Equity, Diversity and Inclusion

We shall continue to ensure that equity, diversity and inclusion remains at the core of all our work and ethos and our website shall reflect our EDI policies.

Awareness Raising

Over the last few years we have developed and improved our comprehensive marketing and communications strategy. We intend to increase 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 continue to ensure our website is accessible to deaf people who use BSL by inserting further signed videos.

We will look to recruit a digital worker to work with staff and Trustees to promote all our services.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

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

Digital

We aim to review our digital work with a view to changing systems and using Office 365. We will conduct a study on whether to join the LCN Digital Programme. We will also look at modernising other systems with a view to reducing paper usage.

We will continue to achieve Cyber Essentials certification.

Governance

During 2022, 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 shall ensure that all governance tasks are completed in order to ensure our HMRC obligations are fulfilled.

We shall ensure the board is representative of the community/clientele.

Other

We will recruit a Finance Apprentice to assist with financial admin, again in line with our succession planning.

After 27 years, Teresa Waldron, Co-ordinator left the organisation in August this year. We will look to increase coordination resources and recruit a Charity Development and Impact Coordinator.

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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2022

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.

Disclosure of information to 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.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 28 October 2022 and signed on behalf of the board of trustees by:

DocuSigned by:

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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 2022

Opinion

We have audited the financial statements of Derbyshire Law Centre Ltd (the 'charity') for the year ended 31 March 2022 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 2022 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 2022

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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic 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 2022

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.

Auditor's responsibilities for detecting irregularities, including fraud

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 inquiries to relevant members of the management team. We corroborated our inquiries through our review of board minutes (where applicable) and inquiry into legal fees incurred in the year.
- 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

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 2022

- 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.

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.

DocuSigned by:

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Andrew McDaid (Senior Statutory Auditor)

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

28 October 2022

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31 March 2022

		Unrestricted funds £	2022 Restricted funds £	Total funds £	2021 Total funds £
	Note				
Income and endowments					
Donations and grants	5	198,127	759,167	957,294	939,256
Charitable activities	6	100,628	92,900	193,528	184,234
Investment income	7	28	–	28	39
Other income	8	870	–	870	1,200
Total income		<u>299,653</u>	<u>852,067</u>	<u>1,151,720</u>	<u>1,124,729</u>
Expenditure					
Expenditure on charitable activities	9	156,387	872,190	1,028,577	1,025,986
Total expenditure		<u>156,387</u>	<u>872,190</u>	<u>1,028,577</u>	<u>1,025,986</u>
Net income		<u>143,266</u>	<u>(20,123)</u>	<u>123,143</u>	<u>98,743</u>
Transfers between funds		(32,105)	32,105	–	–
Net movement in funds		<u>111,161</u>	<u>11,982</u>	<u>123,143</u>	<u>98,743</u>
Reconciliation of funds					
Total funds brought forward as previously reported		251,500	22,314	273,814	155,684
Prior year adjustment	22	(48,316)	–	(48,316)	(28,929)
Total funds brought forward as restated		<u>203,184</u>	<u>22,314</u>	<u>225,498</u>	<u>126,755</u>
Total funds carried forward		<u>314,345</u>	<u>34,296</u>	<u>348,641</u>	<u>225,498</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 28 to 46 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Financial Position
31 March 2022

	Note	2022 £	2021 (restated) £
Fixed assets			
Tangible fixed assets	15	10,938	19,325
Current assets			
Debtors	16	195,933	152,211
Cash at bank and in hand		351,594	259,271
		547,527	411,482
Creditors: amounts falling due within one year	17	209,824	205,309
Net current assets		337,703	206,173
Total assets less current liabilities		348,641	225,498
Net assets		348,641	225,498
Funds of the charity			
Restricted funds		34,296	22,314
Unrestricted funds		314,345	203,184
Total charity funds	20	348,641	225,498

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

These financial statements were approved by the board of trustees and authorised for issue on 28 October 2022, and are signed on behalf of the board by:

DocuSigned by:

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Ms J Flood (Chair)
 Trustee

The notes on pages 28 to 46 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2022

	2022	2021 <i>(restated)</i>
	£	£
Cash flows from operating activities		
Net income	123,143	98,743
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	8,387	5,695
Other interest receivable and similar income	(28)	(39)
Interest payable and similar charges	284	377
<i>Changes in:</i>		
Trade and other debtors	(43,723)	22,633
Trade and other creditors	4,516	61,180
Cash generated from operations	92,579	188,589
Interest paid	(284)	(377)
Interest received	28	39
Net cash from operating activities	<u>92,323</u>	<u>188,251</u>
Cash flows from investing activities		
Purchase of tangible assets	—	(17,824)
Net cash used in investing activities	<u>—</u>	<u>(17,824)</u>
Net increase in cash and cash equivalents	92,323	170,427
Cash and cash equivalents at beginning of year	259,271	88,844
Cash and cash equivalents at end of year	<u>351,594</u>	<u>259,271</u>

The notes on pages 28 to 46 form part of these financial statements.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2022

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 2022

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 2022

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

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 2022

5. Donations and grants

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Donations and grants			
Donations	4,853	–	4,853
Chesterfield Borough Council	41,697	56,218	97,915
Derbyshire County Council	90,124	94,000	184,124
N E Derbyshire District Council	18,453	64,750	83,203
Bolsover District Council	18,000	42,333	60,333
Amber Valley Borough Council	–	72,293	72,293
Ministry of Housing, Communities and Local Government	–	–	–
Law Centres Network	–	18,000	18,000
Advice Nottingham	–	35,800	35,800
Framework (Care Act)	–	56,177	56,177
Help Through Crisis Fund	–	–	–
Legal Education Foundation	–	52,050	52,050
Derbyshire Dales District Council	–	13,750	13,750
Alex Ferry Foundation	–	–	–
Charities Aid Foundation	–	–	–
Nottingham Law Centre	–	103,551	103,551
DUWC	–	10,200	10,200
Access to Justice	–	107,325	107,325
AB Charitable Trust	–	–	–
The Law Society - Diversity and Access Scheme	–	9,730	9,730
Coronavirus Job Retention Scheme Grant	–	–	–
Lloyds Bank Foundation	25,000	–	25,000
High Peak Borough Council	–	13,750	13,750
Provision of Debt Advice	–	9,240	9,240
	<u>198,127</u>	<u>759,167</u>	<u>957,294</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

5. Donations and grants *(continued)*

	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
Donations and grants			
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 and Local Government	–	17,960	17,960
Law Centres Network	–	126,895	126,895
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
The Law Society - Diversity and Access Scheme	–	23,100	23,100
Coronavirus Job Retention Scheme Grant	2,366	–	2,366
Lloyds Bank Foundation	25,000	–	25,000
High Peak Borough Council	–	–	–
IMA Provision of Debt Advice	–	–	–
	<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 2022

6. Charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
LSC: Legal Help Contract (Block Contract)	35,967	—	35,967
LSC: Disbursement Repayment (Block Contract)	4,736	—	4,736
LSC - County Court Duty Scheme	7,513	—	7,513
LSC: Legal Representation Profit Costs	24,528	—	24,528
LSC: Disbursement Repayment (Legal Representation)	9,293	—	9,293
Casework fees recovered	4,588	—	4,588
Charged services income	14,003	—	14,003
EMMA Project	—	92,900	92,900
	<u>100,628</u>	<u>92,900</u>	<u>193,528</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
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 Representation)	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>

7. Investment income

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£	£
Bank interest receivable	<u>28</u>	<u>28</u>	<u>39</u>	<u>39</u>

8. Other income

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£	£
Miscellaneous income	200	200	1,200	1,200
Training income	<u>670</u>	<u>670</u>	<u>—</u>	<u>—</u>
	<u>870</u>	<u>870</u>	<u>1,200</u>	<u>1,200</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2022	Total fund 2021 <i>(restated)</i>
	£	£	£	£
Legal services	668,955	350,111	1,019,066	1,016,727
Governance costs	–	9,511	9,511	9,259
	<u>668,955</u>	<u>359,622</u>	<u>1,028,577</u>	<u>1,025,986</u>

10. Analysis of support costs

	Legal services	Total 2022	Total 2021 <i>(restated)</i>
	£	£	£
Staff costs	264,102	264,102	280,640
Premises	59,755	59,755	23,173
Communications and IT	8,350	8,350	55,427
General office	17,904	17,904	18,953
Governance costs	9,511	9,511	9,259
	<u>359,622</u>	<u>359,622</u>	<u>387,452</u>

11. Net income

Net income is stated after charging/(crediting):

	2022	2021 <i>(restated)</i>
	£	£
Depreciation of tangible fixed assets	<u>8,387</u>	<u>5,695</u>

12. Auditors remuneration

	2022	2021 <i>(restated)</i>
	£	£
Fees payable for the audit of the financial statements	<u>7,150</u>	<u>6,900</u>

13. Staff costs

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

	2022	2021 <i>(restated)</i>
	£	£
Wages and salaries	701,673	710,305
Social security costs	56,176	57,182
Employer contributions to pension plans	56,366	55,475
	<u>814,215</u>	<u>822,962</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

13. Staff costs *(continued)*

The total amount of employee benefits received by key management personnel, including employer's NI and pension is £450,920 (2021: £474,291). The charity considers its key management personnel comprise the staff on the Workers Group and the Trustees on the Management Committee.

The number of employees to whom retirement benefits were accruing under a defined contribution scheme during the year was 30 (2021: 32).

The average head count of employees during the year was 30 (2021: 30).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

14. Trustee remuneration and expenses

No trustee received any remuneration during either year.

15. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 April 2021 (as restated) and 31 March 2022	<u>12,171</u>	<u>42,435</u>	<u>54,606</u>
Depreciation			
At 1 April 2021	10,957	24,324	35,281
Charge for the year	<u>502</u>	<u>7,885</u>	<u>8,387</u>
At 31 March 2022	<u>11,459</u>	<u>32,209</u>	<u>43,668</u>
Carrying amount			
At 31 March 2022	<u>712</u>	<u>10,226</u>	<u>10,938</u>
At 31 March 2021	<u>1,214</u>	<u>18,111</u>	<u>19,325</u>

16. Debtors

	2022 £	2021 <i>(restated)</i> £
Trade debtors	175,250	131,459
Prepayments and accrued income	20,648	20,717
Other debtors	<u>35</u>	<u>35</u>
	<u>195,933</u>	<u>152,211</u>

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Notes to the Financial Statements** *(continued)***Year ended 31 March 2022****17. Creditors: amounts falling due within one year**

	2022	2021 <i>(restated)</i>
	£	£
Trade creditors	13,354	24,490
Accruals and deferred income	118,400	130,956
Social security and other taxes	66,084	49,863
Other creditors	11,986	—
	<u>209,824</u>	<u>205,309</u>

18. Deferred income

	2022	2021 <i>(restated)</i>
	£	£
At 1 April 2021	75,250	57,325
Amount released to income	(75,250)	(57,325)
Amount deferred in year	<u>55,667</u>	<u>75,250</u>
At 31 March 2022	<u>55,667</u>	<u>75,250</u>

Deferred income relates to project funding received in advance for projects in 2022/23.

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 £56,366 (2021: £55,475).

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021 <i>(restated)</i>	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	78,109	274,653	(150,008)	(41,115)	161,639
Staff contingency	90,075	–	–	9,010	99,085
Equipment renewals	10,000	–	–	–	10,000
Staff car parking	–	–	–	–	–
Lloyds Bank Foundation					
Project Costs	25,000	25,000	(6,379)	–	43,621
	<u>203,184</u>	<u>299,653</u>	<u>(156,387)</u>	<u>(32,105)</u>	<u>314,345</u>

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021 <i>(restated)</i>
	£	£	£	£	£
General funds	28,500	323,806	(222,478)	(51,719)	78,109
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>119,672</u>	<u>323,806</u>	<u>(222,478)</u>	<u>(17,816)</u>	<u>203,184</u>

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 2022/23 financial year.

Bolsover: Housing Advice

Funded by Lloyds Bank Foundation for 2 years, it will work with residents in Bolsover District who are at risk from homelessness or have housing related issues.

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2021 <i>(restated)</i>	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Trainee Solicitor Project (DAS)	–	9,730	(11,204)	1,474	–
Charities Aid Foundation	–	–	–	–	–
Access to Justice - LSLIP Employment Project	–	50,538	(51,334)	796	–
Homelessness Prevention Project	5,588	99,083	(99,728)	–	4,943
Local Resilience Fund	8,538	84,000	(87,417)	–	5,121
EMMA Project	–	92,900	(100,702)	7,802	–
COVID-19 Specialist Advice Services Scheme	–	–	–	–	–
Mortgage Rescue (Court Desk)	–	36,000	(36,960)	960	–
Amber Valley Independent Advice	–	53,543	(53,100)	–	443
Building Better Opportunities - Opportunity and Change Programme	573	91,977	(96,453)	3,903	–
Derbyshire Bilingual Crisis Buddy Service	1,710	–	(2,267)	557	–
Homelessness Reduction Act	–	40,000	(47,918)	7,918	–
Private Rented Sector Access Fund	–	–	–	–	–
Just in Time (CBC)	–	5,969	(5,969)	–	–
EUSS Project	–	–	–	–	–
Just in Time (LEF)	–	17,511	(17,511)	–	–
DUWC – Help is Here	–	10,200	(10,411)	211	–
Access to Justice Recovery Grant	–	–	–	–	–
Justice First Fellowship Scheme - Trainee Solicitor	4,650	34,539	(35,710)	–	3,479
Emergency Welfare Fund - NEDDC	843	5,000	(5,679)	–	164

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

EUSS (Nottingham Law Centre)	–	103,551	(103,960)	409	–
Derbyshire & Nottinghamshire Housing Law Group	412	–	–	–	412
Housing Repair Support Service	–	13,500	(11,186)	–	2,314
NED Emergency Welfare Grants	–	5,000	(1,603)	–	3,397
AVBC Emergency Welfare Grants	–	5,000	(1,890)	–	3,110
Access to Justice – Community Justice Fund	–	56,786	(60,359)	3,573	–
Community Grant Fund CBC	–	–	–	4,000	4,000
LCN - Employment Project	–	18,000	(18,377)	377	–
Court Travel Expenditure Fund	–	–	(85)	125	40
IMA Provision of Debt Advice	–	9,240	(9,240)	–	–
EARRS Project	–	10,000	(3,127)	–	6,873
	<u>22,314</u>	<u>852,067</u>	<u>(872,190)</u>	<u>32,105</u>	<u>34,296</u>

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021 <i>(restated)</i>
	£	£	£	£	£
Trainee Solicitor Project (DAS)	–	23,100	(23,100)	–	–
Charities Aid Foundation	–	5,000	(591)	(4,409)	–
Access to Justice - 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	–
DUWC – Help is Here	–	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 (Nottingham Law Centre)	–	39,522	(39,522)	–	–
Derbyshire & Nottinghamshire Housing Law Group	412	–	–	–	412
Housing Repair Support Service	–	–	–	–	–
NED Emergency Welfare Grants	–	–	–	–	–
AVBC Emergency Welfare Grants	–	–	–	–	–
Access to Justice – Community Justice Fund	–	–	–	–	–

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Community Grant Fund CBC	–	–	–	–	–
LCN – Employment Project	–	–	–	–	–
Court Travel Expenditure Fund	–	–	–	–	–
IMA Provision of Debt Advice	–	–	–	–	–
EARRS Project	–	–	–	–	–
	<u>7,083</u>	<u>800,923</u>	<u>(803,508)</u>	<u>17,816</u>	<u>22,314</u>

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

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 (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)

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 specialist debt caseworkers who deliver 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.

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.

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.

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 Nottingham Law Centre, the project provides immigration advice and referral pathways for vulnerable EU citizens (Currently ends September 2022).

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Legal Support for Litigation in Person Project (LSLIP)

Funding from Access to Justice to enable a service to assist clients in taking their own claims to Employment Tribunal.

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.

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.

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.

Emergency Welfare Payments Fund

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

Employment Advice Rapid Referral Service

Funded for 2 years by Derbyshire Public Health, the project aims to respond to rapid referrals from medical professionals and support workers to access employment advice.

Housing Repair Support Service

Funded by Chesterfield Borough Council, Bolsover District Council and North East Derbyshire District Council, this service is to support and expedite the repair of rental properties within the 3 districts.

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 the individuals/families to address the crisis, as well as identify and assist in any areas of law that we specialise in. This ended April 2021.

Community Justice Fund awarded by the Access to Justice Foundation

Made up of two elements, the MOJ Grant and the Independent Funders Grant, this fund helped to fund core work.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Analysis of charitable funds *(continued)*

Provision for Debt Advice

Funds from Institute of Money Advisers to extend our Debt advice and extending the Discretionary Relief Order work.

Trainee Solicitor (Diversity Access Scheme)

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

Community Grant Fund

Funded by Chesterfield Borough Council, this fund is available to clients as a last resort for cost-effective solutions to meet their housing needs when there is reason to believe a household is homeless or at risk of homelessness.

Law Centres Network Employment Project

Funded through the LCN Justice Fund, the funds allowed for the expansion in employment specialist resources.

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 2022 £
Tangible fixed assets	10,938	–	10,938
Current assets	454,774	92,753	547,527
Creditors less than 1 year	(151,367)	(58,457)	(209,824)
Net assets	<u>314,345</u>	<u>34,296</u>	<u>348,641</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 <i>(restated)</i> £
Tangible fixed assets	19,325	–	19,325
Current assets	278,517	132,965	411,482
Creditors less than 1 year	(94,658)	(110,651)	(205,309)
Net assets	<u>203,184</u>	<u>22,314</u>	<u>225,498</u>

22. Prior year adjustments

The financial statements have been restated to reflect the impact of the following misstatement in the prior period:

DLC is and always has been partially exempt for VAT but agreeing what constitutes vatable services is difficult. A review has been conducted post year end which has highlighted that VAT has been overclaimed in prior periods, resulting in an increased HMRC liability at the balance sheet date.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

22. Prior year adjustments *(continued)*

The amendment has resulted in the unrestricted funds reserve carried forward as at 31 March 2022 being reduced by £48,316. The effect of the prior period adjustment has been to increase the value of creditors at 31 March 2021 by £48,316 and to reduce the unrestricted funds reserve at that date by the same amount.

23. Analysis of changes in net debt

	At 1 Apr 2021	Cash flows	At 31 Mar 2022
	£	£	£
Cash at bank and in hand	259,271	92,323	351,594

24. Operating lease commitments

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

	2022	2021 <i>(restated)</i>
	£	£
Not later than 1 year	16,885	14,843
Later than 1 year and not later than 5 years	25,190	30,116
	<u>42,075</u>	<u>44,959</u>

25. 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 £56,366 (2021: £55,475). At the year end, £nil (2021: £nil) 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 2022 £Nil was reimbursed (2021: £Nil).

Derbyshire Law Centre Ltd
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

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 2022**

	2022	2021
	£	£
Income and endowments		
Donations and grants		
Donations	4,853	1,702
Chesterfield Borough Council	97,915	103,601
Derbyshire County Council	184,124	141,104
N E Derbyshire District Council	83,203	87,370
Bolsover District Council	60,333	54,500
Amber Valley Borough Council	72,293	44,236
Ministry of Housing, Communities and Local Government	–	17,960
Law Centres Network	18,000	126,895
Advice Nottingham	35,800	63,469
Framework (Care Act)	56,177	54,318
Help Through Crisis Fund	–	21,768
Legal Education Foundation	52,050	56,331
Derbyshire Dales District Council	13,750	7,500
Alex Ferry Foundation	–	5,000
Charities Aid Foundation	–	5,000
Nottingham Law Centre	103,551	39,522
DUWC	10,200	10,000
Access to Justice	107,325	28,514
AB Charitable Trust	–	20,000
The Law Society - Diversity and Access Scheme	9,730	23,100
Coronavirus Job Retention Scheme Grant	–	2,366
Lloyds Bank Foundation	25,000	25,000
High Peak Borough Council	13,750	–
IMA Provision of Debt Advice	9,240	–
	<u>957,294</u>	<u>939,256</u>
Charitable activities		
LSC: Legal Help Contract (Block Contract)	35,967	25,279
LSC: Disbursement Repayment (Block Contract)	4,736	(340)
LSC - County Court Duty Scheme	7,513	1,879
LSC: Legal Representation Profit Costs	24,528	28,526
LSC: Disbursement Repayment (Legal Representation)	9,293	6,495

Carried forward

(82,037)(61,839)

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Detailed Statement of Financial Activities** *(continued)***Year ended 31 March 2022**

	2022 £	2021 £
Brought forward	(82,037)	(61,839)
Casework fees recovered	4,588	13,617
Charged services income	14,003	11,989
EMMA Project	<u>92,900</u>	<u>96,789</u>
	<u>193,528</u>	<u>184,234</u>
Investment income		
Bank interest receivable	<u>28</u>	<u>39</u>
Other income		
Miscellaneous income	200	1,200
Training income	<u>670</u>	<u>—</u>
	<u>870</u>	<u>1,200</u>
Total income	<u><u>1,151,720</u></u>	<u><u>1,124,729</u></u>

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Detailed Statement of Financial Activities** *(continued)***Year ended 31 March 2022**

	2022	2021
	£	£
Expenditure		
Expenditure on charitable activities		
Wages and salaries	701,673	710,305
Employer's NIC	56,176	57,182
Pension costs	56,366	55,475
Legal and professional	23,561	25,100
Publicity and promotion	7,551	2,432
Repairs and maintenance	30,507	34,793
Insurance	3,777	3,486
Rent and storage	22,748	17,821
Utilities and cleaning	3,461	4,047
Training	12,230	4,792
Other motor/travel costs	5,920	6,538
Governance costs	9,259	8,882
Telephone	6,947	3,366
Other office costs	10,530	12,434
Depreciation	8,387	5,695
Other interest payable and similar charges	284	377
Recruitment costs	494	412
Practising certificates	4,378	4,370
Provision for doubtful debts	—	14,413
Books/subscriptions	4,367	4,580
Welfare fund expenditure	16,982	—
Interpretation costs	774	650
Affiliations	5,276	4,568
Disbursements	23,909	11,429
Participant expenses	1,516	13,452
Irrecoverable VAT	11,504	19,387
	<u>1,028,577</u>	<u>1,025,986</u>
Total expenditure	<u>1,028,577</u>	<u>1,025,986</u>
Net income	<u>123,143</u>	<u>98,743</u>

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Notes to the Detailed Statement of Financial Activities****Year ended 31 March 2022**

	2022	2021
	£	£
Expenditure on charitable activities		
Legal services		
<i>Activities undertaken directly</i>		
Wages/salaries	437,571	710,305
Employer's NIC	56,176	57,182
Pension costs	56,366	55,475
Legal and professional fees	23,561	25,100
Publicity and promotion	–	2,432
Office equipment and maintenance costs	–	34,793
Insurance	1,680	3,486
Rent and storage costs	1,781	17,821
Office repairs, utilities & cleaning	–	4,047
Training	12,230	4,792
Other motor/travel costs	5,920	6,538
Trustee expenses	32	–
Telephone	–	3,366
Office administration costs	–	12,434
Depreciation	8,387	5,695
Recruitment costs	494	412
Practising certificates	4,378	4,370
Provision for doubtful debts	–	14,413
Books/Subscriptions	418	4,580
Welfare fund expenditure	16,982	–
Interpretation costs	774	650
Affiliations	5,276	4,568
Disbursements	23,909	11,429
Participant expenses	1,516	13,452
Irrecoverable VAT	11,504	19,387
	<u>668,955</u>	<u>1,016,727</u>
<i>Support costs</i>		
Wages/salaries	264,102	–
Publicity and promotion	7,551	–
Repairs & maintenance	30,507	–
Insurance	2,097	–
Rent and storage	20,967	–

Carried forward

325,224

Derbyshire Law Centre Ltd**Company Limited by Guarantee****Notes to the Detailed Statement of Financial Activities** *(continued)***Year ended 31 March 2022**

	2022 £	2021 £
Brought forward	325,224	
Heat and light	3,461	—
Telephone	6,947	—
Other office costs	10,530	—
Storage fees	3,949	—
	<u>350,111</u>	<u>—</u>
Governance costs		
Governance costs - audit fees	9,011	6,900
Governance costs - legal and other professional fees	—	1,785
Governance costs - management committee expenses	216	197
Governance costs - bank/debit charges	284	377
	<u>9,511</u>	<u>9,259</u>
Expenditure on charitable activities	<u>1,028,577</u>	<u>1,025,986</u>