

COMPANY REGISTRATION NUMBER: 02453081
CHARITY REGISTRATION NUMBER: 702419

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

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

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

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

Year ended 31 March 2021

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

Reference and administrative details

Registered charity name Derbyshire Law Centre Ltd

Charity registration number 702419

Company registration number 02453081

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

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

Company secretary Miss S White

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

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Year ended 31 March 2021

Bankers

Lloyds Bank plc
30 Rose Hill
Chesterfield
Derbyshire
S40 1LR

Workers group

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

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Year ended 31 March 2021

Structure, governance and management

Constitution

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

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

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

Methods of appointment or election of Trustees

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

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

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

Organisational structure and decision-making policies

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

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

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

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Year ended 31 March 2021

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

Policies adopted for the induction and training of Trustees

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

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

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

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

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

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

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

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

Pay policy for key management personnel

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

Related party relationships

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

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

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

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

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

Risk management

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

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

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Year ended 31 March 2021

Objectives and activities

Our mission

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

Our core values

These are the values and principles that guide us:

Respect

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

Create

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

Collaborate

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

Care

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

Our Strategic Aims

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

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

Strategic report

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

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Year ended 31 March 2021

Achievements and performance

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

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

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

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

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

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

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

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

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

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

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

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

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Year ended 31 March 2021

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

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

To summarise our services for the year:

Specialist Services - Housing

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

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

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

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

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

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

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

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

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

Specialist Services - Employment

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

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

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

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

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

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

Specialist Services - Discrimination

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

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

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

Specialist Services - Debt

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

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

Specialist Services - Immigration

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

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

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

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

Support Services

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

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

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

Project Work

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

Project Work - Opportunity and Change (OaC)

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

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

Project Work - Money Sorted in D2N2

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

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

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

Project Work - Derbyshire Bilingual Crisis Buddy Service

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

Project Work - Access to Justice Recovery Grant

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

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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.

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

Trainee Solicitors

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

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

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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 £279,845. Of this requirement, £90,075 has already been set aside in the designated Staff Contingency Fund, the required level of free reserves is £189,770 if the organisation was to immediately cease. With a managed closure, this would be reduced to £68,347.

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

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

Going concern

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

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

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

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

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

Principal risks and uncertainties

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

The processes and strategies for managing these risks are:

- Promoting the positive impact of the Law Centre services

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Year ended 31 March 2021

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

Plans for future periods

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

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

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

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

Housing and Homelessness

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

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

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

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

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

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

Year ended 31 March 2021

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

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

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

We shall continue to meet the Lexcel Quality Standard.

Employment

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

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

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

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

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

Debt

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

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

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

Discrimination

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

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

Immigration

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2021

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

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

Projects

- Our D2N2 projects, Opportunity and Change and Money Sorted, will continue at current levels, ensuring that we look at how best to interact with clients.

- Derbyshire Bilingual Crisis Buddy Service concluded at the end of April 2021. It achieved all the outputs it set out to deliver.

Volunteers

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

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

Awareness Raising

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

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

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

Governance

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2021

Trustees' responsibilities statement

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

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

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

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

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

Auditor

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

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

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



Ms J Flood (Chair)
Trustee

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2021

Opinion

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

Year ended 31 March 2021

Other information

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

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

(continued)

Year ended 31 March 2021

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

(continued)

Year ended 31 March 2021

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

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

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

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

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

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

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

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

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

• Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.

• Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

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

(continued)

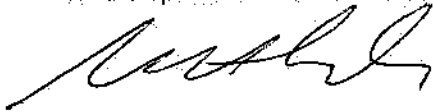
Year ended 31 March 2021

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

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

Use of our report

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



Andrew McDaid BFP ACA FCCA (Senior Statutory Auditor)

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

08/10/21

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

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

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

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

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

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

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



Ms J Flood (Chair)
Trustee

[Faint signature]

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

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

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

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

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

1. General information

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

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

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

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

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

Going concern

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

Judgements and key sources of estimation uncertainty

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Fund accounting

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

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

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

Incoming resources

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Resources expended

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

- Expenditure on raising funds includes the costs of all fundraising activities, events, and non-charitable trading activities.

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include statutory audit fees and costs linked to the strategic management of the charity.

- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

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

Operating leases

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

Tangible assets

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

All assets costing more than £500 are capitalised.

Depreciation

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Impairment of fixed assets

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

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

Financial instruments

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

Defined contribution plans

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

4. Limited by guarantee

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies *(continued)*

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

6. Charitable activities

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

6. Charitable activities *(continued)*

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

7. Investment income

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

8. Other income

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

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

9. Expenditure on charitable activities by activity type

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

10. Analysis of support costs

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

11. Net income/(expenditure)

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

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

12. Auditors remuneration

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

13. Staff costs

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

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

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

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

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

14. Trustee remuneration and expenses

No trustee received any remuneration during either year.

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

15. Tangible fixed assets

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

16. Debtors

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

17. Creditors: amounts falling due within one year

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

18. Deferred income

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

18. Deferred income *(continued)*

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

19. Pensions and other post retirement benefits

Defined contribution plans

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

20. Analysis of charitable funds

Unrestricted funds

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Designated funds

Staff Contingency Fund

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

Office and Equipment Renewals

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

Staff Car Parking Fund

This is set aside to fund parking at work costs.

Lloyds Bank Foundation Project Costs

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

Derbyshire Law Centre Ltd
Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

Restricted funds

	At 1 April 2020	£	Income £	Expenditure £	Transfers £	At 31 March 2021
Trainee Solicitor Project (DAS)			23,100	(23,100)	-	-
Charities Aid Foundation – Covid 19 Response			5,000	(591)	(4,409)	-
L5LIP Employment Project			22,514	(21,878)	(636)	-
Homelessness Prevention Project			88,321	(82,733)	-	5,588
Local Resilience Fund			51,000	(47,058)	4,596	8,538
EMMA Project			96,789	(98,184)	1,395	-
COVID-19 Specialist Advice Services Scheme			111,800	(109,105)	(2,695)	-
Mortgage Rescue (Court Desk)	5		36,000	(35,896)	(109)	-
Amber Valley Independent Advice			34,736	(40,282)	5,546	-
Building Better Opportunities - Opportunity and Change Programme			117,787	(116,894)	(320)	573
Derbyshire Bilingual Crisis Buddy Service			21,768	(24,663)	4,605	1,710
Homelessness Reduction Act			40,000	(46,477)	6,477	-
Private Rented Sector Access Fund		4,051	17,960	(20,718)	(1,293)	-
Just in Time (CBC)			5,000	(5,052)	52	-
EUSS Project			15,095	(19,340)	4,245	-
Just in Time (LEF)		2,615	42,050	(45,560)	895	-
Help is Here Project			10,000	(10,135)	135	-
Access to Justice Recovery Grant			3,200	(3,200)	-	-
Justice First Fellowship Scheme - Trainee Solicitor			14,281	(8,963)	(668)	4,650
Emergency Welfare Fund - NEDDC			5,000	(4,157)	-	843
EUSS Project (Nottingham Law Centre)			39,522	(39,522)	-	-
Living Rights Project			-	-	-	-
Derbyshire & Nottinghamshire Housing Law Group		412	-	-	-	412
Derbyshire Communities Project			-	-	-	-
Rogue Landlord Project			-	-	-	-
Hostile Environment Project			-	-	-	-
	7,083		800,923	(803,508)	17,816	22,314

Derbyshire Law Centre Ltd
Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

20. Analysis of charitable funds (continued)

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Trainee Solicitor Project (DAS)	-	13,244	(13,344)	100	-
Charities Aid Foundation – Covid 19 Response	-	-	-	-	-
LSLIP Employment Project	-	-	-	-	-
Homelessness Prevention Project	-	-	-	-	-
Local Resilience Fund	-	-	-	-	-
EMMA Project	-	50,796	(52,732)	1,936	-
COVID-19 Specialist Advice Services Scheme	-	-	-	-	-
Mortgage Rescue (Court Desk)	-	36,000	(35,995)	-	5
Amber Valley Independent Advice	-	22,000	(24,248)	2,248	-
Building Better Opportunities – Opportunity and Change Programme	4,583	134,782	(141,846)	2,481	-
Derbyshire Bilingual Crisis Buddy Service	-	24,933	(25,056)	123	-
Homelessness Reduction Act	-	40,000	(40,000)	-	-
Private Rented Sector Access Fund	-	138,231	(137,794)	3,614	4,051
Just in Time (CBC)	-	10,000	(10,000)	-	-
EUSS Project	-	38,628	(40,704)	2,076	-
Just in Time (LEF)	-	16,950	(14,335)	-	2,615
Help is Here Project	-	-	-	-	-
Access to Justice Recovery Grant	-	-	-	-	-
Justice First Fellowship Scheme - Trainee Solicitor	-	24,315	(24,768)	453	-
Emergency Welfare Fund - NEDDC	-	-	-	-	-
EUSS Project (Nottingham Law Centre)	-	-	-	-	-
Living Rights Project	-	-	-	-	-
Derbyshire & Nottinghamshire Housing Law Group	460	10	(8)	8	-
Derbyshire Communities Project	-	3,730	(58)	-	412
Rogue Landlord Project	-	3,000	(3,167)	167	-
Hostile Environment Project	-	15,000	(15,000)	-	-
	5,043	571,619	(582,785)	13,206	7,083

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

20. Analysis of charitable funds (continued)

Restricted funds

Derbyshire & Nottinghamshire Housing Law Group

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

Trainee Solicitor Project(DAS)

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

Trainee Solicitor (Justice First Fellowship)

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

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

Homelessness Reduction Act

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

East Midlands Money Advice (EMMA) Project

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

Amber Valley Independent Advice

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

Derbyshire Bilingual Crisis Buddy Service

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Private Rented Sector Access Fund

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

Homelessness Prevention Project

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

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

Just In Time Project

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

European Union Settlement Scheme Project (EUSS)

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

European Union Settlement Scheme Project (EUSS)

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

Legal Support for Litigation in Person Project (LSLIP)

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

Charities Aid Foundation - COVID-19 Response

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

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

Covid-19 Specialist Advice Services Scheme

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of charitable funds *(continued)*

Help is Here Project

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

Emergency Welfare Payments Fund

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

Transfers

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

21. Analysis of net assets between funds

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

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

22. Analysis of changes in net debt

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

23. Operating lease commitments

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

24. Pension commitments

The company operates a defined contribution scheme for its employees.

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

26. Related parties

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

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

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

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

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2021

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

Derbyshire Law Centre Ltd

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2021

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