

**COMPANY REGISTRATION NUMBER: 02453081**  
**CHARITY REGISTRATION NUMBER: 702419**

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

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

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

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# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

#### Reference and administrative details

**Registered charity name** Derbyshire Law Centre Ltd

**Charity registration number** 702419

**Company registration number** 02453081

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

#### The trustees

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2022

#### Reference and administrative details (continued)

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2022

#### Structure, governance and management

##### *Constitution*

The organisation is a charitable company limited by guarantee, incorporated on 15 December 1989 and registered as a charity on 10 January 1990. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The Law Centre reviewed and revised its Articles of Association to reflect current legislation and to more fully reflect the direction of the Law Centre. This was approved at the Annual General Meeting on 18 November 2015. The Management Committee also updated their Personnel and Finance Sub Committees terms of reference but these are to be reviewed in 2022.

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

##### *Methods of appointment or election of Trustees*

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

Currently there are 17 members and 1 co-opted member (from December 2021), with 12 elected at the Annual General Meeting and a further 6 members nominated as representatives by core funders. During the year there was 1 resignation prior to the AGM, 1 resignation at the AGM and 1 resignation since the AGM in November 2021. We currently have 3 unfilled places on the Committee. There is a full list of Trustees on page 2 of the Trustee's report.

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

##### *Organisational structure and decision-making policies*

The Management Committee meets every two months and is responsible for the strategic direction and policy of the charity. The Management Committee includes a Chair, Vice Chair, Secretary (also the Company Secretary) and Treasurer. In June 2021, the Chair, Michael Gordon, resigned as Chair of the Committee due to health issues. At a meeting in late June 2021 Jenny Flood was approved as Chair and Rob Busby replaced Jenny Flood as Vice Chair. In May 2022, Alan Craw resigned as Treasurer and Sarah White moved from being Secretary to Treasurer. On 21 September 2022 Michael Gordon was appointed as Secretary, to fill the vacant position.

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

Workers Group (Management Collective) is currently made up of solicitors (6), legal executives (1), caseworkers (4), trainee solicitors (3), social worker (1) (until 17.2.22) and co-ordinators (4) and has responsibility for the smooth running of the services, the day to day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continues to develop skills and working practices in line with best practice. The role and make up of Workers Group was last reviewed in 2020. Six admin workers, a session supervisor and 4 paralegals provide administrative support to all Workers Group staff as well as providing service delivery and support on a number of projects.

##### *Policies adopted for the induction and training of Trustees*

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

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

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

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

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

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

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

##### *Pay policy for key management personnel*

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

##### *Related party relationships*

The Law Centre is a member of the Law Centres Network (LCN). The LCN is a business name of the Law Centres Federation, a company limited by guarantee registered in England and Wales no.

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

2433492. Established in 1978, the LCN acts as a co-ordinating body and the voice for Law Centres. It has a catchment area covering England, Wales and Northern Ireland.

The LCN staff team provide an initial point of contact for those seeking information about the work of Law Centres, both within the movement, outside agencies and to the general public. The LCN also works with nationwide funders, working to help law centres obtain new funding for specific projects. In 2021, the LCN continued to work hard to support law centres with the Covid situation.

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

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

##### *Risk management*

The "Quality Manual" sets out all the policies and procedures in relation to Risk Management. This is kept constantly under review. The Management Committee has taken steps to mitigate risks identified in its Risk Assessment document which is reviewed at least on an annual basis. During 2020, a specific Covid-19 Risk Assessment was created and reviewed on a regular basis to reflect the Government instructions, the latest risk assessment has been in place since April 2022 and the organisation still takes Covid seriously when considering health and wellbeing.

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2022

#### Objectives and activities

##### *Our mission*

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

##### *Our core values*

These are the values and principles that guide us:

##### Respect

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

##### Create

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

##### Collaborate

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

##### Care

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

##### *Our Strategic Aims*

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

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



# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2022

##### Achievements and performance

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

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

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

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

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

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

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

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

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

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

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

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

We have been fortunate to continue to receive essential core financial support from our Local Authority partners: Chesterfield Borough Council, Bolsover District Council, North East Derbyshire District Council and Derbyshire County Council. This funding continues to provide a base service, allowing our organisation to look at other funding opportunities to provide legal advice in new areas or on a larger scale. These Local Authorities, along with High Peak Borough Council and Derbyshire Dales District Council have played central parts in funding additional housing advice services.

As our Legal Aid income continued to be impacted, other funding opportunities have been welcomed and have allowed for other areas of work to meet new demand, such as employment (advising on issues relating to Covid-19) and immigration (assisting clients with EUSS applications, even beyond the 30th June 2021 deadline for applications). Particular thanks to the Community Justice Fund.

We are pleased that, despite all the challenges and changes to working practices, we were still able to retain our Lexcel Quality Mark. The Assessor's report said "In Lexcel terms, Derbyshire Law Centre, continues to be an extremely well run, and extremely well managed organisation - made all the more noteworthy by the fact that it has again been achieved in a period of significant ongoing change." Obviously, we already thought that, but we are proud that others recognise that too.

To summarise our services for the year:

#### *Specialist Services - Housing*

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

Homelessness work remains at the centre of our housing work. Local authorities have continued to fund our work, allowing us to continue with our Homelessness Reduction Act (HRA) project, Mortgage Rescue (Court Work) project and Homelessness Prevention Project (HPP). Derbyshire Dales District Council and High Peak Borough Council also contributed to fund this work.

The HRA project continues to have a paralegal who works to support those at risk of eviction and those who need support securing new or alternative accommodation. It works to provide holistic support to enable its clients to gain further independence in their accommodation and seek to reduce the numbers of households becoming homeless. The HRA project works in tandem with the HPP as the two projects have similar objectives. Presently, the HRA project accepts internal referrals from caseworkers where holistic support can supplement the legal elements of a possession action. Examples of help provided include: advice accessing accommodation or waiting lists; securing grants to pay for essential appliances/furniture; applying for Discretionary Housing Payments and securing grants for clients to secure permanent accommodation, The HRA project also benefits clients who, whilst still on a low income, are unable to access Legal Aid services but still require professional advice regarding their housing.

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

#### **Year ended 31 March 2022**

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

We have continued with our Homelessness Reduction Act funded project and seen a 140% increase in enquiries and 23% increase in cases in the last year. Advisers have also continued to secure funds for clients, achieving a total of £88,775 in financial gains for these clients from charitable grants and DHPs for the prevention of homelessness or to secure permanent accommodation. This is in addition to advice and support provided.

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

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

Amber Valley Borough Council has also recognised the value of our work in Ripley and surrounding areas and continue to fund an independent housing advice service through positive referrals from the local authority.

Our Legal Aid work took quite a hit during 2020/21, reducing the number of new cases by 43%, however, whilst still not at pre-Covid levels, the number of new cases went up by almost 100% on the previous year. Our contract with the Legal Aid Agency for the provision of Housing advice has been extended until 31.8.23, whilst the Court Desk service at Chesterfield County Court has been extended until 29.04.23. This service ensures that a legal adviser will be present at court on days when possession claims are listed. The adviser will meet with clients on the day, take instructions, consider paperwork and represent defendants in court. All clients assisted will also receive a follow up advice letter and be referred for ongoing advice as necessary. The service ensures that the most vulnerable defendants, who may not have sought advice before the day of their hearing, are represented appropriately. This service has seen over a 450% increase during the year. In fact, levels have not reached this high since 2016/17. It is expected that 2022/23 will be even busier.

#### *Specialist Services - Employment*

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

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

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

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

#### **Year ended 31 March 2022**

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

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

#### *Specialist Services - Discrimination*

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

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

Our continued Access to Justice Foundation LSLIP funding means that we can offer a discrimination casework service across the whole of Derbyshire.

#### *Specialist Services - Debt*

Our specialist debt services have been funded through MaPs (Money and Pension Service). MaPs contract out funding for debt advice to various regional organisations, one of which is Community Advice and Law Service, who lead on the EMMA (East Midlands Money Advice), and they, in turn, contract out to providers such as DLC. This funding is currently secure until the end of January 2023. However, the journey around funding this service has not been smooth. The future of debt advice through MaPs was uncertain due to the proposed MaPs Debt Commissioning. Contracts were tendered for the new National Services, Business Debt and DRO Hub Lots, new services to start in April 2022. However, through a combination of a national campaign against the tenders and a decision that the "Lots" services "would not adequately meet the needs of people in vulnerable circumstances at that scale" and that it would not "provide value for money", the process was stopped. We now wait for news for the extension of services beyond January 2023.

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

#### *Specialist Services - Immigration*

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

We are the only advice agency in Derbyshire to provide immigration legal advice. Our telephone and email advice service for residents in Derbyshire continued during the year and, obviously, the EU Settlement Scheme dominated our immigration work. Our casework increased again, this year by a very significant 221% and enquiries by 101%.

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

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

## Derbyshire Law Centre Ltd

### Company Limited by Guarantee

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

Year ended 31 March 2022

##### *Support Services*

Behind our solicitors, caseworkers and project staff, we have a dedicated Administration team and Co-ordination Unit. These staff provide our front of house services, casework support, premises management, financial administration and management as well as putting together funding bids, IT development, communications and strategic lead. Our administration team increased during the year to reflect the overall increase in projects and casework. The team now consists of 4.3 FTE staff, all with their own extensive skills set.

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

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

##### Project Work

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

##### *Project Work - Opportunity and Change (OaC)*

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

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

##### *Project Work - Money Sorted in D2N2*

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

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

##### *Project Work - Derbyshire Bilingual Crisis Buddy Service*

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

#### **Year ended 31 March 2022**

##### *Project Work - Help is Here*

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

All enquiries are assessed by a specialist team to identify the needs of the clients and how the law centre can advise. This has proven very successful. In 2021/22, 93 cases were taken on, an increase of 79% on the previous year. This equates to approximately 280 hours of specialist legal advice, exceeding project targets.

##### *Trainee Solicitors*

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

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

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

## Derbyshire Law Centre Ltd

### Company Limited by Guarantee

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

#### Year ended 31 March 2022

##### Financial review

###### *Reserves policy*

The Trustees have set a policy to maintain reserves at the minimum requirements if the Law Centre was to cease operations. These reserves cover redundancy costs, salaries at levels to satisfy notice periods and lease notices on rent and equipment. At current levels, this equates to £225,778. Of this requirement, £99,085 has already been set aside in the designated Staff Contingency Fund, the required level of free reserves is £127,708 if the organisation was to immediately cease. With a managed closure, this would be reduced to £65,221.

As at 31 March 2022, free reserves are £161,639, after designated funds of £152,706, which is above the target level. The Trustees have set a financial strategy to 2025 which outlines the financial risks and actions being taken to maintain free reserves at the required level.

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

###### *Going concern*

We continue to be successful in maintaining grants from Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. All have been secured at least at the same rate as 2021/22 (NEDDC increased by 13.8%) until 31.3.23.

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

We have a comprehensive funding strategy which identifies new possible funders and a timetable for identifying when recurring funding should be applied for. Funding applications have already been submitted for funding in 2022/23. In terms of project funds, we have currently been awarded continued and new funding as follows:

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

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

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

At 31 March 2022, the charity has free reserves of £161,639 after designated funds of £152,706. The charity has produced budgets to 31 March 2025 and financial reports identify the measures necessary to maintain an acceptable level of free reserves.

Finally, our financial strategy has been successful in recent years and the current strategy is planned through to 2025. Given the cost of living crisis, we have considered the implications for the organisation within this document.

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

#### **Principal risks and uncertainties**

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

The processes and strategies for managing these risks are:

- Promoting the positive impact of the Law Centre services
- Producing an Annual Report
- Building relationships with funders and responding actively to funders
- Ensuring funding streams are varied to reduce the impact of funding loss
- Campaigning through LCN
- Demonstrating the effectiveness of joint working and avoidance of duplicate advice services



## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

#### **Year ended 31 March 2022**

##### **Plans for future periods**

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

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

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

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

##### *Housing and Homelessness*

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

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

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

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

We continue to offer outreach in Housing in Ripley, Buxton and Bolsover via new channels of delivery.

Our Homelessness Prevention Project will carry on until June 2023, and hopefully beyond. Our HRA project has been confirmed until September 2023.

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

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

We shall continue to meet the Lexcel Quality Standard.

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

#### **Year ended 31 March 2022**

##### *Employment*

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

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

Our funding from Access to Justice means that the Legal Support for Litigation in Person project will continue until September 2022. We shall aim to continue this work by seeking new funding.

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

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

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

##### *Debt*

The Law Centre shall provide high quality debt advice across Derbyshire, funded by MaPs. Top priority will be to work with partners to ensure that funding continues beyond January 2023. We will increase debt caseworker time on the project, increasing from 2 to 3 debt caseworkers.

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

##### *Discrimination*

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

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

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

##### *Immigration*

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

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

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

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

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

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

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

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

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

##### *Projects*

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

##### *Volunteers*

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

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

##### *Assessment Service*

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

##### *Equity, Diversity and Inclusion*

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

##### *Awareness Raising*

Over the last few years we have developed and improved our comprehensive marketing and communications strategy. We intend to increase awareness of services and develop methods for communicating with hard-to-reach communities.

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

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

##### **Year ended 31 March 2022**

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

##### *Digital*

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

We will continue to achieve Cyber Essentials certification.

##### *Governance*

During 2022, we shall review our Memorandum and Articles to ensure that they are still current with today's services and good governance.

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

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

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

##### *Other*

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

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

#### **Trustees' responsibilities statement**

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

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

## Derbyshire Law Centre Ltd

### Company Limited by Guarantee

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

#### Year ended 31 March 2022

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

#### Disclosure of information to auditor

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

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

#### Small company provisions

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

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

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Ms J Flood (Chair)  
Trustee

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

**Year ended 31 March 2022**

#### **Opinion**

We have audited the financial statements of Derbyshire Law Centre Ltd (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

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

#### **Conclusions relating to going concern**

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

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

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

## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

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

**Year ended 31 March 2022**

##### **Other information**

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

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

We have nothing to report in this regard.

##### **Opinions on other matters prescribed by the Companies Act 2006**

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

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

##### **Matters on which we are required to report by exception**

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

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.



# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2022

#### Responsibilities of trustees

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

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

#### Auditor's responsibilities for the audit of the financial statements

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

#### Auditor's responsibilities for detecting irregularities, including fraud

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

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

- We obtained an understanding of the legal and regulatory frameworks applicable to the charity and the sector in which they operate. We determined that the following laws and regulations were most significant; the Companies Act 2006, the Charities SORP (FRS 102) and UK corporate taxation law. The charity is also subject to the regulations of the Financial Conduct Authority and the Office of the Immigration Services Commissioner (OISC).
- We obtained an understanding of how the charity is complying with those legal and regulatory frameworks by making inquiries to relevant members of the management team. We corroborated our inquiries through our review of board minutes (where applicable) and inquiry into legal fees incurred in the year.
- We assessed the susceptibility of the charity's financial statements to material misstatement, including how fraud might occur. Audit procedures performed by the engagement team included:
  - Identifying the controls management has in place to prevent and detect fraud and assessing the operation of these controls
  - Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process

## Derbyshire Law Centre Ltd

### Company Limited by Guarantee

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

#### Year ended 31 March 2022

- Identifying and testing journal entries, in particular any journal entries that were large or unusual in nature
- Assessing the extent of compliance with the relevant laws and regulations governing the charity and the sector it operates within. This included a review of any potential breaches during and since the year end; and
- Challenging assumptions and judgements made by management in its significant accounting estimates.

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

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

#### Use of our report

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

DocuSigned by:  
  
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Andrew McDaid (Senior Statutory Auditor)

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

28 October 2022

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

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

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

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

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

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

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

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

DocuSigned by:  
  
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Ms J Flood (Chair)  
 Trustee

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

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

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

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

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

**1. General information**

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

**2. Statement of compliance**

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

**3. Accounting policies**

**Basis of preparation**

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

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

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

**Going concern**

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

**Judgements and key sources of estimation uncertainty**

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 3. Accounting policies *(continued)*

##### **Fund accounting**

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

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

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

##### **Incoming resources**

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

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 3. Accounting policies *(continued)*

##### Resources expended

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

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

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

##### Operating leases

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

##### Tangible assets

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

All assets costing more than £500 are capitalised.

##### Depreciation

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

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



## **Derbyshire Law Centre Ltd**

### **Company Limited by Guarantee**

#### **Notes to the Financial Statements *(continued)***

#### **Year ended 31 March 2022**

### **3. Accounting policies *(continued)***

#### **Impairment of fixed assets**

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

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

#### **Financial instruments**

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

#### **Defined contribution plans**

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

### **4. Limited by guarantee**

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

**Derbyshire Law Centre Ltd****Company Limited by Guarantee****Notes to the Financial Statements** *(continued)***Year ended 31 March 2022****5. Donations and grants**

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 5. Donations and grants *(continued)*

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 6. Charitable activities

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

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

#### 7. Investment income

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

#### 8. Other income

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 9. Expenditure on charitable activities by activity type

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

#### 10. Analysis of support costs

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

#### 11. Net income

Net income is stated after charging/(crediting):

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

#### 12. Auditors remuneration

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

#### 13. Staff costs

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

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 13. Staff costs *(continued)*

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

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

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

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

#### 14. Trustee remuneration and expenses

No trustee received any remuneration during either year.

#### 15. Tangible fixed assets

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

#### 16. Debtors

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 17. Creditors: amounts falling due within one year

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

#### 18. Deferred income

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

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

#### 19. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £56,366 (2021: £55,475).

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 20. Analysis of charitable funds

##### Unrestricted funds

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

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 <i>(restated)</i> £
General funds	28,500	323,806	(222,478)	(51,719)	78,109
Staff contingency	81,372	–	–	8,703	90,075
Equipment renewals	8,800	–	–	1,200	10,000
Staff car parking	1,000	–	–	(1,000)	–
Lloyds Bank Foundation					
Project Costs	–	–	–	25,000	25,000
	<u>119,672</u>	<u>323,806</u>	<u>(222,478)</u>	<u>(17,816)</u>	<u>203,184</u>

##### Designated funds

###### Staff Contingency Fund

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

###### Office and Equipment Renewals

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

###### Staff Car Parking Fund

This is set aside to fund parking at work costs.

###### Lloyds Bank Foundation Project Costs

These funds have been set aside to fund a housing caseworker for the 2022/23 financial year.

###### Bolsover: Housing Advice

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



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

**20. Analysis of charitable funds** *(continued)***Restricted funds**

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

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

**20. Analysis of charitable funds** *(continued)*

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

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

**20. Analysis of charitable funds** *(continued)*

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

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

**20. Analysis of charitable funds** *(continued)*

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

## Derbyshire Law Centre Ltd

### Company Limited by Guarantee

#### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 20. Analysis of charitable funds *(continued)*

##### Restricted funds

###### Derbyshire & Nottinghamshire Housing Law Group

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

###### Trainee Solicitor (Justice First Fellowship)

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

###### Mortgage Rescue (Court Desk)

Funded jointly by Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council, this project allows DLC to assist clients that are facing mortgage repossession.

###### Homelessness Reduction Act

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

###### East Midlands Money Advice (EMMA) Project

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

###### Amber Valley Independent Advice

This work is funded by Amber Valley Borough Council and is for housing work that is out of scope in Ripley.

###### Building Better Opportunities - Opportunity and Change Programme

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

###### Homelessness Prevention Project

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

###### Just In Time Project

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

###### European Union Settlement Scheme Project (EUSS)

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

## Derbyshire Law Centre Ltd

### Company Limited by Guarantee

#### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 20. Analysis of charitable funds *(continued)*

##### Legal Support for Litigation in Person Project (LSLIP)

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

##### Derbyshire County Council Local Resilience Fund Project

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

##### Covid-19 Specialist Advice Services Scheme

Funded by the Ministry of Justice and their Community Justice Fund, this fund was used to increase capacity and staff resources to cope with increased advice need, especially in employment advice.

##### Help is Here Project

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

##### Emergency Welfare Payments Fund

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

##### Emergency Welfare Payments Fund

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

##### Employment Advice Rapid Referral Service

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

##### Housing Repair Support Service

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

##### Derbyshire Bilingual Crisis Buddy Service

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

##### Community Justice Fund awarded by the Access to Justice Foundation

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 20. Analysis of charitable funds *(continued)*

##### Provision for Debt Advice

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

##### Trainee Solicitor (Diversity Access Scheme)

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

##### Community Grant Fund

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

##### Law Centres Network Employment Project

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

##### **Transfers**

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

#### 21. Analysis of net assets between funds

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

#### 22. Prior year adjustments

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

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 22. Prior year adjustments *(continued)*

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

#### 23. Analysis of changes in net debt

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

#### 24. Operating lease commitments

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

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

#### 25. Pension commitments

The company operates a defined contribution scheme for its employees.

The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £56,366 (2021: £55,475). At the year end, £nil (2021: £nil) of contributions were outstanding and included within creditors.

#### 26. Related parties

Committee members receive no remuneration for their services. Their travelling and other expenses are reimbursed in respect of expenses incurred on the company's business. In the year ended 31 March 2022 £Nil was reimbursed (2021: £Nil).



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

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Year ended 31 March 2022

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

Carried forward

(82,037)

(61,839)

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

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

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

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

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2022

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

Carried forward

325,224

# Derbyshire Law Centre Ltd

## Company Limited by Guarantee

### Notes to the Detailed Statement of Financial Activities *(continued)*

#### Year ended 31 March 2022

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