



**Community Integration and Advocacy Centre
Trustees Annual Report and Accounts
1st January 2019 to 31st December 2019**

Message from the Chair

2019 saw a further consolidation of CIAC's business and income generation model as we extended our volunteer base and built upon our cross-subsidy approach to providing low cost and pro-bono immigration advice.

At its heart, CIAC is a rights-based charity, though that is not to imply that our core focus is on the campaigning sphere. Our promotion of rights tends to be at the level of the individual and is more concerned with ensuring the correct application of existing legal framework. That is not to suggest that we're not active in the broader conversation about the rights of migrants to settle, work and seek sanctuary in the UK, but that the nature of our work forces us to consider the relationship between our service user and the institutions that they rely upon to assess their personal circumstances fairly and objectively. This gives us a unique insight into what works and what doesn't at the legal and institutional level and, through participation in local and regional forums, we are able to relate the experiences of our service users and bring some overlooked voices to the table.

Just to underline the extent of our involvement with individuals at various stages of the asylum or immigration process – this year we delivered 1,131 client interactions through our participation in drop-in sessions at Princes Avenue Methodist Church. Our team, currently consisting of a CEO, nine volunteers, and four law students on a ten week internship programme, provided a range of support including advice on welfare rights, asylum support, access to services and immigration.

Although we remain a small outfit, this statistic demonstrates that our overall impact, considered in terms of the effect on the individuals and their families who access our services, is very significant and continues to grow.

2020 will see our footprint continue to grow as we build our volunteer base and extend our services. It will also be a year of adaptation and uncertainty; the completion of the Brexit withdrawal agreement in the early part of 2020 will undoubtedly lead to a broader realignment of our relationships, not just with EU countries, but also globally. This will have profound implications for our immigration system. Although we're used to working within a system where the rules are continually refined, the change is likely to be on a different level and we will need to be adaptive and highly responsive in our approach.

I'd like to thank the trustees, volunteers and staff of CIAC for their role in continuing to expand our services. I remain extremely proud of the impact of our work on individuals and families in the region. We should never underestimate the dedication and forbearance of our staff and volunteers who work to resolve problems within systems that can often appear unwieldy, de-personalised or 'stacked against' the individual. They continue to find solutions despite the odds and, I'm confident that whatever adversity 2020 brings, they will be equal to it.



Dr Ben Butler
Chair of the Board of Trustees

Organisational Structure, Governance and Management

Community Integration and Advocacy Centre (CIAC) is registered with the Charity Commission for England and Wales as a Charitable Incorporated Organisation and is governed by a constitution dated 3rd December 2016. Charity Commission registration was obtained on the 4th January 2017. CIAC's charity registration number is 1170984. CIAC's registered address is c/o 69 Ella Street, Hull HU5 3AJ.

CIAC Board of Trustees constitutes:-

Dr Ben Butler (Chair of the Board of Trustees)

Angela Murden

Anna Grzybowska

Bashir Siraj (resigned 23rd December 2019)

Lama Orabi

Laura Wilson

Gill Martin

Trustees are recruited as the existing Board of Trustees identify skills gaps and decide on suitable people who will complement and enhance the skills and experience profile of the current Board.

CIAC is managed by our Chief Executive Officer, Jayne Mercer. Jayne is responsible for the day to day management of the service.

CIAC would like to thank Diana Johnson MP for being our first patron.

Mission statement: Supporting emerging communities to contribute fully to life in the UK as committed and active citizens.

CIAC's charitable objectives are:-

To advance education and relieve financial hardship amongst Emerging Communities in the Humber Region through the provision of legal and other advice and by any other means as the trustees may determine

(Emerging communities are defined as refugees, asylum seekers, EEA migrants and other migrants)

The CIAC Trustees have had due regard to the Charity Commission guidance on the Public Benefit Requirement (Reg. 40(2)(c)(ii)).

Achievements and Performance

CIAC participates in the Hull Welcome Project in partnership with Open Doors and Hull City of Sanctuary. CIAC provides generalist and specialist immigration advice, Open Doors provides orientation activities and Hull City of Sanctuary offers cultural activities and coordinates Hull Refugee Week.

CIAC has successfully maintained regulation with OISC at level three although operates at level two on an interim basis. Level two allows CIAC to construct fresh asylum submissions and complete other complex casework to enable Emerging Communities (EC) to maintain and regularise their right to live, work and fully participate in UK.

Achievements and performance:

- CIAC operates a drop in on a Wednesday afternoon at Open Doors (Prince's Avenue Methodist Church) between 1:00 and 3:00 pm with limited facility for appointments at additional times. From February 2019 CIAC also attends the main Open Doors session on a Thursday which is attended by approximately 200 people.
- During 2019 our multicultural team provided a total of 292 pre-arranged client appointments and 1,131 client interactions during the drop-in sessions, providing support with a range of issues including welfare rights, asylum support, access to services and immigration advice. This is compared to a total of 756 client appointments and drop in sessions in 2018 which represents an increase of 667 client interactions. Access to appointments is usually through attendance at the drop in where initial and generalist advice is provided and appointments for completion of immigration applications are arranged.
- 89 fee paying applications were completed generating an income of £9,310, an increase of 23 from 2018. Fees charged are very low compared to commercial organisations. It is explained to clients that the low fees support pro bono immigration services to help people without a positive immigration status resolve their situation.
- 41 pro bono immigration applications were submitted to the Home Office, an increase of 15 from 2018. These include further asylum submissions, private and family life, domestic violence applications and lodging appeals.
- One volunteer participating in our OISC preparation sessions passed the OISC Level 1 exam taken in November 2019. More volunteers plan to take the exam in 2020.
- Our CEO left part time employment with British Red Cross in February 2019 to concentrate full time on CIAC.
- CIAC is supported by a team of nine volunteers from six nationalities. Three volunteers obtained employment and were unable to continue volunteering on a regular basis.
- Four law students from Hull University completed ten week internships with CIAC supporting with research to support further asylum submissions.

- The volunteer advisors complete basic immigration applications under supervision. The types of applications completed by volunteers are applications for EU Settled Status, Travel Documents, Citizenship and replacement Biometric Residence Permits. The volunteer advisors also attend CIAC's specialist immigration training in preparation for regulation with OISC subject to passing an appropriate exam. The experience and training gained greatly enhances employability.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY INTEGRATION AND ADVOCACY CENTRE (CIAC)

I report to the trustees on my examination of the accounts of CIAC for the year ended 31st December 2019.

Responsibilities and basis of report

As the charity trustees of CIAC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of CIAC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of CIAC as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Martin A Pliener CPFA
9 The Green, Welton, HU15 1NG
29/3/21

Community Integration and Advocacy Centre (CIAC)
Financial Statement for Year Ending 31st December 2019

	£	£	£	£
	Restricted	Unrestricted	Total	<i>Last year</i>
<u>RECEIPTS</u>				
<u>Grants</u>				
People's Postcode Lottery	20,000		20,000	-
Community Safety Fund	10,000		10,000	9,600
East Riding of Yorkshire Council	850		850	
James Reckitt	5,000		5,000	
Two Ridings				10,000
Anonymous				2,000
<u>Fees for charitable services</u>				
Immigration Service Fees		9,310	9,310	8,050
<u>Other</u>				
Dividend from credit union		183	183	97
Miscellaneous		303	303	
Total	35,850	9,796	45,646	29,747
<u>PAYMENTS</u>				
Sessional worker fees	13,500	2,781	16,281	9,878
Supervision	1,630		1,630	625
Training	2,200	257	2,457	1,600
OISC registration		1,290	1,290	1,290
Insurance		694	694	694
Legal resources		1,122	1,122	149
IT equipment		1,358	1,358	347
IT development & resources		279	279	1,031
Volunteer expenses		77	77	51
Travel		109	109	22
Post and stationery		245	245	267
Premises	4,500	900	5,400	2,611
Destitution		140	140 -	
Development of educational resource	850		850	
Donation to Refugee Week		500	500	
Miscellaneous (including interpretation)		302	302	79
Partnerships	-	-	-	6,000
Total	22,680	10,054	32,734	24,644
<u>EXCESS OF RECEIPTS OVER PAYMENTS</u>	13,170	-258	12,912	5,103
BALANCE BROUGHT FORWARD	5,193	2,691	7,884	2,781
<u>BALANCE CARRIED FORWARD</u>	18,363	2,433	20,796	7,884

Assets: four laptops; prepayment of £1,125

Liabilities: creditors/payables £6,608

Prepayment and creditors relate to restricted expenditure

CIAC aims to allocate one month's operating costs per year to its reserves until six month's operating costs are held in reserve. The reserve fund will be capped at a maximum of £500,000. Reserves are defined, in line with Charity Commission

guidance, as that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. On that definition reserves at 31st December amounted to £2,433. Other monies in the bank are restricted and arose because grants were made part way through our financial year to support expenditure which extended beyond our year end.

Future income sources will include further funding applications building upon initial successful grants allowing CIAC to extend the number of days services are available, build our employee and volunteer team plus develop our advice infrastructure and skills base.

CIAC's income generation model is based on low cost, ethical immigration advice to people with recourse to public funds and the right to work underpinning pro bono (free) immigration advice to people without recourse to public funds and without the right to work as a long term, sustainable route out of destitution. In 2019 CIAC generated an income of £9,310 from fee paying services.

Thank you

The continuing success of CIAC would not be possible without help from the people and organisations named below:

Volunteers: Brid, Ghalia, Jane, Karen, Marita, Sana, Lucy, Kamal, Laszlo.

Law interns: Sylvano, Nyki, Erunse, Erick.

Open Doors

Prince's Avenue Methodist Church

John Donkersley for providing immigration law supervision

Penny Edgar from Collingwood Immigration

Pippa Robson of North Bank Forum for support and advice

Naomi Rosenberg for developing and maintaining case management

NICE for use of facilities to run the immigration training programme

Community Safety Partnership

People's Postcode Lottery

British Red Cross

University of Hull

Debbie Hammond and her team at Hull City Council

Dame Diana Johnson MP and team

Emma Hardy MP and team