

**REGISTERED COMPANY NUMBER: 04214688**  
**REGISTERED CHARITY NUMBER: 1087399**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
FOR  
DISABILITY ADVICE SERVICE LAMBETH**

**DISABILITY ADVICE SERVICE LAMBETH**

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for the Year Ended 31 March 2021**

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## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

The Management Committee presents its report and the unaudited financial statements for the year ended 31 March 2021.

#### **Reference and Administrative Information**

Charity Name : Disability Advice Service Lambeth  
Charity registration number : 1087399  
Company registration number : 04214688  
Registered Office  
and operational address : 336 Brixton Road  
London  
SW9 7AA

#### **Management Committee**

Ebenezer Akinsanmi	Chair
Ray Ludford	Vice-Chair
Trevor Critchley	Treasurer
Michelle Esezobor – resigned 20.8.21	Secretary
Isabelle Clement	
Marian Itzin-Borowy	
Judy Fink	
Steven Onasanya	
Jean Barker – resigned 19.1.21	

#### **Company Secretary**

Lauren Johnson-King – resigned 15.7.21

#### **Senior Management Team**

Lauren Johnson-King – resigned 15.7.21	Director
Clare Camplin	Advocacy Team Leader
Richard Pargeter	Direct Payments Team Leader
Abs Trpp	Community Development Team Leader

#### **Accountants**

Hilary Adams Ltd, Chartered Accountants, 158 High Street  
Herne Bay, Kent CT6 5NP

#### **Bankers**

NatWest, 504 Brixton Road, London SW9 8EB

#### **Structure, Governance and Management**

##### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 11 May 2001 and registered as a charity on 6 July 2001.

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. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### Recruitment and Appointment of new 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 members of the Management Committee are elected to serve by the Annual General Meeting for a period of one year, after which they must be re-elected at the next AGM. The members of the Committee, at its first meeting following the AGM, elect officers of the Management Committee. Not less than 51% of the Management Committee must be made up of Disabled people or their carers and this requirement continues to be satisfied by means of recruitment to the Committee of a proportion of former or current service users and other Disabled people interested in the charity's work. Trustee skills audits are used to identify the resources and expertise available within the Committee and gaps are addressed through training and by seeking new members with the requisite experience.

#### Organisational Structure

The Management Committee in 2020-2021 consisted of nine members who met on eleven occasions to direct the work of the charity at a strategic and policy level. The frequency of meetings was increased in response to the uncertainties created by the Covid-19 pandemic and associated restrictions so that the committee was in a better position to respond to the developing situation and to more effectively support staff. It was also agreed to hold meetings remotely on video in line with Covid-19 safe-working guidance issued by the Charity Commission. They also received reports on financial matters and service performance. The Finance and Personnel Sub-Committee was convened as required to address specific funding, financial management and personnel issues.

Day to day responsibility for the operation of the charity is delegated to the Director and, through them, the Team Leaders, who together form the Senior Management Team (SMT). From September to March the Senior Advice Worker was seconded as Advice Team Leader to the SMT to increase capacity during this difficult period and is now a permanent member of the team. The Director is responsible with the Committee for the charity's strategic direction, fundraising and the development of new service areas, for overall service delivery and performance, the management of the senior staff and external strategic partnership working. The Director also acts as Company Secretary. Team Leaders, who deputise for the Director as required, deal with; the operational delivery of their respective services against contractual or other requirements including quality standards; staff and resource management and service promotion and development; as well as external partnership working within their areas of responsibility and contributing to the corporate work of the charity.

In July 2021, the Director of the organisation resigned. An acting Director was appointed pending the recruitment of a new Director which was ongoing at the time of writing.

#### **Objectives and Activities**

The company is an independent charity whose objects are to assist Disabled people living in, or associated with, the London Borough of Lambeth and surrounding areas, so that they may lead active and fulfilling lives.

To achieve these objects, the charity's principal activities are the provision of:

- Information and general advice on all aspects of disability for Disabled people including older people with long-term illnesses, carers and professionals;
- Advice casework on welfare benefits, debt, housing and community care for Disabled people including mental health service users;
- Professional advocacy on community care (including statutory referrals under the Care Act 2014), health, housing, family problems and safeguarding matters;
- Information, advice, support and training to people interested in, or using, Direct Payments and Personal Health Budgets to arrange their own community care and/or personal health services;
- Advice, support and provision of activities to enable more Disabled people to engage in sport and physical activity;

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### **Objectives and Activities (continued)**

- Employment support and internships for young Disabled people in receipt of an Education Health and Care Plan (EHCP);
- Community development work with local Disabled people and their groups and organisations to support the voice and inclusion of Disabled people;
- Strategic, partnership and social policy work on a range of initiatives and issues affecting Disabled people, including the Lambeth Disability Hate Crime Partnership.

#### How our activities deliver public benefits

In ensuring that the charity's activities undertaken in meeting its objectives have been carried out for the public benefit, the trustees have had regard to the Charity Commission's guidance in this area. In reviewing the charity's performance, the trustees consider the impact of each service, both in terms of outputs and outcomes for individual service users and in influencing the provision that other agencies make for Disabled and older people and for carers. They are satisfied that all the services delivered are consistent with, and contribute to, the charity's objectives. Activities are designed to provide interventions that improve the independence, wellbeing and financial circumstances of individual Disabled people, their families and their carers and/or prevent the onset of problems for these groups, support them to access their rights, enable them to influence the services and opportunities more widely available to Disabled people in Lambeth and support their voice. The section on achievements which follows summarises how each major service delivers benefits and where applicable, the number of beneficiaries in 2020/21.

#### **Achievements and Performance**

The financial year started with the introduction of lockdown regulations brought in by the Government in response to the Covid-19 pandemic. Measures were introduced at speed by the charity to enable staff to continue to provide services working from home. Although at the time it was not clear how long these measures would be needed, they were maintained and developed throughout the year. Face-to-face provision of services was replaced by new and innovative methods of service delivery, including using video conferencing and remote systems. As the year progressed, some face-to-face provision was reintroduced in the Advocacy Service as well as a number of outdoor social and leisure activities.

#### Connect Lambeth

This was the sixth year of this service for Disabled and older people and carers, including young carers, commissioned by Lambeth Council and the first year of a new contract which will last, subject to reviews, for five years. Connect Lambeth is led by Age UK Lambeth with dasl as a major partner. Collectively, the partners delivered a wide range of information, advice, advocacy, direct payments support, community development, activities, befriending and other support services. Two new partners joined at the start of the financial year to create an Advocacy Hub within Connect Lambeth.

Our specific role continued to be to provide three key services within Connect Lambeth: Professional Advocacy, Direct Payments Support and Community Development for Disabled people.

#### Professional Advocacy

The Connect Lambeth advocacy service was expanded with the inclusion of two new partners, POHWER and Community Support Network South London to create an Advocacy Hub which provides Independent Mental Health Advocacy; Independent Mental Capacity Advocacy; Advocacy under the Care Act; Relevant Person Paid Representative Service; and Independent Health Complaints Advocacy.

dasl serves as the entry point to the Advocacy Hub and provides independent issue-specific advocacy for Disabled and older people and carers. We support people in relation to a range of different issues to ensure that they are involved as much as possible in decisions affecting their lives and in key processes, that their views are made known and understood and that their rights are respected.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### **Achievements and Performance (continued)**

Our priority continued to be to respond to referrals made under Lambeth Council's duties under s.67 and s.68 of the Care Act 2014, where people have a statutory right to advocacy. Overall, in 2020/21, we received 487 requests for support.

This resulted in 257 referrals being made to the service, 140 of those made by Lambeth Council under their Care Act advocacy duties. Throughout the year, the service supported 140 Lambeth residents with 223 unique issues. In addition, the service provided information and advice to 47 people with 84 issues wishing to explore their rights to make an NHS complaint and processed 328 referrals for the Lambeth Advocacy Hub partner organisations.

There was an overall reduction by 22% in the statutory Care Act referrals made by Lambeth Council in comparison to 2019/20. This reflects the reduction in social care assessments carried out by adult services resulting from the impact of the Covid-19 pandemic.

In addition to providing direct advocacy support to individuals, key achievements during the year were:

- Identifying and responding to systematic and unlawful issues including unlawful DNACPR decisions and restrictions to people's movements that were over and above national regulations. This included ensuring these were raised with the appropriate Statutory and Regulatory authorities.
- Completing the transition to a new Integrated Advocacy Hub with new partners and creating effective working relationships.
- Leading on the development of all promotional material to ensure all stakeholders had access to clear information about the new service.
- Developing training for Health and Social Care practitioners on the Lambeth Advocacy Hub, their differing statutory advocacy duties and the interplay between these.
- Establishing effective systems to undertake the new role that has in responding to a wider range of advocacy enquiries and referrals and ensuring key performance indicators are consistently met.
- Implementing revised referral and recording systems for the Advocacy Hub within Connect Lambeth.
- Developing and maintaining a range of accessible information for DASL members, social care practitioners and care providers including; sources of trustworthy Covid-19 and later vaccination information, activities, local and national support organisations, sources of support for people at risk of or experiencing abuse and people experiencing a mental health crisis.
- Establishing a series of working plans for DASL in relation to Adult Safeguarding, Mental Capacity Act awareness, Anti-discriminatory practice.
- Working with partner organisations on the Adult Safeguarding Board's Community Reference Group.

#### Direct Payments Support Service

The charity continued to deliver this service to a high standard, as reflected in client feedback, operating within the Connect Lambeth contract.

At the start of the pandemic the Direct Payment service worked to ensure Personal Assistants (PAs) were classified as keyworkers and were therefore eligible for the support offered to these groups of workers. The service also liaised with the Council to ensure PAs had access to Personal Protective Equipment so they could continue to support Direct Payment users, and to ensure that employers would still receive payments for any PAs that were unable to attend work for reasons beyond their control. The service provided Direct Payment users with information about vaccination and testing for PAs, as well as advice about COVID-related employment issues obtained from the main Employer's Liability Insurance providers.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### Direct Payments Support Service (continued)

We provided casework support to 344 people with 984 issues. We responded to 778 one-off enquiries that were not recorded as casework. These enquiries were made by phone, email, through the dasl website, or signposted by colleagues and partner organisations. These included 170 requests for information about Direct Payments and 88 enquiries about Personal Assistant (PA) jobs.

We received 140 referrals from adult social care teams and 78 from the Children with Disabilities team. We received 136 referrals to support people to set up a Direct Payment.

We worked with employers to support them with 54 PA recruitments. We have supported employers to be more independent with recruitment by providing a guide to recruitment and suggesting online resources that they can use themselves. During the pandemic we have advised employers about methods such as video calls for PA interviews and safety measures for holding interviews in person. We gave advice and support on 45 staff management issues such as use of disciplinary and redundancy procedures.

We held 8 peer support group sessions over the course of the year. These are usually held every month except August, but there was a delay while we found the best way to hold the meetings online, which is now well established. The meetings enabled Direct Payment users to share knowledge and experience as well as engaging with council staff to resolve issues and improve practice. There have been several guest speakers and Direct Payment users are encouraged to chair meetings whenever possible.

We were unable to deliver Direct Payments training to social workers this year, but have had some initial discussions with council staff about delivering training online. Many current staff will have attended one of the 8 training sessions we delivered the previous year and we have continued to advise social workers individually on request, as well as attending an operational meeting with council staff.

A co-production group, funded by a grant from Southwark Clinical Commissioning Group, was set up to look at improving the use of Personal Health Budgets (PHBs). Group members included people with Direct Payments, PHBs and mental health services. This was initially facilitated by the Direct Payments team, but funding was later obtained to employ a Co-production Mentor, whose work has since expanded into other areas.

The charity was again successful in securing a grant from Skills for Care to deliver training to individual employers. The amount available was only 50% of that secured in the previous year as the grant fund had been reduced due to Covid-19. The training was successfully held online for the first time, allowing people to attend who may not have been able to travel. 5 people accessed a 5-week training programme. Two separate modules on key topics were attended by 5 and 6 people respectively.

Sadly, in May, one of the Direct Payments team, Sean McGovern, died suddenly. Sean had been a valued member of the team for nine years and his death was a great loss to his colleagues and the many Direct Payment users he had supported. A special tribute show for Sean was broadcast by the Smashing Records team and we produced a book of photos for his family and friends.

#### Community Development with Disabled People

This service enables the charity to use its reputation and expertise as Lambeth's leading pan-impairment Disabled People's Organisation to find creative ways to develop, improve and influence services and to address issues such as access barriers and social isolation, working with, and in support of, Disabled people and small disability community groups. The service played a vital role in supporting Disabled people in Lambeth who were severely impacted by Covid-19 and associated restrictions.

At the start of the lockdown, volunteers and staff made contact with well over 250 dasl members to check that they were safe, find out what support needs they might have and assist them in accessing support available. Around 90 members received regular weekly calls. The service produced 50 newsletters during the year, sent to about 295 people with information on keeping safe, accessing urgent help and other matters. Funding was secured from the London Community Response Fund through the Walcot Foundation and City Bridge Trust, and Lambeth Council enabling the appointment of a part-time Volunteer Coordinator to facilitate and increase the recruitment of volunteers. 39 volunteers were recruited to provide ongoing welfare and befriending calls to members, to take part in volunteer-led social activities and to participate in the Smashing Records radio show.



## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### Community Development with Disabled People (continued)

In addition, funding obtained through the National Lottery and the London Community Response Funds enabled the appointment of two part-time Sports and Social Coordinators, a Social Media Assistant and a Broadcast Assistant for Smashing Records. This facilitated the provision of a range of weekly social, leisure and cultural activities, up to 7 groups a week, throughout the year. An Activity Resource Guide was produced and distributed to members.

Our weekly radio show, 'Smashing Records' continued on Resonance FM. The Community Development Team Leader coordinated this work, and built a team of volunteer hosts who took responsibility for planning and presenting the programme. A grant from the Vision Foundation enabled a mentoring scheme to be developed so that volunteers with visual impairments could become show hosts. The radio show provided an opportunity for nearly 50 Disabled people to showcase and talk about their experiences as guests in 34 Smashing records episodes.

As a consequence of the restrictions imposed to limit the spread of Covid-19 it was not possible to continue with the London Stroke Choir. Contact was maintained with members of the Choir, who were also encouraged to take part in the other virtual activities run by the charity.

During the year, the service continued to work with the Council's Policy and Communications team to support engagement of Disabled people in the Council's plans to improve its involvement and consultation processes.

**Outside the ILCP funded services, the charity also delivered a number of other vital and well-used projects:**

#### Specialist Advice Service

The service continued as a vital part of the charity's offer and completed the second of a three-year Trust for London grant. During the year, 231 clients received casework with 378 legal issues. The service continued to support people up to tribunal level and achieved a 69% success rate in achieving outcomes for clients and supporting them to achieve financial awards of just under £820,000.

The Trust for London funding also supported the enquiry line which provided a further 241 people with one-off advice and information.

A grant was secured from the Community Justice Fund to increase capacity through the recruitment of a part-time Advice Worker and to enable the Senior Advice Worker post to become a Team Leader within the Senior Management Team. Two additional volunteers were also taken on by the service. The Advice Team Leader was also able to take part in a leadership programme.

Advice Service staff were trained to be able to offer debt advice. An arrangement was made with Richmond User Independent Living Scheme (RUILS) to offer case work supervision to RUILS' trainee advice worker. Consultancy support was also provided to Camden Disability Action to assist in the establishment of their advice service.

During the year the Enquiry Line offered a vital service to dasl members and other Disabled people in Lambeth, keeping in touch and providing information on the keeping safe and Covid-19 support services available in the borough. Information on dasl's services and activities and on services more generally available were sent to dasl's more than 400 members.

#### Intosport Project

The Intosport project was funded by the Greater London Authority's Active Londoners funding programme and also received funds through the National Lottery, London Community Response Funds and Tesco Covid Fund. As a result of the Covid-19 restrictions, the project's activities had to be transferred into a virtual format, providing a range of online activities. 215 activity sessions were provided, with 275 Disabled people taking part.

A grant provided by Disability Rights UK in association with Sport England enabled the development of a peer mentoring scheme to help Disabled people access leisure activities as restrictions began to ease.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### Supported Pathways to the Creative Industries

This project focusing on employment opportunities for young Disabled people through working in partnership with Lewisham College, Inclusion London and a range of arts and culture employers, was significantly impacted by the Covid-19 pandemic as Internships had to be suspended. Thirteen young Disabled people were supported remotely with assistance with writing CVs, confidence building, communication skills and in other ways. The hoped for second cohort of Interns for September 2020 could not go ahead as the partner employers involved were not able to offer placements. However, follow-on funding was secured so that continued support could be provided to the young Disabled people involved in the first cohort.

The project also arranged 7 employability drop-in sessions and 20 peer group sessions in collaboration with Inclusion London.

#### Disability Hate Crime

The absence of funding for the Lambeth Disability Hate Crime Partnership and with the impact of the Covid-19 restrictions, arranging any events was not viable. Low level contact was maintained with the partners, including the Council and Metropolitan Police representatives as well as other voluntary organisations with a view to seeking funding when opportunities present themselves.

#### **Financial Review**

The charity experienced another challenging financial year but was able to reduce costs significantly so that an original projected deficit of £34,000 was eventually significantly reduced. The Committee made a cost-of-living award to staff of 2%.

Overall income for the year was £698,973 (2020 £540,605) with expenditure of £618,918 (2020 £517,974). As a result, a surplus on the year of £80,055 resulted (2020 £22,631).

The total funds carried forward were £270,420 (2020 £190,365) of which £220,576 (2020 £141,733) was unrestricted.

#### Principal Funding Sources

The charity's principal funder continues to be Lambeth Council for those services being delivered through the Connect Lambeth Partnership. The Council also provided a small grant towards the delivery of the programme of social, leisure and cultural activities through the Community Development and Intosport services.

The other significant funders in 2020/21 included the Walcot Foundation and City Bridge Trust, part of the London Community Response Fund and the National Lottery to enhance volunteering and the provision of a range of virtual activities for members during the lockdown. The Vision Foundation provided funds for Smashing Records. The Greater London Authority's Active Londoner's programme supported the Intosport programme of activities as did Sport England with funding specifically for a peer mentoring scheme. Our Advice Service was funded by Trust for London and the Community Justice Fund. Southwark Clinical Commissioning Group funded a co-production programme. Individual employers using Direct Payments and Personal Assistants were able to access training funded through a Skills for Care grant to the charity. Lewisham College and Inclusion London provided funds for the supported employment project. The Rausing Trust awarded a significant grant to meet core support costs.

The charity also generates income from lettings of its meeting room to other organisations. These offset, as far as possible, the cost of renting this space from the landlord, Lambeth Accord. However, bookings and therefore income were substantially reduced due to the COVID 19 lockdown.

#### Risk Management

The Management Committee continues to update its assessment of the major risks to which the charity is exposed, particularly in relation to those which could, if they occurred, have a serious impact on its financial stability, operational effectiveness or reputation and, thus, its ability to achieve its aims and objectives.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2021**

#### Risk Management (continued)

The Committee regularly reviewed and updated the comprehensive Risk Register, which is used to assess and weight risk in terms of likelihood and impact, responding to identified issues arising in the areas of governance and strategy, finances, operations, external environment and legal compliance.

Systems of internal control remain effective and these include an annual budget approved by the trustees, quarterly reporting of financial results, variances from budget and forecasts, and clear arrangements for authorisation and delegation of decisions on expenditure.

The business continuity plan was maintained and updated and the charity ensured that it was fully compliant with the General Data Protection Regulations introduced in May 2018 by reviewing all aspects of its data protection and confidentiality policies, procedures and systems. The Information Governance Policy, Complaints Policy and HR related policies and procedures were reviewed during the year.

#### Reserves Policy

The Management Committee's priorities are to protect the essential services the charity delivers to its client groups and to enable it to comply with requirements under employment legislation in the event of significant unplanned reductions in funding. In developing its business planning the Committee has considered the level of reserves that are needed to enable it to manage areas of identified risk and to invest in projects that will enhance its work and help position the charity favourably in relation to new funding opportunities.

The Committee's overall policy is a target for unrestricted reserves that would provide for at least six months operating costs. With the need to draw on these in order to sustain key but underfunded services for a number of years, the level of reserves has fallen significantly below the target. Unrestricted reserves (£220,576) fell below this level by 29% at the end of financial year 2020/21 and the charity enters 2021/22 with an initial deficit budget in the order of £13,000.

Given the already very challenging national and local financial climate, now exacerbated by the impact of Covid-19, it will be essential that the reserves policy is kept actively under review alongside new fundraising outcomes and this will be a key element of the monitoring of the charity's financial situation through the Risk Register.

#### **Plans for Future Periods**

The charity was pleased with the extension of the Connect Lambeth contract which is in its second year and looks forward to working with its partners to further develop the service over the next four years. It is expected that there will be a review of the services provided within this partnership to ensure they continue to meet the needs of local people.

This year saw the expansion of Connect Lambeth to include two new partner organisations: POHWER and Community Support Network South London (CSNSL). The charity will be working closely together with these new partners to provide and develop a new Integrated Advocacy Hub, which will enable the provision of all strands of both statutory and community advocacy. The charity will be providing the initial response to referrals and enquiries for the new service and has developed systems with its partners to record and manage the service effectively.

We started this financial year as the country was plunged into lockdown because of the threat of Covid-19. The charity was forced to suspend face-to-face provision of services, which has long been the backbone of our work, and replaced this with new and innovative methods of service delivery, including using video conferencing and remote systems. The charity was able to secure funding to provide a range of additional support and welfare activities to support our members and disabled people in Lambeth. This funding is largely short term and the charity will now face the challenge of finding ways to fund and maintain those services that our members and service users will continue to need.

**DISABILITY ADVICE SERVICE LAMBETH**

**REPORT OF THE MANAGEMENT COMMITTEE  
for the Year Ended 31 March 2021**

**Plans for Future Periods (continued)**

The charity is aware that the impact of this global pandemic will have consequences for the financial, strategic and operational position of the organisation as we move into 2021/22, which will need to be addressed in the charity's strategic plan on which work was started during the last year. The charity recognises the need to be responsive to the needs of Disabled people in this challenging time and will be revising its strategic position to enable us to find different ways of working, and develop new sources of funding for this work.

**Responsibilities of the Management Committee**

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the Management Committee**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's accountants are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's accountants are aware of that information

**Accountants**

The accountants, Hilary Adams Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

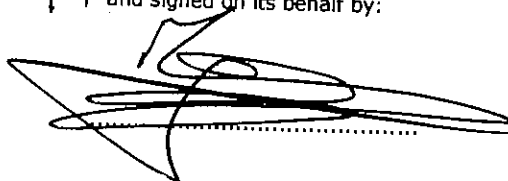
This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The report has been prepared in accordance with the provisions of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

Approved by the Management Committee on 02/09 and signed on its behalf by:

Trevor Critchley  
Treasurer

Date: 26/10/21



**DISABILITY ADVICE SERVICE LAMBETH**

**STATEMENT OF FINANCIAL ACTIVITIES**  
(Including Income and Expenditure Account)  
for the Year Ended 31 March 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming resources:</b>					
Voluntary Income:					
Donations & grants	4				
Lambeth funding contracts		24,306	215,671	239,977	94,368
Activities for generating funds:		324,855	-	324,855	354,837
Investment Income	3	32	-	32	159
<b>Incoming resources from charitable activities:</b>					
Other income		128,483	5,626	134,109	91,241
<b>Total incoming resources</b>		<b>477,676</b>	<b>221,297</b>	<b>698,973</b>	<b>540,605</b>
<b>Resources expended</b>					
<b>Costs of generating funds:</b>					
Costs of generating voluntary income					
<b>Charitable activities</b>					
		402,053	216,865	618,918	517,974
<b>Total resources expended</b>	2	<b>402,053</b>	<b>216,865</b>	<b>618,918</b>	<b>517,974</b>
<b>STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES</b>					
<b>Net incoming resources before other recognised gains (net income for the year)</b>					
		75,623	4,432	80,055	22,631
<b>Transfer depreciation reserve</b>					
		-	-	-	-
<b>Transfer reserves</b>					
		3,220	(3,220)	-	-
<b>Other recognised gains</b>					
Gain on revaluation of investments					
		-	-	-	-
<b>Net movement in funds</b>					
		78,843	1,212	80,055	22,631
<b>Total funds brought forward</b>					
		141,733	48,632	190,365	167,734
<b>Total funds carried forward</b>	12	<b>220,576</b>	<b>49,844</b>	<b>270,420</b>	<b>190,365</b>

Movements in funds are disclosed in Note 12 to the financial statements.

The notes form part of these financial statements

**DISABILITY ADVICE SERVICE LAMBETH (REGISTERED NUMBER: 4214688)**

**STATEMENT OF FINANCIAL POSITION  
31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	2,047	3,844	5,891	3,019
<b>CURRENT ASSETS</b>					
Debtors	10	49,289	-	49,289	15,048
Cash at bank and In hand		<u>222,979</u>	<u>46,000</u>	<u>268,979</u>	<u>218,179</u>
		<b>272,268</b>	<b>46,000</b>	<b>318,268</b>	233,227
<b>CREDITORS</b>					
Amounts falling due within one year	11	<u>(53,739)</u>	-	<u>(53,739)</u>	(45,881)
<b>NET CURRENT ASSETS</b>		<u>218,529</u>	<u>46,000</u>	<u>264,529</u>	<u>187,346</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>220,576</u>	<u>49,844</u>	<u>270,420</u>	<u>190,365</u>
<b>NET ASSETS</b>		<u>220,576</u>	<u>49,844</u>	<u>270,420</u>	<u>190,365</u>
<b>FUNDS</b>					
Unrestricted funds	12			220,576	141,733
Restricted funds				<u>49,844</u>	<u>48,632</u>
<b>TOTAL FUNDS</b>				<u>270,420</u>	<u>190,365</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

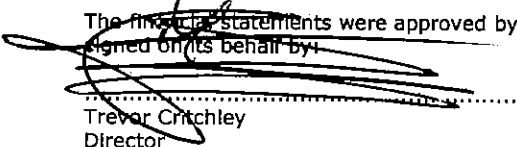
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The financial statements were approved by the Board of Directors on 02/09/21 and were signed on its behalf by:

  
Trevor Critchley  
Director

The notes form part of these financial statements

**DISABILITY ADVICE SERVICE LAMBETH**

**NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2021**

**1. STATUTORY INFORMATION**

Disability Advice Service Lambeth is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with the provisions Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

**Turnover**

Turnover represents grants and contract funding payments received.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc	- 33% on cost, 20% on cost
-------------------------	-------------------------------

**Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Grants and contract funding payments are recognised when receivable;
- Investment income is included when receivable.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with both the costs of attracting the income and those of providing the facilities to generate the income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**DISABILITY ADVICE SERVICE LAMBETH**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021**

**2. Total Resources Expended**

	£	£	£	£	£	£	£	£	£	£	£	£	2021 Total	2020 Total
	Community Development Covid Recovery	Direct Payments Support Training	Into Sport Project	Specialist Advice Service	Direct Payments Support	Professional Advocacy	Community Development	Supported Employment	Development Projects	2021 Total	2020 Total			
<b>Costs directly allocated to activities</b>														
Staff costs	86,506	3,218	21,252	53,607	136,207	109,949	24,152	40,392	27,435	504,718	420,192			
Committee costs	-	-	-	-	-	-	-	-	-	-	1,112			
Activity costs	9,162	584	4,280	14,175	528	61	2,699	-	-	31,489	18,645			
<b>Support costs allocated to activities</b>														
Establishment costs	394	-	1,477	3,498	5,705	3,583	1,152	1,484	34,683	51,976	49,657			
General office expenses	8,949	-	603	7,622	3,421	2,353	780	2,516	1,838	28,082	26,517			
Fees & finance charges	-	-	16	17	60	68	19	50	173	403	545			
Depreciation	999	-	219	287	-	-	-	-	745	2,250	1,306			
<b>Total resources expended</b>	<b>106,010</b>	<b>3,802</b>	<b>27,847</b>	<b>79,206</b>	<b>147,921</b>	<b>116,014</b>	<b>26,802</b>	<b>44,442</b>	<b>64,874</b>	<b>618,918</b>	<b>517,974</b>			



**DISABILITY ADVICE SERVICE LAMBETH**

**NOTES TO THE FINANCIAL STATEMENTS – continued  
for the Year Ended 31 March 2021**

**3. INVESTMENT INCOME**

	<b>31.3.21</b>	31.3.20
Deposit account interest	£	£
	<u>32</u>	<u>159</u>

**4. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS**

	Unrestricted	Restricted	2021	2020
	£	£	Total	Total
			£	£
London Borough of Lambeth	<b>324,855</b>	-	<b>324,855</b>	354,837
Skills for Care	-	5,000	5,000	-
Active Londoners	-	22,674	22,674	-
Sport England	-	11,299	11,299	-
Community Justice Foundation	-	30,542	30,542	-
Trust for London	-	28,650	28,650	71,174
City Bridge Trust	-	46,347	46,347	-
National Lottery	-	50,871	50,871	-
Walcot Foundation	-	12,290	12,290	-
Rausing Trust	60,018	-	60,018	-
NHS South East London CCG	24,306	-	24,306	-
Inclusion London	11,891	-	11,891	-
Lewisham College	35,959	-	35,959	-
Other	<u>20,647</u>	<u>13,624</u>	<u>34,271</u>	<u>114,594</u>
	<b><u>477,676</u></b>	<b><u>221,297</u></b>	<b><u>698,973</u></b>	<b><u>540,605</u></b>

**5. STAFF COSTS**

	<b>31.3.21</b>	31.3.20
	£	£
Wages and salaries	<b>442,600</b>	372,796
Social security costs	<b>37,103</b>	30,725
Pensions	<b>11,924</b>	11,479
Other staff costs	<u>13,091</u>	<u>5,192</u>
	<b><u>504,718</u></b>	<b><u>420,192</u></b>

No employee received emoluments of more than £60,000.  
The average monthly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<b>31.3.21</b>	31.3.20
Manager	1	1
Direct	<u>15</u>	<u>15</u>
	<b><u>16</u></b>	<b><u>16</u></b>

**6. NET INCOMING (OUTGOING) RESOURCES**

The operating surplus/(deficit) is stated after charging:

	<b>31.3.21</b>	31.3.20
	£	£
Depreciation - owned assets	<b>2,250</b>	1,306
Auditors' remuneration	<u>-</u>	<u>-</u>
Directors' remuneration and other benefits etc	<u>-</u>	<u>-</u>

**DISABILITY ADVICE SERVICE LAMBETH**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021**

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**8. TAXATION**

As a charity, Disability Advice Service Lambeth is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

**9. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery etc £</b>
<b>COST</b>	
At 1 April 2020	
Additions	<b>42,785</b>
	<b><u>5,122</u></b>
At 31 March 2021	<b><u>47,907</u></b>
<b>DEPRECIATION</b>	
At 1 April 2020	
Charge for year	<b>39,766</b>
	<b><u>2,250</u></b>
At 31 March 2020	<b><u>42,016</u></b>
<b>NET BOOK VALUE</b>	
At 31 March 2021	<b><u>5,891</u></b>
At 31 March 2020	<b><u>3,019</u></b>

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.21</b>	<b>31.3.20</b>
Trade debtors	£	£
Prepayments and accrued income	<b>35,967</b>	629
Other debtors	<b>13,322</b>	12,883
	<b>-</b>	<b>1,536</b>
	<b><u>49,289</u></b>	<b><u>15,048</u></b>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.21</b>	<b>31.3.20</b>
Trade creditors	£	£
Other creditors	-	938
Accruals and deferred income	<b>2,957</b>	2,601
	<b><u>50,782</u></b>	<b><u>42,342</u></b>
	<b><u>53,739</u></b>	<b><u>45,881</u></b>

**DISABILITY ADVICE SERVICE LAMBETH**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021**

**12. Movement in Funds**

<b>Unrestricted</b>	<b>At 1.4.20 £</b>	<b>Net movement In funds £</b>	<b>Reserve transfers £</b>	<b>At 31.3.21 £</b>
General Fund	141,733	75,623	3,220	220,576
<b>Restricted</b>				
Direct Payments Support Training	-	1,198	-	1,198
Into Sport Project	16,753	6,126	-	22,879
Specialist Advice Service	27,954	(19,769)	-	8,185
Community Development Covid Recovery	-	16,877	-	16,877
Mayoral Election Fund	3,220	-	(3,220)	-
Depreciation Reserve	705	-	-	705
	48,632	4,432	(3,220)	49,844
<b>Total Funds</b>	<b>190,365</b>	<b>80,055</b>	<b>-</b>	<b>270,420</b>

Net movement in funds, included in above, are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted</b>			
General Fund	477,676	(402,053)	75,623
<b>Restricted</b>			
Direct Payments Support Training	5,000	(3,802)	1,198
Into Sport Project	33,973	(27,847)	6,126
Specialist Advice Service	59,437	(79,206)	(19,769)
Community Development Covid Recovery	122,887	(106,010)	16,877
Mayoral Election Fund	-	-	-
	221,297	(216,865)	4,432
<b>Total Funds</b>	<b>698,973</b>	<b>(618,918)</b>	<b>80,055</b>

## **DISABILITY ADVICE SERVICE LAMBETH**

### **NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2021**

#### **12. MOVEMENT IN FUNDS(cont)**

##### **Community Development Covid Recovery**

The Community Development service provided additional support to Disabled people who were severely impacted by Covid-19 and associated restrictions. Funding provided by the London Community Response Fund through the Walcot Foundation, City Bridge Trust and Lambeth Council.

##### **Direct Payments Support Training**

Training provided to individual employers in receipt of a Direct Payment funded from a grant provided by Skills for Care.

##### **Into Sport Project**

Support for Disabled people to become more involved in sport and physical activity. Funded through the Greater London Authority's Active Londoners programme and by the London Community Response Fund provided through the National Lottery.

##### **Specialist Advice Service**

Provision of a specialist advice service for Disabled people with particular focus on mental health service users. Funded by the second of a three year grant from Trust for London and a Community Justice Foundation grant.

##### **Direct Payments Support**

Information, advice, training and peer support opportunities for people who wish to use Direct Payments to manage their own care and support. This service is part of the Connect Lambeth Partnership contract and is funded through a contract with Lambeth Council held by Age UK Lambeth. Funding was also received from NHS SE London to support a co-production group on Personal Health Budgets.

##### **Professional Advocacy**

Professional advocacy for Disabled and older people and carers including statutory advocacy provided under the Care Act 2014 duties. This service forms part of the Connect Lambeth Partnership contract.

##### **Community Development**

Part of the Connect Lambeth Partnership contract. The service works with individual Disabled people, disability groups, other community organisations and Lambeth Council to address access barriers, make services more inclusive, create new social opportunities and support Disabled people's voice on local and national issues of importance to them.

##### **Supported Employment**

Support to young Disabled people placed in Internships with a range of arts and cultural employers and with follow-on assistance. Funded through Lewisham College and Inclusion London.

##### **Development Projects**

Used for income from consultancy projects and income from room lettings and for central administration costs met by the grant from the Rausing Trust.

**CHARTERED ACCOUNTANTS' INDEPENDENT EXAMINER'S REPORT  
TO THE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
DISABILITY ADVICE SERVICE LAMBETH**

We report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 10 to 17.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

**Basis of Independent examiner's report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

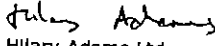
**Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Hilary Adams Ltd  
Chartered Accountants  
158 High Street  
Herne Bay  
Kent  
CT6 5NP

Date: ..... 11/11/21 .....

This page does not form part of the statutory financial statements

**DISABILITY ADVICE SERVICE LAMBETH**

**DETAILED INCOME AND EXPENDITURE ACCOUNT  
for the Year Ended 31 March 2021**

	2021		2020	
	£	£	£	£
<b>TURNOVER</b>				
Lambeth funding contracts		324,855		354,837
Other Income		134,109		91,241
Trust grants		<u>239,977</u>		<u>94,368</u>
		<b>698,941</b>		<b>540,446</b>
<b>STAFF COSTS AND EXPENSES</b>				
Wages and salaries	442,600		372,796	
Employers NI	37,103		30,725	
Employers pensions	11,924		11,479	
Training	11,888		720	
Staff travel	182		1,050	
Other staff costs	<u>1,021</u>		<u>3,422</u>	
		<b>(504,718)</b>		<b>(420,192)</b>
<b>GROSS SURPLUS</b>				
		<b>194,223</b>		<b>120,254</b>
<b>Administrative Expenses</b>				
Rent	50,152		48,456	
Recruitment	506		743	
Software & maintenance	5,170		3,206	
Insurance	1,824		1,201	
Post and stationery	3,442		4,107	
Other activity costs	19,645		15,150	
Subscriptions	1,039		1,276	
Meeting costs (activity)	1,131		648	
Volunteers	1,139		1,571	
Communications	3,147		2,485	
Payroll costs	1,380		1,286	
Accountancy fees	1,386		1,386	
Professional fees	1,500		-	
Consultancy fees	8,473		13,119	
Bank charges	187		239	
Just giving charges	216		216	
Bad debts written off	-		90	

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This page does not form part of the statutory financial statements

**DISABILITY ADVICE SERVICE LAMBETH**

**DETAILED INCOME AND EXPENDITURE ACCOUNT  
for the Year Ended 31 March 2021**

Depreciation of plant and machinery	636	329
Depreciation of fixtures and fittings	676	814
Depreciation of computer equipment	938	163
Sundry expenses	3,078	185
Meeting costs	-	87
Project partner costs	8,535	-
AGM costs	-	1,025
	<u>(114,200)</u>	<u>(97,782)</u>
<b>OPERATING SURPLUS</b>	<b>80,023</b>	<b>22,472</b>
<b>Other Interest receivable and similar Income</b>		
Bank Interest receivable	<u>32</u>	<u>159</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>	<b><u>80,055</u></b>	<b><u>22,631</u></b>

This page does not form part of the statutory financial statements

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