



Community Integration and Advocacy Centre
Trustees Annual Report
1st January 2018 to 31st December 2018

Message from the Chair

As the Board of Trustees look forward to the challenges that CIAC will face in the coming year, it is worth taking some time to look back on the challenges that we've already overcome and consider what these achievements mean for a small, and still relatively new, charity.

During 2018 we built a diverse and broad-based volunteer team consisting of eight volunteers representing six nationalities. We also hosted four third year law students who completed 10 week internships with CIAC. Our team collectively provided 756 advice and support sessions to migrants living in Hull and East Riding. This included advice, support or signposting on welfare rights, asylum support, access to services and immigration advice. Our output included 26 pro-bono immigration applications submitted to the Home Office covering asylum submissions, domestic violence applications and lodging appeals.

This represents our core work and our success in future should be judged on the volume, the quality and the outcomes arising from these activities. In order to maximise our potential, and enhance our provision of free and impartial advice and support to migrants, we also need to continue to build a sustainable funding model for our charity.

Many of the trustees, volunteers and staff of CIAC are veterans of previous charities and projects that have sought to deliver free immigration advice in the region based largely on grant-funding. Whilst this has been impactful, it has not always been sustainable beyond the initial funding cycle. There is a pressing need to develop a longer-term model that can help ensure that the legal rights of migrants in the region are upheld and that they continue to have access to quality, regulated immigration advice in the long-term.

I'm pleased to confirm that, in line with our sustainability model, we provided 66 fee paying appointments to migrants with settled status in order to generate an income of £8,050 over the period. These were provided at much lower cost than any other service in the region and fee-paying appointments were targeted on service users with an immigration status and the right to work in the UK. The income generated will be used to subsidise our charitable *pro-bono* work.

Being able to deliver on charitable objectives whilst remaining financially sustainable is, by far, the most important challenge faced by small charities and community groups right now. Whilst demand for services continues to rise and voluntary and statutory income streams continue to fall across the sector, we need to be prepared to take an innovative and a realistic approach to income generation. I'm proud to report that staff, trustees and volunteers of CIAC have taken an important first step on the road to sustainability.



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

Lama Orabi

Laura Wilson

Trustees are recruited as the existing Board of Trustees identify skills gaps and decide on suitable people to 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 agreeing to become 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.

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 participated 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. During 2018 our multicultural team provided a total of 756 sessions with providing support with a range of issues including welfare rights, asylum support, access to services and immigration advice. Access to appointments is usually through attendance at the drop in where initial advice is provided and appointments for completion of immigration applications are arranged.
- 66 fee paying applications were completed generating an income of £8,050. 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.
- 26 pro bono immigration applications were submitted to the Home Office. These include further asylum submissions, domestic violence applications and lodging appeals.
- CIAC is supported by a team of eight volunteers from six nationalities nationalities. Two obtained employment and were unable to continue volunteering on a regular basis.
- Four third year law students from Hull University completed ten week internships with CIAC supporting with research to support further asylum submissions.
- Volunteers participate in our training programme providing a comprehensive background in the provision of generalist advice to EC.
- CIAC's specialist immigration training prepares volunteers for regulation with OISC subject to passing an appropriate exam.

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 2018.

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; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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
15th September 2019

Community Integration and Advocacy Centre (CIAC)
Financial Statement for Year Ending 31st December 2018

	£	£	£
	Restricted	Unrestricted	Total
Receipts			
Grants			
Two Ridings	10,000		10,000
Community Safety Fund	9,600		9,600
Anonymous		2,000	2,000
Fees for charitable services			
Immigration Service Fees		8,050	8,050
Other			
Dividend from credit union		97	97
Total	<u>19,600</u>	<u>10,147</u>	<u>29,747</u>
Payments			
Partnerships	6,000		6,000
Premises	2,250	361	2,611
Training	800	800	1,600
Sessional fees	7,683	2,195	9,878
Supervision		625	625
Legal resources		149	149
OISC registration		1,290	1,290
insurance		694	694
IT Development		1,031	1,031
IT equipment	347		347
Post and stationery	57	210	267
Volunteer expenses	51		51
Interpretation		79	79
Travel		22	22
TOTAL	<u>17,188</u>	<u>7,456</u>	<u>24,644</u>
Balance brought forward	2,781	0	2,781
Receipts	<u>19,600</u>	<u>10,147</u>	<u>29,747</u>
Sub total	22,381	10,147	32,528
Payments	<u>17,188</u>	<u>7,456</u>	<u>24,644</u>
Balance carried forward	5,193	2,691	7,884

Assets: two laptops plus cash balance in the bank.
 CIAC has not accrued any debts.

CIAC does not have a reserves policy for 2018. With effect from the financial year commencing January 2019 CIAC aims to allocate one month's operating costs per

year to its reserve fund until six months operating costs are held in reserve. The reserve fund will be capped at a maximum of £500,000.

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 2018 CIAC generated an income of £8,050 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: Ahmed, Brid, Ghalia, Ishmeet, Jane, Karen, Lilia, Lucy.

Law interns: Hannah, Jed, Kirsty, Marie-Chantal.

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

Hull City Council

Hull City of Sanctuary

Tribune Trust

Two Ridings (New Beginnings)

Anonymous donor

British Red Cross

Hull and East Yorkshire Credit Union

University of Hull