



# Birmingham Peoples Centre

Putting People First



Birmingham Peoples  
Centre Limited (A  
Company Limited by  
Guarantee)

Report and Accounts  
2019-2020

Charity Number 1157384

Company Number 08021913

## Foreword

Birmingham Peoples Centre exists because of the hard work and dedication of its volunteers, staff, and management, who regularly go above and beyond for our clients. We may operate on a limited budget, but they make that budget so much more than it appears on a balance sheet.

Without them, there would be a gaping hole in the employment justice system of the city and surrounding areas.

Without them, many who seek to hold their unscrupulous employer to account would simply fall through the cracks and so let bad employers off the hook.

This is the reason I want to pay tribute to our volunteers and staff who have recovered some £400,000 this year on behalf of clients. Many of our clients can be identified as being on minimum wage, in insecure jobs, and from vulnerable backgrounds. They are amongst a group in society that are the least able to afford an already exploitative employer forcing them out. It can have devastating financial and wellbeing consequences. The testimonies in this Annual Report demonstrate that our support for our clients is highly valued by them. Simply put, we offer a service unique in this city. We fulfil a need, and we help people survive and move on. Many also learn new skills in that process that we have helped them acquire. They get a voice. A voice that will put them in good stead for the future.

I believe that all of these achievements by Birmingham Peoples Centre are no mean feat. Especially, when you consider that like most organisations, we have had to completely change the way we provide our service because of the unprecedented crisis in our midst in the form of COVID-19. Our volunteers and staff rose to the challenge and continue to provide an excellent service. A service that is dependent upon the funding of our supporters scheme, small grants, and donations to survive. Birmingham Peoples Centre receives no council or Government monies yet provides a much needed safety net for those who find themselves in trouble at work through no fault of their own.

Finally, I'd like to thank my fellow Trustees for the governance and oversight they provide to the Centre, and indeed often wise words of counsel. Words and guidance that help us all navigate the tricky task of running a charity like ours dedicated to the principles of relieving poverty, offering advice, and empowering the disadvantaged.

A handwritten signature in black ink, appearing to read 'Stephen Brown', with a long horizontal line extending to the right.

*Stephen Brown*  
Chair of Birmingham Peoples Centre

# Contents

<b>Content</b>	<b>Page</b>
Foreword	i
Legal and Administrative Information	2
Report of the Trustees	3
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10

# **Legal and Administrative Information**

## **Trustees**

Mr S Brown  
Ms A Afzal (resigned 29/02/2020)  
Ms S R Ahmed  
Mr R S Brenchley  
Ms L Foster  
Mr A M Keen

## **Accountants**

Price Bradshaw Whitehouse  
42 Marsh Green Road  
Elworth  
Sandbach  
CW11 3BQ

## **Bankers**

Barclays plc  
LEICESTER  
LE87 2BB

## **Registered Office**

Room 118 Gazette Buildings  
168 Corporation Street  
BIRMINGHAM  
B4 6TF

## **Company Registered Number**

08021913

## **Charity Registered Number**

1157384

# Report of the Trustees

The Trustees present their report and the financial statements for the year ended 30<sup>th</sup> April 2020. The Trustees, who are also the directors of Birmingham Peoples Centre Limited for the purposes of company law and who served during the year and up to the date of this report, are set out on page 2.

## **STRUCTURE**

Birmingham Peoples Centre Limited is a registered company limited by guarantee under number 08021913 on 5<sup>th</sup> April 2012 and obtained charitable status under number 1157384. It is governed by a Memorandum & Articles of Association. The registered office of the company and the principal office of the charity is Room 118, Gazette Buildings, 168 Corporation Street, Birmingham B4 6TF.

## **GOVERNANCE**

The Charity believes that it is important to have the requisite range of skills and experience represented on the Board of Trustees and this is reflected in the current membership. The Charity continues to seek additional trustees to further strengthen the Board and is keen to hear from people interested in becoming a Trustee.

## **MANAGEMENT**

The full Board meets every 2 months and a sub-committee meets in-between to address operational and financial issues. The Project Coordinator attends but is not a Board member. The Board is responsible for the strategic direction and policy of the Charity. A scheme of delegation is in place and day-to-day responsibility for the provision of the service rests with the Project Coordinator, who supervises the part-time caseworker, the team of caseworker volunteers and ensures that they develop their skills and working practices.

## **RISK MANAGEMENT**

The Board regularly reviews the major risks which the Charity faces. A risk register has been developed and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate risks. External funding risks have been addressed by identifying and applying to various sources of funding and the Charity has introduced a supporters' scheme, which allows people who support our work to make a regular monthly contribution. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are regularly reviewed to ensure they continue to meet the needs of the Charity. The Charity can access professional support as and when necessary.

The Charity has in place the necessary insurance cover, including professional indemnity insurance, employer and public liability insurance.

## **OBJECTIVES AND ACTIVITIES**

The full name of the Charity is Birmingham Peoples Centre Limited. The Charity has the following Objectives:

- (1) The prevention or relief of poverty in Birmingham by the provision of legal advice, information, assistance and support.
- (2) To develop the capacity and the skills of the members of the socially and economically disadvantaged communities in Birmingham in such a way that they are better able to identify and help meet their needs and to participate more fully in society.

The Charity assists people who live or work in Birmingham with free employment rights advice. Clients are supported face-to-face, over the telephone and by email. The issues we deal with include: unfair dismissal, wrongful dismissal, unpaid wages, holiday entitlement, redundancy, discrimination in the workplace, disciplinarys and grievances. We carry out casework and offer representation at the Employment Tribunal.

## PUBLIC BENEFIT

The Trustees believe a great deal of public benefit has been achieved from the services provided by the Charity.

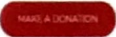
Due to the commitment of its team of advisers, the Centre is able to provide much needed support to those who have no other place to turn to. The team consists of dedicated volunteers and 2 paid members of staff. The volunteers are a combination of long-standing advisers and law students from local universities. We are pleased to have continued our relationship with Aston University and been able to again offer a placement to one of their excellent students. We look forward to working with other local universities in the forthcoming year.

The majority of our clients receive the National Minimum Wage and are employed in those sectors of the economy that are insecure, in particular, care, security and hospitality. Without our support many of our clients would not be able to obtain redress when things go wrong at work. During the year, we helped our clients obtain over £406,000 in unpaid wages, notice and holiday pay, settlement agreements and tribunal awards. In the previous year we helped clients obtain £342,616.

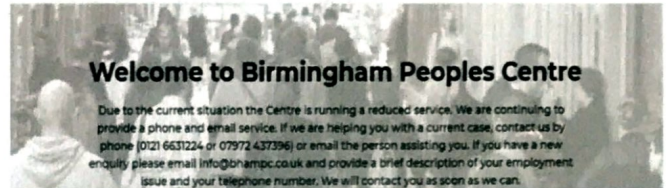
Throughout the year we have regularly received positive feedback from clients about the usefulness of the resources on our

*During the year we assisted some 1,500 clients with employment issues. Of the clients we saw in person 16% stated they had a disability, 36% did not have English as their first language, 59% were from the BAME communities.*

website. The website is increasingly used by clients to access our services and in the year it was visited 3,142 times, an increase of 71% compared to the previous year.



HOME ABOUT US REPRESENTING YOURSELF ADVISER RESOURCES NEWS CONTACT US



The public benefit of our work is demonstrated by the following examples:

### *Employment tribunal assistance*

With less than a week to go before his hearing for unfair dismissal a client approached us for help. Nothing had been done in preparation for the hearing. We were able to help the client produce his witness statement, get together the hearing bundle and prepare him for the hearing so he could represent himself. The client was successful and was awarded £12,000 in compensation.

### *The closure of the business*

We helped 3 clients who turned up to work to find their employer had closed the business. They did not understand their legal rights or how to get the money they were owed. The business subsequently went into liquidation. The clients were not confident in using the internet and were unable to complete an application to the Redundancy Payment Office. We completed the relevant forms for the clients, liaised with the insolvency practitioner and obtained the redundancy pay, notice pay and holiday pay that they were owed which totalled over £20,000.

In the previous year we received support from the Lush Charity and this year our details were included on their body lotion

charity pots, which were sold in their shops throughout the country.



## FUTURE PLANS

The tribunal process can be confusing and stressful. We are increasingly being asked to provide advice and guidance to clients about the employment tribunal process. Our contact details are contained on the leaflet distributed by the employment tribunal to unrepresented claimants. We were pleased to have helped clients, acting as litigants in person, to navigate the process and achieve a successful outcome. Increasingly the support to litigants in person is an area that we plan to further develop in the forthcoming year.

We are in the process of producing resources for clients to allow them to obtain unpaid wages. With funding from Matrix Chambers, we will produce a printed guide explaining the process from raising the matter internally right up to endorsing a tribunal judgment. Our website will also be updated with additional resources.

Another planned development in the forthcoming year is the production of short videos dealing with frequent questions that we are asked. The videos will be accessible from our website and, where appropriate, emailed to clients following telephone advice.

## THANK YOU

We would like to say a very big thank you to everyone who supported us financially during the year. Such support is vital for us to continue to provide our integral service. Our supporters scheme is a valuable source of income, which enables those who support

our aims to make a regular monthly contribution. We are grateful for the many clients who generously made a donation so we can assist others in need. Our founders during the year included **Heart of England - Harry Payne Fund, Saintbury Trust, National Lottery Community Fund, Eric Sparkes Charitable Trust, Matrix Chambers - Causes Fund, Souter Charitable Trust, William A. Cadbury Charitable Trust, Grimmitt Trust, and Midland Legal Support Trust.**

We are grateful for the assistance provided by **Ibraheem** in supporting and continuing to improve our website.

We would also like to thank **Paul** for freely giving his time to upgrade our IT systems and to resolve any issues.

We are also grateful for the support and advice provided by our accountant, **Graham**, who is always willing to answer questions and provide guidance on our finances.

Our internet-based telephone system is provided by Voipfone and we are grateful to them for providing the service at no charge because we are a charity.



## COVID-19

Towards the end of our financial year our activities were significantly affected by the outbreak of COVID-19. For safety reasons we stopped seeing clients in-person but continued to provide telephone and email support. With a reduced number of volunteers, it has been challenging to meet the demand for our services, which will continue to grow if employers start to reduce their workforce. We will keep under review how we can best support clients and meet the demand for our services during these very difficult times.

## FINANCIAL REVIEW

The financial statements, including the notes, have been prepared in compliance with the Statement of Recognised Practice "Accounting and Reporting by Charities." The analysis of income and costs reflects the classification of activities, together with costs of administration.

The Charity has benefited from securing income from a variety of sources. These include donations from clients, fees for advising on settlement agreements, grants and sponsored activities. The Trustees will continue to explore additional sources of income.

## RESERVES POLICY

The level of reserve as at the year-end is shown in the financial statements. The Charity does not have a formal reserves policy in place but attempts to hold sufficient reserves to ensure that it can cope with unexpected events.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are directors of Birmingham Peoples Centre Limited for the purpose of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial 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, of the charitable company 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 of the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial comments, and
- Prepare the financial statements on the going concerns basis unless it is inappropriate to assume that the charitable company will continue in operation.

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

## SMALL COMPANY PROVISION

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the board on 23<sup>rd</sup> June 2020 and signed on its behalf.

Stephen Brown

Chair





**Birmingham Peoples Centre Limited (A Company limited by guarantee)**  
**Independent examiner's report to the trustees**

I report to the trustees on my examination of the accounts of Birmingham Peoples Centre Limited for the year ended 30 April 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act')

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiners statement**

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

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

- to keep proper 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 requires 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

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



Graham J Whitehouse  
Independent examiner

42 Marsh Green Road  
Elworth  
SANDBACH  
CW11 3BQ

24 June 2020

**Birmingham Peoples Centre Limited (A Company limited by guarantee)**  
**Statement of Financial activities (including Income and Expenditure Account**  
**for the year ended 30 April 2020**

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
	<b>Note</b>			
<b>Incoming resources</b>				
<b>Incoming resources from generated funds</b>				
Voluntary income	2	13,445	25,750	39,195
				29,143
<b>Activities from generated funds:</b>				
Fees from legal services		4,900	-	4,900
				1,850
<b>Total incoming resources</b>		<u>18,345</u>	<u>25,750</u>	<u>44,095</u>
				<u>30,993</u>
<b>Resources expended</b>				
Staff costs		3,822	10,000	13,822
Pension costs		3,220	-	3,220
Travel and subsistence		1,086	517	1,603
Training costs		-	312	312
Rent, rates and service charges		136	5,750	5,886
Light and heat		338	-	338
Insurance		1,344	-	1,344
Fundraising costs		557	-	557
Accountancy fees		405	-	405
Other legal and professional		66	-	66
Telephone, postage and stationery		788	2,850	3,638
Information and publications		-	2,997	2,997
Website and marketing costs		89	-	89
Software costs		-	3,042	3,042
Repairs and renewals		88	-	88
Equipment expended		-	1,122	1,122
Depreciation		448	-	448
Volunteer expenses		-	-	-
Sundry expenses		563	-	563
<b>Total resources expended</b>		<u>12,950</u>	<u>26,590</u>	<u>39,540</u>
				<u>37,814</u>
<b>Net income for the year before transfers</b>		5,395	(840)	4,555
				(6,821)
<b>Total funds brought forward</b>		<u>5,059</u>	<u>9,113</u>	<u>14,172</u>
				<u>20,993</u>
<b>Total funds carried forward</b>		<u>10,454</u>	<u>8,273</u>	<u>18,727</u>
				<u>14,172</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**Birmingham Peoples Centre Limited (A Company limited by guarantee)**  
**Balance Sheet**  
**as at 30 April 2020**

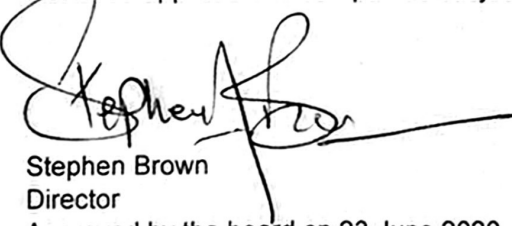
	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	4		128		576
<b>Current assets</b>					
Debtors	5	759		1,062	
Cash at bank and in hand		18,375		12,851	
		<u>19,134</u>		<u>13,913</u>	
<b>Creditors: amounts falling due within one year</b>	6	(535)		(317)	
<b>Net current assets / (liabilities)</b>			18,599		13,596
<b>Net assets</b>			<u>18,727</u>		<u>14,172</u>
<b>Unrestricted funds</b>	7		10,454		5,059
<b>Restricted funds</b>	7		8,273		9,113
<b>Total funds</b>			<u>18,727</u>		<u>14,172</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

  
 Stephen Brown  
 Director

Approved by the board on 23 June 2020

**Birmingham Peoples Centre Limited (A Company limited by guarantee)**  
**Notes to the Accounts**  
**for the year ended 30 April 2020**

**1 Accounting policies**

**a) Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance the Companies Act 2006 and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

**b) 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:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Incoming resources from the charities trading activities are accounted for when earned.

**c) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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.

**d) Fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 3 years.

**2 Voluntary income**

	Unrestricted 2020	Restricted 2020	Total 2020	Total 2019
Donations	10,957	-	10,957	11,188
Fundraising	2,488	-	2,488	2,655
Grants:				
TUC	-	-	-	300
Midland Legal Support Trust	-	1,500	1,500	2,000
The John Avins Trust	-	-	-	1,000
LUSH	-	-	-	2,000
Foyle Foundation	-	-	-	4,000
Love Brum	-	-	-	2,000
Co-operative	-	-	-	2,000
Heart of England - Harry Payne Fund	-	1,000	1,000	2,000
Saintbury Trust	-	5,000	5,000	-
National Lottery Community Fund	-	10,000	10,000	-
The Eric F Sparkes Charitable Trust	-	250	250	-
Matrix Chambers - Causes Fund	-	2,500	2,500	-

**Birmingham Peoples Centre Limited (A Company limited by guarantee)**  
**Notes to the Accounts**  
**for the year ended 30 April 2020**

Souter Charitable Trust	-	1,000	1,000	-
William A Cadbury Charitable Trust	-	1,500	1,500	-
Grimmitt Trust	-	1,500	1,500	-
Heart of England - Covid-19	-	1,500	1,500	-
	<b>13,445</b>	<b>25,750</b>	<b>39,195</b>	<b>29,143</b>

**3 Taxation**

The charity's activities are 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. Accordingly, there is no taxation charge in these accounts

**4 Tangible fixed assets**

	<b>Plant and machinery etc. £</b>
<b>Cost</b>	
At 1 May 2019	2,153
Additions	-
Disposals	-
At 30 April 2020	<u>2,153</u>
<b>Depreciation</b>	
At 1 May 2019	1,577
Charge for the year	448
On disposals	-
At 30 April 2020	<u>2,025</u>
<b>Net book value</b>	
At 30 April 2020	<u>128</u>
At 30 April 2019	<u>576</u>

**5 Debtors**

	<b>2020 £</b>	<b>2019 £</b>
Trade debtors	-	-
Prepayments	759	1,062
	<u>759</u>	<u>1,062</u>

**6 Creditors: amounts falling due within one year**

	<b>2020 £</b>	<b>2019 £</b>
Other taxes and social security costs	130	42
Accruals	405	275
	<u>535</u>	<u>317</u>

**Birmingham Peoples Centre Limited (A Company limited by guarantee)**  
**Notes to the Accounts**  
**for the year ended 30 April 2020**

**7 Movement in funds**

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>
At 1 May 2019	9,113	5,059
Incoming resources	25,750	18,345
Outgoing resources	(26,590)	(12,950)
Transfer between funds	-	-
At 30 April 2020	<u>8,273</u>	<u>10,454</u>

**8 Status of the company**

Birmingham Peoples Centre Limited is a company limited by guarantee and accordingly does not have a share capital.

At 30 April 2020 there were 5 members of the company (the directors). The liability of the members is limited and each has undertaken to contribute a sum not exceeding £1.00 in the event of the winding up of the company.