



**Hertfordshire Equality Council**

**Annual report**

**Financial statements**

**For the year ended**

**31 March 2019**

**Charity Registration Number: 1151523**  
**Company Registration Number: 07894495**

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## Chair's Foreword

Hertfordshire Equality Council (HEC) is an independent charity covering the county of Hertfordshire.

The past year has been a busy year but also a difficult one. We recruited two new Trustees but sadly we lost one of our Trustees who suddenly passed away in January leaving a big hole as he was very active and had a lot of skill sets to drive the equality agenda forward.

Personally, for me and my fellow Trustees the work has been hard as HEC is beginning to make in-roads into the equality agenda with limited funding and trying to manage our day to day job is sometimes difficult. However, in the same breath, the Board can see that we are making progress and engaging with the community through Award 4 All funding. The journey so far has been hard work but rewarding at the same time. The key issues that came out from our "Equal Herts" project are:

- **Mental Health.** A thread running through the contributions of the different groups was the concern about mental health. (e.g. lack of care, access to services etc.).
- **Communication gaps.** Threaded through the contributions made and reflected the piecemeal approach that seems to be adopted by the public sector in communicating with community groups. Communication gaps especially affect disabled people and non-English speakers leading to their exclusion from society leading to isolation.
- **Transport gaps.** The necessity for safe and easy access to affordable transport was emphasised. The lack of audio-visual equipment on buses was a major concern for disabled people and with communication problems.
- **Language gaps.** Community groups were working with their communities to improve English language skills. This is because of lack of provision by the public sector in particular by the education bodies.
- **Local and central governmental gaps in service provision.** Have led to increased lack of support and engagement from local and central government. This problem has been intensified by the welfare cuts that have led to increased poverty across the community groups.
- **Employment gaps.** Access to employment was an issue for most of the groups present. Access was made difficult by a number of issues, including discrimination, disability, language skills, lack of training etc.
- **Racism and harassment.** Again, crossed communities. The Polish community reported how racism and harassment had increased post Brexit. The African Caribbean group reported that this was a continuing problem including stop and search. GATE Herts reminded the group that racism against Gypsy, Roma and Traveller (GRT) was viewed as the last bastion of acceptable racism. The view was held that prejudice against the GRT community was endemic and reflected an extreme form of institutional racism.

I like to take this opportunity to acknowledge the work of two of our Trustees Errol and Jane for their sterling work on the police staff network project. HEC is also a member of the Hertfordshire Hate Crime Partnership Board (HCPB) established by Office of Police and Crime Commissioner in 2018. The HCPB main function is to deliver on Hertfordshire's Hate Crime Strategy action plan. HEC is a very active player on the Board but it has been difficult to ensure that the Board is effective due to several changes of the Chair in the past 18 months and lack of resources for some of the objectives.

Equality agenda has never been so important/pressing for the community in Hertfordshire. The county has changed from being caring and sharing to one constantly looking at how to reduce cuts in services and provision for those most in need in our society. This is clearly to be seen by the absence of any meaningful data, community engagement and consultation from the public sector. The voluntary sector has been starved of resources and the situation is getting worse and not better particularly for disadvantaged groups/organisations.

One of the central aims of HEC is to support Hertfordshire Equality Networks that represent people who share the 'protected characteristics' that are covered within UK equality legislation. The "Equal Herts" project has helped us to move a small distance towards this goal. However, I am confident that in 2019 HEC will make some major gains to developing Equality Networks.

Without resources HEC can talk about Community Engagement; but actually, implementing the structures and system requires resources. In Nov 2018 HEC was successful in securing a place with Avocado Project. The "AVOCADO+" project is a two-year collaboration between MONEY4YOUTH, Race on the Agenda (ROTA) and Black Fundraisers UK (BF-UK). This was an intensive programme but well worth investing our time to learn about all the different types of funding and how to prepare applications. The biggest challenge for HEC is that we are not a single-issue charity and "equality and diversity" does not feature much with trusts and foundations as well as with the public sector.

**Herts Forward** event there was clear absence of any BAME community members. However, we were somewhat encouraged by a number of statements made by others and the general feel at the meeting. It is clear to HEC that that we need to start to find ways to talk to the decision makers to bring about change.

It is good that HEC is being recognised more and more a umbrella organisation not to speak on behalf of disadvantaged communities but be platform for disadvantaged groups/organisation to raise their concerns and issues. We still have some ways to go, but we are making good positive steps towards achieving our remit. We do need everyone to advocate and commit to having a good sense of equality for all.

**Kate Belinis DL**  
Chair of Trustees

**Trustees' report for the year ended 31 March 2019**

**Financial Statements**

The Trustees present their report and financial statements for the year ended 31 March 2019.

**Reference and Administrative Information**

Hertfordshire Equality Council (HEC) is administered by the Board, whose members of which are Trustees for the purpose of Charity Law and Directors for the purpose of Company Law. They are referred to throughout this report as Trustees. The Board are

***Trustees***

Kate Belinis (Chair)  
Terry Silke (Company Secretary)  
Errol John  
Edmund Willis (Treasurer)  
Jane Dellow  
Josie O'Driscoll  
Sherrie Smith (sabbatical leave)  
Gerry McDonald – from November 2018 – January 2019  
Jay Mistry from November 2018

<b>Charity No</b>	1151523
<b>Company Number</b>	07894495
<b>Registered Office</b>	Hertfordshire Equality Council C/o CDA Herts The Castle, Hertford, SG14 1HR
<b>Bankers</b>	The Co-operative Bank PLC PO Box 250 Skelmersdale WN6 6WT

## **Structure, governance and management**

HEC is a charity registered with the Charity Commissioners, Charity No 1151523 and a Company Limited by Guarantee, Company No.07894495 has no share capital and is governed by the Memorandum and Articles of Association signed on 4 February 2011.

The policy and general management of HEC is directed by the Trustee Board (required to meet not less than four times in each financial year) which meets every 6 weeks.

The Memorandum and Articles of Association requires the Trustee Board to have between 5-12 Trustees/Directors comprising its officers. One third of all Trustees (to the nearest third) must retire at each AGM, those longest in office retiring first and the choice between any equal service being made by drawing lots. The Trustees may at any time co-opt any person duly qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM. Where there is a requirement for new Trustees, they are identified and invited to become a Trustee by the remaining Trustees. The Trustee Board has the power to accept or reject an application. The Memorandum and Articles of Association gives the Trustees the power to apply funds in such a manner as they think fit to or for the benefit of HEC objectives.

## **Objectives and activities**

HEC is a voluntary organisation committed to promoting equality and diversity and any issue arising from the provisions of equality and diversity legislation principally but not exclusively on the local government area of Hertfordshire and its surroundings for the benefit of the residents, workers, students or visitors.

HEC also promotes, organises, and facilitates cooperation and potential partnership working between third sector, statutory and other relevant bodies and charitable purposes within Hertfordshire.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. They are confident that the Charity's work, as described in this report, meets the public benefit requirement.

## Achievements

HEC has achieved much during the year:

- a. Successfully hosted “Equal Herts” community event
- b. Appointed two new Trustees
- c. Secured funding from Hertfordshire Constabulary
- d. Responded / challenged public sector on their Public Sector Equality Duty
- e. Held our first six monthly meeting with Hertfordshire Police and Crime Commissioner
- f. Continue to develop relationship with Hertfordshire County Council – with quarterly joint meetings with Chair of their Diversity Board
- g. Appointed on the Hertfordshire Hate Crime Partnership Board
- h. HEC were successful in our application to undertake BAME funding master class with Money 4 Youth a 10 month intensive funding programme
- i. HEC is a member of the Local Economic Partnership – European Investment Social Fund Committee.
- j. Hertfordshire County Council had agreed to jointly producing their Equality Strategy with HEC
- k. HEC Board approved their GDPR policy.

## Hertfordshire Constabulary

During the year HEC continued to productive dialoge with police on matters such as:

- HEC to act as an independent scrutiny body with regards to “Stop and Search” data
- HEC took part in 10 weeks of Hate Crime training where over 1,000 officers were trained
- Advising on Equality Impact Assessments
- Participating in HMIC Stop and Search Inspection.
- Conducted a review of staff networks.
- Active participant on their Diversity and Inclusion Board
- HEC arranged meetings with the Gypsy, Traveller and Roma (GTR) community with Assistant Chief Constable to discuss a national project involving GTR stop and search.
- Community Support Network has proved to be a sticking point – in understanding what the police want and the matter of police vetting requirements from the community

## Health

- HEC are very concerned that almost all hospitals and CCG within Hertfordshire are not implementing properly the NHS “Equality Diversity System 2” (EDS2). Due to the intensive nature and level of work involved HEC has asked for resources from those NHS who approached us to assist with their Equality Strategy, HR strategy and EDS2 as the volume of work is high and none of the NHS were prepared for the services they need.

### **Crown Prosecution Service:**

- Crown Prosecution Service –HEC Trustee represents HEC on the CPS regional panel and recently raised GTR communication issue with CPS ‘Strategy Involvement Panel’

### **Risk management**

The Trustees and Trustee Board conduct regular reviews of the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff and Trustees.

### **Financial review**

Total income received by HEC during the financial year ended 31 March 2019 was £20,000 for renewal of the service level agreement with Hertfordshire Police Constabulary.

### **Future Plans**

- **Secure resources** – The future of HEC over the next two years will depend on securing sustainable funding and this will be our priority in 2019 and 2020
- **Website** – is a priority for HEC, we need to update the website to ensure that right information is on the website and it is regularly updated.
- **Hate Crime** – is serious problem in Hertfordshire and there is no coordinated work being done or statistics available or any genuine efforts being made by the local councils that HEC are aware of. Hate crime is increasing year, on year and we must work together and find a way forward.
- **Public Sector Equality Duty (PSED)** – HEC has conducted a desk-top research and found that all public sector organisation in Hertfordshire, from County Council to Local Councils, to colleges and Housing Association are all failing to implement PSED.
- **Joint event with HCC** – HEC will work with Hertfordshire County Council to develop and implement a joint equality event in 2019.
- **Ensure that BAME is on the public sector agenda** – it is evident across all public sector that Black, Asian and Minority Ethnic communities are not on any public sector agenda, yet almost 20% of the Hertfordshire population is from BAME communities.

### **Statement of Trustees' responsibilities**

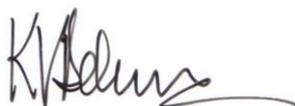
The Trustees, who are also the Directors of HEC for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company Law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

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

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

### **For and on behalf of the Trustees**



**Kate Belinis DL**  
**Chair of Trustees**

HERTFORDSHIRE EQUALITY COUNCIL

Financial statements for the year ended 31 March 2019

Combined Statement of Financial Activities and Income and Expenditure Account for the year ended 31 March 2019

	Unrestricted funds 2018/19 £	Restrict ed funds: Big Lottery Fund Grant 2018/19 £	Total funds 2018/19 £	Unrestricted funds 2017/18 £	Unrestricted funds: Hertfordshire Constabulary Staff Support Review 2017/18 £	Restricted funds: Big Lottery Fund Grant 2017/18 £	Total funds 2017/18 £	Further details
<b>Income and endowments from:</b>								
Charitable activities	20,000		20,000	20,000	20,603		40,603	A2
<b>Total</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,603</b>	<b>-</b>	<b>40,603</b>	
<b>Expenditure on:</b>								
Raising funds	(52)		(52)					B1
Charitable activities	(20,195)	(2,171)	(22,366)	(13,703)	(20,772)	(7,249)	(41,724)	B2
Other	(98)		(98)	(69)			(69)	B3
<b>Total</b>	<b>(20,345)</b>	<b>(2,171)</b>	<b>(22,516)</b>	<b>(13,771)</b>	<b>(20,772)</b>	<b>(7,249)</b>	<b>(41,793)</b>	
Net gains/(losses) on investments								
<b>Net income/(expenditure) before tax</b>	<b>(345)</b>	<b>(2,171)</b>	<b>(2,516)</b>	<b>6,229</b>	<b>(170)</b>	<b>(7,249)</b>	<b>(1,190)</b>	
Tax payable	-	-	-	-	-	-	-	
<b>Net income/(expenditure)</b>	<b>(345)</b>	<b>(2,171)</b>	<b>(2,516)</b>	<b>6,229</b>	<b>(170)</b>	<b>(7,249)</b>	<b>(1,190)</b>	
<b>Transfers between funds</b>				<b>(170)</b>	<b>170</b>			
<b>Net movement in funds</b>	<b>(345)</b>	<b>(2,171)</b>	<b>(2,516)</b>	<b>6,059</b>	<b>-</b>	<b>(7,249)</b>	<b>(1,190)</b>	
<b>Reconciliation of funds:</b>								
Total funds brought forward	22,252	2,171	24,422	16,193	-	9,420	25,613	
<b>Total funds carried forward</b>	<b>21,907</b>	<b>-</b>	<b>21,907</b>	<b>22,252</b>	<b>-</b>	<b>2,171</b>	<b>24,422</b>	

HERTFORDSHIRE EQUALITY COUNCIL

Balance Sheet as at 31 March 2019

	Total Funds 2018/19 £	Total Funds 2017/18 £	Further details
<b>Current assets:</b>			
Debtors	230	8,333	B2
Cash at bank and in hand	26,046	27,912	
<i>Total current assets</i>	<i>26,275</i>	<i>36,245</i>	
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	(4,369)	(11,823)	C1
<i>Net current assets or liabilities</i>	<i>21,907</i>	<i>24,422</i>	
<i>Total assets less current liabilities</i>	<i>21,907</i>	<i>24,422</i>	
<b>Total net assets or liabilities</b>	<b>21,907</b>	<b>24,422</b>	
<b>The funds of the charity:</b>			
Restricted income funds	-	2,171	
Unrestricted funds	21,907	22,252	
<i>Total restricted income funds</i>	<i>-</i>	<i>2,171</i>	
<b>Total charity funds</b>	<b>21,907</b>	<b>24,422</b>	

Outline summary of fund movements for the year ended 31 March 2019

Fund name	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Restricted funds: Big Lottery Fund Grant (Equal Herts)	2,171		(2,171)			-
Unrestricted funds: Other funds	22,252	20,000	(20,345)			21,907
<b>Total funds</b>	<b>24,422</b>	<b>20,000</b>	<b>(22,516)</b>	-	-	<b>21,907</b>

N.B. HEC has no restricted or endowment funds.

HERTFORDSHIRE EQUALITY COUNCIL

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2019 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 Section 386 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 profit or loss for each financial year in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....

Approved by the Board on .....

**The notes on pages 13-14 form part of these financial statements.**

**Notes to the Financial Statements**  
**31 March 2019**

**1 Accounting policies**

*Basis of accounting*

The Accounts have been drawn up in accordance with applicable Accounting Standards and comply with the Statement of Recommended Practice (2005), Accounting and Reporting by Charities.

*Incoming resources*

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

*Resources expended*

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. Costs are allocated according to their nature and are stated inclusive of VAT.

*Governance costs*

These reflect the costs of governing the charity and comprise independent examiner fees, the cost of Board meetings and other similar costs.

**2 Operating deficit**

The operating deficit for the year ended 31 March 2019 is £2,515.73. There were no reporting fees for accountancy. No directors' emoluments or other benefits accruing to directors were made.

**3 Taxation status**

The Trust is a registered charity (number 1151523) and as such is exempt from income tax, capital gains tax and inheritance tax. There are no trading profits on which corporation tax is payable.

**A2 Income and endowments from: Charitable activities**

Incoming resources from charitable activities of £20,000 represents renewal of the £20,000 per annum service level agreement with Hertfordshire Constabulary.

**A4 Income and endowments from: Investments**

No interest was received on HEC bank accounts during this financial year.

**B1 Expenditure on: Raising funds**

Attendance and travel expenses for fundraising training activities totalled £51.98.

**B2 Expenditure on: Charitable activities**

Charitable Activities costs totalling £22,366.04 comprised ordinary costs (project co-ordinator costs of £19,767.65 and website hosting of £99.16, together with support costs comprising insurance of £251.77 and telephony of £76.71, and costs for specific Equal Herts programme activity of £2,170.75.

Equal Herts programme costs of £2,170.75 (funded by the balance of the £9,420 Awards for All grant received in 2017/18) consisted of £600 for review of the Herts Equality Council community database, £600 for artwork, design and production of the Equal Herts report, £450 for production of an easy-read version of the Equal Herts report, £295.75 for project co-ordination, £210 for report printing costs and £15 for venue costs.

**B3 Expenditure on: Other**

Governance costs comprised £97.71 for Board meetings.

Trustee travel expenses of £14.40 to attend Avocado+ fundraising training were reimbursed to Jane Dellow.

**BS: B2 Debtors**

Debtors of £229.70 represent accruals for insurance costs with Zurich Insurance plc.

**BS: C1 Creditors: Amounts falling due within one year**

2,002.35	Hemant Mistry	Project Co-ordinator
1,666.67	Hertfordshire Police Authority	Remainder of service level agreement
450.00	Herts People First	Equal Herts: Easy-read report
120.75	Hemant Mistry	Equal Herts: Project co-ordination
99.66	Edmund Willis	HEC Website Hosting (1&1 Ionos)
15.00	Age Concern Bishop's Stortford	Equal Herts: Room booking cancellation
14.40	Jane Dellow	Avocado+ training travel expenses
<b>4,368.83</b>		