



Hertfordshire Equality Council

Annual report

Financial statements

For the year ended

31 March 2018

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.

Hertfordshire is a diverse county and is keen to embrace fully the agenda of race, equality and diversity policies and achieve a real transformation in approach. This agenda has become more pressing due to lack of any meaningful implementation of national equality legislation, government policies, uncertainty of Brexit and changes in the economy and demographics of the county.

Aspects of this pressure for change include:

- The increase in demography of Minority Ethnic communities in Hertfordshire
- The negative impact of both the Government and local public sector policies
- The need for and threats to Community Cohesion
- The changing nature of Hertfordshire
- Legislation
- Specific rural equality issues

One of the central aims of HEC is to support Equality Networks that represent people who share the 'protected characteristics' that are covered within UK equality legislation. To this end HEC hosted, after some early difficulties "Equal Herts" community event towards end of March 2018. This event was funded via Big Lottery 'Awards for All' and proved most successful. A full report of the event (including easy read version) was produced to further the work of HEC.

Our goal is to provide support which enables effective, dynamic equality networks to represent their 'communities of interest' and influence public policy at local level, in regional discussions, and nationally.

Community Engagement; talking and communicating with the communities and individuals that we serve is important to us. We therefore are looking to develop a range of methods of engagement with different community groups and organisations, during 2019.

HEC is constantly identifying and gathering community related issues which has helped us to communicate and challenge and lobby other service providers to improve access and delivery of their services.

Our partners are also committed to resolving equality, diversity and inclusion issues and work with us in doing so.

Kate Belinis DL

Chair of Trustees

Trustees' report for the year ended 31 March 2018

Financial Statements

The Trustees present their report and financial statements for the year ended 31 March 2018.

Reference and Administrative Information

Hertfordshire Equality Council (HEC) is administered by the Board of 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 Trustees as of 31 March 2018 comprised:

Trustees

Kate Belinis (Chair)
Terry Silke (Company Secretary)
Edmund Willis (Treasurer)
Errol John
Jane Dellow
Sherrie Smith
Josie O'Donnell

Charity No	1151523
Company Number	07894495
Registered Office	Hertfordshire Equality Council C/o CDA Herts The Castle, Hertford, SG14 1HR
Bankers	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. 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's 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. Secured funding from Hertfordshire Constabulary
- b. Held "Equal Herts" community events from Big Lottery "Awards for All" secured funding
- c. Organised a survey to elicit information from community groups.
- d. Responded / challenged public sector Public Sector Equality Duty (PSED)
- e. HEC are invited to participate on the Police and Crime Commissioner's Hate Crime Partnership Board
- f. Worked with Hertfordshire Partnership Foundation NHS Trust on their Equality and Diversity strategy, policy and action plans
- g. We have held joint meetings with Hertfordshire County Council to discuss issues of concerns

Hertfordshire Constabulary

During the year HEC continued with its productive dialogue on matters such as:

- HEC to act as an independent scrutiny body
- Advising on Equality Impact assessments
- Participating in HMIC Stop and Search Inspection.
- We are trying to help establish Community Support Networks
- HEC has a place on the Diversity and Inclusion Board as a critical friend

Health

- We continue to be a stakeholder member of the Hertfordshire HealthWatch.

Risk management

The Trustee Board conduct regular reviews of the major risks to which the Charity is exposed. Wherever 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 2018 was £40,602.58, comprising £20,000 service level agreement renewal with Hertfordshire Police Constabulary and £20,602.58 commission to review their staff support arrangements.

Future Plans

HEC is beginning to implement its remit as an independent umbrella organisation. HEC's mission is to help individuals, community based organisations and groups to have a voice and provide a supportive platform in Hertfordshire.

HEC provides community based organisations and groups across the county with a way to hear more about and influence the work of the public services on a range of equality issues.

HEC's primary goal is to work with disadvantaged community groups in Hertfordshire, to empower all protected groups / organisations so that they can play an active role in community development, regeneration partnerships, and community cohesion and strengthen the strategic representation of the disadvantaged / voluntary sector.

During the next coming year:

- Our top priority is to secure funding
- Establish the current position in relation to equality work across Hertfordshire.
- Identify existing groups/organisations /networks, assess needs and emerging issues
- Convene meetings.
- Fully develop HEC action plan

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

Financial statements for the year ended 31 March 2018

Combined Statement of Financial Activities and Income and Expenditure Account for the year ended 31 March 2018

	Unrestricted funds: Hertfordshire			Restricted funds:		
	Unrestricted funds	Constabulary Staff Support Review	Big Lottery Fund Grant	Total funds	Total funds	Further details
	2017/18	2017/18	2017/18	2017/18	2016/17	
	£	£	£	£	£	
Income and endowments from:						
Charitable activities	20,000	20,603		40,603	29,420	A2
Investments				-	7	A4
Total	20,000	20,603	-	40,603	29,427	
Expenditure on:						
Charitable activities	(13,703)	(20,772)	(7,249)	(41,724)	(16,912)	B2
Other	(69)			(69)	(42)	B3
Total	(13,771)	(20,772)	(7,249)	(41,793)	(16,955)	
Net gains/(losses) on investments						
Net income/(expenditure) before tax	6,229	(170)	(7,249)	(1,190)	12,473	
Tax payable	-	-	-	-	-	
Net income/(expenditure)	6,229	(170)	(7,249)	(1,190)	12,473	
Transfers between funds	(170)	170				C
Net movement in funds	6,059	-	(7,249)	(1,190)	12,473	
Reconciliation of funds:						
Total funds brought forward	16,193	-	9,420	25,613	13,140	
Total funds carried forward	22,252	-	2,171	24,422	25,613	

Balance Sheet as at 31 March 2018

	Total Funds	Total Funds	Further details
	2017/18	2016/17	
	£	£	
Current assets:			
Debtors	8,333	-	B2
Cash at bank and in hand	27,912	43,005	
<i>Total current assets</i>	<i>36,245</i>	<i>43,005</i>	
Liabilities:			
Creditors: Amounts falling due within one year	(11,823)	(17,392)	C1
<i>Net current assets or liabilities</i>	<i>24,422</i>	<i>25,613</i>	
<i>Total assets less current liabilities</i>	<i>24,422</i>	<i>25,613</i>	
Total net assets or liabilities	24,422	25,613	
The funds of the charity:			
Restricted income funds	2,171	9,420	
Unrestricted funds	22,252	16,193	
<i>Total restricted income funds</i>	<i>2,171</i>	<i>9,420</i>	
Total charity funds	24,422	25,613	

HERTFORDSHIRE EQUALITY COUNCIL

Outline summary of fund movements for the year ended 31 March 2018

Fund name	Fund balances					Gains and losses	Fund balances carried forward
	brought forward	Income	Expenditure	Transfers			
	£	£	£	£	£	£	£
Restricted funds: Big Lottery Fund Grant (Equal Herts)	9,420		(7,249)				2,171
Unrestricted funds: Hertfordshire Constabulary Staff Support Review	-	20,603	(20,772)	170			-
Unrestricted funds: Other funds	16,193	20,000	(13,771)	(170)			22,252
Total funds	25,613	40,603	(41,793)	-	-		24,422

N.B. HEC has no endowment funds.

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2018 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:

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Approved by the Board on 31st December 2018

The notes on pages 10-11 form part of these financial statements.

**Notes to the Financial Statements
31 March 2018**

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. Please note the change in the statement of financial activities format as Charities SORP (FRSSE) cannot be used for reporting periods beginning on or after 1 January 2016.

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 2018 is £1,190.42. There were no reporting fees for accountancy. No directors' emoluments or other benefits accruing to directors were made, excepting contractual payments made to associated companies as detailed below.

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 £40,602.58, represents renewal of the £20,000 service level agreement agreed with Hertfordshire Police Authority.

Additionally, HEC were commissioned to deliver a review of Hertfordshire Constabulary staff support arrangements which totalled £20,602.58.

A4 Income and endowments from: Investments

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

B2 Expenditure on: Charitable activities

Charitable Activities costs totalling £41,324.52 comprised ordinary costs (project co-ordinator costs of £13,050.80 and website hosting of £57, together with support costs comprising insurance of £253.39 and telephony of £146.39, and training events of £195) and costs for specific Equal Herts and Hertfordshire Constabulary staff support review projects.

Equal Herts project costs funded by the Big Lottery grant of £9,420 totalled £7,249.25. Remaining project costs for production and dissemination of the project report were made in the subsequent financial year.

Hertfordshire Constabulary staff support review project costs totalled £20,772.47. This project included payments for carrying out contracted services (permitted by charity governance) requiring the particular expertise of The Total Support Team (£3,316.16) and Heights Enterprise Ltd (£7,323.85), each company related to trustee Jane Dellow and Errol John respectively.

B3 Expenditure on: Other

Governance costs totalled £68.70 board meeting costs of £55.70 and Companies House submission of £13.

C Transfers between funds

The transfer of £168.89 covers expenditure on the Hertfordshire Constabulary staff support review above specific income received for the project.

BS: B2 Debtors

Debtors of £8,333.33 are accruals of the annual £20,000 Hertfordshire Police Authority SLA.

BS: C1 Creditors: Amounts falling due within one year

5,086.20	Hemant Mistry	Project Co-Ordinator
73.46	Hemant Mistry	Telephone
22.07	Hemant Mistry	Insurance Premium Renewal (Zurich Insurance plc)
5,880.00	Hemant Mistry	Equal Herts: Project work (inc Survey Monkey, Eagle Coaches)
483.30	The Total Support Team	Equal Herts: Database review
55.95	Kate Belinis	Equal Herts: Event costs
130.00	The Focolare Trust	Equal Herts: Event hire
65.97	Edmund Willis	HEC Website Hosting (1&1 Internet)
26.00	Edmund Willis	Companies House Submission
11,822.95		