

**MEETING: 09/05/2013**

**ANNEX NUMBER: 11**

**ASSESSMENT CATEGORY - Positive Transitions to Independent Living**

**Islington People's Rights**

**Ref: 11491**

**Amount requested: £120,947**

**Adv: Ciaran Rafferty**

**Base: Islington**

**Amount recommended: £120,000**

**Benefit: Islington,  
Camden, Hackney**

**Purpose of grant request:** New initiative providing specialist support to ex-offenders leaving custody to boost their resettlement prospects, with a particular focus on those with drug and alcohol issues.

**Background**

Islington People's Rights (IPR) was established in 1969 and provides expert, specialist and independent advice on a range of issues including welfare benefits and debt, all within the overarching aim of tackling poverty and disadvantage. It is one of the longest established legal advice centres in London and operates a network of outreach sessions to clients at venues where they are already users of other services. Although it has a small team of staff the wide delivery of its services is enabled through the expert deployment of volunteers, most of whom are law students or qualified lawyers/solicitors and who provide their time pro bono.

**Funding History**

None.

**Current Application**

For many years IPR has provided advice with and through agencies dealing with substance misuse; and has also worked in tandem with Probation services. This proposal – called IPR Advance - is somewhat of a marriage of both of these strands of work and will target ex-offenders with drug and alcohol issues. In recent times IPR secured some funding to deliver debt advice to prisoners inside HMP Pentonville and, while this has been very valuable and important work, there is great need for similar services for those newly released and from other local prisons.

Support for prisoners in the early days post-release is crucial to their capacity to successfully resettle and, for those with substance misuse difficulties, it is probably even more vital. The National Offender Management Service (NOMS) has identified debt advice and managing money as a key driver for reducing reoffending.

This project will offer advice to ex-offenders from HMPs Pentonville and Holloway, through outreach sessions in Probation offices in Islington, Camden and Hackney; and through specialist drug and alcohol agencies.

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Repeat appointments, where necessary, will be available to those with complex needs. The focus will be on debt advice including rent and mortgage arrears and assistance with accessing benefits. You are asked to fund the salary costs of the Specialist Caseworker who will also manage a small team of expert volunteers, following the standard IPR model.

### **Financial Observations**

The deficit of £5,891 for the year ended 31<sup>st</sup> March 2012 represents 1.8% of turnover.

The reserves policy states that they aim to hold 3 months' running costs in free unrestricted reserves, which equates to £104,706 based on current year expenditure. At 31<sup>st</sup> March 2012 free unrestricted reserves stood at £71,143, equating to 2 months' worth of total expenditure.

Draft figures for the year ending 31<sup>st</sup> March 2013 show a surplus of £43,594 on a turnover of £386,308 (equivalent to 11.3%), with free reserves increasing to £114,737 (equivalent to 4 months' expenditure).

The budget for the current financial year through to 31<sup>st</sup> March 2014 projects an overall surplus of £7,742 on a turnover of £426k (of which £326k is confirmed).

### **Officer's Appraisal**

IPR has a wealth of experience in delivering specialist advice and, through its recent work in HMP Pentonville, the capacity to understand some of the key barriers to the resettlement of offenders and the mechanisms for delivering appropriate support to those in greatest need. Probation services have no statutory duty to provide specialist advice on debt, etc though they do offer excellent access to ex-offenders at exactly the right time in their transition from incarceration. This project will complement existing work undertaken by IPR in the prisons, providing as it does follow-up support upon release.

### **Recommendation**

**£120,000 over three years (£43,000; £42,000; £35,000) for the salary of a f/t Specialist Caseworker plus operational costs of the IPR Advance project.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:  
(office use only)

11491

Date Received:

21/11/2012

Programme  
Area:

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### 1. About your organisation

Name of organisation applying for grant: <b>Islington People's Rights</b>	
If the organisation is part of a larger organisation, what is its name? <b>No</b>	
Address for correspondence: <b>6-9 Manor Gardens London</b>	
Postcode: <b>N7 6LA</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Gerard Omasta-Milsom</b>	Position: <b>Manager</b>
Phone: <b>020 7561 3683</b>	Fax: <b>020 7561 3682</b>
E-mail: <b>gerard@ipradvice.org.uk</b>	
Website: <b>http://www.ipradvice.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1077688</b>	
Date organisation established: <b>25/10/1969</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Positive Transitions to Independent Living</b>
Purpose for which funds are requested: (25 words maximum) <b>New initiative providing specialist support to ex-offenders leaving custody to boost resettlement prospects with a particular focus on those with drug and alcohol issues.</b>
How much funding is requested? <b>Year 1: £43,532 Year 2: £41,976 Year 3: £35,439 Total: £120,947</b>

### 3. Aims of your organisation

The principal objects are the promotion of the relief of persons resident in or around the London Borough of Islington in need or in distress by reason of poverty, and the advancement of the education of people in the field of welfare rights. Islington People's Rights (IPR) aspires to be the best provider of free, high quality independent welfare rights and money advice services in and around the Borough. It is continually developing and evolving its service provision to help local people maximise their incomes, enforce their rights, and develop their potential as equal citizens. It is committed to ending poverty in the Borough. IPR has core values key to its work, and

- is committed to delivering a high quality of independent advice.
- is committed to the empowerment of individuals, based on respect for the individual, helping ensure that people can help themselves
- focuses its work particularly on those who are vulnerable or most excluded within Society.

### 4. Main activities of your organisation

Islington People's Rights (IPR) provides independent advice, casework and representation in welfare benefits and debt, including representation at tribunals and appeals . We also offer advice with debt and money matters, including negotiation with creditors. We can undertake bankruptcy proceedings and are approved intermediaries for the purposes of Debt Relief Orders (DROs). Many IPR services outreach based ;

- Mental Health Welfare Benefits Project; delivers weekly advice services at 5 Community Mental Health Teams (CMHTs)-in Islington.
- Core Project. Services available to all Islington residents, funded by Islington Council, including main telephone advice line. Appointments provided at Manor Gardens for people requiring specialist help in welfare benefits or debt.
- South Islington Project. Provides advice sessions in welfare benefits and debt at St Luke's Community Centre EC1, in south of borough. Supplemented by evening sessions in conjunction with LawWorks and city law firm, Nabarro LLP, and City University School of Law.
- Prisons Project. Weekly advice services at Pentonville Prison focussing on debt matters.
- Legal Services Commission. LSC contract, linked to the Specialist Quality Mark, in Welfare Benefits and Debt.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>6</b>	<b>2</b>	<b>8</b>	<b>45</b>

### 6. How do you support your volunteers?

We support our volunteers through training, and involvement in service delivery. The majority are staff from City Law Firm Nabarro LLP, and City University School of Law students, who play key roles at our evening advice sessions both running the sessions and providing advice.

### 7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
<b>Rented</b>	<b>to 31 November 2015 currently</b>

## 8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - **Month: March**

**Year: 2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	0
Activities for generating funds	0
Investment income	152
Income from charitable activities	324,652
Other sources	0
<b>Total Income</b>	<b>324,804</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	316,992
Governance costs	9,550
Cost of generating funds	4,153
Other	0
<b>Total Expenditure:</b>	<b>330,695</b>
<b>(Deficit)/surplus for the year:</b>	<b>(5,891)</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	3,639
Investments	0
Net current assets (liabilities)	71,143
Long-term liabilities	0
<b>*Total A:</b>	<b>74,782</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	0
Unrestricted funds	74,782
<b>*Total B:</b>	<b>74,782</b>

\* Total A and Total B must be the same and should be taken from your balance sheet

## 9. Statutory funding

For the financial year above, what % of your income was from statutory sources?  
**90%**

## 10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

**The only point worth highlighting is that during 2012 we secured specific funding from the North London Housing Partnership to deliver a project across several North London Boroughs, which involved us in service delivery across a wider geographic area, than much of our other work to date.**

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:

Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?

## 12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:  
**(i)** City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)  
**(iv)** Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2009	Year: 2010	Year: 2011
(i)			
(ii) Islington Council. Advice Core Contract	105,835	107,952	157,952
Islington Council. Mental Health Contract	140,926	106,482	95,000
Islington Council. Advice Capacity Building	22,200		
(iii)	0	0	0
(iv) NHS North Central London, initially NHS Islington (linked to Safer Islington Partnership)	20,000	20,000	20,000
(v) Cabinet Office Transition Fund		76,000	
Dept of Health SEIF	29,020		
(vi) Legal Services Commission (LSC)		12,944	16,900
EC1 Support Fund/North London Housing Partnership	23,600	16,675	12,116
Pentonville Prison		9,975	19,949

## 13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year:	Year:
Cripplegate Foundation, and other charitable trusts. (Very small amounts)	4,080	2,740

## 14. What steps is your organisation taking to reduce its carbon footprint?

IPR adopted an Environmental Policy in 2010, to reduce its carbon footprint. The principles involved are important to IPR which is why we adopted an Environmental Policy to provide a written framework of our commitment. This Environmental Policy was designed to be specific and achievable, and clearly written for an audience of staff, suppliers, clients and general public. Key elements were for IPR to;

- Minimise the impact of its activities on the environment.
- Identify opportunities to reduce any environmental impact of its activities at an early stage and adopt these
- Ensure staff are aware and committed to this environmental policy,
- Require its suppliers to provide goods and services with the minimum adverse environmental impact, and give preference to environmentally aware suppliers whenever possible
- Make efficient and environmentally responsible use of energy, water and other natural resources
- Actively promote recycling both internally and amongst our clients and suppliers.

## 15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

**In order to provide the right information, please refer to guidance note 15 before completing this section.**

The need and how it was assessed: For three years IPR linked with advice agencies supporting people with substance misuse issues and with Probation offering advice to ex-offenders in Pentonville and Holloway Prisons. There is huge unmet need for advice to enable successful transitions into the community. Islington is the only borough with two prisons with thousands leaving custody annually. Both prisons have many prisoners with complex needs including mental illness, alcohol and substance misuse. Current welfare reforms e.g. the introduction of universal credits in 2013 will mean they will face even greater challenges.

Many ex-offenders that IPR has helped in Pentonville have multiple debt issues. It is essential that those leaving custody receive specialist advice as too many lose their homes at this critical time. NOMS has identified debt advice and managing money on release is the key driver for reducing re-offending by people leaving custody.

How will the work be delivered? IPR Advance will focus on the root causes of re-offending. We will work with people with alcohol and drug misuse problems as they are far more likely to re-offend and return to custody.

IPR will work closely with Probation, Islington Community Safety Partnership, Housing and Social Services and Cranstoun.

Three sessions a week will be offered at Probation offices and other suitable locations accessed by Islington, Hackney and Camden residents. 40 minute one to one sessions will be offered with repeat appointments for those with complex needs. Group work will enable us to engage with a further 200 people annually.

Debt advice will focus on rent and mortgage arrears to avert homelessness. In addition, there will be help with getting benefits. Having enough income for food and housing is critical to reducing re-offending by serious drug and alcohol misuse issuers.

We will recruit four volunteers annually particularly ex-service users.

What will the project achieve?

1. 720 one-to-one appointments each year to ex-offenders, 2,160 over 3 years
2. Sessions for 500 ex-offenders per year, 1500 over 3 years addressing benefits and debt issues
3. Reduce re-offending amongst 500 problem drug and alcohol users a year after they have left prison
4. 20 groupwork sessions with up to 200 people attending each year

Why Is IPR the right organisation: IPR has operated since 1969 with a track record of supporting the most vulnerable. Our caseworkers each have over 5 years' experience of specialist casework and we have a bank of locum caseworkers.

We hold the Legal Services Commissions Quality Mark in both Welfare Benefits and Debt and deliver LSC, LB Islington and DWP funded projects.

IPR delivered sessions at drug and alcohol rehabilitation venues in Islington and advice services to Probation clients from 2008 to 2010.

How Advance meets Positive Transitions to Independent Living: IPR Advance will target a group of people in transition -- ex-offenders. All will have drug and alcohol problems which place them at high risk of re-offending and returning to prison. There is research demonstrating that serious drug and alcohol users face multiple challenges in making a successful transition back into the community. IPR Advance will deliver the building blocks necessary to avoid re-offending.

Meeting the Principles of Good Practice: We ensure that those facing discrimination have full access to services they need. Two thirds of current clients are BAMER. We have strong links with services supporting LGBT and faith communities.

All projects and services are user lead. For Advance a steering group will refine the project and assist in managing activities including evaluation.

IPR provides opportunities for volunteers who provide valuable additional capacity.

IPR has an environmental policy designed to reduce consumption and waste.

**16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.**

We will form a steering group to assist in managing the activities as well as monitor and evaluate its progress. We use our database to record client contact to monitor outcomes, both qualitative and quantitative. Using this information we will track the effectiveness of the activities throughout the three years. While experience to date shows that our model of delivery works, our relationships with partners will provide the opportunity to make changes to the way the project is delivered should this be necessary.

We seek feedback from our clients by asking them to complete a questionnaire about their experience of our service. This enables us to measure satisfaction levels and identify areas for improvement.

We will produce full reports and disseminate these widely throughout the sector to encourage best practice and new service delivery across London targeting ex-offenders with drug and alcohol issues leaving custody.

**17. Beneficiaries**

How many people will benefit from the grant per year?

**720**

In which local authority is your organisation based?

**Islington**

Which borough(s) of Greater London will benefit from this grant?  
(if more than one, please give % for each)

**Islington, Camden and Hackney**

At what address will the activity be located?

**Probation Offices and other suitable locations accessed by Islington, Camden and Hackney residents.**

What age group will benefit? **Adult**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British	<b>44</b>	Black - Caribbean	<b>4</b>
White - Irish	<b>2</b>	Black - African	<b>6</b>
White - Other (please describe)	<b>9</b>	Black - Other (please describe)	<b>1</b>
Asian - Indian	<b>5</b>	Black - British	<b>9</b>
Asian - Pakistani	<b>4</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>5</b>		
Asian - Other (please describe)	<b>1</b>	Other (please describe) including Mixed Race, North African, Middle Eastern, Turkish, Kurdish.	<b>9</b>
		Open to everyone	

What proportion of the beneficiaries will be disabled people?

**50%**



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### 18. Funding required for the project

What is the total cost of the proposed activity/project?  
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Specialist Caseworker Salary (Full-time)	35,927	36,646	37,378	109,951
Interpreting Costs	800	816	832	2,448
Project Promotion	450	450	450	1,350
Volunteer Expenses and Training	2,400	2,448	2,497	7,345
Project Evaluation & Report	875	875	875	2,625
Management & Admin	4,407	4,495	4,585	13,487
Organisation Overheads (Rent, Postage, Phones, IT)	3,673	3,746	3,821	11,240
<b>TOTAL</b>	<b>48,532</b>	<b>49,476</b>	<b>50,438</b>	<b>148,446</b>

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
LB Islington	5,000	5,000	5,000	15,000
<b>TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>15,000</b>

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

### 19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Specialist Caseworker Salary (Full-time)	35,927	36,645	35,439	108,012
Interpreting Costs	800	816		1,616
Project Promotion	450	450		900
Volunteer Expenses and Training	2,400	2,448		4,848
Project Evaluation & Report	875	875		1,750
Organisation Overheads (Rent, Postage, Phones, IT)	3,080	742		3,821
<b>TOTAL</b>	<b>43,532</b>	<b>41,976</b>	<b>35,439</b>	<b>120,947</b>

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## 20. Funding requested from the Trust (continued)

When will the funding be required? <b>01/04/2013</b>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>We will seek alternative funding during the lifetime of the programme to enable the activities to continue. A number of options are already being explored including statutory and charitable options. We believe that the success of the project will provide a compelling case for continuation funding.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>There are no planning or statutory consents required to our knowledge.</b>

### Declaration on behalf of applicant organisation

I, GERARD OMASTA-MILSON (your name)  
 am an authorised representative of  
ISLINGTON PEOPLE'S RIGHTS (your organisation)  
 within which I am MANAGER AND COMPANY SECRETARY (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature G. Omasta. Milson Date 26/11/2012

**Return the completed form to: The City Bridge Trust**  
 City of London  
 PO Box 270  
 Guildhall  
 London EC2P 2EJ

- Please
- do not send this application by fax or e-mail - unless applying online, applications must be posted to the Trust
  - do send the information in the checklist - if items are missing, your application will be returned to you
  - do send only the information in the checklist - if further information is required, we will contact you
  - do ensure you have signed and dated this form - we cannot accept forms which have not been signed and dated
  - do use the correct postage - the completed form and additional materials are likely to exceed 100g in weight