

CANTERBURY DISTRICT

ANNUAL REPORT 2017— 2018

Charity No 803115 Company No 02483455 Citizens Advice Membership No 75/0001

The Citizens Advice Service Aims

To provide the advice people need for the problems they face

To improve the policies and practices that affect

people's lives

The Citizens Advice Service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination



How, where and when to find us

CANTERBURY	Monday	9.45 am — 4.00 pm
3 Westgate Hall Road	Tuesday	10.00 am — 4.00 pm
Canterbury	Wednesday	9.45 am — 4.00 pm
CT1 2BT	Thursday	9.45 am — 4.00 pm
Telephone: 01227 452762	Friday	CLOSED
HERNE BAY	Monday	9.30 am — 4.00 pm
HERNE BAY 185-187 High Street	Monday Tuesday	9.30 am — 4.00 pm 9.30 am — 4.00 pm
	•	•
185-187 High Street	Tuesday	9.30 am — 4.00 pm
185-187 High Street Herne Bay	Tuesday Wednesday	9.30 am — 4.00 pm 9.30 am — 1.00 pm

WHITSTABLE

Outreach service in the Library		
for Whitstable residents	Friday	10.00 - 3.00 pm
Telephone: 01227 740647		



Telephone Advice can be obtained on 0344 848 7978



Online advice can be obtained at www.citizensadvice.org.uk
Information about our service is available at www.canterburycitizensadvice.org





Find us on

https://www.facebook.com/canterburycitizensadvice https://twitter.com/CanterburyCAB

OUR ORGANISATION

BOARD OF TRUSTEES

Chair Hon. Secretary Hon. Treasurer. Trustees

CC Council Representatives

Andrew Maysey Brian Collins David Cork Ian Macarthur Frank Pilcher Susan Record Gillian Reuby* Dr. John Taylor

Marianne Christensen Cllr. Bernadette Fisher

Cllr Robert Jones

CORE STAFF

District Manager Service Manager Canterbury Service Manager Herne Bay District Service Manager** Training Manager

Whitstable Outreach

Advice Session Supervisors

Sara Sayer* Matthew Begg* Susan Parker Helen Hart*

Simone Field

Sarah Sayer*

Sarah Ciccone*

Sarah Ciccone

Russell Feast (Vol) Catherine Sumner Lynda Worrall*

Alan Lawson

Sarah Byrne Helen Hart*

Gillian Woodfield

Lesley Brierley

Colin Jones (Vol)

Hayden Rouse

Sarah Ciconne

Jennifer Amadi

Haydon Rouse Peter Davis Charlie Ferguson

Ed Craven

Claire Hanna

Cliff Barber*

Mary Rance

Hilary Clayden

David Leadbetter

Rod Lucy

VOLUNTEERS

CANTERBURY

ADVISERS

Brian Middleton Patti Munt Terry Gabony Gillian Grainger **Jane Stewart** Robert Veltman Ursula Fuller Julie Wilson Sandy Monaghan Paul Kusel

GATEWAY ASSESSORS

Jacqueline de Maringey

Judy Seymour-Ure

Helen Hart*

Stephen Smith

Peter Reynolds

ADMINISTRATORS

Katerina Dempli

Louis de Maringey

Jacqueline de Maringey

Sayed Shah

Irene Sharp

Mary Rance

HERNE BAY

ADVISERS

Heloise Barnard Susan Thomas **Howard Cohn** Rebecca Cooper Ken Finch

MACMILLAN

Caseworkers

Support Worker

LEGAL ROTA COORDINATOR IT CONSULTANTS

FOODBANK ADVISORS

VATENFALL PROJECT

Doreen Brookfield Russell Feast Pat Prestage Charlie Ferguson Peter Davis Claire Hanna Chris Would

GATEWAY ASSESSORS

FINANCE

BENEFITS FORM FILLER

COORDINATOR

ADMINISTRATORS

Shirley Bream James Foley Eileen Griffiths Jacqui Man Diana Hill Julia Hussey

RESEARCH AND CAMPAIGNS

VOLUNTEER DISTRICT TRAINEES

Loveness Williams* Arsheen Sorefan* **Hugh Ridley** Julie Hannell Sarah Fry Colin Boddy Patricia Galton

Pat Prestage

*Either left bureau or changed post

**Post created 1st January 2018

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LETTER FROM THE CHAIR - ANDY MAYSEY

In composing this introduction I was drawn to previous years where the overarching theme of the letter was concern regarding funding and the local Citizen's Advice's continuing existence. On this occasion I can report that we have now secured funding from Canterbury City Council to provide welfare and housing advice for two years. To deliver on this contract we have entered into an agreement with colleagues from Canterbury Housing Advice Centre (CHAC) to supply a proportion of the housing advice element and this arrangement is proving to be a successful partnership.

Additionally we continue to receive funding from a number of other sources including Macmillan and for the supply of Money Advice services. None of this funding could have been secured without considerable effort and hard work on the part of the District Manager and Trustees to whom I extend my grateful thanks.

Of course, this does not mean, in any way, that we are financially secure. However, it does mean that we are able to direct our attention to other issues which confront us on a daily basis, key of which continues to be the roll out of Universal Credit. This has had a major effect upon our community and there appears to be no evidence to indicate that this pressure will alleviate. As a local Citizens Advice we campaign and lobby both nationally and locally to counter the effects which are being felt by our clients as well as our staff who are working hard to help those affected.

We continue to deliver a first class service into the community in all areas of advice. This would not be possible without the hard work and support of the local Citizens Advice staff and volunteers and to whom I and the Trustees extend our grateful thanks.

My role as Chair is made considerably easier by my fellow Trustees and I should like to extend my personal thanks to them for their support and hard work. Our efforts over the next twelve months will continue to be focused on maintaining delivery of high quality services into the community.



CONGRATULATIONS GO TO NEWLY QUALIFIED GATEWAY ASSESSORS

Sarah Mullane Peter Davis Charlie Ferguson Ed Craven Claire Hanna

DISTRICT MANAGER'S REPORT SIMONE FIELD

This year has been a challenging one for Canterbury District Citizens Advice as we were faced with the with the tasks of controlling our current budget, dealing with standstill core, seeing a client base with increasingly complex needs and dealing with the onerous demand of securing core funding for the next two years.



Over the year we saw 3871 clients whom we helped deal with 9793 issues, an increase of 50 issues from the previous year. The local Citizens Advice service has also successfully coped with a change of staff in some of the key strategic posts. Sarah Sayer left the Canterbury Service Manager's position in December 2017 and I would like to express my thanks to Sarah for successfully managing the very busy Canterbury office on a limited three day post. The excellent advice record and happy volunteers are a credit to her hard work. Fortunately for us Sarah Ciccone bravely undertook the challenge of becoming the District Service Manager, running both offices in Canterbury and Herne Bay whilst overseeing the outreaches at two Foodbank venues and the Whitstable outreach. This has been an enormous challenge which she has ably managed and her hard work is greatly appreciated. Sarah has luckily been assisted by an experienced Supervisor in the form of Catherine Sumner and her help has been invaluable.

The contraction of funding would have caused significant reductions in service had it not been for the help of a number of volunteers who have contributed some key work, this has included Heloise Barnard who has started to deliver voluntary supervision work; Russell Feast who has kindly taken over the Outreach Service at the Whitstable Library and Colin Jones who retired as our IT Consultant in December only to take up an IT Volunteer role in January, proving that there truly is no escape from Citizens Advice... Many thanks to them all.

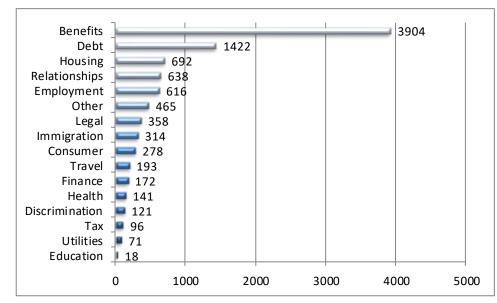
Through the year we have also had a change of Training Manager, with Matt Begg leaving us for pastures new to be replaced by Sue Parker who returned to try her hand at yet another role within the Local Citizens Advice service. I would like to thank Matt for his hard work and thank Sue for all the great innovations she has already introduced, helping develop training pathways for our new volunteers.

Our Project work also saw big changes with new projects being started and old ones undergoing radical redesigns. Our Macmillan Welfare Benefits Service which covers East Kent has, for the last seven years, been delivered with the assistance of our colleagues at Ashford Citizens Advice. This arrangement ended in March 2018 and I would like to thank all the staff who have worked so hard on this project throughout its lifetime and welcome the three new members of staff who have joined the service which is now being delivered solely from Canterbury. We are ever grateful to Macmillan who have extended the funding for this service until December 2019.

Other Project work includes the continuation of the legal rota and I am grateful to Lesley Brierley and all the solicitors and barristers in Canterbury who have kept this vital service available to people dealing with family legal matters yet who do not have the funds necessary to obtain specialist legal advice. This service is a real lifeline and I would like to thank the Whitehead Monckton Charitable Foundation for their funding in support of this project. We are also extremely fortunate to be able to continue our work in partnership with the Canterbury & District Food Bank. The work of this project continues to expand and sadly the number of clients assisted with food bank vouchers issued through our offices and the Food Bank outlets reached 837 this year, 275 of which were children. It is a chilling thought that so many in our district are reliant on food parcels and the prospect of Universal Credit Full Service roll out, whenever that may be, is one of the biggest threats to our community at the moment. You can read more about the excellent work delivered by our Food Bank advisers on page nine. The great success of the Vatenfall project also makes inspiring reading and demonstrates what a truly valuable community resource the local Citizens Advice can be.

My biggest thanks, as ever, must be given to our volunteers who keep the service running, adapting to the continuing demands of our funders whilst responding to the growing complexity of issues for an increasingly disenfranchised client group. Without their help many people would have nowhere to go, and their help makes all the difference.

ADVICE ISSUES



Benefits 41% Debt 15%

Top Benefit Issues
Employment Support Allowance
(ESA) 21% of Benefit Issues
Personal Independence Payments
(PIP) 20%

<u>Top Debt Issues</u> Council Tax arrears 15% of Debt Issues

Credit, Store and Charge Card debts 11%

SERVICE MANAGER'S REPORT SARAH CICONNE

I have been the service manager for Herne Bay since December 2015 which seems a lifetime ago now. We have seen several changes throughout the last year, including the implementation of Adviceline and Casebook. Both of which required a lot of hard work, patience and the assistance of the apprentices. Speaking of apprentices, we were lucky enough to have employed two full time apprentices through the Vattenfall project. They assisted the service managers with



Implementing all the training for Adviceline and Casebook and we would not have managed without them, thank you

Charlie and Peter. This was on top of all their other office duties as well as training to become gateway assessors. I am very pleased to say that both Charlie and Peter have gained further employment with our service.

We continue to score very well in our Quality of Advice Assessments, which highlights the high standard of advice given. This comes down to the hard work of the advisers and their commitment to helping our clients. It also falls onto the

supervisors who have to check the cases; this comes with great thanks to Catherine and Heloise. There isn't a week that goes by that I am not asking the advisers for more: can you add this, can you add that, can you make sure, don't forget to......and they do this without question. For this I am truly grateful and thankful to the advisers and I feel very humbled and honoured to work with such wonderful people, long may it continue.

ADVICE ISSUES BY
CANTERBURY DISTRICT
LOCAL AUTHORITY
WARD

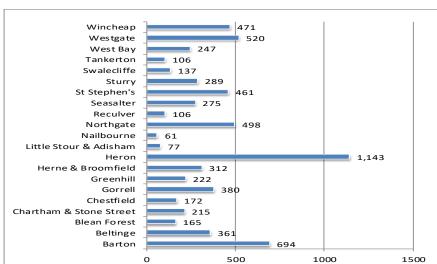
ADVICE CHANNEL

81% Face to Face Interview

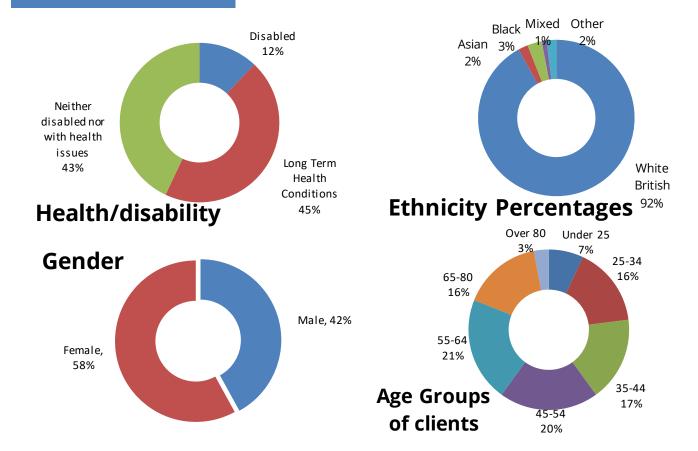
11% by Telephone

7% Adviceline phone

1% Other



OUR CLIENT PROFILE



TRAINING REPORT SUE PARKER

This year we were privileged to receive one year funding from Vatenfall to recruit and train three Advisers, three Gateway Assessors and two Administrative Apprentices from within Herne Bay, for the purpose of building employment opportunities in Herne Bay and developing community support networks. The work of the apprentices was supervised by Haydon Rouse, Training and Development Coordinator, who liaised with Canterbury College throughout the apprentices' NVQs.



When I took over the training manager's role from my Matt Begg, in October 2017, the training of our new recruits was well underway and they were already advising clients in our Herne Bay office. During this time Citizens Advice rolled out a whole new electronic case recording system and our apprentices devised training materials and supported our advisers across the district to become competent users of the new computerised program. Further recruitment took place during the latter part of the year as two of our Vatenfall trainees became unable to continue in their positions, but they were replaced with two equally eager individuals who worked closely together to become part of the competent team that has arisen out of Vattenfall's investment programme.

Aside from the Vatenfall trainees we also had other advice recruits funded via our core service who were developing in their roles and at the end of March 2018 we saw the qualification of five Gateway Assessors, with another six who should be following closely in their footsteps as we move into the new financial year. We also received funding from the Crown Charitable Trust part way through the year which has helped the Service Manager and I train and support volunteers to undertake increasingly complex work, mainly within the areas of welfare benefits and debt work. The Crown funding will continue in to the coming financial year. Having access to a large training room at our Herne Bay office has been such an asset for offering group training sessions in our core subject areas to our trainees. Being part of their learning journey and development has been a pleasure.

We are currently in the process of designing a new training pathway to offer the best support, supervision and training that we are able to provide. Whilst this is challenging we envisage it to be profitable to both our volunteers and to the service we offer our community.



VATENFALL TEAM (left to right)

Claire Hanna-Volunteer Adviser
Julie Hannell-Volunteer Adviser
Sue Parker - Bureau Training Manager
Sarah-Volunteer Gateway Assessor
Sarah Ciccone- Bureau Service Manager
Haydon Rouse- Vatenfall Training and
Development Coordinator
Janita Rayment-Volunteer Adviser
Patricia Galton -Volunteer Gateway Assessor
Peter Davis- Apprentice
Charlie Ferguson- Apprentice

The purpose of the Vatenfall funding was to support people from Herne Bay into employment and build community support networks. The apprentices, volunteer advisers/gateway assessors and staff employed on the Project have all made great contributions to the service over the year and have helped strengthen our community support links and provided a boost in employment skills. Herne Bay has traditionally been a more difficult town to recruit volunteers from than the more affluent parts of the district. This year we have recruited seven gateway assessors/advisers and have also benefitted from the newly developed advice skills of our apprentices. Six out of eight of the advice based volunteers recruited have stayed and have now formed a useful recruitment pool of ready trained, quality assured, advice staff who will be willing to apply for future advice roles. In fact, by October 2018, both apprentices and four out of six volunteers are now in paid employment in the bureau and the remaining two are still volunteering at Herne Bay Citizens Advice.

The apprentices have been a great success, and have worked well to meet all the requirements of their Business Administration Apprenticeship with Canterbury College. They regularly met with College representatives, along with the Vatenfall Training and Development Coordinator, who has successfully steered them through their apprenticeships. As they showed such promise we decided, in addition to their business administration training, to train them as

Citizens Advice advisers. They have acted as a useful back up resource, supporting the service delivery when the rota was sparse and on one occasion keeping the Herne Bay office open when volunteers and staff from outside Herne Bay could not get in because of the snow. Their completion of the Citizens Advice training programme means they are even better placed to apply for jobs which require advice competences and has introduced them to an interesting and challenging career opportunity which it is unlikely they would have discovered had they not become Vatenfall funded apprentices. The influence of the Vatenfall recruits on the local Citizens Advice office has been enormous and they have acted as real tonics to the sometimes overworked staff and volunteers of a busy advice agency. The internal competition between the two apprentices has also added a bit of levity to our working day. What is most reassuring however is our growing knowledge and confidence in Citizens Advice as a supportive environment from which to develop

Individuals' work skills. The change in confidence levels brought about in our new

recruits was particularly noticeable in their ability to deal with complex advice queries and their enthusiasm for tackling public questions at information stalls at various local community events. This year we were able to increase our representation at Carers' Events which was a particular target of our local advice need analysis. This resulted in Citizens Advice being invited to deliver Universal Credit training to a group of young carers. We plan to use the Vatenfall model to secure future funding for other training and development opportunities. The Trustees, staff and volunteers of Canterbury District Citizens Advice would like to thank Vatenfall for providing the funding to enable us to successfully deliver all the outcomes of this project and thank all our new recruits for their enthusiasm and hard work.



Colin Boddy - Vatenfall Volunteer Gateway Assessor

Food Bank Report - Jennifer Amadi



It is a great honour and privilege to be working with the food bank centres in the Canterbury district and to be able to offer help to clients that access the food bank, assisting them with the underlying issues that have resulted in them asking food bank for help.

Being passionate about the work I do with the clients and the community as a whole, I have carried out the role of Foodbank Adviser based at the Canterbury Food Bank centre at All Saints Church since January 2017, including a period of voluntary cover when the funding ran out for three months at the start of the 2017-18 financial year. I extended my work in this area in January 2018, taking over the Food Bank Outreach role at the St Dunstan's venue when Sarah Ciccone moved on to other Citizens Advice work. I have since advised over 95 clients and issued 194 food vouchers to date between the two food bank centres.

The scheme with this two organisations working together was to allow clients who are not able to access the local Citizens Advice due to difficulties like mobility, distance, childcare, health, etc. to get the help they need through a quick gateway session and could result in a further appointment in the Citizens Advice office at a later date when they have had time to prepare and plan what paperwork to bring in with them for the appointment to finally sort out the main reason they had to access the food bank.

Clients' circumstances change all the time for either good or bad and some end up struggling for a short or longer term and as a result end up being dependant on food bank, because either their

benefits, housing/homelessness, low income, health issues, debt, Universal Credit, employment issues and other enquiry areas have not been dealt with, the sorting process is taking longer than expected or even a different issue has arisen which will affect their standard of living.

A typical case occurred earlier this year when a client first visited the food bank regarding her recently reduced income as a result of her working hours being

cut down; the client did not have enough money to cover expenses related to her children. The client showed the Citizens Advice adviser her bank statement and her balance was just £0.86 after paying all her bills. In this situation immediate help was given through the issuing a food voucher for client and her children and we discussed with the Food Bank the possibility of more parcels being issued until the benefit the client had just applied for came through. A couple of months later the same client returned for help regarding a debt and Citizens Advice was there to help the client with money management and resolved the debt issue by doing a benefit check to make sure client was continuing to get all the benefits for which she was eligible, we helped the client draw up a personal budget, prioritised the debts and contacted the creditors with a payment plan. That client was grateful for the help that was given to her when she needed it, which is the aim of Citizens Advice.

Having this service offered at the heart of Canterbury, next door to the council offices, royal mail office, church, nursery and other amenities enables and empowers clients to get the help they need to improve their lives where necessary.

Finally I will like to thank all the individuals and organisations that have done their best to raise funds and donations to allow this project to continue. More importantly there is always the need for more donations and resources to sustain the community and this project.

Every little helps.

PENSION WISE



We're one of the local Citizens Advice offices that offer the government's face-to-face Pension Wise service. Launched in April 2015, Pension Wise provides free pension guidance across the UK. As of March 2018, the service had delivered 214,000 face-to-face and phone appointments.

We host regular Pension Wise appointments in our local office for people aged 50 and over with a defined contribution pension. This means people across Canterbury have access to free, impartial pension guidance and are given help to plan for their future.

2017-18 was the most successful year for Pension Wise so far, with nearly 90,000 appointments delivered. An independent evaluation into the service by Ipsos Mori showed 94% customers were satisfied with their appointment, and 93% felt informed of their pension options afterwards.

MACMILLAN



Total num- ber of new cases opened	Total num- ber of non casework contacts	Total gained in benefit income (regular ongoing payments)	Total gained through one off payments (grants, com- pensation and arrears, etc)	Total project- ed gains (identified but not se- cured through casework)	Total num- ber of vol- unteers in- volved in delivering the service	Average to- tal number of hours pro- vided by vol- unteers per week
720	26	£2,424,836	£86,418	£47,317	3	5

	Macmillan Primary Channel					Macmillan Primary Channel					
	No of cases				No of cases						
	Q1	Q2	Q3	Q4	Total		Q1	Q2	Q3	Q4	
In Person	16	16	23	25	80	In Person	14	13	22	25	74
Telephone	177	205	249	169	799	Telephone	145	154	183	164	646
Other	11	23	13	4	51	Other	10	21	11	4	46

Macmillan Financial Outcomes Summary						
	Average per					
	Number of	Client		Outcome	Average per	
	Outcomes	Count	Amount (£)	(£)	Client (£)	
Income Gain	811	434	2,502,579	3,096	5,766	
Re-imbursements,						
services, loans	175	168	52,090	298	310	
Debts written off	1	1	300	300	300	
Other	27	24	3,902	145	163	

ACCOUNTS

Summary Statement of Financial Ac	·	-	enditure Accou	unt)
for the yea	2017			
Income	201	10	201	1
Canterbury City Council		102,866		113,024
Vattenfall		38,258		-
Macmillan Cancer Support		135,913		134,864
Money Service Advice		-		6,920
Awards for All		-		9,997
Other Grants and Funding		16,296		14,759
Donations		6,998		8,434
Rental Income		8,024		10,916
Bank Interest		17		19
Dank interest		308,372		298,933
Expenditure		000,072		200,000
Staff Costs	196,704		186,773	
Establishment Costs	20,583		24,663	
Travelling Costs	9,739		10,901	
Administration Costs	2,733		2,854	
Client Support Costs	80,416		99,107	
Chefit Gupport Gosts	00,410	310,175	33,107	324,298
(Deficit) on total funds for year		(£1,803)		(£25,365
Arising from	-	(£1,003)	-	(225,500
-		(4.902)		(DE 265
Unrestricted funds (Deficit) Restricted funds		(1,803)		(25,365
(Deficit) on total funds for year	-	£1,803)		- (COE 365
			_	(£25,365
Summary Baland	ce Sneet as at 3	ist warch 2018		
	201	8	201	7
				-
Fixed Assets		243,393		247,520
Current Assets		,		
Debtors and Prepayments	15,825		11,041	
Cash at Bank and in Hand	56,727		64,463	
	72,552		75,504	
	,		·	
Less: Liabilities	18,440		23,716	
		54,112		51,788
Net Assets		£297,505		£299,30
Being:				<u> </u>
Unrestricted Funds				
General Fund		16,532		14,227
Designated Funds		-,		,
Property Fund		243,342		247,450
Management & Maintenance Fund		26,877		26,877
Restricted Funds				_0,011
Legacy Fund		10,754		10,754
		£297,505	_	£299,30

1. The core grant from Canterbury City Council amounted to £102,866 (2017: £103,024) and came to an end on 1st April 2018, but a new two year contract has recently been signed. We also received £2,998 from Canterbury City Council for the roll out of Universal Credit. We are grateful to the Council for their support.

Council for the roll out of Universal Credit. We are grateful to the Council for their support.

Through Canterbury City Council, we received £38,258 from Vatenfall for employment skills and improving community cohesion. The funding from Macmillan Cancer Support, run with the assistance of Ashford CAB continued in the year. Funding of £135,913 (2017: £134,864) was received of which £56,936 (2017: £54,432) was paid to Ashford CAB, which cost is included in Client Support Costs

3. A copy of the full accounts is available and will be filed shortly with Companies House and the Charity Commission. These full accounts include a statement explaining The Board of Trustees responsibility for the Local Citizens Advice accounts and a statement that it has complied with the relevant standards.



Advice for the residents of Canterbury, Herne Bay, Whitstable and Rural Areas

GENERAL ADVICE

Benefits, Debt, Housing, Relationships, Employment, Immigration, Health, Consumer, Finance, Education Tax, Utilities and Travel

SPECIALIST SERVICES

Macmillan Welfare Benefits for people affected by cancer Pro Bono Family Legal Rota Foodbank Outreach Without you we cannot help those who are in need

- Join us and become an adviser, an administrator, a trustee or a fundraiser phone 01227 740647 for details
- To donate £5 text CCAB22 £5 to 70070
- If you would like to remember
 Canterbury District CAB in your Will
 please contact the District Manager
 on 01227 364725
 or distman@canterburycab.cabnet.org.uk

OUR THANKS GO TO OUR FUNDERS

- ⇒ Canterbury City Council for our Core Funding and their parking credit for our volunteers
- ⇒ Macmillan Cancer Support for funding the Macmillan Welfare Benefits Service (East Kent)
- ⇒ Vatenfall
- ⇒ Streynsham's Trust, Serco and the Canterbury Foodbank Trustees for the Foodbank Adviser
- ⇒ Co-op Local Community Fund for equipment for Whitstable Outreach
- ⇒ Crown Trust
- ⇒ Whitehead Monckton Charitable Foundation
- ⇒ The Community of the Presentation
- ⇒ CCC Innovation Fund—roll out of Universal Credit
- ⇒ Energybest Deal Extra
- ⇒ Dean and Chapter of Canterbury Cathedral
- ⇒ The Friends of Canterbury District Citizens Advice
- ⇒ Clients of Canterbury District Citizens Advice
- ⇒ The Kings School for printing of the Annual Report
- Awards for All







ANCER SUPPORT

FUNDRAISERS NEEDED

In these difficult financial times, we, like all charities, are always on the lookout for funding. Have YOU the skills to join us

as a Volunteer Fundraiser?

Contact distman@canterburycab.cabnet.org.uk

Our thanks go to the King's School and Lee Rigley for the printing of this report and to Diana Hill for the design