
Timeline for establishing a Law Centre in Newham

NEWHAM COMMUNITY LAW PROJECT

UPDATED: NOVEMBER 2025

PHASE 1 (JULY-SEPTEMBER 2025)

ACTIVITIES

- Draft a strategic plan, outline budget and risk assessment
- Identify the initial group of directors/trustees
- Prepare a memorandum and articles
- Set up a registered office address
- Identify potential premises
- Conduct social media activity
- Engage with potential partner agencies and funders
- Set up a domain name
- Develop an initial logo

PHASE 2 (OCTOBER-DECEMBER 2025)

ACTIVITIES

- Register with Companies House and the Charity Commission
- Ensure appropriate bank accounts are set up, e.g. a client account
- Develop a holding page for the website
- Submit grant applications

PHASE 3 (JANUARY-MARCH 2026)

ACTIVITIES

- Continue to submit grant applications
- Ensure appropriate insurance is in place (e.g. professional indemnity and public liability)
- Draft the terms and conditions of employment
- Identify a pension scheme for the auto-enrollment of staff
- Identify a payroll provider
- Ensure that trustees understand their roles once charitable status is confirmed
- Carry out a skills audit and EDI audit of the current trustees
- Recruit trustees to fill gaps - targeting people with lived experiences of issues the Project will tackle
- Continue refining the budget to include a breakdown of set-up and ongoing costs
- Contract with an ICT provider
- Agree on premises
- Conduct ongoing communications and engagement

PHASE 4 (APRIL-JUNE 2026)

ACTIVITIES

- Check for essential kit (laptop, phone, office, subscriptions, safety policy, etc.)
- Recruit and induct staff
- Draft a quality manual
- Identify and implement a case management system
- Conduct ongoing communications with stakeholders
- Conduct ongoing funding applications
- Apply to become a Law Centre
- Register for VAT

PHASE 5 (JULY-SEPTEMBER 2026)

ACTIVITIES

- Launch service
- Submit an application for an immigration legal aid contract
- Apply for appropriate accreditations to support the legal aid contract
- Consider providing pro bono services