



Adviser



Trustee Board Member



PR/Fundraiser



Adviser



IT support



Administrator

# What do Citizens Advice Bureaux do?



## Give advice

The CAB Service is independent and provides free, confidential and impartial advice to everybody regardless of race, sex, disability, sexuality or nationality. It is the largest advice-giving network in the UK, with over 3,000 outlets and 20,000 volunteers. We help people deal with nearly six million problems every year, in bureaux, by phone and email, at outreach sessions in places like GP surgeries and courts – even in people’s homes.

Our clients and volunteers come from all walks of life. We are committed to providing an independent advice service, and volunteering opportunities, to the whole community.

Bureaux act as a one-stop-shop for clients. Advisers provide up to date advice and information using our unique electronic information system, link clients up with other services and agencies, help write letters and complete forms, negotiate with creditors, make phone calls on clients’ behalf and represent them at tribunals.

The problems we are most often asked about concern employment, debt, housing or benefits, but we will help people who come to us with any enquiry including consumer rights, legal matters, and immigration.

Advisers don’t tell clients what to do, but explain their options and the possible outcomes of different courses of action. Clients are encouraged to make their own decisions and act on their own behalf. We enable clients to manage their own problems by focusing on their needs as individuals.

### The CAB Service is based on four principles. It is:

- **Independent** – We will always act in the interests of our clients, without influence from any outside bodies
- **Impartial** – We don’t judge our clients or make assumptions about them. Our service is open to everyone, and we treat everyone equally
- **Confidential** – We won’t pass on anything a client tells us – or even the fact that they’ve visited us – without their permission
- **Free** – No-one has to pay for any part of the service we provide

Putting these principles into action enables us to provide a vital service to the millions of people who turn to us for help each year.

### You can help us make a real difference to people in your community

**CAB volunteer recruitment line 08451 264 264**  
[www.citizensadvice.org.uk/volunteer\\_bureau\\_search](http://www.citizensadvice.org.uk/volunteer_bureau_search)

# What do Citizens Advice Bureaux do?



Website designer



Adviser



IT support



Trustee Board Member



Campaigner



Administrator

## Campaign for changes in policies and services

Citizens Advice Bureaux make a record of every enquiry brought to them. This adds up to a huge wealth of information about the problems people experience. We work proactively to prevent similar problems happening to others.

### National campaigning

We use this evidence to highlight the effects that policies have on real people in the real world, and to suggest where improvements can be made to the policies and services of national and local government and businesses. We aim to stop problems at their source, using the direct experience of the communities that bureaux serve.

Each bureau sends information about the problems brought to them (but not about their clients) to the national Citizens Advice organisation. Evidence is collated to help social policy officers identify national trends. The CAB can then present evidence to policy makers by writing reports and submissions and participating in consultations to improve policies.

### Local/regional campaigning

With local or regional issues, bureaux may act individually or join forces with other bureaux and outside agencies, using their client evidence to lobby MPs, Assembly Members (AMs), councillors, local authorities and others, as well as presenting their findings in the media.

### Turning evidence into action

The CAB Service is respected for its impartiality and independent analysis, and is listened to at all levels of government. Councillors, MPs, AMs and Ministers all consult the CAB Service on a wide range of issues. This enables us to effectively campaign for social justice and get laws and policies changed for the better.

### We have recently campaigned on issues as diverse as

- Maternity and parental rights
- Charges for health care
- Support for asylum seekers
- School uniform costs
- Disability discrimination
- Improving financial literacy

### You can help us make life better for everyone

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