



The Mint House

**OXFORD CENTRE FOR RESTORATIVE PRACTICE**

**Annual report and unaudited accounts  
for the year 1 January - 31 December 2021**

**Charity Registration No. 1173037**

## **Reference and Administrative Information**

### **Trustees**

Dr Rosemary Chadwick (Chair)

Revd Dr Myra Blyth

Mr Geoff Emerson

Revd Jon Keyworth

Dr Kathryn Rowsell

Revd Professor Michael Taylor

Mr Peter Wallis

Ms Grace Watkins

### **Charity number**

1173037

### **Address of principal office**

The Mint House

c/o New Road Baptist Church

Oxford

OX1 1LQ

## **Trustees' Report for the period 1 January to 31 December 2021**

### **Structure, governance and management**

The trustees present their report and accounts for the year ending 31 December 2021. The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) published in October 2019.

The Mint House, Oxford Centre for Restorative Practice is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission on 15 May 2017. Our constitution is based on the Foundation model constitution for CIOs produced by the Charity Commission.

Our Board of Trustees met five times in 2021. From April 2021, Board meetings were preceded by meetings of a research sub-group. The Board combines restorative practitioners, former restorative practice managers, researchers and experienced strategic leaders, bringing diverse experience and insights of what's involved in making restorative practice a day-to-day reality. Trustees also bring skills in training, project management, charity governance, partnership, strategy and community development. New trustees are recruited using a mix of targeted approaches and open advertising.

The Board has agreed an appropriate set of policies and procedures to govern our day-to-day activities.

The Mint House is grateful to New Road Baptist Church, both for financial contributions and for making a space (The Mint House) available from which to operate when not constrained by the pandemic.

### **Objects and activities**

The objects of the Mint House are:

To promote restorative practices for the public benefit as a means of resolving conflict and promoting reconciliation, in particular (but not exclusively) in Oxford and the surrounding area by:

- (1) Promoting and facilitating the use of restorative justice and restorative practices in schools, in the criminal justice system, in the workplace, in faith communities and elsewhere in the community in situations where conflict may arise
- (2) Advancing education and research on restorative practices and the publication of the useful results of that research.

The trustees have paid due regard to the Charity Commission's guidance on public benefit in carrying out their duties and looking at how best to fulfil these objects.

## **Mint House Vision and Mission**

Launched in 2015 with the backing of many local partners, The Mint House believes that restorative practice has an important contribution to make to strengthening relationships, preventing conflict and repairing harms caused by crime or conflict.

We exist to increase understanding and use of restorative practice in a variety of contexts: education, criminal justice, neighbourhoods and cities, children and families, health and social care, faith communities, and workplaces.

We want restorative practice to become a natural part of 'how we do things' and work to bring this about by:

- using creative approaches to introduce restorative approaches to new audiences
- supporting groups and organisations to develop and embed restorative approaches
- growing a network of restorative practice champions and practitioners who can support each other, and others, to enrich and expand restorative approaches
- sharing insights from our own and others' research on aspects of restorative practice.

As we noted in our 2020 report, 'The case for respectful dialogue and looking at how harm can be repaired has always been compelling. As we face up to the injustices exposed and reinforced by Covid-19, to racial injustice, climate injustice and many other social harms, we think it is needed more than ever.'

## **Achievements and performance**

2021 saw a step change in our achievements and performance, reflecting the appointment in January of a Communications Officer (Joy Bettles).

### **Introducing restorative practice to new audiences**

We promoted restorative approaches in higher education settings, in particular through introductory training for staff working in higher education, through our involvement in the newly formed network on restorative justice in higher education facilitated by Warwick University's International Higher Education Academy (WIHEA). and by distributing 400 packs of Conversation Cards designed to help students get to know each other better.

Trainees shared examples of where they planned to apply what they had learnt, such as building restorative approaches into a new flat dispute process and using them during investigative interviews. Developed with students, the conversation cards were taken up by five Oxford University colleges and Oxford Brookes. Feedback on the cards was positive, with helpful suggestions made on possible developments of the approach, for example helping students get to know their neighbours.

We redesigned our website and grew our social media presence, allowing us to better present our work and network with others via online spaces. We also posted regularly on our blog,

exploring restorative justice and practice from a range of different angles with resonance for different audiences. Topics covered included forgiveness and restorative justice, communicating restorative practice, restorative justice and racial justice and using drama to explore restorative justice.

Trustees contributed to the development of 'Just Oxford', a project by New Road Baptist Church aimed at using restorative approaches to support a more just approach to homelessness and housing poverty.

### **Supporting groups and organisations to develop and embed restorative approaches**

As part of our work to support the roll-out of restorative practice across Oxfordshire's children's workforce we hosted 8 reflective practice sessions where colleagues from across the children's workforce shared insights and approaches. Topics explored included: dealing with denial; weaving restorative questioning and concepts into assessment processes and responding restoratively to other professionals.

We also trained 99 members of the county's children's workforce, including 5 trainers, 18 new practitioners and 31 managers. 10 participants in the early courses shared feedback some weeks later, reporting what had changed for them. All either strongly agreed or agreed that the training had improved their engagement with children and families they worked with, given them skills to manage challenging conversations and helped them feel more confident when there was conflict involving the children and families they worked with.

Our training provision gained national recognition with the award the Restorative Justice Council of registered training provider status.

### **Growing a network of restorative practice champions and practitioners who can support each other, and others, to enrich and expand restorative approaches**

We hosted 8 online network events on topics ranging from restorative justice and sexual violence to restorative prisons to restorative practice and the climate crisis. Attendance ranged from 19 to 178 per event (average 71) with more than twice as many registrations and participants from around the globe.

In feedback gathered from our last 4 events, 38% of those responding gave top marks (10/10) for how engaging they found the event while 41% gave a score of 8 or 9. Respondents gave similar scores when asked to rate their likelihood of discussing what they had heard with others. They also shared many examples of things they planned to act on, such as:

'To explain what 'Restorative Justice' is and to write a blog about it; to link with organisations to widen my network and offer insights as an ex-offender by speaking at events where relevant.'

'I want to think more deeply and practically about how to facilitate greater listening to those more impacted by climate change in our community...'

We also convened informal thematic networks on Restorative Cities and for communications specialists working in restorative justice, creating spaces for peer support and information exchange.

### **Sharing insights from our own and others' research on aspects of restorative practice**

We used our website and blog to share and signpost evidence in key areas of restorative practice. We also developed our research agenda; initiated discussions of a research proposal with partners; and collaborated with colleagues at Warwick University to design a scoping survey of uses and opportunities for restorative justice and practice in higher education settings. In addition, we were pleased to contribute evidence to the newly formed Restorative Justice All Party Parliamentary Group.

### **Financial review**

Our income (and associated expenditure) for the delivery of our contracts with Oxfordshire County Council to support the roll-out of restorative practice across the children's workforce increased by nearly 90% in 2021 and continued to form the bulk of our income. We remain grateful to New Road Baptist Church for their continuing unrestricted donation to our work.

The employment of a part-time Communications Officer at the start of 2021 also increased our expenditure on charitable activities (and associated support costs) while underpinning much of the progress we have been able to make in the last year.

The Trustees consider it prudent to hold reserves sufficient to meet at least six months of known commitments. Even having increased our expenditure commitments, our reserves at the end of 2021 exceeded this. We expect our reserves to reduce during the course of 2022 as we draw on the funding set aside to support our paid staff member. A priority for 2022 is to diversify our income, including unrestricted income, putting the Mint House on a sustainable footing.

### **Future plans**

During 2022 we want to continue to grow our network, social media and events programme, promoting understanding and use of restorative justice and practice in diverse contexts. Other plans include:

- supporting implementation of restorative approaches, through commissioned work, practical initiatives and by expanding our training offer
- building our research capabilities, contributing to research that enhances understanding of restorative approaches
- promoting diversity, equity and inclusion as fundamental to restorative justice and practice and to how the Mint House operates
- generating income from diverse sources and growing our support base, ensuring the Mint House is built on firm foundations.

The Mint House is grateful to John Chadwick, ACIS for help in preparing our accounts. John recently retired as Treasurer of New Road Baptist Church and has over twenty years' experience in senior financial roles, latterly as Finance and Regulation Director of a plc.

The trustees' report was approved by the Board of Trustees

Signed Rosemary Chadwick

Dated 12 May 2022

# Statement of Financial Activities including income and expenditure account for the year ended 31 December 2021

	2021		2020
	Unrestricted	Restricted	Totals
	£s	£s	£s
<b>Income</b>			
Grants & Donations	3,414.80	-	3,414.80
Charitable Activities	10,581.43	-	10,581.43
<b>Total Income</b>	<b>13,996.23</b>	<b>-</b>	<b>13,996.23</b>
<b>Expenditure</b>			
Charitable Activities	17,994.62	7,970.20	25,964.82
<b>Total Expenditure</b>	<b>17,994.62</b>	<b>7,970.20</b>	<b>25,964.82</b>
<b>Net Income</b>	<b>(3,998.39)</b>	<b>(7,970.20)</b>	<b>(11,968.59)</b>

## Statement of Assets and Liabilities

Debtors	1,030.00	-	1,030.00
Cash at Bank	15,774.12	-	15,774.12
Creditors	(893.68)	-	(893.68)
<b>Net Assets</b>	<b>15,910.44</b>	<b>-</b>	<b>15,910.44</b>

These accounts were approved by the Trustees on 12 May '22 and signed on their behalf by Rosemary Chadwick.

## Notes to the financial statements for the period ended 31 December 2021

### 1 Accounting policies

#### Charity information

The Mint House, Oxford Centre for Restorative Practice is a charitable incorporated organisation registered with the Charity Commission for England and Wales.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" issued in October 2019. The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the charity.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees arrive at this conclusion having taken into account the impact of the COVID19 pandemic as well as the economic and financial risks that existed prior to the pandemic. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

### 1.5 Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to do so.

Charitable activities include expenditure associated with meeting its charitable objectives. This includes the cost of grant making, and direct provision of charitable services.

### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

## 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3 Grants and Donations

		2021		2020
		Unrestricted	Restricted	Totals
Donations	New Road Baptist Church	3,000.00		3,000.00
	Other	414.80		414.80
<b>Totals</b>		<b>3,414.80</b>	<b>-</b>	<b>3,414.80</b>
				<b>3,000.00</b>

No donations in 2020 were for restricted purposes.

## The Mint House, Oxford Centre for Restorative Practice

	2021			2020
	Unrestricted	Restricted	Totals	Totals
<b>4. Charitable Activities</b>				
Network Events and Training	874.84	-	874.84	48.50
Oxfordshire County Council	9,706.59	-	9,706.59	5,136.64
<b>Totals</b>	<b>10,581.43</b>	<b>-</b>	<b>10,581.43</b>	<b>5,185.14</b>

There was no income from restricted activities in 2020

### 5. Charitable activities

Charitable expenditure	15,490.65	6,861.14	22,351.79	4,993.17
Support and governance costs (see note 6)	2,503.97	1,109.06	3,613.03	1,490.94
<b>Total charitable activities</b>	<b>17,994.62</b>	<b>7,970.20</b>	<b>25,964.82</b>	<b>6,484.11</b>

Expenditure on charitable activities in 2020 was from unrestricted funds.

### 6. Support costs

Support Costs				
Restorative Justice Council Fees	728.08	322.48	1,050.56	375.00
Project and Publicity Materials	343.84	152.29	496.13	479.50
Information Commissioner Registration	24.26	10.74	35.00	35.00
Insurance	242.10	107.23	349.33	66.42
SquareSpace	151.53	67.12	218.65	202.63
Secure Email	13.99	6.20	20.19	22.03
Google-suite & Zoom	225.96	100.08	326.04	60.84
Staff Overhead Costs	774.21	342.92	1,117.13	249.52
Governance Costs	-	-	-	-
<b>Total Support and Governance Costs</b>	<b>2,503.97</b>	<b>1,109.06</b>	<b>3,613.03</b>	<b>1,490.94</b>

All support costs in 2020 were allocated to unrestricted funds.

### 7. Trustees

None of the trustees received any remuneration from the charity. No unrestricted donations were received from trustees during this period.

### 8. Employees

There was 1 part time employee during the period (2020 – none)