



The Mint House

OXFORD CENTRE FOR RESTORATIVE PRACTICE

**Annual report and unaudited accounts
for the year 1 January - 31 December 2022**

Charity Registration No. 1173037

Reference and Administrative Information

Trustees

Dr Rosemary Chadwick (Chair)

Revd Dr Myra Blyth

Mr Geoff Emerson

Ms Rabab Hakel (appointed 17 November 2022)

Revd Jon Keyworth

Dr Kathryn Rowsell

Dr Matthew Mills (appointed 17 November 2022)

Revd Professor Michael Taylor

Mr Peter Wallis

Ms Grace Watkins (resigned 30 May 2022)

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 2022

Structure, governance and management

The trustees present their report and accounts for the year ending 31 December 2022. 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 bi-monthly in 2022. 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, finance, 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. Trustees have also assessed the major risks to which the Mint House is exposed and considered how these can be mitigated.

The Mint House is grateful to New Road Baptist Church, both for financial contributions and for making a space (The Mint House) available for face-to-face meetings as we need them.

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 grow 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.

Our vision is that restorative practice should become ‘part and parcel’ of how our communities and institutions operate, helping build mutual understanding and repair the harms caused by crime and conflict. We work to bring this about through:

- communications and events aimed at introducing restorative practice to new audiences and exploring what it means in different contexts
- training and support to help groups and organisations develop and embed restorative practice
- advancing and sharing learning on aspects of restorative practice, with a particular focus on what’s needed to embed restorative practice.

Achievements and performance

Communications and events

In 2022 we held 7 online events involving 327 participants. Topics covered included restorative policing, the place for restorative justice in forensic mental health and its role in addressing online harms. 92% of the 100+ participants giving feedback gave a score of 8-10 for their likelihood of sharing what they had heard with others. Participants shared many examples of things they planned to take away and act on, including steps to help them reach more people, develop their practice or kickstart new initiatives.

We ran a well-attended conference on the theme of *Communicating restorative justice and practice*, looking at messages and approaches most likely to grow support and understanding from different audiences.

We produced blogs on a range of topics, exploring restorative justice and practice from a range of different angles and making links with topical concerns. Our network mailing list more than doubled, from 200 in January 2022 to close to 500 by the end of the year. We worked with other restorative organisations to amplify each other’s messages.

We were also pleased to facilitate a listening circle at the conference of the Howard League for Penal Reform. In keeping with the conference theme, the circle explored participants’ experiences of navigating uncertainty, with many helpful insights shared.

Training and support

We continued training colleagues in Oxfordshire's children's workforce, engaging 52 staff members in introductory and practitioner training, training for managers and training geared to a specific team. Feedback from participants points to the impact of the training in helping them better understand the needs of families, feel more confident of having difficult conversations, work collaboratively with families and share techniques with families and foster carers.

We also developed practice guidance for use by Oxfordshire's children's workforce. The guidance gives ideas and examples of how restorative practice can be embedded in work with children and families in a range of different contexts, with prompts and resources to support this.

A well-received online workshop on '*Sharing tools to support restorative conversations*' helped practitioners share ideas and refine their practice, backing this up with a resource pack. Examples of learning that participants planned to take away and act on included reflecting on their own bias, being more conscious of the language used and looking at ways of using the restorative conversations framework as part of creating a positive youth work culture.

Work continued to pave the way for future training, for example by growing our team of associate trainers and developed training geared to community groups. We also retained our status as an accredited training provider with the Restorative Justice Council.

Advancing and sharing learning

We joined with Warwick University in research on barriers to, and opportunities for, restorative justice and practice in higher education, sharing the findings at the annual conference of the Restorative Justice Council. We hope to build on this work in the coming year.

We were pleased to contribute to the second phase of work of the All-Party Parliamentary Group on Restorative Justice, in particular through inputs into a Literature Review of restorative practice in social care.

We launched a survey of our network to better understand the make up of our growing community and how we can support them in the future. Feedback points to a continuing high level of interest in exploring restorative practice in a variety of contexts, including but not limited to criminal justice, including looking at possible future directions for restorative justice and practice, hearing and learning from lived experience and sharing skills with a chance to practice these.

Financial review

In 2022 we were successful in increasing both our total income for the year (by 55% to £21,707) and the diversity of our income sources, due in no small part to the work of our part-time communications officer in growing our reach and impact. Grants and donations increased nearly threefold (to £9,281) and income from our events and training grew fourfold (to £3,503). We continued to secure contract income from Oxfordshire County Council to support the roll-out of restorative practice across the children's workforce (generating income of £8,806). We remain grateful to New Road Baptist Church for their continuing unrestricted donation to our work, this year supplemented by the Helen Roll Charity and Doris Field Charitable Trust.

Our overall expenditure reduced (by 9.7% to £23,444), reflecting the changing way in which we were able to pursue our charitable objectives. Increased income and reductions in expenditure enabled us to reduce our net deficit for the year from £11,969 in 2021 to just £1,737 in 2022, evidencing substantial progress to our goal of achieving self-sufficiency.

The Trustees consider it prudent to hold reserves sufficient to meet at least six months of known commitments. Our reserves at the end of 2022 exceeded this sufficiently to provide assurance that, with the same level of expenditure, even if the deficit we incurred during the year were to be repeated, we should still be able to comply with our reserves policy at the end of 2023.

Future plans

Growing understanding and use of restorative practice is a major undertaking. At a recent strategy day the Mint House trustees agreed that we should continue to raise awareness of restorative practice and its many applications while also looking deeply at what's needed to embed restorative practice within communities, groups and institutions, avoiding the risk of it being treated as an 'add on' or seen as the preserve of a few committed individuals. Our aim going forward will sharpen our focus on 'embedding' across our different streams of work. We will continue to work to grow our delivery capacity. Recognising that 'embedding restorative practice' is the work of many, we will also be looking to work closely with others to help realise our vision of restorative communities and agencies. Achieving financial sustainability remains an important priority, identified as such within our new strategi plan.

The Mint House is grateful to John Chadwick, ACIS for help in preparing our accounts, working alongside our new treasurer Ruby Hakel. John 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 23 March 2023

Statement of Financial Activities including income and expenditure account for the year ended 31 December 2022

		2022		2021
	Note	Unrestricted £s	Restricted £s	Totals £s
Income				
Grants & Donations	3	8,280.66	1,000.00	9,280.66
Charitable Activities	4	12,426.76	-	12,426.76
Total Income		20,707.42	1,000.00	21,707.42
Expenditure				
Fundraising/Activities		18.00	-	18.00
Charitable Activities	5	22,624.73	801.42	23,426.15
Total Expenditure		22,642.73	801.42	23,444.15
Net Income		(1,935.31)	198.58	(1,736.73)
				(11,968.59)

Statement of Assets and Liabilities

Debtors	770.00	-	770.00	1,030.00
Cash at Bank	15,138.92	198.58	15,337.50	15,774.12
Creditors	(1,933.79)	-	(1,933.79)	(893.68)
Net Assets	13,975.13	198.58	14,173.71	15,910.44

These accounts were approved by the Trustees on 23 March... and signed on their behalf by Rosemary Chadwick

Notes to the financial statements for the period ended 31 December 2022

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.

The Mint House, Oxford Centre for Restorative Practice

		2022			2021
		Unrestricted	Restricted	Totals	Totals
3. Grants and Donations					
Grants	Doris Field Trust		1,000.00	1,000.00	-
	Helen Roll Charity	3,000.00	-	3,000.00	-
Donations	New Road Baptist Church	3,750.00	-	3,750.00	3,000.00
	Other	1,530.66	-	1,530.66	414.80
Totals		8,280.66	1,000.00	9,280.66	3,414.80

No donations in 2021 were for restricted purposes.

4. Income from Charitable Activities

Network Events and Training	3,503.24	-	3,503.24	874.84
Quiz Sheets	118.00	-	118.00	-
Oxfordshire County Council	8,805.52	-	8,805.52	9,706.59
Oxford City Council	-	-	-	-
Totals	12,426.76	-	12,426.76	10,581.43

There was no income from restricted activities in 2021

5. Expenditure on Charitable Activities

Charitable expenditure	21,314.11	755.00	22,069.11	22,351.79
Support and governance costs (see note 6)	1,310.62	46.42	1,357.04	3,613.03
Total charitable activities	22,624.73	801.42	23,426.15	25,964.82

Expenditure on charitable activities in 2021 included £7,970.20 from unrestricted funds.

6. Support costs

Support Costs				
Restorative Justice Council Fees	281.59	9.97	291.56	1,050.56
Project and Publicity Materials	33.44	1.18	34.62	496.13
Information Commissioner Registration	33.80	1.20	35.00	35.00
Insurance	310.46	11.00	321.46	349.33
SquareSpace	186.61	6.61	193.22	218.65
Secure Email	41.44	1.47	42.91	20.19
Google-suite & Zoom	317.04	11.23	328.27	326.04
Staff Overhead Costs	106.24	3.76	110.00	1,117.13
Governance Costs	-	-	-	-
Total Support and Governance Costs	1,310.62	46.42	1,357.04	3,613.03

Support costs in 2021 included £1,109.06 allocated to restricted funds.

7. Trustees

None of the trustees received any remuneration from the charity. One unrestricted donation of £400 was received from trustees during this period.

8. Employees

There was 1 part time employee during the period (2021 – one)