



The Mint House

OXFORD CENTRE FOR RESTORATIVE PRACTICE

Annual report and accounts

for the year 1 January - 31 December 2023

Charity Registration No. 1173037

Reference and Administrative Information

Trustees

Dr Rosemary Chadwick (Chair)
Revd Dr Myra Blyth
Mr Geoff Emerson
Ms Rabab Hakel
Revd Jon Keyworth
Dr Matthew Mills
Mrs Christine Plews (appointed 11 January 2024)
Dr Kathryn Rowsell
Revd Professor Michael Taylor (resigned 8 March 2024)
Mr Peter Wallis

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 2023

Structure, governance and management

The trustees present their report and accounts for the year ended 31 December 2023.

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.

Trustees met bi-monthly in 2023. 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 needed.

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:

- 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.
- 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

The Mint House was formed by partners across Oxford and the wider county. These partners came from different backgrounds (probation, youth justice, academia and more) but were united in wanting to grow understanding and use of restorative justice and practice as a means of helping people and communities feel better connected to each other, manage disagreement well and repair the damage caused by crime and conflict. Partners agreed that we could do this better if we worked together.

We work to grow understanding and use of restorative justice and practice 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 restorative approaches.
- advancing and sharing learning on aspects of restorative practice.
- 'on the ground' initiatives demonstrating the difference restorative justice and practice can make to creating, maintaining and restoring positive relationships.

A particular concern is to ensure that restorative practice becomes embedded in the culture of our communities and organisations, reaching the point where it is used consistently and sustainably and seen as a natural part of 'how we do things round here' rather than being treated as an 'add on' or seen as the preserve of a few committed individuals.

Achievements and performance

Communications and events

In 2023 we held four online events, in all involving 181 participants, exploring recent developments and 'what next' for restorative justice and practice in a range of settings (prisons, policing and the NHS) and learning from Norfolk's use of restorative approaches over almost two decades. We also ran a second online conference on the theme of *Communicating restorative justice and practice*.

84% of the 68 event participants giving feedback gave a score of 8 out of 10 or more for their likelihood of sharing what they had heard with others. Participants also shared many examples of things they planned to take away and act on, as these examples from the conference feedback illustrate.

'I've taken away lots of plans to start co-creation and co-production to make Restorative Justice more accessible and useful to the groups, communities, people I work with.'

'Different ways to communicate with the media.'

'Different ways to involve people within RP with communications difficulties.'

'Identifying more advocates and utilising their contacts!'

'Ideas how to handle gatekeepers.'

41 participants attended our online workshop on Restorative Justice and unconscious biases, again sharing many examples of things they planned to do as a result, such as developing support materials, creating intentional space to think about unconscious biases in group supervisions and *'slowing down to think about the assumptions I make about people.'*

Our Communications and Development Officer Joy Bettles teamed up with North American colleagues Drs Crystena Parker-Shandal, Justine Andreu Darling and Lindsey Pointer to produce a series of podcasts on 'Restorative Parenting,' with online space created subsequently to explore aspects of this topic.

Our social media presence and network mailing list continued to grow, with particular increases on Facebook and LinkedIn. As in previous years, we worked with other restorative organisations to amplify each other's messages and explore the most effective ways of communicating restorative justice and practice.

Training and support

We continued to offer training for colleagues in Oxfordshire's children's workforce, engaging 80 staff members in introductory, practitioner training and managers' training and with opportunities to reflect on practice via a community of support and practice. Feedback from participants captured ways they felt the training would enhance their practice, as these examples illustrate.

'Be more mindful to take my time to listen and understand people's needs and allow them to take ownership of what will help them move forward.'

'Listen more actively, ask different questions, trust in families' ability to create their own solutions.'

Introductory training for members of Oxfordshire's Lived Experience Advisory Forum (LEAF) - a group of people with lived experience of homelessness - paved the way for a 2024 pilot initiative aimed (amongst other things) at reducing evictions of former rough sleepers from supported accommodation. Thanks are due to funders including Oxford City Council, Oxfordshire Community Foundation, Oxfordshire County Council, the Pye Charitable Settlement and New Road Baptist Church for their support for this initiative.

In another significant development, we worked with colleagues in Oxford Health NHS Trust to deliver restorative practitioner training for the first of five cohorts from the Forensic Mental Health Service. Evaluation of this initiative is using the Kirkpatrick Evaluation Model to explore how participants responded to the training, what they learnt/how their skills improved, what this means for their behaviours and benefits experienced by the organisation. We await the findings with great interest.

We again retained our status as an accredited training provider with the Restorative Justice Council. Thanks are due to our team of associate trainers for all their work in nurturing restorative practice skills and understanding.

Advancing and sharing learning

We think there is much to be learned from colleagues within our sector and beyond about the challenges and creative opportunities for embedding restorative practice, and so were grateful and delighted to receive funding from the Westhill Endowment for a series of research and practice dialogues exploring this topic. The first two dialogues took place in November 2023, when 20 people met together to explore what's involved in embedding restorative practice in organisations, looking in particular at the role of organisational culture change, leadership, systems change and organisational design. Some participants were highly familiar with restorative practice from roles as practitioners, leaders, trainers and researchers. Others came new to this area but instead brought expertise in areas including culture change, systems change and leadership development. This made for rich learning, findings from which we look forward to sharing in the months ahead.

Financial review

Our income rose by 169% compared to 2022, largely due to securing a number of restricted grants from the Westhill Endowment, Oxfordshire Community Foundation, Oxford City Council and the Pyae Charitable Settlement with a combined value of £24,125 and also reflecting the commencement of training for Oxford Health, increased training delivery for Oxfordshire County Council and how that training was phased. We remain grateful to New Road Baptist Church for their continuing unrestricted donation to our work, this year supplemented by generous donations from individuals and from the Barnsbury Trust.

Our overall expenditure rose by a lesser amount (79%) mainly due to the phasing of key projects for which restricted funding is in place. We again reduced the net deficit on unrestricted funds. During 2023 we benefited from business planning support, helping us map out our trajectory to achieving self-sufficiency while also growing our paid capacity.

The Trustees consider it prudent to hold unrestricted reserves sufficient to meet at least six months of known commitments. Substantial grants received in 2023 have boosted restricted reserves for projects to be delivered in 2024 and into 2025. Our current unrestricted reserves equate to 5½ months of budgeted fixed costs in 2024, marginally below our restricted reserves policy.

Future plans

Priorities for 2024 include: ensuring successful implementation of the pilot projects testing the impact of restorative practice in supported accommodation and in forensic mental health; concluding our second set of research and practice dialogues looking at the role of communities in embedding restorative practice; and sharing the learning from both sets of dialogues. We recognize that success depends on our being financially sustainable, growing our delivery capacity and partnering with others to realise our vision of restorative communities and agencies.

The trustees' report was approved by the Board of Trustees

Signed Rosemary Chadwick

Dated 16 May 2024

Independent Examiner's report to the trustees of The Mint House, Oxford Centre for Restorative Practice

I report to the charity trustees on my examination of the financial statements of The Mint House, Oxford Centre for Restorative Practice for the year ended 31 December 2023 set out on pages 7 to 12.

Respective responsibilities of the charity's trustees and the Examiner

As the trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Basis of Independent Examiner's report

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with examination giving me cause to believe that:

- accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- the financial statements do not accord with such records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charity (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

SK Dexter
Independent Examiner
Grove, Oxfordshire OX12 7HT

16 May 2024

The Mint House, Oxford Centre for Restorative Practice Statement of Financial Activities

| | | 2023 | | 2022 |
|--------------------------|------|--------------------|------------------|----------------|
| | Note | Unrestricted £s | Restricted £s | Totals £s |
| Income | | | | |
| Grants & Donations | 3 | 14,090 | 24,125 | 38,215 |
| Charitable Activities | 4 | 20,182 | - | 20,182 |
| Total Income | | 34,272 | 24,125 | 58,397 |
| Expenditure | | | | |
| Fundraising Activities | | 116 | - | 116 |
| Charitable Activities | 5 | 35,095 | 6,853 | 41,948 |
| Total Expenditure | | 35,211 | 6,853 | 42,064 |
| Net Income | | (939) | 17,272 | (1,737) |

Balance Sheet At 31 December 2023

| | 2023 | | 2022 | |
|--------------------|---------------|---------------|---------------|---------------|
| | Unrestricted | Restricted | Totals | Totals |
| | £s | £s | £s | £s |
| Debtors | 3,635 | - | 3,635 | 770 |
| Cash at Bank | 13,365 | 17,471 | 30,836 | 15,338 |
| Creditors | (3,964) | - | (3,964) | (1,934) |
| Net Assets | 13,036 | 17,471 | 30,507 | 14,174 |
| Unrestricted Fund | 13,036 | - | 13,036 | 13,975 |
| Restricted Fund | - | 17,471 | 17,471 | 199 |
| Total Funds | 13,036 | 17,471 | 30,507 | 14,174 |

These accounts were approved by the Trustees on 16 May 2024 and signed on their behalf by

Rosemary Chadwick

Notes to the financial statements for the period ended 31 December 2023

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 based on the current income pipeline and the economic and financial risks that existed at the time of signing the accounts. 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

| | | 2023 | | Totals | 2022 |
|-------------------------|---|--------------|------------|--------|--------|
| | | Unrestricted | Restricted | | Totals |
| 3. Grants and Donations | | | | | |
| Grants | Doris Field Trust | - | - | - | 1,000 |
| | Helen Roll Charity | - | - | - | 3,000 |
| | Westhill Endowment | - | 10,070 | 10,070 | - |
| | Oxfordshire Community Foundation | - | 11,555 | 11,555 | - |
| | Oxford City Council Community Impact Fund 3 | - | 500 | 500 | - |
| | Pye Charitable Settlement | - | 2,000 | 2,000 | - |
| | HMRC Statutory Maternity Pay Recovery | 5,370 | - | 5,370 | - |
| | Other Grants | 2,500 | - | 2,500 | - |
| Donations | New Road Baptist Church | 3,750 | - | 3,750 | 3,750 |
| | Other Donations | 2,471 | - | 2,471 | 1,530 |
| Totals | | 14,090 | 24,125 | 38,215 | 9,280 |

£1,000 of donations in 2022 were for restricted purposes.

4. Income from Charitable Activities

| | | | | |
|-----------------------------------|---------------|----------|---------------|---------------|
| Network Events and Training | 2,864 | - | 2,864 | 3,503 |
| Quiz Sheets and Other Fundraising | 1,025 | - | 1,025 | 118 |
| Oxfordshire County Council | 13,894 | - | 13,894 | 8,806 |
| Oxford Health | 2,400 | - | 2,400 | - |
| Totals | 20,182 | - | 20,182 | 12,427 |

There was no income from restricted activities in 2022

5. Expenditure on Charitable Activities

| | | | | |
|---|---------------|--------------|---------------|---------------|
| Charitable expenditure | 33,232 | 6,489 | 39,721 | 22,069 |
| Support and governance costs (see note 6) | 1,863 | 364 | 2,227 | 1,357 |
| Total charitable activities | 35,095 | 6,853 | 41,948 | 23,426 |

Expenditure on charitable activities in 2022 included £801 from restricted funds.

6. Support and Governance costs

| | | | | |
|--|--------------|------------|--------------|--------------|
| Support Costs | | | | |
| Restorative Justice Council Fees | 344 | 67 | 411 | 292 |
| Project and Publicity Materials | - | - | - | 35 |
| Information Commissioner Registration & DBS Checks | 78 | 15 | 93 | 35 |
| Insurance | 299 | 58 | 357 | 321 |
| SquareSpace & Secure Email | 163 | 32 | 195 | 236 |
| Google-suite & Zoom | 152 | 30 | 182 | 328 |
| Staff Overhead Costs | 527 | 103 | 630 | 110 |
| Governance Costs | 300 | 59 | 359 | - |
| Total Support and Governance Costs | 1,863 | 364 | 2,227 | 1,357 |

Support costs in 2022 included £46 allocated to restricted funds.

The Mint House, Oxford Centre for Restorative Practice

7. Analysis of Restricted Funds

| | Balance @ 31.12.2022 | Income | Expenditure | Balance @ 31.12.2023 |
|---|-------------------------|---------------|----------------|-------------------------|
| Doris Field Trust | 199 | - | (199) | - |
| Westhill Endowment | - | 10,070 | (6,654) | 3,416 |
| Oxfordshire Community Foundation | - | 11,555 | - | 11,555 |
| Oxford City Council Community Impact Fund Round 3 | - | - | - | - |
| Small/Medium Grant 2023/24 | - | 500 | - | 500 |
| Pye Foundation | - | 2,000 | - | 2,000 |
| Totals | 199 | 24,125 | (6,853) | 17,471 |

The grant from the Doris Field Trust is for development of our training offer. That from the Westhill Endowment is for hosting two Building Bridges research and practice dialogues and dissemination of findings. Remaining restricted funds are for our pilot housing initiative.

8. Trustees

None of the trustees received any remuneration from the charity. One unrestricted donation of £1,000 was received from a trustee during this period.

9. Employees

There was one part time employee during the period (2022 – one).