

REGISTERED CHARITY NUMBER: 1177874

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021
FOR
INTERMEDIARIES FOR JUSTICE**

Grugeon Reynolds Limited
Rutland House
44 Masons Hill
Bromley
Kent
BR2 9JG

INTERMEDIARIES FOR JUSTICE
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FOR THE YEAR ENDED 31 JULY 2021

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**INTERMEDIARIES FOR JUSTICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Principal address

PO Box 567
Beckenham
BR3 9LY

Registered Charity number

1177874

Trustees

Catherine O'Neill	(Chair)
Francesca Castellano	(Secretary)
Paul Redfern	(Treasurer)
Susan Osbond	Resigned 14/02/2022
Catherine Chamberlain	Appointed 11/05/2021
Rochelle Cowan	
Esther Rumble	
Susan Stewart	
Robert Thomas	
Kathryn Blake	Retired 05/05/2021
Ann King	Retired 31/01/2021
Nicola Lewis	Retired 17/03/2021
Giuditta Meneghetti	Retired 05/05/2021

Independent Examiner

Grugon Reynolds Limited
Chartered Accountants
Rutland House 44 Masons Hill, Bromley, Kent BR2 9JG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a Charitable Incorporated Organisation registered on 10 April 2018 and commenced activities on 1 August 2018. Its current Constitution is dated 19 February 2020.

The policy and operating decisions of the charity rest with the Trustees who meet regularly to monitor the activities of the Trust.

New trustees may be appointed at any time by the members or the charity trustees and in accordance with 13(1)(d) of the Constitution. A person appointed by the trustees shall retire at the conclusion of the annual general meeting next following the date of his appointment. The charity trustees will make available to each new charity trustee, on or before his or her first appointment: (a) a copy of this constitution and any amendments made to it; and 9B0 a copy of the CIO's latest trustees' annual report and statement of accounts.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The CIO object is the relief of need of vulnerable people (including: witnesses; complainants; and defendants) and the promotion of the sound administration of the Law by facilitating communication and the provision of evidence in the Justice System through promoting the work of intermediaries registered either with the Ministry of Justice (England and Wales), The Northern Ireland Department of Justice or non-registered Intermediaries who have attended a course of specialised training from acknowledged trainers in the field and who are able to satisfy the Court of their qualifications and suitability. "Vulnerable" meaning children under 18 (eligible for Intermediary assistance by virtue of their age) and adults whose age, disability, physical or mental disorder, mental health or specific learning difficulties affect their understanding or ability to communicate in words.

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Risk management

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

ACHIEVEMENT AND PERFORMANCE

Review of activities

The last two years have continued to be a mixture of success and firefighting! With the sudden and devastating emergence of the COVID-19 virus and the resulting global pandemic, IfJ has had to respond and adapt to the present situation by drawing together our members who were looking for guidance and community. This strong community continues to grow and the need for unity and communication has never been so strong. IfJ has grown in recognition and respect

As stated last year, IfJ needed to move our CPD programme to a remote format which has taken considerable time, but the courses are now running and are well attended. Further information on this and other projects will be addressed later in this document.

We responded to the need of connection and we have set up regular monthly drop-in meetings for members over Zoom, where experiences and concerns are shared. We have had the pleasure of welcoming our international members who often dedicatedly join during their night hours!

Our newsletter/summary document is sent out on a fortnightly basis. This is sent to all members of IfJ. This newsletter contains relevant updates and news from IfJ and other organisations, alongside information about IfJ's upcoming events and courses, information on IfJ support and summaries of relevant discussions happening in the field.

The Trustees continue to show extraordinary dedication and energy in helping IfJ to grow and support the aims of equal access to justice for all. It has to be remembered that the trustees work on a voluntary basis, while continuing to work as intermediaries on top of the usual demands of life.

Francesca Castellano (Secretary) and Sue Osbond (Treasurer) have worked on a daily basis to keep us all on track, often carrying out unseen tasks, while Sharon Richardson is no longer a trustee, she oversees the membership side of things and the referral database, whilst also liaising with Cocomoon website developers, regarding website issues.

We would like to particularly thank Sue Osbond who has worked so hard as treasurer. Likewise, Francesca Castellano for her work as Secretary.

We are pleased to report a steady increase in membership, with an increasing number of international members. Robert Thomas continues to expand IfJ's media presence via Twitter, and we now have 2000 followers. Our six WhatsApp groups offer the sharing of knowledge and advice between intermediaries who continue to work with the most vulnerable in society.

We would like to thank Abi Levitus, a new graduate, who was appointed into an admin role to assist Ferne Brewster. Abi worked both as a volunteer and paid admin staff until she left in May 2021. Likewise, Eva Szabo joined the admin team in July 2020 as technical support for the CPD programme.

We are also so grateful to our hard working and talented administrator Ferne Brewster who has worked over and above her role.

We also thank our patron, Lady Henrietta St George, for her continuing and generous sponsorship of IfJ. We are indebted to Lady Henrietta St George for her continued support. Without this help, IfJ would have ceased to exist several years ago.

**INTERMEDIARIES FOR JUSTICE
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IfJ's work in more detail

Out-reach work

Our out-reach work continues and the name *Intermediaries for Justice* is established. This means many requests to join working parties and panels. We work closely with organisations such as Keyring, Prison Reform Trust and JUSTICE.

During this year IfJ's outreach work has been as follows:

Rachel Cohen as an IfJ member continues to represent and participate on the panel of Defendant Voice Engagement Group run by MOJ. Many thanks to Rachel. We need more support from members to carry out outreach roles.

IfJ has had frequent Touch Point meetings with HMCTS as the new CAIS scheme emerged. This has been an uncertain time and many members have turned to IfJ to help them navigate this complicated new development.

IfJ have been included in roundtable discussions with other organisations. IfJ's participation in the Standing Committee Youth Justice (SCYJ) continues.

Our thanks go to IfJ trustee Francesca Castellano for attending and keeping the role of the intermediary present in the discussions.

Our members continue to working the name of fair access to justice for all vulnerable people. Many have bravely moved into a variety of new areas, such as working with vulnerable people in the Family Courts, Coroners Court, Immigration and Employment Tribunals, Civil Cases, Parole Hearings and others. The breadth of involvement reflects the transferrable skills of the Intermediary and the great need of vulnerable people in this search for Justice. As the new CAIS scheme emerges, we hope that Intermediaries will find the new regulated scheme safer and supportive. IfJ continues to be involved with the implementation through its members.

Contact and support for members

There are six active WhatsApp groups, all well used with members finding them helpful and informative. They are as follows:

- WwD (for intermediaries working with defendants)
- FC (for intermediaries working in the family courts)
- RISC (for all registered intermediaries working with the police, Crown and Magistrates Courts)
- WwChildren (for intermediaries working with children)
- IfJ Tribunals and Hearings
- Intermediaries at LSWU for union members. (IfJ itself is not affiliated to the union. However, as an increasing number of our members have chosen to be, and matters are relevant to all, we are happy to include this WhatsApp group too.)

Social Media

Robert Thomas set up IfJ's social media (Twitter and Facebook), for which we are extremely grateful. We are delighted to see the rapid increase of 2000 followers on Twitter. Our followers encompass colleagues across the whole range of the Justice system in a variety of different countries.

Support and Advice

Members frequently turn to IfJ for support and advice. We really want members to feel less isolated and to know that there is someone to contact in 'those moments'

**INTERMEDIARIES FOR JUSTICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2021**

Now to hear more about the progress of our projects:

The IfJ Website

We continue to modify the website to make administrative tasks simpler. Members continue to be able to renew their membership online, change their profile details and book onto new IfJ courses. Our website has become dynamic, where up-to-date news and guidance has been available for the general public and members. We continue to raise awareness regarding the difficulties vulnerable people face in the Criminal Justice System (CJS) and the ways intermediaries can assist.

Resource section

There is a growing list of resources on the website and this is an area we are keen to develop. We are easily able to add publications, research papers and other resources and are grateful for the information, new research and publications that members have shared. These resources can be for public view or for the members only. Full members are now able to access Widget symbols.

A small group was set up to start looking at the resource section in more detail. Trustees and a small group of members were asked to complete a questionnaire about the resources. With the help of the newly appointed and very capable and interested Abi Levitus, all the resources were logged and analysed for their content type and, where possible, updated. This was the first step to deciding whether the resources should be reorganised and, if so, how to go about this process. Staff and trustee changes meant that a new resource team was set up in July to continue the work.

The goals for the future work on the resources are:

1. To work with web designers Cocomoon to determine the structure of the new categorisation and how this will work on the website
2. To design a way to categorise and select resources in line with the website structure and user needs
3. To trial the new layout and make changes before going 'live'
4. To update and develop resources

We are excited to implement the new developments and are looking to expand the working group, particularly with individuals who can help with resource development.

The website has a growing number of films or links to films relevant to vulnerability and justice

IfJ's film, 'A Voice for the Voiceless', has proved to be very useful for training the police etc.

1. IfJ - <https://www.intermediaries-for-justice.org/films> The first is a training film aimed at those working in the justice system and is about 20 minutes in length. The second is a short (approximately 5-minute) awareness-raising film for a more general audience, drawing on the same material.

Associated leaflets - supporting material to films:

IfJ has produced downloadable PDF leaflets on the intermediary role. These clearly show a step-by-step guide on how to find an intermediary and the various stages of their involvement, i.e., who pays and the different pathways from referral to engagement to court - <https://www.intermediaries-for-justice.org/films>.

2. Durham Police Crime and Victims' Commissioner funded Susan Stewart (RI) to create:
 - 'Witnesses and the Crown Court' and 'Witnesses and the Magistrate's Court' PDFs to show the witness journey at court using judiciary approved local court photos and easy to understand language.
 - 'The Victim Personal Statement Resource Pack' to ensure complainants understand the VPS and can give the fullest information they can through visual supports.

**INTERMEDIARIES FOR JUSTICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2021**

Database for Referrals

The website hosts and manages the free referral system: a link between justice system professions requiring an intermediary to work with their client. <https://www.intermediaries-for-justice.org/find-intermediary> and intermediaries who are available. There are five referral categories: Vulnerable Suspects/Defendants; Family Courts; Tribunals/Hearings; Complainant or prosecution witness; and Defence Witness. While most referrals are automatically managed, there are others that require a personal response, and these are answered by Francesca Castellano.

The IfJ CPD Programme

We successfully expanded our CPD Programme and sourced speakers to run 9 IfJ courses in our financial year ending in July 2021. IfJ wish to thank the following speakers for creating and delivering innovative courses for intermediaries:

- Catherine O'Neill and Dr Andrea Heverin. *Trauma informed practice: working with the effects of Trauma in the Justice System* (17th - 19th Nov 2020)
- Catherine Chamberlain and Susan Stewart. *Assessment of Children, Young People and Adults with Developmental Communication Need* (8th & 15th Oct 2020)
- Esther Rumble and Jackie Lund. *Autism Informed Practice within the Criminal Justice System* (2nd & 3rd Dec 2020)
- Dr Kevin Smith, Tamara Lewis, Paula Witham and Naomi Morrison. *Law and policing for Intermediaries: Understanding the System and Adapting the Process* (6th & 7th Jan 2021)
- Catherine O'Neill and Dr Andrea Heverin. *Trauma Informed Practice* (21st & 28th Jan 2021)
- Nicola Lewis and Amy Harrison. *Family Court Part 1* (20th Feb 2021)
- Nicola Lewis and Amy Harrison. *Family Court Part 2* (Sept 2020, and 25th & 26th Feb 2021)
- Paula Backen and Rachel Cohen. *Working with Defendants* (24th, 26th & 27th March 2021)
- Catherine Chamberlain and Susan Stewart. *Assessment of Children, Young People and Adults with Developmental Communication Need* (20th & 27th May 2021)

IfJ are also grateful to Catherine O'Neill, Dr Andrea Heverin, Raymond Lyons, Paula Witham and Naomi Morrison for chairing the Trauma CPD SIG (29th April 21), Law and Policing CPD SIG (29th April 2021) and Mental Health CPD SIG meetings.

We have also benefitted from the IT support by Eva Bellrock Szabo and invaluable admin assistance by Ferne Brewster.

The IfJ CPD programme provides a chance for intermediaries to learn together, compare experiences and support each other. This is important in strengthening our intermediary community. Our CPD vision is to continue to develop a rolling programme of CPD courses, workshops and CPD SIGs to ensure intermediaries are in a strong position to enable vulnerable people to have a fair access to justice.

IfJ Fundraising Team

The fundraising team has prepared bids on a regular basis, but the current climate is so challenging and we have not been successful. We hope to continue with this as it is fundamental to the development and profile of IfJ.

We will continue to work in the name of Fair Access to Justice and to support intermediaries in doing a very difficult and often misunderstood job. Many thanks - and we need your help, so please do contact us!

**INTERMEDIARIES FOR JUSTICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2021**

Some Future plans

We have many plans to develop as funds become available.
These plans include:

- not only continuing the current programme of CPD courses, but expanding the range to include working with: adults with acquired communication difficulties; adults with learning disabilities; awareness training on gender issues; and an introduction to mindfulness for Intermediaries. We are seeking to develop the range of SIG groups to meet the needs of the membership.
- expanding the CPD programme (<https://www.intermediaries-for-justice.org/upcoming-events-and-online-trainings>) to offer courses for other legal professionals such as Appropriate Adults, Police, Probation Officers and Barristers, etc.

Further Website Development

- Animated video detailing the role of the intermediary to educate others
- Membership section to have a directory of intermediaries and allow members to network through the site
- Building links with other websites to link with IfJ and make contact with court centres, law firms and police forces to signpost them to our website and resources.
- Development of the resources section to include further development of the online policy library
- Another film looking at the needs of vulnerable defendants
- More support for members through supervision

It has been a demanding year, which has required IfJ to stretch to accommodate the needs of its members.

We continue to be dedicated in our quest to work for fair access to justice for vulnerable people by giving a Voice to the Voiceless.

FINANCIAL REVIEW

The charity received £35,943 from various sources

It spent £23,025 including expenditure on restricted funds £375 from the fund brought forward.

Policy on reserves

The charity's policy on reserves is to maintain cash of £5,000 (not including the cash held for restricted funds) to enable the settlement of creditors and the payment of administration fees in the event of a voluntary winding up. The cash holdings at the year-end were £37,996.

No funds are materially in deficit.

ON BEHALF OF THE BOARD

Catherine O'Neill – Chair of Trustee

Paul Redfern - Treasurer

Date: 19 May 2022

Date: 19 May 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INTERMEDIARIES FOR JUSTICE

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2021

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed by examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect

accounting records were not kept in accordance with Section 130 of the Act;
or
the accounting records do not accord with the accounting records

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

Hakeem Adeleye BS (Hons) ACCA
Grugeon Reynolds Limited
Chartered Certified Accountants
Rutland House
44 Masons Hill
Bromley
Kent
BR2 9JG

Date: 19 May 2022

**INTERMEDIARIES FOR JUSTICE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Voluntary Receipts				
LEF Grant	-	-	-	21,000
Henrietta St George	5,000	-	5,000	5,000
Other donations	1,067	-	1,067	638
Incoming resources from charitable activities				
Membership income	10,310	-	10,310	8,121
Event attendance fees	17,216	-	17,216	1,560
Other incoming resources				
Sundry income	2,350	-	2,350	158
Bank interest	-	-	-	41
Total incoming resources	<u>35,943</u>	<u>-</u>	<u>35,943</u>	<u>36,518</u>
Payments				
Fundraising costs				
Training costs	6,414	-	6,414	-
Administration costs	1,225	-	1,225	728
Charitable activities				
Conference and seminar expenses	900	-	900	1,610
Website design	2,484	375	2,859	12,039
Accountancy fees	1,611	-	1,611	1,624
Administration services	10,016	-	10,016	4,541
Training costs	-	-	-	730
General costs	-	-	-	1,199
Governance costs				
Travelling costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,231</u>
Total resources expended	<u>22,650</u>	<u>375</u>	<u>23,025</u>	<u>23,702</u>
Net Receipts/(Payments)	13,293	(375)	12,918	12,816
Cash funds last year end	24,703	375	25,078	12,262
Cash funds this year end	<u>37,996</u>	<u>-</u>	<u>37,996</u>	<u>25,078</u>

**INTERMEDIARIES FOR JUSTICE
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 JULY 2021**

Cash Funds	2021	2020
	£	£
Current account	13,138	5,920
No.2 account	24,648	18,680
Stripe account	3	-
PayPal account	207	478
	<u>37,996</u>	<u>25,078</u>

Assets retained for the charity's own use	2021	2020
	£	£
Website	29,625	29,625

Liabilities	2021	2020
	£	£
Accounts and examination	1,024	227

Payments to Trustees

The trustees were reimbursed during the year for travelling and other costs amounting to £164 (2020 -£822)

The following trustees were paid fees for services supplied as professionals not as trustees:

	2021	2020
	£	£
Catherine O'Neill	1,080	1,120
Susan Stewart	600	-
Esher Rumble	600	-
Catherine Chamberlain	900	-
Nicola Lewis	600	-
Ann King	-	895

The movements in restricted funds during the year were:

	Bal b/fwd	Receipts	Payment	Bal c/fwd
Website and film project (LEF)	<u>375</u>	<u>-</u>	<u>375</u>	<u>-</u>