



The Racial Harassment Forum Brighton & Hove (RHF)
Trustees Annual Report for the period of April 2021 to March 2022

Racial Harassment Forum Brighton and Hove (RHF) is a registered charity that specifically addresses the safety needs of Black, Asian, Minority Ethnic (BAME) and faith communities who experience fear and hate incidents that are racially and religiously motivated. RHF provides advice, assistance and support to people impacted by hate incidents and to promote prevention of hate crime.

1. The Main Purpose of the Charity

The main purpose of the charity is for the public benefit of the prevention of hate incidents and harassment motivated by religious faith and race in Brighton and Hove. RHF also seeks to provide relief of people affected by it, through:

- a) the provision of training and projects that seek to raise awareness of racially and religiously motivated hate crime and harassment. RHF seeks to encourage and increase reporting of incidents, providing support where necessary to those affected by such crime through providing information and support to navigate systems towards resolution.
- b) working in partnership and collaboration with cross-sector statutory, community and voluntary organisations to develop more effective services in the reporting of racially and religiously motivated hate crime and meeting the needs of those affected by it.
- c) carrying out research and consultations to better understand the prevalence of racially and religiously motivated hate crime, its effect on victims and to develop appropriate services.

2. The Main Activities of the Charity

- **RHF Advocacy and Outreach Service:**

When the RHF Advocacy and Outreach Officer were created, it intended to respond to the needs of local people who found themselves in difficult and/or distressing situations. The support provided: advice, liaison with agencies to help with reporting and follow up. The officer made referrals to partner organisations as required to ensure victims receive adequate support. The officer provided a platform in which people were able to report and express their experiences and concerns. RHF continues to listen to the experience of victims of racist and religiously motivated incidents will endeavour to integrate lessons learned into its service delivery and strategy and importantly make stronger connections with people who felt isolated and unsupported.

The RHF Advocacy and Outreach Office organised a number of specialised meetings with victims of racial and religiously motivated harassment to offer adequate support, as well as provide feedback to the local authorities, such as Sussex Police, Brighton & Hove City Council (BHCC) and Housing Associations, for example, to keep them informed of the local communities' needs which will continue to support the implementation of strategic and effective responses to Black Asian and minoritised ethnic (BAME) communities.

- **Setting up a Third Party Reporting Centre:**

Over the past year, a tremendous amount of effort has been put towards the setting up a Third Party Reporting Centre. RHF has been in constant contact with BHCC, as the main funder of the Third Party Reporting Centre. The charity attended meetings over the year, both internal and external to discuss the practicalities and strategic implications of moving forward with this Centre.

A working group was set up with monthly meetings with BHCC, RHF and partners - Possability People, Rainbow Hub and Sussex Police. RHF Trustees attended the working group meetings and made valuable contributions to the development of the project by sharing insight through their lived experiences and knowledge of the barriers that prevent marginalised communities from reporting hate incidents. Trustees aimed to offer an improved service and a safe place as an alternative to police reporting.

- **Contributing to Community Meetings to Advocate for more Inclusion and Equality**

RHF Trustees regularly attend the BHCC's Anti Racism Community Advisory Groups (CAG) and the Anti Racist Education strategy meetings. The CAG is a platform set up by BHCC that involves various organisations across the city where members are able to share views, concerns and hear feedback on how the local authority engages with BAME organisations to ensure equality and inclusion. It also supports the council to continue developing the anti-racist practice and advise on implementation. RHF's purpose remains to continue advocating for the needs of BAME communities and aspiring for a safer Brighton & Hove.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. 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.

3. **Main Achievements of the Charity in the past year**

- **Becoming a Charitable Incorporated Organisation:**

In May 2021, the Racial Harassment Forum gained charitable status from The Charity Commission. After a protracted journey through COVID-19, subsequent lockdowns and fulfilling requirements and re-writing RHF governance documents for the charitable status, RHF was very pleased to have achieved this long-term vision. RHF entered an important phase in professionalising across the organisation and fulfilling the requirements for governance, staffing, fundraising and expanding the services and projects. This positive step paved the way for the organisation to develop policies, good governance and best practice.

- **Parent Peer Pilot Funding Application Received**

RHF (Racial Harassment Forum) would like to run a pilot to support concerned parents whose children experience racist and faith hate incidents in schools. The parents' distress and wanting more agency to address hate incidents for their children in schools motivated RHF to start this pilot. We wish to equip parents to deal confidently and effectively with the schools and teachers; find a peer support network to feel less alone and become empowered volunteers with more agency in our organisation. RHF applied for the National Lottery Community Fund and received the grant in July 2021. The project has not begun due to staff shortages. However, funders have been notified and we are working towards moving this forward as soon as possible.

- **Break the Silence Campaign Outcome and Final Report**

The **BREAK THE SILENCE! RHF Report It Campaign** was a targeted comprehensive inclusive initiative, involving communities, volunteers, partner organisations, members and agencies led by RHF. This includes RHF's collaboration and support by statutory bodies such as BHCC, Sussex Police, Third Sector organisations such as Community Works and TDC and most importantly Black, Asian and Minority Communities.

BREAK THE SILENCE! Campaign started in December 2020, and has been interrupted by the lockdowns caused by the pandemic. However, under the circumstances RHF staff continued to respond to the needs of victims of racially and religiously motivated incidents via online meetings, telephone advice and referrals. In September 2021, RHF Advocacy and Outreach Officer reported back to Brighton & Hove City Council which received positive feedback from the funders.

The post campaign survey showcased that members of faith and BAME communities have gained awareness on reporting procedures and on reporting agencies. There were 54 participants who confirmed that they gained a better understanding of hate incidents and hate crimes from the translated publicity materials.

The campaign's most valuable outcome was reaching out to people whose first language was not English. This was accomplished with the help of 8 volunteers, who participated in the production of 8 translated video clips in 8 different languages. The translated videos were circulated to members of various community groups through Sussex Interpreting Service. Since then, there has been an increase in reporting from members of communities that had previously never reached out to RHF before.

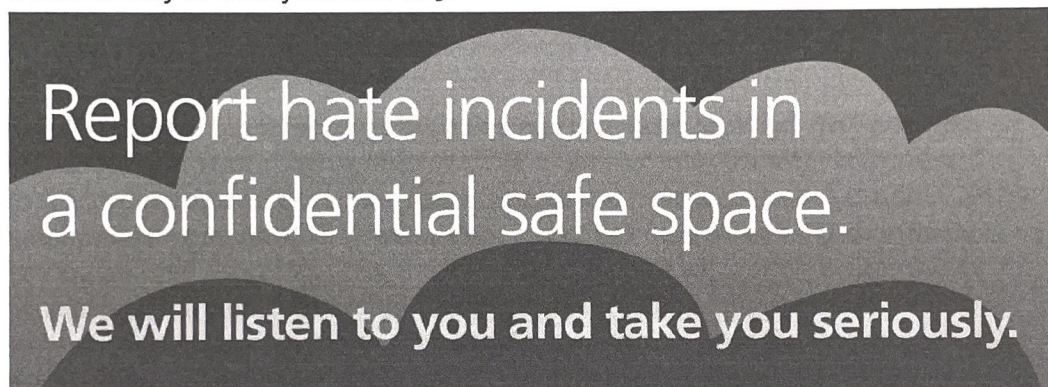
- **Collaboration Fund Received**

Racial Harassment Forum applied for the Collaboration Fund in partnership with The Trust for Developing Communities (TDC). The application was successful and RHF received the grant from BHCC in January 2022. The application sought to build a partnership that brings two skills set together; RHF brings trust, knowledge and skills around engaging and providing a service to Black, Asian and minority ethnic communities. TDC takes a community development approach to provide infrastructure support for RHF to be a more robust and sustainable organisation. RHF has supported the RHF since it became an independent organisation to develop governance, with a focus on policies and procedures so that it can grow in autonomy and sustainability. RHF would like to take this opportunity to thank TDC for their solid support over this period.

- **Third Party Reporting Centre**

The Racial Harassment Forum is very pleased to report that the grant for setting up a Third Party Reporting Centre (TPRC) was received from BHCC in March 2022. The Third Party Reporting Centre is an alternative to reporting to the Police or the Local Authority that aims to offer an improved service to people experiencing hate incidents. Its purpose is to enable a person to report a hate incident in a safe space and where appropriate to be signposted to sources of support. The reporting may be done by calling 01273 234017 or 07563389482; through walk-ins to the TPRC confidential office are very welcome. The Third Party Reporting Centre is due to be open in May 2022.

The address will be at Community Base, 113 Queens Road BN1 3XG. Our promise is that people will be listened to and taken seriously. The service will be open 5 days a week Monday to Friday from 10 to 5.



Racial Harassment Forum

Call 07563 389482 or 01273 234017

Open: 10am to 5pm, Monday to Friday



- **Website Development**

Racial Harassment Forum has been working on developing its website to better engage with the public and have up to date and easily accessible information online. Please find the link to the website below:

<https://rhfbandh.org.uk/>

4. Challenges over the Year

One of the challenges was that RHF faced two complaints; one against a member of staff and one against RHF. The complaint against RHF was not upheld. The complaint against the member of staff is ongoing; RHF has worked effectively and closely with its main funder Brighton & Hove City Council to work through this complaint and learn any resultant lessons including strengthening its internal procedures.

Two members of staff resigned from their roles. Trustees have taken the opportunity to restructure the organisation as a result.

Also, RHF Treasurer left during the year, subsequently a treasurer has been appointed.

5. Future Vision

- Employing staff:

The Administration Officer has been in post since June 2021 and RHF has been working towards employing more staff. We have recently been advertising and interviewing for the Operations Manager role and have appointed a candidate who will be starting in April 2022 and will be working 2 days a week. Furthermore, having secured the funding for the Third Party Reporting Centre; we are currently preparing a Job pack for the role of the Third Party Reporting Centre Coordinator who will be working for 3 days. Nevertheless, we aim to have the Centre open for 5 days a week with the help of volunteers to cover the remaining 2 days. We envision that the TPRC Coordinator will be in post by May 2022 so we can have the service up and running in June. We aim to have all staff working under employment contracts rather than self-employed and freelance as previously.

- Change of Advocacy and Outreach Service to Community Support Service:

Our organisation has undergone a few changes and we felt the need to change our Advocacy and Outreach service into Community Support Service. The service focuses on providing accessible, holistic one-to-one support to victims of hate incidents/crimes to help report or report on their behalf to the relevant organisations as well as taking on self referral and referrals from partner organisations. We will be advertising for the role in May and hope to appoint a Community Supporter by June 2022.

- **Developing a Range Policies to Achieve Good Governance**

One of the priorities of RHF is to develop a range of policies that will ensure good governance. In this framework, Trustees will undergo training on good governance and we aim to update this training on a regular basis to ensure the efficient management of funds, staff and risk management.

6. Financial Review

RHF balance at the end of March 2022 was **£74,896.61**

The free reserves were £39, 969.84

- **Reserves Policy**

Reserves are that part of the RHF's unrestricted funds that are freely available to spend on any of the charity's purposes. RHF aims to maintain a free unrestricted reserve of three months:

- To provide a level of working capital that protects the continuity of our core work;
- To provide a level of funding for unexpected opportunities and
- To provide cover for risks such as unforeseen expenditure or unanticipated loss of income.

The Board of Trustees will review the above criteria with reference to RHF's strategy and Annual Plan and determine the target level of free reserves to meet these.

The Board of Trustees will at times designate funds from free reserves for significant project costs or replacement of major assets.

The Racial Harassment Forum currently holds zero reserves. As we are a newly constituted charity, we are currently working towards building up future reserves.

The principal risks facing the charity are the inability to raise funds required to sustain core costs. This will be mitigated over the following year by developing a fundraising strategy.

- **Further Information**

- Independent Examiner: The Resource Centre, Brighton & Hove
- Senior Staff member: Operations Manager Janice Leeming (since April 2022)

7. Structure, Governance and Management

Our governing document is a Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees.

- a) At the first annual general meeting of the members of the CIO all the charity trustees shall retire from office
- b) At every [subsequent] annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;
- c) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- d) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in the next clause
- e) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed or as an additional charity trustee, provided that the limit on the number of charity trustees would not exceed 12.

A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

8. Name of the Charity Trustees who manage the charity

- Mahir Chowdhury
- Asmat Roe
- Mishruna Kibria
- Hakan Akilli
- The Most Reverend Dr Jerome Lee Hamilton-Cave Lloyd, Titular Archbishop of Selsey
- Dr Anusree Biswas Sasidharan

9. Reference and Administrative Details

The Racial Harassment Forum Brighton & Hove (RHF)

Registered Charity: 1194527

BMECP Centre
10A Fleet Street
Brighton
BN1 4ZE

10. Declaration

Trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees

Signature (s) 

Full names (s) Mahir Chowdhury

Position (e.g. ~~Secretary~~, Chair etc)

Date: 26/10/2022

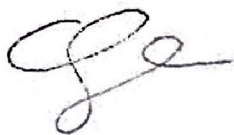
Racial Harassment Forum, Brighton & Hove (RHF) CIO

Accounts from 19th May 2021 to 31st March 2022

Registered charity: 1194527

Charity correspondent: Hakan Akilli
B M E C P Centre
10a Fleet Street
Brighton
BN1 4ZE

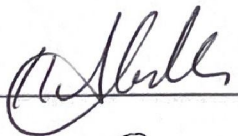
These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
23rd September 2022

These accounts have been approved by the Trustees of the charity.

Signed by one or two Trustees on behalf of all the Trustees

1.  (Trustee)

2.  Committee Member

Date 26/10/2022

Racial Harassment Forum, Brighton & Hove (RHF) CIO

Charity number 1194527

Statement of Financial Activities from 19th May 2021 to 31st March 2022

Summary receipts and payments

Receipts			2022
	restricted	unrestricted	total
Donations, grants and legacies	35,159.47	47,270.66	82,430.13
Income from charitable activities	-	740.00	740.00
Total Receipts	35,159.47	48,010.66	83,170.13
Payments			
Expenditure on charitable activities	232.70	22,609.33	22,842.03
Expenditure on raising funds	-	1,207.49	1,207.49
Total Payments	232.70	23,816.82	24,049.52
Net receipts (payments) for the period	34,926.77	24,193.84	59,120.61
Balance of funds at 19th May 2021	-	-	-
Transfer of funds from Brighton & Hove Racial Harassment Forum*	-	15,776.00	15,776.00
Balance of funds at 31st March 2022	34,926.77	39,969.84	74,896.61

* Racial Harassment Forum, Brighton & Hove (RHF) was registered as a CIO on 19th May 2022. On this date the CIO took over the work of the unregistered charity, 'Brighton & Hove Racial Harassment Forum' and all funds from the unregistered charity were transferred to the new CIO.

Expenditure on raising funds			
Advertisement and project related costs			
Expenditure on computer and peripherals			
Expenditure on third party reporting costs			
Expenditure on website			
Printing and stationery			
Advisory phone line rental			
Expenditure on raising funds			
Advertisement and project related costs			
Total Payments	232.70	23,816.82	24,049.52
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Racial Harassment Forum, Brighton & Hove (RHF) CIO

Charity number 1194527

Receipts and Payments from 19th May 2021 to 31st March 2022

Receipts	2022		
	restricted	unrestricted	total
Donations, grants and legacies			
Brighton and Hove City Council, Collaboration Fund	-	43,000.00	43,000.00
Brighton and Hove City Council (re Third Party Reporting Centre)	25,724.47	-	25,724.47
National Lottery Community Fund (re Peer Parent Pilot)	9,435.00	-	9,435.00
Trust for Developing Communities (re Community Voices Project)	-	1,500.00	1,500.00
Donations	-	2,770.66	2,770.66
Income from charitable activities			
Fees for translation services	-	500.00	500.00
Fees for advisory group attendance	-	240.00	240.00
Total Receipts	35,159.47	48,010.66	83,170.13
Payments	2022		
	restricted	unrestricted	total
Expenditure on charitable activities			
Advocacy and outreach freelancer wages	-	5,076.00	5,076.00
Administration and project management freelancer wages	-	10,867.45	10,867.45
Trust for Developing Communities	-	2,163.00	2,163.00
Rent	-	2,800.00	2,800.00
Training	-	80.00	80.00
Court fee	-	255.00	255.00
Purchase of computer and accessories	-	1,123.98	1,123.98
Phone/sim card for Third Party reporting Centre	232.70	-	232.70
Zoom subscription	-	143.88	143.88
Printing and stationery	-	40.02	40.02
Advocacy phone line rental	-	60.00	60.00
Expenditure on raising funds			
Administration and project management freelancer wages	-	1,207.49	1,207.49
Total Payments	232.70	23,816.82	24,049.52
Net receipts for the period	34,926.77	24,193.84	59,120.61
Balance of funds at 19th May 2021	-	-	-
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Balance of funds at 31st March 2022	34,926.77	39,969.84	74,896.61

Racial Harassment Forum, Brighton & Hove (RHF) CIO

Charity number 1194527

Assets and Liabilities at 31st March 2022

Assets

Metro Bank Community Account	74,896.61
Cash in Hand	-
Total assets	74,896.61

Non-monetary Assets

none known

Liabilities

none known

Restricted funds held at 31st March 2022

Funder	Date funds received	Balance remaining at 31st March 2022
Brighton and Hove City Council (re Third Party Reporting Centre)	March 2022	25,491.77
National Lottery Community Fund (re Peer Parent Pilot)	July 2021	9,435.00
Restricted funds held at 31st March 2022		34,926.77
Free reserves		39,969.84

Independent Examiner's report on the accounts

Report to the trustees of: Racial Harassment Forum (Brighton & Hove) CIO

Registered Charity number: 1194527

Accounts year ended 31st March 2022

The accounts have been prepared on the Receipts and Payments basis.

Respective responsibilities of trustees and independent examiner

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters laid out in the statement below.

Independent Examiner's Report

In connection with my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 130 of the Act; and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY

Date: 4th November 2022

Disclosure section
