

REGISTERED CHARITY NUMBER: 1177874

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020  
FOR  
INTERMEDIARIES FOR JUSTICE**

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

**INTERMEDIARIES FOR JUSTICE**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Financial Statements	9
Statement of Assets and Liabilities	10

**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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The trustees present their report with the financial statements of the charity for the year ended 31 July 2020.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Principal address**

PO Box 567  
Beckenham  
BR3 9LY

**Registered Charity number**

1177874

**Trustees**

Catherine O'Neill	(Chair)
Francesca Castellano	(Secretary) Appointed 15/06/2020
Susan Osbond	(Treasurer)
Esther Rumble	
Kathryn Blake	
Robert Thomas	
Nicola Lewis	
Ann King	
Giuditta Meneghetti	Appointed 29 June 2020
Rochelle Cowan	Appointed 17 September 2020
Paul Redfern	Appointed 17 September 2020
Susan Stewart	Appointed 30 December 2020
Sharon Richardson	Retired 15 June 2020
Anne-Marie Fallon	Retired 12 May 2020

**Independent Examiner**

Grugeon 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.

**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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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**

This last year has been 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 in this uncertain time. It is accurate to say that the demand on trustees has been significant in stepping up to coping with the fast-changing climate. A huge thank you is due to all who have worked so hard to form a strong community which has been very well received. It is fair to say that IfJ has grown in recognition and respect. In response to this sudden changing world, IfJ adapted and joined forces with Talking Troubles New Zealand and produced a document called 'Working remotely with vulnerable people in the justice system'. <https://www.intermediaries-for-justice.org/search/node/working%20remotely%20with>

We welcomed the opportunity to join forces with Sally Kedge, IfJ member and director of Talking Troubles.

We had to move our CPD programme to a remote format which has taken considerable time, but the courses are now running and 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 held regular Zoom members' meetings where experiences and concerns are shared. These meetings continue along with frequent surveys of members to gather information about working conditions in this time of COVID. Many thanks to Nicola Lewis for her constant effort with this important aspect of IfJ's work.

We have adapted by producing a newsletter /summary document on a weekly basis. Ann King has gathered and collated experiences, links to relevant documents and guidance on working during this time. This is sent to other associated groups and all members of IfJ.

It is fair to say that IfJ's adaptive response to this national crisis has been speedy and very important.

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) work on a daily basis to keep us all on track, often carrying out unseen tasks, while Kate Blake skillfully oversees the membership side of things and the referral data base whilst also liaising with Cocomoon website developers, regarding website issues.

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 1900 followers. Our six WhatsApp groups offer the sharing of knowledge and advice between intermediaries who continue to work with the most vulnerable in society.

Also, thanks to our hard working and talented administrator Ferne Brewster who does over and above her role; we are very grateful to have her. We really missed Ferne when she was on maternity leave this year and we are delighted to hear about Caspian, her baby, but even more delighted to have welcomed Ferne back in May.

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 be several years ago.

**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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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:

IfJ continues to participate on the panel of Defendant Voice Engagement Group run by MOJ. We have frequent meetings with HMCTS and have been included in round-table discussions with other organisations considering and reporting experiences and practicalities of working in courts during the pandemic. IfJ's participation in the Standing Committee Youth Justice (SCYJ) continues.

Our thanks go to IfJ member Raymond Lyons for attending and keeping the role of the intermediary present in the discussions. Raymond has handed over to Francesca Castellano.

In November 2019 IfJ joined a Round Table discussion set up by Keyring and hosted by The Prison Reform Trust. The aims were:  
to explore the criminal justice pathway as experienced by a vulnerable adult through drawing on the expertise of professionals directly involved, and to encourage questions and discussion; and to understand the differences between theory and practice in this part of the CJ pathway.

Representatives from Custody Suites, Liaison and Diversion, defence solicitors, probation officers, CPS, a judge and a magistrate joined vulnerable adults who had lived experience of involvement as suspects /defendants. This was an excellent day where discussion highlighted the need for training and joined-up working dominated the day. It was accepted that working in silos currently exists and needs to be changed.

In December 2019, Catherine O'Neill, Chair, was invited to join the Human Rights Bar Association and JUSTICE to present on gender-based violence. This took place at Delphi University Law School. Many Human Rights barristers and judges joined the Law School students for lectures and discussion. There was great interest in the role of the intermediary and good links for the future discussions were created.

Our members continue to work in 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. This breadth of involvement reflects the transferable skills of the intermediary and the great need of vulnerable people in the search for justice.

**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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#### Contact and Support for members

WhatsApp - six active WhatsApp groups, all well used with members finding them helpful and informative.

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 1990 followers on Twitter.

#### 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', particularly to share experiences of COVID 19 and its effects on our work lives.

Now to hear more about the progress of our projects:

#### The IfJ Website

Following funding from the LEF, the new website has made administrative tasks simpler.

The new back end of the website has decreased the number of administrative hours needed to manage the membership data. Members continue to be able to renew their membership online, change their profile details and book onto the new IfJ courses.

#### Resource section

We are easily able to add publications, research papers and other resources onto the website. These resources can be for public view or for the members only. We plan to develop this area.

#### Data base 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; Defence Witness and approximately 50% of IfJ members are registered to take referrals through this system. While most referrals are automatically managed there are others that require a personal response, and these are answered by Kate Blake or Francesca Castellano.

**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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The website is now accessible and informative to our different target audiences; our members, people working within the criminal justice system (CJS) and the general public.

During the pandemic, 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.

Our objective is the relief of need of all and to educate the general public and legal professionals about vulnerability and justice. During this last year we have certainly reached these objectives.

**IfJ films: 'A Voice for the Voiceless'**

The grant from the Legal Education Foundation also funded the production of two short films about the intermediary role, a significant step forward for 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 minutes) awareness-raising film for a more general audience, drawing on the same material.

These films were produced by FranksFilms and they were released in February 2020. They were well-received but sadly, their release coincided with the start of the pandemic which overshadowed things slightly.

These important films will enable IfJ and its members to give others a flavour of what is an often-misunderstood role in the justice system. We hope they will therefore assist with fund raising in the future.

**Associated leaflets - supporting material to films**

IfJ has produced downloadable PDF leaflets on the intermediary role. These clearly show a step-by-step guide to 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>.

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.

Durham PCVC have kindly given permission for IfJ to host these resources on the IfJ website. The resources were launched March 2020, just before lockdown. Catherine O'Neill presented on the role of RIs at the resource launch conference.

**CPD programme**

The CPD programme was rolled out in November 2019 and three successive courses were held at City Law School with the support of Robin Sellers (Law School, City, University of London) and Prof Lucy Henry of City University (Language and Communication Science, City, University of London).

Susan Stewart and Poppy Larkin, IfJ members, joined the CPD programme team and set about investigating the rolling out of the courses in the North of England. Good progress had been made by February 2020 in finding university venues to house the courses which continue to remain under the umbrella of City Law School and IfJ. Good links were established with Sunderland University and Durham PCVC. Sadly, this had to be postponed due to the emergence of COVID 19 in March 2020.

**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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Following this, the team has worked hard to transfer the training to remote learning. The first remote course took place in May 2020 –Working with Defendants. A full programme of remote courses has been planned. This has been an exceptional amount of work, but the transition has taken place well and a varied programme is being rolled out. The CPD Team has analysed what members want in CPD courses and continue to design and write the future courses. This also involves finding experienced members or other associated people who are keen to present.

### **IfJ Fund raising team**

Following the successful but very time-consuming bid to the LEF, Catherine O'Neill and Robert Thomas (greatly supported by Ferne Brewster) felt that extra help was needed for the fundraising sub-committee. They were more than happy to welcome Ann King to the fund-raising team and together a second bid to LEF was made. Sadly it was not successful this time.

As stated last year, the fund-raising team will continue to prepare bids on a regular basis and will explore ideas and suggestions for raising funds. We welcome any support, knowledge and enthusiasm from members. This could be in the form of formal bids to informal coffee mornings, pub quizzes or sponsored marathons. We would like to develop many of the ideas members have given us but cannot do so without funds.

This has been a demanding year and IfJ has shown its true colours in jumping to action when members needed us most. While we remain optimistic for the future, the justice system is struggling and at times feels stretched to breaking point. The pandemic has been a huge burden on an already overwhelmed system. Intermediaries have been congratulated by the MOJ for preventing the system from grinding to a halt. However there has been little consideration to the safety and care of intermediaries at this very frightening time. IfJ has stepped up and will continue to be the place where concerns and fears can be aired.

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

### **Some Future plans**

We have many plans to develop as funds become available.

These plans include:

The CPD programme (<https://www.intermediaries-for-justice.org/upcoming-events-and-online-trainings>)

We would like to extend our CPD programme to offer courses for other legal professionals such as Appropriate Adults, Police, probation offices and barristers etc.



**INTERMEDIARIES FOR JUSTICE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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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 £36,518 from various sources including £5,000 from Henrietta St George and £21,000 from LEF that was shown as a debtor at 31 July 2019. It spent £23,703 including expenditure on restricted funds of £11,711,

**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 £25,078

No funds are materially in deficit.

**ON BEHALF OF THE BOARD:**



Catherine O'Neill – Chair of Trustee

Date: 28 April 2021



Sue Osbond - Treasurer

Date: 28 April 2021

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

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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2020

## **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.



Andrew Roberts FCA  
Grugeon Reynolds Limited  
Chartered Accountants  
Rutland House  
44 Masons Hill  
Bromley  
Kent  
BR2 9JG

Date: 28 April 2021

**INTERMEDIARIES FOR JUSTICE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>				
<b>Receipts</b>				
<b>Voluntary Receipts</b>				
LEF Grant	-	21,000	21,000	9,000
Donation from previous entity	-	-	-	16,555
Henrietta St George	5,000	-	5,000	10,000
Other donations	638	-	638	-
<b>Incoming resources from charitable activities</b>				
Membership income	8,121	-	8,121	8,680
Event attendance fees	1,560	-	1,560	4,695
<b>Other incoming resources</b>				
Sundry income	158	-	158	50
Bank interest	41	-	41	10
<b>Total incoming resources</b>	<u>15,518</u>	<u>21,000</u>	<u>36,518</u>	<u>48,990</u>
<b>Payments</b>				
<b>Fundraising costs</b>				
Training costs	-	-	-	160
Administration costs	728	-	728	463
<b>Charitable activities</b>				
Conference and seminar expenses	1,610	-	1,610	4,491
Website design	328	11,711	12,039	17,914
Accountancy fees	1,624	-	1,624	-
Administration services	4,541	-	4,541	6,832
Training costs	730	-	730	2,969
Travelling costs	-	-	-	1,185
General costs	1,199	-	1,199	1,402
<b>Governance costs</b>				
Travelling costs	<u>1,231</u>	<u>-</u>	<u>1,231</u>	<u>1,312</u>
<b>Total resources expended</b>	<u>11,991</u>	<u>11,711</u>	<u>23,702</u>	<u>36,728</u>
<b>Net Receipts/(Payments)</b>	3,527	9,289	12,816	12,262
<b>Cash funds last year end</b>	21,176	(8,914)	12,262	-
<b>Cash funds this year end</b>	<u>24,703</u>	<u>375</u>	<u>25,078</u>	<u>12,262</u>

**INTERMEDIARIES FOR JUSTICE  
STATEMENT OF ASSETS AND LIABILITIES  
FOR THE YEAR ENDED 31 JULY 2020**

<b>Cash Funds</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Current account	5,920	11,187
No.2 account	18,680	506
PayPal account	478	569
	<u>25,078</u>	<u>12,262</u>

<b>Other Monetary Assets</b>	<b>2020</b>	<b>2019</b>
<b>Debtors</b>	<b>£</b>	<b>£</b>
Grant from LEF	-	21,000

<b>Assets retained for the charity's own use</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Website	29,625	17,914

<b>Liabilities</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accounts and examination	277	450
Other creditors	-	2,005

**Payments to Trustees**

The trustees were reimbursed during the year for travelling and other costs amounting to £822 (2019 - £1,312)

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Catherine O'Neill	1,120	320
Clare Park	-	160
Esher Rumble	-	800
Kate Blake	-	800
Nicola Lewis	-	1,128
Ann King	895	485

**The movements in restricted funds during the year were:**

	Bal b/fwd	Receipts	Payment	Bal c/fwd
Website and film project (LEF)	<u>(8,914)</u>	<u>21,000</u>	<u>11,711</u>	<u>375</u>