

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022
FOR
INTERMEDIARIES FOR JUSTICE**

INTERMEDIARIES FOR JUSTICE

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INTERMEDIARIES FOR JUSTICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2022

The trustees present their report with the financial statements of the charity for the year ended 31 July 2022. The trustees have adopted the provisions of 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) (effective 1 January 2019).

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.

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.

INTERMEDIARIES FOR JUSTICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2022

ACHIEVEMENT AND PERFORMANCE

REVIEW OF ACTIVITIES

The year 2021-22 has seen IfJ continuing to develop in the aftermath of the COVID-19 virus pandemic, and the emergence of a crippling cost of living crisis that not only affects the Justice system but many vulnerable people.

This is also affecting some of our members. The shift of our CPD programmes to a remote format has continued. Generally, they have been well attended but there have been some cancellations and this will need to be addressed in the next financial year.

We have continued to send out our newsletter/summary on a fortnightly basis 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 previous financial year saw a new initiative of a monthly drop-in meeting for members over Zoom, and this has continued in this financial year.

Our activities have expanded to other professions, for example, IfJ was invited to present to 150 magistrates and probation officers in Kent and Sussex in January 2022. We continue to be asked to contribute to working groups. During the last year we have worked with Lynda Gibbs of ICCA, The Inns of Court College of Advocacy, to join a small working group to assist in revising The 20 Principles of Questioning: A guide to the cross examination of vulnerable people and children. Olwen Cockell, Odina Nzegwu, Nicola Spivack and Catherine O'Neill spent many months working on this and we are delighted that this collaboration has produced a well-receive document.

The MOJ asked IfJ to join their Touch Point Meetings, which were held in preparation of the implementation of the Court Appointed Intermediary Scheme (CAIS). A great deal of time was spent liaising with the MOJ and gathering members' views. The prospect of change brought about uncertainty in our community.

However, the emergence of MASPs (Managed Approved Service Provider) and ASPs (Approved Service Provider) has been embraced by IfJ and we had members who started working in both of these roles from April 2022.

With the emergence of the CAIS scheme, we intended to continue offering a referral database where ASPs and MASPs can assist when solicitors and courts are searching for an intermediary. It was also hoped to form strong links with MASPs.

Recognition of our work came with an invitation to assist with the interview for a lecturer for the new Intermediary course to be run at Limerick University in May 2022 and also to make a training film for Tribunal Judges.

Judge Sian Davies and Catherine O'Neill discussed the role of the intermediary and its use in Tribunals. We had hoped to be able to share this on our website but the Judicial College had not given permission by the close of the financial year.

The Judicial College did ask us to run some training sessions on their new course 'The Confident Judge' which will involve judges from the various jurisdictions but by the end of the financial year, this had not yet materialised.

On 18th June, 2022, our chair Catherine O'Neill, did a joint presentation with the MoJ HMCTS Appointed Intermediary Service on the role of intermediaries for defendants. The presentation was for the Criminal Justice and Secure Settings Clinical Excellence Network for Speech and Language Therapists.

INTERMEDIARIES FOR JUSTICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2022

Significant developments have included member concerns about the Quality Assurance Board (QAB) and intermediaries being asked to give evidence at family court. IfJ have sought to support members facing QAB, family court summons or other issues and this seems likely to continue into the next financial year.

We were pleased to welcome Paul Redfern as our Treasurer following the departure of Sue Osbond while Francesca Castellano continues her sterling work as Secretary. We also welcomed Maya Levin Schtulberg as our new administrator who took over from Ferne Brewster in January 2022.

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 over 2200 followers. Our six WhatsApp groups offer the sharing of knowledge and advice between intermediaries who continue to work with the most vulnerable in society.

For members, we managed to negotiate a discount with Hilton Hotels worldwide on proof of membership. We therefore organised for membership cards and lanyards to be sent out to all members, providing both a sense of community within IfJ, as well as a practical way to prove membership. We opted for non-plastic cards as part of an environmental effort to make sure this new addition would be sustainable.

We would like to thank the following speakers who supported our CPD sessions: Sue White, Raymond Lyons and Dr. Andrea Heverin, Catherine Chamberlain and Sarah Barker, Dr Tina Pereira and Byron Campbell, Esther Rumble and Jackie Lund, Susan Stewart and Rachel Jones-Wild. We would also like to thank Paula Backen, Rachel Cohen, Nicola Lewis and Amy Harrison who offered to deliver courses which sadly we had to postpone due to insufficient applicants.

We would like to thank Catherine O'Neill as our Chair who gives so much of her time to support other members and attends various meetings on IfJ's behalf, and to all the other Trustees who give up their time unstintingly to keep IfJ going in these difficult times.

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.

OUTREACH WORK

Our outreach work continues; we have many requests to join working parties and panels. We work closely with organisations such as Keyring, Prison Reform Trust and JUSTICE.

Rachel Cohen, as an IfJ member, represented and participated on the panel of Defendant Voice Engagement Group run by MOJ up until April 2022. We would like to thank Rachel for her hard work on this and we would be grateful for 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.

INTERMEDIARIES FOR JUSTICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2022

CONTACT AND SUPPORT FOR MEMBERS

We have continued with our six active WhatsApp groups, that are well used. 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.)

THE CPD PROGRAMME

IfJ organised nine CPD courses/workshops; seven courses ran and another two had to be postponed due to insufficient applicants. We wish to thank the following speakers for providing such positively received courses:

Sue White 'Introduction to Widgit'

Raymond Lyons and Dr. Andrea Heverin 'Working with Mental Health in the Criminal Justice System'

Catherine Chamberlain and Sarah Barker 'Working with Pre-school Children: Interview to Court'

Dr Tina Pereira and Byron Campbell 'Working with Interpreters'

Esther Rumble and Jackie Lund 'Working with Autism Spectrum Conditions in the CJS'

Susan Stewart and Catherine Chamberlain 'RI Skills for Court'

Rachel Jones-Wild 'Mindfulness for Intermediaries and Vulnerable People'

Paula Backen, Rachel Cohen, Nicola Lewis and Amy Harrison created and offered courses focusing on vulnerable suspects and defendants, and family court work. Unfortunately, these were not viable to run due to insufficient numbers.

Free CPD SIG meetings were offered to IfJ members.

IfJ thanks :

Raymond Lyons for chairing the Mental Health CPD SIG

Nicola Lewis and Amy Harrison for facilitating the Family Court CPD SIG

Catherine O'Neill for chairing the Trauma CPD SIG.

The monthly 'drop-in 'session (every first Tuesday of the month from 6.30-8.30pm) has proved very successful and had regular international attendance. IfJ is grateful to Charlie Orrell for facilitating these supportive drop-in sessions.

SOCIAL MEDIA

Robert Thomas continued to operate IfJ's social media (Twitter and Facebook), for which we are extremely grateful. We have seen a steady increase to over 2,200 followers on Twitter. Our followers encompass colleagues across the whole range of the Justice system in a variety of different countries.

THE IfJ WEBSITE

The website continues to be a work in progress tailoring to the needs of our members. We have seen an increase in resources on our website for members as we build a new resource section targeted at intermediaries and other legal professionals.

INTERMEDIARIES FOR JUSTICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2022

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. Adjustments were made in April 2022 to account for the implementation of the Court Appointed Intermediary Scheme (CAIS) to ensure only members on this scheme could access the referral database.

FINANCIAL REVIEW

Financial position

The charity received £32,698 from various sources and expended £25,194.

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 £46,453.

No funds were materially in deficit.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1177874

Principal address

PO BOX 567

Beckenham

BR3 9LY

INTERMEDIARIES FOR JUSTICE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022**

Trustees

Catherine O'Neill - Chair
Francesca Castellano - Secretary
Paul Redfern - Treasurer
Susan Osbond (resigned 16/2/2022)
Catherine Chamberlain
Rochelle Cowan
Esther Rumble
Susan Stewart
Robert Thomas
Emma Hudson Trustee (appointed 28/4/2022)
Grainne McQuade Trustee (appointed 16/5/2022)

Independent Examiner

Grugeon Reynolds Limited
Adams and Moore House
Instone Road
Dartford
KENT
DA1 2AG

Approved by order of the board of trustees on 26 April 2023 and signed on its behalf by:

Catherine O'Neill - Trustee

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

Independent examiner's report to the trustees of Intermediaries for Justice

I report to the charity trustees on my examination of the accounts of Intermediaries for Justice (the Trust) for the year ended 31 July 2022.

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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (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 accounts to be reached.

Hakeem Adeleye
ACCA
Grugeon Reynolds Limited
Adams and Moore House
Instone Road
Dartford
KENT
DA1 2AG

26 April 2023

INTERMEDIARIES FOR JUSTICE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2022**

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		10,629	-	10,629	6,066
Charitable activities					
Charitable activities		22,061	-	22,061	27,526
Investment income	2	8	-	8	-
Other income		-	-	-	2,350
Total		<u>32,698</u>	<u>-</u>	<u>32,698</u>	<u>35,942</u>
EXPENDITURE ON					
Raising funds	3	2,719	-	2,719	7,639
Charitable activities					
Charitable activities		<u>22,475</u>	<u>-</u>	<u>22,475</u>	<u>15,385</u>
Total		<u>25,194</u>	<u>-</u>	<u>25,194</u>	<u>23,024</u>
NET INCOME		7,504	-	7,504	12,918
RECONCILIATION OF FUNDS					
Total funds brought forward		37,996	-	37,996	25,078
TOTAL FUNDS CARRIED FORWARD		<u><u>45,500</u></u>	<u><u>-</u></u>	<u><u>45,500</u></u>	<u><u>37,996</u></u>

The notes form part of these financial statements

INTERMEDIARIES FOR JUSTICE

**BALANCE SHEET
31 JULY 2022**

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
CURRENT ASSETS					
Cash at bank		46,453	-	46,453	37,996
CREDITORS					
Amounts falling due within one year	6	(953)	-	(953)	-
NET CURRENT ASSETS		<u>45,500</u>	<u>-</u>	<u>45,500</u>	<u>37,996</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		45,500	-	45,500	37,996
NET ASSETS		<u>45,500</u>	<u>-</u>	<u>45,500</u>	<u>37,996</u>
FUNDS					
Unrestricted funds	7			<u>45,500</u>	<u>37,996</u>
TOTAL FUNDS				<u>45,500</u>	<u>37,996</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 26 April 2023 and were signed on its behalf by:

Catherine O'Neill - Trustee

Paul Redfern - Trustee

The notes form part of these financial statements

INTERMEDIARIES FOR JUSTICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

INTERMEDIARIES FOR JUSTICE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 JULY 2022

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	8	-
	<u>8</u>	<u>-</u>

3. RAISING FUNDS

Investment management costs

	2022	2021
	£	£
Training costs	2,719	6,414
Administration costs	-	1,225
	<u>2,719</u>	<u>7,639</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor for the year ended 31 July 2021.

Trustees' expenses

The trustees were reimbursed during the year for travelling and other costs amounting to £108 (2021 : £164).

The number of trustees who were reimbursed for travel expenses in 2022 was 1.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	6,066	-	6,066
Charitable activities			
Charitable activities	27,526	-	27,526
Other income	2,350	-	2,350
Total	<u>35,942</u>	<u>-</u>	<u>35,942</u>
EXPENDITURE ON			
Raising funds	7,639	-	7,639
Charitable activities			
Charitable activities	15,385	-	15,385
Total	<u>23,024</u>	<u>-</u>	<u>23,024</u>
NET INCOME	12,918	-	12,918

INTERMEDIARIES FOR JUSTICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	25,078	-	25,078
	-----	-----	-----
TOTAL FUNDS CARRIED FORWARD	<u>37,996</u>	<u>-</u>	<u>37,996</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	30	-
Other creditors	923	-
	-----	-----
	<u>953</u>	<u>-</u>

7. MOVEMENT IN FUNDS

	At 1/8/21 £	Net movement in funds £	At 31/7/22 £
Unrestricted funds			
General fund	37,996	7,504	45,500
	-----	-----	-----
TOTAL FUNDS	<u>37,996</u>	<u>7,504</u>	<u>45,500</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	32,698	(25,194)	7,504
	-----	-----	-----
TOTAL FUNDS	<u>32,698</u>	<u>(25,194)</u>	<u>7,504</u>

INTERMEDIARIES FOR JUSTICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

7. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/8/20 £	Net movement in funds £	At 31/7/21 £
Unrestricted funds			
General fund	25,078	12,918	37,996
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>25,078</u>	<u>12,918</u>	<u>37,996</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	35,942	(23,024)	12,918
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>35,942</u>	<u>(23,024)</u>	<u>12,918</u>

8. RELATED PARTY DISCLOSURES

During the year £650 (2021 : £3,780) was paid in respect of fees to 2 (2021 : 5) trustees of the charity for services supplied as professionals not as trustees. The amounts payable to the individual trustees were as follows :

	2022 £	2021 £
Catherine O'Neill	-	1,080
Susan Stewart	350	600
Catherine Chamberlain	300	900
Esther Rumble	-	600
Nicola Lewis	-	600

INTERMEDIARIES FOR JUSTICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

9. ASSETS RETAINED FOR THE CHARITY'S OWN USE

Website cost £29,625 (2021 : £29,625).

INTERMEDIARIES FOR JUSTICE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Henrietta St George	10,000	5,000
Other donations	629	1,066
	10,629	6,066
Investment income		
Deposit account interest	8	-
Charitable activities		
Membership income	11,479	10,310
Event attendance fees	10,582	17,216
	22,061	27,526
Other income		
Sundry income	-	2,350
	-	2,350
Total incoming resources	32,698	35,942
EXPENDITURE		
Investment management costs		
Training costs	2,719	6,414
Administration costs	-	1,225
	2,719	7,639
Charitable activities		
Conference and seminar expenses	4,615	900
Website and IT costs	3,180	2,859
Accountancy fees	1,947	1,611
Administration services	12,625	9,851
	22,367	15,221
Support costs		
Governance costs		
Trustees' expenses	108	164
	108	164
Total resources expended	25,194	23,024
Net income	7,504	12,918

This page does not form part of the statutory financial statements