

REGISTERED CHARITY NUMBER: 1177874

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019
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 2019

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**INTERMEDIARIES FOR JUSTICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2019**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Principal address

PO Box 567
Beckenham
BR3 9LY

Registered Charity number

1177874

Trustees

Catherine O'Neill	(Chair)
Sharon Richardson	(Secretary)
Susan Osbond	(Treasurer) Appointed on 19/01/2019
Claire Ainscow	Retired on 30/04/2019
Robert Thomas	
Esther Rumble	
Anne-Marie Fallon	
Clare Park	Retired on 19/01/19
Kathryn Blake	
Nicola Lewis	
Richard Lambert	Retired on 28/10/18
Ann King	Appointed on 19/01/2019

All the trustees were appointed on 10 April 2018 except as shown above.

Independent Examiner

Grugeon Reynolds Limited
Chartered Accountants
Rutland House
44 Masons Hill
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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 14 April 2019

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

INTERMEDIARIES FOR JUSTICE REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

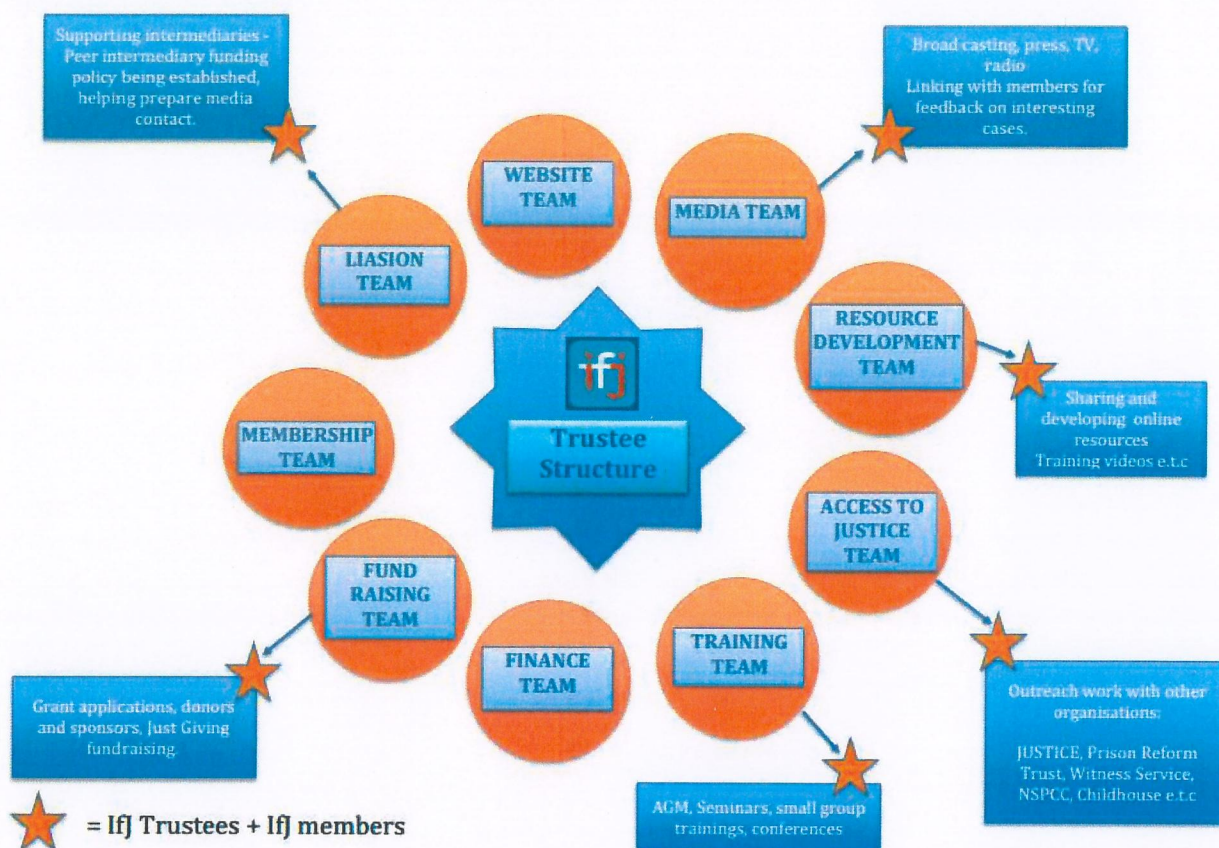
The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

ACHIEVEMENT AND PERFORMANCE

Review of activities

It certainly has been an extremely successful and busy year. Following our successful application in September 2018, The Legal Education Foundation awarded us £30,000 in December 2018.

This was the start of an extremely demanding time in order to make two films about the role of the intermediary and the design and build of a much needed new website. More detailed information from the specific sub committees/teams follows.



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.

Sharon Richardson works solidly on a daily basis keep us all on track, often carrying out unseen tasks, while Anne-Marie skillfully oversees the membership side of things. We are pleased to report the steady increase in membership. Richard Lambert was our treasurer until November 2018 when Robert Thomas took over. A very big thank you is deserved for our dedicated team of trustees.

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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 also thank Lady Henrietta St George for her continuing and generous sponsorship of IfJ. The funds she provided this year enabled us to deliver the very successful 'Knowledge, Skills & Resilience' Professional Development Seminar which was an excellent opportunity for members to meet, work and share experiences with colleagues.

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 drafted a paper on *Intermediaries and defendants* for the Criminal Procedures Rules Committee and presented it to the committee. Thanks go to IfJ member Paula Backen and IfJ trustees Nicola Lewis and Catherine O'Neill for this is valuable work.
- IfJ compiled a document 'Evidence Only?' following a survey of IfJ members' opinions
- IfJ worked on a document for JUSTICE, illustrating the difference to judges between the new supporter role and the intermediary role
- IfJ made a submission to the Wales Justice Commission
- IfJ surveyed members and contributed to the Equality and Human Rights Commission's inquiry into 'Does the criminal justice system treat disabled people fairly?'
- IfJ participates on the panel of Defendant Voice Engagement Group run by HMCST MOJ
- IfJ participation in the Standing Committee Youth Justice (SCYJ). Our thanks go to trustees Robert Thomas and Catherine O'Neill and IfJ member Raymond Lyons for attending and keeping the role of the intermediary present in the discussions.

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, Tribunals, Civil Cases, Parole Hearings and others.

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Contact and Support for members

➤ WhatsApp

We have three 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).

➤ 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 followers on Twitter

Alicia Fairbairn has taken over the management and we look forward to increasing interest.

➤ 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'.

With this in mind Sue Osbond investigated the possibility of a group which could represent all intermediaries, registered or not, regardless of area of expertise.

Among others, she made contact with Legal Sector Workers United (LSWU), newly formed and representing all those who work in the CJS (court clerks, barristers, ushers, cleaners, paralegals etc.) LSWU is part of United Voices of the World (UVW), an active union representing some of the most vulnerable workers.

Following a presentation to the IfJ trustees, a number of RIs have now joined LSWU and it is hoped more will follow.

At our first meeting, we decided to set up a working group to look at behaviour in the courtroom; this is ongoing. Watch this space for developments!

We also welcome feedback and ideas for developmentand help!

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Now to hear more about the many projects:

The New IfJ Website

Following funding by The LEF the website development project commenced.

We were very pleased to announce to members the launch of the website in June 2019. The website team was made up of Kate Blake (trustee), Esther Rumble (trustee) who were paid £800 each as a token towards the many hours they gave to this project. Ferne Brewster (administrator) was a vital member of this team.

We outsourced the design and build to website company Cocomoon based in the USA with a link in the UK. This company was chosen after comparing their products to other agencies. IFJ trustees agreed to commission Cocomoon due to their understanding of charities and the functionality websites need to have for this sector, their database knowledge, the products they use for data management and their demonstrated value for money.

The new back-end of the website where we manage the member data has decreased the number of administrative hours needed to manage the membership. Members are now able to renew their membership online, change their profile details and book onto the new IFJ courses. 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.

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 Anne-Marie Fallon (Referrals Secretary) and Sharon Richardson (Secretary).

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.

We aim for our website to be dynamic and kept up to date with our news and projects.

We need it to raise awareness

- of the difficulties vulnerable people face in the Criminal Justice System (CJS)
- of how intermediaries can assist with this

We feel confident we have achieved these goals with the new website and have received excellent feedback confirming this.

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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. 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 made by FranksFilms and are now almost complete, with only the list of supporting organisations still to be added. Thus far the Inns of Court College of Advocacy and Victims' Commissioner have agreed to be listed as supporters.

Ann King (trustee), Catherine O'Neill (trustee) and Joyce Plotnikoff (Honorary member of IfJ) worked closely and solidly on the project. Ann King was paid £800 (half in the year to 31 July 2019 and half in the subsequent year) and Catherine O'Neill was paid £800 (after 31 July 2019) as a token towards the many hours spent on this project (though perhaps we had not envisioned the many hours spent editing draft interview transcripts then suggesting changes to successive edits of the films!).

IfJ is enormously grateful to the small number of RIs who bravely responded to the request for interviewees, each of whom received only a modest £100 honorarium. Those filmed represented a range of skills and backgrounds and we hope that the few volunteers who were not included on this occasion will assist with future IfJ projects. Interviews were also filmed with family members of both witnesses and defendants; police officers; a judge; a QC and a solicitor.

The project was hugely assisted by staff and members of The Gate, a centre for people with Learning Disability, who performed as key actors and provided a venue for some of the filming.

Ann King provided the art work and Baroness Kennedy QC recorded the voice-overs.

Intermediaries are not the primary audience for the films but we hope IfJ members will be pleased with what has been achieved on a very tight budget. By way of comparison, the Criminal Bar Association video on the Advocate's Gateway cost over £30,000.

These films will enable IfJ and its members to give others a flavour of what is an often a misunderstood role in the justice system.

We look forward to your suggestions about how the films can best be used. We hope you will enjoy them and use them widely for spreading the word!

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CPD programme

While the film and website projects were developing the Trustees also discussed the need to support intermediaries by developing a CPD programme of courses. On behalf of the trustees Catherine O'Neill and Nicola Lewis approached Robin Sellers (Law School, City, University of London) and Prof Lucy Henry of City University (Language and Communication Science, City, University of London) to see if there would be interest in a joint venture.

IfJ thought to have the endorsement of these well respected universities would be a great development and extension of our already successful small group trainings. We were delighted when the Law School and City University confirmed their interest. Nicola Lewis and Catherine O'Neill have worked extremely hard to analyse what members want in CPD courses; writing the overall summaries and finding experienced members or other associated people who were 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.

Nicola Lewis has made efforts applying to organisations that match professional volunteers with fund raising experience who are wanting to assist organisations in the charity sector. Unfortunately, as yet none of these attempts have been fruitful.

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.

Ann and Robert are doing a fantastic jobit is time consuming and at times demoralising when not successful.

Many thanks ...we need you!

As you can see it has been a very full year and we are left with a feeling of optimism with ideas and plans for the future.

**INTERMEDIARIES FOR JUSTICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2019**

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>).

has been launched initially as a pilot in London. However, discussions showed a need for the courses to take place in various parts of the country and this is currently being developed with the help of Susan Stewart and Poppy Larkin.

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.

➤ **Further website development:**

- Animated video detailing the role of the intermediary to educate others on what they do
- Allow people to access our short films soon to be completed
- Online training modules
- Membership section to have a directory of intermediaries to allow members to network through the site
- Building links with other websites to link with IFJ and making 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
 - ✓ integration of Lexicon's resources following the very kind offer by Joyce Plotnikoff and Richard Woolfson to allow us to have all of their incredibly useful resources.
 - ✓ production of downloadable PDF leaflets on the intermediary role
 - ✓ production of downloadable PDF leaflets on IfJ to encourage new members

➤ **Another film** looking at the needs of vulnerable defendants

➤ **More support for members...** supervision

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FINANCIAL REVIEW

The charity received £16,555 from an unregistered charity with the same name and received £32,435 from other sources. It spent £36,728 including expenditure on restricted funds that exceeded the receipt of restricted funds by £8,914, additional restricted funds were received since the year end that cover this shortfall.

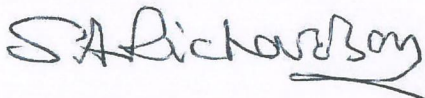
Policy on reserves:

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 £12,262.

Funds materially in deficit:

The fund for the website design and the production of films is in deficit at the year end because of the timing of the receipt of the grant. A further £21,000.00 is due for receipt in the current year and any expenditure in excess of this will be funded from the available unrestricted reserves.

ON BEHALF OF THE BOARD:



Sharon Richardson – Secretary to the Board of Trustees

Date: 29 January 2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INTERMEDARIES 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 2019

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

Date: 29 January 2020

**INTERMEDIARIES FOR JUSTICE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

	Note	Unrestricted funds £	Restricted funds £	2019 Total funds £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Voluntary Receipts				
LEF Grant		-	9,000	9,000
Donation from previous entity		16,555	-	16,555
Henrietta St George		10,000	-	10,000
Incoming resources from charitable activities				
Membership income		8,680	-	8,680
Event attendance fees		4,695	-	4,695
Other incoming resources				
Sundry income		50	-	50
Bank interest		10	-	10
		-	-	-
Total incoming resources		<u>39,990</u>	<u>9,000</u>	<u>48,990</u>
Payments				
Fundraising costs				
Training costs		160	-	160
Administration costs		463	-	463
Charitable activities				
Conference and seminar expenses		4,491	-	4,491
Website design		-	13,973	13,973
Film project		-	3,941	3,941
Administration services		6,832	-	6,832
Training costs		2,969	-	2,969
Travelling costs		1,185	-	1,185
General costs		1,402	-	1,402
Governance costs				
Travelling costs		<u>1,312</u>	<u>-</u>	<u>1,312</u>
Total resources expended		<u>18,814</u>	<u>17,914</u>	<u>36,728</u>
Net Receipts/(Payments)		21,176	(8,914)	12,262
		<u>21,176</u>	<u>(8,914)</u>	<u>12,262</u>
Cash funds this year end		<u>21,176</u>	<u>(8,914)</u>	<u>12,262</u>

The notes form part of these financial statements

**INTERMEDIARIES FOR JUSTICE
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 JULY 2019**

Cash Funds	2019
	£
Current account	11,187
No.2 account	506
PayPal account	569
	<hr/>
	12,262
	<hr/>

Other Monetary Assets	2019
Debtors	£
Grant from LEF	21,000

Assets retained for the charity's own use	2019
	£
Website	13,973
Film	3,941

Liabilities	2019
	£
Accounts and examination	450
Other creditors	2,005

Payments to Trustees

The trustees were reimbursed during the year for travelling costs amounting to £1,312

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

Catherine O'Neill	£320
Clare Park	£160
Esher Rumble	£800
Kate Blake	£800
Nicola Lewis	£1,128
Ann King	£485

The movements in restricted funds during the year were:

	Receipts	Payment	Bal c/fwd
Website and film project (LEF)	9,000	17,914	(8,914)
	<hr/>	<hr/>	<hr/>
	9,000	17,914	(8,914)
	<hr/>	<hr/>	<hr/>

Included in debtors above is the balance of the £30,000 grant from LEF.