



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2019		Day 31	Month March	Year 2020

Section A Reference and administration details

Charity name The Brighton & Hove Independent Mediation Service

Other names charity is known by BHIMS

Registered charity number (if any) 1181888

Charity's principal address Lower Ground Floor, Ecclesden

Grove Hill

BRIGHTON

Postcode

BN2 9NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susy Taylor	Chair		
2	Sue Regi	Vice Chair		
3	Adrian Black			
4	Leo Littman			
5	Jane Ballantyne		Until Oct 2019	
6	Jeremy Johnston	Treasurer	Until July 2019	
7	Sophie Clifford			
8	Emily James		From March 2020	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The Charity Commission's 'association' model constitution for a Charitable Incorporated Organisation.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporation Organisation.
Trustee selection methods (eg. appointed by, elected by)	All serving trustees were appointment or reappointed at the AGM on in October 2019

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document	<ol style="list-style-type: none">1) To provide, promote and facilitate for the public benefit of the public, the provision of mediation and other forms of conflict resolution services for persons, organisations and groups who are involved in dispute or interpersonal conflict2) To advance the education of the public, methods of mediation and conciliation and the nature and causes of such disputes and the means to manage them.
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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activities the charity undertook for the public benefit during the period of this report included:

- Providing mediation and one to one conflict resolution support to around 200 members of our community, a significant number of whom were at risk of being made homeless.
- Training. Provided a 1 day mediator training session for 80 students at the Universities of Sussex and Brighton
- Provided a small number of (8) workplace mediation services to a number of local voluntary organisations.

We affirm that all our activities are undertaken with due regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- BHIMS delivered conflict resolution services in response to 120 referrals, mainly under our contracts with the Police, Council and housing associations.
- We handled eight referrals for workplace mediation, from voluntary sector organisations
- We bid successfully to the Office of the Policing and Crime Commissioner for Sussex, in partnership with fellow mediation services in Sussex, for a three year contract to provide mediation services to persons referred by the police.
- We trained 16 new volunteer community mediators and secured external accreditation via the College of Mediators for our Community Mediation Training Programme.
- We restructured the senior management of the charity, following the resignation of Mark Green, the former service manager. We promoted Kathy Whitestone to the position of Service Manager and recruited two new members of staff into two new BHIMS roles: Senior Caseworker and Senior Administrator.
- At the end of March 2020, we put in place the first iteration of our COVID19 Contingency Plan.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy is to hold six months running costs in reserve.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal Funders:

- Brighton & Hove City Council
- Lewes District Council
- Office of Sussex Police and Crime Commissioner
- Southern Housing
- Clarion Housing

Section F

Other optional information

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Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Susy Taylor.

Full name(s)

Susan Taylor

Position (eg Secretary, Chair, etc)

Treasurer

Date

23 September 2020