



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	1	April	2020		31	March	2021

Section A Reference and administration details

Charity name The Brighton and 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	Adrian Black	Chair		
2	Susy Taylor	Treasurer		
3	Sue Regi	Vice Chair		
4	Leo Littman			
5	Sophie Clifford			
6	Emily James			
7				
8				

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)

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 appointed or reappointed at the last AGM in November 2020

Additional governance issues (Optional information)

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

- 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.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

- 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 conflict
- 2) 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.

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:

- Community Mediation. Providing mediation and one to one conflict resolution support to over 200 members of our community, a number of whom were at risk of being made homeless.
- Workplace Mediation. Providing workplace mediation services to one statutory and two voluntary sector organisations.
- Training. Providing mediation training and mediation support sessions to university students and to staff from local statutory 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 grant making;
- policy programme related investment;
- restorative practice supervision session to contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

BHIMS successfully adapted its services to take account of the Government's COVID19 restrictions and the ongoing health and safety risks caused by the pandemic. This included acquiring new IT and telephony equipment and services - and providing training - to enable staff to work from home and to enable more of our services to be delivered remotely.

Despite the pandemic we managed a 9% increase in the number of referrals handled. We delivered conflict resolution services in 131 cases, mainly under our contracts with the Police, Council and housing associations.

We produced three public information videos aimed at helping members of the better handle conflict in their communities, particularly during the lockdown. We promoted these on social media.

We provided three sets of workplace mediation to local statutory and voluntary sector organisation

We provided mediation training to 40+ students at a local University, delivered two training and support sessions on mediation to local authority workplace mediators, and provided three practice supervision sessions to staff in one local statutory organisation.
(Continued overleaf.)

Section D

Achievements and performance

We maintained good engagement with our volunteer community mediators during the pandemic through regular video peer support sessions. We also provided training on understanding racism.

We bid successfully for grant funding from the National Lottery and the Sussex Community Foundation to assist us to respond to the challenges of the pandemic.

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Adrian Black

Full name(s)

Adrian Black

Position (eg Secretary, Chair, etc)

Chair

Date

10 November 2021