



The
Family
Mediation
Trust

**Report and Accounts
For the Year Ended 31 March 2022**

Charity Number 1041476
Company Number 2975404



THE FAMILY MEDIATION TRUST LTD ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

<u>CONTENTS</u>	<u>PAGE</u>
Charity Information	3
Principal Activities	4
Financial Review	5
Chief Executive Officer's Report	5-6
Report of the Trustees for the Year Ended 31 March 2022	7
Accountant's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11-15

FOR THE YEAR ENDED 31 MARCH 2022
Registered office at The Charing Cross Centre, St John Maddermarket, Norwich, NR2 1DN
The Family Mediation Trust Ltd is a registered Charity No. 1041476.
Registered as a company limited by guarantee and registered in England No. 2975404



CHARITY NUMBER

1041476

COMPANY REGISTRATION NUMBER

2975404 (ENGLAND)
A company limited by guarantee
not having a share capital

TRUSTEES/DIRECTORS

Chair

Tracy Sortwell (appointed 13 October 2021)
Joanne Preston (resigned 1 September 2021)

Treasurer

Charles Mckie

Trustees

Elizabeth Lewis
Sarah Calder
Hilary Perrott
Elisabeth Sneade
Meryl Hughes
Sophie Smith
Andrew Stronach

REGISTERED OFFICE

The Charing Cross Centre
St John Maddermarket
Norwich
NR2 1DN

REPORTING ACCOUNTANT

Stuart Arrandale
Chartered Accountant
23-25 Gwydir Street
Cambridge
CB1 2LG

BANKERS

CAFBANK Ltd
Kings Hill
West Malling
Kent
ME19 4TA

:

FOR THE YEAR ENDED 31 MARCH 2022

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Principal Activities

The principal activity of The Family Mediation Trust ('TFMT' or 'the Trust') is to alleviate the hardship and distress of couples and other family members involved in separation or divorce and to preserve and protect the health, both mental and physical, of the adults and children involved.

The core values of our service are inclusiveness, acceptance, and accessibility through the empowerment of parents, carers, and children, quality and professionalism of service, and acting as a voice for the well-being of children.

We aim to help those experiencing relationship breakdown by providing accessible information and support for children, parents and carers from all cultures and communities. We have a special concern for listening to the voices of children and young people and supporting children and their parents or carers.

We aim to help separating couples to work together to resolve their financial and/or childcare problems by offering them a safe environment where their feelings are acknowledged and where they are encouraged to discuss and plan the future as constructively as possible.

To further these objectives, we provide a range of services to couples involved in, or considering, separation and divorce, and to their children and other family members. These services consist of:

- Information about all aspects of separation and divorce and the most appropriate means of helping children through parental separation.
- Mediation with a view to helping couples to make decisions on practical arrangements for themselves and their children; and
- Training of mediators and other professionals in the role and delivery of mediation to separating families.

Mediation Service

We employ nine mediators. One of our mediators is also a Professional Practice Consultant and provides in-house supervision, alongside additional Professional Practice Consultancy from an external consultant.

The Trust remains dedicated to supporting new mediators through their training. Over the year we have been supporting three mediators in the development of their portfolios.

As well as providing our core family mediation work, we continue to provide Special Educational Needs and Disability Mediation (SEND) for Cambridgeshire County Council. This contract was re-tendered in 2020 along with 16 other local authorities. Due to the UK-wide nature of the contract TFMT declined to tender for this work. The core contract has ended but

the Trust has continued to deliver legacy work under the contract during the financial year.

Parenting Programmes

We continue to deliver the Separated Parenting Information Programmes (SPIPs) aimed at helping parents to maximise their emotional support to children throughout the period of family separation and its aftermath. These are offered under a contract held with the Children and Family Court Advisory and Support Service (CAFCASS) with referrals ordered by the Judges of the local family court.

Centre for Excellence

Following the launch of the Centre For Excellence in March 2021 the Trust has continued to invest time and resources in the development of this area of work. The Centre For Excellence has focused on short course development, delivering one off industry level events and the trial of new mediation approaches.



Financial Review

Income for the year amounted to £320,399 (year ended 31 March 2021: £251,427). Donations gratefully received during the year amounted to £12,262 (year ended 31 March 2021: £31,713).

Reserves

The balance on the unrestricted fund account on 31 March 2022 was £150,057 (year ended 31 March 2021: £106,353). The Trustees continue to focus on three primary financial objectives: (1) maintain sufficient cash reserves to enhance organisational resilience to respond to any future economic downturns; (2) further develop the service's revenue streams to financially support the service's charitable objectives obviating the need to rely largely on charitable donations to fund capital expenditure and future development; and (3) invest in the future of the sector to promote service quality in a changing society to deliver long-term societal benefit

The balance on the restricted fund account on 31 March 2022 was £11,848 (year ended 31 March 2021: £1,854).

Chief Executive Officer's Report

This financial year has seen the Trust focus on consolidating the work it had achieved through the merger of the two founding services, including the expansion of delivery across a larger geographic area.

The year has been intermittently affected by Covid. With the uncertainty over the last two years, I have been acutely aware of the importance of building a resilient Trust. Working closely with the Trustees, strategic decisions have been made with thorough consideration to the long-term structure of the Trust.

COVID-19

Following a year of unprecedented COVID-19 issues, 2021 -22 started off with the easing of many of the societal restrictions imposed the year before.

Between April and June 2021 restrictions on the opening of non-essential businesses were lifted. However, by the end of the year we were again experiencing high level Covid rates and restrictions such as the mandatory use of face masks in some settings were reintroduced. On the 24th February 2022 the government announced a plan for living with Covid and a roadmap for the removal of all remaining restrictions.

The impact of Covid on the delivery of mediation meant that bookings were often made in peaks and troughs resulting in the income for the Trust being volatile during the period.

The perceived desire to return mediation services to face to face delivery has been met with resistance from clients, with very

few clients requesting face to face delivery, instead preferring the flexibility of remote service delivery.

Delivery Performance

The table below provides the year's key performance indicators against the previous two years.

	2019/20 Outputs ¹	2020/21 Outputs	2021/22 Outputs
1 st MIAMS	373	880	940
2 nd MIAMS	176	338	419
Mediation Sessions	228	266	491

The above table highlights a strong period of growth in both initial MIAMS of 7% year on year growth.

The table shows that we have seen a far greater increase in 2nd MIAMS (24% increase) and subsequent mediation sessions (85% increase). Overall, there was a 71.4% increase in positive mediation outcomes from the previous year. The Trust has focused on increasing communication to the second client to achieve a greater conversion rate into mediation.

Delivery of mediation has expanded geographically over the year with substantial growth in Suffolk, Essex and other neighbouring counties to the Trusts heartlands of Cambridge, Peterborough and Norfolk.

During the year the Trust and its sub-contracting partners achieved a total of 937 Separated Parents Information Programme ('SPIPS'), compared to 788 the year before, an increase of 19%. Of these 76.3% were delivered within 20 working days of referral and 73% completed feedback forms.

Supporting Our Team

The Trust has embraced a home working approach. This has enabled our staff to take a more flexible working approach that aims to improve the work life balance for our people.

The move to home working and the introduction of IT and technical infrastructure in 2020/21 has enabled this move to take place in a seamless way, with very limited implementation challenges.

During the year ended 31 March 2022 the Trustees approved both a full staff pay review and the introduction of the Real Living Wage. Additionally, staff have received an extension to their holiday entitlement and the introduction of sick leave compensation.

The collective impact of the above is that the Trust has retained a very low level of staff turnover.

¹ Pre-merger figures

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The Centre For Excellence

Following the launch of the Centre for Excellence in March 2020 the Trust has now secure College of Mediators accreditation for the delivery of CPD training. This accreditation enabled the Trust to deliver a range of short courses in topics ranging from Legal Aid Assessments to Dealing with High Conflict mediation.

The Centre for Excellence ran two high profile sector leading events during the year ended 31 March 2022.

The Family Mediators Conference

This event attracted a very impressive line-up of speakers from His Honour Judge Cobb to Professor Gordon Harrold. The conference explored key issues in mediation from the political landscape we work in through to mental health challenges in the children of separated families.

The papers from this event can be found at: <https://www.thefamilymediationtrust.org/the-centre-for-excellence-conference>

Should Mediation Be Compulsory: The Debate

With raising talk in the industry around mediation becoming a compulsory process in the family courts the Trust held an open date that attracted over 400 attendees and has been used in policy formation by the Judiciary. The debate attracted leading family law professions to present the two sides of the issue to an outstanding panel of judges. Overall, with exceptional chairing by His Honour Judge Wildblood the judges found in favour of mediation remaining a volunteer process.

The Debate can be re watched at: <https://youtu.be/DORnIooeFvc>

Plans for the Future

While this year has been a successful year for the Trust there is still further work that can and should be undertaken. Over the coming year the Trust will be focusing on:

- Increasing the number of families the Trust works with to ensure the impact of our work is felt by more people;
- Introduce new projects and ways of working to continue to find ways of working with the increasingly complex nature of family separation, projects such as Parenting Coordination; and
- Developing the work of the Centre for Excellence.

Thank You

The team of administrators and mediators at the Trust are not only extremely hard working but also show compassion and commitment to our clients every day. It is this approach from all

of the team that has enabled the Trust to have another successful year.

The Trustees have been able to show guidance and support to decision making while also focusing on ensuring the governance of the charity has been maintained at the highest level.

The Trust has been fortunate to have received support from a number of charities and Trusts. We would like to thank the following for their support:

- CAF Bank
- ICS
- The Privy Purse
- Norfolk Community Foundation

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The trustees (who are also directors of The Family Mediation Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the Trustees to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with applicable law, United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland" and the Charities SORP 2020.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that its financial statements comply with the Companies Act 2006 and the Charities SORP 2020. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the General Directions given by the Charities Commission under Section 145(5)(b) of the Charities Act 2011.

Independent examiners

The directors reappointed Stuart Arrandale, Chartered Certified Accountants as independent examiner to the company.

Reserves Policy

The charity aims to hold sufficient general funds to cover the cost of running the charity for three months.

Post Balance Sheet Events

There are no Post Balance Sheet Events to be reported.

Signed on behalf of the Trustees on.

Charles McKie

Charles McKie (Oct 26, 2022 21:52 GMT+1)

Mr Charles McKie

Director

26 October 2022

ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF CAMBRIDGE FAMILY MEDIATION SERVICE

I report on the accounts for the year ended 31 March 2022, which are set out on pages 9 to 15.

Respective responsibilities of Trustees and reporting accountants

As described on page 7 the Trustees, who are also the Directors of The Family Mediation Trust Ltd for the purposes of company law, are responsible for the preparation of the accounts, and they consider that an audit is not required for this year and that an independent examination under section 144 of the Charities Act 2011 is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission and
- to state whether particular matters have come to my attention.

Basis of statement

My work was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act, and
- to prepare accounts which accord with the accounting requirements of the charities Act

have not been met, or to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

Stuart Arrandale

STUART ARRANDALE
Chartered Accountant
23-25 Gwydir Street
Cambridge
CB1 2LG

31 October 2022

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	<u>NOTES</u>	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
INCOME AND EXPENDITURE					
INCOMING RESOURCES					
Donations	1c	2,268	9,994	12,262	31,713
Incoming resources from operating activities in furtherance of the charity's objects		308,118	-	308,118	219,683
Investment income		<u>19</u>	<u>-</u>	<u>19</u>	<u>31</u>
TOTAL INCOMING RESOURCES		310,405	9,994	320,399	251,427
Cost of generating funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING RESOURCES AVAILABLE FOR CHARITABLE APPLICATION					
		<u>310,405</u>	<u>9,994</u>	<u>320,399</u>	<u>251,427</u>
RESOURCES EXPENDED					
Direct charitable expenditure	3	304,820	-	304,820	216,570
Governance costs	5	<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>1,000</u>
TOTAL RESOURCES EXPENDED		<u>306,020</u>	<u>-</u>	<u>306,020</u>	<u>217,570</u>
NET INCOMING /(OUTGOING) RESOURCES FOR THE YEAR					
Assets transferred from Norfolk FMS	2	4,385	9,994	14,379	33,857
Balances brought forward		39,319	-	39,319	-
At 1 April 2021		<u>106,353</u>	<u>1,854</u>	<u>108,207</u>	<u>74,350</u>
Balances carried forward					
At 31 March 2022		<u>150,057</u>	<u>11,848</u>	<u>161,905</u>	<u>108,207</u>

The notes on page 11 to 15 form part of these accounts.

THE FAMILY MEDIATION TRUST LTD BALANCE SHEET AS AT 31 MARCH 2022

	NOTES	2022		2021	
		£	£	£	£
FIXED ASSETS	6		3,325		-
CURRENT ASSETS					
Debtors	7	33,807		26,160	
Cash and Bank		<u>148,556</u>		<u>98,444</u>	
		182,363		124,604	
CURRENT LIABILITIES					
Creditors falling due within one year	8	<u>23,783</u>		<u>16,397</u>	
NET CURRENT ASSETS			<u>158,580</u>		<u>108,207</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>161,905</u>		<u>108,207</u>
INCOME FUNDS					
Restricted funds	10		11,848		1,854
Unrestricted funds			<u>150,057</u>		<u>106,353</u>
			<u>161,905</u>		<u>108,207</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Trustees on 26 October 2022 and signed on their behalf.

Charles McKie

Charles McKie (Oct 26, 2022 21:52 GMT+1)

.....(Director)

The notes on pages 11 to 15 form part of these accounts.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

a) BASIS OF PREPARATION OF ACCOUNTS

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), “Accounting and Reporting by Charities”, the Charities Act 2011, the Companies Act 2006 and in accordance with the provisions of Section 1A “Small Entities” of Financial Reporting Standard 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (FRS102).

The Family Mediation Trust Ltd meets the definition of a public benefit entity under FRS 102.

The financial statements are presented in pounds sterling (£), rounded to the nearest pound.

b) FUND ACCOUNTING

Unrestricted funds represent accumulated surpluses and deficits in the general fund which are available for use at the discretion of the trustees in the furtherance of the charity’s objectives.

Restricted funds are created when income is received for a specific purpose and use is restricted to that purpose.

c) INCOMING RESOURCES

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- i. Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- ii. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- iii. Investment income is included when receivable.
- iv. Income from fees is accounted for on a receipts basis.
- v. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

d) RESOURCES EXPENDED

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- i. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- ii. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include professional fees and costs linked to the strategic management of the charity.
- iii. All costs are allocated directly between the expenditure categories of the Statement of Financial Activities.

e) DEPRECIATION

Tangible fixed assets costing less than £1,500 are written off in the year that they are acquired.

Depreciation is provided on all tangible fixed assets so as to write off the cost of assets, including the value of donated assets, less estimated residual value, over their expected useful lives, on a straight-line basis. It is calculated at the following rate:

Office equipment: 25%

f) TAXATION

The activities of the company qualify as charitable activities for corporation tax and therefore the company claims the charitable exemption provisions on any surplus arising from its primary trading activities. During the year the company did not undertake any non-charitable trading activities.

g) LEASES

Rentals under operating leases and hire agreements are charged to the income and expenditure account as incurred.

2. NET INCOMING/(OUTGOING) RESOURCES

The net incoming/(outgoing) resources before transfers for the year is arrived at after:

	<u>2022</u>	<u>2021</u>
	£	£
Reporting Accountant's fee	1,200	1,000
Combined liability insurance	1,460	1,328
Depreciation	-	=

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

3. DIRECT CHARITABLE EXPENDITURE

	hm	Unrestricted funds	Restricted funds	Total	
		£	£	2022	2021
				£	£
<u>All Services</u>					
Mediators salaries		126,323	-	126,323	90,960
Non-Mediators salaries		82,361	-	82,361	68,558
Establishment and admin costs		94,618	-	94,618	55,552
Training, affiliation and travel		<u>1,518</u>	-	<u>1,518</u>	<u>1,500</u>
		<u>304,820</u>	-	<u>304,820</u>	<u>216,570</u>

4. ESTABLISHMENT AND ADMINISTRATION

	Unrestricted funds	Restricted funds	Total	
	£	£	2022	2021
			£	£
<u>Establishment</u>				
Rent and rates*	12,358	-	12,358	(18,199)
Telephone	4,850	-	4,850	4,457
Printing, post & stationery	5,668	-	5,668	3,106
<u>Administration</u>				
Bookkeeping	5,569	-	5,269	4,225
Insurance	1,460	-	1,460	1,328
Consultancy expenses**	50,000	-	50,000	41,315
Cost of merger and removal	-	-	-	9,375
Depreciation office equipment	-	-	-	-
Sundry	<u>14,712</u>	-	<u>14,712</u>	<u>9,945</u>
	<u>94,618</u>	-	<u>94,618</u>	<u>55,552</u>

*On 30th June 2020 the Trust surrendered its lease at Essex House in Cambridge to facilitate redevelopment of the site. The Trust secured a one-off early termination compensation payment of £36,500 reflected in rent and rates above.

** The consultancy expenses cover the fees for The Rural Consultant Ltd to provide Management Services to the Family Mediation Trust throughout the year.

5. GOVERNANCE COSTS

	Unrestricted funds	Restricted funds	Total	
	£	£	2022	2021
			£	£
Financial and professional				
Independent examination	1,200	-	1,200	1,000
Total Administration	<u>1,200</u>	-	<u>1,200</u>	<u>1,000</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

6. FIXED ASSETS

	Leasehold Improvements	Office Equipment	Total
Cost	£	£	£
At 1 April 2021	11,163	24,027	35,190
Additions	-	<u>3,325</u>	<u>3,325</u>
At 31 March 2022	11,163	27,352	38,515
Depreciation			
At 1 April 2021	11,163	24,027	35,190
Charge for year	-	-	-
At 31 March 2022	11,163	24,027	35,190
Net 31 March 2022	<u>-</u>	<u>3,325</u>	<u>3,325</u>
Net 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>

7. DEBTORS

	2022	2021
	£	£
Trade debtors	30,626	23,494
Other debtors and prepayments	<u>3,181</u>	<u>2,666</u>
	<u>33,807</u>	<u>26,160</u>

8. CREDITORS:

Amounts falling due within one year	2022	2021
	£	£
Trade creditors	5,151	7,825
Other taxation and social security	<u>18,632</u>	<u>8,572</u>
	<u>23,783</u>	<u>16,397</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

9. RESTRICTED FUNDS	2022	2021
	£	£
Law Services Commission	1,854	1,854
Norfolk Community Foundation	<u>9,994</u>	<u>-</u>
	11,848	1,854

10. TRUSTEES AND EMPLOYEES

There were 14 employees during the year (2021: 14) each earning less than £40,000 p.a.

There were no transactions with the Trustees who receive no emoluments.

11. CONTINGENT LIABILITIES

The charity has no contingent liabilities.