



The Guernsey Charity for the support of Victims and Witnesses

ANNUAL REPORT 2022



*"I don't know where I'd be without you being there for me. I didn't know
which way to turn"*

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Chairperson's Introduction

Peter Harwood, Chairperson

The Period covered by this Annual Report represents another period of significant change and development for our Charity.

Firstly, although described as an "Annual Report" the period actually spans 19 months, from June 2021 through to December 2022. The last formal report published by the Charity covered the period to 30th May 2021. Historically the Charity has reported on a financial period running from June through to the end of May in the following year. That reporting cycle caused several practical as well as representational difficulties and anomalies. At the instigation of the Directors the decision was taken to adopt the more conventional accounting period of 1st January to 31st December. Henceforth the accounts and the annual report will be presented on a calendar year basis.

Secondly, the Charity has seen several changes in its Executive team. In August 2021 Jenny Murphy was recruited as the Deputy Manager, by December 2021 she was promoted to take on the role of Manager following the decision by Debbie Robinson to return to a career in the commercial sector. We were very fortunate that Jenny was willing to take over as our Manager. We are very grateful for the contribution made by Debbie during her period as our Manager and count ourselves lucky that she offered to continue to provide a level of part time support to assist with our financial controls. The promotion of Jenny created a vacancy for a new Deputy Manager and we were delighted to recruit Philomena Haddon to that role.

The Directors also recognised the need to build in greater resilience for the cover expected of our executive team and to address concerns over the safety of having a sole person staffing the office during our committed office hours. The Directors therefore took the decision to extend Jenny's contractual hours and to recruit one additional person as a support officer. Corey Wyatt joined the team in September 2022 and has already established herself as a valued member of staff. We are now able to ensure that the office is always resourced by two persons without relying upon excessive calls on overtime.

The period covered by this report is notable for being the first in recent history without COVID related lock-down experience. The Courts have fully resumed, and we see that the demands upon our witness services, both in the Criminal and the Family Courts, are back to normal levels.

The calls for Victim Support show no apparent decline post COVID lock-down experience, although the complexities of the support required have perhaps increased, as demonstrated by one of the case studies mentioned in this Report.

We continue to enjoy the financial support of the Committee for Home Affairs with whom we have a good working relationship. We acknowledge that budgetary constraints have made it difficult for that Committee to meet our recent request for our annual grant to be matched by inflation since the amount of the grant was first approved by the States of Guernsey in 2004. We were very fortunate to gain financial support from Her Majesty's Procureur from the Seized Assets Fund and from our corporate partner The International Stock Exchange. Looking forward we are delighted to have financial support for a three-year period from the Social Investment Fund. A Charity such as ours does not run on thin air, our existence depends upon our securing such continuing financial support.

Our executive team enjoys close working relations with other public sector bodies such as the Police and Probation Services. We share our IT platform with the Probation Service and anxiously await the development of the replacement for the current system.

We welcome the initiative to establish a Sexual Assault Referral Centre on the Island and we look forward to the opportunity to work closely with Charlie Cox and her team in the development of that facility.

The Charity continues to enjoy great support from our team of volunteers without whom we could not provide our service to Victims and Witnesses. We are fortunate that we have been able to recruit new volunteers in sufficient numbers to ensure that we can replace those volunteers who retire. During the period of this Report, we have seen a small number of volunteers who have stepped down from their roles after many years of devoted service and to those we offer our special thanks. One couple in particular had been volunteers since the Charity was first established in 1998 - they would not wish to be named but they are aware of our gratitude.

In 2022 the States of Guernsey approved The Justice Strategy put forward by The Committee for Home Affairs. We welcome the adoption of that Strategy and hope that it will lead to a greater appreciation and understanding of the circumstances of all victims by those agencies involved in the delivery of justice within the Bailiwick.

During 2023 we will continue to support the introduction of a Victim's Code and will campaign for the delivery of adequate financial compensation for victims of crime within the Bailiwick.

The Charity stands in very good health with a very effective executive team under Jenny's leadership, sound finances and a great team of volunteers. I am also especially grateful to my fellow directors, Phil Taylor, Brian Richings and Anna Guilbert for their continued support and individual contributions.

Peter Harwood, OBE

Chairperson.

Vision

The vision of the Bailiwick of Guernsey Victim Support and Witness Service (VS&WS) is to ensure that victims and witnesses of crime within our community have access to support of the highest standard.

Purpose

The purpose of the VS&WS is to provide free and confidential emotional support, practical help and information to all victims and witnesses of crime in the Bailiwick, regardless of whether or not they choose to report the crime. It provides that same service to families and friends of victims and witnesses.

Volunteers may support victims, witnesses or both and receive specific training for both services.

For victims, we help people cope with the effects of crime, we listen while they talk through their feelings and reactions to the crime, and we try to help them find the way that best suits them to work through their emotions. The support we provide can relate to personal and/or practical issues and may include accompanying clients during visits to the police station, advocates, hospital etc., securing them access to other services, for example crime prevention, and, if they are required to give evidence in court, supporting them before, during and after the trial.

The Witness Service provides guidance and support for witnesses who find themselves having to attend court to give evidence. This can be extremely daunting and sometimes frightening, particularly for young or vulnerable witnesses. The service offers support to prosecution and defence witnesses, and their family and friends, before, during and after a criminal trial. Witnesses are offered pre-trial visits to the courtroom during which the court procedure will be explained, including where they will be asked to stand to give their evidence, where the judge will sit and where all other participants will be positioned. Facilities for witnesses who have been granted 'Special Measures' to give their evidence, i.e., via video link or from behind a screen, are also explained. These visits enable witnesses to feel less intimidated and a little more comfortable in the court surroundings, all of which may help them provide better quality evidence. Volunteers can also accompany witnesses into the courtroom whilst they give their evidence and provide on-going support after the event. The service can also support anyone attending Family Court.

2022 Case Studies

Donna

Donna was knocked off her bicycle in August 2021. She suffered physical injuries, had medical and ambulance bills as well as bicycle and phone repair costs, all of which totalled £1400. It was only once the car driver was found guilty of dangerous driving in December 2021 that Donna could begin the process of claiming back her expenses and outstanding bills through the driver's insurance company. By this time Donna was in financial difficulty and immensely stressed. Donna has difficulty reading and writing and was distraught trying to navigate the insurance claim with companies in Guernsey and the UK. This is when Donna came to VS&WS.

VS&WS offered Donna emotional and practical support. VS&WS helped Donna through the claims process and supported her to find legal representation to complete the claims, as the insurance company was repeatedly challenging the expenses claim and was reluctant to reimburse Donna. Donna was eventually reimbursed in full and was awarded compensation.

Donna has told us ***"I don't know where I'd be without you being there for me. I didn't know which way to turn"***

Sarah

Sarah was indecently assaulted on a night out in town. A referral was sent to VS&WS by the police, and we contacted Sarah to offer her support. Sarah met several times with one of our volunteers, who listened to her thoughts & feelings about what had happened to her, and the effect it has had on her life.

The perpetrator of the assault was charged, and a trial date was set.

Sarah was feeling very anxious about giving evidence at the trial. VS&WS helped her prepare for the trial by explaining what would happen on the day and giving her a tour of the courtroom. On the day of the trial, Sarah waited in our Witness Suite ahead of giving evidence in court. As Sarah was nervous about being in the same room as the perpetrator, a VS&WS volunteer supported her before, during and after her time in court.

2022 Highlights

January 2022

Victim Support & Witness Service was chosen by The International Stock Exchange (TISE) to be its charity of the year. The company fundraised throughout 2022, raising a total of £16,000.



March 2022

During the month of March we dealt with our highest number of witnesses across criminal and family courts. Fifty-four witnesses were offered support during this month. The average monthly number is 38.

June 2022

On the 26th of June VS & WS took part in the Charities Fete at Government House, organised by the Association of Guernsey Charities. VS&WS ran a bottle stall and a children's game and raised nearly £600.



August 2022

In the month of August we dealt with our highest number of victims of crime. Forty-five people were offered or given support during this month. The average monthly number is 35.

September

In September VS&WS staff and volunteers attended an afternoon tea and raffle, hosted by The International Stock Exchange (TISE). This was part of TISE's fundraising efforts for VS&WS being their charity of the year and the event raised a fantastic £6000.



Also in this month we recruited a new Support Officer, Corey Wyatt. This appointment, along with the Manager's role becoming full-time, has ensured that we can operate safely and deliver the best outcomes for those affected by crime.

November 2022

On the 3rd of November VS&WS held their annual quiz & raffle at Les Cotils, kindly hosted by Sean McManus and his team. £1,402 was raised on the night.

Victim Support Witness Service
The Guernsey Charity for the support of Victims and Witnesses

Quiz Night

WHEN: Thursday 3rd November 2022

WHERE: The Harry Sound Room at Les Cotils

TIME: 7pm (first question at 7.15pm)

COST: £90 per team of 6 (£15 per person)

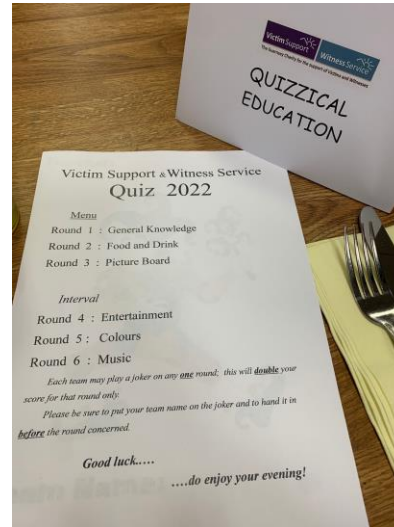
QUIZMASTER: Sean McManus

Bar & Raffle

Cost includes Basket Meal

Please complete this slip and return it, along with full payment, to: Victim Support & Witness Service, Royal Court, St Peter Port, GY1 2NZ (Tel: 01481 223000, Email: victimsupport@vswggy.net) before 17th October 2022. (Please make cheques payable to Victim Support & Witness Service or contact us for bank details)

TEAM NAME	
NUMBER OF TEAM MEMBERS	
CONTACT NAME	
CONTACT NUMBER	
CONTACT EMAIL	
MEAL CHOICES	Chicken & chips Sausage & chips Vegetarian spring rolls & chips
SPECIAL DIETARY REQUESTS	



December

In December we were delighted to be informed that we had been successful in securing a grant of £94,056 from the Social Investment Fund. This will cover the salary of a new Support Officer and the cost of increasing the Manager's hours to full-time. The grant will be paid over three years from 2023.



Training

Training Delivered

VS&WS volunteer training modules have been reviewed and updated where applicable. We are also exploring the online training that is available through other victim and witness support organisations and, cost permitting, some of our training modules which have previously been developed and delivered in-house, may be replaced by online alternatives.

Training delivered this year has included:

- Basic Victim Support Training for new volunteers and existing volunteers
- Basic Witness Service Training for new volunteers
- Three SAFER training day carousels. These help to raise awareness of the support that is available and promote appropriate signposting of clients by attendees
- Presentations to four groups of sociology students and 4 groups of public services students during their visits to the court building
- Discussing our work with four groups of Bailiwick Law Enforcement probationers, both Police and Customs officers, as part of their initial training

External Training Received

Training events attended by staff and volunteers have included:

- MARAC (Multi Agency Risk Assessment Conference) training - 2 staff
- SAFER Domestic Abuse Awareness training – 2 staff & 4 volunteers
- SAFER DASH/RIC (Domestic Abuse, Stalking & Honour Based Violence Risk Identification Checklist) training – 2 staff & 2 volunteers
- Sarnia programme/Probation/MAPPA (Multi-Agency Public Protection Arrangements) training – 2 staff
- Independent Sexual Violence Advisor training – 1 staff member started training in 2022
- Mental Health First Aid – 1 staff & 1 volunteer
- Guernsey MIND – Listening Skills delivered to staff & volunteers
- Hidden Sentence (Guernsey Prison) training – 2 staff
- Safeguarding Adults – 2 staff & 2 volunteers
- Police Domestic Abuse training – 4 staff & 1 volunteer

2022 In Numbers

Number of victims contacted and source of referral:

2022 = 292

of which:

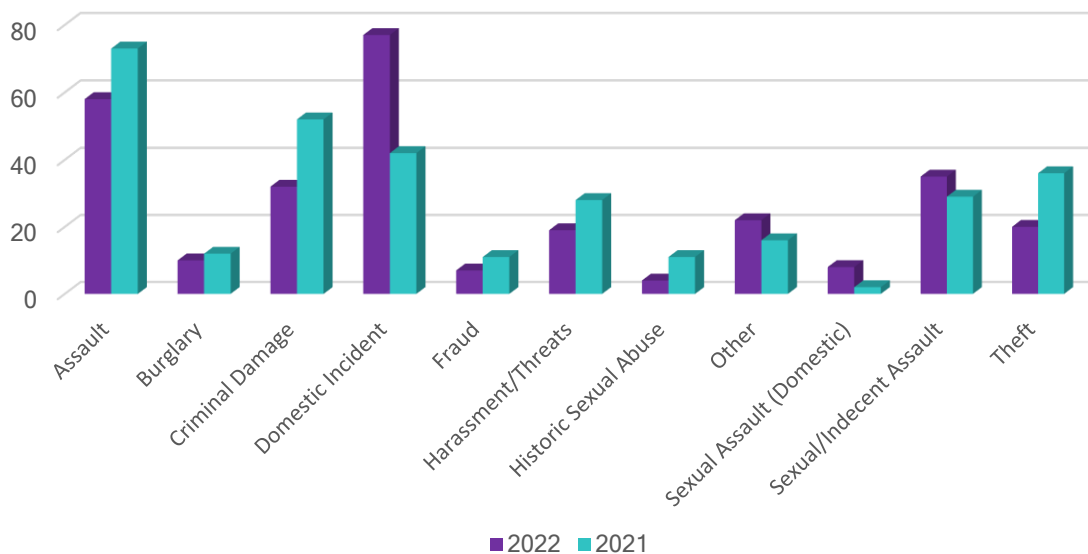
- 267 were Police/Other Agency referrals
- 25 were self-referrals

2021 = 312

of which:

- 275 were Police/Other Agency referrals
- 37 were self-referrals

Victims Contacted: Referral Reasons

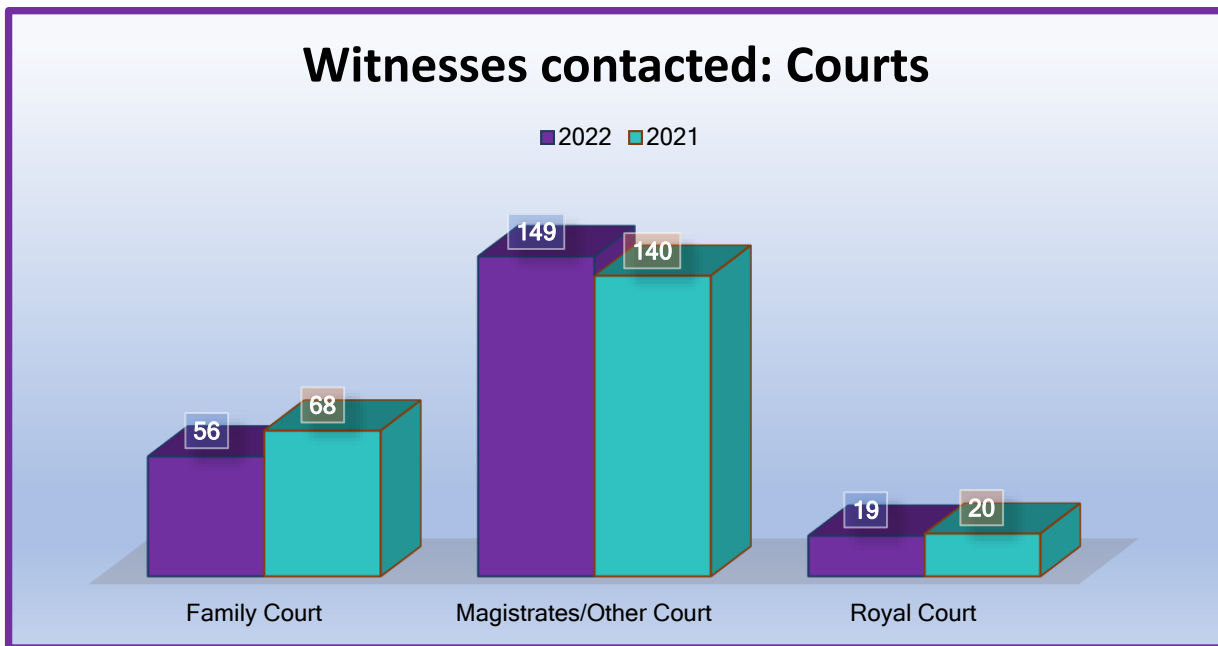


Number of witnesses contacted:

2022 = 224

2021 = 228

The chart below shows the courts in which VS&WS volunteers have supported witnesses during 2022 and 2021.



368 hours of volunteer time was given in direct contact with
Victims and Witnesses

Grants, Donations and Fundraising

In 2022 we have been fortunate enough to receive:

- £38,000 from the Committee for Home Affairs
- £40,294 from The Seized Assets Fund (February and November)
- £6,750 from The International Stock Exchange



VS&WS has raised:

- £1,180 via our collection boxes and donations from corporate dress-down days and private individuals
- £1,402 from our Annual Quiz Night (with almost 50% of this being proceeds of the raffle alone)
- £598 from fundraising at the AGC Charities Fete

Looking Ahead

Jenny Murphy – Manager

2022 was my first full year in post as Manager of Victim Support and Witness Service. I spent the year getting to know the charity in detail, understanding the ways in which we support those affected by crime and the fantastic staff and volunteers that make it happen.

This year we have built on the good work of our previous manager, Debbie Robinson, in ensuring our governance is in good order. We have also been evaluating our volunteer training programme and will continue to develop this in 2023, to ensure the best, appropriate support is available to victims and witnesses of all types of crime.

VS&WS has campaigned for the development of a Bailiwick Sexual Assault Referral Centre (SARC) for a number of years and we are delighted that a pilot scheme is imminent in 2023. Having access to a SARC will encourage more victims of sexual crime to seek support. We anticipate working closely with the new SARC project manager on how our services can be offered to those attending the SARC.

In 2023 we will progress and hopefully help finalise a Victims' Code for the Bailiwick of Guernsey. A Victims' Code will set out the minimum level of service that a victim should receive from the criminal justice system and is an important step in ensuring the best support is received by those affected by crime.

During the year we will continue our work to secure ongoing funding for delivering our services. We are grateful for the funds we receive from the Committee for Home Affairs, however the grant has stayed the same since 2004, whilst our services and the cost of delivery have vastly increased. We look forward to working with the Committee on updating our service level agreement in 2023.

In 2023 we will be celebrating the 25th Anniversary of Victim Support and Witness Service. Much has changed since the inauguration of the charity, but our commitment to supporting those affected by crime hasn't. We are looking forward to celebrating this milestone along with our supporters and service users.

Appendices

Appendix A : Management Committee & Staff

Management Committee

Peter Harwood (Director)	Chairperson
Phil Taylor (Director)	Vice chairperson and Treasurer
Brian Richings (Director)	
Anna Guilbert (Director)	
Jenny Murphy	Manager
Philomena Haddon	Deputy Manager
Sarah Naftel	Police Representative
Jenny Ridley	Volunteer Representative
Sandra Thomson	Volunteer Representative

The committee meets once every eight weeks against an agreed agenda and minutes are kept.

Staff

Jenny Murphy	Manager
Philomena Haddon	Deputy Manager
Debbie Robinson	Finance Officer
Sharon De La Mare	Support Officer
Corey Wyatt	Support Officer

Appendix B - Financial Statements

BAILIWICK OF GUERNSEY
VICTIM SUPPORT AND
WITNESS SERVICE LBG
(A company limited by
guarantee and not
having a share capital)

DIRECTORS REPORT AND
UNAUDITED FINANCIAL

STATEMENTS 31 MAY2022

UNAUDITED FINANCIAL STATEMENTS**COMPANY INFORMATION****Directors**

Anna Guilbert
Peter Andrew Harwood
Brian Richings
Philip John Taylor

Registered number

52751

Registered office

Royal Court
St Peter Port
Guernsey
GY1 2PB

Accountants

BDO Limited
PO Box 180
Place du Pre
Rue du Pre
St Peter Port
Guernsey
GY1 3LL

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UNAUDITED FINANCIAL STATEMENTS**CONTENTS**

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REPORT OF THE DIRECTORS

The directors submit their report and the unaudited financial statements of the company, which is incorporated in Guernsey, for the year ended 31 May 2022.

DIRECTORS' RESPONSIBILITIES STATEMENT

The directors are responsible for preparing the directors report and the financial statements in accordance with applicable law and generally accepted accounting practice.

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

- select suitable accounting policies for the company's financial statements and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors 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 to enable them to ensure that the financial statements comply with the Companies (Guernsey) Law, 2008. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPAL ACTIVITY

The company is a charitable entity which aims to support victims and witnesses in the Bailiwick of Guernsey.

RESULTS

The results of the company for the year are set out in detail on page 6.

DIVIDENDS

There were no dividends paid in the year under review (2021 - £nil).

DIRECTORS

The directors of the company who served during the year were:-

Anna Guilbert
Peter Andrew Harwood
Brian Richings
Philip John Taylor

**BAILIWICK OF GUERNSEY VICTIM SUPPORT AND WITNESS SERVICE LBG
(A company limited by guarantee and not having a share capital)**

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**REPORT OF THE DIRECTORS
UNAUDITED STATUS**

The company is exempt from audit for the year ended 31 May 2022 in accordance with the provisions of the Companies (Guernsey) Law, 2008, this being unanimously agreed by the members on 16 December 2013.

GOING CONCERN



The financial statements have been prepared on a going concern basis. The directors consider that this basis is appropriate as the company has net current assets and has adequate financial resources to meet its obligations to creditors as and when they fall due.

POST BALANCE SHEET EVENTS

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There have been no significant events affecting the company since the year end.

APPROVED BY THE BOARD OF DIRECTORS

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Director 

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Date: "-"-\"2.-.....

PAGES

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS
ON THE UNAUDITED FINANCIAL STATEMENTS OF
BAILIWICK OF GUERNSEY VICTIM SUPPORT AND WITNESS SERVICE LBG
(A company limited by guarantee and not having a share capital)**

In order to assist you to fulfil your duties under the Companies (Guernsey) Law, 2008, we have prepared for your approval the financial statements of Bailiwick of Guernsey Victim Support and Witness Service LBG for the year ended 31 May 2022 which comprise the income and expenditure account, the balance sheet and the related notes from the company's accounting records and information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants of England and Wales ("ICAEW"), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Bailiwick of Guernsey Victim Support and Witness Service LBG, as a body, in accordance with the terms of our engagement letter dated 22 June 2020. Our work has been undertaken solely to prepare for your approval the accounts of Bailiwick of Guernsey Victim Support and Witness Service LBG and state those matters that we have agreed to state to the board of directors of Bailiwick of Guernsey Victim Support and Witness Service LBG, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Bailiwick of Guernsey Victim Support and Witness Service LBG and its board of directors, as a body, for our work or for this report.

It is your duty to ensure that Bailiwick of Guernsey Victim Support and Witness Service LBG has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and deficit of Bailiwick of Guernsey Victim Support and Witness Service LBG. You consider that Bailiwick of Guernsey Victim Support and Witness Service LBG is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Bailiwick of Guernsey Victim Support and Witness Service LBG. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



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CHARTERED ACCOUNTANTS
Place du Pre
Rue du Pre
St Peter Port
Guernsey

Date: .i.

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MAY 2022**

		2021
INCOME		
Donations received	14,275	8,126
Donation from seized asset fund	20,147	
Grant received from Home Department	38,000	22,167
	72,422	30,293
EXPENDITURE		
Salaries and social security	69,445	62,158
Insurance	220	219
Advertising, printing and stationery	2,362	954
Training and conference expenses	391	1,200
Travel and entertaining	80	253
Telephone and postage	279	260
Accountancy	1,000	1,000
Sundry expenses	655	613
Quiz expenses	195	
	(74,627)	(66,657)
DEFICIT FOR THE YEAR	(2,205)	(36,364)
Accumulated surplus brought forward	55,973	92,337
ACCUMULATED SURPLUS CARRIED FORWARD	£53,768	£55,973

There were no recognised gains or losses for 2022 or 2021 other than those included in the income and expenditure account.

The above results derive from continuing activities.

The notes on pages 8 and 9 form an integral part of these financial statements.

BALANCE SHEET**31 MAY 2022**

	Note		2021
CURRENT ASSETS			
Cash at bank and in hand		57,957	58,721
CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR			
Amounts owed at 31 May	4	4,189	2,748
		-	(2,748)
		(4,189)	(2,748)
		--	
		£53,768	£55,973
CAPITAL AND RESERVES			
Income and expenditure account		£53,768	£55,973

The directors consider that the company is entitled to exemption from audit under section 256 of the Companies (Guernsey) Law, 2008 and members have not required the company to obtain an audit for the year in question in accordance with section 256(3) of the Companies (Guernsey) Law, 2008.

The directors acknowledge their responsibilities for complying with the requirements of the Companies (Guernsey) Law, 2008 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section IA - Small Entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

Director

Director

Date

The notes on pages 8 and 9 form an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

31 MAY2022

1. ACCOUNTING POLICIES

(a) BASIS OF PREPARATION OF FINANCIAL STATEMENTS

These financial statements have been prepared in accordance with Section 1A of Financial Reporting Standard 102 ("FRS 102"), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies (Guernsey) Law, 2008.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies.

As a charity the company is a public benefit company.

The following principal accounting policies have been applied:

(b) INCOME RECOGNITION

Donations are accounted for on a received basis.

All other income is accounted for on an accruals basis.

(c) CASH AT BANK AND IN HAND

Cash is represented by cash in hand and deposits with financial institutions payable without penalty on notice of not more than 24 hours and is measured at amortised cost.

(d) CREDITORS

Short term creditors are measured at transaction price.

(e) FINANCIAL INSTRUMENTS

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade debtors and trade creditors

(f) GOING CONCERN

The financial statements have been prepared on a going concern basis. The directors consider that this basis is appropriate as the company has net current assets and has adequate financial resources to meet its obligations to creditors as and when they fall due.

NOTES TO THE FINANCIAL STATEMENTS

31 MAY 2022

1. EMPLOYEES

The average monthly number of employees during the year was 4 (2021 - 3).

2. TAXATION

The company has been approved as a charitable entity by the States of Guernsey Revenue Service and is therefore exempt from Guernsey Income Tax.

3. CREDITORS-AMOUNTS FALLING DUE WITHIN ONE YEAR

2021

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Wages and salaries - ETI and Social Security contributions	3,189	1,748
Accountancy	1,000	1,000
		<hr/>
	£4,189	£2,748
		<hr/>

4. LIMITATION OF GUARANTEE

The liability of each member of the company is limited to the extent that they have undertaken to contribute to the assets of the company, if it should be wound up, an amount limited to and not exceeding £1 per member.

At 31 May 2022 the company had 4 members. The company's Memorandum of Association stipulates that there is no limit to the number of members.

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5. CONTROLLING PARTY

There is deemed to be no controlling party as defined by FRS 1 02 as no party has the ability to direct the financial and operating policies of the company with a view to gaining economic benefit from their direction.

**BAILWICK OF GUERNSEY VICTIM
SUPPORT AND WITNESS SERVICE
LBG**

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

**DIRECTORS REPORT AND
UNAUDITED FINANCIAL
STATEMENTS**

31 December 2022

COMPANY INFORMATION**Directors**

Anna Guilbert
Peter Andrew Harwood
Brian Richings
Philip John Taylor

Registered Number

52751

Registered Office

Royal Court
St Peter Port
Guernsey
GY1 2PB

Accountant

James Harley FCMA, CGMA, CPFA
Chartered Management Accountant
Finavon
Pepin D'Or
Petite Capelles
St Sampson
Guernsey
GY2 4GS

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The directors submit their report and the unaudited financial statements of the company, which is incorporated in Guernsey, for the seven months ended 31 December 2022.

DIRECTORS' REPOSIBILITIES STATEMENT

The directors are responsible for preparing the directors report and the financial statements in accordance with applicable law and generally accepted accounting practice.

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

- Select suitable accounting policies for the company's financial statements and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
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PRINCIPAL ACTIVITY

The company is a charitable entity which aims to support victims and witnesses in the Bailiwick of Guernsey.

RESULTS

The results of the company are set out in detail on page 6.

DIVIDENDS

There were no dividends paid in the year under review (twelve months ended 31st May 2022 - £nil).

DIRECTORS

The directors of the company who served during the year were:-

Anna Guilbert
Peter Andrew Harwood
Brian Richings
Philip John Taylor

UNAUDITED STATUS

The company is exempt from audit for the seven months ended 31 December 2022 in accordance with the provisions of the Companies (Guernsey) Law, 2008, this being unanimously agreed by the members on 16 December 2013.

GOING CONCERN

The financial statements have been prepared on a going concern basis. The directors consider that this basis is appropriate as the company has net current assets and has adequate financial resources to meet its obligations to creditors as and when they fall due.

POST BALANCE SHEET EVENTS

There have been no significant events affecting the company since year end.

APPROVED BY THE BOARD OF DIRECTORS

JS
Director

Lt.s

Date 11th X:2022

**CHARTERED MANAGEMENT ACCOUNTANT'S REPORT TO THE BOARD OF DIRECTORS ON THE
UNAUDITED FINANCIAL STATEMENTS OF**

**BAILIWICK OF GUERNSEY VICTIM SUPPORT AND WITNESS SERVICE LBG
(A company limited by guarantee and not having a share capital)**

In order to assist you to fulfil your duties under the Companies (Guernsey) Law, 2008, I have prepared for your approval the financial statements of Bailiwick of Guernsey Victim Support and Witness Service LBG for the seven months ended 31st December 2022 which comprise of the income and expenditure account, the balance sheet and the related notes from the company's accounting records and information and explanations you have given me.

As a member of the Chartered Institute of Management Accountants ("CIMA"), I am subject to its ethical and other professional requirements which are detailed at <http://www.cimaglobal.com/Professionalism/>

This report is made solely to the board of directors of Bailiwick of Guernsey Victim Support and Witness Service LBG, as a body. My work has been undertaken solely to prepare for your approval the accounts of Bailiwick of Guernsey Victim Support and Witness Service LBG and state those matters that I have agreed to state to the board of directors of Bailiwick of Guernsey Victim Support and Witness Service LBG, as a body, in this report. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than Bailiwick of Guernsey Victim Support and Witness Service LBG and its board of directors, as a body, for my work or for this report.

It is your duty to ensure that Bailiwick of Guernsey Victim Support and Witness Service LBG has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and deficit of Bailiwick of Guernsey Victim Support and Witness Service LBG. You consider that Bailiwick of Guernsey Victim Support and Witness Service LBG is exempt from the statutory audit requirement for the seven months ended 31st December 2022.

I have not been instructed to carry out an audit or a review of the financial statements of Bailiwick of Guernsey Victim Support and Witness Service LBG. For this reason, I have not verified the accuracy or completeness of the accounting records or information and explanations you have given to me and I do not, therefore, express any opinion on the statutory financial statements.

James Harley FCMA, CGMA, CPFA "*****?"
Chartered Management Accountant
Finavon
Pepin D'Or
Petite Capelles
St Sampson
Guernsey
GY2 4GS

Date 20 03 2022 g

INCOME AND EXPENDITURE ACCOUNT

FOR THE SEVEN MONTHS ENDED 31ST DECEMBER 2022

	7 months ended 31 st December 2022 (£)	12 months ended 31 st May 2022 (£)
INCOME		
Donations received	2,577	14,275
Donation from Seized Asset Fund	20,147	20,147
Grant received from Committee for Home Affairs	38,000	38,000
Bank interest	11	
	60,735	72,422
EXPENDITURE		
Salaries and social security	50,334	69,445
Insurance	216	220
Advertising, printing and stationery	586	2,362
Training and conference expenses	2,377	391
Travel and entertaining	122	80
Telephone and postage	86	279
Accountancy	1,000	1,000
Sundry expenses	381	655
Fund raising event expenses (Quiz, Charities Fete)	62	195
	(55,164)	(74,627)
SURPLUS/(DEFICIT) FOR THE PERIOD	5,571	(2,205)
Accumulated surplus brought forward	53,768	55,973
ACCUMULATED SURPLUS CARRIED FORWARD	59,339	53,768

There were no recognised gains or losses for the year ended 31st May 2022 or the seven months ended 31st December 2022 other than those included in the income and expenditure account.

The above results derive from continuing activities.

The notes on pages 8 and 9 form an integral part of these financial statements.

BALANCE SHEET

FOR THE SEVEN MONTHS ENDED 31ST DECEMBER 2022

	Note	7 months ended 31 st December 2022 (£)	12 months ended 31 st May 2022 (£)
CURRENT ASSETS			
Cash at bank and in hand		59,339	57,957
CREDITORS -AMOUNTS FALLING DUE WITHIN ONE YEAR			
Amounts owed at end of period	4		4,189
			(4,189)
		59,339	53,768
CAPITAL AND RESERVES			
Income and expenditure account		59,339	53,768

The directors consider that the company is entitled to exemption from audit under section 256 of the Companies (Guernsey) Law, 2008, and members have not required the company to obtain an audit for the period in question in accordance with section 256(3) of the Companies (Guernsey) Law, 2008.

The directors acknowledge their responsibilities for complying with the requirements of the Companies (Guernsey) Law, 2008 with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A- Small Entities.

The financial statements were approved and authorised for issue by the board and were signed on its

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Director



Director

Date *10/12/22*

The notes on pages 8 and 9 form an integral part of these financial statements.

FOR THE SEVEN MONTHS ENDED 31ST DECEMBER 2022**1. ACCOUNTING POLICIES****(a) BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

These financial statements have been prepared in accordance with Section IA of Financial Reporting Standard 102 ("FRS 102"), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies (Guernsey) Law, 2008.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies.

As a charity the company is a public benefit company.

The following principal accounting policies have been applied:

(b) INCOME RECOGNITION

Donations are accounted for on a received basis.

All other income is accounted for on an accruals basis.

(c) CASH AT BANK AND IN HAND

Cash is represented by cash in hand and deposits with financial institutions payable without penalty on notice of not more than 24 hours and is measured at amortised cost.

(d) CREDITORS

Short term creditors are measured at transaction price.

(e) FINANCIAL INSTRUMENTS

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade debtors and trade creditors.

(f) GOING CONCERN

The financial statements have been prepared on a going concern basis. The directors consider that this basis is appropriate as the company has net current assets and has adequate financial resources to meet its obligations to creditors as and when they fall due.

(g) CHANGE OF REPORTING PERIOD

On 21st October 2022 the Directors of the Company passed a Special Resolution changing the company's financial year end from 31st May to 31st December. This decision was taken to align the company with partner agencies and to facilitate comparable statistical reporting.

BAILIWICK OF GUERNSEY VICTIM SUPPORT AND WITNESS SERVICE LBG
(A company limited by guarantee and not having a share capital)

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE SEVEN MONTHS ENDED 31ST DECEMBER 2022**

1. EMPLOYEES

The average monthly number of employees during the period was 5 (year ended 3P¹ May 2022 = 4).

2. TAXATION

The company has been approved as a charitable entity by the States of Guernsey Revenue Service and is therefore exempt from Guernsey Income Tax

3. CREDITORS -AMOUNTS FALLING DUE WITHIN ONE YEAR

	7 months ended 31st December 2022 (£)	12 months ended 31st May 2022 (£)
Wages and salaries ETI and Social Security Contributions		3,189
Accountancy		1,000
		4,189

4. LIMITATION OF GUARANTEE

The liability of each member of the company is limited to the extent that they have undertaken to contribute to the assets of the company, if it should be wound up, an amount limited to and not exceeding £1 per member.

At 3pt December 2022, the company had 4 members. The company's Memorandum of Association stipulates that there is no limit to the number of members.

5. CONTROLLING PARTY

There is deemed to be no controlling party as defined by FRS 102 as no party has the ability to direct the financial and operating policies of the company with a view to gaining economic benefit from their direction.

Appendix C – Service Level Agreement with Committee for Home Affairs

Service Level Agreement (“SLA”) between the States of Guernsey Committee for Home Affairs and The Bailiwick of Guernsey Victim Support and Witness Service LBG for the provision of support to victims of crime and to potential Court witnesses throughout the Bailiwick of Guernsey

Introduction and Statement of Purpose

Victim Support is a UK-wide initiative part funded by the Home Office which was introduced into the Bailiwick of Guernsey in October 1998. The local Service receives no financial support from the UK. The Service seeks to provide support, information and practical help to persons who have suffered as a result of any criminal offences, and their families and friends, where such persons are resident within the Bailiwick of Guernsey. The local Service also includes the Witness Service, providing help, information and support to potential Court witnesses, both prosecution and defence, of all ages.

Definitions

- The “*client*” means the victim/witness of crime or their family
- The “*service provider*” means the Bailiwick of Guernsey Victim Support and Witness Service LBG
- The “*year*” means the budget year (1st June – 31st May)
- The “*Service*” means the Bailiwick of Guernsey Victim Support and Witness Service
- The “*Service Manager*” means the manager employed by the Scheme, coordinating the Scheme’s volunteers

Responsibilities of the Service Provider

1. To assist clients in the Bailiwick of Guernsey through:
 - Making contact to offer the services within 48 hours of referral from Police
 - Home visits to clients to offer emotional support after a crime
 - Regular telephone contact and updates with clients
 - Pre court visits with the clients
 - Support to the client in court on the day of trial (with judicial permission)
 - Liaison with police and other agencies on behalf of the client
 - Referral to other agencies (with permission of the client)
 - Contact domestic abuse clients referred to the Service by the Police for MARAC (Multi Agency Risk Assessment Conference)
2. Maintaining a local database of information to include:
 - Crime Prevention information
 - Information on Court Procedures
 - Information on Compensation
 - Information on other local and UK agencies that might also assist victims locally
3. To assist potential Court witnesses, including children, with:
 - An introduction to the Court system
 - Pre-trial visits to the courtroom
 - An overview of the Court itself
 - An understanding of the procedures of the Court and their own part in them
 - Accompanying witnesses on the day of trial to provide moral support
 - Providing information on the outcome of the trial where requested

- Providing support to parties in Matrimonial / Domestic proceedings where requested

Responsibilities of the Service Manager (covering both Victim Support and Witness Service)

1. Liaison with volunteers:
 - Train new volunteers in conjunction with the Probation service
 - Provide further training to accredited volunteers as appropriate
 - Provide regular support to Service volunteers
 - Arrange and attend regular volunteer meetings
 - Provide volunteers with regular updates on relevant information
2. Training and information to agencies outside the Service:
 - Liaise regularly with a wide range of local agencies
 - Deliver talks to other agencies or groups about the work of the Service
 - Proactively brief the media, speaking to the Press, Radio and Television to widen the exposure of the Service locally
 - Provide information to Police probationers on the work of the Service
 - Attend Risk Management meetings with the Probation Service, when required
 - Attend MARAC fortnightly
 - Attend Domestic Violence Forum meetings as appropriate
 - Liaise regularly with Court Staff
 - Attend Restorative Justice Management Committee meetings
 - Involvement with the Restorative Cautioning Scheme
 - Attend Criminal Justice Working Group meetings
 - Arrange and attend regular Management Committee meetings
 - Attend Criminal Injuries Compensation Scheme meetings
3. Operationally:
 - To check all voice messages between 8am and 4pm on weekdays only, excluding bank holidays
 - Give priority to urgent calls
 - Respond to all media requests
 - Record statistical information

Responsibilities of the Management Committee (to include both Victim Support and Witness Service)

Meet on a regular basis to:

- Provide regular supervision to the Service Manager with the assigned Probation Officer
- Provide support to the Service Manager and volunteers
- Provide advice to the Service Manager as and when required
- Set the remuneration policy of the Service
- Oversee the finances and budgets of the Service through the Honorary Treasurer
- Agree local policies on all relevant operational matters
- Provide the Committee for Home Affairs with a written report, with relevant statistics, on an annual basis and in advance of annual renewal. This document to form the agenda for an annual meeting between the Chairman and the Committee for Home Affairs
- Provide the Committee for Home Affairs with a copy of the Service's audited accounts

- Liaise with the Committee for Home Affairs on budgetary matters and annual funding
- Meet with the Chief Secretary of the Committee for Home Affairs through the Management Committee Chairman, at least once per year

Responsibilities of Home Affairs

- Be satisfied that the Service is undertaking its responsibilities to the victims and witnesses of crime in the Bailiwick of Guernsey
- Be satisfied that the Service is adequately resourced to fulfil its responsibilities
- Be satisfied that the Service is maintaining its finances within the annual budget
- Meet with the Chairman of the Management Committee at least once per year to discuss progress and budgetary issues
- Report to the Committee for Home Affairs once per year on the Service's value to the Bailiwick of Guernsey
- Assist and support with agreed IT requirements such as Web pages and Databases where practicable
- Assist with HR requirements such as Employment Contracts and other HR related matters as they may affect the service from time to time

Finance

The amount agreed between the Committee for Home Affairs and the Scheme will be £38,000 for the year from 1st June 2019 to 31st May 2020. This being the set amount agreed by the States of Deliberation in 2004.

Termination of this SLA

Either party to this Agreement may withdraw providing three months' notice is given in writing.

Renewal of SLA

The SLA will be re-negotiated annually between April and June, prior to the start of the new budgetary year.

Penalties

There will be no penalties imposed in respect of unfulfilled expectations. Any unresolved difficulties between the partners are initially to be resolved through the Chairman of the Management Committee and the Committee for Home Affairs. In the event of a financial dispute that cannot be resolved the matter will be referred to the Policy & Resources Committee for mediation.

Signed  Date 29/08/2019
Chairman of the Service's Management Committee

Signed  Date 23.08.2019
for and on behalf of the Office of the Committee for Home Affairs

Appendix D – Victim Support and Witness Service 2022 Statistics

