

**THE HOWARD LEAGUE FOR PENAL REFORM  
(A COMPANY LIMITED BY GUARANTEE)  
ANNUAL REPORT & ACCOUNTS  
FOR THE YEAR ENDED 31 MAY 2002**



**Company No. 898514 (England & Wales)**

**The Howard League For Penal Reform**  
**Company Information**

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Directors	Dick Whitfield Thomas Crowther
Secretary	Frances Crook
Status	<i>Company limited by guarantee</i>
Number	898514
Charity number	251926
Registered Office	1 Ardleigh Road London N1 4HS
Auditors	Morley & Scott Lynton House 7-12 Tavistock Square London WC1H 9LT
Bankers	National Westminster Bank Plc P O Box 5038 53 Victoria Street London SW1P  CafCash Ltd Kings Hill West Malling Kent ME19 4TA

## **The Howard League For Penal Reform**

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**The Howard League For Penal Reform**  
**Trustees Report For The Year Ended 31 May 2002**

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The trustees present their report and the financial statements for the year ended 31 May 2002:

**List of Trustees 2001/2002**

President	Sir John Mortimer QC
Vice Presidents	Sir Louis Blom Cooper QC Professor Terrance Morris JP Lady Bland
Chair	Dick Whitfield
Vice Chairs	Martin Davis Sue Wade
Hon Treasurer	Thomas Crowther
Hon Solicitor	Monty Raphael

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Lynn Ravenscroft JP  
Professor Pamela Taylor  
Steve Taylor  
Claire Ward MP  
Professor David Wilson  
Cynthia Winifred  
Dr Martin Wright

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

#### **Highlights of the year**

October 2001

Launch of Sunley Fellowships

Publication of Suicide and self harm prevention: repetitive self-harm among women and girls

Reception for MPs and Peers in the house of commons to raise the issue of capital punishment, guest speaker was Clive Stafford Smith

Launch of new Legal Department

November

Formal opening of the Howard League Centre for Penal Reform by Lady Boothroyd

AGM speaker was Anne Owers

Fundraising lunch in Belmarsh prison hosted by Lord Chadlington

December

Redesign of Citizenship and Crime programme

January 2002

Citizenship and Crime programme in Kingsdale school, Southwark; Burlington Danes school in Hammersmith

February

Early Day Motions tabled in the house of commons on prison numbers

Participated in international meeting of experts on juvenile justice in Amsterdam

March

Conference on education for children in prison

Seminar on prisoners as citizens

Citizenship and Crime programme in the tuition centre in Enfield, Brookland middle school in Leyton Buzzard, and Thurleston school in Ipswich

Publication of 5 Point Action Plan to reduce prison use

April

Publication of crime prevention survey of 1,100 children

Citizenship and Crime programme in Claremont school in Brent with actors Prunella Scales, Colin Tarrant and Ray Fearon, and in Islington Green school

Lodged papers for the judicial review against the home office for refusing to apply the Children Act to prisons

Publication of factsheet on pensioners in prison

May

Seminar on prisoners with special needs

Publication of Suicide and self-harm prevention: following release from prison

Launch of forum on disabled prisoners

High court grants permission for judicial review on Children Act

June

Citizenship and Crime programme in Bretterham and Eldon primary schools, Enfield

July

Citizenship and Crime programme in Walworth school in Southwark and Mark Rutherford upper school in Bedford, Copland school in Brent

House of commons debate on girls in prison

High court recommends department of health, social services and local government should join judicial review on Children Act

August

Publication of Children in prison: provision and practice at Ashfield

**The Howard League For Penal Reform**  
**Trustees Report 2001/2002**

Publication of prison overcrowding statistics

September

Publication of Children in prison, Barred rights: an independent submission to the UN committee on the rights of the child

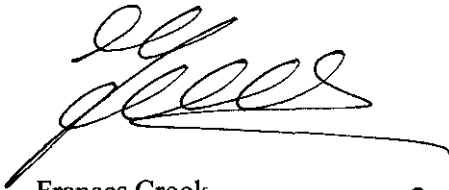
20<sup>th</sup> annual conference, discussed community control

Fringe meeting at Liberal Democrat conference

Fringe meeting and presentation of Citizenship and Crime programme at Labour conference

October

Fringe meeting at Conservative conference

A handwritten signature in black ink, appearing to read 'Frances Crook', with a long horizontal flourish extending to the right.

Frances Crook  
Director

18 November 2002

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

**Chair's report**  
Dick Whitfield

This has been a busy and demanding year for everyone involved with the Howard League, as the director's report indicates. As well as a constant stream of government initiatives, recurring prison crises and extraordinary activity in the field of criminal justice – the pattern we have got used to, I fear – the Howard League has had important initiatives of its own to pursue. It also continues to respond daily to media, political and other requests for information and analysis, work which also seems to expand every year. Finally, it has needed to review its own structure, organisation and methods and much time and energy has gone into changes which will ensure we meet our obligations as a charity, remain an effective voice in the national debate and are able to extend the full range of work we undertake.

These changes could not have been achieved without the vision and expertise of my predecessor, David Faulkner, and I should like to pay tribute to all his work and wisdom, which will have a lasting impact. I enjoyed working with him and am proud to take over as Chair. I have been involved with the Howard League for 28 years as member, council member and vice chair and it seems to me that the challenges ahead are as great as they have ever been if we are to make progress in our core aims. Crime prevention, restorative justice and effective community-based penalties are all in danger of being side-lined as the inexorable rise in the prison population goes on unchecked and politicians and the media become even more strident in the "get tough" competition. Has anyone seen a headline about effectiveness, recently?

Much of the year ahead will be dominated by new legislation, following the "Justice for All" white paper. We will contribute fully to the discussions, using our practical knowledge and experience to ensure a proper balance between victims, offenders and those who work in the criminal justice system. But we also have a duty to point out some of the consequences of current proposals (not least, yet another rise in prison numbers), the unrealistic expectations and claims already being made and of the need to fund and manage changes properly. Recent experience has not been encouraging.

There are good aspects to the white paper which we want to encourage; better support for those leaving prison, a greater focus on restorative justice and fresh emphasis on community involvement and accountability within the justice system. Where we can, we will encourage and promote good practice, celebrate success and innovation and keep pressing to improve a system which, overall, still shames us all. The positives really are worth holding on to – we simply need many more of them. Some of the most important positives are described in the director's report – the Howard League's Citizenship and Crime project has now passed the 10,000 mark in terms of children involved in the programme and it represents a real investment for the future. The new Youth Justice Law Department will build on notable successes in the past in challenging the conditions in which young people are held; and our continued work on suicide prevention and education will, we hope, improve the treatment for some of the most vulnerable young people we remain all too ready to imprison.

The Howard League is what the Howard League does. In this annual review you will find numerous examples of direct action; of training and advice for those working in the system; and of help, research and encouragement for a whole range of individuals and groups who also want to change things for the better. The need for the Howard League to continue as a powerful, informed and rational voice is as great as ever.

My own sense of optimism – sorely stretched, sometimes – is only retained because of the extraordinary work undertaken by the director and the astonishingly talented and diverse staff group who support her; and by the individual and collective talents of trustees, members and supporters. To all of them, enormous thanks are due.

#### **MAKING THINGS BETTER**

##### **Judicial review**

This year the Howard League took the highly unusual step of seeking judicial review on a matter of principle, which challenged the Home Office's refusal to apply the Children Act to prisons.

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### **Trustees Report 2001/2002**

We launched the legal action on the matter of principle because of our long-standing concern over the conditions and treatment of children in prison. Children in prisons are routinely treated in ways that in other circumstances would trigger a child protection investigation for abuse. For example, since April 2000, nearly 1,000 juveniles have been held in punishment cells in conditions amounting to solitary confinement for longer than a week. Segregation as a punishment has been used 4,437 times during this period.

As well as the general failure to meet the needs of teenagers, the Howard League believes that these children are at risk of significant harm from high levels of violence, impoverished regimes and excessive use of physical force by staff. Between April 2000 and January 2002 control and restraint was used 3,615 times on children.

We were also concerned that when a child self-injures or attempts suicide this is not considered a child protection issue. There were 554 reported cases of deliberate self-injury by children between April 2000 and November 2001. Four sixteen year old boys have committed suicide.

On 29 July we went to court to argue that the home office policy was unlawful. We said that the policy effectively created a "no-go zone" for agencies responsible for ensuring that a child's needs are met. As far as most local authorities are concerned, once a child goes into custody, they have no further obligation towards the boy or girl until they are released.

Our action was supported by Sir David Ramsbotham, the chief inspector of prisons from 1995 to 2001, and seven national children's charities: the Children's Society, Childline, NSPCC, Save the Children, National Children's Bureau, NCH Action for Children, and Young Minds.

The judge adjourned the case, recommending that the department of health, the association of directors of social services and the local government association be invited to become parties to the case.

We were disappointed that the case had not been dealt with expeditiously, but welcomed the recognition that there were extremely serious implications for policy and practice for social services. The adjournment confirmed that there is a substantial case to answer.

Subsequently we served papers on those organisations, and we will return to court in November.

Lorraine Atkinson, policy officer, reports on her work:

"Claire Ward MP, a Howard League council member, tabled a debate in the house of commons Westminster hall on the issue of girls and young women in prison. Contributors to the debate included the MPs Paul Flynn, Jean Corston, Lynn Jones, Annette Brook, and Nick Hawkins. The prisons minister, Hilary Benn, replied for the government.

The debate focused on the inappropriateness of prison for young girls. Claire Ward called for the Home Secretary to keep his promise to remove 15 and 16 year old girls from prison. She

Highlighted the fact that the mixing of young girls with adults over 18 is in breach of the UN Convention of the Rights of the Child, and the Children Act does not protect girls in prison.

Claire Ward had visited Bullwood Hall prison in Essex a few days previously to meet with staff and the teenage girls. Despite being impressed with the commitment of staff and the governor she felt the prison environment was unsuitable for young girls.

The Howard League has long been concerned about the use of prison custody for girls under 18. The report, Lost Inside, published in 1997 found that many of the girls were highly vulnerable; 22% had self-injured, 65% had experienced family breakdown and 41% reported drug or alcohol abuse. In December 1999 the government promised to remove all 15 and 16 year olds from prison by April 2000. However the number of girls in prison has continued to rise."



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#### **Girls in prison: the facts**

In June 2002 there were nine girls aged 15, 27 girls aged 16 and 79 girls aged 17 in prison.

The number of girls under 18 in prison has risen dramatically from 86 in 1999 to 115 in 2002, an increase of 34%

The number of girls in prison is already exceeding the number of places designated by the Youth Justice Board for girls under 18. In May 2002 Bullwood Hall had 40 girls under 18, 43% more than it had spaces for.

#### **Prisoners with special needs**

In April the Howard League published research on older people in prison and called for better care of older prisoners with medical needs.

The research revealed that there were over a thousand people in prison over the age of 60, more than 100 of whom are in their seventies. The number of older prisoners has doubled since 1996 and is set to increase, yet few prisons are able to cope with the needs of older people.

The Howard League found older prisoners often suffered from age-related conditions such as strokes, Alzheimer's, arthritis or cardiac disease. However there is generally a lack of appropriate medical facilities or full-time nursing staff to care for them. Many older prisoners were unable to climb stairs and were often either confined to their wing or placed in the healthcare unit. Only one prison, Kingston in Portsmouth, had a wing specifically designed for older prisoners with stair-lifts for the less mobile.

Eric was 75 years old and suffering from Parkinson's disease. This affected his vision and his mobility. Eric was easily confused. Officers have found him staring at the wall of his cell, as he could not find the cell door. He often does not know where he is or why he is in prison.

We held a seminar to discuss the problems facing prisoners with special needs on 15 May, and the speakers included Bryan Dutton, director general of Leonard Cheshire; Paul Daniels, a solicitor from Russell Jones & Walker who specialised in DDA cases; Bert Massie, chair of the disability rights commission; Alasdair Munro, governor of Kingston prison, Baroness Masham, and Baroness Hilton. The conference was very well attended and attracted considerable media coverage.

The Howard League launched the forum on disabled prisoners at the house of lords. The forum brings together penal reform groups, disability charities, the prison service, politicians, lawyers and policy makers with the aim of improving provision for disabled prisoners. The forum, funded by the Baring foundation, was set up to collate information, share good

practice and make recommendations for both policy and legislative change on the treatment of disabled prisoners. Chaired by Baroness Masham, the forum includes members of the house of lords, penal organisations like UNLOCK, health charities like Headway, representatives from the prison service, prisons and probation ombudsman, disability charities like Leonard Cheshire and Scope, and law firms like Hickman & Rose and Samuels, Capaldi Block & Bridson.

On Tuesday 23 July representatives from the forum on disabled prisoners visited Pentonville prison in London. The aim of the visit was to learn about the general issue of disability within prison, for example disabled access and facilities for disabled prisoners. The visit was informative and gave members of the forum a good insight into the difficulties of meeting the needs of disabled prisoners in a large, busy, local prison built in the 19<sup>th</sup> century.

#### **Children in prison**

Lorraine Atkinson reports on her work to improve education for children in prisons

"Following research on the education of school-aged children in prison the Howard League held a major national conference in London on 19 March. The conference provided a critical overview of the provision of education in juvenile prisons and was a chance for practitioners to share good practice.

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Baroness Catherine Ashton, minister of state for education  
Roger Graef, broadcaster  
Martin Stephenson, the youth justice board  
Mike Tomlinson CBE, chief inspector of schools

The afternoon workshops included contributions from teachers at Stoke Heath, Hollesley Bay, Onley, Ashfield and Castington prisons and Mansfield and Ashfield youth offending team.

I spoke at the conference, reporting on my research and called for the provision of special educational needs teachers in every prison that holds children. The Howard League's report, Missing the Grade, published in August 2001, found that a fifth of the children interviewed by the Howard League had special educational needs, and over a third found reading and writing difficult. Despite this, many of the teachers lacked the skills and experience to support these students and few prisons offered one-to-one teaching."

#### **Suicide and self-injury**

Claire McCarthy reports on her work to prevent suicide and self-injury in prisons and after release:

"A death in custody rightly attracts considerable attention and concern. In contrast, our research found that despite the prevalence of the social risk factors for suicide amongst ex-prisoners, the authorities (including the national probation service) give priority to public protection over the welfare of the offender.

In May we published a report on the research Suicide and self-harm prevention: following release from prison, which showed

- a dearth of information about the number of people who kill themselves after release from prison
- that probation areas were not obliged to report suicides to the national directorate
- that offenders have a complex range of problems that the probation service is failing to tackle
- that short sentence prisoners are left to sink or swim by themselves on release
- the lack of systematic information sharing between prisons and probation areas
- that most probation approved hostels and their staff were ill-equipped to support suicidal individuals

We published feature articles in various journals to draw attention to the issue and to generate informed debate. We held meetings with the chief inspector of probation and the national probation service to discuss our findings.

We were pleased to see that as a result of our work, things are changing. In the summer a joint prison service/probation service paper setting out a collaborative prevention strategy was issued, and in August the probation directorate issued a circular setting out new instructions for hostels."

Anita Dockley reports on her work to prevent women self-injuring in prisons

"Amy harmed herself days after entering prison. She was 19 and serving her first prison sentence. She burnt and cut herself and used ligatures because, she said, she can always find something to do this with in prison. She did this almost every day, not because she really wanted to kill herself but it was her way of coping with her present and her past.

In October we published research looking at repetitive self-harm by women and girls in prison. Its aim was to understand a little more about why these women repeatedly injured themselves and how they felt about the prison service response to them.

The research included visits to two women's prisons, and we conducted semi-structured interviews with female prisoners and talked to staff from different levels.

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Our research revealed that there were almost 1,000 recorded incidents of self-injury by women and girls during 2000. Many more went unrecorded because, for them, it is an intensely private act not intended to draw attention. We found

- half the women and girls were on remand and a quarter were aged between 15 and 20
- almost half cut themselves
- a high correlation between self-injury and past sexual, emotional and physical abuse

Our discussions with women prisoners made it clear that they saw self-harm as a road to survival, and not suicide. Many were angered and bewildered by the prison service response to them. The report recommended that it was time to develop the existing suicide prevention policies to meet the needs of these women more effectively."

The Howard League's director meets ministers and senior prison officials regularly to discuss our policies and concerns on suicide prevention. Our research and campaigns have resulted in changes to practice inside prisons – the ending of the use of strip cells for suicidal prisoners, wider access for investigations into deaths, new guidelines for probation staff, and better care for families.

Sadly, suicide in prison remains a problem. This year 76 people have taken their own lives in prisons (as at 8 October 2002), including a 16 year old boy in Stoke Heath, a 17 year old in Parc, and seven women prisoners.

#### **Work in prison**

Samantha Sherratt reports on her investigation into Real Work in prisons

"As we have visited jails over the years, we've seen prisoners sticking labels on tubs, counting screws into packets and putting toothbrushes in boxes – and this 'prison work' is supposed to help prepare for release and aid rehabilitation.

But we believe that education, training and work in prison should have a vital role to play in boosting prisoners' employability and reducing re-offending. At the moment it is widely accepted that it is failing.

Our *Rehabilitating work* report, published in 2000, contained our philosophy on prison work, along with key recommendations on developing a 'real world' approach, where prison workplaces reflect those on the outside. Earlier this year we began a six-month feasibility study for a 'Real Work' project, in which the Howard League hopes to show, by example, how these proposals can be translated into practice.

While the specific prison and industry are still being negotiated, there are a number of principles that we shall be looking to adhere to, including:

- the workshop will operate under fair trade principles
- prisoners will receive 'real world' contracts of employment, and be expected to follow the regulations and procedures which underpin work on the outside
- in exchange for a fair wage, prisoners will have to save for their release, contribute towards making the prison experience constructive, support their families and donate to victim support charities
- the work experience will be more than 'machine minding' and, like all good employers, we shall offer NVQ and other skill related qualifications
- negotiations will be made with the governor to ensure 'interruptions' are kept to a minimum, while ensuring that prisoners are given the opportunity to study, receive visits, attend therapy sessions etc outside of their working hours.

The project has attracted some high profile supporters so far, including Ann Widdicombe MP and Lord Brittan. Over the forthcoming year we hope to secure sufficient funds to turn our proposals into reality, and develop a project that provides a template for others to follow."

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#### **International**

In February Charlotte Day was invited to speak at a meeting of experts on juvenile justice in Amsterdam, organised by Defence for Children International.

In April four representatives attended the united nations crime commission meeting held in Vienna. The Howard League has a high profile, not just in terms of providing papers and our excellent links with officials, but through our participation in workshops and support for resolutions. Restorative justice is becoming a critical issue internationally, and the Howard League is working through the united nations and with the government of Canada to develop guidelines and principles.

In July 2002 we were invited to submit our concerns about the private sector as a service provider and its role in implementing child rights to the united nations committee on the rights of the child, which was holding a special day of discussion on the topic. We said that we had serious concerns about the treatment of children in Ashfield, the only commercially managed prison for juveniles. We also drew attention to the arrangements for transporting young people between courts and prisons, using cellular vans.

The fifth report in our series of investigations into the treatment of children in prison was published in September 2002 and included a review of our visits to six of the prisons holding juveniles. We published the report and submitted it to the united nations committee on the rights of the child to inform its consideration of the UK government's record on children. Our research showed:

- children in prisons were not adequately protected from violence
- there were high levels of self-injury and suicide
- excessive use of segregation as a punishment
- that physical restraint by staff was used to control by inflicting pain,
- transporting arrangements in "sweatboxes" was inhumane
- 1,720 children had been locked out of prisons because they were delivered too late and had to spend the night in a police station
- children were denied legal safeguards

The final report of the united nations committee supported these concerns, and the public debate about the treatment of children in the UK focused on these juvenile justice issues, amongst others.

#### **Citizenship and Crime programme**

Since the project first started in 1998 we have worked with more than 10,000 children in 100 schools and benefited from the voluntary help of more than 1,200 adults.

The highly structured two-day programme includes workshops to help children explore the consequences of crime and give them strategies for avoiding trouble. The young people work through drama, quizzes, role-plays and games and face challenges to

- examine the consequences of crime
- explore how it feels to be a victim
- find out how the courts work
- discuss strategies for avoiding crime
- learn about their rights and responsibilities
- think about taking positive action to get involved in improving their own community

We train volunteer advisers to guide the small groups of children, and during the year they included lawyers, magistrates, prison governors, probation and youth workers, students, and celebrities.

This year the programme was delivered in

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Southwark	Geoffrey Chaucer school Walworth school Warwick Park school Kingsdale school
Enfield	Bretterham primary school Eldon primary school
Islington	Islington Green school
Hammersmith	Burlington Danes school
Brent	Copland school Claremont school Kingsbury High school
Bedford	Brookland middle school Mark Rutherford upper school

This engaged nearly 1,500 children between the ages of 10 to 15 with the support of some 200 adult volunteers in the programme.

In April we published the key messages gathered from surveys of over 1,100 children who told us "help us prevent crime and protect ourselves".

Catryn Yousefi reports on the Citizenship and Crime programme

"Our partnerships are going from strength to strength. The links with agencies such as youth offending teams (YOTs) and community safety teams have blossomed into a sustainable programme of work in schools within London boroughs and the southeast.

- Our work with Bedfordshire YOT included the training of staff and other local organisations, which has enabled four conferences in schools over the last year. We plan to work in at least one every school term.
- We have held three training sessions with Thurrock YOT staff and teachers, with plans to deliver a conference in one of their schools before Christmas.
- We are particularly excited about developing a primary school programme working with 10/11 year olds. Enfield YOT introduced the programme into 3 primary schools this year, working with 270 children. We consulted all the children about their experiences of crime, and a report is being collated for the YOT and schools.
- Our partnership with Southwark community safety team in 5 schools culminated in a crime consultation report for the team and various borough agencies. We surveyed 618 children on their experiences of crime and our results showed:

95% had been a victim of one crime on at least one occasion 50% had experienced a theft 44% had been physically or verbally threatened, with 66% actually experiencing an assault 43% had been called racist names
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The project is now part of Agencies Supporting Schools Programmes (ASSP), a multi-agency coordinated programme, working in Southwark schools. The Howard League is working with agencies such as the YOT, drugs agencies, police, theatre groups and many others to deliver a coordinated programme of work tackling issues of youth crime, crime prevention and safety.

Anglia Water funded the project and released its staff to deliver a programme in Thurleston High School, Ipswich. Through its 'Give me five' volunteering project the staff were trained to work with student groups as a way of contributing to the community."

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#### **PUBLIC CAMPAIGNS**

One of the key functions of the Howard League has always been to generate informed public debate about penal issues, and often we have to correct misapprehensions about the facts about prisons.

Gemma Barker reports on her work supporting students:

"Every day we receive letters, emails and telephone calls from school children, students and the general public requesting information. We are a valuable resource for the public. The Howard League publishes factsheets, briefing papers and reports on a wide range of issues including young people, mothers and babies in prison, suicide and self-injury and general prison statistics.

The majority of the requests come from university students who need help with their studies. They generally ask for information about young people and children in prison. I try to respond to everyone individually, because everyone needs different information."

We have been particularly concerned this year about the excessive use of custody, which has resulted in grossly over-crowded prisons.

Early in the year we published a five point emergency plan that resulted in a great deal of media coverage and debate, and was extensively quoted. We participated in local radio interviews right across the country, and local papers too carried features. During the year we published several more press statements drawing attention to the inexorable rise in the number of people held in prisons.

December 1992	40,606 people in prison
September 2002	71,894 people in prison

December 1992	1,353 women in prison
September 2002	4,349 women in prison

In August 2002 our analysis showed the five most overcrowded prisons were:

	No. of places	No. of prisoners
Preston	356	661
Shrewsbury	184	331
Leicester	199	351
Dorchester	153	258
Swansea	219	364

#### **The big prisons**

Doncaster	771	1,120
Forest Bank	800	1,018
Leeds	806	1,235
Liverpool	1,204	1,423
Manchester	943	1,254
Pentonville	897	1,170
Wandsworth	1,124	1,457
Wormwood Scrubs	1,143	1,201

We published a weekly bulletin on our website, issued regular press briefings and factsheets, and co-ordinated our work with other voluntary agencies.

We worked with members of parliament to get two motions tabled in the house of commons

Dr Rudi Vis MP was supported by 32 MPs who signed his motion:

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"That this House notes with concern that the number of men, women and children in prison has reached a record of 70,000; and calls on the Government to implement the five point programme proposed by the Howard League for Penal Reform, including using executive release powers for prisoners serving less than three months, recommending to the courts that women and children should only be sentenced to prison in exceptional circumstances for serious and violent offences, urging sentencers to reduce sentence lengths for all but the most serious offenders, introducing legalisation to put a statutory limit on the numbers that prisons can hold and implementing the Prison Governors' Association proposal to remove from magistrates their power to send people to prison for short periods."

Vera Baird MP's motion was signed by 48 MPs:

"That this House expresses its concern at the inappropriate use of prison when constructive and cost-effective community penalties exist; and calls on Her Majesty's Government to take urgent action to reduce the prison population."

We took the debate to the political party conferences by organising fringe meetings, co-operating with the national association of probation officers so that the alternatives to custody were at the forefront of debate.

At the Liberal Democrat conference Lord Dholakia chaired the meeting with speakers Simon Hughes MP, Harry Fletcher, the assistant general secretary of NAPO, and Frances Crook. The audience of 80 people crowded in and listened intently, asking probing questions about penal policy.

At the Labour party conference Claire Ward MP chaired the meeting, with the prisons minister, Hilary Benn MP, the attorney general, Lord Goldsmith QC, the general secretary of NAPO, Judy McKnight, and Frances Crook speaking. We also had a stall and display for our literature and leaflets.

At the Conservative party conference Humphrey Malins QC MP, Harry Fletcher and Frances Crook spoke, and the chair was Professor Andrew Rutherford.

#### **Children in prison**

In August 2002 we published the third and fourth in our series of investigations into the treatment of children in prisons. The report on Ashfield, Britain's only private juvenile prison, said that the pursuit of profit was being put before the welfare and safety of young people. The prison held up to 400 young men aged 15 to 21, of whom around 300 were aged under 18.

The problems we identified included:

- High levels of violence
- Too few staff
- Lack of experience and training amongst staff
- No offending behaviour work
- Insufficient places in education and training

At the root of the problems was the inability to recruit and retain staff because of the poor pay and conditions.

The fourth report, on Hollesley Bay, found that the staff were striving to create a more child-orientated environment. Some of the more militaristic paraphernalia of imprisonment had been dropped and plans to improve young people's cells with the introduction of televisions

and curtains were in place. We praised positive developments, but still found fundamental problems common to all juvenile prison units, which lie outside the control of individual governors or staff. They are indicative of a system not designed or resourced to meet the needs of young people.

Fran Russell reports on the investigation into Portland

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Two officers have been dismissed and another re-graded for assault of boys at Portland YOI. This follows an internal investigation, which was sparked, by the Howard League investigation into allegations of abuse from boys over a number of years (see annual report 2000).

The unusual decision to dismiss staff helps confirm that the Howard League was right to undertake the investigation despite considerable criticism. It all started when, in 1999, I received a call from a mother shocked at the way her son had been treated. Portland had a longstanding reputation as a tough place and I had witnessed prison officers threaten boys with a transfer there from another YOI if they did not behave. I knew we had to look into it further and our investigation was born.

A police investigation was ordered after we, together with the law firm, Hickman & Rose, were able to pass a number of specific allegations of abuse in the segregation unit to the director general of the prison service. Thirty cases were passed to the crown prosecution service. However, in the absence of corroboration all the cases hinged on the word of a boy against that of an officer and successful prosecutions were deemed to be unlikely. As a result no charges were laid.

I understood the CPS decision. POA members at Portland, who perhaps could have provided corroboration, refusing to take part in the police inquiry on their union's instruction, had not helped the investigation. But the CPS decision was a blow for the young men who had shown immense courage in taking part in Howard League's and then the police investigation. It is an indictment on the system that no other way could have been found to uncover the truth of what had been happening at Portland.

At the Howard League's annual conference in 2001 the director general, Martin Narey, said he believed boys had been abused at Portland. A new governor was put in who launched radical changes.

In March of this year Portland ceased to hold juveniles. A decision made largely as a result of what had been uncovered by the Howard League investigations.

I remain concerned however that 'a Portland' could happen again. What was clear at Portland was that there was no system within the prison that could be relied upon to protect children from such treatment. The board of visitors seemed to have ignored or disbelieved allegations made by boys and were in any case seen by them as being part of the system. Such was the climate of bullying that staff were afraid to speak up or if they had, were ostracised by their colleagues.

The prison service believes that the newly developed child protection protocols would ensure such treatment could not reoccur but I am not convinced. In correspondence with Dorset social services I was astonished at the lack of understanding of the reality of prison and the ignorance of what had gone on at Portland and a reluctance to find out. In his letter to me the deputy director, Jeremy Dean identified staff, the governor and the board of visitors as being people to whom the children could make allegations of abuse - despite the fact that it was precisely these people who failed to protect children from abuse at Portland.

#### **Parliamentary**

We have an extensive network of members of both houses of Parliament. We provide background information, suggest questions and discuss policy issues with members of all parties.

We have worked with Graham Allen MP on questions relating to developing a public interest disclosure policy for the prison service. Our experience shows that an early reporting system for anyone who has concerns about the mistreatment of prisoners would help with prevention and early resolution.

Dr Rudi Vis MP has tabled a series of questions probing the treatment of juveniles in prisons, which has elicited very important facts about segregation, punishments, suicide attempts, and the general treatment of children in prison.

We provided information to Dr Phyllis Starkey MP for a debate she tabled on citizenship.



## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

In October 2001 we held an informal reception in the house of commons for Clive Stafford Smith, the British lawyer who works for people facing the death penalty in the United States, which was attended by members of the house of commons and lords.

#### **Events**

Baroness Boothroyd, the former speaker of the house of commons officially opened the Howard League centre for penal reform on Friday 9 November 2001. The centre is the first of its kind in Europe and is the focus for education, training, research and campaigns designed to lead the development of humane and effective penal policies.

Betty Boothroyd praised the work of the Howard League and spoke of her long-standing support of our aims. She unveiled a plaque to commemorate the occasion.

We welcomed members, friends and supporters who attended the opening, with fizzy wine and cream cakes. It was a chance for our supporters to visit the new centre, meet the staff and exchange views.

In September we held the twentieth annual conference entitled Community Control: restitution or incarceration. Over 100 people spent two days in New College, Oxford, discussing the principles and implications for practice of in increasingly carceral society.

#### **Speakers included**

Carol Davies, governor, Thorn Cross  
Lord Falconer QC, minister of state for criminal justice  
Sandra Gregory, student and former prisoner  
Barry Holman, national center for institutions and alternatives, Washington USA  
Roger Howard, chief executive, DrugScope  
Superintendent Ian Jenkins, metropolitan police  
Baroness Linklater, chair, rethinking crime and punishment  
Rachel Lipscomb JP, deputy chair, magistrates' association  
Professor Rod Morgan, chief inspector of probation  
Eithne Wallis, director, national probation service  
Professor David Wilson, university of central England

We held a special plenary session with women prisoners and staff from East Sutton Park led by journalist, Libby Purves.

Police, academics and experts in restorative justice and penal policy led seminars and workshops.

Barry Holman reports on his experience of the conference

"You may have noticed me at the Howard League's 20<sup>th</sup> annual conference. I was the one with my jaw agape. As a first-time conference attendee and an American, the whole of the two days left me in awe. In talking with others, from fellow first timers to those who have been to all twenty conferences, I noted a bit of the same awe and consistence in what it is that makes these two days unique."

The conference dinner was held in the beautiful medieval hall of New College, and our President, Sir John Mortimer, was the guest of honour. We were also particularly pleased that the new chief constable of Thames Valley, Peter Neyroud, joined us for the dinner.

The 2001 annual general meeting was held on 21 November and was probably the best attended to date with more than 250 people coming to hear Anne Owers, the chief inspector of prisons, gave the guest lecture. We generated a great deal of media coverage about the rise in the prison population, doing six television interviews and nine live radio interviews.

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

The Margery Fry award was presented to Daniel Machover, a solicitor at Hickman & Rose, for his work on the civil and criminal actions against prison officers accused of assaults at Wormwood Scrubs. A special commendation was given to prison officers Barry Always and Kevin Miller from Lancaster prison for their work in creating a resettlement unit.

Roger Graef presented the media award to Clare Paterson, Polly Renton and Kira Philips for the series of television programmes *Doing Time* on the effect of imprisonment on families, broadcast on channel four.

In November 2001 Lord Chadlington was our host for a fundraising lunch in Belmarsh prison. Sir Geoffrey Bull, the chairman of Sainsbury's, Sir Geoffrey Leigh and actress Gayle Hunnicutt were amongst the twenty people who toured the prison and sat down to lunch with prisoners.

#### **Publications**

The Howard Journal of Criminal Justice has expanded to five editions a year, which has required considerable additional effort by the editors, David Wilson and Tony Fowles, the publishing editor, Brenda McWilliams, and the book review editor, Greg Mantle.

The articles have ranged widely across the criminal justice agenda, including probation practice, community justice, fathers in prison, therapeutic regimes, domestic violence, death penalty in the USA and prison architecture.

HLM magazine continues to be published quarterly and distributed to members and supporters. The November edition focussed on children and crime, the February edition featured the death penalty, in May we talked about private prisons, and in July the articles covered drugs.

Suicide and self harm prevention: repetitive self-harm among women and girls, 20pp, ISBN 090368360-1, price £5

Suicide and self harm prevention: following release from prison, 20pp, ISBN 090368366-0, price £5

Citizenship and Crime – advisor pack, 80pp, ISBN 090368339-3, price £20

Citizenship and Crime – student pack, 36pp, ISBN 090368340-7, price £10

Children in prison: provision and practice at Ashfield, 20pp, ISBN 090368362-8, price £5

Children in prison: provision and practice at Hollesley Bay, 20pp, ISBN 090368363-6, price £5

Children in prison, Barred rights: an independent submission to the UN committee on the rights of the Child, 20pp, ISBN 090368364-4, price £5

Annual Review 2001, 24pp, ISBN 090368361X, price £10

#### **Our core beliefs**

Criminal justice should be based on the principle of repairing the damage done by crime

Public resources should be concentrated on preventing crime

The basis of the penal system should be effective community-based sanctions

Imprisonment should be the last resort

Prisons should provide a positive experience

Prisons should offer each prisoner a realistic chance of rehabilitation

The needs and rights of victims should be given proper status

Children should not be held in prisons

Our mission

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

To promote the science of penology  
To work to prevent and limit criminal and anti-social behaviour

To promote the welfare and constructive treatment of offenders

To educate the public and professionals in the UK and internationally about good practice in the penal and prisons systems

To demonstrate practical sanctions and develop restorative measures and the rehabilitation of offenders

#### **Key facts**

In December 1992 there were 40,606 people in prison, of whom 1,353 were women

In September 2002 nearly there were 75,000 were in the prison system – in prison, overflowing in police cells and on home detention curfew

#### **Report on objectives for 2002**

To establish the Sunley Fellowships at the Howard League Centre for Penal Reform – achieved

To develop the Centre for Penal Reform by holding conferences and using the library – achieved

To monitor and publicise the treatment of children in prisons - achieved

To develop the citizenship and crime project in London and nationwide – achieved across London and started to develop across the country

To monitor and publicise the numbers and treatment of adults in prisons – achieved

To investigate the prevention of suicide and self-harm in prisons – achieved

To develop the youth justice law project into a legal and campaign department for youth justice – achieved

To publish research on young people in the penal system, girls in prisons, disabled prisoners, older prisoners – achieved

#### **Objectives for 2003**

To develop the work to prevent suicides and self-injury in prisons and pursue the recommendations from the research of 2002

To raise funds to set up a fair trade workshop in prison for the Real Work initiative

To run the project helping young female prisoners

To extend the Citizenship and Crime programme to new London boroughs and in Leeds

To broaden the educational reach of our materials and seminars

To establish a legal helpline for juvenile prisoners

To improve our administrative and financial systems

To run public information campaigns about the over-use of prison

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

To promote restorative justice

To conduct research on prison overcrowding, penal policy, prisoners' legal rights, and mothers in prison

Diary dates for 2003

#### **January**

Publication of suicide statistics

Publication of report on self-injury by prisons

Citizenship and crime programme starts in Leeds

#### **February**

Citizenship and crime programme in Heartsdown technology college, Kent

#### **March**

Publication of report on suicide prevention in Northern Irish prisons

Seminar on girls in prison

Citizenship and crime programme in Northfields upper school, Bedford

#### **April**

Seminar on children and the law

Citizenship and Crime programme in Claremont high school, Brent

#### **May**

Seminar on children and community penalties

Party in house of commons to celebrate Sir John Mortimer's 80<sup>th</sup> birthday

#### **June**

Seminar on mental health

#### **September**

21<sup>st</sup> annual conference, New College, Oxford

Fringe meetings at Labour and Liberal Democrat conferences

#### **October**

Fringe meeting at Conservative conference

Seminar

#### **November**

Annual General Meeting

Seminar

#### **December**

Seminar

#### **Staff**

Lorraine Atkinson

policy officer

Gemma Barker

administrative and project officer

Chris Callender

solicitor (from 18 September)

Frances Crook

director

Charlotte Day

policy officer (until 30 August)

Anita Dockley

assistant director (returned from maternity leave 15 September)

Michael Grewcock

solicitor (until 30 August)

Euginia Lolomari

assistant director

Claire McCarthy

policy officer (from 7 January)

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

Barbara Norris	events and promotions officer
Fran Russell	assistant director
Samantha Sherratt	project director (from 11 February)
Julia Vaganova	finance officer (from 25 February)
Catryn Yousefi	citizenship and crime project manager

#### **Consultant**

Michael Simmons

During the year hundreds of people gave their time, energy and expertise as volunteers. Some came as students to help in the office with clerical and research work; some took part in the Citizenship and Crime programme working with children in the schools; and some acted as expert advisers on policy issues. We thank you all.

Helen Grindrod, who had been a much valued and active supporter and member of the Council of the Howard League for many years, died in July 2002.

Anthony J Holland resigned from Council in January 2002.

In July 2002 the Council was reorganised to form a smaller body of trustees and committees.

#### **Howard Journal of Criminal Justice**

Professor Tony Fowles	Editor
Professor David Wilson	Editor
Greg Mantle	Book review editor
Brenda McWilliams	Publishing editor

#### **Donors**

The Howard League wishes to thank everyone who contributed during the year ending 31 May 2002. For reasons of space we list only those donors who gave £500 or more.

29<sup>th</sup> May 1961 charitable trust  
AB charity trust  
Miss Betty Adshead  
Dr Geoffrey L Asherson  
William P Bancroft charitable Trust  
Baring Foundation  
BAT plc  
Bazley charitable trust  
Bedfordshire police authority  
Noel Buxton trust  
Barbara Cairns  
Chownes Foundation  
Edward Cadbury charitable trust  
William A Cadbury charitable trust  
Carol and Paul Collins  
Phil and Jodee Culver Evans  
Baroness Cumberledge  
Daisy trust  
Dr Gwenda Delany  
Mike Elms  
Ruth Elliot-Smith  
Mrs E A Flexner

## **The Howard League For Penal Reform**

### **Trustees Report 2001/2002**

Professor Philippa Foot  
Friday charitable trust  
David Gardam  
Edwin Glasgow QC  
Graucob charitable trust  
Hanley trust  
Sir Graham Hearne  
Gaynor Humphreys  
ICI plc  
Ingram trust  
Islington Green school  
J P Jacobs charitable trust  
Sir Stanley and Lady Kalms  
Kingsbury high school  
Leathersellers company charitable fund  
Mark Leonard trust  
Lloyd fund  
Lyndhurst settlement  
John Lyons charity  
Sir Colin and Lady Marshall  
Methodist church division of social responsibility  
Mercers' company  
Sheila Millward  
Peter Minet trust  
Monument trust  
Michael and Lyn Murphy  
Oakdale trust  
Michael Palin  
Austen and Hope Pilkington charitable trust  
Radley charitable trust  
Eleanor Rathbone charitable trust  
Rayne foundation  
Eva Reckitt trust  
Sir James Roll charitable trust  
Rowan charitable trust  
Ann Rowe  
Richard and Victoria Sharp  
W F Southall trust  
Southwark council community safety  
Stephenson Harwood  
Steel charitable trust  
Bernard Sunley charitable foundation  
Thurrock youth offending team  
Tolkein trust  
Vanni Treves  
Tudor trust  
David Walmsley  
Wates foundation  
Lionel Wigram memorial trust  
Wixamtree trust  
Woodward charitable trust

## **The Howard League For Penal Reform**

### **Treasurers' Report**

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The Howard League continues to be a successful organisation, as may have read in the preceding pages it has been another busy year with differing competing activities. The Howard League continues with good management systems and robust accounting practices to ensure careful administration of resources. The organisation has maintained good funding levels during the period and has kept expenditure as low as possible.

Our overall income from donations, membership, legacies and sale of publications and conferences and our overall revenue outgoings over the year were broadly similar to those in the previous year. There were slight increases in some of the main income streams, however there was a decline in the receipts of donations. This is the challenging aspect of the Howard League's work, trying to balance the campaigning element of the organisation without taking on a service delivery role.

Our medium term strategy is directed at securing further increases in membership income and looking at our fundraising strategy closely.

We continue to keep expenditure as low as possible and this year there has been a 60% decline in expenditure on management and administration.

The summary financial statements may not contain sufficient information to allow for a full understanding of the financial affairs of the Howard League for Penal Reform. A copy of the full audited accounts agrees at the Board Meeting on the 15 October is available from the Howard League offices.


#### **Reserves Policy**

Our total reserves at the end of the period was £575,466, this was made up of £199,561 in unrestricted funds and £375,815 in restricted funds. Our policy is to work towards a figure for reserves, equal to the total of the restricted funds held, plus an amount equal to six months non-restricted expenditure.

#### **Risk management Policy**

This year the trustees carried out a detailed review of the charity's activities and produced a comprehensive plan, setting out the major opportunities available to the charity and the risks to which it is expected. The trustees monitor progress against the strategic objectives as set out in the plan through the new Finance and Personnel committee. As part of the process, the trustees have implemented a risk management strategy, which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan; and
- The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

  
Thomas Crowther  
Honorary Treasurer

18 November 2002

## **The Howard League For Penal Reform**

### **Statement Of Directors' Responsibilities**

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Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the group and of the profit or loss of the group for that period. In preparing those financial statements, the directors are required:

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

The directors are responsible for keeping proper accounting records which 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 Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of irregularities.



## **The Howard League For Penal Reform**

### **Independent Auditors' Report**

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We have audited the financial statements of the Howard League for Penal Reform for the year ended 31 May 2002, which comprise of the Statement of Financial Activities and the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out therein.

#### **Respective responsibilities of trustees and auditors**

The trustees who are also the directors of the Howard League for Penal Reform for the purpose of company law responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations, which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentations of information in the financial statements.

**The Howard League For Penal Reform**  
**Independent Auditors' Report (Continued)**

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Opinion

In our opinion the financial statements give a true and fair view of the state of the company 's and group's affairs as at 31 May 2002 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly in accordance with the Companies Act 1985 .

*Morley & Scott*

Morley & Scott  
Chartered Accountants  
**Registered Auditor**  
London

*18 November*.....2002

**The Howard League For Penal Reform**  
**Consolidated Statement of Financial Activities (Incorporating an income and expenditure account)**  
**For The Year Ended 31 May 2002**

			<u>2002</u>	<u>2001</u>
	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total Funds</u>
		£	£	£
<b><u>Incoming resources</u></b>				
Activities for generating funds:				
Continuing trading operations		7,364	-	7,364
Donations	5	115,686	225,866	341,552
Membership income		78,416	-	78,416
Legacy income		43,334	-	43,334
Investment income		8,239	-	8,239
Conferences and Publications		50,830	-	50,830
Interest receivable		1,865	-	1,865
Miscellaneous income		9,051	-	9,051
<b>Total incoming resources</b>		<b>314,785</b>	<b>225,866</b>	<b>540,651</b>
Less cost of generating funds:				
Commercial trading operations	4	(9,117)	-	(9,117)
<b>Net incoming resources available for charitable application</b>		<b>305,668</b>	<b>225,866</b>	<b>531,534</b>
<b><u>Resources expended</u></b>				
Direct Charitable Expenditure	6	203,659	238,786	442,445
Management and Administration	7	46,203	-	46,203
Fundraising and Publicity	8	18,303	4,564	22,867
<b>Total charitable expenditure</b>		<b>268,165</b>	<b>243,350</b>	<b>511,515</b>
<b>Total resources expended</b>		<b>277,282</b>	<b>243,350</b>	<b>520,632</b>
Net incoming/(outgoing) resources	2	37,503	(17,484)	20,019
<b><u>Other recognised gains and losses</u></b>				
Unrealised loss on revaluation of Investments		(8,698)	-	(8,698)
Recognised gain on disposal		-	-	8,714
Net movements in funds		28,805	(17,484)	11,321
<b>Balance at 1 June 2001</b>		<b>168,449</b>	<b>393,299</b>	<b>561,748</b>
<b>Balance at 31 May 2002</b>	18	<b>197,254</b>	<b>375,815</b>	<b>573,069</b>

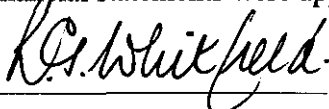
All income and surpluses derive from continuing activities and there are no recognised losses other than those passing through the Statement of Financial Activities.

**The Howard League For Penal Reform**  
**Consolidated Balance Sheet As At 31 May 2002**

	<u>Notes</u>	<u>2002</u>	<u>2001</u>
<b>Fixed Assets</b>		£	£
Tangible assets	10	659,846	659,952
Investments	11	<u>98,441</u>	<u>107,139</u>
		758,287	767,091
<b>Current Assets</b>			
Stocks - goods for resale		3,104	4,186
Debtors	12	19,664	16,256
Cash at bank and in hand		<u>79,934</u>	<u>95,347</u>
		102,702	115,789
Creditors: amount falling due within one year	13	<u>(54,306)</u>	<u>(84,429)</u>
<b>Net Current Assets</b>		<u>48,396</u>	<u>31,360</u>
<b>Total assets less current liabilities</b>		806,683	798,451
Creditors: amount falling due after more than one year	14	<u>(233,614)</u>	<u>(236,703)</u>
<b>Net Assets</b>		<u>573,069</u>	<u>561,748</u>
<b>Income Funds</b>			
Unrestricted funds	16	197,254	168,449
Restricted funds	15	<u>375,815</u>	<u>393,299</u>
<b>Total Funds</b>	18	<u>573,069</u>	<u>561,748</u>

These financial statements have been prepared with the special provision of Part VII of the Companies Act 1985 applicable to small companies.

These financial statements were approved by the Board on 18 November 2002



Dick Whitfield  
**Director**



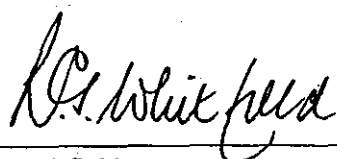
Thomas Crowther  
**Director**

**The Howard League For Penal Reform**  
**Charity Balance Sheet As At 31 May 2002**

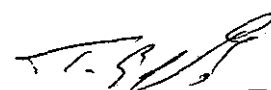
	<u>Notes</u>	<u>2002</u>	<u>2001</u>
<b>Fixed Assets</b>	£	£	£
Tangible assets	10	659,846	659,952
Investments	11	<u>103,441</u>	<u>112,139</u>
		763,287	772,091
<b>Current Assets</b>			
Stocks - goods for resale	1	1	
Debtors	12	21,686	28,453
Cash at bank and in hand		<u>77,412</u>	<u>87,541</u>
		99,099	115,995
Creditors: amounts falling due within one year	13	<u>(53,306)</u>	<u>(83,429)</u>
<b>Net Current Assets</b>		<u>45,793</u>	<u>32,566</u>
<b>Total assets less current liabilities</b>		809,080	804,657
Creditors: amounts falling due after more than one year	14	<u>(233,614)</u>	<u>(236,703)</u>
<b>Net Assets</b>		<u>575,466</u>	<u>567,954</u>
<b>Income Funds</b>			
Unrestricted funds	16	199,651	174,655
Restricted funds	15	<u>375,815</u>	<u>393,299</u>
<b>Total Funds</b>	18	<u>575,466</u>	<u>567,954</u>

These financial statements have been prepared with the special provisions of Part VII of the Companies Act 1985 applicable to small companies.

These financial statements were approved by the Board on 18 November 2002



Dick Whitfield  
Director



Thomas Crowther  
Director

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

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1) **Accounting policies**

a) Basis of accounting

The financial statements are prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with applicable accounting standards and include the results of the group's operations as indicated in the directors' report, all of which are continuing. The financial statements follow the recommendations in Statement of Recommended Practice, Accounting for Charities.

The company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small group.

b) Compliance with accounting standards

The financial statements are prepared in compliance with applicable accounting standards.

c) Depreciation

Depreciation is calculated to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives on the following basis: -

Fixtures, furniture and equipment	10 per cent per annum
Library books	15 per cent per annum
Computers	50 per cent per annum

The directors have included the freehold property in the accounts at open market value. The market value is to be reviewed by the directors each year. No depreciation is provided on the freehold property, as this is considered immaterial. The trustees have carried out an impairment review and are satisfied that the value of the property as shown in the financial statements is at least equivalent to cost.

d) Stocks

Stocks have been valued at the lower of cost and net realisable value.

e) Investments

Fixed assets investments are valued on the basis of a mid market value at the Balance Sheet date.

Any gain or loss arising on revaluation is taken on the Statement of Financial Activities.

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

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f) Income

Donations, legacies, membership income and fixed asset investment income are accounted for on a receivable basis by the company.

g) Apportionment of expenses

Salaries, National Insurance, pension costs and office overheads are apportioned between Direct Charitable, Expenditure and Other Expenditure based upon a fair estimate of time spent by employees in each area.

h) Restricted Funds

Restricted funds are to be used for specified purpose as laid down by the donor. Expenditure, which meets these criteria, is identified to the fund, together with a fair allocation of management costs.

i) Value added tax

The company is registered for VAT. The accounts include any irrecoverable VAT under management and administration expenses.

j)) Pensions

The pensions cost charged in the financial statements represent the contribution payable by the charity during the year in accordance with Financial Reporting Standard No 17.

k) Consolidation

The accounts include the accounts of the charity and its trading subsidiary undertaking for the year.

**2. Operating Surplus**

This is stated after charging the following:	<u>2002</u>	<u>2001</u>
Depreciation on owed assets	<u>£4,434</u>	<u>£3,400</u>
Auditors' remuneration	<u>£3,324</u>	<u>£2,500</u>
	<u>£2,161</u>	<u>£2,611</u>
Hire costs and operating leases		
Interest payable on loans repayable in more than five years and on new loan after crediting:	<u>£9,513</u>	<u>£30,616</u>

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

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**2. Operating Surplus (Cont'd)**

Interest receivable and similar income	<u>£1,864</u>	<u>£4,340</u>
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**3. Taxation**

The company is not liable to corporation tax as its activities are solely for charitable purpose.

**4. Net Income from Subsidiary**

The charity has a wholly owned trading subsidiary, Howard league trading limited, which was acquired on 6 September 1999. The subsidiary is registered in England and Wales. The principal activity of the company is that of selling greeting cards and managing other events for the benefit of charitable organisations. A summary of results are given below:

	<u>2002</u>	<u>2001</u>
	£	£
Turnover	12,926	9,780
Cost of Sales	<u>(10,694)</u>	<u>(9,035)</u>
<b>Gross profit/(loss)</b>	2,232	745
Administrative expenses	<u>(1,029)</u>	<u>(7,050)</u>
<b>Operating profit/(loss)</b>	1,203	(6,305)
Other interest receivable	<u>3</u>	<u>99</u>
<b>Retained profit/(loss) in subsidiary</b>	<u>1,206</u>	<u>(6,206)</u>



**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

**5. Donations**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2002 Total Funds</u>	<u>2001 Total Funds</u>
	£	£	£	£
General Donations	115,686	-	115,686	207,704
Juvenile Monitor	-	15,000	15,000	35,850
Property Fund donations	-	3,326	3,326	52,751
Crime & Citenzenship	-	45,700	45,700	59,581
Youth Justice Law Project	-	55,650	55,650	7,500
Youth Policy Project	-	-	-	34,032
Girls Project	-	32,100	32,100	1,000
Sunley Fellowships	-	15,000	15,000	-
Work on Disability	-	3,440	3,440	-
Real Work Initiative	-	29,650	29,650	
Suicides Project	-	26,000	26,000	9,500
	<u>115,686</u>	<u>225,866</u>	<u>341,552</u>	<u>407,918</u>

**6. Direct Charitable Expenditure**

Salaries and National Insurance	123,927	182,329	306,256	239,608
Recruitment	-	2,000	2,000	30
Books and Subscriptions	673	566	1,239	671
Howard Journal and HLM	33,253	-	33,253	38,008
Conference & Seminar expenses	13,067	-	13,067	10,163
Conferences & Meetings	2,843	389	3,232	2,228
Travelling expenses	1,983	3,417	5,400	5,989
Publication Costs	8,100	15,249	23,349	16,555
Telephone & Postage	7,565	13,424	20,989	20,313
Stationery	1,841	3,069	4,910	4,225
Misc. Expenses	6,558	4,579	11,137	3,616
Staff Training	-	1,972	1,972	1,412
Equipment Purchase	-	-	-	497
Equipment Hire	540	1,513	2,053	1,888
Professional fees	-	353	353	-
Premises costs and other overheads	3,309	9,926	13,235	11,672
	<u>203,659</u>	<u>238,786</u>	<u>442,445</u>	<u>356,875</u>

**The Howard League for Penal Reform**

**Notes To The Accounts For The Year Ended 31 May 2002**

	Unrestricted	Restricted	2002 Total	2001 Total
	Funds	Funds	Funds	Funds
	£	£	£	£
<b>7. Management and Administration</b>				
Salaries and National Insurance	11,791	-	11,791	25,137
Recruitment	1,800	-	1,800	-
Books and Subscriptions	360	-	360	495
Conferences and Meetings	872	-	872	636
Travelling expenses	684	-	684	687
Printing and stationery	3,854	-	3,854	4,580
Telephone and Postage	3,174	-	3,174	4,090
Miscellaneous Expenses	1,454	-	1,454	2,335
Staff Training	-	-	-	135
Equipment Hire	108	-	108	224
Equipment Maintenance	1,010	-	1,010	-
Depreciation	4,434	-	4,434	3,399
Audit and Accountancy	3,324	-	3,324	2,500
Bank Charges	2,170	-	2,170	2,093
Premises Costs and Other Overheads	1,655	-	1,655	787
Mortgage Interest	-	-	-	2,518
Business development loan interest	9,513	-	9,513	28,098
	<u>46,203</u>	<u>-</u>	<u>46,203</u>	<u>77,714</u>

**8. Fund-raising and Publicity**

Salaries and National Insurance	6,253	-	6,253	14,897
Books and Subscriptions	30	-	30	297
Recruitment	1,800	-	1,800	-
Printing, Postage, Telephone and Stationery	5,460	-	5,460	8,782
Miscellaneous Expenses	3,106	4,399	7,505	6,865
Professional Fund-raising costs	-	165	165	1,478
Premises costs and other overheads	1,654	-	1,654	777
	<u>18,303</u>	<u>4,564</u>	<u>22,867</u>	<u>33,096</u>

**9. Staff Costs**

	2002 £	2001 £
Staff costs during the year were as follows:		
Salaries and pensions	299,846	255,902
Social Security	24,453	23,740
	<u>324,299</u>	<u>279,642</u>

The average monthly number of persons employed by the company during the year was as follows:-

	2002	2001
Direct objectives	9	7
Management and administration	1	2
	<u>10</u>	<u>9</u>

There was one employee in the year whose emoluments fell within the band of £40,000-£50,000.

The directors received no remuneration in the year. Directors reimbursed expenses during the year in respect of attendance of meetings did not exceed £1,000.

**The Howard League For Penal Reform**  
**Notes To The Accounts For the Year Ended 31 May 2002**

**10. Tangible fixed assets - Charity**

	Freehold Property	Computers	Fixtures Furniture & Equipment	Library Books	Total
	£	£	£	£	£
<b>Cost</b>	650,000	25,995	22,789	2,018	700,802
At beginning year					
Additions	-	3,093	1,235	-	4,328
<b>At end of year</b>	<u>650,000</u>	<u>29,088</u>	<u>24,024</u>	<u>2,018</u>	<u>705,130</u>
<b>DEPRECIATION</b>					
At beginning of year	-	24,239	14,594	2,017	40,850
Charge for year	-	2,100	2,334	-	4,434
<b>At end of year</b>	<u>-</u>	<u>26,339</u>	<u>16,928</u>	<u>2,017</u>	<u>45,284</u>
<b>NET BOOK VALUE</b>					
At end of year	<u>650,000</u>	<u>2,749</u>	<u>7,096</u>	<u>1</u>	<u>659,846</u>
At beginning of year	<u>650,000</u>	<u>1,756</u>	<u>8,195</u>	<u>1</u>	<u>659,952</u>

The net book value at 31 May 2002 represents fixed assets used for:

	Freehold Property	Computers	Fixtures Furniture & Equipment	Library Books	Total
	£	£	£	£	£
Direct charitable purposes	568,750	2,405	6,209	1	577,365
Fundraising and publicity	8,125	34	89	-	8,248
Management and administration	<u>73,125</u>	<u>310</u>	<u>798</u>	<u>-</u>	<u>74,233</u>
	<u>650,000</u>	<u>2,749</u>	<u>7,096</u>	<u>1</u>	<u>659,846</u>

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

**11. Fixed Assets Investments**

	Charity £	Group £
Listed Investments:		
Market Value at 1 June 2001	112,139	107,139
Net loss on revaluation	(8,698)	(8,698)
Market Value at 31 May 2002	<u>103,441</u>	<u>98,441</u>

As of 31 May 2002 the charity held units in the Caf Balanced Growth Fund with a market value of £59,885. and units in Caf income Fund with a market value of £12,673. Each of these holdings represents more than 5% of the market value of listed investments held at 31 May 2002.

The charity also had an investment of £5,000, representing 5,000 ordinary shares of £1 each in the subsidiary undertaking.

**12. Debtors**

	Group		Charity	
	<u>2002</u> £	<u>2001</u> £	<u>2002</u> £	<u>2001</u> £
Income tax recoverable	14,898	12,117	14,898	12,117
Amounts due from subsidiary undertaking	-	-	2,022	12,197
Prepayments and accrued income	3,896	3,714	3,896	3,714
Other Debtors	870	425	870	425
	<u>19,664</u>	<u>16,256</u>	<u>21,686</u>	<u>28,453</u>

**13. Creditors- amounts falling due within one year**

	Group		Charity	
	<u>2002</u> £	<u>2001</u> £	<u>2002</u> £	<u>2001</u> £
Business development loan	16,510	41,017	16,510	41,017
Operating creditors	8,940	15,916	8,940	15,916
Accruals & deferred income	28,856	27,496	27,856	26,496
	<u>54,306</u>	<u>84,429</u>	<u>53,306</u>	<u>83,429</u>

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

**14. Creditors: amounts falling due after more than one year - Charity**

	<u>2002</u>	<u>2001</u>
	£	£
Business development loan	208,614	211,703
Other loans	<u>25,000</u>	<u>25,000</u>
	<u>233,614</u>	<u>236,703</u>

**Loan maturity analysis**

Between two and five years	101,499	115,730
In five years or more	<u>132,115</u>	<u>120,973</u>
	<u>233,614</u>	<u>236,703</u>

**15. Restricted Funds**

	Balance	Incoming		Balance
	<u>B/F</u>	<u>Resources</u>	<u>Expenditure</u>	<u>C/F</u>
	£	£	£	£
Youth Justice Law Project	5,456	55,650	(45,505)	15,601
Crime and Citizenship Project	13,183	45,700	(58,883)	-
Youth Policy Project	17,717	-	(17,717)	-
Education Research	5,274	-	(5,274)	-
Juvenile Monitor	30,670	15,000	(42,336)	3,334
Property Fund	319,342	3,326	(3,326)	319,342
Suicides Project	1,657	26,000	(26,197)	1,460
Girls Project	-	32,100	(24,164)	7,936
Work on Disability	-	3,440	(1,870)	1,570
Sunley Fellowships	-	15,000	(4,328)	10,672
Real Work Initiative	-	29,650	(13,750)	15,900
<b>Total</b>	<u>393,299</u>	<u>225,866</u>	<u>(243,350)</u>	<u>375,815</u>

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

**16. Unrestricted funds**

	Group		Charity	
	<u>2002</u>	<u>2001</u>	<u>2002</u>	<u>2001</u>
	£	£	£	£
At the beginning of the year	168,449	79,958	174,655	79,968
Net incoming	28,805	88,481	24,996	94,687
At the end of year	<u>197,254</u>	<u>168,449</u>	<u>199,651</u>	<u>174,655</u>

**17. Analysis of group net assets between funds at 31 May 2002**

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible assets	379,846	280,000	659,846
Investments	40,000	58,441	98,441
Current assets	62,702	40,000	102,702
Current liabilities	(51,680)	(2,626)	(54,306)
Non current liabilities	(233,614)	-	(233,614)
	<u>197,254</u>	<u>375,815</u>	<u>573,069</u>

Unrealised gains and losses included above:

On revaluation of:-

Investments assets in year

Shares	(8,698)	-	(8,698)
	<u>(8,698)</u>	<u>-</u>	<u>(8,698)</u>

The directors consider that the charity has sufficient resources held in appropriate form to enable each fund to be applied in accordance with the restrictions imposed.

**18. Reconciliation of movement in total funds - group and charity**

	Group		Charity	
	<u>2002</u>	<u>2001</u>	<u>2002</u>	<u>2001</u>
	£	£	£	£
At beginning of year	561,748	467,061	567,954	473,886
Net incoming resources	11,321	94,687	7,512	94,068
At end of year	<u>573,069</u>	<u>561,748</u>	<u>575,466</u>	<u>567,954</u>

**19. Limited liability**

The company is limited by guarantee. Every member of the company guarantees to contribute a minimum of £1 on winding up, including one year after ceasing to be a member.

**20. Control**

During the year the charity was controlled by its trustees.

**The Howard League For Penal Reform**  
**Notes To The Accounts For The Year Ended 31 May 2002**

**Membership income**

	<b><u>2002</u></b>	<b><u>2001</u></b>
	£	£
Subscription and payments under covenant	58,072	55,850
Income tax recoverable	<u>20,344</u>	<u>18,422</u>
	<u>78,416</u>	<u>74,272</u>

**Conferences, Seminars and Publications**

	<b><u>2002</u></b>	<b><u>2001</u></b>
Royalties	8,202	8,023
Sale of books and literature	10,956	9,878
Conferences and seminars	<u>31,672</u>	<u>30,692</u>
	<u>50,830</u>	<u>48,593</u>