

**THE HOWARD LEAGUE FOR PENAL REFORM
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MAY 2003**



Company No. 898514 (England & Wales)

The Howard League For Penal Reform

Company Information

Directors	Dick Whitfield Brian Hooper
Secretary	Frances Crook
Status	Company limited by guarantee
Number	898514
Charity number	251926
Registered Office	1 Ardleigh Road London N1 4HS
Auditors	Morley and Scott Lynton House 7-12 Tavistock Square London WC1H 9LT
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The Howard League For Penal Reform

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The Howard League For Penal Reform
Trustees Report For The Year Ended 31 May 2003

The trustees present their report and the financial statements for the year ended 31 May 2003:

List of Trustees 2002/2003

Vice Presidents	Professor Terence Morris JP Lady Bland
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Chair	Dick Whitfield
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Vice Chairs	Martin Davis Sue Wade
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Honorary Treasurer	Brian Hooper
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Honorary Solicitor	Monty Raphael
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The Hon Sue Baring OBE JP

Elizabeth Burney

Barry Goldson

Caroline Herbert

Colin McCulloch

Lynn Ravenscroft JP

Dr Anne Reuss

Professor Andrew Rutherford

John Staples

Professor Pamela Taylor

Steve Taylor

Claire Ward MP

Professor David Wilson

Cynthia Winifred

Dr Martin Wright

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

One of the more helpful suggestions as I sat down to write this Annual Report introduction was the idea that I should simply use the same text as last year. The grounds for doing so were seductive - that nothing has much improved, the prison numbers crisis is simply worse and the political climate for change is as unfavourable as ever. All of these are undeniably true - but they are only part of the picture and to do justice to the continued growth and development of the Howard League for Penal Reform there are many other pieces of the jigsaw to fit in. Some represent some really hopeful trends for offenders and their families- and, therefore, for the community as a whole.

How does a penal reform group set about actually making things better? The Howard League has long recognised that there is no single simple solution to this, just as there is no single, simple solution to the problem of crime. We undertake a wide range of interlinked activities - policy advice, research, education campaigns, media work and initiating and encouraging public interest and debate - all have been part of our approach for a long time. So, too, has been advice and help to individuals in the system- both offenders and staff who want to make the system better. All these have their limitations, but, as a coherent package, will remain a powerful tool. It has become evident, however, that more direct action was needed and legal advice and intervention now complete the range of activities we undertake. Please take time to read the report on our Law Department- it illustrates perfectly why the work is needed, as well as how it can achieve real change. In an increasingly litigious society, recourse to the law needs careful thought. We always seek to resolve matters in other ways first, but it remains an essential option in trying to ensure a decent, humane prison service with a proper respect for individual rights.

Public policy still lurches from initiative to initiative, with the threat of yet another prison numbers crisis every few months. Until longer term thinking replaces political opportunism it is difficult to see an end to this. In the same way, however, that the government has begun to invest heavily in Sure Start and the associated initiatives with deprived under-5s - surely the best long term investment we can make- so the Howard League for Penal Reform is also investing heavily in the citizens of tomorrow.

The Citizenship and Crime programme, which brings issues to children in school, has both educational and crime prevention aims. It remains an astonishing success - over 14,000 children have experienced it so far and expansion continues. Other work with young people, including a telephone helpline for those in custody will add another layer of help to a particularly vulnerable group.

It illustrates the real theme of the year. Be critical where necessary, be supportive where possible (and the Howard League's role in spreading best practice initiatives remains important) and go out and take direct action where you have to. Only a mixture of all these will really produce change in a shamefully neglected area of public policy.

The fact that we can continue to do all these rests on two important groups, whose help and commitment is both astonishing and humbling. Supporters, including Trustees, members and funders, provide the invaluable baseline for everything we do - and much more. Staff maintain an extraordinary work rate, enthusiasm and

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professionalism that keeps the Howard League in the forefront of penal reform- and ensures that it remains as effective and committed as ever. My heartfelt thanks to both groups.

And if you want to find some of the more hopeful pieces of the jigsaw- read on.



Dick Whitfield
Chair

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

Achievements

- ❑ Judicial review against the home secretary forced prisons to accept that children in prison are protected by the Children Act
- ❑ Probation service to take responsibility for suicide prevention, following our research and campaign
- ❑ Judicial review established that holding children in solitary confinement with no regime is unlawful
- ❑ New legislation to allow juvenile prisoners serving longer sentences to apply for supervised early release, as adults already can
- ❑ 3,877 children benefited from the Citizenship and Crime programme learning about their rights, how the penal system works and crime prevention
- ❑ Public debates about prison education, suicide prevention in prisons, treatment of children in the penal system generated by massive media coverage of our research and events

Mission statement

The Howard League for Penal Reform wants a safe society where fewer people are victims of crime

The Howard League for Penal Reform believes that offenders must make amends for what they have done and change their lives

The Howard League for Penal Reform believes that community sentences make a person take responsibility and live a law-abiding life in the community

Agreed by board of trustees June 2003

Highlights of the year

October 2002

Fringe meeting at Conservative party conference
Citizenship and Crime programme in Biddenham upper school, Bedfordshire
Delegation of prison governors from China visit

November

Judicial review successfully challenges home office refusal to apply the Children Act to children in prisons
Citizenship and Crime programme in Cardinal Hinsley school, Brent; Aylwin girls' school, Southwark
AGM – presentation of Sunley Fellowships, Margery Fry and Media awards, and speaker Denise Platt

December

Seminar on managing sex offenders in the community

January 2003

Citizenship and Crime programme in Kingsdale School, Southwark

The Howard League For Penal Reform

Trustees Report For The Year Ended 31 May 2003

February

Cherie Booth QC launches project helping girls in Bullwood Hall prison
Citizenship and Crime programme in pupil referral unit in Brent; Raynham primary school, Enfield

March

Seminar on girls in prison
Meeting with Hilary Benn
Gave oral evidence to Welsh Affairs Select Committee on empowering young people
Citizenship and Crime programme in Green Meadows school, Braim Woods school, Parklands girls school, Merlyn Rees school and Allerton Grange school in Leeds; Bedfordshire school, Northfields upper school, Bedford

April

Seminar on children and the law
Citizenship and Crime programme in Willesden high school and Claremont school, Brent; Millvale middle school, Bedford

May

Party in House of Commons to celebrate John Mortimer's tenure as President
Seminar on young people and community penalties
Education minister Stephen Twigg visits Citizenship and Crime programme in Wilbury primary school, Enfield
Citizenship and Crime programme in Gilbert Inglefield middle school, Bedford; Islington Green school

June

Citizenship and Crime programme in Eldon primary school, Brettenham primary school and Fleecefield primary school, Enfield; Newham school, Bedford; Heartsdown technology college in Kent

July

Hazel Blears, Home Office Minister, attends Citizenship and Crime programme in Copland school, Brent
Citizenship and Crime programme in Kingsbury high school, Brent; Walworth school, Southwark
Judicial review challenges the mixing of juvenile girls with adult women in prisons
Judicial review challenges the use of solitary confinement for children in prison

September

Annual conference in New College, Oxford
Reception with guest of honour Cherie Booth QC at labour party conference
Fringe meeting at liberal democrat Party conference

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Annual Review

For more than 130 years we conducted research and run public education campaigns to achieve change, recently we added demonstration projects to our armoury, and last year we shifted up a gear by setting up a law department to hold the prison service accountable to the law and to bring human rights and justice to the prisons.

Setting up a law department within the charity required a huge change. The contract with the legal services commission required complex new administrative and financial procedures. Within the office the new ethos and methods of people used to working within a legal framework had to be absorbed. The new working relations with the prison service has been more problematic as individuals within the service find it difficult to be challenged when they have been used to voluntary organisations working in a more cosy and collusive relationship.

In 1996 we challenged the draft rules for the proposed privately run child jails that resulted in significant improvements and protections for the children. As far as we know, only one other charity has ever taken legal action against the government on a matter of principle, and that was fifteen years ago on an issue involving overseas development. Indeed, when the human rights act was introduced the government specifically excluded the possibility of organisations taking legal challenges and such action can only be taken by individuals.

So it was an historic step when in 2002 the Howard League for Penal Reform challenged the home secretary for his refusal to apply the protection of the Children Act to children in prisons by moving a judicial review in the high court. We applied for the judicial review because of long-standing and widespread concern about the consistently poor treatment of children in prisons.

As part of the Howard League for Penal Reform's case the court considered evidence from the former HM chief inspector of prisons, Sir David Ramsbotham, and recent inspection reports by the present chief inspector, Anne Owers and the joint chief inspectors showing that young people in YOIs still face the gravest risk to their welfare.

The judge, Mr Justice Munby, found in our favour. In his judgment he said:

"The Howard League for Penal Reform has performed a most useful service in bringing to public attention matters which, on the face of it, ought to shock the conscience of every citizen."

"The proceedings have been brought by the Howard League for Penal Reform whose history and credentials need no introduction. It undoubtedly is the leading non-governmental organisation in this country concerned with penal issues and policy."

The judge went to say that the prison service would face future litigation if children were still subjected to degrading, offensive and totally unacceptable treatment. The decision means that local authorities retain a statutory duty to safeguard the welfare of children even if they are in prison.

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We were awarded half our costs, which was most gratifying, although it did take eight months and some publicity in Private Eye to extract the cheque for at least some of the funds from the prison service.

The Howard League for Penal Reform believes that this is a significant step towards a universal standard of care for all children regardless of whether they are in custody.

We secured a contract with the legal services commission at the beginning of 2003 to provide legal advice and intervention for juveniles in custody, services that have been available to adults for many years but have not been provided to children.

We set up a helpline for practitioners and families so they have a dedicated phone line to the legal team to seek help for juveniles.

So far we have acted for 33 young clients

When

- 33 clients helped between April 2002 and August 2003
- 29 clients were sentenced
- 4 clients were remanded
- 23 sentences were s 91 sentences
- 10 sentences were DTOs
- 100% increase in referrals between the first 8 months and the last 8 months.

Who

- 21 clients were male
- 12 clients were female
- Data on ethnicity was not captured

How old

- 5 clients referred were 15 year olds: 4 male, 1 female
- 8 clients referred were 16 year olds: 5 male, 3 female
- 12 clients referred were 17 year olds: 6 male, 6 female
- 3 clients referred were 18 year olds: 2 male, 1 female
- 2 clients referred were 19 year olds: 2 male, 0 female
- 3 clients referred were 20 year olds: 2 male, 1 female

For what

- 13 clients were sent to custody for robbery
- 2 clients were sent to custody for burglary
- 7 clients were sent to custody for violent offences
- 2 clients were sent to custody for sex offences
- 3 clients were sent to custody for firearms offences
- 6 clients were sent to custody for possession of drugs
- 2 clients were sent to custody for arson
- 1 client was sent to custody for breach of antisocial behaviour orders

For how long

- 4 sentences were 0-6 months long
- 4 sentences were 7-12 months long
- 8 sentences were 13-18 months long
- 1 sentence were 18-24 months long
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- 12 sentences were longer than 24 months
- 4 clients were remanded into custody, 2 remanded for over 12 months

From where

Institution	Number of cases
YOIs	
Ashfield	3
Bullwood Hall	1
Brinsford	1
Feltham	2
Hollesley Bay	1
Huntercombe	2
Newhall	6
Norwich	1
Onley	3
Stoke Heath	2
Thorn Cross	1
Werrington	1
Secure training centres	
Medway	3
Rainsbrook	1
Secure children's homes	
Vinney Green	1
HM prisons	
Eastwood Park	1
Rye Hill	1
Lindholme	1
Low Newton	1

Dana

Dana was 16 when sentenced under s 91 to three and a half years. Children serving DTOs are entitled to early release subject to the length of the sentence. Adults serving sentences up to 4 years are entitled to apply for early release. Children serving 2 years – 4 years and who do not reach 18 by their sentence mid-point had no provisions for early release.

The Howard League for Penal Reform issued proceeding against the home office on the basis that it was discriminatory (contrary to article 14 of the European Human Rights Convention) against prisoners under 18 years of age. The government immediately introduced a statutory instrument to parliament, which completed its several parliamentary stages swiftly and under 18 year olds were given the same right to early release as over 18 year olds. The legislation came into effect on 14 July 2003, and although it was unfortunately too late for Dana several hundred other children held under similar circumstances have been able to apply for early release.

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Bobby

Bobby, serving a 12-month DTO at a YOI, had a history of mental health problems, including an attempted overdose of his prescribed medication and he tried to hang himself in his cell.

Bobby had been on segregation for a total of 9 days; one period for possessing a deactivated mobile phone and the other for failing to attend role call. Bobby was removed to segregation, during which he spent 23 hours 50 minutes confined to his cell. *He was only allowed out for 10 minutes a day and was not allowed any personal belongings.* He had no access to television or radio and was not given any education, training or activities regime.

The Howard League for Penal Reform sought to challenge the lawfulness of the use of segregation by the prison service. Mr Justice Moses found that the use of segregation of itself is not unlawful; however, the failure to provide Bobby with 10 hours of out-of-cell activity including 6 hours of purposeful activity was unlawful in that it was contrary to prison service order 4950. The establishment of this point of law gives rise to potential compensation claims for many young people who have been detained in segregation in similar woeful circumstances.

April

April 17, was serving an 8-month DTO and a 4-month DTO and was entitled to one-month early release. The prison service has strict duties to notify children when they are being considered for early release, but it failed to do in this case. The Howard League for Penal Reform tried to liaise with the prison and the prison service to obtain confirmation of a decision. April told us that as a punishment for breaking prison rules, she had had her rights to visits from her family restricted, contrary to YJB policy.

The Howard League for Penal Reform brought judicial review proceedings to challenge a) the failure to notify her about early release and b) the use of access to family as a punishment. We were denied permission to move for judicial review on three occasions: on the papers, on renewal and by the court of appeal. The court accepted that but for the actions of the Howard League for Penal Reform it would never have learnt of the refusal of early release, however the question of damages resulting from a breach of her article 8 rights should be pursued in the County Court.

Paula

Paula, 21 years old was sentenced to a 15-month DTO. The Howard League for Penal Reform was told that Paula was about to have her baby and that the prison service and her local authority had decided to separate Paula from her baby. The local authority refused to provide appropriate accommodation on release. We asked the high court for an injunction to prevent separation of the mother and baby. The injunction was granted on the Friday morning and Paula had her baby in the early hours of Monday.

Despite the ongoing attempts of the prison service and the local authority to separate mother and baby, they remained together in hospital until her release into a social services mother and baby unit. We understand that mother and baby are doing well.

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Sally

Sally was 17 years old and was sent to an adult prison awaiting mental health assessment and a place at a hospital. When the Howard League for Penal Reform was contacted she had been in the prison on remand for about 11 months. Psychiatrists had diagnosed Sally as suffering post-traumatic stress and personality disorder and recommended hospitalisation. Sally had had severe mental health problems all her life and had been in the care of the local authority.

Sally regularly self-injured and attempted suicide on a number of occasions. She had been placed on segregation without a regime in breach of PSO 4950, the prison rules and the European human rights convention. Segregation had a dramatic and negative effect on Sally's mental state.

The Howard League for Penal Reform sent a letter before action to the secretary of state requesting that Sally no longer be placed in segregation and that, while in prison, she should be provided with appropriate treatment and an appropriate regime. We also sent a letter before action to her local authority seeking that they urgently locate and fund an appropriate hospital bed. Within 4 weeks of our letters before action, Sally had been transferred to hospital receiving appropriate treatment

Litigation is a last resort. Our legal team tries to resolve the problem, as the best interests of the child are paramount to us. However, when it becomes obvious that dispute resolution methods have failed, the litigation route is considered. The Howard League for Penal Reform is mindful of the cost to the public purse of judicial review. Through prudent and reasonable use of litigation the Howard League for Penal Reform has been successful in changing unacceptable practices, which improve the treatment of thousands of children in custody. Indeed we have brought about changes to primary legislation.

The legal advice and intervention strategy sits alongside our research and public education work.

In March we held a seminar on girls in prison chaired by Claire Ward MP with speakers

Tony Hassall	governor of Bullwood Hall prison
Mark Perfect	chief executive of the youth justice board
Vera Baird QC MP	chair, Fawcett Society
Elaine Player	King's College
Lorraine Atkinson	project manager, Howard League for Penal Reform

In April we held a well-attended conference to discuss children and the law, with speakers

Shaun Woodward MP	
Ann Owers	chief inspector of prisons
Rachel Hodgkin	Children's rights alliance
Ian Wise	doughty street chambers
Chris Callender	the Howard League for Penal Reform

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In order to encourage the development and use of effective community penalties for children, the second in our series of seminars looked at this issue, with speakers

Polly Toynbee	the Guardian
Rt Hon Oliver Letwin MP	shadow home secretary
Elizabeth Burney	Cambridge institute of criminology
Rob Allen	youth justice board
Commander Steve Roberts	Metropolitan police
Dr Carolyn Hoyle	Oxford university center for criminology

Catryn Yousefi, project manager, reports on the Citizenship & Crime Project

This year has been the busiest yet for the project. We have worked in 27 schools, holding a total of 33 conferences benefiting 3,877 children.

The project's work in Leeds schools was a great success, working in partnership with the Children's Fund. We worked with 817 students, in five schools and recruited 55 volunteers advisers to help run the programme, including members of the YOT, police, magistracy and Howard League for Penal Reform members. Local councillors and the deputy lord mayor, Cllr Fox, visited our work. Celebrities also visited the project, including Leah Bracknell (Emmerdale) William Simons (Heartbeat) and Clare Beck (At home with the Braithwaites).

Our work in primary schools expanded with our strong partnership links with Enfield YOT, and we completed work in 6 primary schools in Edmonton. 10 year olds in these schools were included in our consultation process and their views and experiences of crime and crime prevention were reported back to the YOT, local authority and schools. The education minister and local MP Stephen Twigg, Andy Love MP and local councillors visited the project in Wilbury primary school.

Some well known people who have participated in The Howard League for Penal Reform's Citizenship and Crime programme

Politicians	
Cllr Kate Anolue	Enfield
Cllr Judith Blake	Leeds
Hazel Blears MP	minister, home office
Paul Boateng MP	financial secretary to the treasury
Cllr Betty Costello	Enfield
Cllr Margo Dunn	mayor of Islington
Robert Evans MEP	London
Cllr Fox	deputy lord mayor, Leeds
Barry Gardiner MP	Brent North
Lord Harris	GLA
Andy Love MP	Edmonton
Alun Michael MP	deputy home secretary
Cllr Ramesh Patel	Mayor of Brent
Stephen Twigg MP	minister, department for education and skills
Claire Ward MP	Watford

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Actors

Jane Asher	
Clare Breck	At Home with the Braithwaites
Leah Bracknell	Emmerdale
Ray Fearon	Royal Shakespeare Company
Prunella Scales	
William Simons	Heartbeat
Collin Tarrant	The Bill

Criminal justice system

Hazel Banks	governor, Belmarsh prison
Rt Hon Sir Henry Brooke QC	law lord
Viv Hart	governor, Ranby prison
Tony Hassell	governor, Bullwood Hall prison
Paul Manwaring	Governor, Huntercombe young offenders institute
Clem Norman	governor, Reading prison
Annabella Scott JP	youth justice board

The results of the consultation with 10 years in Enfield showed that between 97-100% of all young people who completed the survey had been a victim of one crime on at least one occasion.

- 58% of the children had property stolen from them at school
- 62% had their property deliberately damaged
- 69% had been physically or verbally threatened by someone
- 76% had been assaulted by someone in the past, with 47% stating on more than one occasion
- 66% stated they had been called racist names, 38% more than once

Respondents were asked to state their views on crime and what they would tell adults if they had the opportunity. Their comments included:

"It makes a big difference on school life. It makes you depressed and frightened"

"Listen to what young people say and try to do something about it"

"I would say that it really affects young people and I would ask them to help young people to have other places to hang out and help us to tell the police about how it affects us"

We have continued our work in Brent and Southwark schools. We held our first conference in Margate for sixth form students in Hartsdowne Technology College and are exploring further links with the college in the coming year. The project has maintained strong links with Bedfordshire YOT and work was extended across the county to work in 6 schools.

In July the Howard League for Penal Reform launched its Honorary Youth Membership, giving young people free membership until their 18 birthdays. They will receive information about events and competitions, newsletters full of facts, figures and quizzes and also take part in email campaigns and consultations. The new

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home office minister Hazel Blears MP, first secretary to the treasury Paul Boateng MP, and the local MEP, Robert Evans helped launch our membership in Copland Community School in Brent.

Gemma Barker, administrative and project officer, reports on the Citizenship and Crime programme at the Bromley Summer Festival

The Howard League's Citizenship & Crime project took part in the Bromley Summer Festival working with 10 young people aged between 14-16.

We launched the summer festival by performing a courtroom drama in the local magistrates' court this is what one of the young people thought of the two days we worked together

My experiences of taking part in 'Caught in the Act'
By Simon Cox

I entered the Central Library in Bromley, not knowing what to expect after having volunteered to take part in 'Caught in the Act' during the summer holidays. This re-enactment of a play had been organised to launch the Bromley Summer Festival and they needed 10 volunteers aged between 14-18 years old. We were to be advised by the Howard League for Penal Reform.

I firstly met Gemma Barker, from the Howard League of Penal Reform, who told us about what she did and what the charity did. I then met the nine other people who were to take part.

We started off with a couple of moral questions, which we had to decide whether they were all right to do, or were in fact wrong. This was to get us to think of the consequences of actions and for us to consider both sides of the argument. We then had 10 crimes and had to put them in order of seriousness and then to assign a punishment to each of them. Surprisingly we did not give a prison sentence to any of them even the most serious; mainly we thought community service was a good idea as it gave something back to the community. These were both interesting exercises as it got us thinking and it showed what we thought should be done towards those who break the law.

We then had to make the script, which we had to perform the following week in the Magistrate's court. We were all assigned roles and then had a basis of a script for each individual part, which we had to expand on. I became the defence solicitor. I thought this was excellent as it gave us all a chance to 'personalise' the roles. We then practiced our roles, like when we had to speak and get up and to try and recreate an actual magistrate's court scene. At the end of the day we visited the court, which we would perform in.

The following week we turned up at the Magistrate's court dressed smartly. There were many people there all sitting around the court so it actually felt like a real court (drama)! The court certainly set the right kind of atmosphere and it really felt quite realistic. Everyone performed brilliantly and certainly the people watched it enjoyed it. Performing in a court really added a certain edge to the performance.

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I had really enjoyed my two days with Gemma and the other people who performed in it. We all got to know each other and we had got on well. We all learnt about the basics of the penal system and we had discussed what should happen to criminals, which had turned up some interesting results. The performing was the highlight of the two days and to perform in a magistrates court is something that I won't forget.

Lorraine Atkinson, girls in prison project manager, reports:

Disability forum

The Howard League for Penal Reform set up the Forum on Disabled Prisoners last year following research that showed that disabled prisoners faced serious problems.

The forum is chaired by Baroness Masham and members include Lady Darcy de Knayth, representatives from the Prison Service, the Prisoners Advice Service, the Disability Alliance, the Centre for Accessible Environments, the National Autistic society, RNID, RADAR, RNIB, Ability UK, NACRO and the University of Canterbury.

The forum is funded by the Baring Foundation and meets bi-annually to raise awareness about the needs of disabled prisoners, to highlight good practice and to promote changes in their care. Meetings were held in the House of Lords in October 2002 and June 2003.

Michael Spurr, director of operations at the prison service, spoke to the forum in June 2003 about the prison service strategy for meeting the needs of disabled prisoners.

Girls project

The Howard League for Penal Reform Girls Advice Project was set up in September 2002, to offer support and provide an advocacy service for girls under 18 years old in prison. The aims of the project were:

- To offer an advocacy service for girls aged 15 to 18 in prison custody and to provide ongoing support whilst they served their sentence
- To offer a befriending service to all girls soon after arrival and help them with any initial problems they may be experiencing
- To provide girls with information about services in prison and on release, for example drugs agencies, counselling services, housing services
- To assist girls with referrals to other agencies if they requested help

The project is based in Bullwood Hall prison in Essex, one of 4 prisons designated by the Youth Justice Board to hold sentenced girls aged 15-18 years old. I spend two days a week in Bullwood Hall and girls can book an appointment with me or attend an informal drop-in session for a quick chat.

The project has supported 84 girls with a wide range of problems, such as bereavement, bullying, homelessness, self-injury and depression.

The Howard League supported Kelly after her mother died. We bought clothes for Kelly to wear to the funeral, as she was concerned about "shaming the family". We continued to support Kelly afterwards and we arranged to talk to her twice a week.

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Kelly worried about her possessions, which were left in the family home. We rang Kelly's family to find out where Kelly's possessions were. We also spoke to the social worker who looked after Kelly's siblings. We then reassured Kelly that her possessions were in safekeeping.

The Howard League for Penal Reform contacted an independent housing advice centre to find out what rights Kelly and her sister had to the family home. We were able to act as a vital link between Kelly and her family.

The Howard League has bought items of clothing for girls who had no other financial means of support. 36 girls at Bullwood Hall have received clothing including underwear and pyjamas, books and stationery from the hardship fund.

Cherie Booth QC launched the Girls' Advice Project on 28 February 2003. Lady Bland, vice president of the Howard League for Penal Reform, hosted the event at Bullwood Hall prison in Essex and guests included Sir Christopher Bland, the film director Danny Boyle, Claire Ward MP and Mary Ann Seighart, deputy editor of the Times.

Cherie Booth spent the whole morning chatting with the girls and staff on the wing. Girls gave her poems and pictures they had made, and were keen to find out more about life at Number 10.

The 30 or so guests sat and ate with the girls and staff in the prison dining hall. Cherie Booth spoke at the lunch about how she valued the opportunity of meeting the young women and also raised concerns about the use of prison for children.

The lunch raised over £15,000 for The Howard League for Penal Reform Girls' Advice Project.

Anita Dockley, assistant director, reports

Consultations galore

In the course of the last year the policy team has spent a lot of its time responding to consultation documents: we have responded to 8 major consultations. Our views have been sought on a diverse range of issues to various agencies including:

- The home office consultation into deaths in custody
- The prison service consultation on its guidelines for the use of segregation
- The prison inspectorate's consultation on the inspection process
- The sentencing advisory panel consultation on sentencing guidelines for robbery
- The labour party national policy forum consultation on Justice, Security and Community

We invest a lot of our time doing this, as it is the Howard League for Penal Reform's chance to add an independent and well-informed voice to the debate; we provide constructive comment and ideas for positive change. Copies of our submissions are normally published on the website and are available in hard copy on request.

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Busy doing nothing: Young men on remand

In October 2003 the Howard League published Busy doing nothing: Young men on remand, new research on the experiences of young men aged 18, 19 and 20 held in prison on remand. This group, although separately defined in legislation, has not enjoyed the same attention or resources as juveniles despite acknowledged and specific needs that are often exacerbated by varying degrees of maturity.

We talked to eight prisoners in Hull prison, a very busy local prison. We found that they had poor educational attainment, few work opportunities and problems with addictions.

The very nature of imprisonment on remand is at the heart of the problem. The young men spend weeks on remand broken up by trips to court. Over-crowded prisons cannot offer education, work, and courses to deal with addictions, or help with primary health issues like dentistry. The young men I interviewed had intimate knowledge of daytime television schedules - they were bored, lethargic and directionless.

The Howard League would like to thank the Persula Foundation for funding this work and I would like to thank Hull prison for allowing me to spend time with busy staff and for their openness; thanks must also go to the participating prisoners.

In two days Dan was going to court to be sentenced. He expected to get 6 months. This was not his first experience of prison as he had been in and out of institutions since he was 14 years old.

Dan cannot read or write and he had left mainstream school by the time he was 11 years old. He admitted to having problems with both drink and drugs. He had not seen his family for more than a year.

He had no work in prison, he was not attending education, he had no visits, and he could only associate every other evening. He was bored. *"I want to do something other than sleep and eat"*.

Claire McCarthy, policy and campaigns officer, reports on her work aimed at preventing suicides and self-injury in prisons

On national self-harm awareness day, 3 March, the Howard League for Penal Reform published new research setting out the case for a better understanding of non-suicidal self-injury in prisons. Hurting Inside, the 20 page report, revealed that as many as 21,000 incidents of self-injury may take place in prisons in England and Wales each year, three times more than previously thought. This means that there are almost 60 incidents of self-injury every day in prisons.

A combination of overcrowding, staff shortages and a failure to appreciate some of the contextual issues relating to prison, means that self-injury is a part of the everyday life of prisoners and prison staff.

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

Concluding the two-year programme of work, sponsored by the Monument Trust, the final report in the suicide series was published in October 2003 and focused on the need for a new suicide prevention strategy for prisons in Northern Ireland.

The report drew on the responses to an unprecedented survey of all prisoners within the Northern Ireland prison estate, which we had conducted in May. The report provided a detailed statistical analysis and qualitative feedback from prisoners about the best ways to reduce suicide and self-harm. In particular prisoners made three tangible suggestions.

- ◆ Greater interaction between staff and prisoners
- ◆ Access to a pleasant outside space like a garden where they could relax and get some fresh air, and
- ◆ Access to longer visits and improved visiting facilities, especially for children.

This preventive work is all the more critical against a background of the highest number of suicides last year. Ninety-four people died by their own hand in prisons in 2002 including:

- A sixteen year old, a seventeen year old and 9 women
- 45 of the deaths were of people aged 30 or younger
- 52 prisons were affected by the suicide of a prisoner, including 10 prisons which had 3 or more: Bedford, Bullingdon, Dovegate, Durham, Exeter, Holme House, Hull, Leeds, Lewes and Woodhill

Real work

For many years we have been concerned that prison workshops and the whole work experience in many prisons is failing to equip prisoners for the outside world. In research undertaken two years ago we found that prison workshops offered work which was poorly paid and dull, and that it contributed to the view that work in general was not lucrative or exciting but crime paid better dividends.

The Howard League for Penal Reform has determined to set up a social enterprise in a prison that would act as a template for reform. The project has two strands: a consultancy to promulgate the principles and practical advice to prisons and companies, and a printing workshop we will run ourselves as a social enterprise.

A "mock stock" share prospectus was produced and distributed to friends and supporters and fundraising started in earnest.

Parliamentary work

The Howard League for Penal Reform has always had excellent relations with politicians from all parties, ever since we founded by some of the most illustrious parliamentarians of the Victorian age. We meet ministers, MPs, peers, civil servants and key leaders from local government regularly. We participate in ministerial meetings on a range of topics, including the bi-annual meetings on suicide prevention.

The anti-social behaviour bill was of particular concern, partially because it was rushed into parliament following a truncated consultation period, and because it

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

contained some highly punitive proposals likely to exacerbate social exclusion that will fail to be an effective response to anti-social behaviour.

It was our view that this legislation would simply feed the media led hysteria about young people and inflate social tension, especially between the young and the elderly. It would stigmatise children from some of our poorest communities who socialise on the street because of the lack of leisure facilities and those whose chaotic lives mean they need support from schools, local authorities and the wider community rather than a criminal justice response.

We sent a briefing to MPs and peers expressing concern about the clauses allowing for the dispersal of groups of young people who simply by their presence are identified as causing distress.

We joined a coalition of nine children's charities to call for changes to the criminal justice bill. We supported an amendment tabled by Hilton Dawson MP which said that custody should only be used as a last resort, the welfare of the child should be paramount and decisions should be made in the child's best interests.

We sponsored a new clause that would make the prison service adhere to the Children Act, following our success at forcing the service to recognise that children are covered we wanted to widen the legislative scope to include the prison service.

A briefing and press release were published to express concern at the proposals that would double life sentences. We opposed the introduction of a starting tariff of 15 years for life sentences and for the whole life tariff that would put prison staff at risk.

Lorraine Atkinson and Frances Crook gave oral evidence to the house of commons Welsh affairs select committee investigation into empowering children and young people. We described the work of the Citizenship and Crime programme and our concerns about the lack of rights of children in custody.

Cherie Booth QC was our guest of honour at a packed reception at reception at the labour party conference in September 2003, and was the only event at which she made a speech. It was attended by ministers, peers, MPs and council leaders, and got extensive media coverage in the Telegraph and Standard.

We held a fringe meeting at the libdem conference in Brighton with Will Self, Annette Brooke MP, Harry Fletcher and Lynne Ravenscroft. We have always had a good audience at our meetings at the libdem conferences, lively and thoughtful. Frances Crook also spoke at a meeting organised by the women's committee to talk about women in prison.

An early day motion was tabled supporting the concerns of the Howard League for Penal Reform about mothers in prison.

We met with the civil servants preparing the green paper on children at risk and talked about our work with young people in the penal system.

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

Claire McCarthy worked with Nick Clegg MEP on a television film about young people and on a work exchange programme.

We advise MPs on questions and provide information for debates. We met with Oliver Letwin MP and his staff as well as other MPs and peers to discuss penal matters.

Sunley Fellowships

Last year we had set up the Sunley Fellowship programme and appointed the first two Fellows. Tim Colbourne undertook research on prison visitors and Matthew Brubacher did research on drama in prisons. Their work was published on our website.

This year we have appointed two new Fellows. Charlotte Day is looking at the rights of juvenile prisoners and Carolyn Gaskell is investigating youth citizenship and offending. Their work will be published later this year.

The Howard Journal of Criminal Justice

The journal is published five times a year and is concerned with all major aspects of the criminal justice process. It combines articles with reviews and provides a thorough coverage of both theory and practice of penal matters. Some twenty five articles were published over the year, discussing such diverse topics as the rising rate of imprisonment in Germany to child murderers, from women in prison to homicide in the media, from probation training to drug use in prison.

David Wilson, University of Central England, and Tony Fowles, Lancashire probation board, jointly edit the journal, with Helen Krarup from the university of Cambridge as the book review editor. Brenda McWilliams, university of Cambridge, is the publishing editor, and we celebrated her 25 years of work for the journal this year.

Annual conference 2003

This year's conference stirred up some controversy because of the participation of Jeffrey Archer. The Howard League for Penal Reform always involves a wide variety of speakers, especially those who have a direct experience as users of the penal system, whether they are offenders or victims, staff or managers. We were pleased that Lord Archer agreed to give his only public speech about his time in prison and his recommendations for reform to us and that this did indeed generate considerable media and public interest about the issue of education in prisons. We had to fight our way through the cameras and journalists to get to the meeting.

A really super group of speakers addressed the conference, providing a lively and constructive discourse, and we are very grateful to all of them and the people who gave papers and seminars for taking part.

Lord Archer of Weston-super-Mare

Camilla Batmanghelidjh, Kids Company

Jon Bright, neighborhood renewal unit, office of the deputy prime minister

Alan Craig, governor of Magilligan prison

Harry Fletcher, national association of probation Officers

Lucy Gampell, Action for Prisoners' Families

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

Rt Rev Richard Harries, bishop of Oxford
Colin Moses, prison officers' association
Mike Newell, prison governors' association
Peter Neyroud, chief constable Thames Valley police
Joe Tuke, anti-social behaviour unit, home office
Dick Whitfield, Howard League for Penal Reform
Ruth Wyner, writer

Seminars

At the end of 2002 the final seminar in our series for that year was on the topic of managing sex offenders in the community. It generated a very useful debate and some new ideas about securing public safety and allaying fears as it took place at a time of intense public and media debate about sex offenders living in the community. Chaired by Professor Donald West, the seminar heard speeches from John Adams, Professor David Wilson, Ray Wyre and Eileen Vizard.

Annual general meeting 2002

The guest speaker at the AGM was Denise Platt, the chief inspector of social services, who talked about protecting young people in custody. Her speech was particularly apposite as it was only a few days after our judicial review, which found that children in prisons come under the Children Act.

John Sunley presented the first two Fellows, Tim Colbourne and Matthew Brubacher, with their awards.

Deborah Orr, the Independent columnist, was presented with the Media award.

David Emery, the community chaplain at Swansea prison, was presented with the Margery Fry award for his work on mentoring newly released prisoners. The Positive Action Learning Support Project from Nottingham and Sue Bingham from Bullwood Hall prison were presented with Margery Fry special commendations.

Our president, Sir John Mortimer QC, was about to retire after more than ten years, and John Sunley presented a special presentation of his portrait by an ex-prisoner to him. The portrait has been put in pride of place in the conference room at the Howard League for Penal Reform headquarters.

On the day of the AGM we published figures showing that the number of men women and children in prison had doubled in ten years. The population stood at 72,315 at the end of September, and 87 out of the 144 prisons were overcrowded. Police cells were being used to hold prisoners once again. 215 people were held in police cells of whom 24 were aged under 21.

Talks and liaison

Some of the many public engagements undertaken by staff and trustees include chairing the Perrie Lectures at Newbold Revel, speaking at the Wales youth justice forum, a conference on the law organised by Justice and the AGM of the lay

The Howard League For Penal Reform

Trustees Report For The Year Ended 31 May 2003

observers. Lorraine Atkinson, project manager of the girls' advice project, spoke at the Kent Criminal Justice Centre conference on 12 September.

International work

The Howard League for Penal Reform has consultative status with both the United Nations and the Council of Europe. A committee of trustees oversees our international work and this year Monty Raphael and Jack Holland were our representatives at the meeting of the United Nations Commission on Crime Prevention in Vienna that we are preparing for the quinquennial congress.

Sir John Mortimer QC

We celebrated the presidency of Sir John at a packed party on the sunny terrace of the House of Commons. Two hundred people came to say thank you to him for his work and they donated more than £10,000 towards a president's fund for our legal work.

Staff

Lorraine Atkinson	project manager
Gemma Barker	administrative and project officer
Chris Callender	solicitor
Frances Crook	director
Stewart Coulson	legal caseworker (from July 2003)
Anita Dockley	assistant director
Sophia Fenton	legal secretary (from June 2003)
Euginia Lolomari	assistant director
Claire McCarthy	policy officer
Barbara Norris	events and promotions officer
Samantha Sherratt	project manager (maternity leave from February 2003)
Catryn Yousefi	citizenship and crime project manager

Consultant

Fran Russell solicitor

Sir John Mortimer QC

President (until May 2003)

Trustees

Professor Terence Morris	Vice President
Lady Bland	Vice President
Dick Whitfield	Chair
Brian Hooper	Treasurer
Monty Raphael	Hon Solicitor
Martin Davis	Vice Chair
Sue Wade	Vice Chair
Hon Sue Baring OBE JP	
Elizabeth Burney	
Tom Crowther	
Barry Goldson	
Colin McCulloch	
Caroline Herbert	
Lynne Ravenscroft JP	

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

Dr Anne Reuss
Professor Andrew Rutherford
John Staples
Professor Pamela Taylor
Steve Taylor
Claire Ward MP
Professor David Wilson
Cynthia Winifred
Dr Martin Wright

Maurice Hawker, a member of the Council of The Howard League for Penal Reform for many years, died in November 2002.

Jack Holland, a member of the international issues committee, died in August 2003.

Howard Journal of Criminal Justice	
Professor Tony Fowles	Editor
Professor David Wilson	Editor
Helen Krarup	Book review editor
Brenda McWilliams	Publishing editor

The Howard League for Penal Reform thanks everyone who has made donations this year. We list below those who have given £500 or more during the accounting period 1 June 2002 to 31 May 2003. We rely entirely on voluntary contributions to our work as we neither seek nor accept funding from government.

29th May 1961 charitable trust
AB charity trust
Alchemy Foundation
William P Bancroft Charitable Trust
BAT plc
Bazley Charitable Trust
Bedfordshire Police Authority
Leonard Bitcheno
Lady Bland
Catherine Bourne
Bridge House Estates Trust Fund
Delia Butcher
Noel Buxton Trust
Carnegie UK Trust
Chownes Foundation
Edward Cadbury Charitable Trust
William A Cadbury Charitable Trust
Coutts Charitable Trust
Dr Gwenda Delany
Dormouse Charitable Trust
Ericson Trust
Mrs E A Flexner
Professor Philippa Foot
Friday Charitable Trust
Robert Gavron Trust

The Howard League For Penal Reform
Trustees Report For The Year Ended 31 May 2003

Goldsmiths' Company
Livia Gollancz
Calouste Gulbenkian Foundation
Hanley Trust
Patrick Helson
Hilden Charitable Fund
Sir Christopher Hogg
Gaynor Humphreys
Michael and Shirley Hunt Charitable Trust
J P Jacobs Charitable Trust
Laing Family Trusts
Law Society Charity
Mark Leonard Trust
Lloyd fund
Lyndhurst settlement
John Lyons Charity
MacTaggart Third Fund
David Warwick Martin
Methodist Church Division of Social Responsibility
Monument trust
Jolanta & Max Neufeld Charitable Trust
Oakdale trust
Michael Palin
David & Elaine Potter Charitable Foundation
Radley Charitable Trust
Rayne Foundation
Eva Reckitt Trust
Sir James Roll Charitable Trust
Leopold de Rothschild Charitable Trust
Rowan Charitable Trust
Schroder Charity Trust
Servite Sisters' Charitable Trust Fund
Richard Sheldon QC
Slaughter & May
Smiths Industries plc
Society for the Assistance of Ladies in Reduced Circumstances
Jessie Spencer Trust
M J C Stone Charitable Trust
Bernard Sunley Charitable Foundation
Tolkein Trust
Trusthouse Charitable Foundation
TSB Foundation for England & Wales
Tudor Trust
Etienne de Villiers
David Walmsley
Wixamtree Trust

Legacies

J H Long OBE

Thanks to the family and friends of Bridget Katharin Gardiner and Judith Lewis who made donations in their memory.

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

Publications

Five editions of the Howard Journal of Criminal Justice were published during the year, and the sales and readership of the journal have increased significantly. Editors David Wilson and Tony Fowles, publishing editor, Brenda McWilliams, and book review editor, Helen Krarup, nurtured and guided the journal over the year. Guest editors Deborah Browne, Mark Mason and Rachel Murphy put together a special issue on drug supply and trafficking in September. The Howard Journal of Criminal Justice is published by Blackwell publishing.

- ❑ Four issues of HLM, the members' magazine, were published during the year, with special features on children in prison, work in prisons, drugs and resettlement.
- ❑ Suicide and self-harm prevention: the management of self-injury in prisons, 20 pp, ISBN 978090368367-8, price £5
- ❑ Suicide and self-harm prevention: a strategy for Northern Ireland, 20pp, ISBN 090368368-7, price £5
- ❑ Busy doing nothing: Young men on remand, 22 pp, published on the Howard League website, ISBN 90368373-3
- ❑ Annual Review of the Howard League for Penal Reform 2002, 26 pp, ISBN 090368370-9, price £10
- ❑ Learning by doing: theatre of the oppressed in prison, 24 pp, Sunley Fellowship research conducted by Matthew R Brubacher, published on the Howard League website, ISBN 090368371-7
- ❑ An exploration of lay visiting and befriending for prisoners, 32 pp, Sunley Fellowship research conducted by Tim Collins, published on the Howard League website, ISBN 090368372-5

STATEMENT OF POLICY ON EQUAL OPPORTUNITIES

The Howard League is committed to the promotion of equal opportunity. It takes a positive view of ethnic and cultural diversity. It holds that everyone should have equal rights and opportunities to make a significant contribution, which comes from the richness of cultural backgrounds. Any factor that restricts such equality or impedes such contribution should be eliminated. The charity pledges its support for social justice.

Responsibility for overseeing the policy and implementation of equal opportunities rests with the Trustees.

Application of the policy is the responsibility of every Trustee, member of staff and others working with and alongside the Howard League. Corporate, overall strategic responsibility lies with the Board of Trustees and administrative responsibility lies with the staff, who are responsible for the general application of the policy throughout the organisation. It is the responsibility of everyone in the organisation to ensure that this statement of policy is applied in practice in every aspect of the work.

The Howard League is committed to developing practices that are not only compatible with the law but also commensurate with best practice.

The Howard League For Penal Reform Trustees Report For The Year Ended 31 May 2003

The Howard League will ensure that no applicant for a post as employee or volunteer receives less favourable treatment on grounds of age, colour, disability, ethnic origin, gender, domestic responsibility, sexual orientation, and criminal convictions unless these are deemed relevant,

Selection and working procedures will be monitored and reviewed. Staff and volunteers will be made aware of these policies.

The Howard League regrets that its premises currently pose problems with certain types of disability and will endeavour to remedy the situation to the extent that limited resources permit.

When a job becomes vacant or a new post is created, a job description and candidate specification will be drawn up and checked to make sure it is free of discrimination. Job adverts will be based on these and published widely to ensure it is read by and a wide variety of people. Trustees and staff involved in short listing, interviewing and selection will be aware of the selection criteria and the need for consistent application. The procedure will be monitored and assessed.

The Howard League will ensure that all staff and volunteers are informed of its commitment to equal opportunities and the main provisions of the legislation upon which the policies are based. Staff will discuss the implementation of equal opportunities and diversity throughout the work of the Howard League.

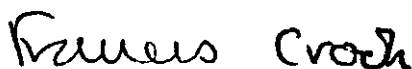
Care will be taken to ensure that decisions regarding promotion, redundancy or dismissal are made on strictly objective grounds.

Complaints from staff, volunteers or applicants about discrimination will be treated seriously and sensitively and referred immediately to the director, and a right of appeal will be available to the Board of Trustees.

In respect of its research, publications, events and all aspects of its work, the Howard League will endeavour to ensure that there is fair and positive representation.

This statement of policy sets out the direction and challenge of promoting equal opportunity and celebrating diversity, but it is the responsibility of the board of trustees, staff and all who work in the Howard League to develop working practices and structures to implement the policy at every level.

Agreed by the Board of Trustees on 15 October 2003



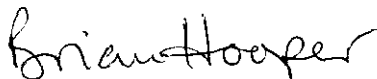
Frances Crook
Secretary

The Howard League For Penal Reform Treasurers' Report

I am pleased to be able to report a small surplus of income over expenditure in this the first annual report since my appointment as honorary treasurer. Unfortunately the surplus was negated by a fall in the value of investments, but we are not alone in that experience and it does not significantly undermine the sound financial position of the Howard League for Penal Reform.

That sound position is a tribute to the generosity of our members and other supporters and to the tireless fundraising work of Frances Crook in particular. It is of course also vital to manage properly the money entrusted to us, and I am pleased that our auditors confirm my own view of the high quality of our financial administration.

We now have a new stream of income as the work of the law department attracts fees from the legal services commission. This type of income is on a different footing compared to our traditional sources and may require a different approach to its management. The finance and personnel committee, which I chair, will be paying attention to this as it develops further. However, income from fees will not replace our traditional funding base, and our continued financial security remains primarily in the hands of our supporters and members. Your continued support is as essential as ever to the work of the Howard League for Penal Reform, whether it be gifts to support particularly projects or, in some ways more helpful, subscriptions and gifts to support our work in general.



Brian Hooper,
Honorary Treasurer

The Howard League For Penal Reform

Statement of Directors' Responsibilities

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 to:

- 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 unless it is inappropriate to presume that the group 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 the group, to enable them to ensure that the financial statements comply with the 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 fraud and other irregularities.

The Howard League For Penal Reform
Independent Auditors' Report
To the members of the Howard League for Penal Reform

We have audited the financial statements of the Howard League for Penal Reform for the year ended 31 May 2003, 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.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards as 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.

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

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 the 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 presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's and group affairs as at 31 May 2003 and of the groups 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 and Scott

Chartered Accountants
Registered Auditor
London

10 November 2003

The Howard League For Penal Reform
 Consolidated Statement of Financial Activities
 (incorporating an income and expenditure account)
 For The Year Ended 31 May 2003

	Notes	Unrestricted Funds	Restricted Funds	2003 Total Funds	2002 Total Funds
		£	£	£	£
incoming resources					
activities for generating funds:					
Discontinued trading operations		-	-	-	7,364
Donations	5	125,451	277,982	403,433	341,552
Membership income		78,842	-	78,842	78,416
Legacy income		1,000	-	1,000	43,334
Investment income		3,479	-	3,479	8,239
Conferences and Publications		47,556	-	47,556	50,830
Interest receivable		1,126	-	1,126	1,865
Miscellaneous income	6	45,275	21,064	66,339	9,051
Total incoming resources		302,729	299,046	601,775	540,651
Less cost of generating funds:					
Discontinued trading operations		-	-	-	(9,117)
Net incoming resources available for charitable application		302,729	299,046	601,775	531,534
Resources expended					
Direct Charitable Expenditure	7	221,580	280,620	502,200	442,445
Management and Administration	8	50,838	765	51,603	46,203
Fundraising and Publicity	9	14,246	13,144	27,390	22,867
Total charitable expenditure		286,664	294,529	581,193	511,515
Total resources expended		286,664	294,529	581,193	520,632
Net incoming resources	2	16,065	4,517	20,582	20,019
Other recognised gains and losses					
Investments - unrealised loss	18	(15,789)	-	(15,789)	(8,698)
Net movements in funds		276	4,517	4,793	11,321
Balance at 1 June 2002		197,254	375,815	573,069	561,748
Balance at 31 May 2003	18	197,530	380,332	577,862	573,069

There are no surpluses or deficits other than those passing through the Statement of Financial Activities.

The Howard League For Penal Reform
Consolidated Balance Sheet As At 31 May 2003

	<u>Notes</u>	<u>2003</u>	<u>2002</u>
Fixed Assets		£	£
Tangible assets	11	658,949	659,846
Investments	12	82,652	98,441
		741,601	758,287
Current Assets			
Stocks - goods for resale	1	3,104	
Debtors	13	37,783	19,664
Cash at bank and in hand		94,350	79,934
		132,134	102,702
Creditors: amount falling due within one year	14	(78,798)	(54,306)
Net Current Assets		53,336	48,396
Total assets less current liabilities		794,937	806,683
Creditors: amount falling due after more than one year	15	(217,075)	(233,614)
Net Assets		577,862	573,069
Income Funds			
Unrestricted funds	17	197,530	197,254
Restricted funds	16	380,332	375,815
Total Funds	19	577,862	573,069

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 15 October 2003


 Dick Whitfield
 Director


 Brian Hooper
 Director

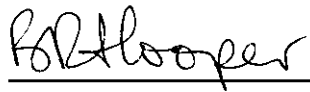
The Howard League For Penal Reform
Charity Balance Sheet As At 31 May 2003

	<u>Notes</u>	<u>2003</u>	<u>2002</u>
		£	£
Fixed Assets			
Tangible assets	11	658,949	659,846
Investments	12	82,652	103,441
		741,601	763,287
Current Assets			
Stocks - goods for resale		1	1
Debtors	13	37,783	21,686
Cash at bank and in hand		94,350	77,412
		132,134	99,099
Creditors: amounts falling due within one year	14	(78,798)	(53,306)
Net Current Assets		53,336	45,793
Total assets less current liabilities		794,937	809,080
Creditors: amounts falling due after more than one year	15	(217,075)	(233,614)
Net Assets		577,862	575,466
Income Funds			
Unrestricted funds	17	197,530	199,651
Restricted funds	16	380,332	375,815
Total Funds	19	577,862	575,466

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 15 October 2003


 Dick Whitfield
 Director


 Brian Hooper
 Director

The Howard League For Penal Reform
Notes To The Accounts For The Year Ended 31 May 2003

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. 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 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

The Howard League For Penal Reform
Notes To The Accounts For The Year Ended 31 May 2003

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 to the Statement of Financial Activities

f) Income

The company accounts for donations, legacies, membership income and fixed asset investment income on a receivable basis.

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 purposes 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.

2. Net Incoming Resources

This is stated after charging the following:	<u>2003</u>	<u>2002</u>
Depreciation on owned assets	<u>£3,424</u>	<u>£4,434</u>
Auditors' remuneration	<u>£5,750</u>	<u>£3,324</u>
Hire costs and operating leases	<u>£2,112</u>	<u>£2,161</u>
Interest payable on loans repayable in more than five years	<u>£12,860</u>	<u>£9,513</u>
and after crediting:		
Interest receivable and similar income	<u>£1,126</u>	<u>£1,865</u>

The Howard League For Penal Reform
Notes To The Accounts For The Year Ended 31 May 2003

3. Taxation

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

4. Disposal of Subsidiary

The charity has written off its interest in the wholly owned trading subsidiary, Howard league trading limited, which was acquired on 6 September 1999. The subsidiary ceased trading on 31 May 2002 and is to be liquidated. A summary of results is given below:

	<u>2003</u>	<u>2002</u>
	£	£
Turnover	-	12,926
Cost of Sales	-	<u>(10,694)</u>
Gross Profit	-	2,232
Administrative expenses	-	<u>(1,029)</u>
Operating profit	-	1,203
Other interest receivable	-	<u>3</u>
Retained profit in subsidiary	-	1,206
	<u> </u>	<u> </u>

The Howard League For Penal Reform
Notes To The Accounts For The Year Ended 31 May 2003

<u>5. Donations</u>	Unrestricted Funds	Restricted Funds	2003 Total Funds	2002 Total Funds
	£	£	£	£
General Donations	125,451	-	125,451	115,686
Juvenile Monitor	-	-	-	15,000
Property Fund donations	-	3,118	3,118	3,326
Citizenship & Crime Project	-	106,327	106,327	45,700
Youth Justice Law Project	-	69,992	69,992	55,650
Girls in prison project	-	36,045	36,045	32,100
Sunley Fellowships	-	15,000	15,000	15,000
Work on Disability	-	-	-	3,440
Real Work Initiative	-	36,500	36,500	29,650
Suicides Project	-	11,000	11,000	26,000
	<u>125,451</u>	<u>277,982</u>	<u>403,433</u>	<u>341,552</u>

6. Miscellaneous Income

Rental Income	7,200	-	7,200	7,200
Service Charge and Other income	2,291	-	2,291	1,851
Legal Services Commission	-	21,064	21,064	-
Legal Costs awarded	30,000	-	30,000	-
Sales from Greeting Cards	5,784	-	5,784	-
	<u>45,275</u>	<u>21,064</u>	<u>66,339</u>	<u>9,051</u>

7. Direct Charitable Expenditure

Salaries and National Insurance	134,462	214,299	348,761	306,256
Recruitment	-	675	675	2,000
Books and Subscriptions	567	2,538	3,105	1,239
Howard Journal and HLM	31,548	-	31,548	33,253
Conference & Seminar expenses	9,167	-	9,167	13,067
Conferences & Meetings	3,032	250	3,282	3,232
Travelling expenses	2,864	12,275	15,139	5,400
Publication Costs	5,080	8,839	13,919	23,349
Telephone & Postage	6,592	13,064	19,656	20,989
Stationery	715	5,008	5,723	4,910
Misc. Expenses	4,710	11,999	16,709	11,137
Staff Training	315	1,380	1,695	1,972
Equipment Purchase	384	110	494	-
Equipment Hire	687	1,267	1,954	2,053
Professional fees	15,000	540	15,540	353
Premises costs and other overheads	6,457	8,376	14,833	13,235
	<u>221,580</u>	<u>280,620</u>	<u>502,200</u>	<u>442,445</u>

The Howard League for Penal Reform
Notes To The Accounts For The Year Ended 31 May 2003

8. Management and Administration	Funds	Restricted Funds	2003 Total Funds	2002 Total Funds
	£	£	£	£
Salaries and National Insurance	15,193	-	15,193	11,791
Recruitment	-	-	-	1,800
Books and Subscriptions	215	-	215	360
Conferences and Meetings	906	-	906	872
Travelling expenses	460	-	460	684
Printing and stationery	2,801	-	2,801	3,854
Telephone and Postage	1,580	-	1,580	3,174
Miscellaneous Expenses	1,566	-	1,566	1,454
Staff Training	190	-	190	-
Equipment Hire	158	-	158	108
Equipment Maintenance	1,516	-	1,516	1,010
Depreciation	4,206	765	4,971	4,434
Audit and Accountancy	5,750	-	5,750	3,324
Bank Charges	1,996	-	1,996	2,170
Premises Costs and Other Overheads	1,441	-	1,441	1,655
Business development loan interest	12,860	-	12,860	9,513
	<u>50,838</u>	<u>765</u>	<u>51,603</u>	<u>46,203</u>

9. Fund-raising and Publicity

Salaries and National Insurance	5,439	3,327	8,766	6,253
Books and Subscriptions	100	-	100	30
Recruitment	-	-	-	1,800
Conference & Meetings	-	1,596	1,596	-
Printing, Postage, Telephone and Stationery	5,247	5,104	10,351	5,460
Miscellaneous Expenses	1,793	3,117	4,910	7,505
Staff Training	226	-	226	-
Professional Fund-raising costs	-	-	-	165
Premises costs and other overheads	1,441	-	1,441	1,654
	<u>14,246</u>	<u>13,144</u>	<u>27,390</u>	<u>22,867</u>

10. Staff Costs

	2003 £	2002 £
Staff costs during the year were as follows:		
Salaries and pensions	340,970	299,846
Social Security	31,750	24,453
Recruitment and Training	2,786	5,772
	<u>375,506</u>	<u>330,071</u>

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

	2003	2002
Direct objectives	12	9
Management and administration	1	1
	<u>13</u>	<u>10</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 2003

11. Tangible fixed assets

	<u>Freehold Property</u>	<u>Computers</u>	<u>Furniture & Equipment</u>	<u>Library Books</u>	<u>Total</u>
	£	£	£	£	£
Cost					
At beginning of year	650,000	29,088	24,024	2,018	705,130
Additions	-	1,529	2,545	-	4,074
At end of year	<u>650,000</u>	<u>30,617</u>	<u>26,569</u>	<u>2,018</u>	<u>709,204</u>
Depreciation					
At beginning of year	-	26,339	16,928	2,017	45,284
Charge for the year	-	2,312	2,659	-	4,971
At end of year	<u>-</u>	<u>28,651</u>	<u>19,587</u>	<u>2,017</u>	<u>50,255</u>
Net book value					
At end of year	<u>650,000</u>	<u>1,966</u>	<u>6,982</u>	<u>1</u>	<u>658,949</u>
At beginning of year	<u>650,000</u>	<u>2,749</u>	<u>7,096</u>	<u>1</u>	<u>659,846</u>

The net book value at 31 May 2003 represents fixed assets used for:

	<u>Freehold Property</u>	<u>Computers</u>	<u>Fixtures Furniture & Equipment</u>	<u>Library Books</u>	<u>Total</u>
	£	£	£	£	£
Direct charitable purposes	568,750	1,720	6,109	1	576,580
Fundraising and publicity	8,125	25	87	-	8,237
Management and administration	<u>73,125</u>	<u>221</u>	<u>786</u>	<u>-</u>	<u>74,132</u>
	<u>650,000</u>	<u>1,966</u>	<u>6,982</u>	<u>1</u>	<u>658,949</u>

The Howard League For Penal Reform

Notes To The Accounts For The Year Ended 31 May 2003

12. Fixed Assets Investments

	Group		Charity	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	£	£	£	£
Listed Investments:				
Market Value at 1 June 2002	98,441	107,139	103,441	112,139
Net loss on revaluation	(15,789)	(8,698)	(20,789)	(8,698)
Market Value at 31 May 2003	<u>82,652</u>	<u>98,441</u>	<u>82,652</u>	<u>103,441</u>

As of 31 May 2003 the charity held units in the Caf Balanced Growth Fund with a market value of £47,917. and units in Caf income Fund with a market value of £13,485. Each of these holdings represents more than 5% of the market value of listed investments held at 31 May 2003.

The charity also had an investment of £5,000, in the prior year representing 5,000 ordinary shares of £1 each in the subsidiary undertaking. The subsidiary ceased trading on 31 May 2002. The investment has been written off.

13. Debtors

	Group		Charity	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	£	£	£	£
Income tax recoverable	14,343	14,898	14,343	14,898
Amounts due from subsidiary undertaking	-	-	-	2,022
Prepayments and accrued income	23,013	3,896	23,013	3,896
Other Debtors	427	870	427	870
	<u>37,783</u>	<u>19,664</u>	<u>37,783</u>	<u>21,686</u>

14. Creditors- amounts falling due within one year

	Group		Charity	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	£	£	£	£
Business development loan	17,334	16,510	17,334	16,510
Operating creditors	13,131	8,940	13,131	8,940
Accruals & deferred income	48,333	28,856	48,333	27,856
	<u>78,798</u>	<u>54,306</u>	<u>78,798</u>	<u>53,306</u>

The Howard League For Penal Reform

Notes To The Accounts For The Year Ended 31 May 2003

15. Creditors: amounts falling due after more than one year -Group and Charity

	<u>2003</u>	<u>2002</u>
	£	£
Business development loan	192,075	208,614
Other loans	<u>25,000</u>	<u>25,000</u>
	<u>217,075</u>	<u>233,614</u>

Loan maturity analysis:

Between two and five years	105,615	101,499
In five years or more	<u>111,460</u>	<u>132,115</u>
	<u>217,075</u>	<u>233,614</u>

The bank loan is secured.

16. Restricted Funds

	<u>Balance</u>	<u>Incoming</u>	<u>Expenditure</u>	<u>Balance</u>
	<u>B/F</u>	<u>Resources</u>		<u>C/F</u>
	£	£	£	£
Youth Justice Law Project	15,601	91,056	(92,325)	14,332
Citizenship and Crime Project	-	106,327	(79,256)	27,071
Juvenile Monitor	3,334	-	(3,334)	-
Property Fund	319,342	3,118	(3,118)	319,342
Suicides Project	1,460	11,000	(12,460)	-
Girls in Prison Project	7,936	36,045	(38,136)	5,845
Work on Disability	1,570	-	(1,570)	-
Sunley Fellowships	10,672	15,000	(19,975)	5,697
Real Work Initiative	<u>15,900</u>	<u>36,500</u>	<u>(44,355)</u>	<u>8,045</u>
Total	<u>375,815</u>	<u>299,046</u>	<u>(294,529)</u>	<u>380,332</u>

The Howard League For Penal Reform

Notes To The Accounts For The Year Ended 31 May 2003

17. Unrestricted funds

	Group		Charity	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	£	£	£	£
At the beginning of the year	197,254	168,449	199,651	174,655
Net (outgoing)/incoming	276	28,805	(2,121)	24,996
At the end of year	<u>197,530</u>	<u>197,254</u>	<u>197,530</u>	<u>199,651</u>

18. Analysis of group net assets between funds at 31 May 2003

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u>
	£	£	£
Tangible assets	339,607	319,342	658,949
Investments	64,468	18,184	82,652
Current assets	52,841	79,293	132,134
Current liabilities	(42,311)	(36,487)	(78,798)
Non current liabilities	<u>(217,075)</u>	<u>-</u>	<u>(217,075)</u>
	<u>197,530</u>	<u>380,332</u>	<u>577,862</u>

Unrealised losses included above:

On revaluation of:-

Investments assets in year

Shares	<u>(15,789)</u>	<u>(15,789)</u>
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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.

19. Reconciliation of movement in total funds-group and charity

	Group		Charity	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	£	£	£	£
At beginning of year	573,069	561,748	575,466	567,954
Net incoming resources	4,793	11,321	2,396	7,512
At end of year	<u>577,862</u>	<u>573,069</u>	<u>577,862</u>	<u>575,466</u>

20. 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.

21. 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 2003

Membership income

	<u>2003</u>	<u>2002</u>
	£	£
Subscription and payments under covenant	58,472	58,072
Income tax recoverable	<u>20,370</u>	<u>20,344</u>
	<u>78,842</u>	<u>78,416</u>

Conferences, Seminars and Publications

	<u>2003</u>	<u>2002</u>
Royalties	12,646	8,202
Sale of books and literature	8,501	10,956
Conferences and seminars	<u>26,409</u>	<u>31,672</u>
	<u>47,556</u>	<u>50,830</u>