

# ANNUAL REPORT 2012



**Help and Advice Line for  
Offenders' Wives, Partners  
and Families**

The Help & Advice Line for Offender's Wives, partners and Families (known as HALOW (Birmingham) for short) is a Registered Charity (No: 1002675). The Charity was set up in 1985 to provide information, advice and support to prisoners' families and friends. Since 1996/7 HALOW (Birmingham) has worked with prison establishments (through service level agreements and latterly contracts) to co-ordinate Visitors' Centres at HMP Birmingham (from 1996), HMP Stafford (from 2001), HMP Featherstone (from 2003), HMYOI Brinsford (from 2005) and HMP Oakwood (from June 2012).

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### **HALOW (BIRMINGHAM)**

Registered Charity No: 1002675

Registered Address: St Martin's Youth Centre, Gooch Street, Highgate,  
Birmingham B5 6DR

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Email: [admin@halowbirmingham.org.uk](mailto:admin@halowbirmingham.org.uk)

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# MEMBERS OF THE MANAGEMENT COMMITTEE & STAFF

## Management Committee

### Officers

Jane Gallagher	Chairperson
Bridget Cameron	Vice Chairperson, HR & Quality Assurance

### Members

Veronica Palgrave  
John Holcroft  
Fayaz Malik

## Birmingham Visitors' Centre

Sharon Earley	Co Manager
Najuma Mohammed	Co Manager
Collette Ashe	Support Worker
Jason High	Support Worker
Daniel Daly	Support Worker (until June 2012)
Kamaria Taylor	Support Worker (until June 2012)
Lisa-Marie Harrison	Clerical Assistant (resigned August 2012)
Jodie Stevens	Sessional Worker
Adin Weaver	Sessional Worker (from July 2012)

## Brinsford Visitors' Centre

Debbie Burton	Manager
Ray Seafeld	Deputy Manager
Leanne Barnard	Support Worker
Tanya Graham	Support Worker
Wendy Littler	Support Worker
Michelle Plant	Support Worker
Paul Sharman	Support Worker
Carlina Maydew	Support Worker

## Featherstone Visitors' Centre

Gulzar Jutla	Manager
Victoria Smith	Deputy Manager
Rosemary Windeyer	Sessional Worker (resigned August 2012)
Volunteer Team	15 members

## Oakwood Family Pathway Centre (from June 2012)

Daniel Daly	Manager
Kamaria Taylor	Deputy Manager
Deborah Vale	Support Worker
Bethan Jeynes	Support Worker (resigned October 2012)

## Stafford Visitors' Centre

Valerie Ledward	Manager
Anna Cottam	Deputy Manager
Eleanor Cheatham-Wilkinson	Children's Worker
Christine Connolly	Sessional Worker
Margaret Crossland	Sessional Worker
Sandra Jones	Sessional Worker
Volunteer Team	18 members

## Peripatetic Sessional Workers

Deborah Vale	Sessional Worker (until June 2012)
Natalie Grafton	Sessional Worker
Mark Kingscott	Sessional Worker (resigned February 2012)
Bethan Jeynes	Sessional Worker (until June 2012)
Tony Southall	Sessional Worker (from September 2012)
Sheila Steventon	Sessional Worker (from September 2012)
Rozeena Saed	Sessional Worker (from September 2012)
Lorraine Owen	Sessional Worker (from November 2011)

## Central Services

Tony Skelton	P/T Finance Manager (retired June 2012)
Mairead Montague	P/T Finance Manager (from June 2012)
Debbie Johnson	P/T Administrator
Malcolm Haywood	Health & Safety Officer







## THE MANAGEMENT COMMITTEE'S REPORT

### CHARITABLE OBJECTS

The Charitable Objects of HALOW (Birmingham) are:

- (a) to relieve poverty, sickness and distress among partners and dependants of prisoners and of prisoners where such relief affects the lives of those partners and dependants, **and**
- (b) to advance public education by research into domestic issues relating to prisoners and their families and to disseminate the useful results of such research.

### HISTORY OF HALOW (BIRMINGHAM)

HALOW (Birmingham) started life in the mid 1980's in a cramped 'two-up, two-down' terraced house in Winson Green, Birmingham where Marie Curtis and a dedicated group of volunteers helped other prisoners' wives and family members through the stresses and strains of serving 'the second sentence'. Over five years the self help community group developed to become a registered charity in October 1990. At this time the charity was dealing with 4,000 requests for help per year; a considerable achievement for one full-time member of staff and a dedicated team of volunteers offering a 24 hour helpline.

Over the past 22 years HALOW (Birmingham) has grown to become a major provider of Visitors' Centre services through agreements with prison establishments across the West Midlands area. From dealing with 4,000 requests for help in 1990 the charity staff and volunteers assisted 164,917 visitors' (including 35,742 children) during the 12 months since our last Annual Report was published in October 2011.

The past 10 years has also seen an increasing awareness amongst policy-makers of the positive effect maintaining and strengthening family ties whilst in custody can have on reducing re-offending upon release. HALOW (Birmingham) staff and volunteers have continued to work with prison establishments and external agencies to enhance the visiting experience; many examples are illustrated in this Annual Report. This year there has been an increased focus on, firstly, the needs of children visiting and, secondly, on the importance of providing a 'client-centred' information service to visitors on key issues of concern to families (both during the sentence and as they prepare for the release date).

The national charity Action for Prisoners Families (APF) plays an important role engaging with government policy makers and championing the need for statutory support for children and adults affected by imprisonment. HALOW (Birmingham), as members, regularly participate in APF training courses and conferences. HALOW (Birmingham) is also a member of CLINKS, a national support charity whose aim is to ensure the Voluntary & Community Sector and all those with whom it works, are 'informed and engaged in order to transform the lives of offenders and their communities working across government and external agencies'.

### CHAIR'S REPORT

During the past 12 months HALOW (Birmingham) staff, volunteer team and trustees have all played their part to contribute to another successful year of working collaboratively with four prison establishments to co-ordinate visitors' centres across the West Midlands. From May – September 2011 HALOW (Birmingham) worked with the Transition Team at HMP Birmingham to prepare for the handover to G4S Care & Custody Services ('G4S') on 1st October 2011. Thus, during the Financial Year (April 2011 – March 2012) the charity co-ordinated four prison visitors' centres at HMP Birmingham (contract with G4S from October 2011), HMP Featherstone, HMP Stafford and HMYOI Brinsford (contracts with Ministry of Justice: HM Prison Service). Note: during early 2012 negotiations with G4S took place leading to the award of a further contract to coordinate the visitors centre at newly opened HMP Oakwood (named the 'Family Pathway Centre') from June 2012.

From October 2011 to February 2012 the charity engaged in a national procurement exercise in relation to contracts to deliver visitors' centre services at HMP Featherstone, HMP Stafford and HMYOI Brinsford. We are pleased to report the charity was successful and has been awarded a three-year contract by the Ministry of Justice (MoJ) to 30th June 2015. In addition, contracts with G4S now cover visitors' services at both HMP Birmingham visitors centre and HMP Oakwood Family Pathway Centre.



In May 2011 the charity was awarded a government Transition Fund grant (administered by Big Fund) to assist with strategic planning and costs associated with changes to public sector contracts; this was most valuable particularly in assisting with legal advice and developing a diversified approach to future funding of charitable activities. We are grateful to Anthony Collins Solicitors LLP, BRAP, our Administrator Debbie Johnson and Finance Manager Tony Skelton for work undertaken as part of this programme.

I am pleased to report that relationships with other public and voluntary sector agencies have continued during the year; thus increasing the range of resources visitors' can access, including play activities for children, family support and information on sources

# THE MANAGEMENT COMMITTEE'S REPORT



of support in the local community. At HMP Featherstone, for example, partnership working with The John Sandy Trust (from whom the visitors' centre is leased by HM Prison Service) and Wolverhampton Family Information Service continued to successfully enhance the range of support and standard of accommodation available for visits.

During the year the Trustees have continued to participate in the national Families of Offenders Third Sector Reference Group facilitated by APF. As a member of this national body HALOW (Birmingham) has been keeping abreast of government policy, particularly as it relates to the provision of visitors' centre services.

The work of HALOW (Birmingham) would not be possible without a considerable level of volunteer support and we are indebted to the generosity of all those who give time and resources voluntarily; from the free use of meeting rooms through to the time given by volunteers to support our charitable endeavours. I am particularly grateful to our Vice Chair and HR Lead Trustee, Bridget Cameron, who has continued to strengthen human resources and quality assurance and her work has been invaluable in sustaining the organisation. This year over 40 volunteers have also given their time across the visitors' centres in a wide range of roles, for

example, in helping to provide a welcoming environment and refreshments in the tea bars. We particularly wish to acknowledge their vital contribution and would like to thank everyone that has participated in this work over the past year.

The management teams across the 4 visitors' centres (Sharon Early, Najuma Mohammed, Gulzar Jutla, Victoria Smith, Valerie Ledward, Anna Cottam, Debbie Burton and Ray Seafield) have continued to lead the work with consistent high standards and we thank them and their staff for their commitment during the year. HMP Oakwood Family Pathways Centre opened successfully in June 2012 due to the hard work and dedication of Centre Manager: Daniel Daly, Deputy Manager: Kamaria Taylor and their team; full details of this new development will be contained in the Annual Report 2013.

Finally I would like to thank the HALOW (Birmingham) Management Committee, our Administrator Debbie Johnson and our P/T Finance Manager, Tony Skelton, for their contribution during what has been another very busy and challenging year. Tony Skelton indicated his desire to stand down during the year and we would like to acknowledge the significant and invaluable contribution he has made over the past nine years to the growth of the charity - not only in ensuring financial probity but also in assisting Trustees (often in his own time) with wider governance tasks. We are pleased to welcome Mairead Montague as our new P/T Finance Manager (from July 2012).

## FUNDING

On behalf of the Management Committee I would like to thank the charitable trusts and individuals that have provided donations during the year, which include the W.A. Cadbury Trust together with HMP Birmingham, HMP & YOI Brinsford, HMP Stafford and HMP Featherstone for grants provided through service delivery contracts and agreements. We also are grateful to The John Sandy Trust who provide and maintain the Visitors' Centre premises at HMP Featherstone.

## THE WAY FORWARD

Maintenance of family ties has become recognised as a significant factor in reducing re-offending alongside a range of other factors (including, for example, employment opportunities, housing and support to address substance misuse). HALOW (Birmingham) will continue to embrace the 'multi-agency' approach to reducing re-offending and intends to further develop partnership work with other voluntary sector and statutory services in the future, particularly with Children's Centres and specialist organisations that provide support to prisoners' children.

During the coming months HALOW (Birmingham) will also be preparing for the forthcoming tendering of visitors' centre services in the firm knowledge that we have a strong, dedicated and experienced team of staff and volunteers with a proven track record of quality service to prisoners' families.

**Jane Gallagher**

Chairperson, Management Committee





## VICE CHAIR'S REPORT



*'Most clued up visitors' centre I have been to. Fantastic experience (given the circumstances)'*



### **This has been a year for change**

The focus of our work is on providing family centred services aimed at reducing the negative impact of parental incarceration and maintaining and strengthening family relationships. In order to achieve this, we are working closely with a number of other agencies and recruiting many new volunteers – the majority of whom offer an amazing range of skills as well as commitment.

The trauma of incarceration on parents and children can have a lasting effect. The disruption to family life can lead to poverty, under achievement in school, aggressive behaviour, depression, delinquency and substance abuse. Separation often breeds strained relationships. However, there are children who are glad when a cruel or neglectful parent is sent to prison. Children visiting prisons have a hard time.

In the centres we offer play work for children under five and a range of activities for those over five. These

activities are interactive – they encourage children to talk, socialise with other children and adults and they provide opportunities for learning new skills. The activities are both educational and fun. Children and adults fill out feedback sheets and the response from both groups has been excellent.

In all our centres we provide information on the prison and on a range of issues raised by families, e.g. debt, drug/ alcohol abuse, housing, educational matters etc. We work closely with a number of agencies – some of whom run surgeries in the centres.

It is all exciting and challenging work. We are grateful to the families who give us much encouragement and support. My thanks go to all our staff and volunteers. They enjoy the work and are totally committed.

**Bridget Cameron**

Vice Chairperson, Management Committee

## SPOTLIGHT ON SERVICES



A buffet lunch is served for prisoners, families and staff and this is an opportunity for the family to relax together.

An external agency is involved in running an interactive workshop based around the theme for that day i.e. Birmingham City Council Road Safety Awareness Team. They bring with them a mini zebra crossing and traffic lights. These sessions are great fun, informative and involve the entire family.

*The feedback we receive from visitors, prisoners and their children is always positive and encouraging.*

### HMP Birmingham - Family Days

Family days take place in all the prisons in which HALOW operates and in most cases, our staff play a major role by providing activities for the children. It is important that they take part with their parents, fathers in particular. Research has shown that the maintenance and development of family ties is important for the prisoner and that it is less likely that he will reoffend on discharge.

Family days are held at HMP Birmingham every month. Usually 20 selected prisoners attend together with partners and children.

The family day lasts from 10am until 3pm but visitors arrive much earlier at the centre. During this time they are able to seek advice from various external agencies, e.g. CARATS, Job Centres Plus etc. Story telling sessions for the children are on offer prior to their entry to the visits hall.

All family days activities are planned around the particular theme for the month, i.e. road safety, healthy living etc. A range of activities for different age groups which include amongst others arts & crafts, quiz books, competitions, information booklets and face painting. Children are encouraged to create a piece of art work which they can either take home or display in the visitors' centre. The whole family is encouraged to participate and prisoners are allowed to move freely in the room.

There are opportunities to have photographs taken usually with the entire family for the visitor to take home and another, minus the offender, that he may take back to his cell. We have the use of two dinosaur suits and the staff dress up in these and can join in the photograph, if the family wishes.

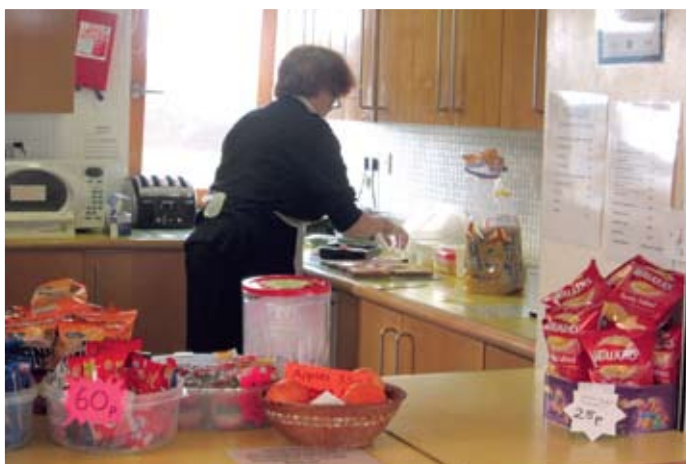




### HMYOI Brinsford - Tea Bar

In most of our centres we have refreshment facilities. These are welcomed and well used by families. Three of our centres are situated far from shops.

At Brinsford the refreshment service operates in both the visitors' centre and the visits hall. We have developed a user friendly service taking into account advice from visitors as to what refreshments are required.



In normal family life a meal should be an important part of the day with families and friends sitting round a table sharing food, drinks and chatting. In the visits hall there is the opportunity for families to do just that, spending time together eating and talking.

We provide an array of hot and cold drinks, soups and a wide selection of healthy food, e.g. sandwiches, and of course the much sought after but not so healthy, chocolate and sweets. We also take into account dietary requirements for those from ethnic backgrounds and vegetarians.

We provide food for families on the family days and this is very popular. We organise the buffet so that the children have food that is healthy and nutritious. The parents help them select the food and then they choose their own food and the families sit, eat and chat together.

The provision of food and the family joining together to eat and talk, helps to restore a sense of normality and it is hoped may go some way towards achieving the final outcome which is to reduce re-offending.

*"Staff... are always helpful and respectful"*



### HMP Featherstone - Volunteers

At HMP Featherstone visitors' centre we are supported by a group of 15 dedicated and hard working volunteers who all contribute towards providing a safe and welcoming environment for visitors. Many of our volunteers have been with us for a number of years. All enjoy the work and enhance what we have to offer.

Potential volunteers are invited to the centre to meet and chat with other volunteers and get a feel for the place. If they are interested we provide them with an application form and volunteer handbook and then fix a time to start their induction.

All volunteers are trained and must adhere to HALOW and prison policies and procedures. They are vetted by the prison and have CRB Enhanced Disclosures.

The volunteers support staff by booking in visitors, explaining the procedures to first time visitors and answering questions. They also work in the refreshment bar serving food, beverages and confectionary.

All volunteers are offered the opportunity to see life inside the prison so they have a deeper level of understanding when talking to and answering any questions visitors may raise. They have the opportunity to talk to both prison staff and prisoners about day to day life in HMP Featherstone.

All volunteers are greatly valued. We recruit from the local volunteer centres, by advertising in the local community and simply by word of mouth from our own volunteers.

We support student placements from colleges and universities. All bring a range of skills and experience to the centre. Regular volunteer meetings are held in the centre to update them on new developments and to hear their views.

For the future, we shall be extending the use of volunteers in all our centres. HALOW (Birmingham) is deeply indebted to them all for the work they do.



## SPOTLIGHT ON SERVICES



### HMP Stafford - Children's Work

Provision for children is of great importance. If they are not catered for they become bored and sometimes disruptive. Activities which families do together are beneficial in cementing family relationships.

At HMP Stafford children's work takes place both in the visitors' centre and the visits hall. We could say we are working "both sides of the wall". Working both sides of the wall increases the value of the experience offered to children. They meet our play workers and volunteers in the visitors' centre and then see the same familiar faces in the crèche in the visits hall. To a small child that is important. Continuity of familiar faces reassures and leads to good relationship building and increased confidence.

The children's work is child centred and aims to provide relaxation and fun. The activities are planned with the school curriculum in mind. The activities are largely based on arts, craft

and technology with an emphasis on speech and language development and learning of new skills. Children develop their social skills whilst undertaking these activities. Mothers attending the 'drop in' in the visitors' centre talk with each other, the play workers and with their children. They are frequently amazed when they find their offspring developing skills such as cutting with scissors or recognising colours or talking in sentences. At times the mothers seek assistance regarding problems in school etc.

*One prisoner's mother said "This is what it is all about..... my son has been at that table for over half an hour with his children, painting the mugs"*

In the visits hall, children can continue with what they have been doing in the visitors' centre or engage in new activities. The family as a whole can become involved with what the child is doing and children can take items they have made to show dad.

The family days at Stafford are organised so that each family is working on arts/ craft activities with both parents. Dad works with his children, which is viewed as "quality time". We run workshop table activities where fathers sit with their children and engage in, for example textile printing on an eco-bag, pottery decorating etc. At Christmas they made decorations for the ceramic hanging Christmas tree. All children go home with things they have made with dad..... treasured items.

On feedback sheets the families, which include the children, are overwhelmingly in favour of this family day service. We have seen many examples of children beginning to work with others and in fact even assisting others with the work they do.

### HMP Stafford - Information & Support

It is well documented that families with a member in prison are often isolated, rejected and have difficulty in finding sources of information and support at a very stressful time.

In our visitors' centre at HMP Stafford and also our other HALOW (Birmingham) run visitors centres, there is a designated member of staff responsible for information and advice. A listening ear and empathy are sometimes all that is required. This member of staff is available for one-to-one, confidential conversations, if required. It may be necessary to offer one-to-one support on a regular basis for specific visitors who require regular contact.

We offer information and support on a range of issues affecting prisoners' families: housing; financial issues; childcare issues; family/ relationship/ personal difficulties; illness/ disability/ special needs; bereavement/ loss/ grief; substance misuse; college courses/ employment, and support/ liaison with other agencies.

We can raise awareness of Local, Regional and National support organisations and the families can, after an initial one-to-one session, be referred to specialist services and agencies in their community.

We take a customised approach to our information and support service, as we know only too well from experience, that signposting alone is insufficient, due to the fact that many are experiencing huge changes in their lives and a number have difficulty with literacy. The visitors really appreciate the customised support offered.

## HMP OAKWOOD FAMILY PATHWAY CENTRE



The Family Pathway Centre at Oakwood opened in June 2012 and offers a warm, welcoming, child friendly environment in a new modern custom built facility.

The centre has a large equipped play area to meet the needs of different age groups. Staff in the centre offer many interactive activities for children, both in the centre and in the visits hall. They undertake art and craft activities which they do with their dads.

*We are currently recruiting volunteers who will become an important part of the provision.*

We have the privilege of helping to organise and run part of the monthly Family Day. These events promote the development of good family ties. We have a range of themed activities together with sports and games. We are very fortunate to have a visits hall specifically dedicated to family days.

The staff undertake the booking in, in the Family Pathway Centre using the the bio-metrics and checking ID. We aim to make this process as quick and simple as possible. All visitors are greeted on arrival and first time visitors are offered advice and help and receive a welcome pack.

The centre offers information regarding prison rules and procedures and in addition, advice and sign posting to assist visitors with housing, debt management, education, drug and alcohol problems etc. Regular surgeries for visitors take place with a range of agencies. These are appreciated by visitors.

We have been open for five months. There is much work still to be done and we hope in the future to develop a tea bar, an outdoor play area, father baby bonding sessions and music classes.

The smooth running and setting up of the Family Pathway Centre could not have been done without the support and advice from all the other HALOW run visitors' centres and G4S personnel.

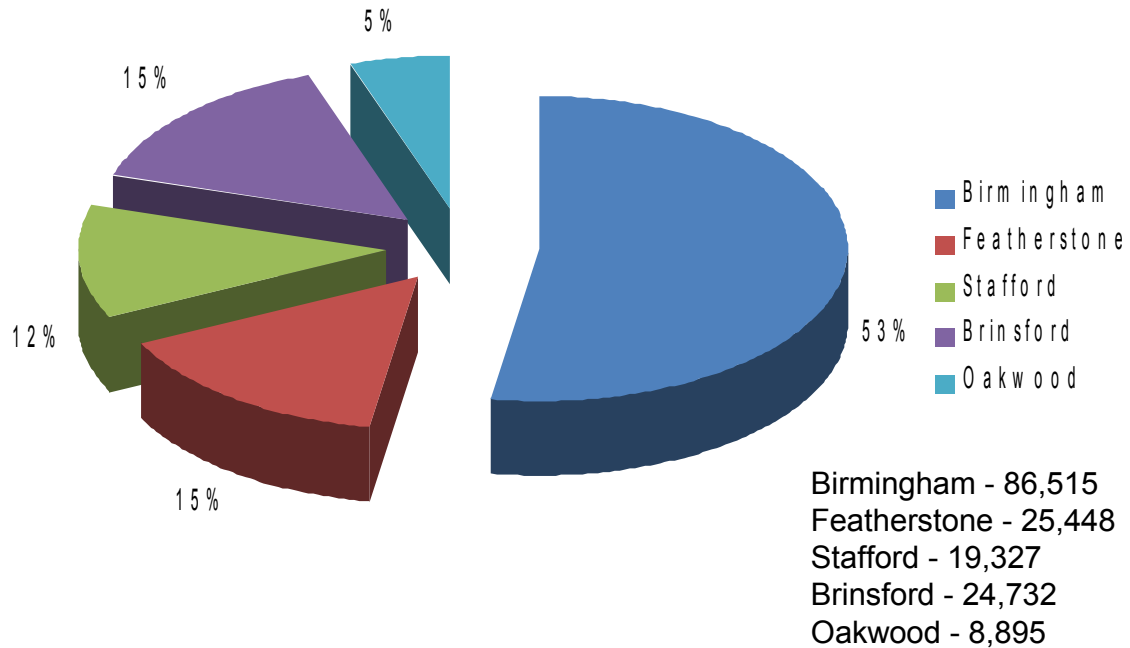




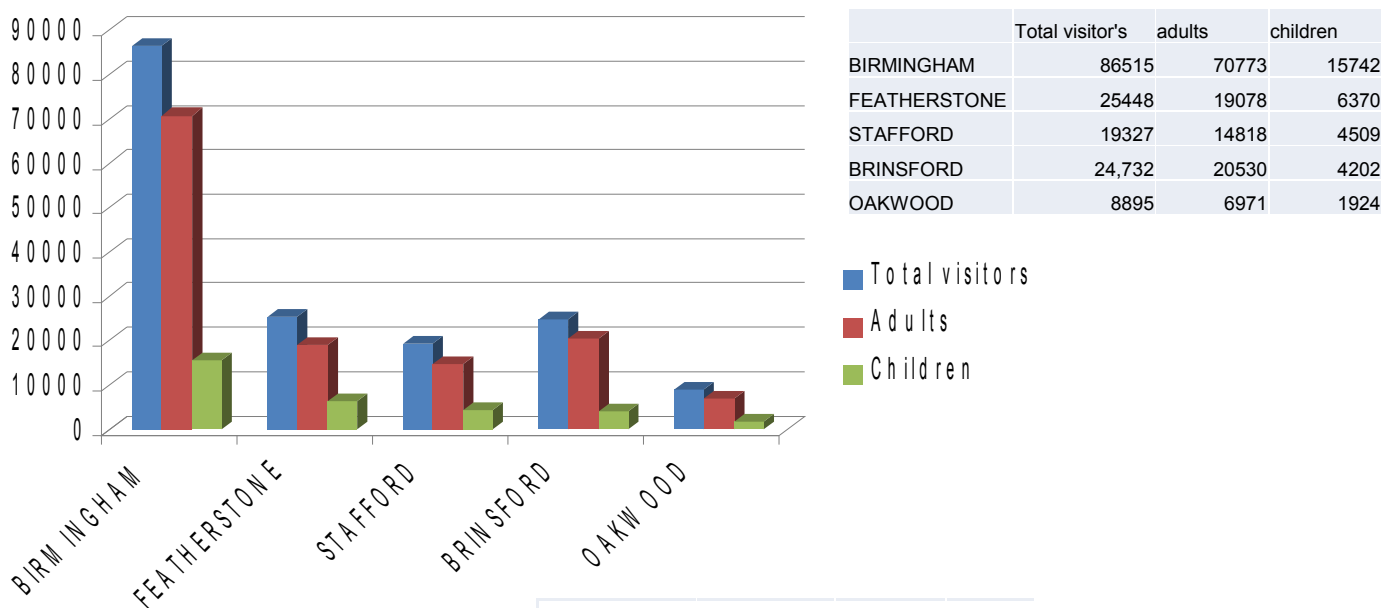
## VISITORS' STATISTICS

Since January 2005 we have counted all the visitors booking in to the visitors' centres that we run, distinguishing between adults and children. For the year between October 2011 and September 2012 we had a total of 164,917 visitors (including HMP Oakwood Family Pathway Centre from June 2012). Of these visitors 86,515 were at Birmingham; representing an increase of 40% from last year due to an increase in visiting times; a further 25,448 were at Featherstone, 24,732 at Brinsford, 19,327 at Stafford and 8,895 at Oakwood (June – September 2012 only). The monthly average of visitors now stands at 15,225 (one third higher than last year at 10,500).

### Total Visitors



19.8% of visitors were children, a slight increase on last year (18%); the total 35,742 visits by children during the year highlights the need to ensure activities are available to enhance the visiting experience for children and young people.



## VISITORS' SURVEYS



We regularly carry out surveys of the prison visitors passing through the five centres run by HALOW (Birmingham) to determine some of their characteristics and their views of the services offered. During August 2012 we carried out such a survey with around 740 forms being completed by the main visitor with a further 570 people accompanying them –i.e. an average of just around 1.8 visitors per inmate.

Some of the key characteristics of the visitors surveyed were as follows:-

- **Sex** – 68% of the visitors were female, slightly below last year
- **Age** – average age of the visitors was 33 with the eldest being 82 – similar to last year
- **Relation to prisoner** – 17% of the visitors were the children of inmates, 27% wives/partner, 21% parent, 12% friend and 22% other relatives. This is similar to last year except there were a much higher level of wives/partners.
- **Disabled** – around 2% of the visitors declared themselves as being disabled
- **Ethnic Origin** – 62% of visitors were white and the rest Asian, Black or mixed, compared with 66% white last year.
- **Travel arrangements** – 70% of visitors arrived by car, 15% by train and the rest by bus or taxi. The percent by car is similar to last year but less travelled by train. The average time taken to travel to the centre was 50 minutes, 10 minutes less than last year but around 15% of visitors took over two hours. Most visitors came from the West Midlands but around 10% were from further a field. About 18% declared they were receiving financial assistance from the 'Assisted Prison Visits Scheme', compared with 10% last year.
- **Social problems** – 27% of visitors experienced some problems with their neighbours and 22% had experienced behavioural problems with their children (Note: it is not clear whether this is due to their father being in prison). These figures are similar to last year and demonstrate the need for family support resources to be made available to visitors.

### Visiting Record

9% of visitors were first time with on average the others starting around 18 months ago.

- **Length of visits** – 45% thought they were long enough and 49% not long enough
- **Family days** – 9% of visitors had attended family days (e.g. extended activity day visits for the whole family), slightly less than last year. Comments on family days were very favourable.

### Visitor Centre Facilities

- **Centre Staff** – 99% of visitors found the centre staff and volunteers friendly and helpful
- **Cleanliness** – most areas were considered good or acceptable and this was an improvement on last year, although there remains some criticism of toilets and play areas.
- **Advice and leaflets** – a wide range of advice and leaflets is available to visitors and the majority were considered acceptable or good.

### Tea Bar

- Over 75% of visitors regularly used the tea bars with 95% of them finding the staff, service, range of items and value for money acceptable or good.

### Play Areas

- A half of visitors used the play facilities, with 40% saying they were good and 70% considering they were important.

### Visitors' Needs

- Most requests were for better children's facilities, more family days, less queuing and where there were limited or no tea bars, better availability of these.



## Financial Review

Income for the year was £447,609 (£412,183 for 2011), which was an 8.6% increase on the previous year. In the year 48% of our income was derived from HM Prisons (MoJ) contracts, with 17% from G4S (HMP Birmingham from October 2011). These receipts represented almost full cost recovery for our activities in the Visitors' Centres, although there was a reduction in grant over last year in respect of HMYOI Brinsford.

Expenditure for the year amounted to £445,431 (£413,947 for 2011) leading to an increase in resources of £2,178 for the year (£1,764 decrease for 2011). This decrease last year was mainly due to the MoJ being unable to provide a cost of living increase to several of our Centres. 72% of our expenditure is on salaries and National Insurance and all of these are for direct frontline staff working at the visitors' centres. They are also, of course, assisted by committed volunteers who only receive travel expenses. All of our expenditure is directly related to providing frontline services.

HALOW (Birmingham) runs four tea bars (two of which are fairly limited). Another one provides sufficient funds to cover some of the charitable service costs and a contribution towards charitable activities, but the fourth generates a significant contribution to charitable activities as it operates both in the visitors' centre and the visits hall in the prison. Some 20% of the surplus from this latter tea bar goes to a prisoner welfare fund in the prison under current arrangements (Note: from July 2012 this fourth tea bar will be run as a self-financing operation without grant aid from the prison). The level of tea bar income during the year increased by 18.5% over the previous year.

We have received £1,000 from charitable trusts, for which we are grateful. These have mainly been expended on specific charitable projects (for example, Christmas entertainment for prisoner's children). In addition, we were awarded a grant of £37,170 from the Government 'Transition Fund' (managed by the BIG Lottery) for work on strategic development (completed 30th June 2012). £23,230 of this Transition Fund was included in income for the year with the remainder treated as deferred income (to be spent in the year 2012/13).

During the year the Trustees and volunteers contributed over 700 days of 'free' time, for which we are all very grateful.

We estimate that this support was the equivalent of around £50,000 if we had needed to use paid employees.

## Reserves Policy

Our total reserves at the end of the year were £93,353 (£91,175 in 2011). This represents three months of expenditure which would normally be sufficient for our policy of maintaining sufficient reserves to be able to deal fairly with staff issues in the event of a cancellation of a contract or a sudden shortfall in income.

## Future Prospects

Our contractual arrangements with the MoJ were extended for a further 15 months (to 30th June 2012) whilst the procurement processes took place. From 1st October 2011 our MoJ contract to deliver services at HMP Birmingham was novated to G4S for the outstanding contract period (to 31st March 2012). The charity continues to deliver these services (funded by G4S) and is currently finalising contractual negotiations to extend service delivery to 31st December 2014). In addition, the charity began further discussions with G4S early in 2012 resulting in an initial one-year contract to operate the Family Pathway Centre at the new HMP Oakwood prison (located on the same site as HMP Featherstone and HMYOI Brinsford).

The charity continues to prepare budgets for services in line with Compact Commission good practice guidelines for public sector partnerships using the 'full cost recovery' model. Only one of the four prisons gave a cost of living increase for the year 2011/12 and in one the grant was reduced by 16% for the second half of the financial year; this has impacted negatively on overall budgets.

Our future prospects present a more stable picture going into 2012/13, with contracts secured for three years at HMP Stafford, HMP Featherstone and HMYOI Brinsford. Furthermore, the charity has recently concluded contracts with G4S for 2 years at HMP Birmingham and one year at HMP Oakwood to deliver visitors' centre services. However, mounting pressure on prisons to cut costs has been reflected in the procurement specifications and fixed maximum tender price(s). Specifications for the new contracts have been reduced in scope, with the expectation that HALOW (Birmingham) seeks external funding (primarily from charitable trusts) to provide 'enrichment activities' on a value added basis. HALOW (Birmingham) has thus embarked on increased fundraising efforts, primarily to attract grants to offer children and play workers and family support workers across all visitors' centres to enhance core services funded through the public purse.

The current economic downturn and changes to government policy will continue to impact on public sector budgets and also on the level of funding (from investment income) available to Charitable Trusts to disburse in grants to the voluntary sector. Within this climate the Trustees have continued to keep a prudent eye on expenditure and continue to seek additional income streams and grants to support projects. We are grateful to WA Cadbury Trust for continued grant support this year.

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2012

	Unrestricted Funds 2012 £	Total 2011 £
<b>INCOMING RESOURCE</b>		
<b>Incoming resources from generated funds</b>		
Voluntary income:		
Donations and grants	1,000	1,500
Activities for generating funds:		
Investment income	255	99
<b>Incoming resources from charitable activities</b>		
Grants	314,223	299,170
Visitors' Centres tea bars	132,131	111,414
	<hr/>	<hr/>
<b>TOTAL INCOMING RESOURCES</b>	411,919	396,385
	<hr/>	<hr/>
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities:</b>		
Tea bars expenses	90,345	77,539
Visitor Centres services	324,640	324,460
<b>Governance costs</b>	30,446	11,948
	<hr/>	<hr/>
<b>TOTAL RESOURCES EXPENDED</b>	445,431	413,947
	<hr/>	<hr/>
<b>NET MOVEMENT IN FUNDS</b>	2,178	(1,764)
<b>FUND BALANCES BROUGHT FORWARD</b>	91,175	92,939
	<hr/>	<hr/>
<b>FUND BALANCES CARRIED FORWARD AT 31 MARCH 2012</b>	£93,353	£91,175
	<hr/>	<hr/>
<b>BALANCE SHEET AS AT 31 MARCH 2012</b>		
	2012 £	2011 £
<b>FIXED ASSETS</b>	264	311
<b>CURRENT ASSETS:</b>		
Debtors	17,842	630
Cash at bank and in hand	72,923	71,903
	<hr/>	<hr/>
<b>CREDITORS: Amounts falling Due within one year</b>	140,902	122,533
	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>	47,813	31,669
	<hr/>	<hr/>
<b>NET ASSETS FUNDS:</b>	93,089	90,864
	<hr/>	<hr/>
	£ 93,354	£91,175
	<hr/>	<hr/>

Independent Examiner: Slater Johnstone, Chartered Accountants, Solihull



**HALOW**  
(Birmingham)



***HALOW (BIRMINGHAM) is grateful for support from:***

- Action for Prisoners' Families
- Anthony Collins Solicitors LLP
- Aquarius
- The Austin and Hope Pilkington Trust
- Birmingham City Council, Foundation Years Parenting Support Team
- Birmingham Information Service
- AF Blakemore & Sons Ltd
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- Cheslyn Hay Secondary School
- HMP Birmingham – G4S (Care & Justice Services)
- HMYOI Brinsford – Ministry of Justice
- HMP Featherstone – Ministry of Justice
- HMP Oakwood – G4S (Care & Justice Services)
- HMP Stafford – Ministry of Justice
- HMP Wellingborough – Ministry of Justice
- The John Sandy Trust
- Law, Leisure & Learning
- Mothercare, Walsall
- The Mother's Union
- Mr Anthony Daly
- Solihull Metropolitan Borough Council
- Tesco, Yardley, Birmingham
- W A Cadbury Trust
- Waitrose Community Matters Fund
- Whitgreave Primary School, Featherstone
- Wolverhampton Family Information Service



**The National Offenders' Families Helpline  
offers information and support from arrest  
through to release and beyond.**

**Email: [info@offendersfamilieshelpline.org](mailto:info@offendersfamilieshelpline.org)**

**Website: [www.prisonersfamilieshelpline.org.uk](http://www.prisonersfamilieshelpline.org.uk)**

**Telephone: 0808 808 2003**



**Help and Advice Line for  
Offenders' Wives, Partners  
and Families**