

Registered number: 03317333

The Expert Witness Institute
(A company limited by guarantee)

Annual report and financial statements

For the year ended 31 October 2021

The Expert Witness Institute
(A company limited by guarantee)

Company Information

President	Lord Hodge (from October 2020)
Directors	Sir Martin Spencer (Chair) Mr Allen Hirson, MA (retired 15 June 2021) Mr Christopher David Turner Mr Colin James Holburn Mr Edward John Picton Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI Mr Mark Richard Broadbent Mr Michael Anthony Pilgrem Mr Michael Shaun Tibbatts Mr Peter Andrew Mulhern Mr Richard Porter MSc, FRCOG Ms Saba Naqshbandi Dr Kathryn Newns (appointed 15 June 2021)
Company secretary	Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI (resigned 15/06/21) Mr Simon Mark Berney-Edwards (appointed 15/06/21)
Registered number	03317333
Registered office	159-161 Temple Chambers 3-7 Temple Avenue London EC4Y0DA
Accountants	Kreston Reeves LLP Chartered Accountants Montague Place Quayside Chatham Maritime Chatham Kent ME44QU
Bankers	Coutts & Co 440 Strand London WC2R0QS HSBC 18 High Street Reigate Surrey RH2 9AY

The Expert Witness Institute
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The Expert Witness Institute
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Chairman's statement
For the year ended 31 October 2021

The chairman presents his statement for the period.

2020/21 continued to provide a challenging operating environment as the UK continued to deal with the impact of the Covid-19 pandemic, but with our new Association Management System and Website in place, and changes to other systems making it easier for staff to work more flexibly, the Institute has quickly adapted to becoming a virtual operation. This, alongside planned reinvestment in staff capacity has had a demonstrable impact on our financial and operational performance during the year and we have finished 2020/21 in a strong financial position.

The Board signed off on the Institute's Strategic Plan for 2021-2026 in September 2021.

The four strategic objectives are to:

1. Enhance our impact by growing membership.
2. Support the development and improve the quality of experts within the community.
3. Advocate on behalf of the Expert Witness community.
4. Ensure an excellent, sustainable and effective membership body.

The rest of this report is structured using these headings to demonstrate how our activities have contributed to our strategic objectives.

Enhance our impact by growing membership

In 2020/21, the Institute has benefitted from the improvements to membership categories made during 2019/20. This has made a significant impact on the recruitment and retention of members. At the 31st October 2021, we were ahead of our targets for personal membership for the year.

Due to improvements in our systems and more active encouragement, we have seen an increase in members applying to upgrade. This was partly because of our new approach to Fellowship which was launched in January 2021 and saw 5 successful applications for Fellowship.

Corporate Membership continues to be a slow burn activity but in 2020/21 we welcomed 1 new Corporate Member and 2 new Corporate Partners. During the year we had intended to launch a new Corporate Membership for legal firms but decided to pause this to focus on Personal and Corporate Membership.

Following a successful meeting with the Chartered Institute of Information Security we are in the process of signing off our Memorandum of Understanding which outlines how we will promote each other's organisations and events. We are hoping to use this approach as the basis for approaches to other Professional Bodies in 2021/22 with the intention of further extending our reach.

During the year we have continued to work on the further development of EWI Certification and revised the scheme to remove some of the barriers that were preventing the scheme from working. It was hoped that this would lead to a summer launch, however, in April, UCL announced that they would no longer be able to offer the endorsement and validation they had previously been able to provide due to changes in their processes. An alternative partner providing academic validation has now been identified and it is expected the revised Certification assessment process will be launched in Spring 2022.

Support the development and improve the quality of experts within the community

The work completed on the revision of the Certification scheme has resulted in a set of core competencies for Expert Witnesses. This has been developed into a document that can be shared and promoted and has been considered by the EWI Committees ahead of Board sign off. This will be launched in January 2021.

The impact of Covid-19 created a challenging environment for all organisations. However, the EWI adapted quickly, moving all training to delivery via webinar rather than face-to-face events. This continued throughout 2020/21 enabling EWI to continue to expand the range of people that have been able to participate in training (including a number of Overseas participants).

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Chairman's statement
For the year ended 31 October 2021

We delivered 5 more events than we had originally planned and some of our evening webinar series proved extremely popular; particularly Preparing for Virtual Hearings, Your Liability as an Expert Witness and Avoiding the Pinkus Trap. Core Training has also proved extremely popular over the year. We delivered 26 events during the year with 437 delegates. In addition, a further 33 event recordings were purchased.

The Institute ran their 2nd Online Conference in the new Conference slot of May. This was extremely well received including contributions from a range of Experts and Senior members of the Judiciary. The keynote speech was given by our new president, Lord Hodge.

During the year we delivered two editions of Expert Matters which has now become a digital magazine. We continue to provide information and advice through our Member Helpline, though we noticed a decrease in the number of enquiries experienced last year. We are hoping this due to the continued improvement and development of the information and guidance available on the website and in the member resources area.

Advocate on behalf of the Expert Witness community

EWI continues to seek opportunities to be an advocate on behalf of the Expert Witness community and has received limited coverage in online media.

During 2020/21 EWI made representations to the review of the Future of Legal Aid and review of Criminal Legal Aid, and a Forensic Science Regulator consultation on Evaluative Opinions.

The EWI is also represented on the Forensic Science Regulator Board Quality Standards Group to ensure the voice of Experts are heard.

Provide an excellent, sustainable and effective membership body

At the AGM, Allen Hirson did not stand for re-election and the Institute offers its thanks to him for his contribution to the EWI over the last 10 years.

Colin Holburn and Michael Pilgrem were re-appointed to the Board and Dr Kathryn Newns was appointed.

Following the AGM, Lady Justice Geraldine Andrews was co-opted to the Board and it is expected she will be appointed at the next AGM.

The AGM also approved a number of key changes to the Articles of Association:

- Amendments to Articles 4-42 relating to Membership to reduce down the detail contained within the Articles in favour of content existing in a new set of Member Regulations.
- The Composition of the Board was confirmed.
- A maximum Length of Office for Board Members of six years.
- The rules relating to Board Nominations and Elections.
- Whilst the results of the elections would be confirmed at the AGM, the Term of Office would now commence from the 1st November to coincide with the new Financial Year.

The EWI has also welcomed 4 new members to the Membership Committee who have completed their training and practice assessments and have begun assessing applications.

The Board agreed to reinvest in staff capacity during 2020/21 and in February 2021, Wiebke Morgan joined the staff team as Membership Manager, increasing the team from 1.8FTE to 2.4FTE. This increase has enabled our Chief Executive to spend more time on Training and Events and other strategic matters.

Part team building and part awareness raising, the EWI team took part in the London Legal Walk on the 18th October 2021 and raised £590 for Legal Aid charities.

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Chairman's statement
For the year ended 31 October 2021

It has never been more important to have a credible voice for expert witnesses, highlighting the critical role they play in our justice system. I believe the EWI does, and will increasingly, play a significant role in championing the best interests of our members and their contribution. I encourage you to engage with your Institute and take advantage of all it has to offer.

A handwritten signature in black ink that reads "Martin Spencer". The signature is written in a cursive, flowing style.

Name **Sir Martin Spencer (Chair)**
Chairman

Date **15/02/2022**

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Strategic report
For the year ended 31 October 2021

Results for the Year Ended 31 October 2021

Turnover for 2021 increased to £362,168 compared to £302,573 for the previous year, principally arising from a large increase in membership income due to an increase in membership fees, strong performance in membership recruitment and retention and an increase in the net contribution from courses and events.

Courses and events contributed a net £35,245 in 2021 compared to the net £20,038 in 2020.

Interest received of £115 in 2021 is a slight improvement on the interest received in 2020 of £87 reflecting the Institute's accumulation of reserves throughout the year from improved operational activities. The ongoing investment policy is under review but for the time being has been to hold all accumulated surpluses as reserves in cash.

A decision has been made by the Board to give up the London premises when the current lease expires at the end of 2022 and EWI will continue to operate remotely. As a result, premises costs including rent, business rates, some equipment hire, light and heat, and cleaning have been reduced or disappeared completely. The consultancy charge relates to payment made to a firm of Chartered Surveyors to challenge our business rates.

There was an increase in the staffing budget due to planned reinvestment in staff capacity.

Computer and website costs have increased as planned from £56,607 in 2020 to £82,090 in 2021 due the required investment in our Association Management System and new Website which went live in 2020.

Legal and professional fees were significantly reduced in 2021. This is more in line with predicted expenditure whereas 2020 was an exceptional year.

Bank charges increased from £2,850 in 2020 to £4,020. This was as a result of an increase in money being taken via the website and, initially by Sage Pay/Barclaycard. In March 2021 we moved across to a new payment provider (Clear Accept) and so far we have identified a notable reduction in Banking Costs which we should see reflected in next year's accounts.

Depreciation has also significantly reduced from £24,094 in 2020 to £97 in 2021. This is due to the final costs of key projects being depreciated in 2020. In 2021, the costs of a printer were capitalised.

As reported last year, the Institute took the difficult decision to terminate the Service Level Agreement for the delivery of the branch in Singapore and there were no further payments in 2021.

Financial position and resources

At the end of 2021, the Institute made a profit after tax of £68,092 compared to a loss after tax in 2020 of £11,539. The Institute's accumulated capital and reserves have increased from a deficit of £5,557 as at 31 October 2020 to a surplus of £62,535 as at 31 October 2021.

The Board is confident that despite the impact of Covid-19 and a challenging operating environment, EWI finances will continue in a positive position in 2022 and reserves are accumulated to a level equivalent to half the normal administrative costs. The Institute remains totally self-financing, principally financed by membership income without the received of any grants or subsidies to service its members.

We remain committed to increasing the standard expert judicial evidence worldwide promoting best practice and ensuring that the highest standards are maintained.

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Strategic report (continued)
For the year ended 31 October 2021

This report was approved by the board on 15/02/2022 and signed on its behalf.

Kay Linnell

Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI
Director

The Expert Witness Institute
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Directors' report
For the year ended 31 October 2021

The Directors present their report and the financial statements for the year ended 31 October 2021.

Principal activity

The Institute's activities are directed towards the achievement of its objects, which are the support of the proper administration of justice and the early resolution of disputes through fair and unbiased expert evidence. To this end major priorities are the provision of training and the dissemination of information to members to maintain and enhance the standards and status of experts.

Directors

The Directors who served during the year were:

Sir Martin Spencer (Chair)
Mr Allen Hirson, MA (retired 15 June 2021)
Mr Christopher David Turner
Mr Colin James Holburn
Mr Edward John Picton
Miss Kay Linnell, FCA, MBA, FCIArb, FEWI
Mr Mark Richard Broadbent
Mr Michael Anthony Pilgrem
Mr Michael Shaun Tibbatts
Mr Peter Andrew Mulhern
Mr Richard Porter MSc, FRCOG
Ms Saba Naqshbandi
Dr Kathryn Newns (appointed 15 June 2021)

Small companies note

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 15th February 2022 and signed on its behalf.



Sir Martin Spencer (Chair)
Director

The Expert Witness Institute
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Independent chartered accountants' review report
to the directors of The Expert Witness Institute
For the year ended 31 October 2021

We have reviewed the financial statements of The Expert Witness Institute for the year ended 31 October 2021, which comprise the Statement of income and retained earnings, the Balance sheet and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

Directors' Responsibility for the Financial Statements

As explained more fully in the Directors' responsibilities statement set out on page 6, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Accountants' Responsibility

Our objective is to express a conclusion based on our review of the financial statements. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400 (Revised), 'Engagements to review historical financial statements' and ICAEW Technical Release TECH 09/13AAF 'Assurance review engagements on historical financial statements'. ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared, in all material respects, in accordance with United Kingdom Generally Accepted Accounting Practice. ISRE 2400 (Revised) also requires us to comply with the ICAEW Code of Ethics.

Scope of the Assurance Review

A review of the financial statements in accordance with ISRE 2400 (Revised) is a limited assurance engagement. We have performed procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, applying analytical procedures and evaluating the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (UK). Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

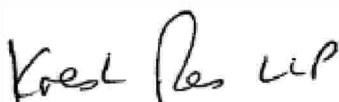
Based on our review, nothing has come to our attention that causes us to believe that the financial statements have not been prepared:

- so as to give a true and fair view of the state of the Company's affairs as at 31 October 2021, and of its profit for the year then ended;
- in accordance with United Kingdom Generally Accepted Accounting Practice and
- in accordance with the requirements of the Companies Act 2006.

Use of our report

This report is made solely to the Company's directors, as a body, in accordance with the terms of our engagement letter dated 8 August 2018. Our review work has been undertaken so that we might state to the Company's directors those matters that we have agreed to state to them in a reviewer's 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 and the Company's directors, as a body, for our review work, for this report or the conclusions we have formed.

Kreston Reeves LLP
Chartered Accountants
Chatham Maritime



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Statement of income and retained earnings
For the year ended 31 October 2021

	2021 £	2020 £
Turnover	362,168	302,573
Gross profit	362,168	302,573
Administrative expenses	- (294,186)	(314,182)
Operating profit/(loss)	67,982	(11,609)
Interest receivable and similar income	115	87
Profit/(loss) before tax	68,097	(11,522)
Tax on profit/(loss)	(5)	(17)
Profit/(loss) after tax	68,092	(11,539)
	(5,557)	5,982
Retained earnings at the beginning of the year	(5,557)	5,982
	68,092	(11,539)
Profit/(loss) for the year	68,092	(11,539)
Retained earnings at the end of the year	62,535	(5,557)

The notes on pages 10 to 13 form part of these financial statements.

The Expert Witness Institute
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Registered number: 03317333

Balance sheet
As at 31 October 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	4	193	-
		<u>193</u>	<u>-</u>
Current assets			
Debtors: amounts falling due within one year	5	5,785	15,576
Cash at bank and in hand		129,535	70,664
		<u>135,320</u>	<u>86,240</u>
Creditors: amounts falling due within one year	6	(72,978)	(91,797)
Net current assets/(liabilities)		<u>62,342</u>	<u>(5,557)</u>
Net assets/(liabilities)		<u><u>62,535</u></u>	<u><u>(5,557)</u></u>
Capital and reserves			
Profit and loss account		62,535	(5,557)
		<u><u>62,535</u></u>	<u><u>(5,557)</u></u>

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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



Sir Martin Spencer (Chair)
Director



Miss Kay Linnell, FCA, MBA, FCIArb, FEWI
Director

15/02/2022

The notes on pages 10 to 13 form part of these financial statements.

The Expert Witness Institute
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Notes to the financial statements
For the year ended 31 October 2021

1. General information

The Expert Witness Institute is a private company limited by guarantee, and is incorporated in England and Wales with the registration number 03317333. The address of the registered office is 159-161 Temple Chambers, 3-7 Temple Avenue, London, EC4Y 0DA.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Going concern

The Directors assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Company to continue as a going concern. The Directors make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Company has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Company's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2.4 Interest income

Interest income is recognised in profit or loss using the effective interest method.

Notes to the financial statements
For the year ended 31 October 2021

2. Accounting policies (continued)

2.5 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Company in independently administered funds.

2.6 Taxation

The tax expense represents the sum of the tax currently payable.

The Company has obtained exemption in respect of corporation tax relating to surpluses earned from operating activities. Corporation tax is payable on any interest income received.

2.7 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	33% straight-line basis
Website	-	33% straight-line basis

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

2.8 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.9 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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Notes to the financial statements
For the year ended 31 October 2021

2. Accounting policies (continued)

2.10 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.11 Financial instruments

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in ordinary shares.

3. Employees

The average monthly number of employees during the year was 4 (2020- 4).

4. Tangible fixed assets

	Fixtures and fittings £	Website £	Total £
Cost or valuation			
At 1 November 2020	13,341	57,255	70,596
Additions	290	-	290
At 31 October 2021	<u>13,631</u>	<u>57,255</u>	<u>70,886</u>
Depreciation			
At 1 November 2020	13,341	57,255	70,596
Charge for the year on owned assets	97	-	97
At 31 October 2021	<u>13,438</u>	<u>57,255</u>	<u>70,693</u>
Net book value			
At 31 October 2021	<u>193</u>	<u>-</u>	<u>193</u>
At 31 October 2020	<u>-</u>	<u>-</u>	<u>-</u>

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Notes to the financial statements
For the year ended 31 October 2021

5. Debtors

	2021 £	2020 £
Trade debtors	147	740
Prepayments and accrued income	5,611	14,836
Corporation tax	27	-
	<u>5,785</u>	<u>15,576</u>

6. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	272	27,055
Corporation tax	-	17
Other taxation and social security	3,114	2,387
Other creditors	3,354	3,046
Accruals and deferred income	66,238	59,292
	<u>72,978</u>	<u>91,797</u>

7. Company status

The Company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the Company in the event of liquidation.

8. Commitments under operating leases

At 31 October 2021 the Company had future minimum lease payments due under non-cancellable operating leases for each of the following periods:

	2021 £	2020 £
Not later than 1 year	30,157	29,155
Later than 1 year and not later than 5 years	4,349	31,585
	<u>34,506</u>	<u>60,740</u>

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Detailed profit and loss account
For the year ended 31 October 2021

	2021 £	2020 £
Turnover	362,168	302,573
Gross profit	362,168	302,573
Gross profit %	100.0 %	100.0 %
Less: overheads		
Administration expenses	(294,186)	(314,182)
Operating profit/(loss)	67,982	(11,609)
Interest receivable	115	87
Tax on profit/(loss) on ordinary activities	(5)	(17)
Profit/(Loss) for the year	68,092	(11,539)

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Schedule to the detailed accounts
For the year ended 31 October 2021

	2021 £	2020 £
Turnover		
Individual membership subscriptions	286,403	209,748
Vetting fees received	8,685	6,070
Course and events income	49,997	47,573
Associate membership	449	870
Corporate membership	16,583	11,432
Other income	51	150
Donations from members	-	26,730
	362,168	302,573
	2021 £	2020 £
Administration expenses		
Staff salaries	121,209	100,614
Staff national insurance	7,358	5,640
Staff pension costs - defined contribution schemes	4,913	3,007
Staff training	921	285
Travel expenses	281	311
Consultancy	1,482	-
Postage, carriage and stationery	1,703	2,017
Telephone	794	1,828
Computer and website costs	82,090	56,607
Advertising and marketing	1,682	1,107
Subscriptions	-	35
Charity donations	150	-
Legal and professional	277	7,397
Accountancy fees	4,477	4,152
Equipment hire	-	262
Bank charges	4,020	2,850
Sundry expenses	522	1,528
Rent and service charge	45,562	44,514
Light and heat	128	475
Cleaning	-	750
Insurances	1,768	1,801
Depreciation	97	24,094
Courses and events	14,752	27,535
Singapore costs	-	27,373
	294,186	314,182

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Schedule to the detailed accounts
For the year ended 31 October 2021

	2021 £	2020 £
Interest receivable		
Bank interest receivable	115	87
	115	87