



THE INDEPENDENT APPROVED PREMISES ASSOCIATION CIC ['NAPA']

COMPANY NUMBER **11961233**

ANNUAL REPORT 2023-24

REGISTERED OFFICE:
c/o RIPON HOUSE
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CHAIR'S INTRODUCTION

This has been a year of consolidation for NAPA. As an organisation we exist to serve the Independent Approved Premises in whatever way is most helpful to them. We provide a forum for discussion and the exchange of views and a conduit for communication to HMPPS and MoJ on issues of concern to all IAPs.

For the past two years the prospect of a competitive bid for a contract with MoJ for 10 of the 14 IAPs has been in the planning stage. In February 2024 the first Invitations to Tender were issued and the process is now underway for bids to be presented for the North-West and London. During this time the online meetings between NAPA and the Business Strategy team in MoJ have been suspended in the interests of fairness. However, HMPPS representatives contribute to our meetings with IAPs including the residential conference in July and this regular contact is invaluable and much appreciated.

The executive Committee of Members and Directors of NAPA CIC has met 4 times and I am grateful to them for their commitment and support, including our voluntary treasurer, Ken Starnes. During this year Roger Clark, Chief Executive of the West London Mission (as was), resigned. He had been an active and practical supporter of NAPA and we shall miss his input. However, we gladly welcomed Paul Addicott of the Social Interest Group as a new Member and look forward to working with him. This brings representation from the 4 more recently created IAPs. Regrettably, we had to also bid farewell to Louise Cantley, Chief Executive of Progress to Change, and Ann Oxley, Strategic Manager of St.Vincent de Paul APs on their retirement. Both had given invaluable service to NAPA during their terms of office. Louise was a founder member of NAPA CIC and her role as Director was taken on by Paul Holt.

Inevitably this is a time of uncertainty for most IAPs until the new contracts are established but all IAPs continue to provide public protection and the possibility of rehabilitation to residents in a supportive environment. It is NAPA's privilege and purpose to support them in this endeavour.

Jill Dilks,
Chair
May 2024

DIRECTOR'S REPORT

As the year 2023/4 drew to a close, the programme for commissioning IAPs, which is a major matter for the majority of our Associate IAP providers, finally started in earnest. This took place at the end of a year in which many of the IAPs have found themselves struggling to maintain staffing levels due to competitive local employment markets.

One effect of this was that the training sessions for AP practitioners offered by NAPA's two Associate Trainers were in most cases not delivered until the winter of 2024. Nevertheless the training days did get done, much to the credit of the two trainers – Jane Attwood and Jocelyn Pearson - and to the IAP staff groups involved. Feedback by participants about the training courses continues to be very positive.

Meanwhile, NAPA has continued to review and reorganise its own work, governance and business model. The Executive has deliberately budgeted for a small expenditure 'deficit' for both 2022/3 and 2023/4, seeing this as a part of how NAPA can sometimes 'give back' to its Associates when necessary – however, this policy will be reviewed each year, and amended when the time is right. Similarly, having established new governance arrangements last year, NAPA has continued to develop them in 2023/4. Together with the more visible corporate identity, NAPA's development of its IT systems to become more resilient (not dependent on just one person) means that NAPA operates as a more professional organisation. Our Company Secretary, Caroline Morgan, has undertaken the key role in enabling these developments.

The new pattern of networking for NAPA's Associates is now well established: Again, the residential Conference and AGM was held in Derby in July, and a one-day event was held in London in the late autumn, both of which provide 'in-person' interactions and networking, while the other two meetings for IAPs during the year were held online.

As last year, many uncertainties continue in the external environments of IAPs, and NAPA aims to support the IAPs as they navigate them. Meanwhile, NAPA's internal workings continue to become more businesslike and resilient, although there is more to do.

ANDREW BRIDGES, STRATEGIC DIRECTOR, May 2024

Income and Expenditure Account For the Period 01 April 2023 to 31 March 2024

	<u>31.3.24</u>	<u>31.3.23</u>
	£	£
Turnover		
Fees receivable	60,000	72,000
Residential Conference Income	2,050	-
Training Income	708	-
	<u>62,758</u>	<u>72,000</u>
Cost of sales		
Conference Fees & expenses	12,095	9,107
Training events	8,413	20,832
Meeting costs	3,317	3,539
	<u>23,825</u>	<u>33,478</u>
GROSS SURPLUS	38,933	38,522
Expenditure		
Strategic Director's salary costs	23,739	20,274
Post, Stationery, Telephone	951	565
Travelling	148	814
Administrator's salary costs	9,358	11,269
Professional fees	2,436	2,545
Honoraria	3,000	3,000
Total Expenditure	39,632	38,467
	(699)	55
Finance costs		
Bank charges	61	61
	(760)	(6)
Depreciation		
Computer equipment	452	454
	<u>452</u>	<u>454</u>
<u>NET (DEFICIT) / SURPLUS</u>	<u>(1,212)</u>	<u>(460)</u>

Notes

Income: Although the number of individual independent APs has increased in recent years, which potentially increased annual income, nevertheless NAPA reduced its income by moving from charging 'per provider' rather than 'per IAP', and furthermore has not increased those annual charges despite inflation; therefore NAPA's income has remained modest and will continue to be so for the present.

KEN STARNES, TREASURER, MAY 2024