



# THE INDEPENDENT APPROVED PREMISES ASSOCIATION CIC ['NAPA']

COMPANY NUMBER **11961233**

## ANNUAL REPORT 2021-22

REGISTERED OFFICE:  
c/o RIPON HOUSE  
63 CLARENDON ROAD  
LEEDS  
LS2 9NZ

## CHAIR'S INTRODUCTION

This has been a year of consolidation for NAPA CIC. Unable to hold our traditional meetings in London for representatives from all IAPs, we continued to hold our meetings via online platforms with the exception of the residential conference in Wales. We have had to accustom ourselves swiftly to the new methods of meeting on screen, a process which has served a useful purpose and saved a good deal of time and money travelling. However, it was by general consent a considerable relief to be able to gather at our conference as the IAP 'family'; meet face to face and share experiences. We were also able to welcome staff from a newly created IAP, Eden House.

Face-to-face training has always been a vital part of what NAPA has to offer and has of course been curtailed by restrictions, but we hope that opportunities will increase during the coming year.

The group of Directors and members of NAPA remains unchanged and I should like to express my gratitude to them for their support on the Executive Committee. Thanks are due also to Andrew our Director for his impeccable administration and to Caroline, now our Company Secretary. Their combination of skills is invaluable to the organisation.

As more new IAPs are established we look forward to inviting them to join us as Associates. Long experience has shown that it is a considerable aid in the complex and frequently stressful task of managing an IAP to seek advice and support from colleagues. NAPA provides a forum where managers and trustees can come together for frank and productive discussion. NAPA also acts as a bridge between HMPPS/MoJ and the group of IAPs, and is able to represent one side to the other and create a conduit for communication and understanding. APs which are independently owned are a small part of the national AP provision. Many are charities and have their roots in their local communities; all are strongly committed to rehabilitation as well as to helping to protect the public. NAPA's purpose is to provide a service to those independent APs.

JILL DILKS, CHAIR, MAY 2022

## DIRECTOR'S REPORT

The second year of the coronavirus pandemic meant that many of the radical changes in the working of each of the independent Approved Premises continued through almost all of 2021/2. NAPA itself continued to hold all its meetings online, with the exception of the AGM and Conference, and just about all its business was conducted 'remotely'. However NAPA completed most of its aims for the year set out by the Executive committee:

1. A new **strategic plan for NAPA for 2022-4** was finalised in January 2022. An annual survey of the associate IAPs will be one of the ways in which progress will be assessed, in each future year, following the first of such surveys - which was undertaken in October 2021.
2. In January 2022, NAPA appointed its Senior Administrator, Caroline Morgan, to the additional **new role of Company Secretary**.
3. The **Annual Conference** for the Independent Approved Premises [IAPs] was held at the customary venue of Gladstone's Library in Flintshire from 28-30 September. This event is traditionally a great opportunity for IAP managers, trustees, NAPA colleagues and guest speakers to share, support and network in a very relaxed environment free from the everyday pressures and demands that exist in the AP world. It was well received despite the pandemic-related restrictions with which participants were required to comply (mask wearing for much of the time etc). There was very positive feedback about all the speakers, and about the organisation, but it was apparent that NAPA was starting to 'outgrow' this venue, and an alternative has been found for the July 2022 Conference.
4. The **Annual General Meeting** was also held, on 28 September 2021. At this meeting, the annual report was presented, and the 2020/21 accounts were signed off.
5. NAPA replaced its former website with a **new website** - at [napacic.org](http://napacic.org) - which is to be managed directly by NAPA's two part-time staff.
6. **Contract extensions** were completed with HMPPS by all NAPA's associate IAPs, to take each of them to the end of March 2024. Because HM Treasury has advised that a new contract regime must operate from April 2024 onwards, the dialogue to help to draft and design the new contracts has already started.
7. NAPA has developed its **working relationship with HMPPS**. In addition to the regular liaison with Sue Taylor, the Divisional Director responsible for APs, Claire Martin and other members of the National Approved Premises Team, there is now also regular liaison with the new contract management team led by Simon Jeffery, with the post-2024 contract regime in mind. NAPA was also represented at many of the other meetings organised by HMPPS's National AP Team.
8. NAPA's **Practitioners Training events** have restarted, albeit slowly so far, following the pandemic, with Teresa Goede taking on the Associate Trainer role in succession to the role formerly undertaken by Peter Fail when he was Director.

All of the work completed by NAPA this year has been done within the budgetary expectations for the year, within the income received.

ANDREW BRIDGES, STRATEGIC DIRECTOR, MAY 2022

## Income and Expenditure Account For the Period 01 April 2021 to 31 March 2022

	<u>2022</u>	<u>2021</u>
	£	£
<b>Fees receivable</b>	66,000	60,000
<b>Cost of sales</b>		
Conference Fees & expenses	-7,915	-684
Training events	-3,798	
	<hr/>	
<b>GROSS SURPLUS</b>	<b>54,287</b>	<b>59,316</b>
<b>Expenditure</b>		
Strategic Director's salary costs	-22,618	-18,704
COVID Grants		-12,000
Post, Stationery, Telephone	-453	-1019
Travelling	-1,448	-37
Sen.Administrator's salary costs	-7,781	-5710
Sundry expenses	-	-21
Professional fees	-2,155	-1,845
Honoraria	-2,500	-2,500
<b>Total Expenditure</b>	<b>-36,955</b>	<b>-41,836</b>
	<hr/>	<hr/>
	<b>17,332</b>	<b>17,480</b>
<b>Finance costs</b>		
Bank charges	20	
	<hr/>	
	<b>17,312</b>	
<b>Depreciation</b>		
Computer equipment	342	-511
	<hr/>	<hr/>
	<b>16,970</b>	
<b>Loss on disposal of fixed assets</b>		
Computer equipment	199	
	<hr/>	
<b><u>NET SURPLUS</u></b>	<b><u>16,771</u></b>	<b><u>16,969</u></b>

Notes: No 'in person' IAP meetings were held during this year, and most of the Practitioner Training Programme was not provided during the year to 31 March 2022 due to the impacts of Covid. However, this programme will be completed during 2022/3 alongside the planned programme for that year.

A small surplus had been budgeted for the 2021/2 financial year. However, the higher than anticipated surplus resulting from last year's underspend is being carried forward to meet the above commitment.

KEN STARNES, TREASURER, MAY 2022