



THE INDEPENDENT APPROVED PREMISES
ASSOCIATION CIC ['NAPA']

COMPANY NUMBER **11961233**

ANNUAL REPORT
2022-23

REGISTERED OFFICE:
c/o RIPON HOUSE
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LS2 9NZ

CHAIR'S INTRODUCTION

Our organisation now feels on a firm footing after its establishment as a CIC and following the distraction of the pandemic. As Andrew Bridges describes in his report, we have formalised our governance arrangements and established a pattern of meetings; now mainly online but also with welcome occasions when all Associates can gather and share their experiences and problems in person.

NAPA's training programme is now fully re-established, and it has been a pleasure to welcome recently opened IAPs. Their providers have had the experience of agreeing a new contract with MoJ, whereas the IAPs on 'legacy' contracts had been expected to bid for a new contract after March 2024. There has been much discussion on this topic and NAPA has been able to provide a bridge and an information conduit between the Business Strategy team in MoJ and the body of Associates who need a new contract. We have appreciated the regular online meetings which Andrew and I have had with the MoJ team. NAPA has also provided occasions when members of that team can meet virtually, or in person, with IAP managers and trustees. This has led to a positive and useful exchange of views and an increase in mutual understanding.

There was no change during the year to the group of Directors and Members who form the NAPA Executive Committee which meets 4 times a year. I am most grateful for their wise counsel and support. Andrew, our Strategic Director, and Caroline our Company Secretary, have made sure that we have good governance in place and the 'machine' runs very smoothly.

Independent Approved Premises are rooted in their own community, as many have Trustee Boards with local members. IAPs provide rehabilitative support to residents and protection to the public. Their work can be risky and arduous as well as fulfilling. NAPA is there as a forum for contact and discussion and to provide a backdrop of support and a channel for communication with HMPPS.

JILL DILKS, CHAIR, MAY 2023

DIRECTOR'S REPORT

Our Chair, Jill Dilks, has described how NAPA has grown a little in 2022/3, with two new providers of IAPs becoming NAPA Associates during the year. Alongside this, which was part of HMPPS's programme to increase the number of AP beds nationally, NAPA spent much of the year anticipating an additional HMPPS programme to put all its IAP provision onto 'new-style' contracts with effect from April 2024 – but as the 2022/3 year ended we learned that this would now be from a later date.

Meanwhile, however, NAPA had a busy year reorganising its own work, governance and business model. An existing ambiguity was resolved when it was clarified that NAPA was an association of 'IAP providers' – since some providers run two, or even three, IAPs each. There is a financial 'cost' to this for NAPA, as there was consequently a small revenue 'deficit' for 2022/3, and the Executive has planned a similar modest 'deficit' for 2023/4, seeing this as a part of how NAPA can sometimes 'give back' to its Associates when necessary. The policy will have to stay under review.

NAPA's Executive also adopted more formal and transparent governance arrangements, so that each Director and Member of the CIC now has an official term of office (renewable) and a code of conduct. We are grateful to our Company Secretary, Caroline Morgan, and her external advisor, for enabling these more businesslike arrangements to be drawn up and become established.

The main change in NAPA's own work was in our arrangements for practitioner training for AP staff. We were sad to lose Teresa Goede in April 2022, but as of October 2022 we had gained two replacement Associate Trainers (ATs), Jane Attwood and Jocelyn Pearson. Furthermore, although at the end of 2021/2 we had been well behind schedule in delivering practitioner training because of the effects under the pandemic of lockdown and staff availability, NAPA has been able to deliver the whole 2022/3 programme of training, and the overdue elements of the 2021/2 programme, all by the end of March 2023. Credit for this must go to the ATs and the IAP Managers who had to organise each session, and also to the AP staff themselves who without exception engaged positively with the courses delivered.

As we all emerged from the pandemic, a new pattern of networking for NAPA's Associates has also become established: 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 are held online.

Although many uncertainties continue in the external environments of IAPs, NAPA's internal workings continue to become more businesslike and resilient, although there is more to do.

ANDREW BRIDGES, STRATEGIC DIRECTOR, APRIL 2023

Income and Expenditure Account For the Period 01 April 2022 to 31 March 2023

	<u>31.3.23</u>	<u>31.3.22</u>
	£	£
Fees receivable	72,000	66,000
Cost of sales		
Conference Fees & expenses	-9,107	-7,915
Training events	-20,832	-3,798
Meeting costs	3,539	
GROSS SURPLUS	<u>38,522</u>	<u>54,287</u>
Expenditure		
Strategic Director's salary costs	-20,274	-22,618
Post, Stationery, Telephone	-565	-453
Travelling	-814	-1,448
Sen.Administrator's salary costs	-11,269	-7,781
Professional fees	-2,545	-2,155
Honoraria	-3,000	-2,500
Total Expenditure	<u>-38,467</u>	<u>-36,955</u>
	55	17,332
Finance costs		
Bank charges	61	20
	<u>(6)</u>	<u>17,312</u>
Depreciation		
Computer equipment	454	342
	<u>(460)</u>	<u>16,970</u>
Loss on disposal of fixed assets		
Computer equipment	-	199
<u>NET (DEFICIT) / SURPLUS</u>	<u><u>(460)</u></u>	<u><u>16,771</u></u>

Notes:

1. Income: Although the number of individual independent APs has increased in recent years, which potentially increased annual income, nevertheless NAPA has moved 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.
2. Expenditure: In 2022/3, our newly appointed Associate Trainers enabled NAPA to 'catch up' on all the training sessions 'overdue' from 2021/2; therefore the cost of providing the training in 2022/3 was abnormally high, as was forecast last year.

KEN STARNES, TREASURER, MAY 2023