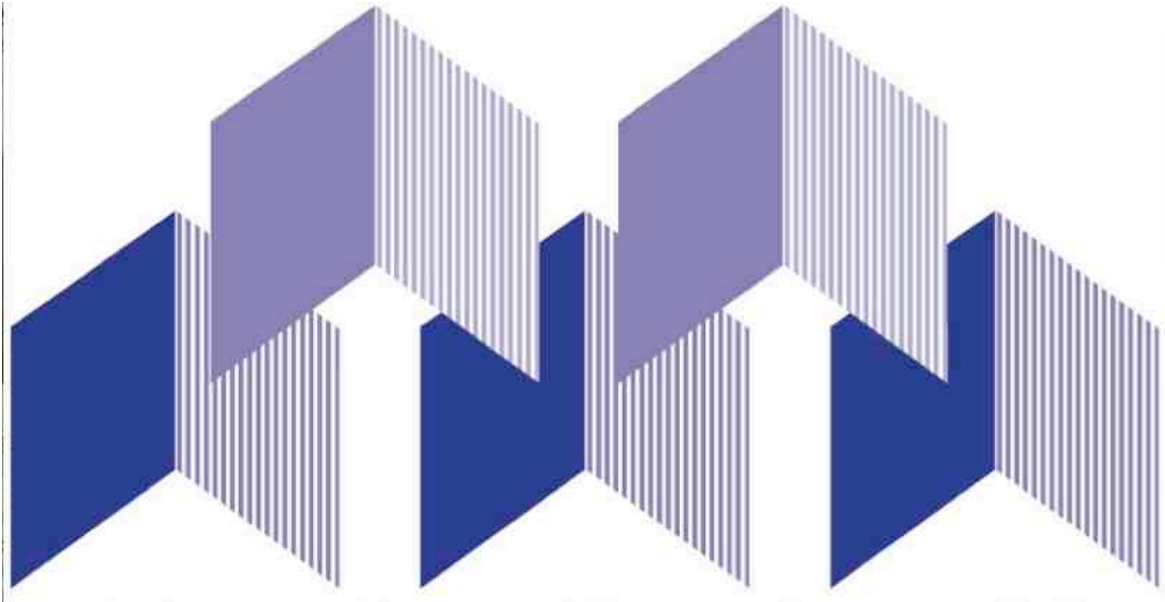


National Approved Premises Association



N A P A

ANNUAL REPORT 2008/9

*WORKING WITH APPROVED PREMISES PROVIDERS
AND COMMISSIONERS*

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1 EXECUTIVE COMMITTEE MEMBERS 2008/9

JUDITH POOLE JP (CHAIRMAN)
TONY GRAY (TREASURER)
CHRIS GELDER (VICE CHAIR)
TED OWEN MBE
MALCOLM JONES (UNTIL NOV 08)
HELEN WHITE (UNTIL NOV 08)
CHRIS COOK
NEIL LOMAS (UNTIL NOV.08)
HEIDI DOUGLAS
LIZ TRY
NEVILLE THOMPSON
MIKE TENNANT
DUNCAN MOSS (FROM NOV.08)
GHISLAINE MARRIAGE (FROM NOV.08)
LOUISE CANTLEY (FROM NOV.08)

2. STATEMENT OF PURPOSE

Our aim is to deliver a range of services and functions that support and assist the work of both our membership and NOMS by contributing to the achievement of best practice, consistency and high quality service delivery and risk management across the whole Approved Premises sector.

We particularly seek to:

Influence - policy and practice to achieve both the best use of Approved Premises and the highest standards of practice in the work they undertake.

Work in Positive Partnership - with approved premises, managing bodies, the Ministry of Justice, The National Offender Management Service (NOMS), and other relevant agencies

Represent – employer/manager perspectives relating to the provision of Approved Premises and the staff that work in them

Disseminate – information on practice and policy developments and opportunities

Promote – understanding of the work of Approved Premises; the development of quality standards; appropriate levels of resourcing; and best use of all Approved premises

Contribute - to the identification of training and staff development needs; the provision of training; and the sharing of good practice.

Funded by the Ministry of Justice, membership of the association is comprised of every voluntary or probation managed Approved Premise in England & Wales

3 CHAIRMANS REPORT

I have pleasure in presenting to you our annual report for 2008/9 which I believe demonstrates a year of solid achievement for NAPA at a time when it would have been all too easy to lose momentum and direction under the pressure of funding shortfalls and financial threat. It has been a difficult time financially for everyone in NOMS and Probation, and this pressure on resources has obviously impacted upon the operation and management of Approved Premises as much as upon any other area of service delivery. It has also had an impact upon the funds available to support NAPA, about which I will say a little more later, but first I would just like to highlight what I see as our headline achievements.

This year NAPA has delivered and seen published two very solid and significant pieces of work, 'A Guide to Enhanced Regimes and Purposeful Activity' and 'The Approved Premises Handbook 2009.' These provide two significant manuals for the whole AP sector and I believe demonstrate how we work with both NOMS and with AP operational staff and managers in an extremely positive way.

Another major innovation this year has been the introduction of the NAPA Awards. The process of nominating staff for these awards has given the entire Approved Premises sector the opportunity to recognise the excellent work and contribution of its staff. From the feedback I have received this opportunity was very much welcomed, and we certainly intend to repeat the awards next year.

During the year we have made a number of demands upon you to provide responses to various surveys and questionnaires or to take part in working groups and I thank you all for giving precious time and resource in helping with these. Amongst those surveys last year was the membership survey, undertaken for NAPA by the West Yorkshire Probation Research Team. This very useful feedback enabled the executive committee to establish our future priorities based upon the needs of our Approved Premises members. There was a clear outcome from the survey that the sector would welcome and support regionally based NAPA seminars and events. However, this is where I have to return to funding matters because although plans were initially made for a series of such events, our significantly reduced funding necessitated a decision to shelve those plans for the time being.

I certainly believe that whatever the future of commissioning brings as NOMS take a regional approach there is an important role for NAPA both at a national and regional level and I think we are well positioned to respond to the demands likely to be made upon us, provided of course a way can be found to maintain our funding at a level that will enable us to continue to deliver the quality service our members have come to expect.

JUDITH POOLE JP

4 WORKPLAN ACTIVITIES/ACHIEVEMENTS

By bringing together a range of practitioners and others we were able to develop and deliver three key pieces of work during the year.

Firstly - A Guide to Enhanced Regimes and Purposeful Activity which draws upon existing examples of practice, to assist APs in the development of elements of purposeful activity as part of their enhanced regimes.

Secondly, - the Approved Premises Handbook 2009 which is an attempt to provide an 'all in one place' reference document regarding Approved Premises. This has received considerable praise for its comprehensive coverage and its ease of use. This will now be editorially updated each year by NAPA to provide a contemporary electronic version available for access by all.

The Third piece of work was a Training and Skills Audit of the Approved Premises Sector. This provided us with some very interesting data from across more than half of the estate and an extremely revealing picture of the sector. The resulting summary, conclusions and recommendations document has been widely shared across NOMS and elsewhere. We have used it also to inform our responses to a range of enquiries about the training and skills needs of the sector; including the probation qualifying framework consultation and consultation with Skills for Justice. Specific recommendations have been discussed directly with the NOMS AP Unit, and we now wait to see them either embraced within the specification and benchmarking exercise, or revisited once that work is concluded.

During the year we held our traditional two national seminars, both of which were full houses and attended by a wide range of managers, staff, committee and Board members from around the country. The April seminar was well timed for the Chief Inspector of Probation, Andrew Bridges to address the sector following the March publication of his Thematic Inspection of Approved Premises. The attendees were able to receive well earned praise for what they do well in what was a generally positive report, whilst also having opportunity to consider in working groups, and with members of his Inspection Team, some of the lessons and action points for further improvement. The seminar also gave opportunity to consider the key outcomes of the AP service review.

Our Autumn Seminar heard from Roger Hill, then Director of Probation within NOMS, who gave his strong support to the important role the Approved Premises play and the difficult job they do; whilst outlining some shockingly revealing and bleak realities for the funding future of all probation work in the coming years, from which of course Approved Premises and NAPA itself were unlikely to be immune.

During the year NAPA have been central to ongoing discussions, and have convened several meetings between the voluntary managed providers and Sean Langley, Head of AP unit to try to negotiate and agree the terms of a funding/service level agreement. Still to be finalised, it seems currently uncertain whether

such a contract may be overtaken by the other current developments in commissioning arrangements and service specification work.

NAPA has been involved in a wide range of consultative and representative roles during a year that saw us contributing to, or commenting on amongst other things; Women's Estate issues; the Approved Premises Service Review and Delivery Group; the medication procedures in APs pilot; a new AP Design Guide, the costs and needs survey exercise; the East Midlands Regional pilot; and HMIP Thematic Inspection of APs report.

NAPA also attended meetings and engaged with: NOMS Health & Safety Forum; EPDU Estates; Probation Association; Skills for Justice; NOMS training sector; NAPO and UNISON, as well as the NNC Approved Premises sub-group and full NNC where NAPA is the recognised advisor to the employers side representatives (Probation Association & NOMS) on approved premises matters.

Alongside these more visible and tangible activities, we continue to take every opportunity to represent the interests and concerns of all AP providers, and offer individual support particularly regarding matters affecting the voluntary sector, as well as doing all we can to assist the Ministry of Justice to work effectively and appropriately with its residential service providers.

5 DIRECTORS REPORT

It is an express aim of our organisation to contribute in very practical and concrete ways to policy and practice development in order to help achieve both the best and most effective use of APs and also the best standards of practice in the work they undertake to protect the public, prevent offending and deliver high quality care and support for offenders supervised in the community. We believe that through our work we assist providers to contribute effectively to the management of risk and go some way to help ensure they minimise both business and reputational risks for themselves and NOMS. Once again this year I believe we can point to NAPA delivering a constructive range of products and activities that we believe go some way towards achieving that.

However we have to recognise that this work has taken place within a structure where APs funding arrangements remain outdated and, as most in the sector would believe, inadequate. The question of how much it actually does cost to run an AP and provide a quality service has been under review for some years now, firstly in the Resources Review, then the AP Service Review and an allied funding review that, it must be acknowledged, led to an additional £3 million being found for APs in 2008/9. Since then we have had a further inconclusive cost and needs analysis and now all hope appears to ride upon the outcome of the specification, benchmarking and costing exercise whilst in the meantime providers have to continue to run and manage their APs in the face of acute financial restrictions that can at times stretch risk management to its limits. This

pressure I believe can encourage providers towards a monitoring and surveillance mentality rather than more constructive and effective approaches to engagement with residents and management of their risk.

With regard to NAPA itself and our work plan, despite the clear achievements: Handbook, Purposeful Activity Guide; Training Audit & NAPA Awards amongst them, we have not been immune to the cold realities of funding restrictions and I think it is important to outline some of the things that are not in the work plan, but that we would like to develop should funds permit in future. These would include amongst other things, a range of regional seminars focussed on local developmental needs; a remake of the trigger training video and the production of a promotional DVD for the whole AP sector. We continue to seek ways in which we might be able to fund some of these additional plans whilst still experiencing a very uncertain future with regard to even the core central funding that helps us remain viable.

Regional commissioning undoubtedly brings new demands and challenges for AP providers and we believe NAPA has an integral part to play in the process by bringing the benefits of a national sector network and perspective to local delivery. Within NAPA we hope that NOMS will be able to find a way despite the difficult financial times to continue to find the necessary support to keep us going. I know they do value NAPA for its particular contribution to the work of a unique sector of probation provision, but we are currently being forced to draw upon rapidly dwindling reserves just to survive and we cannot carry on forever without a reasonable core grant that provides the strong base from which we can flourish and lever other support.

I would like, again this year, to thank all those people who have given of their time, expertise and energy to contribute to the work of NAPA in various ways . Your assistance with our developmental work and/or responding to requests for vital information , has been invaluable and served to inform and validate our representational role and the work we do on behalf of the sector.

I would also like to thank Sean Langley and his team from the NOMS AP Unit, for their unfailing courtesy, assistance and encouragement for the work of NAPA. Special recognition here also needs to go to Paul Douglas for his work this year on 'electrifying' and indexing the AP Handbook.

MIKE SHORT



THE NATIONAL APPROVED PREMISES ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

For the Year ended 31st March 2009

	£	2009 £	£	2008 £
INCOME				
Ministry of Justice Grant		95,000		105,150
Bank Interest		1,841		2,214
		<u>96,841</u>		<u>107,364</u>
EXPENDITURE				
Conference Fees and Expenses	-		7,351	
Advertising	-		3,681	
Depreciation	18		24	
General Secretary's Costs	62,941		56,827	
Insurance	585		549	
Sundry Expenses	-		-	
Office Rent and Room Hire	6,165		7,441	
Postage, Stationery, Telephone & Web.	2,554		5,319	
Professional Fees	350		350	
Secretarial Assistance	2,116		2,387	
Travelling and Subsistence	17,597		17,088	
Treasurer's Honorarium	1,500		1,500	
Repairs & Maintenance	19		2,885	
Corporation Tax	387	<u>94,232</u>	<u>798</u>	106,200
SURPLUS FOR THE YEAR		<u>2,609</u>		<u>1,164</u>
Accumulated Fund brought forward		48,351		47,187
ACCUMULATED FUND		<u>50,960</u>		<u>48,351</u>
CARRIED FORWARD		<u><u>50,960</u></u>		<u><u>48,351</u></u>

THE NATIONAL APPROVED PREMISES ASSOCIATION

BALANCE SHEET

At 31st March 2009

	Notes	£	2009 £	£	2008 £
FIXED ASSETS	2		56		74
CURRENT ASSETS					
Debtors	3	291		294	
Cash at Bank and in Hand		81,449		66,312	
			<u>81,740</u>	<u>66,606</u>	
CURRENT LIABILITIES					
Creditors	4	(29,124)		(16,617)	
NET CURRENT ASSETS			52,616		49,989
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>52,672</u>	<u>50,063</u>	
DEFERRED RECEIPTS					
Capital Grant Reserve	5		(1,712)		(1,712)
NET ASSETS			<u>50,960</u>	<u>48,351</u>	
RESERVES					
Accumulated Fund			50,960		48,351
TOTAL FUNDS			<u>50,960</u>	<u>48,351</u>	

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national
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ON OUR WEBSITE: WWW.NAPA-UK.ORG

OR BY E-MAIL: AS A WORD DOCUMENT or PDF ATTACHMENT, by request.

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