

REGISTERED COMPANY NUMBER: 04680035 (England and Wales)

REGISTERED CHARITY NUMBER: 1104765

The National Appropriate Adult Network Ltd

Report of the Trustees and

Unaudited Financial Statements for the year ended 31 March 2014



Calcutt Matthews
Chartered Accountants
19 North Street
Ashford
Kent
TN24 8LF

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for the Year Ended 31 March 2014

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REPORT OF THE TRUSTEES
for the Year Ended 31 March 2014

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04680035 (England and Wales)

Registered Charity number

1104765

Registered office

38 Nettlefold Place
London
SE27 0JW

Trustees

Mrs S J Angell	Manager, Devon Appropriate Adult Voluntary Scheme	
T A Cox	Volunteer Co-ordinator, Plymouth City Council	
A A Greene	Police Superintendent, Staff Officer to National Policing Lead for Custody	- appointed 15.8.13
Mrs A E Harper	Team Leader, Norfolk Appropriate Adult Service	- appointed 24.10.13
Mrs L K Hindle	Volunteer Schemes Development Officer, Office of the Police and Crime Commissioner for Greater Manchester	
Mrs F Hodge	Appropriate Adult Volunteer Coordinator, Bristol Youth Offending Service	- appointed 24.10.13
M Sampson	Appropriate Adult Co-ordinator, Peterborough Youth Offending Service	
Miss S Smith	Solicitor	
D A Smith	Project Manager, Sheffield, Doncaster and Barnsley Appropriate Adult Scheme	
Ms J Talbot	Programme Manager, Prison Reform Trust	
Miss J E Tomlin	Logistics Co-ordinator (PACE), Leeds Youth Offending Service	
G S Wallington	Appropriate Adult Scheme Coordinator, Southwark County Council	- appointed 24.10.13

Chief Executive and Company Secretary

Mr C I Bath

Independent examiner

Calcutt Matthews
Chartered Accountants
19 North Street
Ashford
Kent
TN24 8LF

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of trustees

The charity is governed by a Board consisting of Directors/Trustees.

The majority of Directors/Trustees are elected at the AGM from amongst the full members of the organisation (and are therefore Appropriate Adult practitioners).

Up to five (of 12) Directors/Trustees can be co-opted by the board on an annual basis. An induction pack is provided for new Directors/Trustees.

Organisational structure

The management of the charity is the responsibility of the Board. Major decisions on policy and expenditure are made by the Board. Day to day decision-making is delegated to the Chief Executive.

The Board appointed Chris Bath as Chief Executive in March 2013, following the retirement of Lis Pritchard

Risk management

The risk strategy has been reviewed by the trustees, who are satisfied that the risk strategy is sound. The major risks to which the charity is exposed have been considered, with particular focus on events that would seriously impede the operations of the charity.

Strategies and safeguards are in place to reduce, as far as possible, the impact of those risks. The following is a summary.

Reporting procedures are established to monitor income and expenditure against budget on a monthly basis ensuring the implementation of the reserves policy; full management accounts are reviewed by the Board quarterly.

NAAN has dual authorisation for all cheques and internet bank payments.

In order to preserve NAAN's reputation, the charity exercises great care in to ensure that communications are factually accurate and in line with organisational policy.

Measures have been taken to preserve operating data on appropriate external systems to negate the impact of circumstances beyond our control on the delivery of services.

NAAN complies with data protection law. Office rental includes servicing of fire safety equipment. Satisfactory insurance policies are in place.

The primary risk to the charity is its dependence on the Home Office as a grant funder and the fact that this grant is agreed annually. NAAN continues its efforts to gain a multi-year funding agreement from the Home Office, to maximise earned income and to seek charitable funding for appropriate activities.

OBJECTIVES AND ACTIVITIES

The charity has referred to the Charity Commission's guidance on public benefit when reviewing aims and objectives in planning future activities. In particular, the Board consider how planned activities will contribute to the aims and objectives they have set.

Charitable Objects

The charity aims to benefit the public by achieving the objectives as set out in its constitution. These are:

- a) To promote the care of children and young people under 17 years and the care of people of any age who are vulnerable as a result of mental disorder or learning disability and who are detained for questioning at a police station by the provision of support and guidance for, and the promotion of best practice amongst Appropriate Adult services.
- b) To promote or assist in the promotion of, the sound administration of the criminal justice system by the provision of support and guidance for, and the promotion of best practice amongst Appropriate Adult services.

Vision

Every child and mentally vulnerable adult detained or interviewed by police has their rights and welfare safeguarded effectively by an Appropriate Adult.

Mission

To gather, develop and share knowledge, skills and standards that inform, inspire and support effective Appropriate Adult policy and practice.

Strategic Objectives

1. *Improve practice:* More children and vulnerable adults are safeguarded by effective Appropriate Adults operating to national standards.
2. *Improve policy:* National and local policy development and implementation enable Appropriate Adults to be effective.
3. *Improve ourselves:* NAAN is a more effective, efficient and sustainable organisation.

Activities

NAAN seeks to achieve its objectives through:

National Standards

- Setting and developing National Standards for Appropriate Adult schemes
- Promoting and supporting their adoption by providers and commissioners

Information, Advice & Guidance

- Providing a national web-based resource for Scheme Co-ordinators, Commissioners Appropriate Adults, including for parents who fulfil the role without training
- Providing regular updates on effective practice, evidence, legislation and policy
- Providing support for engagement between Appropriate Adult schemes and commissioners (e.g. local authorities, health, police forces, Police and Crime Commissioners, Youth Offending Services) that will improve the quality, range and delivery of Appropriate Adult services

Raising Awareness

- Providing an online gateway to assist potential Appropriate Adult volunteers find a local scheme to support
- Producing articles, conference presentations, networking, the website and social media
- Running and contributing to events

Professional Development

- Providing Professional Development for Scheme Co-ordinators & Appropriate Adults
- Providing a range of training options
- Providing support to members in delivering their own training to Appropriate Adults

Influencing Policy

- Listening to and consulting with Appropriate Adult schemes
- Working with central and local government departments, police forces, the Youth Justice Board, Law Society, charities and other stakeholders towards improving policy, guidelines and legislation.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Professional Development

Professional Development Days (PDD)

Three PDDs were run during the year. These events were provided at no cost to NAAN members.

Previously known as “Network Meetings” these events were rebranded and refocused as “Professional Development Days”. This better communicates their practical purpose and benefit to those involved in Appropriate Adult work.

NAAN adopted the Eventbrite.co.uk platform for more effective and efficient event organisation and management. This is free to use when used for free events.

NAAN adopted the Survey Monkey online platform, making the capture and analysis of feedback more efficient and effective. Survey Monkey can be integrated into Eventbrite platform and again is free for basic use.

PDDs are usually held in London, Bristol and Derby. Technically, no events were held in Derby during this year as they were held in March 2013 (immediately before the financial year) and April 2014 (immediately after the financial year).

1. BRISTOL (June 2013)

Attendees: 31

Overall feedback:

95% Satisfied, 5% Neither, 0% Dissatisfied

Speakers:

- Latest developments in liaison & diversion (*Dave Spurgeon, Nacro / Offender Health Collaborative*)
- Sexual offending by the young and mentally vulnerable (*Donald Findlater, Lucy Faithfull Foundation*)
- New NAAN National Standards (*Penny Cram and Darren Smith, NAAN National Standards Working Group*)
- The personal impact of convictions and cautions (*Bob Ashford, WipeTheSlateClean*)

2. LONDON (October 2013) including AGM

Attendees: 47

Overall feedback:

93% Satisfied, 7% Neither, 0% Dissatisfied

Speakers:

- Reforms to the Rehabilitation of Offenders Act (implemented Nov 2013) and advising detainees on the impact of disposals (*Christopher Stacey, Unlock, the national charity for people with convictions*)
- From Appropriate Adult to Safeguarder: Developing practice within the framework of the UN Convention on the Rights of the Child (*Charles Bell, Justice for Children Ltd.*)
- Workshop / Open Session: Implementing AAs for 17 year olds (*Stephanie Angell & Chris Bath*)

3. LONDON (January 2013)

Attendees: 38

Overall feedback:

100% Satisfied, 0% Neither, 0% Dissatisfied

Speakers:

- Measuring the effectiveness of appropriate adults (*Professor Mandeep Dhami/Megan Sim University of Middlesex/University of Cambridge*)
- Police station legal advice and the role of Appropriate Adults (*Dr Vicky Kemp University of Nottingham (formerly of the Legal Services Research Centre)*)
- Out of court disposals/over representation of BAME (*Superintendent Marion Sandwell Senior Police Advisor, Youth Justice Board*)
- Workshop: Towards an Outcome Focus – (*Chris Bath, NAAN Chief Executive*)

Training

NAAN provided Appropriate Adult training for 162 people from 8 organisations over a total of 12 days of training completed.

NAAN provided an Induction Day for 12 new Appropriate Scheme Co-ordinators. In advance of the recession, the content was revised and updated content and a modernised style of presentation applied. Delegate feedback was very positive.

NAAN also provided a "Train the Trainers" training day. This was designed to assist Appropriate Adult Scheme Co-ordinators deliver their own training to Appropriate Adults. 12 delegates attended from 6 organisations and feedback was very positive.

As the year ended, there was a marked reduction in future training bookings. Feedback from members is that budget pressures within local authorities are limiting ability to pay for external training. NAAN will review its offer to ensure it is doing everything it can to meet the needs of its members.

Accredited Learning

NAAN continues to support the development of accredited learning for Appropriate Adults.

During the year, it became apparent that the volumes of learners passing through individual OCN regional organisations were not high enough to make it economically viable for them as companies.

As the NAAN accredited course (developed through OCN London Region) is due for review in June 2014, it was decided that a working group be set up to review NAAN Training Pack, accreditation options and online learning.

After a review of alternative accreditation options, it was decided to remain with OCN, update the qualifications in light of recent changes and have it certified by OFQUAL nationally. This means that next year there will be a single national qualification, rather than various versions developed and assessed differently in different regions. All learners will be channelled through a single OCN region, ensuring the economic viability and therefore survival of the accredited learning option.

National Standards

Membership

Overall, NAAN's membership numbers remained stable over the course of the year. 11 members were lost, in some cases due to the merging of schemes, but 11 new members joined over the year, maintaining the total membership number.

New members included a number of charities and Youth Offending Services, as well as an individual social worker and a local authority adult social care department.

National Standards

New National Standards were launched.

The National Standards were reviewed and updated in 2013 taking account of feedback and suggestions from members, the Home Office, the Youth Justice Board and the Association of Chief Police Officers (ACPO) and other stakeholders.

The revised National Standards also take account of the recommendations of the joint inspection of Appropriate Adult provision and children in detention after charge report *Who's looking out for the children?* (2011).

The National Standards concern all aspects of the delivery of Appropriate Adult services.

They apply whether Appropriate Adults are volunteers or paid workers and whether the scheme is located in the statutory, voluntary or private sector.

The Standards are presented in an entirely new format which is more accessible.

The new Standards were sent to all NAAN members and disseminated to all Youth Offending Teams with the kind support of the Youth Justice Board. The Standards were also highlighted with the relevant inspectorates and press released to sector-specialist media, plus via the Clinks and Criminal Justice Alliance networks.

Member Queries

For the first time, NAAN implemented a formal recording process for all incoming queries; capturing source, subject, responsibility for action, and action taken / advice provided.

During the year, information was provided on the following topics: -

- Body mapping in relation to safeguarding / child protection
- Youth cautions
- Confidentiality policies (between YOTs and charity Appropriate Adult service providers)
- Can police ever act as Appropriate Adults? (e.g. when on leave, in different force area, as parents)
- Implementing changes for 17 year olds (x3)
- Appropriate Adult provision by telephone at point of charging
- Youth cautions and bail processes
- Fingerprinting and Appropriate Adult presence – juveniles vs vulnerable adults (x2)
- Access to custody records
- Non-PACE detainees
- Minimum age of Appropriate Adults
- AA access to risk assessments
- Presence of AAs in detained person's meeting with solicitors
- Intimate searches and transfer to hospital
- Overnight detention prior to interview (juveniles)
- Right to Appropriate Adult during premises search x 2
- Processes for referral to other agencies e.g. mental health
- Supporting an Appropriate Adult volunteer applicant with severe visual impairment
- Automatic call outs of legal representatives
- Liaison & Diversion (guidance on its arrival locally)
- Relating to legal representation (x 6)
- Relating to 17 year olds (x4)
- Requests for support developing resources
- PACE S.38(6) transfers and remand (x 2)
- Commissioning
- Witnessing cautions
- Provision of Appropriate Adults for witnesses during identification?
- Police taking fingerprints before Appropriate Adult arrival
- Request for standardised PACE interview form
- 17 year olds – misunderstandings with police over when Appropriate Adult must be present
- Where can we get hard copy PACE books?
- Changes in MoJ legislation - Do Appropriate Adults have to be present for youth cautions and conditional cautions or just when bailed to attend?
- Is it ok for a 16 year old charged as soon as their rights are read?
- Where can we access presentations from the Professional Development Days?

Email updates to members

- 17 year olds: Petition by Lawton & Thornber families
- 17 year olds: High Court judgment
- 17 year olds: NAAN Briefing
- 17 Year Olds: Revised guidance and funding position
- Youth Out of Court Disposals / New Youth Cautions introduced 8th April
- Overnight detention prior to interview
- PACE Code C 2013: Code C Consultation 2013 & NAAN's roundtable event
- PACE Code C 2013: Consultation launch and details
- PACE Code C 2013: NAAN Consultation Response
- PACE Code C 2013: Commencement

- PACE Code Revisions – sources of official information
- All Party Parliamentary Group for Children Inquiry into Children and the Police
- Ministry of Justice dropping Price Competitive Tendering and keeping own solicitor contracts
- Request for experiences working with AAs with severe visual impairments
- Highlighting updates to NAAN website & Network Map
- New NAAN strategy (vision / mission statement)
- Criminal Justice Joint Inspection on Learning Disabilities within the Criminal Justice System
- NAAN article on Appropriate Adult provision for vulnerable adults
- Home Secretary orders thematic inspection on vulnerable detainees in police custody
- Engagement with Police & Crime Commissioners
- Liaison and Diversion national roll out
- HMIC/HMIP Police Custody Consultation
- PACE Code C 2014: Consultation information

Briefing Papers

- NAAN Information: High Court judgement on 17 year olds (April 2013)
- NAAN Information: Overnight detention of young people prior to interview (July 2013)
- NAAN Information: Code C changes 2013 (consolidated guidance for AA schemes including changes for 17 year olds) (October 2013)
- NAAN Information: Code C proposed changes (March 2014)

Other Resources Made Available

- Scheme Budget Calculator
- Calculator Guide
- Scheme Development Template
- Template Guide

Effective Practice Project

Following a meeting between NAAN and the Youth Justice Board's Chief Executive (Lin Hinnigan) and Head of Safeguarding (Poppy Harrison), The YJB Board agreed to assign some staff resources to a joint Effective Practice project on Appropriate Adults.

The collaboration between NAAN and the YJB will help to increase the impact of the work and avoid the creation of parallel guidance. There were no additional resources for NAAN attached to the project, but some of the Chief Executive's time was assigned.

The project will identify the various models of Appropriate Adult provision in use across the country, provide case studies and highlight effective practice. It will not assess cost effectiveness but will prompt Youth Offending Teams to consider the various models and highlight NAAN full cost recovery tool for assessing costs.

During the year, NAAN arranged to take the YJB to view and interview a number of Appropriate Adult schemes, representing different approaches to provision. We extend our thanks to the following NAAN members for their time and openness: -

- Child Action North West (a contracted charity using sessional staff)
- Young Lives Foundation (a contracted charity using volunteers)
- TAAS [Enfield] / (a private sector provider contracted and sessional staff)
- Warwickshire Integrated Youth Justice Service (a public sector scheme using in house staff)
- Ceredigion YOS (a public sector scheme using volunteers)

Research

In order to support the development of effective practice, and inform the guidance provided to members, NAAN has engaged with a number of academic research projects during the year.

Professor Dhimi (Middlesex University) and Megan Sim (Cambridge University) are undertaking research into the effectiveness of Appropriate Adults. Having completed research on untrained Appropriate Adults, NAAN supported access to trained Appropriate Adults for a further study. Evidence from the first study has already been used to inform information to be given to untrained Appropriate Adults (typically parents). It is hoped that the further study will provide comparative evidence on the impact of trained Appropriate Adults.

The National Autistic Society is leading a research project aiming to develop evidence based training for AAs.

NAAN took part in focus group of Appropriate Adults as part of a European research project being run by Warwick University and Maastricht University. The project aims to develop international understanding of protections for children in police custody.

NAAN also engaged with the School of Social Care Research (funded by National Institute for Health Research) regarding developing the evidence base around vulnerable adults.

Other Support

Bristol Youth Offending Team, a NAAN Member, is undergoing a major reorganisation of services. In light of police reorganisation around two new large 'Police Investigation Centres' and the need to achieve efficiency savings, Bristol, South Gloucestershire and Bath & North East Somerset Appropriate Adult services for children are merging into one scheme. This will be run by Bristol YOT. NAAN visited Bristol in support of the work being undertaken and delivered a motivational presentation to volunteer Appropriate Adults from all three schemes.

Raising Awareness

Website

Following the launch of the new website platform late last year, activity has focused on maximising the benefit from the new technology and measuring its usage.

From August 20th 2013 the technical requirements to collate and report detailed website analytics were implemented. The following data therefore cover only the latter portion of the year.

Overview	
Users	9,098
Sessions	12,342
Page views	35,822
Average time	2 mins 21
Mobile users	38%
Of which	82% iPhone/iPad

Age of users	
18-24	27.5%
25-34	35.5%
35-44	15.5%
45-54	12.5%
55-64	5.5%
65+	5.5%

Sex of users	
Female	45.85%
Male	54.15%

The most popular pages (after the home page) were: -

- Becoming an Appropriate Adult
- Network Map
- Membership
- Training

Over the year, there were a number of substantial updates to the website. This included simplifying menus for easier navigation and a number of new pages: -

- About Us: Our Work / Our People / Our Events / Membership
- Policy: Children and Young People / Vulnerable Adults / National Surveys / Custody Inspections
- Practice: Legal Framework / National Standards / Guidance / Training & Development / FAQs

Network Map

A brand new Network Map was developed and launched. The new map is based on Google Maps and aims to be more accessible for users, while being significantly more efficient for NAAN to keep updated.

Previously, changes to the map (such as changes in membership, contact details or local authority boundaries) required the assistance of an external IT expert. NAAN staff can edit the new map directly.

The old map was not accessible to users of iPhones or iPads, who increasingly make up the majority of users.

The new map is colour coded on a region-by-region basis to assist members of the public in finding volunteering opportunities.

Users can now pinpoint their location exactly on the map, making it easier to use for people who live close to local authority borders.

The new map can also be subjected to Google Analytics. This means accurate and detailed usage data can be compiled very efficiently.

Between August 20th 2013 (the first date from which data are available) and March 30th 2014, the map was viewed 2,706 times.

Social Media

Twitter followers increased from 142 to 280
Total tweets: 257

Media

NAAN was quoted in Guardian coverage of Judicial Review judgement on 17 year olds.

Digital copies of recent NAAN contributions to Sky News were secured and permission obtained for use on the website for charitable purposes. A Youtube account was set up to host NAAN videos.

The Independent Monitor published an article by Chris Bath on the lack of provision of Appropriate Adults for mentally vulnerable adults.

NAAN submitted a chapter section on Appropriate Adults for the new "Wiley Handbook on offenders with intellectual and developmental disabilities: research, training and practice".

Presentations

NAAN was invited to deliver a presentation at the Police National Custody Network Conference. The title was *Children & vulnerable adults in custody: changes and challenges*

NAAN was invited to present to the Law Society's Criminal Law Committee on matters relating to Appropriate Adults and solicitors. Specifically, the issues covered were (a) legal privilege and (b) the Legal Aid Agency's refusal to pay solicitors called out by Appropriate Adults where a child or vulnerable adult did not take up advice.

Influencing Policy

During the year, NAAN's major policy objectives were: -

- All mentally vulnerable adults are protected equally when detained or questioned by police. Specifically, tackling the current lack of provision of Appropriate Adults for mentally vulnerable adults which exists due to the lack of statutory provision.
- All children are protected equally when detained or questioned by police. Specifically, the continued differentiation between 17 year olds and other children in police custody.
- Awareness and understanding of NAAN and the AA role amongst public and professionals is increased
- AA powers required to be effective are maintained and recognised. Primarily tackling the position of the Legal Aid Agency that solicitors called out by Appropriate Adults would not be paid if a child or vulnerable adult did not take up advice.

17 Year Olds

This year marked a significant success in relation to 17 year olds.

Last year NAAN provided background information, a witness statement and an estimate of costs for extending statutory provision of Appropriate Adults, to a Judicial Review brought about by Just for Kids Law.

Early in the year the Judicial Review was successful, ruling that 17 year olds should have an Appropriate Adult. Early guidance from the Association of Chief Police Officers (ACPO) advised officers to ask 17 year olds if they wanted an Appropriate Adult. NAAN was concerned that this did not meet the standards of the judgment and wrote to Policing Minister Damian Green requesting guidance that 17 year olds required Appropriate Adults in advance of any change of PACE Code C. ACPO then updated their guidance following legal advice to require police officers to provide an appropriate adult unless there are strenuous objections from the 17-year-old.

The Home Office published a consultation on changes to PACE Code C. NAAN consulted with its members and arranged a stakeholder meeting with the following relevant organisations to discuss issues and align consultation responses: -

- Doughty Street Chambers
- National Association for Youth Justice
- 1 Pump Court Chambers
- Howard League
- Childrens Commissioner
- Ofsted
- Standing Committee for Youth Justice
- Youth Justice Board
- Just for Kids Law
- Coram Childrens Legal Centre
- Tooks Chambers
- ACPO (by email)
- HMIC (by email)
- Prison Reform Trust (by email)

NAAN prepared a draft consultation response which was shared with the above parties to inform responses.

The Home Office ultimately revised PACE Code C to require the police to secure the attendance of an Appropriate Adult for all 17 year olds they detain or interview.

As 17 year olds are arrested almost as much as 10 to 16 year olds combined, this represents significant progress towards all children receiving equal support in custody. However, a number of issues remain after this change.

Despite being a 'new burden' on local government, the Home Office did not set aside additional funding for the expansion of Appropriate Adult services.

In addition, a number of anomalies remain because the underlying legislation (PACE 1984) has not been amended. 17 year olds are still excluded from transfers to local authority accommodation and are treated differently in terms of consent.

NAAN met with Just for Kids Law Director Shauneen Lambe to discuss the remaining need for change in relation to 17 year olds.

NAAN also met with the Local Government Association regarding the Judicial Review's impact on local authority finances.

NAAN held a number of meetings with the Home Office Police Powers Team.

The Home Office agreed to instruct an economist to make the estimate of costs necessary to inform a transfer of funds to local government.

There were also positive discussions about removing 'juveniles' from legislation. The Home Office requested we suggest people to involve in this discussion. NAAN proposed developing its Code C consultation group into a working group.

NAAN also engaged with the Ministry of Justice having identified that 17 year olds are treated differently when receiving a Youth Caution or Youth Conditional Caution (they do not get the support of an Appropriate Adult as all other children do).

The Ministry of Justice agreed it is a problem and are reviewing legislation (LASPO 2012) and Codes of Practice to come into line with the Judicial Review. They have agreed to join any stakeholder group that is established.

NAAN also joined the Standing Committee on Youth Justice and Chief Executive Chris Bath joined the National Association for Youth Justice.

NAAN gave evidence to the All Party Parliamentary Group for Children Inquiry on Children and the Police.

Mentally Vulnerable Adults (General)

While YOTs have a statutory duty to secure provision of Appropriate Adults for children, there is no such duty on any authority in relation to mentally vulnerable adults.

The result is patchy provision of Appropriate Adult services for vulnerable adults and, in part consequentially, low identification rates of mental vulnerability by police officers. Police can spend large amounts of time trying to secure an Appropriate Adult and many adults pass through custody without the safeguards required under PACE Code C.

During the year, it became apparent that this issue would become more apparent in light of austerity-driven local authority budget cuts to non-statutory services, combined with the effect of investment in Liaison & Diversion services (which will increase identification rates).

NAAN published an article entitled "*Who's looking out for the adults*", highlighting the need for multi-agency co-commissioning of Appropriate Adults services for vulnerable adults in the short term, and statutory provision as the solution.

NAAN received a number of queries from police forces, who had been advised that existing local authority funded Appropriate Adult services would be cut from April 2014.

For example, Avon & Somerset Constabulary reported local authority retrenchment due to budget pressures and the non-statutory basis of the service. NAAN conducted initial research into provision in Avon & Somerset area (which covers five local authorities) before writing to the Avon & Somerset Police and Crime Commissioner.

Avon & Somerset Police and Crime Commissioner agreed with NAAN's concerns and instigated a review into AA provision for vulnerable adults in the force area, as an initial step towards ensuring provision for the force area. The report is awaited.

NAAN also wrote to the Association of Police & Crime Commissioners which, sharing the concerns, raised the issue with the Policing Minister Damien Green.

NAAN also held a number of meetings with the Home Office Police Powers Team on the impact of cuts, Liaison & Diversion and the need for statutory provision.

NAAN also raised the issue via its membership of the Care not Custody Coalition (organised by the Prison Reform Trust and Womens Institute), chaired by Lord Bradley.

NAAN raised the issue with HMI Constabulary and asked whether it would consider a thematic report on vulnerable adults, mirroring its influential report *Who's Looking Out for the Children*. This has now been put in place after the Home Secretary requested a thematic on all vulnerable people in police custody, to start work in 2014/15.

Mentally Vulnerable Adults (Liaison & Diversion)

NAAN identified a number of challenges in relation to the development of Liaison & Diversion, which is receiving significant central government investment including; the risk of lack of clarity between the roles of Appropriate Adult and Liaison and Diversion worker; continued reliance on police for case identification; impact on demand for Appropriate Adults and a lack of funding for them.

As a member of the Offender Health Collaborative Expert reference group, NAAN secured agreement that detailed guidance needs to be clear about the distinct but connected roles. An agreement was reached to collaborate on content and to encourage reciprocal training and involvement in governance arrangements.

NAAN held meetings with Kate Davies (Head of Public Health and Offender Health, NHS England), David Burton (Liaison & Diversion Programme Director) and Glyn Thomas (Implementation Manager).

As a result, NHS England plans to support NAAN training for L&D practitioners on the Appropriate Adult role. NHS England has also agreed to collect and share data on the rate of Appropriate Adult call-outs where police refer to liaison and diversion. This will support the evidence base for statutory provision.

NAAN has also spoken to and provided a briefing on the need for statutory provision to the Minister of State for Care and Support Norman Lamb. The Minister has asked to be kept up to date with developments and has underlined his desire for continued collaboration with the Liaison & Diversion Programme.

NAAN is also a member of the Bradley Report Group, now the official stakeholder group for the Liaison & Diversion Programme.

Legal Aid Agency (LAA) and solicitor call outs

NAAN met with the Law Society to discuss the issue and presented a detailed briefing. The Law Society used this to inform its submissions on the negotiations for the new contract between the LAA and solicitors. As a result, the LAA's position has changed and Appropriate Adults will be able to call out solicitors if they believe it is in the interests of a child or vulnerable adult. The LAA will not refuse to pay them even if they are not ultimately used.

Legal Privilege

NAAN met with Law Society to discuss the question of Appropriate Adults being present in police station legal consultations, and presented a paper. There are significant legal complexities arising out of a 2008 judgment, however there is a possibility of working on a joint Memorandum of Understanding / Confidentiality Agreement to allow NAAN members to support consultations.

Information given to parents

NAAN collaborated with the national policing lead for custody to update police Authorised Professional Practice on guidance for parents /untrained individuals acting as Appropriate Adult. Parents will now be given full Home Office guidance (both annexes) as was found to be most effective in Dhami/Sim research.

Parliamentary Activity

NAAN attended an event on Easy Read in the Criminal Justice System at House of Lords, organised by Prison Reform Trust and Keyring and an event on the long term impact of a criminal record and effects on desistance from crime, organised by Unlock.

Other meetings and events

NAAN met with a delegation from Japan interested in establishing Appropriate Adults.

NAAN met with Association of Members of Independent Monitoring Boards, Independent Custody Visitors Association & Lay Observers on information exchange and collaboration.

NAAN had input into the draft new HMIC Expectations via a stakeholder meeting.

NAAN attended "Children with early life brain injury and neuropsychiatric conditions: Are their needs met and is justice well served?" expert roundtable chaired by Lord Ramsbotham.

Investment policy and performance

The Board has decided that at present, funds should continue to be retained in Banks and Building Societies. Any change in such banking arrangements should be agreed by the Board. As far as possible, funds will be retained in interest bearing accounts.

FINANCIAL REVIEW

Reserves policy

The Board has agreed to maintain free reserves of at least six months operating costs. This should enable the organisation to meet any outstanding liabilities in the event of expected funding being lost or reduced.

ON BEHALF OF THE BOARD:

.....
Trustee

Date:

I report on the accounts for the year ended 31 March 2014 set out on pages six to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view ' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Calcutt Matthews
Chartered Accountants
19 North Street
Ashford
Kent
TN24 8LF

Date:

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2014

	Notes	31.3.14 Unrestricted fund £	31.3.13 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		75,000	75,000
Activities for generating funds	2	28,026	37,576
Investment income	3	<u>147</u>	<u>169</u>
Total incoming resources		103,173	112,745
RESOURCES EXPENDED			
Charitable activities			
Professional Development		61,730	47,337
Member Support		20,576	30,781
Policy & Standards		20,576	24,879
Governance costs		<u>5,143</u>	<u>6,621</u>
Total resources expended		108,025	109,618
NET INCOMING/(OUTGOING) RESOURCES		(4,852)	3,127
RECONCILIATION OF FUNDS			
Total funds brought forward		104,227	101,100
TOTAL FUNDS CARRIED FORWARD		<u>99,375</u>	<u>104,227</u>

BALANCE SHEET
At 31 March 2014

	Notes	31.3.14 Unrestricted fund £	31.3.13 Total funds £
FIXED ASSETS			
Tangible assets	7	10	631
CURRENT ASSETS			
Debtors	8	2,779	6,509
Cash at bank and in hand		<u>100,605</u>	<u>102,928</u>
		103,384	109,437
CREDITORS			
Amounts falling due within one year	9	(4,019)	(5,841)
		<u>99,365</u>	<u>103,596</u>
NET CURRENT ASSETS			
		99,375	104,227
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>99,375</u>	<u>104,227</u>
NET ASSETS			
		<u>99,375</u>	<u>104,227</u>
FUNDS	11		
Unrestricted funds		<u>99,375</u>	<u>104,227</u>
TOTAL FUNDS		<u>99,375</u>	<u>104,227</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Trustee

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2014

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs are those incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirement.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 March 2014

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.14	31.3.13
	£	£
Training and training material	14,448	25,816
Membership subscriptions	13,230	11,760
Other income	<u>348</u>	<u>-</u>
	<u>28,026</u>	<u>37,576</u>

3. INVESTMENT INCOME

	31.3.14	31.3.13
	£	£
Deposit account interest	<u>147</u>	<u>169</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.14	31.3.13
	£	£
Independent examiner's fee	2,700	2,700
Depreciation - owned assets	<u>621</u>	<u>18</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

	31.3.14	31.3.13
	£	£
Trustees' expenses	<u>1,989</u>	<u>3,270</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 March 2014

6. STAFF COSTS

	31.3.14	31.3.13
	£	£
Wages and salaries	67,962	55,509
Social security costs	7,005	5,507
Other pension costs	<u>4,881</u>	<u>4,282</u>
	<u>79,848</u>	<u>65,298</u>

The average monthly number of employees during the year was as follows:

	31.3.14	31.3.13
Charitable activities	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2013 and 31 March 2014	<u>287</u>	<u>2,420</u>	<u>2,707</u>
DEPRECIATION			
At 1 April 2013	273	1,803	2,076
Charge for year	<u>4</u>	<u>617</u>	<u>621</u>
At 31 March 2014	<u>277</u>	<u>2,420</u>	<u>2,697</u>
NET BOOK VALUE			
At 31 March 2014	<u>10</u>	<u>-</u>	<u>10</u>
At 31 March 2013	<u>14</u>	<u>617</u>	<u>631</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 March 2014

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Trade debtors	2,399	6,129
Other debtors	<u>380</u>	<u>380</u>
	<u>2,779</u>	<u>6,509</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Bank loans and overdrafts	-	1,218
Pension fund loan payable	-	552
Trade creditors	479	-
Other creditors	90	22
Accruals and deferred income	750	1,349
Accrued expenses	<u>2,700</u>	<u>2,700</u>
	<u>4,019</u>	<u>5,841</u>

Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £4,881 (2013 - £4,282)

10. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.14	31.3.13
	£	£
Expiring:		
Within one year	<u>-</u>	<u>5,760</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 March 2014

11. MOVEMENT IN FUNDS

	At 1.4.13	Net movement in funds	At 31.3.14
	£	£	£
Unrestricted funds			
General fund	104,227	(4,852)	99,375
	_____	_____	_____
TOTAL FUNDS	<u>104,227</u>	<u>(4,852)</u>	<u>99,375</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	103,173	(108,025)	(4,852)
	_____	_____	_____
TOTAL FUNDS	<u>103,173</u>	<u>(108,025)</u>	<u>(4,852)</u>

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2014

	31.3.14 £	31.3.13 £
INCOMING RESOURCES		
Voluntary income		
Grants	75,000	75,000
Activities for generating funds		
Training and training material	14,448	25,816
Membership subscriptions	13,230	11,760
Other income	<u>348</u>	<u>-</u>
	28,026	37,576
Investment income		
Deposit account interest	<u>147</u>	<u>169</u>
Total incoming resources	103,173	112,745

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2014

	31.3.14	31.3.13
	£	£
RESOURCES EXPENDED		
Charitable activities		
Wages	67,962	55,509
Social security	7,005	5,507
Pensions	4,881	4,282
Travel and subsistence	1,054	6,646
Training, events & working groups	12,009	16,041
Staff training	<u>76</u>	<u>-</u>
	92,987	87,985
Governance costs		
Trustees' expenses	1,989	3,270
Legal and professional fees	154	213
Independent examiner's fee	2,700	2,700
AGM costs	300	100
Annual report	<u>-</u>	<u>338</u>
	5,143	6,621
Support costs		
Information technology		
Premises	6,895	6,843
Office costs	-	124
Recruitment costs	-	8,371
Communications and IT	1,466	1,997
Printing, postage & stationery	469	733
Travel and subsistence	150	1,100
Sundries	294	(4,174)
Fixtures and fittings	4	5
Computer equipment	<u>617</u>	<u>13</u>
	<u>9,895</u>	<u>15,012</u>
Total resources expended	108,025	109,618
	31.3.14	31.3.13
	£	£
	<u> </u>	<u> </u>
Net (expenditure)/income	<u>(4,852)</u>	<u>3,127</u>