



# Annual Report

## 2016|17

The National Appropriate Adult Network Ltd

Report of the Trustees and

Unaudited Financial Statements for the year ended 31 March 2017

Accounts independently inspected by

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

## Chair's Introduction

This was a year of both significant challenge and very positive change for NAAN.

Changes to legislation and policy brought both progress and missed opportunities.

We welcomed certain changes brought about by the Policing and Crime Act 2017. These included: the recognition of 17 year olds as children; the prohibition of police contractors acting as AAs; and the role for AAs (and solicitors) in determining the appropriateness of using virtual (live-link) technology with vulnerable suspects.

While NAAN supports efforts to curtail the misuse of bail and reduce the use of police custody, we are becoming increasingly concerned about the unintended consequences of an increasingly informal approach to police investigations.

New restrictions on pre-charge bail are being circumvented as suspects are 'released under investigation' with insufficient oversight.

There is insufficient data about the apparent trend towards the use of voluntary interviews. Very little is known, even by police, about their volume, locations and the application of safeguards for vulnerable suspects such as legal advice, appropriate adults, liaison and diversion and health care. This more informal approach risks being misunderstood by suspects, particularly those who require an AA, as presenting a lesser legal risk to them – a casual chat rather than a criminal investigation. The custody officer's traditional concerns of due process and welfare fall upon the investigating officer, who of course is not similarly independent of the investigation.

Therefore we were pleased at the PACE Strategy Board's positive response to the joint NAAN/IVCA paper which highlighted how, in the rush away from custody, it is important not to forget the safeguards that have built up around it.

The lack of legislation to establish statutory AA provision for vulnerable adults remains a deep frustration for NAAN, its member organisations, police forces and adults who may be mentally vulnerable under police detention and/or questioning.

NAAN can undoubtedly take some credit for continuing to drive this agenda forward.

In response to last year's *There to Help* report, which gained so much media attention, it is pleasing to see an active Home Office working group addressing the challenge. We will continue to do everything we can to support local areas in developing quality AA services, both for adults and children. However, funding for adult AA services remains a critical part of the solution in a context where there is no 'spare' money at a local level.

On the subject of money, we are extremely grateful to the Home Office for accepting our business case that budgets should be rebalanced to increase our annual grant to £95,000. This redressed a real terms cut experienced by the charity over the last few years.

Although the increased grant does not fully fund it, trustees were given the confidence to sanction the second paid staff post planned last year. Following 94 applications and 10 interviews we were very pleased to welcome Grev Wallington into the exciting new post of Effective Practice Manager. Grev has a long history of giving his time freely to the charity, as a former Chair, trustee and trainer. With almost 20 years of experience in AA provision, Grev has both managed busy schemes and attended as an AA in some 2,000 cases. His appointment consolidates NAAN's position as the centre of expertise for information and training on appropriate adults.

When reading through our final report below, I have to remind myself of NAAN's size - for the first third of the year we had only one member of staff.

I am particularly pleased about the evidence of impact arising from our professional development days, our increasing engagement with a wider audience such as academics and commissioners, and the potential of the knowledgebase concept to increase the accessibility of the PACE Codes.

The trend towards consolidation, with larger AA contracts held by fewer organisations, continues to present NAAN with a financial challenge as the number of potential provider members shrinks. The board will be actively considering how best to respond to ensure NAAN is financed sufficiently.

Finally, I'd like to thank all our members for their incredibly hard work on the ground and continued involvement in the network, often in very challenging financial circumstances.

**Richard Atkinson** | Chair of Trustees

	Page
Report of the Trustees	4 to 23
Independent Examiner's Report	24
Statement of Financial Activities	25
Balance Sheet	26
Notes to the Financial Statements	27 to 30
Detailed Statement of Financial Activities	31 to 32

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 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2015.

## Reference & Administrative Details

<b>Company number</b>	04680035 (England and Wales)	
<b>Charity number</b>	1104765	
<b>Registered office</b>	19 North Street, Ashford, Kent, TN24 8LF	
<b>President</b>	The Lord Patel of Bradford OBE (House of Lords)	
<b>Chair</b>	Richard Atkinson (Partner, Tuckers Solicitors LLP)	
<b>Treasurer</b>	Dipak Kothari FRSA FCCA (Chartered Accountant)	
<b>Other trustees</b>	Ian Blackie (Retired social worker)	
	Stephen Gray (Young Lives Foundation)	- appointed 26.10.16
	Gisli Gudjonsson (Professor of Forensic Psychology)	
	Anne Harper (Equal Lives Norfolk)	
	Fiona Hodge (Bristol Youth Offending Team)	- retired 31.03.17
	Faith Marriott MBE (Child Action North West)	
	Mike Sampson (Peterborough Youth Offending Team)	
	Grev Wallington (Southwark Council)	-retired 29.07.16
	Andy Ward (Police Sergeant, Police Federation)	- appointed 22.07.16
<b>Chief Executive &amp; Company Secretary</b>	Chris Bath FRSA	
<b>Independent examiner</b>	Calcutt Matthews Chartered Accountants 19 North Street, Ashford, Kent, TN24 8LF	
<b>Bankers</b>	Unity Trust Bank 9 Brindleyplace, Birmingham, B1 2HB	

# Structure, Governance & 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 new trustees

The charity is governed by a Board consisting of up to thirteen trustees. Trustees are primarily elected at the AGM by, and from within, the full membership of the organisation. However, a maximum of six trustees can be co-opted by the Board. An induction pack is provided for new trustees.

All trustee appointments are time-limited under the governing document. The Board thanks Fiona Hodge who retired after over three years of service and Grev Wallington, who retired after almost nine years, having been successful in the recruitment process for the new staff role of Effective Practice Manager.

The Board warmly welcomes Sergeant Andy Ward, Deputy General Secretary of the Police Federation of England and Wales, whose appointment provides an important strategic link with policing. The Board also warmly welcomes the election of Stephen Gray, Chief Executive of Young Lives Foundation which provides AA services in Kent and Medway.

## 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 Chris Bath, who was appointed by the Board in March 2013.

## Risk management

Following a thorough review conducted last year by the Treasurer and Chief Executive, NAAN maintains a detailed risk register. This has been reviewed by the Trustees, who are satisfied that it 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.

Steps to mitigate risks are summarised below.

NAAN's Treasurer is a qualified chartered accountant. Financial record keeping was conducted using Sage software, though this will transition to an online software package from 1<sup>st</sup> April 2017 in order to improve efficiency and oversight. On a monthly basis accounts are reconciled, cash flow and budget are monitored. Management accounts are reviewed by the Board quarterly. Payroll is calculated by an external company. NAAN has dual authorisation for all cheques and internet bank payments. External accountants are used to support the preparation of annual accounts.

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

Roles and responsibilities are clearly defined by the Board in writing and reviewed annually. Rules for the appointment and retirement of Board members are clearly defined in the governing document. New trustees sign a formal agreement covering conflicts of interest.

Data is held within the secure Office 365 architecture, ensuring constant backups. Where required, hard copies of information are stored in secure storage units. NAAN complies with data protection law and is registered with the ICO.

Satisfactory insurance policies are in place and are reviewed annually.

The primary risk to the charity remains loss of income through AA scheme consolidation and reliance on a Home Office grant agreed annually. This risk is mitigated via the reserves policy. NAAN continues to seek: a multi-year funding agreement, charitable funding, opportunities for earned income and an equitable membership fees structure given increasing consolidation.

## Objectives & Activities

The charity adheres to the Charity Commission's guidance on public benefit when reviewing aims and objectives in planning future activities. In particular, the Board considers 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 18 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:-

### Professional Development

- Providing professional development for scheme co-ordinators and appropriate adults
- Providing support to members in delivering their own training to appropriate adults
- Providing training directly

### National Standards

- Setting and developing national standards for appropriate adult schemes
- Promoting and supporting the adoption of national standards by providers and commissioners

### Information, Advice & Guidance

- Providing a national web-based resource for scheme co-ordinators, commissioners and 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
- Articles, conference presentations, networking, website and social media
- Running and contributing to events

### Influencing Policy

- Listening to, and consulting with, appropriate adult schemes
- Working with central and local government departments, police forces and organisations, the Youth Justice Board, inspectorates, charities and other stakeholders towards improving policy, guidelines and legislation.

# Achievement & Performance

## Charitable Activities

### Effective Practice

#### Our objectives

- To increase the number of appropriate adult schemes operating to *national standards*
- To increase the *knowledge and skills* of scheme co-ordinators and appropriate adults
- To increase public awareness of the appropriate adult as a volunteering role and the numbers of people linking with local *volunteering opportunities*

#### Members outside England & Wales

- Mindwise (The Northern Ireland AA Service)
- Isle of Man Government
- Childline Gibraltar

Web hits

1,812

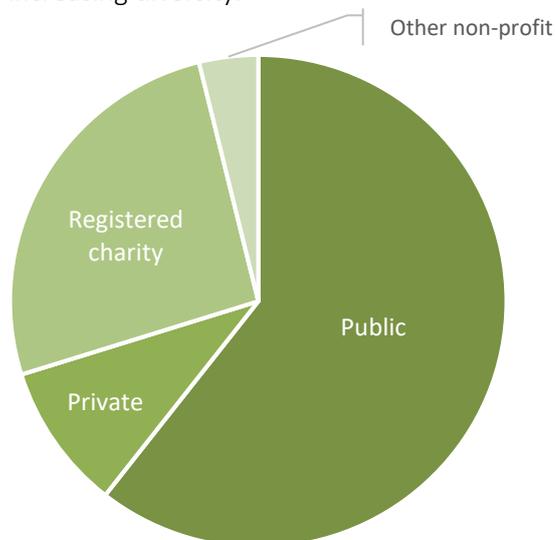
Membership

▲ 2.7%

## Membership

At the year end, the network had 116 members, with **13 new applications accepted**.

While membership continues to consist mainly of local authority social care, youth offending teams and local charities, the trend is increasing diversity.



Member organisations variously specialise in:

- advocacy
- appropriate adults
- children and young people
- criminal justice
- disability
- drugs and alcohol
- education
- emergency duty teams
- forensic social work
- health
- homelessness and housing
- learning disability
- mental health
- policing (forces and PCCs)
- residential care
- social care
- volunteering
- youth offending

Although 13 new members were attracted into the network, after non-renewals, the net membership increase was only three. This represents the movement of contracts between providers, financial pressures on public services, and the trend towards fewer, larger contracts and providers, which is changing the nature of AA provision.

## National Standards

NAAN holds the [National Standards](#) for appropriate adult schemes. These are embedded within the Youth Justice Board's [National Standards for Youth Justice](#) and reflected in the HMICFRS and HMIP [Expectations for Police Custody](#) (the criteria for assessing the treatment of, and conditions for, detainees in police custody). The National Standards self-assessment tool was reviewed and updated. A full review of the standards is planned for next year.

Web hits 1,355

## Professional Development Days

Three PDDs were run during the year. Free tickets are provided to NAAN members, enabling coordinators to offer AAs and other colleagues the chance to attend.

PDDs support the development of effective practice by increasing knowledge and skills.

They typically involve guest speakers on key topics, combined with the [Open Space](#) approach. Under Open Space, the agenda is defined dynamically by the attendees on the day, ensuring that everyone gets to discuss the issues most relevant to them.

The [Eventbrite](#) platform was used for effective and efficient event organisation and management. [SurveyMonkey](#) was used to capture and analyse delegate feedback for the planning of future events.

### Manchester (April 2016)

- Fitness to detain and interview  
*Dr Jenny Holmes MBBS PgDL DMJ FFFLM MRCPsych, Mental Health and Learning Disability Lead, FFLM*
- Police interviewing  
*DC John Pattinson, Force Interview Advisor, Greater Manchester Constabulary*
- Attendance: 45
- Overall feedback: **100% satisfied**
- **77% will do things differently** as a result of the event

---

*“Thought provoking and inspirational once again”*

*“Informative, relevant, and passed by in a flash!”*

*“Interesting and useful.”*

*“Speakers were excellent”*

*“I liked the fairly informal feel to the day”*

*“I will be covering the subjects at our local AA good practice meeting”*

*“I am going to expand information about police interview techniques and false confessions in AA preparatory training”*

---

### London (October 2016)

- Annual General Meeting 2016, including elections to the Board of Trustees
- The psychological vulnerabilities of police detainees"  
*Gisli Gudjonsson - Emeritus Professor of Forensic Psychology, King's College London*
- Attendance: 55
- Overall feedback: **100% satisfied**
- **91% will do things differently** as a result of the event

## Bristol (January 2017)

- Identifying vulnerability in police custody  
*Roxanna Dehaghani, Leicester University*
- Working with people with autistic spectrum disorder diagnosis  
*Dr Hugh Asher, KeyRing Living Support*
- Attendance: 41
- Overall feedback: **100% satisfied**
- **80% will do things differently** as a result of the event

PDD attendance ▲ 8.5%

PDD satisfaction ▲ 1.4%

### Training

#### National training pack

NAAN provides members with a national training pack for appropriate adults. It supports scheme leaders in delivering high quality, comprehensive training to AAs. This **builds local capacity, encourages wider adoption of effective practice, increases sustainability and reduces costs** by removing the need for repeated external training.

The training pack was last revised in 2009 and a number of NAAN members had indicated the urgent need for a revised pack, primarily due to changes in legislation in relation to 17 year olds.

Over the course of the year, **the training pack was reviewed, updated and expanded**. Learning outcomes have been entirely redeveloped to align with the AA national accredited qualification currently in development. The pack now consists of:

- 8 modules (+1)
- 178 pages (+39)
- 68,000 words (+30,000)

The new pack **will be published early next year**. A future aspiration is to update the professionally produced videos provided with the training pack, as these are aging.

Web hits 612

## Appropriate adult intensive course

Schemes with new co-ordinators, or without a dedicated co-ordinator, often need additional support. Our direct AA training, usually over one to two days, aims to optimise the balance between information provision and interactive learning while building sustainability for the future. This assists schemes in meeting the 20 hour minimum national standard for AA training.

Direct training ▲ 67%

### This year we provided training to:

Calderdale Council

Gwynedd Council

Reach Supported Living

Cygnnet Health

Southwark (Out of Hours Team)

Hounslow YOS

Headway

Kirklees MB Council

Office of the Police and Crime Commissioner for Manchester

Camden and Islington Integrate

*“Paced well and very informative. Very tailored”*

*“The knowledge and experiences shared were really appreciated and enhanced the learning.”*

*“Great, engaging and comprehensive training.”*

## AA Knowledgebase

The AA knowledgebase is a new project this year. The AA role requires both a wide range of knowledge and the ability to recall and apply it in what can be high-pressure, fast moving situations.

While high quality and comprehensive initial training and on-going professional development are both critical, it is not possible to hold all the necessary knowledge in mind at all times.

The PACE Codes of Practice alone contain a large amount of information concerning the rules for the treatment of child and vulnerable adult suspects – and the related rights of appropriate adults.

The knowledgebase will directly support effective practice by creating a dedicated, practically-focused, online resource accessible by AA practitioners. It was inspired by the development of [Authorised Professional Practice](#) by the College of Policing and the website of the [Youth Justice Legal Centre](#) (part of the Just for Kids Law family).

It is hoped that in addition to increasing effectiveness, the knowledgebase will increase efficiency by freeing up local scheme leaders from many practice queries. As a proportion of these ultimately become queries to NAAN, it is hoped that it will bring efficiencies to NAAN.

The initial content is based on NAAN's understanding of the AA role and an analysis of practice queries from members (which have been recorded over the last 4 years). However, the knowledgebase is not a static resource. It is intended to grow and develop over time, based on developments in law, academia, policy and practice.

Content in the knowledgebase is laid out functionally and is referenced back to the supporting legislation, codes or research. This enables a practitioner to quickly find all information relevant to a specific situation (such as a proposed strip search on a child) and be able to quote the relevant sources of authority.

During the year NAAN:

- Tested a range of software technologies on which to base the knowledgebase
- Selected software and set up a 'clone' website within which to test the technology
- Developed a map of desired content
- Researched, wrote and uploaded to the test site, 28 draft articles covering 5 topic areas (drug testing, intimate searches, intimate samples, rights an entitlements, strip searches)

The next step will be to release the 'beta' version to a small group of users for external testing.

Articles online 28

Topics online 5

## National Accredited Qualification.

NAAN is committed to the development of a nationally accredited qualification for appropriate adults, combined with a simple and cost effective route for schemes to adopt them.

Although progress was made on the project internally, due to having only one member of staff for the first half of the year it was not possible to complete the development project during the year.

In addition to the time required to develop the project, more staff resources are required in order to support the roll-out and provide a portfolio assessment function.

The qualification remains an important part of NAAN's strategy. With a second staff member now secured, the charity is committed to promoting the qualification and launching a cost-effective route next year.

## Email update service

Our e-update service helped to ensure scheme co-ordinators had the latest information both from within and outside the network, to support their practice.

This year the service was transferred to the MailChimp platform. This change has:

- increased reliability of emails getting through member's spam filters
- increased readability on mobile phones and tablets
- allowed the creation of an e-update archive in the members' section of the website
- enabled the inclusion of video media
- increased efficiency for staff
- provided access to detailed statistics on open and click rates, allowing better evaluation of our members' use of the service.

During the year updates included: -

### Effective AA practice

- Refreshed Training Pack consultation
- ICVA / NAAN joint briefing in support of effective working between AAs and ICVs
- 24 hour AA schemes
- Child H case and AA services
- Recruitment of Effective Practice Manager
- Introduction by new Effective Practice Manager
- New Professional Development Day speaker videos.

### Commissioning and funding opportunities

- Funding opportunity: Co-Op

### Changes in policy and legislation

- 2017 PACE Changes briefing (covering Policing and Crime Act and the revised PACE Codes C, D and H)
- PACE Code amendment commencement
- Ministerial announcement: Liaison and diversion funding and roll out
- Just for Kids Law launch #nochildincells campaign launched
- New inspection regime for custody

### New reports, reviews and consultations

- College of Policing vulnerability programme
- NPCC national custody strategy
- NPM guidance on isolation in detention
- Charlie Taylor review of youth justice
- Lammy Review findings on treatment of BAME groups
- Children's Commissioner inquiry into AAs for children
- IPCC report published: 11-year-old disabled girl not given AA

---

*“Thank you for all the hard work you do in keeping us informed of what is happening in the world of AAs (and for saving me all the time it would take to obtain and read some very long documents when you always send the highlights)”*

**- Somerset YOT**

---

## Member Support & Advice Service

Running an AA scheme can be quite an isolated experience, with scheme leaders often being the only people in their organisations who have an understanding of AA work.

Our one-to-one advice service supports effective practice by ensuring scheme leaders have access to the best information and advice. This year we answered queries covering a wide range of issues including:

### Commissioning and funding

- Progress on statutory provision for vulnerable adults
- Responsibility for provision in YOIs
- Effect of PACE Code changes on PCC funded schemes

### Service design and management

- Expansion from local to county-wide AA service
- Review of delivery model given change in referral rates
- Interviewing children after midnight
- Approaches to safeguarding and reporting protocols
- Main drivers in call for 24/7 cover
- Level of personal details disclosed by AA to suspect
- Do AAs have to visit crime scenes?
- Client outcomes reporting resources
- Managing large data request from Children's Commissioner
- Requests for 'AAs' for victims and witnesses
- Virtual courts for vulnerable people – is it proper and do AAs have a role?

### Recruitment and training

- Posters and leaflets to use with volunteer recruitment
- Eligibility and conflicts of interest (e.g. ex police, studying for police, police staff victim supporter, police RJ volunteer, ICVs)
- Need for updated training pack
- Role of shadowing in AA training
- Developing training PowerPoints
- Autism guidance / training for AAs
- Online access for AAs to PDD lecture videos
- Printed versions of Code C

### Working with other professionals

- Contacting and learning from other NAAN members
- How to engage with local stakeholders
- Contacting local ICV scheme
- Inviting police to professional development days
- Social services guidance still quoting ACPO guidance on AAs for 17 year olds instead of PACE Code C

### PACE compliance

- Legal definition of 'child' and 'young person'
- Child not read rights due to 'volatility'
- Child had no AA due to 'violent and deranged manner'
- Can an AA be refused by a child?
- Is it only female children that must be under the care of a police officer of the same sex?
- Can 17 year olds consent to searches by themselves?
- When can police request secure accommodation under PACE s.38(6)?
- Can police officers act as AA for their own children?

*(continued overleaf)*

### PACE compliance (continued)

- Disclosure of ID of child witnesses to suspect
- Mandatory AA presence for drug testing for children not adults - opposite to practice
- AA right to insist on legal representation
- Questioning during sample taking without legal advice, police inspector saying it is not within AA role to question this
- AAs required for intimate sample taking?
- What is the role of AAs in strip searches?
- Rules on suspect's rest and refreshment
- Mechanism for challenging police decision not to secure an AA

### Effective practice

- Should staff from private children's homes act as AAs when there is a potential conflict of interest?
- FME refused to have AA present because they were not parent or social worker
- What is a caution plus 3 interview?
- Correct action if child discloses to AA that they did commit the offence (and police do not have enough evidence to charge).
- Will there be a NAAN briefing on pre-charge bail changes?
- Developing a checklist for bail/transfers
- Section 5 and fixed penalty notices
- Request for AA to serve papers in relation to ID procedures for someone in prison
- Request for questionnaires to support evaluation of our AA service?

- Should bail to return suspects have to see the healthcare professional (AA not sure whether suspect fit to interview)?
- Defendants in court with Gushers Syndrome, nodding dog syndrome, LD and are deaf – had no AA
- What to do if suspect has not been searched properly and AA becomes aware of objects the suspect has (e.g. money).
- Request for guidance for parents/foster carers on being an AA

---

*“Thank you very much for this comprehensive reply. Your support is very much appreciated.”*

*“Really very valuable and interesting information. It's given me the clarity needed.”*

*“So helpful, thank you so much, particularly your anecdotal examples. The resources will be fantastic when I come to develop the group training session.”*

*“Thanks for the email on the transfer of young people, I'm working closely with EDT to ensure they understand the process fully. This will help greatly”.*

---

## Effective Practice Resources

### For AA Schemes

The Member Resources section of the NAAN website acts as a repository for information useful to AA schemes, including: -

The **Research Hub** provides a breakdown of relevant findings and recommendations from research and policy reports relating to appropriate adults.

Online access to NAAN's **Training Resources** including videos, allowing members, new and old, to have access whenever and wherever they need it.

The **Development Templates** provide documents designed to aid the development of AA schemes, such as a budget calculator, and accompanying guides.

The **Event Archive** makes available the expert speaker presentations from our Professional Development Days. From October 2016 we began **filming presentations**. These were edited and uploaded to the archive, alongside the presentations. This year, the following presentations were added:

- The psychological vulnerabilities of police detainees (*Professor Gisli Gudjonsson, King's College London*)
- Identifying vulnerability in police custody (*Roxanna Dehaghani, Leicester University*)
- Working with people with autistic spectrum disorder diagnosis (*Dr Hugh Asher*)

The **E-updates Archive** was maintained, allowing members to access all previous updates in one place.

The online **Forum for scheme leaders**, launched last year, continued to attract a low level of usage. There does not appear to be the required critical mass of individuals joining the platform. The future of the forum will be reviewed, with consideration of retiring the platform or re-focusing it on a different user group.

### For the Public

In addition to our work supporting our members, we increasingly used our website to improve the availability of information for others, including: -

- Children
- Vulnerable adults
- Parents, family members and others asked to fulfil the appropriate adult role without training
- Professionals likely to come into contact with appropriate adults or children or mentally vulnerable adults who may need one.

This includes:

- detailed guidance for parents and other untrained AAs
- guidance for people who feel they were mistreated by police
- listing page for vulnerability identification card schemes.

## Website Statistics

Website users | 35,498

| ▲ 47%

Pages viewed | 107,992

| ▲ 16%

FAQs | 10,689

| ▲ 48%

Legal framework | 4,629

| ▲ 85%

Facebook likes | ▲ 9%

## National Volunteering Portal

Our website continues to provide a [national gateway](#) for members of the public to volunteer with their local AA scheme.

Usage of our **information for prospective volunteers** continues to increase significantly, despite this year not involving the significant media coverage achieved with last year's publication of *There to Help*.

Following our annual member renewal process, which collects updated data on schemes, we updated the **Network Map**. The interactive map allows users to identify schemes within their local area, check whether they accept volunteers and access contact information for the scheme.

60 prospective volunteers were assisted directly by email, helping them to get in touch with the right scheme.

---

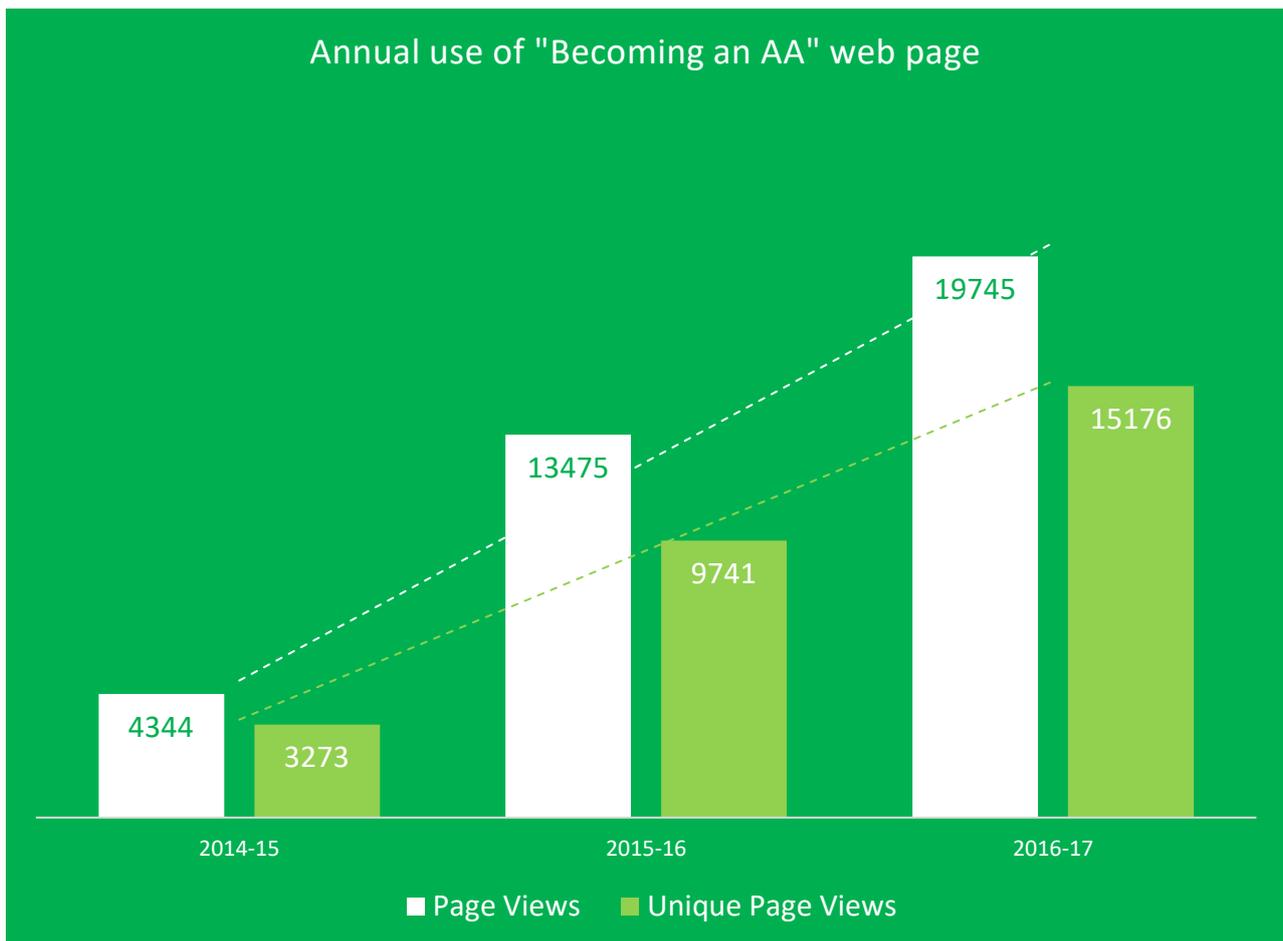
*"I would warmly recommend that being an Appropriate Adult is time well spent, in what I believe to be a very worthwhile cause."*

**– AA in Avon & Somerset**

*"Recruitment can be a constant challenge. Having a national website bring people straight to me makes life so much easier."*

**– AA scheme leader**

---



## Effective Policy

### Our objectives

---

- Develop and promote *robust, evidence-based national standards*, and embed within commissioning and inspection frameworks
  - Increase *awareness and understanding* of the appropriate adult role amongst key stakeholders
  - Increase implementation of recommendations of *Home Secretary's Commission on appropriate adults for vulnerable adults (There to Help)*
  - Maintain, within legislation, policy and practice, the *powers of an appropriate adult* that are required for effective practice
- 



Tweets | 238,485  
| ▲ 286%

Followers | 860  
| ▲ 34%

Views | 238,485  
| ▲ 176%

Interactions | 5,423  
| ▲ 250%

### Developing the evidence base

NAAN is encouraging the development of a rigorous academic evidence base and connecting the work of academics, policy-makers and practitioners to ensure learning is put into effect.

#### University of Bristol

NAAN is partnering in research led by Tricia Jessiman into **the role of adult social services in AA provision for vulnerable adults**. The project is funded by School for Social Care Research (part of the NHS National Institute for Health Research). It includes focus group research with people with experience of mental health conditions, learning disabilities and police contact. The report will be published next year but the initial findings have already influenced the Home Office working group on AAs for adults and the refreshed NAAN national training pack. In the future it will inform new commissioning resources and a new model person specification for an appropriate adult.

#### University of Leicester

Roxanna Dehaghani is completing a PhD looking at about **identification of mental vulnerability and implementation of the AA safeguard in custody**. NAAN has been working with Roxanna to exchange knowledge, helping to shape her conclusions and recommendations while learning from her work. In addition to regular Skype calls, Roxanna contributed to the Home Office working group on AAs for adults and presented at a NAAN professional development day.

#### Open University

Chris Palmius is researching how effectively **inter-organisational relationships in youth justice enable advocacy for young people**. He's also a practicing AA in Cambridgeshire. NAAN provided an interview.

#### University of East London

Raselle Miller is conducting qualitative PhD research about **AAs and their work supporting vulnerable adults** in police custody, with a focus on London. NAAN provided data.

#### Children's Commissioner

Dr Tim Bateman led an inquiry into **non-familial AAs for children and the time children spend in police detention**, which included a very significant data request sent to all YOTs.

## National standards

Web hits | 1,355  
| ▲ 5%

### Inspectorates

Following NAAN's involvement in the HMI Constabulary & HMI Prisons Expectations Expert Reference Group, and the resultant increased attention paid to AA services, police force inspections regularly made mention of them.

While this is to be welcomed, it is also clear that these inspections, which inspect police forces rather than the AA services that must remain independent of them, are a somewhat blunt instrument. As AA schemes are not within the remit of the Inspectorates, and resources are limited, they are often not able to engage with AA schemes themselves and have to rely on what they are told or shown by police.

For example, the custody inspection of Met Detention South prompted concern having stated, "AA services were generally chaotic; we were told the interviewing officer only called an AA when the interview and solicitor were ready; the process did not support a vulnerable detainee through custody and undermined the primary purpose of an AA". The report did not differentiate between the several different local authority areas (and AA schemes) covering this area of London.

NAAN supported one scheme leader in writing to HMIC and met with HMIC Inspection lead for custody Superintendent Norma Collicott to discuss key questions for inspectors to ask and possible contributions from NAAN to future inspections.

### IPCC

Following last year's work developing links with the Independent Police Complaints Commission, the [Child H](#) case prompted further discussion between NAAN and Associate Commissioner Tom Milsom. The Child H report will not be published due to privacy issues, leading to discussions about how the lessons learned via IPCC investigations can be shared with NAAN in order to ensure front line services improve.

## Increasing awareness & understanding

### Queries from service users and supporters

**38** queries, generally relating to complaints about police treatment or the need for an AA in police custody or elsewhere.

### Queries from non-member organisations

The number of queries from non-members continued to grow, totalling **110 this year**. The board subject are reflected below.

**25%** **Lack of provision** of AAs for vulnerable adults. These are usually queries from police officers who are unable to source an AA, often because a local authority AA scheme has recently closed.

**15%** Questions about the AA role and whether certain actions by police are or were **PACE compliant**. These included: an ICV concerned about the apparent under use of AAs in the station they visit; a solicitor concerned that an AA did not request legal advice for a man suspected of murder; and whether an AA can be recalled in the middle of the night due to a suspect's right to consult with them privately at any time.

**12%** **AAs beyond PACE** or police custody and voluntary attendance including: police interviews in prisons and YOIs; DWP interviews; defendants in court; age assessments of asylum seekers; notice of liability to deport in a YOI; prison adjudications; mental health inpatients who do not have capacity.

**11%** Seeking or promoting resources related to AA provision

**9%** Support with commissioning AA schemes

**8%** Queries from AAs, including one local authority staff member forced to act as AA against their wishes and without training.

**20%** The remainder were made up of new suppliers of AA services; requests for training; requests from academic and students; and media queries.

## Conferences and events

- Contributed to: Charlie Taylor's review of youth justice final report
- Policy Exchange's conference in October on Detaining Vulnerable Suspects: Changes and challenges
- Capita's *Preventing Deaths in Police Care* (on detaining vulnerable suspects: changes & challenges)
- Nuffield Foundation's *Enabling Participation by Vulnerable Court Users in Courts & Tribunals - Towards a cross-jurisdictional approach?*
- University of Nottingham's *Digital Rights: helping to improve procedural safeguards for young suspects* chaired by Lord Carlisle (on (a) specialisation of AAs and suitability of family and friends (b) police custody and the absence of youth justice workers in some areas)
- University of Nottingham's *Future of Justice: Making justice real for children* parliamentary event
- Standing Committee for Youth Justice *bi-monthly meeting* (on the role of AAs and national challenges in relation to children)
- Standing Committee on Youth Justice's *Childhood criminal records*
- Child Rights Alliance England's *London Forum on Children and Policing*
- The Solicitors Regulation Authority's *youth court advocacy* project
- ICVA's *Scheme Managers Conference*
- ICVA's *Annual National Conference*.

## Publications

NAAN and ICVA collaborated on

- A briefing in support of effective working between AAs and ICVs
- A briefing on the Child H case.

NAAN appeared on BBC Radio 5 Live's drive time show to explain both the role and importance of appropriate adults.



*“Chris Bath, chief executive of the National Appropriate Adult Network (NAAN) says the issue of criminal justice and mentally vulnerable people needs to be seen “in a human rights context”. He points to NAAN’s recent research estimating that around a quarter of a million mentally ill, learning disabled and autistic people are detained annually by police without an AA present, leaving them wide open to injustices.”*

*Mary O’Hara 29 June 2016*

**theguardian**

NAAN is a member of the PACE (Police and Criminal Evidence Act 1984) Strategy Board, and also contributes to relevant sub-boards, providing input on changes affecting AAs, children and mentally vulnerable adults

### Main Board

NAAN's membership of the PACE Strategy Board provides an opportunity to directly influence developments in the rights and regulations pertaining to police detention and questioning of children and adults with vulnerabilities.

NAAN and ICVA presented a joint paper on the need to review safeguards in relation to voluntary interviews under PACE. The main issues highlighted were the fact that safeguards present in custody may not be being applied equally and the lack of access for ICVs to people attending police stations voluntarily. The board responded positively to the idea of amending the PACE Codes to clarify the rights and entitlements of suspects, and the responsibilities of police, under voluntary interview situations.

NAAN also input into discussions about the use of portable digital recording technology and voluntary suspect interviews

NAAN raised concerns that the Home Office's new recommended wording for 'no further action' notices to suspects was unlikely to be understood by many vulnerable suspects. The wording simply states that, "a) The evidence did not meet the evidential test set out in the Code for Crown Prosecutors; b) Further action is not in the public interest". NAAN suggest that further information should be produced to explain the meaning of these phrases.

NAAN provided updates to the board regarding the working group on vulnerable adults (see below).

### Intrusive searches and accountability working group

Discussions centred on the different levels of search intrusiveness in and out of custody, and appropriate safeguards. NAAN Highlighted that AAs are currently required but likely not used in relation to some non-custody searches.

### Accommodation transfers working group

There were no further meetings of this group, which aims to tackle the common and long-standing failure to transfer to local authority accommodation those children charged and refused bail by police.

However, NAAN reviewed a draft of the concordat developed by the group, providing suggested amendments to Home Office, and agreed to a national partner to the concordat.

NAAN provided an update on the concordat to Just for Kids Law and the inaugural meeting of London Forum on Children and Policing.

### Vulnerable adults and AAs working group

Last year NAAN's focus was on delivering the There to Help report commissioned by the home secretary Theresa May and securing maximum exposure for it. This year focused on driving progress in response to the findings and recommendations.

This was done primarily through NAAN's prominent role in the Home Office working group set up in response to the report, which met for the first time last year, was convened a further three times. The key areas of work that emerged were largely driven by the three key findings from There to Help:

#### Lack of identification

One of the key findings from the report was the under-identification of adults who may be mentally vulnerable under police detention or questioning. Police data suggested around 3% of adult detentions involved an AA, while academic research indicated significantly higher prevalence rates of relevant conditions amongst adults in police custody.

Through our involvement with the Home Office working group, it became clear that there were a number of opportunities to try to tackle this issue running in parallel. The College of Policing has received £1.9m to improve police response to vulnerability. However, the current focus is on issues such as domestic violence and child sexual exploitation rather than the vulnerability of suspects.

Dr Iain McKinnon (Newcastle) developed the HELP-PC risk tool, building on the internationally renowned work of Professor Gisli Gudjonsson (King's College). The tool was shown to be highly effective in helping custody officers identify mental vulnerabilities but has only been adopted by Northumbria force. Academic Roxanna Dehaghani is undertaking a PhD focusing on the identification of vulnerability in police stations and how decisions about applying the AA safeguard are made by police. The National Police Chiefs Council's national lead on custody, Chief Constable Nick Ephgrave, is working with Dr Ross Ritchie (Warwick) to develop a new, more efficient, risk assessment tool which it is hoped will be adopted by all police forces. However, police risk assessments have historically focused on physical risk and NAAN is keen to ensure this is informed by previous work on also identifying psychological and legal risks. Finally, the expansion and development of liaison and diversion services across England provides another opportunity to support police custody officers in recognising mental vulnerability, increasing the chances that an AA will be requested for those who need one. In response, NAAN set up a meeting, hosted by the Home Office, to bring the various stakeholders together in order to stimulate knowledge exchange and feed back into the working group.

The working group considered potential changes to PACE Code C related to the targeting of AAs. Changes were drafted relating to (a) the definition of those people for whom police are required to call an AA and (b) the decision-making 'threshold' for custody officers.

### Quality

Cost implications quickly outweighed evidence about the relative ineffectiveness of family members versus trained appropriate adults. However, the group worked on proposed revisions to PACE Code C which improve the definition of the AA's purpose and exclude some additional people from taking on the role.

### Lack of provision

NAAN continues to assert that the long-term solution to the lack of provision for adults is a statutory duty matching the existing one for children. The major challenges are cost and the logistics of getting legislation through a parliament that is fully occupied with Brexit-related legislation. In terms of costs, the Home Office considers that under the 'new burdens doctrine' it would be liable for the difference between what local government is already doing and the expectations set by a new law. There was a point of tension for the working group, as local authority representatives questioned how areas who were providing funding to AAs services might react to the prospect of additional funding for those areas who were not.

The Home Office asked its own 'Knowledge Hub' team to conduct further research, building on There to Help, to explore the potential costs of plugging the gaps in provision. In addition, a Home Office economist was tasked with calculating the 'new burdens' cost of statutory provision.

In pursuit of shorter-term solutions, the group worked on encouraging local areas to develop their own solutions, led by Police and Crime Commissioners and Directors of Adult Social Care.

The Knowledge Hub research identified five main models of AA provision and conducted site visits to selected areas using those models, engaging with police, providers and commissioners. The aim was to understand the benefits of different models and question whether a single best approach could be identified.

Issues of independence were discussed and the appropriate roles for police forces, PCCs and local authorities were considered. Live research by Tricia Jessiman (Bristol) on the role of social care in AA provision and commissioning fed into the group. The first draft of a 'toolkit' for local areas was developed, beginning to bring together key information about AA provision.

Web hits | 3,058  
| ▲ 27%

NAAN's contributions to the working group, included:

- Drafting an overall strategy document
- Regularly meeting Home Office colleagues to discuss the work of the group,
- Briefing the Knowledge Hub researcher and providing links to relevant AA schemes
- Producing a paper on proposed AA commissioning principles
- Producing a paper on Manchester AA model (which had been misunderstood)
- Producing an analysis of the proposed Code C changes for use by group members
- Providing comments on the proposed Code C changes.

NAAN also supported the objectives by:

- Meeting with Dame Elish Angiolini and Deborah Coles to provide a verbal submission to the Independent review of deaths and serious incidents in police custody and providing a written submission
- Briefing Lord Kamlesh Patel
- Working closely with James Bullion (ADASS lead for offenders) including presenting to the ADASS Care and Justice Network, attended by Directors of Adult Social Services
- Presenting to the London Health in the Justice Co-commissioning Group: (includes NHS and local authorities and leads on liaison & diversion in London)
- Engaging with Claire Andre from Northumberland, Tyne and Wear NHS Foundation Trust (NTW) in her coordinating role issues that interface with the police
- Briefing Dorset PCC Martyn Underhill (the PCCs national lead on mental health) and Kent PCC Matthew Scott (deputy national lead on mental health)

- Working with A/Chief Inspector Gavin Gaskain on the Metropolitan Police's decision to stop spot-purchasing of AAs.
- Participating in the College of Policing's conference on vulnerability.
- Being a member of the Care not Custody Coalition's advisory group, providing a link to the working group feedback to members on progress regarding AAs for vulnerable adults.
- Attending a Care not Custody Coalition event at Parliament at which the Care & Support Minister (Department of Health) announced an extra £12m investment to 2017/18 to expand liaison and diversion services in police custody suites and criminal courts.
- Providing updates from the working group to the Bradley Report Group (includes key stakeholders in mental vulnerability and policing)
- Meeting with Andy Bell of the Centre for Mental Health (a mental health research/policy charity specialising in criminal justice)
- Giving a speech at Headway (the brain injury association) conference on AAs.
- Giving verbal evidence to the Justice [working party on mental health and fair trial](#). This is chaired by Sir David Latham (who sat on the Royal Commission on Criminal Procedure) and will be developing "robust and practical recommendations for reform".
- Discussing the increasing demand for intermediaries in police custody, as well as the potential for an AA-type role in court, with the CEO of Communicourt
- Working with Jesse Nicholls (Police Action Lawyers Group) on potential routes of redress for people who do not get an AA but should have had one.

### **Supporting commissioners**

NAAN continued to increase its support for commissioners. Ongoing support was provided to Leeds YOT commissioning team (which is leading the development of a single West Yorkshire AA service for children and adults); Central Bedfordshire Council; and Merseyside PCC.

## Monitoring and protecting powers

NAAN continued to monitor developments in legislation, policy and practice, particularly changes to policing legislation, codes and approved professional practice.

### Policing and Crime Act 2017

The PCA 2017 received Royal Assent on 31 January 2017. None of its measures were commenced in the 2016/17 year but many are active from April 2017.

Having long highlighted the continued inconsistencies between 17 year olds and other children in police custody, NAAN was pleased to see the Act finally fully align their treatment with 16 year olds, including in matters of consent and the statutory requirement on police to contact an AA (the latter of which had been in the PACE Codes since 2013).

Section 79 of the Act amended the definition of “appropriate adult” in criminal justice legislation. The prohibition of “a person employed by the police” was extended to “a person employed for, or engaged on, police purposes; and “police purposes”. The definition of police purposes includes “civilians employed for the purposes of that force”. NAAN was pleased to see further recognition of the importance of the independence of appropriate adults from policing but also raised the fact that, in the absence of statutory provision for adults, police forces are currently a significant contributor of funding to AA schemes.

In light of NAAN’s continued concerns about the use of remote ‘live-link’ technology in relation to child and vulnerable adult suspects, it was positive to see section S.45ZA require the suspect’s consent for it to be used to when extending detention – and for that consent to only be valid if given in the presence of an AA.

A Liberal Democrat amendment to Policing and Crime Bill in the House of Lords sought to extend AAs to health-based places of safety. NAAN took the position that the AA role, as it stands, relates to criminal matters and that people experiencing mental health crisis should be supported in a health context – potentially by extending the role of Independent Mental Health Act Advocates (IMHAs). The amendment did not proceed.

## PACE Codes

Connected to the legislative change, this year also saw significant amendments to PACE Codes C (detention, treatment and questioning), D (identification), and H (terrorism). NAAN published a detailed briefing for members on the PCA 2017 and the PACE Codes covering changes related to:

- Vulnerability
  - Equality Act 2010
  - Risk assessments
  - Care and treatment
  - MHA s.136 detentions
- Children and young people
  - Definition of juveniles
  - Use of cells
  - Testing for Class A drugs
  - Local authority accommodation
  - Females under 18
- Appropriate adults
  - Prohibited persons
  - Removal of AA from interview
  - Interpreters for AAs
- Use of digital technology
  - Electronic devices and records
  - Remote interpretation
- Rights and records
  - Rights and entitlements
  - Custody records
  - Voluntary interviews
  - Right to legal advice
  - Personal property
  - Searches (sex of those present)
- Identification procedures

### Taylor review of youth justice system

The review was expected to herald mandatory integration of YOTs into children’s social care (including AAs). However, there was a minimal response from Ministry of Justice on this element and no change is currently expected.

### Authorised Professional Practice

NAAN made a submission to the College of Policing’s consultation on new Authorised Professional Practice for mental health.

## **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.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....

Trustee

I report on the accounts for the year ended 31 March 2017 set out on pages twenty-five to thirty-two.

**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.

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

Date: .....

	Notes	31.3.17 Unrestricted fund £	31.3.16 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Voluntary income		95,084	75,000
Activities for generating funds	2	25,720	26,662
Investment income	3	<u>130</u>	<u>203</u>
<b>Total incoming resources</b>		120,934	101,865
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Member Support		43,027	29,607
Policy & Standards		50,226	29,606
Professional Development		16,304	23,614
<b>Governance costs</b>		<u>4,308</u>	<u>4,564</u>
<b>Total resources expended</b>		113,865	87,391
<b>NET</b>		7,069	14,474
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		117,588	103,114
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>124,657</u>	<u>117,588</u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

	Notes	31.3.17 Unrestricted fund £	31.3.16 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	7	1,338	-
<b>CURRENT ASSETS</b>			
Debtors	8	37,056	8,250
Cash at bank		<u>104,273</u>	<u>124,481</u>
		141,329	132,731
<b>CREDITORS</b>			
Amounts falling due within one year	9	(18,010)	(15,143)
		<u>123,319</u>	<u>117,588</u>
<b>NET CURRENT ASSETS</b>			
		<u>124,657</u>	<u>117,588</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>124,657</u>	<u>117,588</u>
<b>NET ASSETS</b>			
		<u>124,657</u>	<u>117,588</u>
<b>FUNDS</b>	10		
Unrestricted funds		<u>124,657</u>	<u>117,588</u>
<b>TOTAL FUNDS</b>		<u>124,657</u>	<u>117,588</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017. The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 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.

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

.....  
Trustee

These notes form part of the financial statements

## 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', and the Companies Act 2006. The financial statements have been prepared under the historical cost convention

### 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.

**2. ACTIVITIES FOR GENERATING FUNDS**

	31.3.17	31.3.16
	£	£
Training and training material	9,225	6,048
Membership subscriptions	16,163	15,576
Other income	332	157
Home Secretary Commission	<u>-</u>	<u>4,881</u>
	<u>25,720</u>	<u>26,662</u>

**3. INVESTMENT INCOME**

	31.3.17	31.3.16
	£	£
Deposit account interest	<u>130</u>	<u>203</u>

**4. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Independent examiner's fee	1,865	1,884
Depreciation - owned assets	<u>318</u>	<u>-</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

	31.3.17	31.3.16
	£	£
Trustees' expenses	<u>1,933</u>	<u>2,552</u>

**6. STAFF COSTS**

	31.3.17	31.3.16
	£	£
Wages and salaries	77,088	61,643
Social security costs	5,866	5,014
Other pension costs	<u>11,657</u>	<u>4,859</u>
	<u>94,611</u>	<u>71,516</u>

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

	31.3.17	31.3.16
Charitable activities	<u>1.7</u>	<u>1</u>

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

**7. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2016	287	2,420	2,707
Additions	<u>234</u>	<u>1,422</u>	<u>1,656</u>
At 31 March 2017	<u>521</u>	<u>3,842</u>	<u>4,363</u>
<b>DEPRECIATION</b>			
At 1 April 2016	287	2,420	2,707
Charge for year	<u>24</u>	<u>294</u>	<u>318</u>
At 31 March 2017	<u>311</u>	<u>2,714</u>	<u>3,025</u>
<b>NET BOOK VALUE</b>			
At 31 March 2017	<u>210</u>	<u>1,128</u>	<u>1,338</u>
At 31 March 2016	<u>-</u>	<u>-</u>	<u>-</u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.17	31.3.16
	£	£
Trade debtors	37,024	8,250
Prepayments	<u>32</u>	<u>-</u>
	<u><u>37,056</u></u>	<u><u>8,250</u></u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.17	31.3.16
	£	£
Trade creditors	796	83
Other creditors	114	60
Accruals and deferred income	14,400	12,300
Accrued expenses	<u>2,700</u>	<u>2,700</u>
	<u><u>18,010</u></u>	<u><u>15,143</u></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 £11,657 (2016 - £4,859).

**10. TRANSITION TO FRS 102**

No adjustments were required as per the transition to the new reporting framework and therefore no restatement of comparatives was needed.

**11. MOVEMENT IN FUNDS**

	At 1.4.16	Net movement in funds	At 31.3.17
	£	£	£
<b>Unrestricted funds</b>			
General fund	117,588	7,069	124,657
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>117,588</u></u>	<u><u>7,069</u></u>	<u><u>124,657</u></u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	120,934	(113,865)	7,069
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>120,934</u></u>	<u><u>(113,865)</u></u>	<u><u>7,069</u></u>

	31.3.17	31.3.16
	£	£
<b>INCOME AND ENDOWMENTS FROM</b>		
<b>Voluntary income</b>		
Donations	84	-
Grants	<u>95,000</u>	<u>75,000</u>
	95,084	75,000
<b>Activities for generating funds</b>		
Training and training material	9,225	6,048
Membership subscriptions	16,163	15,576
Other income	332	157
Home Secretary Commission	<u>-</u>	<u>4,881</u>
	25,720	26,662
<b>Investment income</b>		
Deposit account interest	<u>130</u>	<u>203</u>
<b>Total incoming resources</b>	120,934	101,865

This page does not form part of the statutory financial statements

