

Probation | Family Courts



**DRAFT  
ANNUAL  
REPORT  
2021/2022**

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# Introduction

## **Napo - working across all fronts on behalf of our members**

At the time of publication, the 'cost of living crisis' was uppermost in our members' minds and we awaited the appointment of a new Prime Minister. Whoever is in charge after September 5<sup>th</sup> will offer no comfort to our members.

Over the summer we have been engaged in three sets of negotiations affecting our members in Northern Ireland (Pay Modernisation). Very successfully thanks to the efforts of our Branch Representatives there, and two pay claims for Probation (England and Wales) and Cafcass.

Your negotiators have done everything we can to fight for a fair deal for members, but in the case of pay we have hit serious obstacles in the form of the Government's pay remits. The position on inflation has worsened in recent months and, by the time we reach Eastbourne, is likely to be at its highest in 42 years.

I expect that our members in Probation and Cafcass will have been balloted on pay offers that will be well short of what we have been seeking, and again our members will have been asked to determine whether they are ready to move to an industrial response along with sister unions who have already launched strikes across a number of sectors.

One notable victory was achieved with the resolution of the Incremental Dispute after a tenacious campaign by Napo and our sister unions. It will still take time to fully implement the resolution that has been agreed, but it will result in hundreds of thousands of pounds in back pay for members who suffered detriment because of the employer's mistake.

Our members in Cafcass still face workloads which, whilst showing sporadic reductions in certain areas, are still unsustainable. This employer has been starved of sufficient investment by the MoJ meaning that significant numbers of experienced staff are understandably taking their skills elsewhere to the detriment of families and children. Napo activists in our Family Court Section have worked tirelessly to maintain high level pressure on senior management to bat harder for their team.

Nobody outside of the current Government seriously believes that COVID is over; and it's clear that they intend to have us all airbrush this dreadful pandemic into the annals

of history. As the UK starts to recover despite the absence of a coherent plan, the figures still make for stark reading. By August within the UK, we had seen 185,000 deaths and 23.5 million recorded cases since March 2020.

Since we last met, the long awaited Public Enquiry into the management of this crisis has got underway, but the estimated 4 to 5 years before it publishes meaningful conclusions will mean that many individuals will escape being brought to account for their role in this national scandal.

Meanwhile our members working in Probation, Cafcass and Probation Northern Ireland continue to demonstrate their courage, resilience and commitment in maintaining vital public services and, through their Health and Safety representatives, the safety of all employees. That we have been able to play our part in suppressing the spread of COVID and deaths across the employers where we are represented, is testimony to their efforts.

### **Post-Reunification challenges**

By AGM we will have conducted a ballot of members previously employed by CRC parent companies and sub-contractors as they assimilate into Probation, HMPPS and the MoJ. This particular piece of work has been the subject of intensive negotiations spanning at least 12 months.

Alongside that, Napo has put much effort into the review of the NNC job Evaluation Scheme which has restored clarity and credibility into this important piece of work.

One challenge follows another; and on top of the almost daily appearances of new policy initiatives from the MoJ and HMPPS has come the spectre of staffing reductions via the CS 2025 programme and now the launch of 'One HMPPS'. This plan will see a further move to further inculcate Probation into the regional structure of the Prison Service and is hugely unwelcome and deeply flawed.

In response we have made our opposition clear and served notice on the employer that we will step up our campaign to see Probation moved out of the prison-centric HMPPS and restored to something like the independent and community focused institution that it once was. It may take a change of Government to make that happen but that will not stop us campaigning as hard as we can for that objective.

### **A train crash**

If things were not bad enough, our members involved in Parole Board hearings have witnessed the singularly most stupid political decision since Transforming Rehabilitation by way of the Secretary of State's Single Intervention policy.

At the time of going to print we had seen a landmark High Court judgement which, in turn, has laid the ground for an application for Judicial Review. We are exploring how

we might support that process on a non-financial basis, but it was notable that the joint unions letter of protest to the Secretary of State was the catalyst for the granting of interim relief by the High Court in respect of part of the guidance to Practitioners.

We said it would be a mistake to enact this policy and nobody listened; we said it would discredit the Parole Board process and de-professionalise our members work and it has.

We have set our sights on defeating it and we will do all we can to secure that aim.

### **Staffing developments**

This year we bade a fond farewell to Kath Falcon with great appreciation for her significant contribution to Napo over the previous 18 years. I am sure that all members will join me in wishing Kath well in her retirement.

### **Our wider objectives**

The above narrative is a snapshot of the work that has gone on to promote and protect the interests of our members. I always relish the accountability session at AGM where our members have the opportunity to seek more information on the many issues that your Officers and the Napo HQ team have been pursuing on a daily basis.

### **Welcome to AGM**

Finally, I am sure that members are delighted that it has been possible to repeat the format of AGM last year where we will not only welcome those members who feel able to join us in Eastbourne, but also those who have chosen to be part of AGM by remote means. I wanted to place my appreciation on record to the AGM team and the Officer Group for again making this possible.

Enjoy AGM and please participate whenever you can from wherever you are!

**Ian Lawrence**  
**General Secretary**

# Officers and Staff of the Association

## ELECTED OFFICERS 2021-22

<b>Chair</b>	Katie Lomas
<b>Vice Chair (Finance)</b>	Carole Doherty
<b>Vice Chair (Cafcass)</b>	Nicola Taylor-Ebong
<b>Vice Chairs (Probation)</b>	Iqbal Bhogal (until May 2022) Duljit Gill (from June 2022) Siobhan Foreman Ben Cockburn

## STAFF

<b>General Secretary</b>	Ian Lawrence
<b>Assistant General Secretary</b>	Ranjit Singh
<b>National Officials</b>	Tania Bassett (Press, Parliamentary, Campaigns) Annoesjka Valent (AGM, Trade Union Organisation)
<b>Finance Officer</b>	Theresa Boorman
<b>Finance Assistant</b>	Liz Manville
<b>Office Operations Manager</b>	Keith Waldron
<b>Administrators</b>	Anne Burbidge Taytula Burke Kath Falcon (until January 2022) Cynthia Griffith Jacqui Paryag Shireena Suleman
<b>ULR Manager (Wales)</b>	Ian Freshwater

# Affiliations for 2021

Abortion Rights

Amnesty International

Article 39

Campaign for Homosexual Equality

Campaign for Trade Union Freedom

Cuba Solidarity Campaign

General Federation of Trade Unions

Hazards

Hope Not Hate

Howard League for Penal Reform

Justice for Columbia

Labour Research Department

Liberty

National Shop Stewards Network

National Pensioners Convention

Orgreave Truth and Justice Campaign

Palestine Solidarity Campaign

Trade Union Friends of Searchlight

Trades Union Congress

Unite Against Fascism

Venezuela Solidarity Campaign

Wales TUC Cymru

# National Executive Committee

**Officers:** Katie Lomas (Chair), Iqbal Bhogal, until May 2022, Duljit Gill from June 2022, Siobhan Foreman (National Vice-Chair), Ben Cockburn (National Vice-Chair), Nicola Taylor-Ebong (National Vice Chair Cafcass) and Carole Doherty (Vice-Chair Finance)

**Branch Representatives:** Each branch is entitled to send one of its two elected representatives to each NEC meeting

**NEC Black Reps:** Maureen Vernon (Staffordshire and West Midlands)  
Patricia Johnson (London)

**Officials:** Ian Lawrence (General Secretary)  
Ranjit Singh (Assistant General Secretary)  
Tania Bassett (National Official)  
Annoesjka Valent (National Official)  
Theresa Boorman (Finance Officer)  
Ian Richards Consultancy Support\* (Health and Safety)

**Administrator:** Post vacant

**1. Meetings.** The NEC has met four times since the last annual report was written: in September and November of 2021 and in March and June of 2022. The NEC oversees the work of all Napo's standing committees and receives regular reports from them. Much of the business conducted by the NEC is therefore reported in other sections of the Annual Report.

Napo members have faced significant challenges in the year, due to the pandemic, huge organisational change in Probation (England and Wales) and excessive workloads across all employers. Some branches have vacancies for one or both of their co-reps which it is hoped will be filled in the new nomination process for the NEC which will take office after AGM.

**2. NEC Black Representatives.** Black representative seats were filled for the 2-year term 2020-2022 by Maureen Vernon (Staffordshire and West Midlands) and Patricia Johnson (London).



**3. Employers' issues.** The post of Administrator to the General Secretary was advertised internally as a 0.8 post but there were no applicants. The post is currently the subject of JNC discussions with the staff Shops.

**4. Napo Head Office.** Most staff continue to work from home for health and safety reasons but essentially improved operational efficiency. An office attendance calendar system has been put in place to ensure socially distanced working can be maintained for staff needing to be in the workplace.

**5. Finance.** Napo's Finance Vice-Chair reports regularly to the NEC on Napo's financial position. In accordance with legislative requirements the basic details of the union's income and expenditure during the course of the year are published annually. The audited accounts for 2021 are included in this annual report.

**6. Anti-Racist Policy Statement and Race Action Plan.** The Statement and Action Plans were approved unanimously by the NEC and formally launched at the 2021 AGM in October. The new Anti- Racist Policy Statement sets out clearly that Napo is an anti-racist union and has a zero tolerance approach to racism. The accompanying Action Plans will ensure that we collectively can make change happen whilst providing individual members with an opportunity to play their part via the individual member action plan.

Our specific work in the field of anti-racism is covered elsewhere and reflects the considerable efforts of Officers, Officials and Staff over the last 12 months.

**7. Branch Disputes.** No Branch disputes were reported in 2021/2022. The National dispute on Incremental Progression entitlement is reported elsewhere as well as our campaigns both in Probation and in Cafcass to get our members a decent pay rise and against crippling Workloads.

## **8. Motions.**

Category C motions (if passed by NEC become policy), were passed on:-

- Devolve Probation in Wales
- Offender Non-management in Custody?
- Restorative Justice
- SSCL - Another financial mess.....
- Trainees Professional Conference.
- Workloads, Overtime and The Workload Measurement Tool (WMT)

**9. Operational Plan and Strategic Objectives.** The November meeting of the NEC agreed Napo's operational Plan 2022 and this was sent out to branches. The plan was set out in line with the five objectives set out under Napo's strategic aims covering the range of Napo's work.

**10. NEC Committees.** Following the decision in 2019 to disband National Committees (apart from the Constitutional Committees i.e. Probation Negotiating Committee, Cafcass Negotiating Committee, Family Court Committee, Probation Editorial Board, Family Court Editorial Board, Steering Committee and Equal Rights Committee) a number of networks were created. Substantial work has taken place across the Professional and Training Network, Campaigning Network, Health and Safety Network, Trade Union Organisation Network, Women in Napo Network, Napo Black Members Network, LGBT+ Network, Disabilities Network, Young Members Network, Manager Members Network, Retired Members Network, and networks for members in the same professional areas such as AP, Courts and Victim work.

**11. General Federation of Trade Unions.** Napo remains an affiliate of the GFTU. The General Secretary was again elected to the GFTU Executive Committee with Katie Lomas (National Chair) as substitute delegate.

**12. Trade Union Coordinating Group.** Napo also remains an affiliate of the TUCG which represents the views and concerns of 10 trade unions including Napo. It organises a range of seminars and events including fringe meetings at the TUC Congress and Labour Party Conference. Napo also continues to work closely and receives regular support and briefings from our Parliamentary Coordinator for the TUCG.

**13. Trade Union Congress (TUC). Napo submitted two motions to the 2021 Congress still held virtually entitled:** ‘Reunified Probation Service needs investment’ and ‘Cafcass in Crisis – Government must act now’. Both motions were passed. Napo’s delegation to Congress consisted of General Secretary, Ian Lawrence, and National Chair, Katie Lomas.

Congress 2022 was restored as a face to face event in Brighton. Napo’s two motions submitted are entitled: ‘Defending the integrity of the Justice System’ and ‘Working in partnership to defeat racism’.

Ian Lawrence retained the seat unopposed for the General Council Section F (Black Member representing smaller unions of less than 200k members) for 2022/2023.

**14. TUC Women’s Conference** Wednesday 9 - Friday 11 March 2022. Jay Barlow Family Court Section was approved as Napo’s delegate. No motions were submitted.

**15. TUC Lesbian Gay Bisexual and Trans Conference (LGBT+)** Thursday 30 - Friday 1 June. David Masterson London, Nikita Mandare Thames Valley and Adam Harmsworth Family Court Section were approved as Napo’s delegation. No motions were submitted.

**16. TUC Disabled Workers’ Conference** Tuesday 22- Wednesday 23 March 2022. Richard Clark formerly London, now Kent Surrey Sussex, was approved as Napo’s delegate. No motions were submitted.

# Cafcass Negotiating Committee

**Membership:** Nicola Taylor-Ebong- National Vice-Chair  
Nicki Kenney- Family Court Section Co-Chair  
Steve Hornby- Family Court Section Co-Chair  
Olivia Fitch- Service Manager Rep  
Sue Hassall- Member of SEC  
Jay Barlow – Lay member (FCA)  
Ian Lawrence- General Secretary/Official

## **1. Membership**

The membership of the Committee is set out in the Family Court Section Constitution. In accordance with the Napo Constitution the Cafcass Negotiating Committee was elected at the Family Court Section AGM which took place on the 16 September 2021.

## **2. Meetings**

The Committee has met on 6 occasions during the year (18 August 2021, 16 November 2021, 17 January 2022, 15 March 2022, 5 April 2022 and 25 May 2022). These meetings have taken place together with the Section Executive Committee and the Family Court Committee so that information can be shared. Due to the COVID-19 pandemic the first 5 meetings took place by virtual means. The last meeting on 25 May 2022 took place in person.

## **3. Meetings to discuss the COVID-19 pandemic**

Nicki Kenney, Steve Hornby, Jay Barlow, Nicola Taylor-Ebong and Ian Lawrence continued their regular virtual meetings (fortnightly since September 2020) with Cafcass Senior Leaders to discuss and negotiate with them their response to the COVID-19 pandemic up until the 21 February 2022.

## **4. Partnership Meetings**

There have been four virtual Partnership Meetings with Cafcass Senior Leaders on 18 November 2021, 7 March 2022, 23 May 2022 and 21 July 2022. We have submitted most of the agenda items for these meetings on issues including the workload crisis, recruitment and retention strategies, pay and reward, TOIL and unpaid overtime and professional issues and we have taken a very active part in these meetings.

## **5. Progress on Equal Rights Issues**

Ranjit Singh, Assistant General Secretary, was invited to address the Family Court Section's AGM on Napo's Anti-Racism Strategy.

Mr Singh met with Cafcass' Equality, Diversity and Inclusion Lead and attended Partnership meetings with members of the Cafcass Negotiating Committee to request and discuss Cafcass undertaking a Race Pay audit and dyslexia screening.

## **6. Motions**

There was one motion passed at Napo AGM 2021 entitled 'Stop working extra hours for nothing'. This motion highlighted the outcome of a recent survey of Family Court Section members which found that 88% of them had worked extra hours in the last 4 weeks that they had not been able to take back. The motion called for the Cafcass Negotiating Committee to continue to engage with Cafcass Senior Leaders to find a satisfactory solution to this intolerable situation and if this was not found then to consult members on engaging in industrial action.

This motion was shared with Cafcass Senior Leaders and an urgent plan to address this intolerable situation was demanded. This concerning practice was discussed at Partnership and Pay meetings with Cafcass Senior Leaders and was raised with the Justice Unions Parliamentary Group and in a letter to the Secretary of State for Justice.

This remains an ongoing concern and has formed part of the trade dispute lodged by Napo with Cafcass.

## **7. Pay 2021/2022**

Despite the Public Sector pay freeze imposed by the Government, a joint pay claim with Unison was lodged for 2021/2022 for a minimum 3% increase in pay and allowances and a commitment for a strategic pay review.

Disappointingly, the Government rejected Cafcass' business case for a pay award over and above their current Public Sector pay freeze which meant that only those staff earning less than £24K per annum received a derisory £250 consolidated pay award effective from 1 April 2021 whilst the remainder of Cafcass staff received nothing for that year.

## **8. Pay and Workload Dispute**

Following the unsatisfactory outcome of the pay award for 2021/2022 and the inability of the employer to deliver a negotiated settlement that was above the Government's public sector pay remit, a Trade dispute was lodged between workers represented by Napo and employed by Cafcass (28 January 2022). This trade dispute related to pay and workloads (including unpaid work), with the workload issue also being one that Napo believed the employer had failed to adequately respond to, therefore exacerbating an already serious operational position.

Cafcass was told that Napo was reserving our position on balloting members on industrial action at that time, but that we reserved our right to do so pending the progress of discussions towards the objective of securing a pay award effective from the 1 April 2022.

### **9. Pay 2022/2023**

A joint pay claim with Unison has been lodged for 2022/2023. Summary of this claim is for a 10.8% rise in pay and allowances, an increase in mileage rates following the HMRC reviews in January and July and a strategic pay review.

Negotiations are ongoing and a formal pay offer is awaited.

### **10. Workload Crisis**

The COVID-19 pandemic exacerbated the workload crisis within Cafcass. The Family Justice System continues to be under enormous pressure with 14.1% more cases (7,000 more children) in the system than before the pandemic due to a lower throughput and finalisation of children's cases within the Family Courts. Our members are under enormous pressure and much of our work has focused on highlighting this and demanding an urgent plan within and outside of Cafcass to tackle this

We have raised the workload crisis with the Justice Unions Parliamentary Group on the 7 February 2022 and the 27 June 2022 and we have written a letter to and requested a meeting with the Secretary of State for Justice.

# Campaigns, Press & Parliament

**National Official:** Tania Bassett

## **1. Campaigns**

The main focus for campaigns in the last 12 months has been the workloads and staffing crisis that probation and family courts now find themselves in. As such other longer term campaigns have been paused. For probation this is notably getting probation out of the civil service and released from prison. These campaign objectives have not been forgotten and will remain part of Napo's operational plan going forward. For Family Court, the increasingly difficult workloads and the negative impact of the prioritisation protocol continue to be the centre of our focus.

**2.** Napo continues to campaign alongside other trade unions for better pay for our members. Led by the TUC the Britain Needs a Pay Rise campaign encompasses all unions and their members. Spurred by the widely publicised RMT strikes a number of unions have or are planning to ballot their members on industrial action for improved pay. As part of our work with the TUC, the Trade Union Co-ordinating Group and the General Federation of Trade Unions, Napo supports all unions taking industrial action.

## **3. Parliamentary work**

We have had a number of debates over the last 12 months in both Houses as well as Westminster Hall. The most talked about topic was workloads and staffing and Napo will build on this momentum going into the next session of parliament in September. We have growing support across parties on this issue from parliamentarians. Napo continue to ask members for personal testimonies that we can share with MPs, Baronesses and Lords. We have also had debates on Unpaid Work, the impact on the staffing crisis in probation and prisons combined and the wider criminal justice sector issues such as legal aid.

**4.** Napo has produced a number of briefings for parliament. Mainly focusing on the staffing and workload crisis in both probation and family courts. Alongside our sister unions we produced a general briefing for the then newly appointed Probation Minister (Kit Malthouse) in advance of our meeting with him. This covered a wide range of topics including the comprehensive spending review and probation pay, workloads with a specific reference to SPOs, the reduction of diversity in probation recruitment as a result

of civil service recruitment processes and VISOR as well as the impact of COVID on Probation and Family Courts.

**5.** In November 2021 Napo submitted a response to a Justice Select Committee consultation on IPP prisoners. This paper outlined the key issues with the now defunct IPP sentence as well as potential solutions and actions that could potentially start to find a way through this largely ignored but very significant issue.

**6.** At the time of writing this report Napo is compiling its response to the HMIP consultation on probation inspection standards. This review by HMIP has been triggered by a need to reflect the new operating model of probation, ensure a more equitable and fairer inspection process and include new ways of working since reunification. Whilst the consultation is not yet complete, one area Napo is keen to monitor is the previous disconnect between leadership inspections and those of front line staff. Previous HMIP reports have been highly critical of those carrying out frontline work such as case management whilst simultaneously praising management and leadership. We want to ensure that this anomaly is rectified in the new standards.

**7.** Most recently Napo has been making strong representations to the Secretary of State, cross party parliamentarians and stakeholders on the impact of changes to the Parole process. This is a hugely contentious issue that has angered many of Napo's members but also other stakeholders as well. At the time of writing this report, Napo had issued a letter to the Secretary of State and publicised this widely to raise our concerns about this unexpected change in policy (Whilst a consultation called Root and Branch Review of Parole took place in 2020, the policy to remove probation recommendations from the process has never been consulted on).

**8.** We continue to submit regularly parliamentary questions. Recently in the House of Lords, the issue of family court section pay was raised. Interestingly the government response was to say that family court pay was adversely affected by civil service pay restraints. This admission that our members are not adequately paid and the reason for it, was a break through and Napo will be following this up with the Minister.

## **9. Press**

Napo has maintained a high press profile in the last 12 months for both probation and family court staff. Notably for Family Courts this has been with the Community Care magazine and has focused largely on the prioritisation protocol and the impact this has had on families and children. Whilst the government has said that courts have been affected by COVID, Napo has maintained the narrative that court delays may have been exacerbated by COVID, they were significant prior to COVID and are in fact caused by lack of investment.

**10.** In probation there has been a similar theme with regards to workloads. Radio 4's File on 4 covered the issue of the staffing and workload crisis in probation and the impact this is having on recruitment and retention. A number of media outlets have picked this story up and Napo has been working with them to ensure coverage. The

Labour Party front bench have also used Napo's briefings to raise media awareness of the crisis.

**11.** The changes to the Parole Board Process has recently received media attention. Particularly the impact on probation staff and the right to choose a public parole hearing. Both of these changes have a significant impact on our members and public protection so we will maintain media pressure to keep this story in the public domain.



# Editorial Board

# Probation Journal

**Members:** Nicola Carr (University of Nottingham) Editor  
Peter Traynor (Manchester Metropolitan University)  
Managing Editor  
Steve Collett (Merseyside/Retired)  
Olivia Henry (National Probation Service, South West)  
Peter Marston (National Probation Service, North West)  
Mariam Rashid (National Probation Service, Manchester)  
Shelly-Anne McDermott (Independent)  
Fergus McNeill (University of Glasgow)  
Jake Phillips (Sheffield Hallam University)  
Ruth Storey (Independent)  
David Raho (National Probation Service, London) Book  
Review Editor  
Gwen Robinson (University of Sheffield)

**Officer:** Ben Cockburn (Vice Chair Finance)

## 1. Editorial Arrangements

Oversight of the editorial process is shared between Nicola Carr (Editor) and Peter Traynor (Managing Editor), backed by an experienced and committed board membership. Peter Traynor has been appointed as the new Managing Editor in a competitive process following the departure of Emma Cluley after many years of long service. The Editor chairs the board meetings, provides the written feedback to authors regarding publication decisions, and copy edits articles for production. The Managing Editor oversees the submission of articles, deals with general enquiries, organises the board meetings and liaises with the publishers and authors during the publication process.

## 2. Usage

- Full data is not yet available from the publisher for 2021/2022, so we include available interim data on the journal's usage:
- There were 113,885 full-text downloads of PJ articles in 2020, which is an increase from previous years. The proportion of paid usage of the journal remains stable, and the Probation Journal performs well above the average when compared to other Sage titles.
- In 2021 there were 81,893 downloads. This figure is higher than the previous year's figure at the same point in time.

- The following articles were amongst the Top 10 Most Downloaded articles (Jan-Jun 2021): Annison et al (2019) 'Transforming Rehabilitation: The impact of austerity and privatization on day-to-day cultures and practices in probation.'; Fox et al (2017) 'A Rapid Evidence Assessment of the effectiveness of prison education in reducing recidivism and increasing employment.' And Cracknell (2020) 'Post-sentence supervision: A case study of the extension of community resettlement supports for short sentence prisoners.'

### **3. Sage Partnership.**

The relationship with Sage Publications remains extremely positive and regular meetings are held with Sage's production team. Sage actively promotes the Journal both nationally and internationally and has given it access to markets which it would be difficult to reach without an internationally respected publisher. It is already read in more than two dozen countries worldwide, and the income and profile of the Journal has continued to increase as a result of Sage's international marketing. The net royalty earned by the Probation Journal in 2021 was £39,983.

### **4. Board Meetings and Board Composition.**

The editorial board continues to meet every three months and remains a very strong and highly committed team. We have transitioned to mostly holding online meetings and now meet in person just once per year. There is a good geographical spread in terms of probation representation. Including the editors, the board now comprises of probation practitioners, managers, senior academics, and a former Chief Officer. There is a good gender and race and ethnicity balance amongst the board members.

### **5. Journal Contents and Copy Flow.**

The Journal continues to receive a high number of good quality papers from across the world and usually has a waiting list of a year between acceptance and publication. However, the policy of prioritising topical papers means that articles on pressing current issues are still published relatively quickly when compared to many other journals, and articles appear on-line well in advance of the hard copy publication.

The Journal aims to produce articles of the highest academic quality whilst retaining their relevance to probation practitioners. This sets it apart from other criminal justice related publications. Over the last year, the published articles have covered a wide range of topics. This year we have published a special issue on Criminal Records and Citizenship.

The best paper prize for 2021 was awarded to Jane Dominey, David Coley, Kerry Ellis Devitt and Jess Lawrence for their paper: 'Putting a face to a name: Telephone contact as part of a blended approach to probation supervision'.

The Journal continues to be committed to engaging with practitioners and the issues that concern them. The practitioner response section of the journal continues to be an important part of this strategy and appears to have been well received by practitioners.

## **6. Issues in Community and Criminal Justice.**

The ICCJ is edited by Steve Collett (Series Editor) and Peter Traynor (Managing Editor) and overseen by the full Journal Editorial Board. An ICCJ issue based on a practitioner's account of probation over the course of several decades, and on veterans and the criminal justice system are currently in development.

## **7. Concluding Comments.**

The Probation Journal continues to reflect and enhance Napo's reputation as a professional association to good effect. The main objective of the editorial board over the coming year is, as ever, to meet the needs of the Journal's diverse readership with high quality and accessible papers. It aims to link research and theory to the realities of practice, and to cast an informed and critical light on the rapid changes affecting the criminal justice system. The editorial board welcomes comments, suggestions and submissions, and is always willing to discuss submissions with potential authors.

# Equal Rights Committee

**Members:**

Duljit Gill (Chair) until July 2022  
Richard Clark  
Sue O'Mahoney  
Lucas Hall  
Migden Roberts  
Eleanor Page  
Mairead Finn  
Margret Sinclair  
Susan Casey  
Ollie McClellan  
Iqbal Bhogal

**Link Officer:**

Iqbal Bhogal until April 2022  
Duljit Gill from July 2022

**Administrator:**

Shireena Suleman

1. The committee this year has been well represented by branches and nominations to join the committee have been received throughout the year. There are currently 10 members of the committee. Equal Rights Committee has had a lot of changes due to the current Chair being successful with getting elected as an interim Napo vice chair. The first meeting of the Equal Rights Committee was scheduled to take place in November 2021. The committee has met on three occasions (virtually) and the last meeting is scheduled to take place on the 12 September 2022 as a hybrid meeting.

**2. AGM Motions:**

*Anti-Discriminatory Practice:* This motion requested that Napo work with the employer to ensure: recruitment is completed on a local basis to ensure probation staff reflect the diversity of local communities served and, supported by positive action programmes where appropriate; widespread and systematic monitoring of all reports is put in place and the gatekeeping of reports for diversity, previously successful in the Probation Service is prioritised with time allotted within the workload management tool; that David Lammy MP is invited to scrutinise the Probation Service and further make recommendations on his review of the criminal justice system in 2017.

**3.** Napo has worked very closely with the Probation Service over the last year to tackle racism and to promote anti Discriminatory Practice (more about this work is included later in the report). We meet monthly with the employer to discuss developments with the Race Action Programme and monitor progress on the Action Plan developed as a result of the Joint Unions Race Survey.

**4.** We have seen some encouraging and positive steps on tackling structural racism in the service. The service has developed pilots for a community outreach officer to help achieve the objective of encouraging more underrepresented groups working for Probation; so that the workforce will reflect the local communities that it serves. The Community Outreach Officer is an important role and alongside other initiatives that have been developed by the race action programme shows that positive action is being undertaken to achieve this aim of creating a more diverse workforce reflective of local communities. The Probation Service has also agreed to develop a strategy for regional ethnic minority recruitment targets based on local ethnic minority populations within each region.

**5. *In response to the HMIP Report – Race Equality in Probation:*** The experiences of Black, Asian and minority ethnic probation service users and staff. The service has developed and piloted, the Probation Equality Monitoring Tool (EMT), in the West Midlands Region. This tool has now been rolled out to all Probation Regions. We will work with the employer to ensure the tool is used systematically and that the data that is reported is acted upon appropriately. This will help ensure that any disproportionality based on race is identified and action taken to address it.

**6.** The final part of the motion requested that Napo invite David Lammy to scrutinise the Probation Service. The committee decided that as David Lammy is now the shadow Foreign Secretary, it would be more appropriate to invite the current Shadow Justice secretary to undertake this role. The Committee made an approach to the Shadow Justice Team and they agreed to be involved. Presently, via a number of parliamentary questions we are collating progress on each one of the 35 Lammy recommendations. We are still awaiting responses to some of the parliamentary questions, once these are received these will be collated and reviewed and the next steps will be agreed.

**7. *A necessary investigation into misogyny and sexism in the Probation Service:*** This was a joint motion with campaigning committee. Equal Rights Committee has invited the Probation Service to work with Napo to explore the prevalence and extent of misogyny and sexism in the Probation Service. This is an ongoing agenda for the Probation Unions Diversity and Equality Sub Committee and the committee is collecting information from within the service and has invited HR Policy, The Tackling Unacceptable Behaviours Unit and the Championing Women’s Unit to share what information and intelligence they have on this issue. At the time of writing this report the presentations are still to take place.

**8.** It has been agreed that Napo under the auspices of Campaigning Committee will carry out a survey of the experiences of women working in Probation. At the time of writing this report the survey is at the design stage and will be carried out once finalised.

**TUC Equality Conferences:** This year some TUC conferences were held in person. Napo was represented at all the TUC Equalities conferences (Black Workers' Conference, Disability Conference, LGBT Conference, and Women's Conference).

**Napo Equality Networks:** Napo launched the LGBT network and Disability network at AGM in 2021. Alongside the Napo Black Network each of the Networks has met four times this year. The networks have provided a valuable forum for identifying key concerns and sharing experiences. Issues have been taken forward from each of the meetings and Equal Rights Committee is hoping for a co-opted member from each of the networks to join Equal Rights Committee. We expect the networks to continue to grow in the coming years.

## **9. Race/Anti- Racism Activity**

**10. CAF/CASS:** Napo has secured agreement from CAF/CASS to carry out a race pay audit of staff working for the organisation. We expect to have this completed annually. The Family Court Section who work as social workers for CAF/CASS are working on a response to the findings of the Social Work England report: Anti-Racism Survey Report - What Works for Children's Social Care and how to address the prevalence of racism experienced by colleagues and service users.

**11. Anti-Racism Roadshow:** Following Napo revising its Anti- Racist Policy Statement and developing an Action Plan to tackle systemic racism within Napo, Probation and the Family Courts Service. Napo has embarked upon a series of innovative Anti-Racist Roadshows.

The Roadshow is delivered virtually over Teams, it has been well received by members. Originally, it was intended to be for Napo members only. However, due to its success, it is now being rolled out to all staff working in probation. It is delivered at a Regional Level, with Regional Probation Directors making a contribution alongside the Napo General Secretary. It includes an interactive education session, and it has also provided an opportunity to share the key findings of the Black Staff survey with a wider audience, we utilise breakout sessions to discuss in detail what it means to be an Ally, how to be anti-racist and how to deal with racist micro-aggressions, we finish the roadshow by sharing Napo's Anti-Racist pledge and invite staff to sign up to the pledge

**12. Napo Anti-Racist Pledge:** Napo established a working group of Anti-Racist Officers to review and update our policy on racism. In addition, to revising the anti-racist statement the working group felt that it was important to develop a corresponding individual member Action Plan for members to follow. This became the Napo Anti-Racist Pledge. The pledge includes five simple and easy to follow points, and makes real Napo's commitment to get members to actively fight racism - as it is everyone's responsibility.

**13. *Probation Survey of Black Asian and Minority Ethnic Staff - Race Action Plan:*** Napo is working alongside our partners to analyse the data we collected through the survey and we have developed an iterative Race Action plan as a direct response to the findings from the survey. This along with the survey findings has been shared with all staff working in probation. Both documents were launched at an all staff Teams event held in February 2022 which was hosted by the Director General of Probation - Amy Rees. A further all staff Teams event is scheduled to take place in September 2022 to share progress from the unions and the employer on the action plan with staff.

**14.** The unions continue to meet monthly with the Probation Service to assess progress on the action plan, and the action plan is also discussed at our quarterly meetings of the Probation Unions Diversity and Equality Sub-Committee of the JNC, at this forum we also discuss the work being undertaken by the HMPPS Race Action Programme. In August the group benefited from having the privilege of Dr Patrick Roach attend and address the meeting to talk about the work of TUC Anti-Racism Task Force and how we can in partnership meet the challenges that face us to tackle racism collectively in the workplace and how to ensure we make probation a truly inclusive organisation.

## **15. Disability**

**16. *Workplace Adjustment Service:*** Napo is working with the Workplace Adjustment Service (WAS) to support staff with disabilities. The WAS is a potentially valuable resource that can be used by managers, trade union reps and members to facilitate the implementation of Reasonable Adjustments. The Workplace Adjustment Service has also taken over the provision of some of the functions that were formally available via Access to Work. For example, the WAS will now be able to support staff with Taxis and Support workers if they are required as a reasonable adjustment. Napo is working closely with the service to ensure that there is no gap left in the provision that is provided.

**17. *Disability case studies in Probation:*** Napo is working with the HMPPS Diversity and Inclusion Team to support managers to make workplace adjustments. To better understand the barriers facing disabled staff, case studies have been collated to inform this process, using the experiences of members with examples of where things have worked well, but also to identify what might have been done better.

**18. *Reasonable Adjustment Working Group:*** Napo is continuing to work with the Probation Service Workplace Adjustment Service to try and remove the barriers faced by Probation staff when accessing reasonable adjustments. As a result of these discussions we have now formulated an escalation route to try and mitigate unreasonable delays for implementing reasonable adjustments for staff.

## 19. LGBT

The LGBT network invited Nic Turner from PiPP (Pride in Prisons and Probation) to attend a meeting of the network. It was an opportunity to find out how the two networks can work together.

The network is still in its infancy and is looking to grow its membership by identifying key issues that it can champion and take forward.

**20. Equalities Statement:** Equal Rights Committee has overall responsibility for the development and governance of all issues relating to equality and diversity at Napo. Its work over the past year is included in the Equal Rights Section of the Annual report and as such is not repeated here.



# Family Court Committee

**Membership:** Nicola Taylor-Ebong – National Vice-Chair  
Nicki Kenney – Family Court Section Co-Chair  
Steve Hornby- Family Court Section Co-Chair  
John Mallinson- Editor Family Court Journal  
Ian Lawrence- General Secretary/Official

## Family Court Journal Editorial Board

**Membership:** Nicola Taylor-Ebong  
Nicki Kenney  
Steve Hornby  
John Mallinson  
Jay Barlow  
Paul Walker  
Catrina Flynn  
Cheryl Leonard

**1. Membership:** The membership of the Committee is set out in the Family Court Section Constitution. At the Family Court Section AGM held on 16 September 2022, there were no nominations again from members to join the Family Court Committee and as such the work of this committee is limited. We need members to support and join this committee for it to function effectively.

**2. Meetings:** To share information and ideas the Family Court Committee has met together with the Family Court Section Executive and the Negotiating Committee on 6 occasions during this year (18 August 2021, 16 November 2021, 17 January 2022, 15 March 2022, 5 April 2022 and 25 May 2022). Due to the COVID-19 pandemic the first 5 meetings took place by virtual means. The last meeting on the 25 May 2022 took place in person.

**3. Motions:** There were no motions attributed to this committee.

**4. Professional Issues:** We continue to remain concerned about the outcome of the Transparency Review in the Family Courts which recommended that accredited media representatives and legal bloggers be able to attend and report publicly on Family Court hearings and the potential impact of this on our members, children and families and the Family Court System. We have expressed our concerns in writing to the President of the Family Division and we requested to be a member of the Transparency Implementation Group (TIG). Disappointingly, our request was refused by the President of the Family Division. We have raised our concerns on many occasions with Cafcass Senior Leaders who have kept us apprised of any progress.

**5.** Napo has submitted a motion to TUC Congress entitled 'Defending the Integrity of the Justice System' which highlights the outcome of the Transparency Review and calls on Congress to note the potential impact of these deeply flawed proposals on families, children and the highly skilled professionals who do their best to provide crucially important and impartial advice to the judiciary.

**6. The Family Court Journal** has not produced an edition of the Family Court Journal this year. Support has been sought and offered from the GFTU to assist in re-launching the Family Court Journal. This work continues.

**7. A Family Court Conference** has not been held this year due to the COVID-19 pandemic and the lack of a fully functioning Family Court Committee to organise it.

# Health and Safety Network

<b>Officer (Probation):</b>	Carole Doherty (National Vice- Chair)
<b>Officer (Cafcass):</b>	Nicola Taylor-Ebong
<b>Chair:</b>	Nicki Kenney (Cafcass)
<b>Official:</b>	Ian Richards (GFTU Operations Manager) Previously: <i>Mike Hines</i> .
<b>Administrator:</b>	Shireena Suleman

1. Our thanks must go to all of our member colleagues and people who support them to work so hard to ensure the workplaces are as safe as they can be, sometimes in challenging situations, particularly throughout the COVID pandemic.
2. For Probation members, the challenges now are to ensure that the general risk assessments (GRAs) are undertaken and concerns reported via PDUs and JCC. This is even more important in work sites where there have maybe not been the same scrutiny on them previously, e.g. shipping containers for our UPW colleagues to work from, or places where programmes are delivered away from contact centres where people from outside can just walk in off the street without any restrictions.
3. We were asked by our reps to set up a regular health and safety online forum, In Probation this now happens on the first Wednesday of every month, In Cafcass they are quarterly, it is encouraging to see how many people attend it. The Forum is a combined one for both the elected health and safety reps and the COVID reps, and we have now moved from them just being information giving and question and answer sessions to Ian Richards now also giving training which have included rights of health and safety reps, and Next Steps, and this is to both Probation and Cafcass members.
4. We continue to follow up with headquarters the issues you raise with us, pregnancy risk assessments, workplace inspections, inclusivity in new buildings, new buildings, challenging where people are being placed in offices who may have protected characteristics, asking for equality impact assessments, safe working practices, cleaning issues, prisons, court issues, programmes issues, water coolers (sadly not to be reintroduced), learning from events following an incident in the workplace, welfare issues, stress risk assessments, workloads, UPW minibuses, there are often emerging

issues and issues related to equality, diversion and inclusion such as menopause, accessibility etc. as well and sadly the list goes on.

Thank you to all our COVID and health and safety reps, you are doing a great job!

**5.** Napo are also grateful to Mike Hines for his work in the past as the Napo Health and Safety Official, he was employed to manage Health, Safety and Welfare matters for members in HMPPS and Cafcass directly on behalf of the Union, however when Mike resigned, the decision of the Executive was to contract this role and the function to the GFTU, who Napo are affiliated to, as part of their Win:Win offer.

**6.** A service level agreement between Napo and GFTU was developed to safeguard both organisations and this forms a blueprint for the work. Ian Richards, the GFTU Operations Manager who has extensive Health and Safety experience was invited to undertake this function and has been doing the work since November 2021.

**7. Napo Health & Safety Network:** The Network hasn't met face to face due to the COVID-19 pandemic, however separate meetings for reps in Probation and Cafcass happen routinely on-line and this has driven member engagement up, by sitting an element of training alongside the meeting.

**8. Motions:** Progress on Health, Safety and Welfare motions since the last AGM including 'It was always Foreseeable' has been steady and work on COVID-19 specific issues has been very consuming, further motions are being submitted and will be worked on in the coming months.

**9. Impact of the Corona virus on health and safety related work:** Throughout lockdown all Napo Officers, Officials, Health and Safety and COVID reps were overwhelmed with concerns and queries from members as the employers scrambled to react to the Pandemic. Responses were varied especially in Community Rehabilitation Companies returning to HMPPS and where Napo members work in Approved Premises (APs) and Prisons.

**10.** The Union worked closely with the Employers to find solutions to the difficulties brought by the Pandemic and tried to navigate changing circumstances appropriately, we are very grateful to all for their efforts to safeguard themselves and others but are mindful that the threat hasn't gone away yet, despite the efforts of the employer to convince members to return to "business as normal" position.

**11.** COVID 19 specific Training and Risk Assessments were developed and regular Risk Assessment were undertaken in an attempt to limit the impact of the Pandemic.

**12.** Clinically vulnerable (CV), clinically extremely vulnerable (CEV) colleagues and pregnant women still need individual risk assessments, now known as Personal Management Plans within Probation and then take appropriate interventions to stay safe.

**13.** Members who worked from home tried to adapt their work arrangements to safeguard themselves, their family and friends and colleagues but we anticipate that the lack of appropriate working spaces, furniture, technology and support will lead to issues including Muscular Skeletal Disorders (MSDs), which are sometimes referred to as Repetitive Strain Injuries (RSIs). Stress levels were also heightened throughout the period and some report Post Traumatic Stress Disorders (PTSDs) that in some instances have been misreported through the sickness reporting procedures.

**14. Activities:** The employer has a statutory duty of care to you and a legal responsibility to ensure you are not harmed in the workplace.

**15.** Facilities time means that our formally appointed Health & Safety reps will be provided with training and adequate time off to undertake your Trade Union duties and we work hard to ensure these arrangements are robustly defended.

**16.** Committee members have taken part in Napo health and safety activities throughout the year: safeguarding members in their workplaces and representing them at branch and PDU levels and at JCC and Health and Safety working groups nationally.

**17.** Carole Doherty, Nicki Kenney and Ian Richards have delivered some basic Health and Safety rep training at member forums and as we return to some normality after the COVID Pandemic the Napo introductory safety rep training will be picked up, in the meantime, Annoesjka Valent is also talking with the Society of Radiographers about collaboration on Training. The GFTU and TUC also provide some health and safety training opportunities.

**18. Probation Mental Health and Welfare Group and JUPA (Justice Unions in Prisons Alliance):** Ben Cockburn's involvement in the 'Safety in Prisons' campaign (formed of nine unions who have members who work in prisons) and Carole Doherty's involvement in the Mental Health Working Group has continued throughout the year, until the work of the Mental Health Working Group was devolved into regions.

**19. National Hazards Campaign.** We continue to support the aims and objectives of the Hazards Campaign and the 'The COVID-19 Safe Workplace Charter'.

**20. Workers Memorial Day:** Annually on 28 April Napo members are usually asked to join the Napo staff group in marking the nationwide minute silence or to take part in local events to remember workers who have lost their lives from C19, or who have died in service. This was still the case but the possibilities to collectively mark this significant date in the Trade Union Calendar was made more challenging because of the risk of COVID to people.

In 2023 we endeavour to mark Workers Memorial Day in an appropriate way and to invite the employers to share communication with staff in support of the event

**21. Napo health and safety strategy.** A review of the current Health and Safety strategy and the impact of the pandemic and re-integration of CRCs after the Union's historic victory to reunite the service will be undertaken in the coming year and a new Health and Safety strategy shared for consideration by the NEC and members.

**22. Safety Network meetings:** Since the start of the pandemic these meetings have taken place on a much more regular basis (they are usually quarterly) And if not at the safety committee then very regular discussions have taken place between trade unions and employers regarding COVID-19 H&S arrangements via other routes. This is the case for all probation employers and Cafcass.

**23. Stress at work:** A recurring theme at health and safety meetings is how to address the problem of occupational stress and how stress risk assessments are recorded.

Workloads continue to be on every agenda, and we continue to advise our members to follow the process on the new Napo Health and Safety page on the Napo website and/or speak to your reps.

**24. Communicating about Health, Safety and Welfare at work:** We are continuing to update the Napo website health and safety page, and our thanks must go to Shireena Suleman, who skilfully makes the changes and guides as to what is possible or not. If anyone reading this has thoughts of what would be useful etc, please do get in touch, as it is your page and therefore needs to be useful to you.

**25. Napo Health and Safety publications:** There have been no recent, new publications.

# Probation Negotiating Committee

<b>Members:</b>	Jenny Aston (Staffordshire West Midlands) Sara Mason (Thames Valley) Ann Cruse-Stoddart (West Yorkshire) Natalie Dimbleby (The Mercia) Patricia Johnson (London) Sue O'Mahoney (Kent Surrey Sussex) Mike Quinn (East Coast)
<b>Officers:</b>	Katie Lomas (National Chair)
<b>Officials:</b>	Ian Lawrence (General Secretary)
<b>Administrator:</b>	Vacancy

**1.** During the last year the committee carried some vacancies. Bands 1-3 had a full complement of 4 reps. Band 4 started with the year with one vacancy but due to Jenny Aston's promotion part way through the year the March NEC approved her resignation from her Band 4 place and nomination to fill one of the two vacancies at Bands 5-6.

**2.** It has been a busy year for the committee starting with the indicative ballot on the 2021/22 pay offer which produced a significant return evidencing member's appetite for action if not progress is made on pay for 2022/23. Pay talks resumed and HMPPS gave assurances that they would seek to begin formal talks on that pay offer as soon as possible (within pay remit constraints).

**3.** Also at the end of the year PNC approved resolutions for both the AP Residential Worker Dispute and the Increment dispute.

**4.** These are significant disputes during which PNC members have held out for the best possible resolution for members. There will be lessons to learn from both disputes but particularly from the increment dispute which uncovered a serious lack of detailed understanding of Probation Terms and Conditions by HMPPS.

**5.** PNC members have shown a significant level of flexibility and dedication in meeting frequently when needed to consider the pay talks progress and make decisions on the basis of a huge amount of complex information. We held a joint session with NEC in

November 2021 to ensure that we had a broader discussion to pick up all of the issues that reps have been raising. This has meant that the decision making by PNC has taken into account a much broader view from the membership. This would be enhanced by filling all of the places on the committee in future years.

**6.** Following the indicative ballot PNC agreed to maintain pressure on pay and to maintain member focus on pay and workloads through a series of joint Trade Union Webinars, held monthly.

**7.** Feedback from members attending these events suggests that this has been a welcome initiative which provides an opportunity for members, some of whom may not have attended a meeting lately (or not at all in some cases) to receive news from their union and offer their views.

### **8. Formal Negotiations on Pay 2022/23**

In May PNC approved the Joint Trade Union pay claim which was submitted to HMPPS, a summary is below. While we waited for permission to be given for pay talks to begin we engaged in a series of conversations with HMPPS about the potential scope of a pay modernisation programme which could form part of any pay talks once launched.

**9.** These discussions included the consideration of pay data and trends and the benchmarking of remuneration available to comparable professions. Additionally, we asked for an end to the long running issue of the delay in completing the Managerial Review which was agreed as part of the 2018 agreement and a conclusion to the Band 1 assimilation to Band 2 saga.

**10.** The early discussions on pay modernisation were not especially productive and the unions have made it clear that we are unhappy at both the pace of progress and the early proposals from management which simply did not address a number of long running concerns.





JTU/08/2022

6 May 2022

### **UNIONS SUBMIT THREE-YEAR PAY CLAIM**

UNISON, Napo, and GMB/SCOOP have submitted the following three year pay claim on behalf of members in the Probation Service:

- A three-year award to cover the 2022, 2023 and 2024 pay years
- An increase in the value of all pay points of 3% above the Retail Prices Index (RPI) of inflation on 1 April 2022, 1 April 2023, and 1 April 2024
- An increase in the value of all Probation Service cash allowances of 3% above the Retail Prices Index (RPI) of inflation on 1 April 2022, 1 April 2023 and 1 April 2024
- Shorter pay bands to allow staff to reach the top of their pay band in a shorter time
- Removal of pay band overlaps
- An increase in the HMRC Fixed Profit Car Allowance

### **PROBATION NEEDS A PAY RISE**

While a wage keeping pace with the cost of living each year would have risen by 42.9% (compound) since 2010, pay in Probation has risen by just 1% over the same period, which means that thousands of pounds have been cut from the value of staff wages.

**By 'pay rise' we mean an actual increase in the value of pay points. It is these values which have only gone up by only 1% in the last 12 years for probation staff.** Do not confuse your annual increment with a pay rise. Your increment is a contractual entitlement, not a pay rise.

Here is how probation staff compare with their police staff, local government and health service colleagues in relation to actual increases in the value of their pay since 2010:

- Probation Staff: 1%
- Police Staff: 15.8%
- Local Government Staff: 14.6%
- NHS Staff: 14.2%

Remember, staff in the police, local government and the health service have had their increments in addition to the pay rises above. It is no wonder that leaving probation for a job in a different part of the public sector has become so attractive.

### **COST OF LIVING CRISIS**

Inflation is currently running at 9% (March 2022) which is the highest level in three decades. For the value of probation staff salaries not to fall back even further, they must at least keep pace with predicted rises in the cost of living, which Treasury forecasts put at 7.4% in 2022<sup>1</sup>.

Staff have experienced an enormous surge in costs over the last year, including:

- A 29% increase in gas bills;
- A 21% increase in petrol prices;
- A 19% increase in electricity bills;
- A 10% rise in the price of buying a house and a 9% jump in rent for a new rental property.

These demands on pay packets will be even greater against the background of the 1.25% increase to National Insurance contributions over 2022/23.

### **11. 2022/23 Probation pay ballot**

In June The General Secretary and National Chair entered into the first of several rounds of formal pay talks. PNC met on 7 July 2022 and again on 2 August 2022 to consider early offers made by the employer. These offers were rejected as not offering enough and the talks resumed. On 16 August 2022 PNC received the final offer from HMPPS and at the time of writing the report we are preparing to ballot members on the offer. Full information on the offer and the view of PNC will be shared directly with members on 1 September 2022 and the ballot will run to 23 September 2022. The ballot is on a three year pay deal covering 2022/23, 2023/24 and 2024/25.

<sup>1</sup> HM Treasury, Forecasts for the UK Economy, February 2022

# Professional & Training

**National Official:** Tania Bassett

- 1.** The employer has set up a workforce subcommittee (at the time of writing however, it has only met twice) so trade unions and the employer have a forum to discuss workforce issues going forward. Led by Tania Bassett, National Official, and Ben Cockburn, National Vice Chair, on behalf of Napo. This forum enables us to raise a wide range of professional and training issues. We have recently raised the following; PQiP review update, PQiP trainers, impact of vetting on recruitment and diversity, licence to practice updates and continual professional development for all staff.
- 2.** The employer has also formally started consulting on the Professional Agenda (which incorporates licence to practice) and this is ongoing at the time of writing this report. We have also raised concerns about the changes to parole in this forum where Napo have made very robust representations about our members quite justified anger. Again at the time of writing this issue is by no means a closed subject and a further meeting has been arranged in order for this issue to be discussed in detail.
- 3.** Despite being over 12 months into reunification, implementation of the Target Operating Model (TOM) has still not been completed with a large number of areas still waiting consultation. Interventions is hugely affected by the proposed model (this is dealt with elsewhere in the report) and Napo have been working hard to ensure that our members views are represented and their professional interests protected. The employer has provided a timeline for the remaining aspects of the TOM which will see the majority of it implemented by spring 2023. However, Napo is very clear that it is better to do this properly whilst managing change and staff change fatigue than rushing it. As such we will pause as we have done already, if we feel that implementation is badly handled, there is a failure to properly consult and/or it is having a detrimental impact on members.

# Programmes

**National Officer:** Carole Doherty

1. Napo have been instrumental in seeking a pause on the rollout of the Target Operating Model in relation to programmes and getting the employer to enter into a consultation process.
2. Initially this was for 8 weeks, but has been extended due to the number of unanswered questions. The initial proposal was for all the programmes to be delivered by Band 3 facilitators and the SPO role replaced by Treatment Managers and Programme Managers. This would clearly have a negative impact on both the Band 4 facilitators delivering the programmes for those men convicted of sexual offences and their SPOs, as well as those Treatment Managers who had previously held line management responsibilities.
3. Napo have agreed to the development of a programme facilitator job description, and workshops are being set up both regionally and nationally to facilitate this, and fingers crossed we have a Band 4 result.
4. It has been interesting to see how the employers keep bringing in "subject matter experts". We would say that we, as the practitioners, are those experts, and not the people who last practised 15 or 20 years ago. It really is time to give the practice back to probation.

## 5. Next Generation of Programmes

Sadly the communications and consultation in relation to this have been poor. Napo found out by chance they were pushing ahead with this, without the promised consultation, and once again it has been paused to ensure meaningful discussions are held with the trade unions.

Napo have consistently asked for the evidence to support the structural changes to both the delivery and design of programmes, and to date we have still not been given it.

## 6. UPW

Napo has been involved in the consultations in relation to the harmonisation of all the risk assessments and development of the safe operating systems to enable the work of our Unpaid Work Colleagues to take place - there are over 60 risk assessments. Work is about to take place to start discussions around some of the current issues such as estates, the inability to take proper lunch breaks, the number of supervisors to each working group, and welfare facilities to name a few.

# Retired Members Network

**Officer:** Katie Lomas  
**National Official:** Annoesjka Valent

## Executive Committee

**Chair:** Rod Mitchell  
**Vice Chair:** Jeanne Peall  
**Convenor:** Tony Mercer  
**Minutes Secretary:** Marilyn Gregory  
**Edridge Rep:** Ken Boyall  
**Without Portfolio:** Deb Borgen  
Jeremy Cameron  
Chris Platts

1. This is the RMN's second annual report. Since our first report was submitted a year ago, the original Executive Committee has met online on five occasions: 2 September, 11 November 2021, 17 February and 7 April, 20 May 2022 and the new Executive Committee, elected at the RMN AGM on 1 June, has met once on 2 August. There have also been two general Zoom meetings, open to all RMN members, on 9 September and 25 November 2021 and another is planned for 22 September 2022.
2. The RMN held an in-person AGM and Day Conference on 1 June 2022 at the GFTU Quorn Grange Hotel near Loughborough. The Conference was addressed by Roger Bannister, Chair of UNISON North West Retired Members' Committee, Vice Chair Merseyside Pensioners' Association, and Jill Robertson, Area Co-ordinator of the Northampton South East Branch of WASPI (Women Against State Pension Inequality). There were also two workshops organised by the RMN Exec on issues facing retired Napo members and what RMN members would like Napo to do for them.
3. The RMN AGM and Day Conference was attended by 14 RMN members with 9 apologies. This represents over a quarter of the membership, which has recently topped 76 making it by far the largest Network in Napo. Feedback on the Day Conference was extremely positive and it broke even. Consequently, the new

Executive Committee is planning to hold another in-person RMN conference next April.

4. Again, about a quarter of the membership returned, last summer, a skills audit of their trade union skills and experience, which has been passed on to the relevant Napo Branches. The RMN is not aware, however, whether the Branches have followed this up or even if all Branches know who their retired members are.
5. A second RMN Newsletter was circulated in March, which included one of Jeremy Cameron's legendary quizzes. A third Newsletter will be circulated in shortly in the lead up to Napo AGM Conference at Eastbourne this October.
6. Many RMN members were active at Napo Conference at Newcastle last October and the Network had endorsed a motion proposed by two of its members, requesting an amendment to Napo's constitution which would enable Napo networks to propose motions to Napo AGM. Unfortunately, there was not time to debate this motion at Newcastle; however, the NEC has since accepted this motion and will be proposing an appropriate constitutional amendment at Eastbourne. This October, the RMN will be running a stall at Eastbourne and intends holding a social event on the Thursday evening of Conference.
7. The RMN was very sad to lose Kath Falcon as our National Administrator when she retired in January and in appreciation of the phenomenal work she has done for the Network, the general Zoom meeting, that took place on 25 November 2021, unanimously granted her honorary life membership!

# Steering Committee

<b>Membership</b>	Charron Culnane (London Branch) Howard Davies (East Anglia Branch/Retired) Ceri Jones (Merseyside Branch) Tony Mercer (Family Court Section/Retired) Conference Secretary Jeanne Peall (Kent Surrey and Sussex Branch/Retired PAM) Committee Chair Maureen Vernon (Staffordshire West Midlands Branch)
<b>Officer</b>	Katie Lomas (National Chair)
<b>Officials</b>	Ian Lawrence (General Secretary) Annoesjka Valent (National Official)
<b>Administrator</b>	Kath Falcon (Until January 2022)

1. Steering Committee has a specific constitutional remit in relation to General Meetings of Napo, which means that its responsibilities rarely vary from year to year. The Steering Committee year runs from January to December and there are usually three meetings outside of AGM. In addition, representatives attend the AGM motion “slotting” meeting in August. The Committee also sends a representative to venue site visits. At AGM, the Committee is in session from its preparatory meeting, which takes place the day before the start of business, until the AGM closes. The focus of the Committee’s work during the year is always preparing for AGM, putting those preparations into action and reviewing what happened.

2. The 2021 AGM was the first to take place in Newcastle upon Tyne. The Civic Centre provided a compact venue with a dedicated entrance. There were ample rooms for the various groups including Steering who were working ‘behind the scenes’, all with space to allow for social distancing. The Steering room was fairly easily accessible for members who were attending in person and wished to visit. Members attending virtually could contact Steering by email and there was also a facility to talk with individuals via Zoom although this was not used. We had a screen showing the same pictures and sound received by virtual attendees and could see the chat function available to those members. All members of Steering Committee attended in person. We operated as we would in a fully live AGM with the timing table resuming its duties. The additional technology in the Steering room made the duty person’s task more

complex and we are aware that we did not wholly get to grips with the email aspect, although queries were dealt with.

**3.** It was the first time AGM had taken place in a hybrid format and there was a lot of learning to be taken forward to Eastbourne in 2022 - both in terms of the structure of the programme and adapting to some of the technological aspects. There were less demands on the Stewards as there were no fringe meetings or ballots but they were still kept busy assisting with Conference pack distribution, quorum counting and hall management. Steering Committee are very grateful to the Chief Steward and Stewards for their hard work throughout AGM.

**4.** A total of 27 motions were listed for debate. This was the lowest total since Cardiff in 2016 when 19 motions were received. Three potential composite motions were identified, comprising a total of six motions. These became Composites A to C. Two amendments were received, one to motion 15 and one to motion 24. Both amendments were accepted by the proposers of these motions although motion 15 was not reached. Four potential Emergency Motions were received by Steering Committee. Of these, three were accepted as emergencies by the Committee and by Conference. The proposers of the other potential emergency motion were advised that it could be dealt with as a motion to the NEC. They accepted this advice and it was submitted to the November NEC. All three Emergency Motions were debated and carried. Likewise, the three Composite Motions were debated and carried. 11 motions were debated (one more than in 2020) and all were carried. 10 motions were not reached.

**5.** The breakdown of use of time during sessions at AGM is compiled using the running record of timings maintained by the Steering Committee members on the timing table. In 2021, 154 minutes were spent on 'formal' business which covers the initial session of AGM and the accountability session. This compares with 82 minutes in 2020 and 102 minutes in 2019. 120 minutes were spent debating motions, including voting time. Additionally, debating the three Emergency Motions took 31 minutes.

**6.** There were no Emergency Motions in 2020. In 2019 58 minutes were spent on Emergency Motions. 10 minutes were lost to 'no business' during quorate time, as opposed to 108 minutes in 2020. General business which includes chairing explanations, the Order of Business and Monitors' report took 77 minutes. An additional 29 minutes were taken up by introductory remarks at the start of each day.

**7.** Speakers to conference, including questions, accounted for 106 minutes compared with 112 minutes in 2020. Only 1 minute of general announcements was recorded. Conference was inquorate for 85 minutes – 27 minutes on Thursday, 19 minutes on Friday and 39 minutes on Saturday. All before the first session of the day started. The total session time scheduled within the programme was 778 minutes, a significant



increase on the 750 minutes in 2020. The actual time taken by business was 780 minutes.

**8.** The two professional session on Friday were not timed by Steering but were scheduled to take 75 and 90 minutes, the latter including the launch of the Race Action Plan.

**9.** Steering Committee are, as ever, grateful for the support provided throughout the year by Napo's admin staff and by our National Official, Annoesjka Valent. We also want to record special thanks to Kath Falcon, with whom we have worked for many years in the run up to AGM and who, latterly, provided admin support to Steering Committee.

## **REPORT OF PROGRESS ON EQUAL RIGHTS ISSUES BY NAPO COMMITTEES**

**10.** Steering Committee comprises six elected members. The current Committee maintains a gender balance. Four members define as white, one as black and one as of other heritage background. It has members from both the Family Court Section and Probation Branches. The Committee is not involved in proposing policy through motions, but implements Napo's objectives and policy in the specific context of its constitutional remit for the planning and running of Napo's AGM. The Committee responsibilities, therefore, alter little from year to year.

**11.** The Committee sends representatives to the site visits at the AGM venue as part of the planning process. Part of their role is to consider any factors that could impact on AGM business, including the ability of members to participate. This could be as a result of the general accessibility of the venue or through more specific issues like the availability, type and siting of microphones, height of podia and their accessibility. In 2021 AGM took place as a hybrid conference, with members able to attend either in person or on-line. Steering were fully involved in the site visit at the Newcastle Civic Centre and in discussions with Rock Warehouse who provided the technical input.

**12.** The ordering of business at AGM and ruling on Emergency Motions form two of the Committee's main responsibilities. The Committee works to ensure that the process is as transparent as possible and is carried out in line with Napo policies on anti-racism and equal rights. The lack of participation by members in the ballot process for motions which takes place prior to AGM, has been a matter of concern for some years but some improvement in numbers voting did occur in 2021. The Committee will continue to provide an on-line ballot form through Survey Monkey, as this does appear to enable better participation. However, the ballot form will still be available as a word document through the AGM section on the Napo website.

**13.** The Committee's decisions are explained and accounted for publicly during AGM sessions and members have the right to challenge those decisions. Part of the Committee's role at AGM is to time speeches and keep a running record of all spoken contributions. Steering Committee once again operated the timing table at AGM in 2021 using a basic system of visual and audible warnings operated manually. The Committee firmly believes that this provides a fair and transparent method of implementing the speech timings as set out in Standing Orders. We will continue to discuss with Rock Warehouse, how to apply this for any members who contribute to debates on-line.

**14.** The Committee endeavours to make its role accessible to members through written material available within the AGM section of the Napo website and by actively seeking to be available to advise members during the course of Conference.

# Trade Union Organisation Network

**Officer:** Carole Doherty/Siobhan Foreman and Nicola Taylor-Ebong  
**Official:** Annoesjka Valent  
**Administrator:** Kath Falcon (*until January 2022*)

**1.** The TUO Network (currently 26 members) agreed to also invite Membership Secretaries to the Network meetings going forward on the back of last year's Direct Debit Campaign following the reunification of the probation service. Meetings were held on 17 August 2012, 11 January 2022 and 7 March 2022.

**2.** Special thanks are extended to Kath Falcon, who was the Administrator for the Network until her retirement earlier this year and is very much missed. We all wish her the best in her well-deserved retirement.

### **3. AGM Resolutions (2021)**

There was one resolution allocated to the network entitled 'Relaunch the Target 10K members' campaign' and it read as follows:

"This AGM is going to revive the Target 10K members' campaign we launched a decade ago to bring Napo's membership up to 10K.

Following the disastrous Transforming Rehabilitation (TR) reforms in Probation in 2014 in England and Wales, we lost a lot of members as the result of an extra political attack on our union because we stood up to TR, through the withdrawal of Check-Off for these members, i.e. being able to pay union subscriptions directly via salary deduction.

Workloads, already high, soared even more since, not just in Probation but also in Cafcass, resulting in many members deciding to leave both Services when they were able to.

We can turn this around following our victory over TR and this AGM is instructing TUO Network to develop a campaign in order to revive and work towards achieving

the 10K Membership. TUC should keep the NEC informed at every meeting and report back to the next AGM with an update.”

**4. *Actions as a result of this Resolution are outlined below and this will stay an ongoing recruitment campaign.***

- We're currently having small increases in members joining however also still losing members, mainly as a result of members leaving the service/retiring. Obviously the lapsing of members as a result of moving to the Probation Service from the Community Rehabilitation Companies and not completing a Direct Debit (DD) Mandate played a big part in loss of membership at first. Nevertheless, branches have done a great job in getting as many members switched over before the lapsing commenced this year and special thanks are extended to branches who were able to switch 100% of membership. We had around 760 members to switch and approximately 295 did not. That is around a 61% so our Direct Debit campaign, despite not successful was not a bad result and our aim should be to get these members to rejoin still if they have not left the service.

**5. *Open Recruitment Meetings.*** We held a first online open recruitment meeting on 7 April with 58 in attendance, consisting of members as well as non-members, a lot of non-members being new starters/PQIPs.

**6. *'Recruit A Friend' Scheme'.*** As part of the Target 10K campaign, we relaunched the 'Recruit A Friend Scheme. We ran two rounds of the scheme, in February (as part of the TUC 'I heart Unions' campaign) to April, and one from June to end July (as part of mobilising members to come to the national TUC Demo 18 June – more on this below) and at the time of writing this report, another one is scheduled to begin in September. We have set up a simple form on our website that will be circulated for the duration of a particular round and where both the member who recruited someone as well as the new member that was recruited can submit their details and can claim a £25 online Love2Shop. Due to the budget available, recruiters can only claim one voucher during this period but are encouraged to continue recruiting because all top recruiters are entered into a prize draw each time to win an additional £50 worth of vouchers. It has been proven popular and successful and we hope to continue with running several rounds a year in future.

**7. *Recruitment Packs.*** This is to support members and branches raising the visibility of Napo in the workplace and a range of promotional resources (pens, notepads, lanyards) have been purchased and distributed to branches/members to use at appropriate events or use in offices upon request. There is also a dedicated Napo 'organising and recruitment page' on the website where leaflets to hand out or hang up on notice boards can be downloaded at [www.napo.org.uk/organising-recruitment](http://www.napo.org.uk/organising-recruitment). We're looking to relaunch a 'Best Office Notice Board' competition.

**8. *The 'Active8r' campaign continues.*** The aim of the this is to promote member engagement within Napo and for this in turn to lead to greater member involvement

and increased levels of activism at both branch and national level. This is a role for members who may not want to become a rep but would like to assist the union in any other way.

**9. Fair Pay for Key Workers' Campaign/Britain Deserves Better.** We are very much involved in the Trades Union Congress' (TUC) campaign around pay and also now around recently announced plans for potentially even more stricter anti-trade union legislation. We had a small but lively contingent on the 18<sup>th</sup> June national demonstration with a new national banner and are involved in further planning for a national lobby of Parliament planned on 19 October. Branches will be kept informed of plans.

## **10. AGM 2021**

The AGM Organising Team (consisting of Kath Falcon, Keith Waldron, Taytula Burke, and Annoesjka Valent) felt, although it was another testing year for the team, that the AGM was very successful. It was held in a new venue in Newcastle (14-16 October) and a new location (we had never been so far North); we returned to the three-day format after a number of years experimenting with other options; and it was run as a hybrid event – both in person and streaming live from the Newcastle venue. Steering Committee have provided their report in this Annual Report with further information.

## **11. AGM 2022**

At the time of writing of this report, planning continues for the AGM taking place in Eastbourne, Thursday 13 to Saturday 15 October 2022. Again, we will be holding this as a hybrid event. A separate dedicated AGM website will be set up to enable the hybrid side of our AGM.

## **12. Future AGMs**

### 2023

Our plan was to return to St. David's Hall in Cardiff for 2023, however due to a backlog of cancelled bookings because of Covid, they had no availability at all next year for new bookings as the postponed ones were taken as priority. We tried hard to find an alternative venue but no suitable venue was find/available either. We then had another extensive search and settled on reserving Nottingham instead (the East Midlands Conference Centre, where we were in 2017) for dates of Thursday 19 to Saturday 21 October.

### 2024

Wales was just an unfortunate required postponement as St. David's Hall is a great venue so we've reserved that for Wednesday 16 to Saturday 19 October 2024 instead.

### **13. Reps' training**

For individual representations and to become a Napo 'accredited' rep, we have been sign-posting members mainly to the TUC Reps' courses at <https://www.tuc.org.uk/TUCcourses> and though small numbers, members are taking up courses.

### **14. Other courses**

We are also continuing our successful joint working with The Society and College of Radiographers (this especially on Health & Safety) which has seen a good number of members being able to become H&S Reps. We have also started working with Wirral Met College (Merseyside Trade Union Education Unit) for some trade union courses as well as the General Federation of Trade Unions (GFTU) have restarted reps' courses.

### **15. The Forum (for members grades 1-3)**

A virtual conference was going to be held on 24 June, however due to pressures on HQ resources this was not able to go ahead as planned. New plans will be made to hold a virtual conference in 2023 instead and a next Forum meeting is scheduled for 2 September.

### **16. Young Members' Network**

We had hoped to hold an in-person event on 30 June / 1 July 2022 but due to pressures on HQ resources this has not proven possible so another online event on 30 June was held and we're hoping to hold an in-person event on 11-12 May 2023 instead. The Seminar on 30 June was promoted as a general recruitment session for members to ask colleagues not yet in any of the recognised trade unions to join in. As well as General Secretary, Ian Lawrence, we had Sarah Woolley, General Secretary of the Bakers, Food and Allied Workers Union (BFAWU), and an Executive Member of the General Federation of Trade Unions (GFTU) – to which Napo is affiliated to – speak on organising young workers and promote the GFTU Young Members' Development Weekend Friday 11 to Sunday 13 November. We hope to send another good delegation to it this year again (We sent 3 members last year).

### **17. Retired Members' Network**

A report on their work is included by the Network elsewhere in this Annual Report. Substantial work was put in to achieve a very successful AGM/1-day Conference on 1 June.

## **18. Women in Napo**

Planning got underway to hold an online seminar in July but unfortunately due to HQ workload pressures, this was postponed to another date to be confirmed next year.

## **19. National Representatives Panel**

Ranjit Singh, Assistant General Secretary, is responsible for the National Representatives Panel. Membership of the National Representatives (Nat Reps) Panel is as follows: Les King, Urfan Amar, Mick Hooson, Anne King, Jack Cohen and John Drewicz. Eriks Puce resigned from the panel in May 2022 and we would like to take this opportunity to thank Eriks for his work on panel over the many years he has been a Nat Rep. At the time of writing (31 July 2022) the Nat Reps panel has picked up 27 cases since the 1 August 2021.

## **20. Report on the Implementing Anti-Racism Policy; work to promote an inclusive union – by Branches.**

Thank you to the following branches that sent a return:

Napo Cymru  
The Mercia  
The Four Shires  
Essex

# Wales Union Learning Fund (WULF) Project

**Napo WULF Project Manager**

Ian Freshwater

- 1.** In conjunction with the Wales Union Learning Fund (WULF) funded by the Welsh Government, Napo continues to promote learning opportunities and course funding for probation staff throughout Wales.
- 2.** This project successfully completed the third year of a three year contract that ended at the end of May 2022. All Learner targets and financial spending goals were achieved. During the third year of that project Probation staff in Wales accessed 229 courses that were supported by WULF funding.
- 3.** The good news is that Napo have been successful in bidding for a new 3 year WULF contract that started in April 2022 and will run to May 2025. This is great news for Probation staff in Wales as we have secured course funding support for another three years.
- 4.** The Napo WULF project continues to be a valuable asset for probation staff across Wales. If any Probation staff in Wales would like funding support with educational courses then please contact Ian Freshwater at [ifreshwater@napo.org.uk](mailto:ifreshwater@napo.org.uk)



# **Edridge Annual Report**

## **Edridge Fund of Napo**

### **ACCOUNTS & ANNUAL REPORT** for the year ended 31 December 2021

#### **Administrative Details**

Full name: The Edridge Fund of Napo the Trade Union and Professional Association  
for Family Court and Probation Staff

Reg Charity No: 803493

Registered Office: 160, Falcon Road, Battersea, London, SW11 2NY (moved January 2021 to  
Boat Race House, 65 Mortlake High Street, London, SW14 8HL

Bankers: Unity Trust Bank Plc. Nine Brindley Place, Birmingham B1 2HB

Investment  
Managers: Aberdeen Fund Managers Ltd, PO Box 9029, Chelmsford, Essex, CM99  
2WJ

Independent  
Examiner: Gina Alderson, Felden Lodge, Felden Lane, Hemel Hempstead, HP3 0BL

#### **Report of the Trustees**

The Trustees present their annual report with the accounts of the Fund for the year ending 31<sup>st</sup> December 2021. The accounts comply with the Fund's Trust Deed, the Charities Act 1993 (as amended by the Charities Act 2006), as well as the "Statement of Recommended Practice: Accounting and Reporting by Charities", Charities Commission 2005, revised in 2014, and the Financial Reporting Standard FRS 102, to the extent that it applies.

#### **Trustees**

The Trustees who held office during the year were as follows:

Alan Goode (East Midlands) Appointed November 2019 – Chair of Trustees  
David Stevens (Mercia) Appointed November 2014, re-elected 2019 – Vice Chair  
Carolyn Mack (East Midlands) Appointed September 2016, re-elected 2021  
Ian Hankinson (Mercia) Appointed March 2018  
Peter Rowe (Cheshire/Greater Manchester) Appointed November 2018  
Francis Sanders (Manchester & Cheshire) Appointed September 2019

Kenneth Boyall Appointed September 2019 (co-opted for support with Edridge Reps)

Alan Goode was re-appointed as Chair in March 2021.

David Stevens was re-appointed as Vice Chair in March 2021.

#### **Staff**

Karen Monaghan Secretary to Trustees  
Jeanne Peall Honorary Treasurer  
David Cox Business Officer & Financial Administrator  
Sarah Byatt Administrator

## **Edridge Fund of Napo**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Edridge Fund (The Fund) operates as an unincorporated association in accordance with a Trust Deed dated 1<sup>st</sup> May 1990 and subsequent amending deeds dated 11<sup>th</sup> July 2003, 9<sup>th</sup> May 2013 and as amended by scheme dated 6<sup>th</sup> July 2020. The Trust Deed of 1990 established the Fund as an independent charity but retained close links with Napo – the Trade Union and Professional Association for Probation & Family Court Staff, which have been present from the Fund's original foundation in 1934. The Deed of 1990 stipulates that Trustees are appointed by the members of the Napo National Executive Committee by election from candidates nominated by Napo branches. A maximum of five Trustees are elected to serve for a five-year period. No Trustee may serve more than two consecutive terms. Should elections not take place, Trustees are empowered to elect a Trustee, normally from those nominated.

New Trustees are provided with an induction pack, which is reviewed regularly. The pack includes relevant information regarding the Fund's constitution and guidance from the Charity Commission on the responsibilities and duties of trustees. They are in contact with the staff and other Trustees for support and advice and undertake a period of shadowing with a mentor Trustee prior to being a Rota Chair for grant applications.

The Trustees meet five times a year, which have taken place via Zoom during this year due to the Covid-19 pandemic. The level of income is reviewed, and financial decisions made accordingly. Trustees consider reports from staff on activities and review the charity's policies and governance compliance regularly. During the year, Trustees consider applications for assistance as soon as they are received, with the aim to complete the process within three weeks, but is usually much shorter, and in emergencies can be within hours. Decisions made by email are then ratified at Trustees' meetings.

The Fund is administered by staff working remotely, with appropriate measures taken to ensure the security of confidential information in accordance with GDPR. The principal financial and operational records are held electronically on a server provided by Napo, though officers and staff of Napo have no access to those records.

The Trustees try to ensure that we operate as fair employers. We try to ensure we follow all appropriate employment legislation, with supervision and support for staff provided by the Chair of the Fund.

### **OBJECTIVES AND ACTIVITIES**

The objects of the Fund as set out in the Trust Deed dated 1<sup>st</sup> May 1990 are as follows: monies subscribed, donated, or raised for the Fund shall be applied in accordance with the Deed to assist eligible persons when in need, hardship, or distress, whether or not they have been members of Napo. This covers a wide range of probation and family court staff, but essentially applies to anybody who could be a full member, retired member, or professional associate of Napo. In addition, this covers in some circumstances, dependants.

The primary work of the Fund is to provide financial assistance. Grant applications are considered in line with the process outlined above. In some cases, applicants are given advice, either directly from the Trustees, or with the assistance of local Edridge Representatives. This advice is usually to help applicants obtain further help elsewhere, and never involves giving financial advice.

The secondary work of the Fund is to ensure that we continue to have the resources to maintain our financial assistance. The major contribution to the Fund is the donation we receive from Napo,

## **Edridge Fund of Napo**

and in recent years we have also been assisted with substantial grants from the CSiS Charity Fund, for which the Board are very grateful. The Fund also receives income from occasional legacies, donations, and gifts either on a regular basis, or other occasional donations. A small income is received from the "50/50 Club" which is a registered small lottery, and from sales of Christmas Cards and other merchandise, nominally at the Napo AGM. There are also sponsored, and local fundraising events held by Napo branches. An Investment Portfolio is maintained to provide a free reserve for the Fund, and this is managed professionally.

The Fund also works to promote wider knowledge of the Fund, firstly to increase the awareness of the assistance available to those in need, and secondly to publicise the work of the Fund to increase donations. To this end we regularly contribute pieces to the Napo Magazine and on social media. The Fund's website is intended to assist both potential applicants for assistance, and existing and potential donors. Representatives of the Edridge Fund attend probation-related conferences and events to promote the work of the Fund.

The Charities Act 2006 places a responsibility on charities to ensure that they are for the benefit of the public, or a section of the public. The Trustees confirm that they have had regard to the Charities Commission general guidance on public benefit and reviewed the aims and activities of the Fund in the light of that guidance. The Trustees are of the opinion that the Fund satisfies these requirements.

### **Applications for Assistance**

The total number of applications in 2021 was 79, which is once again down on the number received in 2020 (91) and 2019 (123). The total amount paid in grants during 2021 has reduced by 2.3 % compared with the reduction in the previous year, which was 44%.

Grants were paid in respect of 51 of the applications. 28 were not successful either because the applicants were not eligible, or the application was withdrawn, or they were not deemed to be in financial hardship. The percentage of the total applications for 2021 that were successful was 65%, compared with 2020 when the percentage of successful applications was 62% of the total. The percentage of refused applications in 2021 was 35%, a reduction compared to 2020 when it was 38%.

The average grant paid was £297, which is an increase on 2020 where the average grant was £280. The amounts granted ranged from £70 to £350. The Trustees continue to attempt to make grants that match the immediate needs of the applicant.

There were slightly more applications from non-Napo members than from Napo members, reversing the situation of the previous year. In 2021 the amount paid to Napo members was less than the amount paid to other applicants. No grants were paid to members of other Unions. We have continued the practice of referring applicants from other Unions to their own Welfare Funds, before considering an application.

Up until the cessation of the CRC contracts on 25<sup>th</sup> June 2021, the proportion of applications from employees of the Community Rehabilitation Companies to applications from NPS employees was 50/50. All applicants employed by the Probation Service are now advised of their eligibility for the potential assistance available from the Civil Service Charity "For you by you", on the basis that those applicants are now Civil Servants. This is a much larger Charity and can provide various forms of help beyond financial assistance.

This year we have again made a very full analysis of the applications, including analysis of the Diversity questionnaires we ask applicants to complete with their applications. The aim of doing

## Edridge Fund of Napo

this is for the Trustees to ensure that decisions on applications do not indicate any discriminatory bias.

We set out below a table of the key results of this analysis under various headings. All the percentages are based on the successful applications, but we confirm that we have done the same analysis on the applications refused, and the proportions in all categories are roughly the same. The Diversity figures are based on only 61 of the forms as a number were not completed. We are including in the table a comparison with the figures for 2020.

### Analysis of Successful Applications

<b>Union Membership</b>	<b>Napo</b>	<b>None</b>	<b>Other Union</b>	<b>Total Paid</b>
2021	44%	56%	0%	
Amount Paid	£6,690	£8,435	nil	£15,125
2020	61%	38%	1%	
Amount Paid	£9,411	£5,927	£150	£15,488
<b>Ethnic Background</b>	<b>White</b>	<b>Black</b>	<b>Mixed</b>	<b>Asian</b>
2021	59%	18%	2%	2%
2020	70%	16%	6%	8%
<b>Gender</b>	<b>Male</b>	<b>Female</b>	<b>Transgender</b>	
2021	16%	51%	0%	
2020	13%	87%	0%	
<b>Sexual Orientation</b>	<b>Bi-sexual</b>	<b>Gay/ Lesbian</b>	<b>Heterosexual</b>	<b>Prefer not to answer</b>
2021	2%	7%	85%	3%
2020	4%	6%	87%	4%
<b>Disability</b>	<b>Yes</b>	<b>No</b>	<b>Prefer not to answer</b>	
2021	31%	37%	5%	
2020	35%	63%	2%	

### Governance

During 2021, Trustees continued to ensure the Fund was well placed to address issues relating to its work in the future. The Board met with the new Investment Managers and reviewed the portfolio to ensure it continues to support the ongoing needs of the charity. The Trustees also reviewed their skills matrix to identify any shortfalls in skills, knowledge, or expertise. A plan of training for Trustees to address certain areas has been developed for 2022.

### Trustee & Staff Changes

In October 2021, Business Officer, David Cox, announced his retirement from the role. His duties will be delegated amongst existing staff and volunteers. The Trustee Board recognise his years of service and support to the Fund.

## **Edridge Fund of Napo**

### **Financial Review**

#### **Donations and fund raising**

In 2021 the majority of the income of the Edridge Fund was provided by the grant from Napo and a reduced grant from CSIS (Civil Service Insurance Society). CSIS suffered a reduction in their income as a result of the economic climate, which impacted on the level of grants they could award. However, Edridge was able to cover operational costs and continue to award grants, due to the reduced level of applications for assistance. Funds from the bequest received from the estate of the Rev Tysoe were available in reserve but we did not need to draw on them. The Trustees remain very grateful for the contributions made by Napo and CSIS, which are of considerable significance in enabling the Fund to continue to provide assistance to current and retired Family Court and Probation staff and their dependants who are in need.

The 50/50 Club continued to be well supported and to provide a steady source of income with an increase in subscription levels compared to 2020. As a result of some members donating all or a proportion of their winnings back to the Fund, the net benefit saw a further increase on the previous year. Regular donations continue to decline with a significant drop in income from 2020. This has been, however, an issue throughout the charity sector since the start of the Covid-19 pandemic.

Fundraising through Branches and the Family Court Section has shown some recovery. The resumption of a 'live' Napo AGM, albeit with an on-line element, meant the return of the Edridge stall. It proved to be a very successful in terms of Edridge fundraising with the raffle for the three quilts proving particularly popular. The Edridge Fund Trustees wish to extend their thanks to Cynthia Mynott for her very generous donation of the quilts.

#### **Administration and Expenditure**

Expenditure on administration continued to be tightly managed and was at a similar level to 2020. The details can be found in the notes to the accounts. In 2020, in response to the restrictions imposed due to Covid-19, communication with 50/50 club members and applicants for grants moved to email, as well as payments being made predominantly through BACS. This has continued during 2021 and continues to result in greatly reduced postal costs as well as assisting in the management of administrative expenditure. Governance costs, which usually cover Trustee travel expenses and meeting costs, were also significantly reduced, due to Trustee meetings being held via Zoom. Again, this was in response to Covid-19 restrictions.

#### **Edridge Investments**

In August 2020, the monies returned by HSBC Investments were reinvested and are now managed by Aberdeen Standard Investments. Prior to this the investment monies were held in the Edridge Fund Unity Trust Deposit Account.

#### **Future Plans**

1. The Trustees intend to continue to grow the number of Edridge representatives across the country, not only to provide support and assistance to colleagues, but also to assist with

## **Edridge Fund of Napo**

raising awareness of the Fund. We hope that this will also serve to grow income streams through additional donations and fundraising activity.

2. The Trustees will promote opportunity for payroll giving through LDUs to seek to spread donations to the Fund more broadly across the workforce as we come together in a national service.
3. The Trustees will link with the Employee Assistance programme to develop a response to debt in conjunction with other appropriate charities and signpost applicants to the Fund to relevant additional sources of help where we can do so.

### **DECLARATION**

The Trustees declare that they have approved the Trustees' Report above

Signed: Alan Goode – Chair of Trustees  
25<sup>th</sup> July 2022

### **CHAIR'S REPORT**

I am pleased to be able to present this report of the Edridge Fund for 2021. In doing so I would wish to pay tribute to those officers of the fund, the trustees and local representatives who have continued to work hard to enable the fund to continue to respond efficiently to those in need of assistance throughout the year.

I would like to pay particular tribute to David Cox who has in many guises been a long-standing supporter of the fund, playing a key role for many years before taking retirement from his role as business officer in October last year.

The Covid pandemic has continued to impact the fund through the last year both in reducing income from fund raising activities and other sources, but also reducing the number of applications so that despite our anxiety about a reduced income stream we have still been able to respond positively to all those eligible applicants who were in hardship. Having said that there are now signs of increasing demand again, reflecting perhaps both increased visibility because of the coming together as a unified service but also the impact of the cost-of-living crisis on many colleagues.

It is a matter of pride that the fund is able to respond to most applicants within a matter of days and although as a small charity we are often only able to provide relatively small grants we will also where relevant signpost applicants to additional sources of help.

We do analyse applications annually and a number of common factors emerge which we suspect may impact in similar ways on many colleagues who do not seek help but whose need may be as great.

In half the cases a significant level of debt was a key factor in creating a level of hardship that made it impossible for the applicant to respond to a particular crisis that had tipped them over

## **Edridge Fund of Napo**

the edge and while we could provide some small assistance, we would also look to signpost such applicants to the assistance that could be provided by debt relief charities.

In a quarter of cases a relationship breakdown had led to financial instability and of this group 40% had experienced domestic abuse leading to separation.

In a fifth of cases long term sickness had led to a drop in income and led to hardship but in a similar proportion of cases applicants were on an income level which left them in hardship where they were potentially eligible for state benefits which were not being claimed. Again, such applicants are also signposted to relevant agencies to check their position and to other charities who may be able to offer further assistance.

The fund is able to respond positively and sympathetically to such cases thanks to the generosity and support of Napo and all members of the union and we are immensely grateful for that support.

Alan Goode – Chair of Trustees  
July 2022



## Edridge Fund of Napo

### STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account) FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	2021	2020
<b>INCOMING RESOURCES FROM GENERATED FUNDS</b>			
<b>Voluntary Income</b>			
Regular Donations and Gifts		3,989	6,738
Grant from Napo		11,293	11,092
Bequests		Nil	Nil
Corporate Charity Donation	11	5,000	10,000
TUUT Grant - <i>restricted funds</i>	7	Nil	Nil
HSBC Compensation		Nil	Nil
<b>Activities for generating funds</b>			
Fund Raising (including 50/50 Club subscriptions)	6	3,803	3,198
Sale of merchandise		137	10
<b>Investment &amp; Interest Income</b>			
Investment Income	10	Nil	966
Bank Interest		3	376
<b>Incoming Resources from Charitable Activities</b>			
Contributions from members, branches, and others		1,059	1,477
<b>Total Incoming Resources</b>		<u>25,284</u>	<u>33,857</u>
<b>RESOURCES EXPENDED</b>			
<b>Costs of Generating Funds</b>			
Promotional / Fund Raising activities		221	256
Investment Management Fees	10	Nil	Nil
Website Expenses		504	504
50/50 Club Prizes		753	662
Purchase of Merchandise		Nil	Nil
		<i>subtotal</i>	
		<u>1,478</u>	<u>1,422</u>
<b>Net Resources available for Charitable Application</b>		<u>23,806</u>	<u>32,435</u>
<b>Costs of Charitable Activities</b>			
Grants paid -		15,125	15,488
Management & delivery of the charity's purpose	2	12,945	13,170
Governance Costs	4	72	171
<b>Total Resources expended</b>		<u>29,620</u>	<u>30,251</u>
<b>Net Operating Surplus/(Deficit) for the Year</b>			
<b>Before Gross transfers</b>		<u>(4,336)</u>	<u>3,606</u>
<b>Gross Transfers between Funds</b>			
		nil	nil
<b>Net Incoming Resources before Gains &amp; Losses</b>			
		<u>(4,336)</u>	<u>3,606</u>
<b>Other Recognised gains (losses)</b>			
Realised gains/(losses) on investments			
Unrealised gains/(losses) on investments		11,540	6,321
<b>Net Movements in Funds</b>		<u>7,204</u>	<u>9,927</u>

## Edridge Fund of Napo

<b>Total funds brought forward</b>		262,065	263,676
Prior year adjustment	9	<u>          </u>	<u>(1,611)</u>
<b>Total Funds Carried Forward</b>		<u><u>269,269</u></u>	<u><u>262,065</u></u>

### BALANCE SHEET

As at 31st December 2021

	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	3		nil		nil
Investments	10		209,799		198,260
<b>CURRENT ASSETS</b>					
Debtors	8	nil		2,221	
Cash at Bank and in Hand		<u>63,156</u>		<u>64,895</u>	
		<u><u>63,156</u></u>		<u><u>67,116</u></u>	
<b>Creditors</b>					
Amounts falling due within one year					
Accruals	5	<u>(3,686)</u>		<u>(1,700)</u>	
<b>Net Current Assets</b>			272,955		265,376
<b>Total Assets less Current Liabilities</b>			<u><u>269,269</u></u>		<u><u>263,676</u></u>
<b>Net Assets</b>			<u><u>269,269</u></u>		<u><u>263,676</u></u>
<b>Charity Funds</b>					
Unrestricted Funds			267,358		261,765
Restricted Funds	7		1,911		1,911
<b>Total Funds available to the Fund</b>			<u><u>269,269</u></u>		<u><u>263,676</u></u>

These financial statements were submitted to the Trustees and were approved, subject to a satisfactory Independent Examination

Alan Goode

Chair of the Trustees, 12<sup>th</sup> September 2022

*The notes on the following two pages form part of these accounts*

## Edridge Fund of Napo

### Notes forming part of the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1. ACCOUNTING POLICIES

Our Accounting policies remain as reported in previous years.

#### 2. MANAGEMENT AND DELIVERY OF THE CHARITIES PURPOSE

	Notes	2021 £	2020 £
Staff Salaries		10,989	10,870
Office Services including rent		645	638
Office Costs, postage, computer running costs etc		320	541
Insurance		841	687
Depreciation on fixed assets	3	Nil	Nil
Equipment Purchase		Nil	279
Bank charges		150	155
		<u>12,945</u>	<u>13,170</u>

#### 3. TANGIBLE ASSETS

The Trustees have once again concluded that our stocks of goods for sale, and operational equipment, is at a level where it would not be appropriate to account for depreciation, and this would not have any material effect on the accounts.

#### 4. GOVERNANCE COSTS

	2021 £	2020 £
Trustees' expenses	Nil	72
Meeting Expenses (zoom fee)	72	99
Audit and accountancy	Nil	Nil
Napo Conference expenses	Nil	Nil
Trustees Training	Nil	Nil
	<u>72</u>	<u>171</u>

#### 5. CREDITORS

	£
Wages payment for October - December 2021	2,753
Grant awarded in 2020 but paid in 2021	350
Web charges Quarter 4 2021	126
50 50 prizes for January, July, August, 202	356
Corporate Credit Card balance	100
	<u>3,686</u>

## Edridge Fund of Napo

<b>6. FUND RAISING INCOME</b>	£
Fund Raising and Sponsored events	1,535
50/50 Club Subscriptions *	<u>2,268</u>
	<u><u>3,803</u></u>

\*This means that the net benefits to the Fund from the 50/50 Club is £1,515 for the current year

### 7. TUUT GRANT RESTRICTED FUNDS

As reported in our 2019 accounts we had received a grant for specific purposes, which was to fund the purchase of card reading machines for fund raising purposes. In view of the Covid 19 pandemic our fund raising at events has been curtailed. The balance of the restricted funds are reflected in the accounts, and there has been no further expenditure during the current year. The sum of £154 was spent in 2019.

### 8. GIFT AID TAX REFUNDS

In the course of 2021 we received a total of £1 467 in respect of previous tax years, up to 2020. Of the total received we have allocated £850 to the current gift aided donations. We are now nearly up to date and a claim for tax year 2020/2021 is in progress. However, the conclusion we have reached is that the Debtor figure we have been carrying forward in previous accounts, has been unrealistic. We have decided, therefore, to reduce the Debtor figure to nil for 2021 and believe this action enables these accounts to reflect a more realistic representation of our Assets.

### 9. PRIOR YEAR ADJUSTMENT

We have made a prior year adjustment for the sum of £1,611. This was an item we received from HMPPS and enquiries at the time failed to identify what it was. Subsequently, during 2021, HMPPS contacted us to confirm that the credit had been made in error. Thus it was refunded. We have made adjustments in the relevant funds.

### 10. INVESTMENTS

In March 2020, the Trustees appointed Aberdeen Investments as their Investment Manager.

Valuation is market value, certified by our Investment Managers at 31/12/21

Income received from the underlying investments is retained within the fund and transferred to capital. The increase in value of the portfolio during the course of this year reflects the increase in market value.

### 11. VOLUNTARY INCOME - SPECIAL ITEMS

CSiS Charity Fund

*See main report - Financial Review - Donations & Fund Raising*

# Napo Accounts

NAPO

Report and Accounts

31 December 2021

## **NAPO**

### **Officers' Report**

The Officers present their report and accounts for the year ended 31 December 2021.

#### **Officers**

The following persons served as officers during the year:

K Lomas	
S Foreman	
B Cockburn	appointed October 2021
I Bhogal	
C Doherty	
N Taylor-Ebong	
K Stokeld	resigned October 2021

#### **Officers' responsibilities**

The Executive Committee, on behalf of the Governing Body, are required under legislation relating to trade unions and employers' associations to prepare accounts for each financial year which give a true and fair view of the state of affairs of the union and of the transactions of the union for that period.

In preparing these accounts we are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the union will continue in business.

Executive Committee are also responsible for:

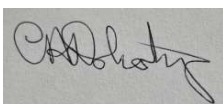
- keeping proper accounting records;
- safeguarding the Association's assets;
- taking reasonable steps for the prevention and detection of fraud;
- establishing and maintaining a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances.

#### **Disclosure of information to auditors**

Each person who was a member of the Executive Committee at the time this report was approved confirms that:

- so far as they are aware, there is no relevant audit information of which the Union's auditor is unaware; and
- They have taken all the steps that they ought to have taken as the Executive Committee in order to make themselves aware of any relevant audit information and to establish that the Union's auditors are aware of that information.

This report was approved by the National Executive Committee on 26 May 2022 and signed on its behalf.



C Doherty  
Vice Chair  
26 May 2022

## **NAPO**

### **Independent auditor's report to the members of NAPO**

#### **Opinion**

We have audited the accounts of NAPO for the year ended 31 December 2021 which comprise the Income and Expenditure Account, the Balance Sheet, the Statement of Movement in Funds and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the union's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the accounts:

- give a true and fair view of the state of the union's affairs as at 31 December 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

#### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the union in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In accordance with the exemption provided by FRC's Ethical Standard - Provisions Available for Audits of Small Entities, we have prepared and submitted the union's returns to the tax authorities and assisted with the preparation of the accounts.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the union's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the report and accounts, other than the accounts and our auditor's report thereon. The members of the executive committee are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Trade Union and Labour Relations (Consolidation) Act 1992**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the executive committee report for the financial year for which the accounts are prepared is consistent with the accounts.



## **NAPO**

### **Independent auditor's report to the members of NAPO**

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the union and its environment obtained in the course of the audit, we have not identified material misstatements in the officers' report.

We have nothing to report in respect of the following matters in relation to which the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of officers' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Executive Committee**

As explained more fully in the executive committee responsibilities statement, the executive committee are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Executive Committee determines is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the executive committee are responsible for assessing the union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the executive committee either intends to liquidate the union or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the accounts**

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.



Mr David Goodwin  
(Senior Statutory Auditor)  
for and on behalf of  
Sturgess Hutchinson (Leicester) Limited  
Accountants and Statutory Auditors  
26 May 2022

21 New Walk  
Leicester  
LE1 6TE

**NAPO**  
**Income and Expenditure Account**  
**for the year ended 31 December 2021**

	Notes	2021 £	2020 £
Income from Subscriptions		1,141,404	1,157,000
Other Income	3	1,608	7,932
TUC Projects		62,874	56,986
		<u>1,205,886</u>	<u>1,221,918</u>
Staff costs		(757,319)	(757,616)
Staff recruitment, training and expenses		(11,187)	(10,931)
TUC Projects		(62,874)	(56,986)
Accommodation costs		(28,006)	(120,759)
Operating costs		(187,376)	(128,112)
Committee, conference & affiliation costs		(108,404)	(146,661)
Financial & legal costs		(17,995)	(18,095)
Branch expenditure		(30,648)	(15,305)
<b>Surplus/(deficit) before taxation</b>		<u>2,077</u>	<u>(32,547)</u>
Tax on investment income		(4)	(1,098)
Corporation tax on sale of property - prior year adjustment		-	(308,110)
<b>Surplus/(deficit) for the financial year</b>		<u>2,073</u>	<u>(341,755)</u>

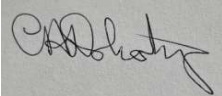
## NAPO

### Balance Sheet as at 31 December 2021

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	6	759,803	779,709
<b>Current assets</b>			
Debtors	7	43,642	38,283
Cash at bank and in hand			
Branches		68,846	57,993
WULF Project Bank Account		405	1,318
Head Office		1,107,683	1,248,744
		<u>1,220,576</u>	<u>1,346,338</u>
<b>Creditors: amounts falling due within one year</b>	8	(396,134)	(399,442)
<b>Net current assets</b>		<u>824,442</u>	<u>946,896</u>
<b>Net assets</b>		<u>1,584,245</u>	<u>1,726,605</u>
<b>Reserves</b>			
Office Relocation Reserve		250,000	250,000
Special Aid Fund		(266,570)	(200,388)
Action Fund		55,530	55,530
NAPO Organising Fund		65,994	65,994
Branch Support Fund		7,880	5,141
General Fund		1,471,411	1,550,328
		<u>1,584,245</u>	<u>1,726,605</u>

*T. Lawrence*

I Lawrence  
General Secretary



C Doherty  
Vice Chair

Dated: 26 May 2022

**NAPO**  
**Movement of Funds Summary**  
**for the year ended 31 December 2021**

	General Fund	Office Relocation reserve	Legal & Representation Fund	Action Fund	NAPO Organising Fund	Branch Support Fund	Total
	£	£	£	£	£	£	£
Income	1,205,886	-	-	-	-	3,739	1,209,625
Expenditure	(1,203,809)	-	(147,172)	-	-	(1,000)	(1,351,981)
Surplus/(deficit) for the year	2,077	-	(147,172)	-	-	2,739	(142,356)
Taxation	(4)	-	-	-	-	-	(4)
Net surplus/(deficit)	2,073	-	(147,172)	-	-	2,739	(142,360)
Transfer between funds	(80,990)	-	80,990	-	-	-	-
Net incoming resources	(78,917)	-	(66,182)	-	-	2,739	(142,360)
<b>At 1 January 2021</b>	1,550,328	250,000	(200,388)	55,530	65,994	5,141	1,726,605
<b>At 31 December 2021</b>	1,471,411	250,000	(266,570)	55,530	65,994	7,880	1,584,245

**NAPO**  
**Notes to the Accounts**  
**for the year ended 31 December 2021**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

***Income***

Incoming subscriptions income includes amounts receivable at the balance sheet date. Income is received from payroll deductions made by the National Probation Service and Community Rehabilitation Companies. It also includes members' direct payments to NAPO.

Royalties are accounted for when received.

***Tangible fixed assets***

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Freehold buildings	2% on cost
Leasehold land and buildings	over the lease term
Plant and machinery	over 5 years
Computer Equipment and Software	25% on written down value

***Investments***

Investments in subsidiaries, associates and joint ventures are measured at cost less any accumulated impairment losses. Listed investments are measured at fair value. Unlisted investments are measured at fair value unless the value cannot be measured reliably, in which case they are measured at cost less any accumulated impairment losses. Changes in fair value are included in the profit and loss account.

***Taxation***

Corporation Tax is provided on the Association's Bank Deposit interest after allowable deductions.

***Legal and representation fund***

The NEC maintains a Legal and Representation Fund. The fund shall be financed by transfer from the general funds of the Association in accordance with the Constitution.

***NAPO organising fund***

The NEC maintains a NAPO Organising Fund which is financed by branches and from Central funds.

The fund is administered by the Co Chairs (Finance) and General Secretary along with the Finance Officer in accordance with the NEC's provisions.

***Office relocation fund***

The NEC has established a Relocation Fund to contribute to removal costs.

***Branch support fund***

The NEC has established a branch support fund to support branches having difficulties in sending members to AGM.

***Pensions***

Contributions to defined contribution plans are expensed in the period to which they relate.

**NAPO**  
**Notes to the Accounts**  
**for the year ended 31 December 2021**

**2 Audit information**

The audit report is unqualified.

Senior statutory auditor: Mr David Goodwin  
 Firm: Sturgess Hutchinson (Leicester) Limited  
 Date of audit report: 26 May 2022

<b>3 Other Income</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Interest receivable	22	5,778
Other income	1,586	2,154
	<u>1,608</u>	<u>7,932</u>

**4 Sale of Property**

During 2017 the union sold its freehold property at 4 Chivalry Road, London SW11 1HT for £2,100,000. The union made a provisional claim for rollover relief of the chargeable gain arising on the sale as it was the intention of the union to reinvest the proceeds in the purchase of replacement office premises within three years of the date of sale.

A replacement office was not purchased until after the three year limit had elapsed and as a result rollover relief is not available.

The chargeable gain has been calculated at £1,600,857 which at the corporation tax rate of 19.25% gives an additional tax charge of £308,110 for the year ended 31 December 2017. This amount was included in the year ended 31 December 2020 as a corporation tax charge relating to a prior year.

<b>5 Staff Costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	618,519	615,082
Social Security costs	59,447	64,158
Other Pension costs	79,353	78,376
	<u>757,319</u>	<u>757,616</u>

<b>General Secretary</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	90,062	85,044
Social Security costs	6,546	10,528
Other Pension costs	5,044	5,044
	<u>101,652</u>	<u>100,616</u>

**NAPO**  
**Notes to the Accounts**  
**for the year ended 31 December 2021**

**6 Tangible fixed assets**

	Freehold land and buildings £	Computer equipment & software £	Total £
<b>Cost</b>			
At 1 January 2021	770,423	17,990	788,413
At 31 December 2021	<u>770,423</u>	<u>17,990</u>	<u>788,413</u>
<b>Depreciation</b>			
At 1 January 2021	-	8,704	8,704
Charge for the year	15,409	4,497	19,906
At 31 December 2021	<u>15,409</u>	<u>13,201</u>	<u>28,610</u>
<b>Net book value</b>			
At 1 January 2021	<u>770,423</u>	<u>9,286</u>	<u>779,709</u>
At 31 December 2021	<u>755,014</u>	<u>4,789</u>	<u>759,803</u>

**7 Debtors**

	2021 £	2020 £
Trade debtors	23,945	19,029
Prepayments	14,389	13,889
Other debtors	5,308	5,365
	<u>43,642</u>	<u>38,283</u>

**8 Creditors: amounts falling due within one year**

	2021 £	2020 £
Bank loans and overdrafts	22,367	-
Taxation and social security costs	308,114	309,208
Other creditors	65,653	90,234
	<u>396,134</u>	<u>399,442</u>

**NAPO**  
**Notes to the Accounts**  
**for the year ended 31 December 2021**

**9 Movement of Funds**

Office Relocation Reserve Fund

The fund has been created in order to help fund the cost of NAPO moving to new offices.

Legal and Representation Fund

The fund may be used for granting legal assistance on behalf of members or for any other purposes that the Officers of the Association, members of the National Executive Committee or Annual General Meeting may from time to time determine.

Action Fund

The Action Fund was established to help offset financial loss suffered by members taking bona fide industrial action.

Branch Support Fund

During the year the NEC established a branch support fund to support branches having difficulties in sending members to AGM.

**10 Pension commitments**

The union operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the union, in an independently administered fund. The pension cost charge represents contributions payable by the union to the fund and amounted to £79,353 (2020 - £78,376). No contributions were due at the year end or at the previous year end.



## NAPO

### National Office Detailed Income and Expenditure Account for the year ended 31 December 2021

	2021 £	2020 £
Membership Subscriptions	1,141,404	1,157,000
Bank Deposit Interest	22	5,778
TUC ULR Project	62,874	56,986
Gains on investment income	-	-
WULF Income	123	604
Sundry Income	1,094	849
	<u>1,205,517</u>	<u>1,221,217</u>
<b>Staff costs</b>		
Salaries, Pension, National Ins	757,319	757,616
Staff Recruitment	-	-
Staff Training	2,946	932
Staff Expenses	8,241	9,999
	<u>768,506</u>	<u>768,547</u>
<b>TUC ULR Project</b>	<u>62,874</u>	<u>56,986</u>
<b>Accommodation costs</b>		
Rates, Light & Heat	14,549	6,697
Rent & Service Charge	8,042	110,110
Insurance	2,671	1,463
Professional Indemnity Insurance	2,744	2,489
Sundry	-	-
	<u>28,006</u>	<u>120,759</u>
<b>Operating costs</b>		
Print, Stationery & Equipment	6,411	6,376
Reference Books & Papers	-	183
Postage	3,156	5,790
Office Move	46,309	9,470
Telephone	6,513	4,794
	<u>62,389</u>	<u>26,613</u>
Computer Equipment & Support	89,809	86,796
Cost of Publications	15,272	14,362
Depreciation	19,906	341
	<u>124,987</u>	<u>101,499</u>

## NAPO

### National Office Detailed Income and Expenditure Account for the year ended 31 December 2021

#### Committee, Conference & Branch Costs

Committee Expenses	2,602	10,805
Cost of Conferences	43,718	74,331
Branch Grant	19,856	20,353
Branch Conference Funding	21,280	17,340
Branch Training	1,431	6,950
Health & Safety Training	-	1,583
Members Service (Parliament Hill)	7,144	7,286
Branch Accounts	228	110
Communication	551	-
Consultancy	430	(500)
Welsh Language Translations	-	-
Membership Recruitment	6,950	2,681
	<u>104,190</u>	<u>140,939</u>

#### Subscriptions & Affiliations

TUC Fees	16,108	15,355
Other Fees	3,233	1,648
GFTU Fees	5,421	5,237
	<u>24,762</u>	<u>22,240</u>

Edridge Donation	11,293	11,092
General Donations	100	-
	<u>11,393</u>	<u>11,092</u>

Campaign/Media/Parliamentary Work	9,195	10,083
Ballot	-	-
	<u>9,195</u>	<u>10,083</u>

#### Financial Costs

Audit Fee	9,000	9,000
Bank Charges	5,251	5,927
Legal & Professional Fees	3,744	3,168
Loss on revaluation of investments	-	-
	<u>17,995</u>	<u>18,095</u>

(1,214,297) (1,276,853)

**National Office Surplus before taxation** (8,780) (55,636)

Less: Branch Office Deficit 10,856 23,089

**Total Surplus before taxation** 2,076 (32,547)

## NAPO

### Branches - Detailed Income and Expenditure Account for the year ended 31 December 2021

	2021 £		2020 £
Grants from National Office	19,856		20,353
Hardship Grant	1,000		-
Conference Funding from National Office	21,280		17,340
Individual Contributions	-		-
Members Account	-		-
Sundry Income	368		701
	<u>42,504</u>		<u>38,394</u>
<b>Branch Expenses</b>			
Expenses of Other Officials	208	3,022	
Printing, Postage & Stationery	929	-	
Branch Refund	3,739	3,576	
Branch Meetings	-	1,713	
Bank Charges	525	544	
Adj to Northern Ireland bank account	(34)	(34)	
Training	-	1,355	
Donations	100	190	
Transfer to Organising Fund (Leicestershire & Rutland AC)	-	-	
Cost of Annual & Branch Conference	25,818	4,480	
Member Account	-	-	
Other Branch Expenses	363	459	
	<u>31,648</u>	<u>15,305</u>	
<b>Surplus before taxation</b>	<u>10,856</u>		<u>23,089</u>
Charged to General Fund	30,648		15,305
Transfer from NAPO Organising Fund	1,000		-
	<u>31,648</u>		<u>15,305</u>

## NAPO

### Publications Account for the year ended 31 December 2021

	2021 £		2020 £
<b>Cost of Publications</b>			
Printing Newsletter	8,875		11,381
Probation Journal	46,380		51,111
CAFCASS Journal	-		-
Postage - Newsletter & Journal	-		-
	<u>55,255</u>		<u>62,492</u>
<b>Less:</b>			
Inserts Journal & Newsletter	-		(1,950)
<b>Income from other publications</b>			
NAPO Newsletter Adverts	-		-
Royalties Probation Journal	39,983		46,180
Sundry Publications	-		-
	<u>(39,983)</u>		<u>(46,180)</u>
<b>Total cost of Publications</b>	<u>15,272</u>		<u>14,362</u>

## NAPO

### Conference Account for the year ended 31 December 2021

		2021 £		2020 £
Cost of Annual Conference	53,779		78,182	
Less: Registration Fees	(10,061)		(4,395)	
Net Cost of Annual Conference		43,718		73,787
Cost of Family Court Conference	-		-	
Less: Registration Fees	-		-	
Net Cost of Family Court Conference		-		-
Women in NAPO Conference	-		-	
Less: Registration Fees	-		-	
Net Cost of Women in NAPO Conference		-		-
Cost of PSO Conference	-		-	
Less: Registration Fees	-		-	
Net Cost of PSO Conference		-		-
TUC Conferences	-		544	
Other Project Income	-		-	
Other Conferences	-		-	
Project Income	-		-	
Total Cost of Other Conferences		-		544
<b>Total cost of Conferences</b>		<b>43,718</b>		<b>74,331</b>

## **List of Abbreviations frequently used in the Annual Report**

ABPO – Association of Black Probation Officers  
ACAS - Advisory, Conciliation and Arbitration Service  
AEP - Association of Educational Psychologists  
AGM – Annual General Meeting  
AGS – Assistant General Secretary  
APL – Accreditation of Prior Learning  
ARO – Anti-Racism Officer  
AT – Assistive Technology  
BAME – Black Asian and Minority Ethnic  
DAWN - Disability Advocacy Wellbeing Network  
CA – Constitutional Amendment  
Cafcass – Children and Family Court Advisory and Support Service  
CB – Cross bencher  
CCC – Children Contact Centre  
CEO – Chief Executive Officer  
CJS – Criminal Justice System  
CNC – Cafcass Negotiating Committee  
COSOP – Cabinet Office Statement of Practice (on staff transfers in the Public Sector)  
CPD – Continued Professional Development  
CRC – Community Rehabilitation Company  
DD – Deputy Director  
DfE – Department for Education  
DV – Domestic Violence  
E3 – Effectiveness, Efficiency, Excellence Programme (in the NPS)  
ECMS – Electronic Case Management System  
EDM – Early Day Motion  
EHRC – Equality and Human Rights Commission  
EIA – Equality Impact Assessment  
ERO – Equal Rights Officer  
FCA – Family Court Adviser  
FCC – Family Court Committee  
FCJ – Family Court Journal  
FCUPG – Family Court Unions’ Parliamentary Group  
FSC – Family Court Section  
FSW – Family Support Worker  
FTE – Full Time Equivalent  
GFTU – General Federation of Trade Unions  
GMB/SCOOP – The union GMB / Society of Chief Officers of Probation  
GSCC – General Social Care Council  
H&S – Health & Safety  
HCPC – Health and Care Professions Council  
HEI – Higher Education Institutions  
HMCS – Her Majesty’s Court Service  
HMPPS – Her Majesty’s Prison and Probation Service  
HR – Human Resources  
HRBP – Human Resources Business Partner  
HSE – Health and Safety Executive

HSSG – Health & Safety Steering Group  
 IAG – Information, Advice and Guidance  
 ICCJ – Issues in Community and Criminal Justice  
 ICT – Information and Communication Technology  
 IDC – Interdisciplinary Alliance for Children  
 IT – Information Technology  
 JNC – Joint Negotiating Committee  
 JNCC – Joint Negotiating Consultation Committee  
 JUPG – Justice Unions’ Parliamentary Group  
 LA – Learning Agreement  
 LAGIP – Lesbians, Gay Men, Bisexuals & Transgendered people in Probation and the Family Courts  
 LDU – Local Delivery Unit  
 LGB&T – Lesbian, Gay, Bi-Sexual & Transgender  
 LGPS – Local Government Pension Scheme  
 LPC – Learning Partnership Committee  
 LtP – Licence to Practice  
 MIAM - mediation information and assessment meetings  
 MP – Member of Parliament  
 MoJ – Ministry of Justice  
 NAAPS – National Association of Asian Probation Staff  
 nDelius – National DELIUS (Delivering Information to Users)  
 NDSN – National Disabled Staff Network  
 NEC – National Executive Committee  
 NNC – National Negotiating Council  
 NOMS – National Offender Management Service  
 NPC – National Partnership Committee  
 NPS – National Probation Service  
 NVQ – National Vocational Qualification  
 OASys-R – Offender Assessment System-Revised  
 OFF - Officer  
 OFSTED – Office for Standards in Education, Children’s Services and Skills  
 OM – Offender Management/Manager  
 PA – Probation Association  
 PAM – Professional Associate Member  
 PbR – Payment by Results  
 PCA – Probation Chiefs Association  
 PCC – Police and Crime Commissioner  
 PCF – Probation Consultative Forum  
 PCS – Public and Commercial Services union  
 PI – Probation Institute  
 PIPP – Pride in Prison and Probation  
 PO – Probation Officer  
 POA – Prison Officers Association  
 PQAB – Probation Qualifications Assurance Board  
 PQF – Probation Qualifications Framework  
 PQIP – Professional Qualification in Probation  
 PSLG – Public Service Liaison Group  
 PSO – Probation Service Officer  
 PSQAP – Professional Standards and Qualifications Advisory Panel

PTLA – Pathways to Learning for All  
RISE - Racial Inclusion & Striving for Equality  
RSR - Risk of Serious Recidivism (risk assessment tool)  
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995  
SA – Staff Association  
SAGM – Section Annual General Meeting  
SALFA – Sustainable Access to Learning For All  
SARs – Specified Activity Requirements  
SAP – Systems Applications Product  
SCCOG - Standing Committee for Chief Officer Grades  
SEC – Section Executive Committee  
SFO – Serious Further Offence  
SGM – Special General Meeting  
SM – Service Manager  
SMT – Senior Management Team  
SPO – Senior Probation Officer  
SPOC – Single Point of Contact  
SW – Social Work  
TR – Transforming Rehabilitation  
TRCF – Transforming Rehabilitation Consultative Forum  
T&S – Travel and Subsistence  
TUC – Trades Union Congress  
TUCG – Trade Union Coordinating Group  
TUPE – Transfer of Undertakings (Protection of Employment)  
TUO – Trade Union Organisation  
UHSS – Union Health & Safety Specialists  
ULR – Union Learning Rep  
ULF – Union Learning Fund  
VQ3/5 – Vocational Qualification Level 3/5  
WiN – Women in Napo  
WSW – Women Safety Worker