



2013 – 14
Annual Report and
Constitution

Annual Report and Constitution 2013/2014

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List of Abbreviations used in the Annual Report

ABPO	– Association of Black Probation Officers	MIAM	– Mediation information and assessment meetings
ACAS	– Advisory, Conciliation and Arbitration Service	MP	– Member of Parliament
AGM	– Annual General Meeting	MoJ	– Ministry of Justice
AGS	– Assistant General Secretary	NAAPS	– National Association of Asian Probation Staff
APL	– Accreditation of Prior Learning	nDelius	– National DELIUS (Delivering Information to Users)
ARO	– Anti-Racism Officer	NDSN	– National Disabled Staff Network
AT	– Assistive Technology	NEC	– National Executive Committee
BAME	– Black Asian and Minority Ethnic	NNC	– National Negotiating Council
CA	– Constitutional Amendment	NOMS	– National Offender Management Service
Cafcass	– Children and Family Court Advisory and Support Service	NPC	– National Partnership Committee
CB	– Cross bencher	NPS	– National Probation Service
CCC	– Children Contact Centre	NVQ	– National Vocational Qualification
CEO	– Chief Executive Officer	OASys-R	– Offender Assessment System-Revised
CJS	– Criminal Justice System	OFF	– Officer
CNC	– Cafcass Negotiating Committee	OFSTED	– Office for Standards in Education, Children’s Services and Skills
COSOP	– Cabinet Office Statement of Practice (on staff transfers in the Public Sector)	OM	– Offender Management/Manager
CPD	– Continued Professional Development	PA	– Probation Association
CRC	– Community Rehabilitation Company	PAM	– Professional Associate Member
DD	– Deputy Director	PbR	– Payment by Results
DfE	– Department for Education	PCA	– Probation Chiefs Association
DV	– Domestic Violence	PCC	– Police and Crime Commissioner
ECMS	– Electronic Case Management System	PCF	– Probation Consultative Forum
EDM	– Early Day Motion	PCS	– Public and Commercial Services union
EHRC	– Equality and Human Rights Commission	PI	– Probation Institute
EIA	– Equality Impact Assessment	PO	– Probation Officer
ERO	– Equal Rights Officer	POA	– Prison Officers Association
FCA	– Family Court Adviser	PQAB	– Probation Qualifications Assurance Board
FCC	– Family Court Committee	PQF	– Probation Qualifications Framework
FCJ	– Family Court Journal	PSLG	– Public Service Liaison Group
FCUPG	– Family Court Unions’ Parliamentary Group	PSO	– Probation Service Officer
FSC	– Family Court Section	PSQAP	– Professional Standards and Qualifications Advisory Panel
FSW	– Family Support Worker	PTLA	– Pathways to Learning for All
FTE	– Full Time Equivalent	RSR	– Risk of Serious Recidivism (risk assessment tool)
G4S	– Group 4 Securicor, private company	SA	– Staff Association
GFTU	– General Federation of Trade Unions	SAGM	– Section Annual General Meeting
GMB/SCOOP	– The union GMB / Society of Chief Officers of Probation	SALFA	– Sustainable Access to Learning For All
GSCC	– General Social Care Council	SARs	– Specified Activity Requirements
H&S	– Health & Safety	SAP	– Systems Applications Product
HPCP	– Health and Care Professions Council	SCCOG	– Standing Committee for Chief Officer Grades
HEI	– Higher Education Institutions	SEC	– Section Executive Committee
HMCS	– Her Majesty’s Court Service	SFO	– Serious Further Offence
HR	– Human Resources	SGM	– Special General Meeting
HSE	– Health and Safety Executive	SM	– Service Manager
HSSG	– Health & Safety Steering Group	SMT	– Senior Management Team
IAG	– Information, Advice and Guidance	SPO	– Senior Probation Officer
ICCJ	– Issues in Community and Criminal Justice	SPOC	– Single Point of Contact
ICT	– Information and Communication Technology	SW	– Social Work
IDC	– Interdisciplinary Alliance for Children	TR	– Transforming Rehabilitation
IT	– Information Technology	TRCF	– Transforming Rehabilitation Consultative Forum
JNC	– Joint Negotiating Committee	T&S	– Travel and Subsistence
JNCC	– Joint Negotiating Consultation Committee	TUC	– Trades Union Congress
JUPG	– Justice Unions’ Parliamentary Group	TUCG	– Trade Union Coordinating Group
LA	– Learning Agreement	TUPE	– Transfer of Undertakings (Protection of Employment)
LAGIP	– Lesbians, Gay Men, Bisexuals & Transgendered people in Probation and the Family Courts	TUO	– Trade Union Organisation
LDU	– Local Delivery Unit	UHSS	– Union Health & Safety Specialists
LGB&T	– Lesbian, Gay, Bi-Sexual & Transgender	ULR	– Union Learning Rep
LGPS	– Local Government Pension Scheme	ULF	– Union Learning Fund
LPC	– Learning Partnership Committee	VQ3/5	– Vocational Qualification Level 3/5
LtP	– Licence to Practice	WiN	– Women in Napo
		WSW	– Women Safety Worker

Annual Report

August 2013 to August 2014

Introduction

It's been a huge honour for me to complete my first year in office since my election as your General Secretary, but I want to record my thanks to your National Officers and the National Executive Committee, and all of our local Napo activists and especially the Chivalry Road team for your collective efforts on behalf of all our members.

TR chaos - we told them so

As we predicted, the struggle against the privatisation of the Probation Service has been a massive and unprecedented challenge for our union and has obviously dominated our work since last year's AGM as we continue to resist the devastating impact that Chris Grayling's reckless Transforming Rehabilitation (TR) reforms have had on our probation members. Contrary to the self-serving and delusional denials by Ministers and MoJ/NOMS officials, they now face operational chaos on a daily basis following the division of staff between the National Probation Service and the 21 Community Rehabilitation Companies.

Our campaign against TR has seen thousands of Napo members take two sets of strike action and two major lobbies of parliament producing turnouts that seasoned political commentators have described as astonishing.

These activities involving politicians and our weekly bulletins to all MPs are attracting the interest of more and more influential people in and outside of Parliament. They feature evidence from your direct experiences and are one of the reasons why Chris Grayling's position is looking more and more untenable as he comes under constant fire for his reckless decimation of the Criminal Justice System.

Our efforts have also resulted in the Labour Party recently announcing that they will undertake a review of any contracts awarded under TR should they form the next Government. There is still work to do to get them nearer to what we want, but a year ago they were nowhere near even that type of commitment. Our message to them has been loud and clear: if you want our members' votes you need to say what you will be doing to rectify the TR disaster, and to protect Napo members and their profession should you form the next Government.

Napo and the media

Despite the seemingly endless daily stories of conflict and suffering from across the globe, Napo has managed to secure substantial publicity on TR and other important issues relating to the justice sector over the summer.

This is in addition to the fact that our coverage on TV and Radio over these last 12 months again stands comparison with any other union and this comes on top of the hundreds of probation stories (and many that have been relevant to FCS members) that have appeared in the regional media during this time. My appreciation goes out to Napo activists and our members who have helped to generate interest in the fact that TR constitutes a serious risk to public safety.

Stop the share sale!

Make no mistake, this whole so called 'competition' is an exercise in political gerrymandering that, if it were not so serious, would almost be comical. At the time of writing this report we are engaged in talks with prospective partners to explore the scope for Judicial Review against TR but, as I have regularly reported, this is a high risk strategy that may succeed because a Judge says so, rather than it being decided on the moral argument which we won hands down ages ago.

Despite the pressures of the TR campaign, your elected officers and workplace representatives continue to work extremely hard on your behalf in regular negotiations with NOMS on HR issues and their efforts helped us to secure the Staff Transfer Agreement despite the unagreed and cynical staff split that was imposed by Grayling in June.

FCS an integral part of Napo

Much has also been happening within the Family Court Section, and our members in Cafcass will take little comfort from the switch to the MoJ from the Department for Education given Grayling's pathological desire to sell off everything he can. After pressure from Napo, talks are taking place with senior Cafcass management around updating and improving the workload measurement tool to address rising workloads; improve communication and support for staff impacted by remote working; and the proposed introduction of an Advanced Social Worker grade. This is something that Napo has long argued for to allow experienced staff a career development option that doesn't necessitate moving away from practice into a management role. Napo will be leading in all of these areas, as well as in the 2014-15 pay negotiations.

The FCS also continues to be a source of positive news on the campaigning front. After our very successful Parliamentary event on 1st April highlighting the impact of legal aid cuts and the rise of litigants in person, Cafcass management have appeared in person to answer questions from MPs and Peers at the September meeting of our all Party Family Courts Trade Union Parliamentary Group. We continue to highlight the impact on Family Courts in our Justice Sector wide campaigning and are encouraged by positive support from MPs across all parties, and particularly the recognition of our views on Children's Contact Centres.

A Vice-Chair for the FCS!

A union is most representative and effective when it's informed by a strong membership and a network of local voices. I am delighted that 20 local contacts and representatives from across the FCS will be receiving training over the coming months, helping to make us even more effective in Cafcass.

I also hope that a FCS member will step up to fill the vacant National Vice-Chair post reserved for the section to provide a strong voice at the centre of Napo. We've looked at how the role can be changed and supported and anyone who is interested should let me know.

Accountability and Unity

I have worked for a number of trade unions and in terms of accountability to our members, Napo is right up there. We are, and always will be a member led union, where you have the option of direct involvement in the decision making process through your local branch (or section in the case of our FCS members).

This means that at any time you can attend a members' meeting and hear directly from your employed officials and / or your elected officers about what we are doing in terms of campaigning, negotiating, and managing the union and how we spend your subscriptions. We have an AGM that is without doubt the most interesting and diverse event of its kind anywhere within the trade union movement, where it is open to any Napo member to attend and help determine the policies and strategies that you want us to follow in negotiations with our political and professional contacts.

My personal commitment to, and track record of, accountability to members over many years means that I set high standards in this regard, but at the same time I will do what I need to when it comes to defending Napo's interests and ensuring that your paid employees are treated with the same level of respect that you would want to see from your employer. The cornerstone of our great union and professional association is the unity that has been passed down through the generations before us, and it's a quality that we will need in abundance as we turn to face the many challenges ahead of us in the coming months.

Ian Lawrence, General Secretary

National Executive Committee

<i>Officers:</i>	Tom Rendon (Chair) until May 2014 Chris Pearson (Interim Chair) from July 2014 Yvonne Pattison, Nick Smith (until February 2014), Chris Winters (from February 2014), Megan Elliott (Vice-Chairs) Keith Stokeld (Treasurer)
<i>Branch Representatives:</i>	Each branch is entitled to send one of its two elected representatives to each NEC meeting
<i>NEC Black Reps:</i>	Richard Ogwang-Aguma (Greater London Branch) Maureen Vernon (Staffordshire and West Midlands)
<i>Officials:</i>	Ian Lawrence (General Secretary) Dean Rogers (Assistant General Secretary) Sarah Friday (National Official) Mike McClelland (National Official) Ranjit Singh (National Official) Tania Bassett (National Official)
<i>Administrator:</i>	Alison Bonner

1. **Meetings.** The NEC has met five times since the last annual report was written: in September and November of 2013 and February, April, July of 2014. 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.

2. **Officers.** Napo's officers for the year 2013-14 were: Tom Rendon (Greater London) – Chair until May 2014 – Chris Pearson (Essex) interim Chair from July 2014, Megan Elliott (Northumbria), Yvonne Pattison (North Yorkshire), Nick Smith (East Anglia) until February 2014 and Chris Winters (Humberside) from February 2014 – Vice Chairs, and Keith Stokeld (Durham Tees Valley) – Treasurer. The Vice Chair (Cafcass) post remained vacant.

3. **NEC Black Representatives.** During the year black representative seats were filled by Richard Ogwang-Aguma (Greater London) and Maureen Vernon (Staffordshire and West Midlands).

4. **Employers issues.** Dean Rogers joined as Assistant General Secretary in October. Deirdre Heinrich has been covering maternity leave for Administrator Shireena Suleman from October. Liz Manville was appointed as Finance Assistant in July 2014.

5. **Finance.** Napo's Treasurer 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 in *Napo News*. The audited accounts for 2013 are included in the annual report.

6. **NEC Reform.** The NEC approved proposals presented by the TUO committee. These proposals were presented to the Special General Meeting held in March 2014. Further information is included in the TUO committee section of the annual report.

7. **Disputes.** The NEC receives regular reports regarding branch disputes. The NEC was informed of the following *registered* disputes by branches:

- All Probation branches (bar Northern Ireland) were asked to register disputes over the staff transfers as a result of the Transforming Rehabilitation (TR) programme – until the signing off of the National Framework Agreement which happened in December.
- **Hampshire & Isle of Wight, Lancashire, South Yorkshire, Trent and West Yorkshire** registered disputes regarding the refusal of Trusts to hear TR grievances.

- **Family Court Section** – remained in an on-going dispute over Workloads.
- **Greater Manchester and Staffordshire and West Midlands** registered disputes over nDelius.
- **North Yorkshire** carried over dispute from former Trust re mileage allowance.
- South Yorkshire: in dispute over Workloads in CRCs and NPS.
- **Staffordshire and West Midlands** also in dispute within CRC over Workloads.
- **Trent (Nottinghamshire)** – remains in dispute over Workloads.

8. **Motions.** During the year the NEC passed motions covering:

- The Action Fund
- Children need Contact Centres
- Branch Funding
- Branch dissolutions and mergers
- The withdrawal of draft Probation Instruction 'Authorisation as Officer of a Provider of Probation Services'

9. **Operational Plan and Strategic Objectives.** The November meeting of the NEC agreed Napo's operational Plan 2013-14 and it was sent to branches in BR167/2013. 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. **National Disputes.** Napo registered a national trade dispute with the Secretary of State for Justice on 26th September 2013 regarding Transforming Rehabilitation.

11. **Transforming Rehabilitation.** This is covered in more detail in the Campaigning Committee section of the annual report and also in the Probation Negotiating Committee section.

12. **Public Service Liaison Group.** The TUC holds regular meetings of the PSLG which are attended by senior officials of all public service unions. Napo is represented by the General Secretary and/or Assistant General Secretary. The PSLG enables the unions to hold regular discussions about issues of common concern including cuts to jobs and services and privatisation threats.

13. **Trade Union Coordinating Group.** The TUCG represents the views and concerns of 10 trade unions including Napo. It organises a range of seminars and events including two fringe meetings at TUC Congress.

14. Napo continues to receive regular support and briefings from the Parliamentary Coordinator for the TUCG.

15. **Union Learning Fund.** The NEC receives regular reports via Training Committee and the Officers' Group on the work of the ULF projects in England and Wales. A report on the ULF projects is contained in the Training Committee section of the Annual Report. The ULF England project ended April 2014.

16. **Staff Associations (SAs).** Regular meetings take place between the SAs and Napo. Napo is working with the Staff Associations, to support them, as they undergo another review initiated by NOMS. The SAs are invited to nominate members to join Napo's delegations at TUC equality conferences.

17. **General Federation of Trade Unions.** Napo remains an affiliate of the GFTU. The GFTU's Educational Trust provides extensive training opportunities and many Napo members attend courses during the year. The General Secretary sits on the GFTU National Executive Committee.

18. **Trade Union Congress (TUC).** Congress 2013 took place in Bournemouth. Napo's motions entitled 'Saving the Probation Service' (part of a composite motion) and 'the impact of legal aid cuts on family proceedings' were carried.

19. Napo's delegation to Congress in addition to the Chair and General Secretary included Maureen Vernon (Staffordshire and West Midlands), Pat Waterman (Greater London) and Robbie Bourget (Thames Valley). A full report of the Congress was provided in *Napo News*.

20. The TUC Campaign 'Speak up for Justice' as a result of our composite motion passed at TUC Congress was launched in April (covered in more detail in the Campaigning Committee section).

21. 2014 Congress is taking place in Liverpool and Napo is submitting motions entitled 'Probation Service privatisation is unsafe' and 'Oppose the privatisation of Children's Services'.

22. **TUC Women's Conference.** Napo's delegation included Yvonne Pattison (Vice Chair), Su McConnell (South Western) and Angela Thompson (Staffordshire and West Midlands). Napo's motion was entitled 'The undermining of human rights and equality legislation'. Napo also submitted an emergency motion entitled 'domestic violence'.

23. **TUC Black Workers Conference.** Napo's delegation included Iqbal Bhogal (West Yorkshire), Urfan Amar (Thames Valley), ChinChin Oyolu-Barker (Northumbria) and Anselm Ubaka (Durham Tees Valley). Due to the pressures around the Transforming Rehabilitation agenda, Napo was not able to submit a motion for this conference.

24. **TUC Disabled Workers' Conference.** Napo's delegation included Angela Thompson (Staffordshire and West Midlands) and Iqbal Bhogal (West Yorkshire). Again, Napo was unfortunately not able to submit a motion for this conference.

25. **TUC Lesbian Gay Bisexual and Trans Conference (LGB&T).** Napo's delegation included Shirley Anderson (Northumbria), Megan Key (Staffordshire and West Midlands) and Angela Thompson (Staffordshire and West Midlands). Napo's motion was entitled 'Royal pardons for convictions of homosexuality'.

Cafcass Negotiating Committee

<i>Members:</i>	Steve Hornby (North West) Co-Chair Nicki Kenney (West Midlands) Co-Chair Christine Dyson (London) Peter Brooks (London) Sue Hassall (East Midlands)
<i>Officer:</i>	Vacancy (National Vice-Chair Cafcass)
<i>Official:</i>	Dean Rogers (Assistant General Secretary)
<i>Administrator:</i>	Cynthia Griffith

26. **Membership.** In accordance with the Napo Constitution, the Cafcass Negotiating Committee (CNC) for 2013/14 was elected at the Family Court Section (FCS) AGM which was held immediately before the Napo AGM Llandudno on 17th October 2013. The membership of the Committee is set out in the FCS Constitution. It has not been possible to fill the posts reserved for a Service Manager Representative and a lay member. Significantly, we have had no nomination for a National Vice-Chair for the FCS. Some of the work has been covered by the FCS Vice-Chairs and this has clearly left gaps in the work covered by what should be four national vice chair roles in the Napo Officers' group.

27. **CNC Meetings.** At the time of writing, Committee has met on four occasions and members of the Committee are to meet Cafcass management for a Strategic Partnership meeting on 11.09.2014. We have continued to hold CNC meetings on the same days as SEC meetings to make efficiencies with travel costs.

28. In addition, the Napo reps meet with Unison counterparts before the Cafcass Operational National Partnership Committee (NPC) meetings (three per year) and before the annual Cafcass Strategic NPC meeting open to all Committee members (next meeting scheduled for 11.09.2014).

29. The National Health & Safety Steering Group meetings have continued to be scheduled to follow Partnership Meetings.

30. The NPC has agreed to reduce the number of Operational NPCs from four to three and Strategic NPCs from two to one a year and to hold Cafcass Health & Safety Steering Group (HSSG) meetings immediately after these meetings in order to make the most efficient use of resources. Either side of the NPC can call a special meeting, if required, and the NPC continues to appoint sub-Committees and Working Groups in order to address specific areas of negotiation and consultation.

31. **2013 SAGM Resolution on Workloads.** This resolution called for a root and branch review of the work undertaken by staff in "Early Intervention Teams". These staff produce written safeguarding assessments for first court hearings following telephone interviews with parties and Police and Local Authority checks. It was recognised by Cafcass management, that those staff showing as in the "green" (safe and manageable) workload band were, even so, clearly working over capacity. Management was concerned that the resources were not available to undertake another time recording survey to respond to this shortcoming. However, there is to be a major study of the work practitioners engage in on private and public law case work from September to December. This will be shared with staff in September. It is hoped that the study (requiring staff to give weekly feedback on a single randomly selected case), will gather information about the significant amount of work that is now done early in the life of private and public law cases and ensure that workload points are then more appropriately apportioned in future. The study will also gather information about cases where there are Litigants in Person in private law work. The study will involve 1,000 Family Court Advisers and 1,000 cases. The CNC is encouraged by this and will endeavour to ensure that the workload measurement tool is adjusted further to reflect the actual work involved in casework.

32. Napo has continued to raise issues relating to the measurement of workload at the workloads sub group of National Partnership Committee (NPC). In particular, the concern that staff are allocated work by procedures which are contrary to the agreement reached between the Trade Union-side and management that there is consultation between staff and management prior to allocation. From April 2014 a point was added to the workload weighting where staff were required to attend a hearing following the filing of a private law report. Cafcass has recently announced that there will be pilots in some areas producing full Section 7 reports with a shorter timeframe and on One Day Assessments where parties are to be interviewed at court and a report produced on the day.

33. The recent roll out of the Electronic Case Management System (which combined the Case Management System and the Electronic Case File) enables members to see their workload and the colour code rating at a glance. Management anticipate queries from staff.

34. **Litigants in Person.** April 2014 saw a reduction in entitlement to legal aid. There was an increase in applications before April 2014 in order to secure legal aid prior to the implementation of the change. Parties in private law cases have struggled significantly. Napo conducted a survey in the autumn of 2013 which showed that there is considerable concern from Napo members at the increased work in private law cases with parties approaching Cafcass for what is in effect legal advice; as a result of this courts have been more inclined to order Family Court Advisers to attend hearings and less inclined to release them before the hearing is over.

35. **Review of Human Resources Policies.**

- **Travel & Subsistence** – further to the implementation of this revised policy last year and following transfer to the Ministry Of Justice in April 2014, food and drink is no longer provided on training or team development days unless staff meet the eligibility criteria under the policy.
- **Employee Relations** – This pulls together the existing disciplinary, grievance, capability and dignity at work policies although each will be a discreet policy designed to be easily useable from the intranet. Napo negotiators drew on ACAS guidance on many issues. This draft has been almost complete and good to accept for several months. National representatives who will also use the policy were invited to comment. A final meeting with management is planned for August 2014.
- **Management of Organisational Change.** We do not have any draft from management and at the present time it is not Committee's priority to pursue this.

36. **Pay Claim.** 74% of Napo members indicated in December 2013 that they wanted to reject last year's offer of 1% non-consolidated which was immediately imposed and paid in December 2013. For some staff the subsequent reduction in pay packets from April 2014 when the award was removed coupled with the increase in pension contributions resulted in a loss in real terms.

The joint pay claim for 2014-15 was submitted on 24.07.14. The unions are seeking:

- A fully consolidated increase of 3.% or £500 whichever is greater on all pay points and allowances in pay bands 1-7.
- The continued honouring of incremental progression to Target Point in each Pay Band.
- An increase to the London Allowance.
- Support for the introduction of a new Advanced Social Work grade. (This was raised in last year's claim. There is concern from members that this should not be pursued at the expense of a fair cost of living rise for all staff. Members are also concerned that the Enhanced FCA grade still has no job description and involves differing talks across the country.)

37. **Trade Union Facility Time.** Napo's facility time within Cafcass remains at 1.3 FTE (full time equivalent) which is 6 ½ days per week. This continues to be shared between the two Co-Chairs who operate a duty rota for all individual representations in the Section. However, due to Government Regulations limiting any individual to receiving a maximum of half of their working hours as facility time we need additional staff to assist in Napo and/or Representation work. We are delighted that several members have now indicated that they are willing to be trained to do representation work and to have a share of the facility time. Training is set up for November and December 2014.

38. **Newly Qualified Social Workers.** Following the departure from Cafcass of some NQSW members, there are ten remaining NQSW staff either in their first year with Cafcass or in their placement with the Local Authority. We repeatedly raised the fact that these members were not able to access their own workload weighting scores until ECMS began. Management has previously confirmed that these staff will be retained until they are fully qualified and able to secure FCA/Social Worker posts and that their roles, tasks and workloads will be governed by the NQSW pathway.

39. **Office Closures.** The plan to reduce the numbers of Cafcass run premises has continued, albeit at a slower pace. Some teams are now being relocated in court buildings where accommodation and facilities are not satisfactory (including overcrowding, an absence of procedures for booking rooms/work stations, car parking problems).

40. **Recruitment Campaign.** The Committee continues to seek to recruit new members to Napo. This is increasingly difficult with large numbers of agency staff in Cafcass where permanent staff cannot be recruited and retained.

Campaigning Committee

<i>Members:</i>	Jan Bateman (Durham Tees Valley) resigned January 2014 Ceri Handley (Western) Joanna Hughes (Western) left service May 2014 Carolyn MacDonald (East Anglia) David Masterson (Greater London) David Raho (Greater London) Chair until May 2014 Guy Tilbury (Kent Surrey and Sussex) Chair from June 2014 Richard Wakley (South / South Western)
<i>Officer:</i>	Megan Elliott (Vice Chair)
<i>Official:</i>	Tania Bassett (National Official)
<i>Administrator:</i>	Kath Falcon

41. **Membership.** Thanks are recorded to all members of the Committee including the Link Officer and Official. The Committee started the year with a full complement of eight members. During the course of the year there were a number of changes in membership and the final number of members stood at six. As in previous years not all members were able to attend all three meetings which, in combination with the changes in membership had some impact on the continuity of the Committee's work.

42. **Overview.** The major focus of the Committee and of Napo's campaigning has been to continue to resist the privatisation of the Probation Service and to draw the attention of Parliament, the press and the public to the risks inherent in the Coalition Government's Transforming Rehabilitation (TR) Agenda. A number of other issues have been addressed throughout the year as mentioned below.

43. **AGM Resolutions.** Campaigning Committee was allocated three motions from AGM and took action as follows:

Labour Party electoral commitment to restore public probation service

This AGM, whilst acknowledging the urgency of the need to continue the campaign to retain and save a public Probation Service, also recognises that the political drive to dismantle the Probation Service in a wantonly ideological way imposes an obligation on the union to consider all available political options to preserve a unified service.

Sadiq Khan MP, Shadow Secretary of State for Justice, has been invited to address AGM and his commitment to retaining a public owned Probation Service (whilst not unqualified) was reiterated recently when he addressed the Howard League and the PSO Conference. He noted that:

“In my vision for probation, there is no place for a madcap splitting of responsibility for offenders based on their level of risk. Day to day case management of all offenders will be done by probation trust staff. With trusts able to contract in support for skills, training, alcohol and drug dependencies as they see fit. The best performing probation trusts will get more freedoms over their budgets, and how they procure services, rewarded for their achievements. I believe this vision for probation – a publicly run probation service – can instil a laser-like focus on reducing re-offending. It would be free of the distractions of the rush to privatise. Instead, it will be focused on improved outcomes – reduced crime from re-offending.”

We therefore call on the Shadow Secretary of State for Justice to once again reaffirm his commitment to a free-standing unified public Probation Service at AGM and in anticipation of Labour coming back into Government in 2015 to continue to mitigate, by all available political and parliamentary avenues, the egregious damage currently being inflicted on Probation staff due to this Government's wilful efforts to dismantle Probation.

It was agreed to take this up as part of the anti-privatisation campaign and specifically to ask members with Labour MPs to write to them asking them to contact to Sadiq Kahn along the lines of the motion.

The Coalition Government must be defeated before May 2015

This AGM recognises that to wait for a general election in May 2015 in the hope that the Tories don't get a parliamentary majority with or without the support of their Lib-Dem poodles, is not a strategy that has any chance of success. The dismantling of the welfare state; the erosion of democracy; the decimation of the public sector trade union movement; the privatisation and dismemberment of the Probation Service, and the consequent threat to the survival of Napo as an independent Trade Union may well all have been achieved by May 2015.

Even if the Coalition were then to be replaced by a New Labour Government, which currently seems increasingly unlikely, Ed Miliband is on record as saying that he will not reverse the Coalition's austerity measures.

This AGM therefore realises that the only way to prevent the catastrophe outlined above is to launch a campaign of mass, non-violent, civil disobedience to bring down the Coalition Government, on a scale unprecedented in this country, involving all those sectors of society which oppose the present Government's "austerity" measures and the dysfunctional, corrupt and inherently unjust neo-liberal economic system that commands them.

It was agreed to signpost members to various campaign groups as appropriate e.g. the People's Assembly and to write articles on this for Napo News.

Transforming Rehabilitation – the risk to public safety

This AGM is appalled that private companies, who have no proven ability in the field of rehabilitation, are already working in conjunction with this Government and are busy lobbying for more work for themselves, while established Probation Trusts are specifically forbidden to bid for the 21 proposed contract package areas.

Nevertheless, this Government persists in its belief that allowing the privatisation of Probation to go ahead with only the private sector bidding for the work will guarantee reduced costs and reduced re-offending.

Conference is also seriously concerned that the Government has announced that providers will not be held to the same standards and requirements of the Probation Service, nor will they be required to use the same IT systems such as OASys and N-Delius, making it difficult to monitor the work that the private sector might undertake.

This AGM believes that the Government has failed to adequately consider the safety of the public, the rehabilitation of those who have offended or the wider detrimental impact of their so called 'Rehabilitation Revolution'.

This AGM directs its Officers and Officials to:

- *continue to present the public safety aspect as a key part of the Napo campaign in local and national media contact, and to Parliament,*
- *regularly revise and re-issue our campaigning material which highlights the professionalism of Probation staff so that this can be used by branches in their local activities,*
- *ensure that Napo prepares for a similar scenario should it be faced by our Family Court Section members.*

Responsibility for this motion was shared with the NEC. It was noted that work on this would be covered within the current work of the Committee.

44. **Equality Data.** It had been anticipated that the Equal Rights Committee would be analysing the data that had been collected from trusts. However it was reported to the Campaigning Committee that it had not been practicable to analyse the data as it varied so much from trust to trust. Discussions had been held with NOMS about a template to standardise data collection so that this comparison could take place in future. The Committee was told that Equal Rights Committee would continue to lead on this.

45. **Employment of ex-offenders by trusts.** A circular was sent to all Branches to ask them to raise the issue of whether their Trust welcomed applications from ex-offenders and asking all branches to raise this issue in local negotiation forums if this was not the case. A useful model policy was obtained from Northumbria Probation Trust on the employment of ex-offenders although it requires an additional statement that 'they would welcome applications from ex-offenders in job advertisements'. This is still in progress.

46. **Campaign against the Far Right.** It was agreed that Campaigning Committee would continue to take the lead on this and also that campaigning activity should be stepped up. This is a campaign that is of interest to members and connects Napo with groups that share similar aims and values. A number of branches have taken part in local rallies and we are anticipating that the new website will enable easier sharing of information about upcoming events. An article was submitted to Napo News regarding the importance of voting in the local elections.

47. **Human Rights.** The Campaigning Committee noted that Napo is now affiliated to Amnesty International and has made a donation to Human Rights Watch. It was agreed that a dossier or article on abuses of human rights by the international security companies e.g. G4S would be a useful piece of work and a Committee member was asked to undertake initial fact finding and to report back to the Campaigning Committee.

48. There were difficulties encountered in arranging meetings with other unions to discuss Carillion and it was agreed by the Committee to continue to seek to work together with colleagues in other unions. It was also agreed to identify those probation areas in which Carillion and Sentinel were in the bidding with a view to drawing up a model letter for those branches to send (following legal advice) asking for assurances on areas of concern, such as blacklisting of health and safety reps. It was noted that Napo was also looking at the performance record of Capita and other bidders with a view to producing parliamentary briefings.

49. **Communications.** To ensure that members can communicate more easily and speedily with national officers and officials a campaign email hotline was setup and this has proven to be extremely useful and effective and provided essential evidence for parliamentary bulletins and questions, media briefings and our continuing investigation of legal challenges. Any member wishing to pass on information that will help us should use the email address campaigns@napo.org.uk.

50. **Anti-Privatisation Campaign.** Napo has continued to vigorously campaign against the privatisation of probation and will continue to do so.

51. **Industrial Action.** At the National AGM in 2013 the result of a ballot in favour of industrial action was announced and members have taken industrial action on two occasions thus far. A 24 hour withdrawal of labour took place from mid-day on 5 November 2013 to mid-day on 6 November. A further 36-hour withdrawal of labour took place from mid-day on 31 March 2014 until midnight on 1 April 2014 and many striking members attended a successful rally in London with the Justice Alliance (lawyers campaigning against the withdrawal of legal aid). There were also similar events in many branches around the country which achieved record coverage in the local press, radio and TV.

52. **Parliamentary Campaign.** On 9 October 2013 a national lobby of Parliament took place at the Palace of Westminster. The lobby was very well attended by Napo members and supporters and by MPs. It was one of the largest lobbies undertaken by any union this year. Our supporters in The House of Lords did all they could to seek an Opposition Debate; however despite vigorous and well informed opposition, the Government majority ensured that the Offender Rehabilitation Bill was passed.

53. Napo continues to apply pressure on the Government through sympathetic MPs. Individual members can by regularly contacting their own members of parliament. Meeting MPs in person has proved especially effective. There has been a significant shift in the approach of the Labour Party to privatisation and Shadow Justice Secretary, Sadiq Khan's, office has become closely involved in recent months in supporting our campaign.

54. In March, Liberal Democrat MPs and Conservative MPs were lobbied and a further large scale lobby of all parties and parliamentary candidates is planned for 3 September 2014.

55. **Legal Challenge.** The Committee has been kept fully informed of and has discussed Napo's strategy on legal challenge of the Government's actions including the scope for a Judicial Review of the legality of TR. This work has also been regularly reported to the NEC.

56. **Media coverage.** During the course of the year there has been some impressive media coverage of probation issues. There has been a BBC documentary on the work of the service, a number of interviews and articles in both national and local media. National officers and officials and branch members have all contributed to this exposure and they are all worthy of our congratulations. Despite this work the message is not getting across to the vast majority of the public. The media in general appear to either be frightened of the Conservatives or owned by them or reliant on advertising from their supporters. There are one or two notable exceptions and they too deserve our congratulations and support i.e. the Guardian, Private Eye and the Independent.

57. **Publicity and Members' Contact with the Press.** The Committee issued guidance to members on speaking to the press. The advice issued was to focus on the public protection issues and risks associated with splitting up the Probation Service and to always make it clear that they are speaking in the capacity of Napo members and not employees of probation. We have also encouraged branches to make more use of retired members who are less restricted

58. The Committee discussed the feasibility of embedding links to national media on the Napo website and is considering ways of collating and publishing regional media coverage as a way of engaging branches in the press campaign and encouraging them to use local media.

59. **Support for Branches.** The Committee has explored how best to communicate with and support branches in their campaigning and has encouraged branches and members to make contact with their local MPs, local councillors, PCCs and media. Some of the Committee's proposals, such as the individual branch links to Committee members, have not been as successful as hoped; however the Committee continues to seek new ways to improve the effectiveness of the union in combating the insidious destruction of the Service being undertaken by the Government.

60. The Committee was briefed by Harry Fletcher in February when he advised the Committee on the work he had been doing on behalf of Napo as a parliamentary consultant. The Committee wishes to formally record its thanks to Harry for the additional work he has undertaken on behalf of Napo in these troubled times.

61. Napo is now producing weekly campaign bulletins for branches and members together with a weekly parliamentary e-bulletin for all MPs, selected Lords and the Welsh Assembly Members. The parliamentary bulletins are each focused on a specific issue and include suggested questions and actions for parliamentarians to pursue.

62. **Campaign Strategy.** The Committee discussed the necessary changes in campaign strategy. In the time before the 1 June split of the trusts into the NPS and the 21 CRCs the campaign strategy was to highlight the risks, delay the timetable and to protect members' interests. From 1 June onwards the focus of the strategy changed to one of recording and highlighting operational failures as they happen and to be able to link them to raised risk and signs of a predictable and predicted failure to deliver. By doing this we have the best chance of putting off bidders and delaying the share sale to such an extent that the Government's planned launch fails.

63. **Alternative Futures.** Napo and others have commissioned the Centre for Crime and Justice Studies to undertake a study on a model for how the supervision of the short-term prisoners on release could be undertaken cost effectively by the Probation Service as an alternative to the Government's proposals. This is due to be published once arrangements between the stakeholders have been agreed.

64. **PSO Campaign.** Napo and UNISON have been in discussions over a joint PSO campaign. A PSO specific parliamentary bulletin is being worked on to consider such topics as diversity, career development, role boundary changes and related pay and training issues.

65. **RSRs.** Concerns raised by members over the new risk assessment tool were discussed and it was decided to seek anonymous case studies for collation and preparation of press and parliamentary bulletins.

66. **Briefings.** During the course of the year, and at the time of writing, Napo has produced 54 briefing papers for parliamentarians and the press. The majority of these were briefings in relation to the passage of the Offender Management Bill through both Houses of Parliament, including a series of briefings on proposed amendments, and on the different aspects of the TR agenda for drop-in meetings and lobbies of parliament and for members to use when lobbying their MPs in their constituencies. Submissions were also made to the Justice Select Committee and the Public Accounts Committee, both of which took evidence on Transforming Rehabilitation.

67. **Justice Forum:** Campaigning Committee received reports on Napo's continued work in the Justice Forum. The Justice Forum brings together the major trade unions working in the Criminal Justice System and campaigns for an accessible and accountable Justice System that is well-resourced, fair and effective and which enjoys the confidence of the public and the professionals who work in the Justice Sector. At the end of last year the Forum called a special open meeting, inviting other justice agencies, campaign organisations, stakeholders and representatives of the legal professions and the magistracy and judiciary to participate in an enlarged and broader based group. This led specifically to Napo taking joint protest and industrial action with the Justice Alliance as part of the campaign against privatisation of the justice system and austerity cuts.

68. **Speak up for Justice Campaign:** In 2013/14 Napo also attended meetings of the TUC Justice Group and was involved in the joint TUC/Justice Unions planning group that led to the launch of the TUC Speak Up for Justice Campaign in the spring. The aims of this campaign are to challenge Government reforms and spending cuts, the privatising of policing, probation and prison services, the closing of courts and the of slashing the legal aid budget which has reduced public access to justice and are putting public safety at risk.

69. **Parliamentary Groups:** Campaigning Committee received reports on the work of the two parliamentary groups in which Napo is involved; the Justice Unions' Parliamentary Group (JUPG) and the Family Court Unions' Parliamentary Group (FCUPG). Both groups comprise MPs and Peers on a cross-party basis and have been crucial in furthering Napo's influence and campaigning activity in Parliament.

70. The JUPG currently has over 50 parliamentarian members and meets regularly with Napo, POA and PCS to discuss issues of concern within the CJS. It is currently chaired by Elfyn Llwyd MP (Plaid Cymru); with Jenny Chapman (Labour), Tom Brake (Lib Dem), Lord Ramsbotham (CB) and Baroness Gibson (Labour) as Vice-Chairs; and John McDonnell (Labour as Secretary).

71. The FCUPG comprises over 20 MPs and Peers, again on a cross-party basis, and is sponsored by Napo, PCS and Simpson Millar Solicitors. It is also chaired by Elfyn Llwyd and it meets every two months whilst parliament is sitting to discuss issues such as Legal Aid cuts, Child Contact Centres, litigants in person and Cafcass.

72. The groups are serviced by Union Services and Napo contributes towards the cost of the secretariat through the Justice Forum. Both groups have published a Parliamentary Digest as a summary of their work from January until August 2014. A full copy of this report can be downloaded from the Napo website www.napo.org.uk.

73. **Napo News/Napo News Online.** Eight printed issues of Napo News were produced during the period. These are currently circulated to just under 600 members who elected to continue to receive a printed copy in the post. The remainder of Napo's membership indicated that they preferred to read Napo News Online and this has resulted in significant savings for the union, particularly in relation to postage costs. Each printed version is also published online and, in addition, the online Napo News is updated regularly between printed issues. This has allowed greater flexibility in coverage and enabled Napo to publish up-to-date information and provide 'live coverage' of the anti-TR protest actions, including the two strike actions, which have attracted significant readership. Statistically, Napo News Online gets between 5,000 and 6,000 viewers when the newest edition is published. This rises when there is a significant news item; for example there were 10,000 + viewers in March/April when the second strike action took place and in early June at the point of the split. Napo News Online had a record 13,000 viewers in November 2013 when the first strike action took place.

74. Napo has been generally pleased with the response of members to the online publication. Indeed Napo News Online won a 'highly commended' award at this year's TUC Communications Awards, against stiff competition from much bigger unions with large editorial departments and budgets. The judges commented: "Using wordpress and in-house design, the team at Napo has created a quality online facility, with no budget, which is attractive to the eye, flexible and popular with members. A fantastic example of using freely available software to respond to demand. The judges also like the strong member focus'.

75. Both Napo News and Napo News Online continue to strive to make sure that the publications reflect the diversity of Napo's membership. We also welcome contributions and comments from members.

Editorial Board Probation Journal

<i>Members:</i>	Lol Burke (Merseyside) Editor Emma Cluley (Cheshire and Greater Manchester) Managing Editor Nicola Carr (Northern Ireland) Steve Collett (Cheshire and Greater Manchester/Retired) Liz Dixon (Greater London) Eleanor Fellowes (Greater London) Olivia Henry (Western) Peter Marston (Cumbria and Lancashire) Book Editor Kerry McCarthy (Greater London) Fergus McNeill (Universities of Glasgow and Strathclyde) Robin Tuddenham (Greater London)
<i>Officer:</i>	Keith Stokeld (Treasurer, ex-officio)

76. **Editorial Arrangements.** Oversight of the editorial process is shared between Lol Burke (Editor) and Emma Cluley (Managing Editor), backed by an experienced and committed board membership. 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.

77. Usage

- There were **78,015** downloads of articles in 2012.
- The most downloaded article in 2012 was Taylor's *Outside the outsiders: Media representations of drug use* which was downloaded 1,262 times.
- **2,519** institutions worldwide now have access through sales to library consortia, an increase of **17%** over 2011.
- The figures for 2013 are due to be produced shortly, however, within the first 6 months of 2013 **40,685** article downloads, an increase of **5%** over the same time period in 2012.

78. **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 royalty received by Napo this year in respect of the Probation Journal was **£37,637**. This figure was **£3,263** higher than last year's return.

79. A key development this year has been the launch of the partnership with the **European Journal of probation** after almost two years of careful deliberation and consultation. Under the partnership, the two journals are bundled together for the institutional market, thus enabling libraries to access both titles for a modest increase in Probation journal price. Key benefits to Napo and Probation Journal are:

- Increased revenue (Napo's royalty will be payable on the new, increased price).
- Increased international profile for Probation Journal.
- Cooperation between the two publications rather than competition, in terms of attracting submissions.
- Napo members having access to European Journal of Probation in addition to the 25 other Sage Criminology and Criminal Justice journals.

80. The partnership was successfully launched at the European Society of Criminology Conference in September 2013.

81. **Board Meetings and Board Composition.** The editorial board continues to meet every three months and remains a very strong and highly committed team. There is a decent geographical spread in terms of probation representation and the location of board meetings is scheduled to reflect this. Including the editors, the board now comprises probation practitioners, senior academics, a senior research consultant and a former Chief Officer. External academic and professional assessors continue to provide specialist assessment, helping the board to maintain an effective and respected peer review system. Peter Marston has responsibility for book reviews. Although there is a good gender balance amongst the board members, the racial composition of the membership is entirely white which is of concern.

82. **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.

83. 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, published articles have covered a wide range of topics, including ex-offender mentors, female sex offenders, therapeutic community research, social capital and desistance, domestic violence and WSW work, personality disorders, probation architecture, electronic monitoring, diversion schemes for women and restorative justice

84. It was particularly pleasing that the Best paper prize was awarded to a current practitioner for the second time – Jacky Burrows (Avon and Somerset Trust) for her article *Victim Awareness: Re-examining a probation fundamental*, which attracted positive feedback.

85. The 2013 special edition entitled, *Innovation in probation: Past, present and future* was a collection of papers broadly based on the presentations from the Napo centenary conference and was extremely well received and attracted a high quality of submissions. The edition was strongly promoted by Sage via social media sites. The planned 2014 edition has a working title of *Probation, relationships and the state: Who is in the room?* This edition hopes to explore the multitude of relationships that influence and impact upon the dynamics of supervision, interventions and desistance from crime.

86. 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. In the last four published editions each edition has had a contribution made by a practitioner as an article, practitioner response, or practice note.

87. **Issues in Community and Criminal Justice.** The restructured editorial arrangements have been completed and the series has been re-launched in order to breathe some new life into it. ICCJ 9 was successfully published in July 2014 entitled *Justice with Reason: Rethinking the Economics of Crime and Justice* by Kevin Albertston and Chris Fox. This is a timely publication that explores the influence of economic ideas on criminal justice policy and considers the implications for practice and policy. A formal launch of this publication is planned for the autumn. There were no monographs published in 2013.

88. **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

<i>Members:</i>	Charron Culnane (Greater London) Co-Chair Denise Mason (Kent Surrey Sussex) Co-Chair Ann Emslie (East Midlands) Barbara Randall (Northumbria) Brian Garbutt (FCS Yorkshire & Humber) Iqbal Bhogal (West Yorkshire) Ken Boyall (East Coast/Retired) Pervez Sadiq (East Midlands) Yvonne Pattison (Vice Chair)
<i>Officer:</i>	Ranjit Singh (National Official)
<i>Administrator:</i>	Deirdre Heinrich

89. It has been a difficult year and despite low meeting turnouts this Committee has worked hard to deliver on our priorities this year. We would like to thank all of our Committee members for their hard work throughout the year including the Link Officer, Official and Administrator.

90. **MOTIONS.** We were allocated one motion from AGM 2013: to develop training for members when working with people from Gypsy, Roma and Traveller communities.

91. The motion called on Equal Rights to liaise with experts in the field to develop materials for staff in probation and Cafcass in order to raise awareness of discrimination against people from Gypsy/Traveller/Roma backgrounds.

92. Originally, to progress work on this motion, Equal Rights Committee started discussions with the Napo Union Learn Project to develop a bespoke course for Napo Members. However, the demise of ULR funding meant that we have been unable to move forward on this. Ideally we had hoped to be able to develop training along the lines of the very successful dyslexia training from last year. As an alternative, the committee has started initial discussions with the GFTU to develop 'awareness raising' training. These discussions have proved fruitful and a meeting is taking place between the GFTU, Napo and an expert on Gypsy/Traveller/Roma Communities to explore the option further of developing accredited training on this subject.

93. To aid raising awareness, Equal Rights Committee has collated and distributed information about organisations that work with and provide support to Gypsy/Traveller/Roma communities. The Committee is also working with the mover of the motion to develop a brief factsheet of 'top ten tips' for working with Gypsy/Traveller/Roma People.

94. The Committee continued working a motion from AGM 2012: **Napo and the Ageing Workforce.**

95. A survey has been designed which has been sent out to members and is accessible via Survey Monkey. The information once analysed will show how age is impacting on members in Napo working in Cafcass and Probation. Appropriate guidance will be developed and distributed once the results of the survey have been studied.

96. **TRANSFORMING REHABILITATION AGENDA.** Most of our meetings and work this year has centred on ensuring that Equalities are part of the Transforming Agenda by making sure that Officers and Officials are aware of any potential issues and can include them in consultations, national negotiations etc. We had been kept waiting for data regarding diversity and the TR sift. Recently London has finally released their data. It is not good reading.

- NPS is a younger organisation – fewer 50+ than CRC.
- NPS has proportionally more male staff than CRC which means there are proportionally more women in the CRC.
- Disabled staff appear in larger numbers in the CRC. We have case examples regarding those on maternity leave, long term sickness absence and phased returns being sifted to CRC due to not having their full caseloads.
- Information on sexual orientation is too limited to be able to provide a basis for analysis. This is due to the numbers disclosing this information being too small.
- NPS has a lower proportion of BAME staff which has been called 'an unlooked for consequence'. As this mirrors the previous PSO redundancies it seems no lessons were learned in how we support and develop recruits from minority groups.

97. We expect these findings are replicated across England and Wales. These issues particularly those around race and disability have been brought to the attention of National Officials.

98. **Napo Policies.** GFTU were tasked with producing a single policy covering all of the protected characteristics. We are very pleased to say the policy is now complete and will be presented to the NEC meeting in September with the aim to launch it at this AGM in Scarborough

99. **Disability Survey.** The Committee have also worked to produce a survey for disabled members regarding reasonable adjustments, support, equitability and fairness. This was felt to be important in order to ensure staff are being properly supported and will continue to be supported in the new organisations.

The survey has been completed and will be sent out to members via Survey Monkey.

100. **Monitoring.** The Committee have reviewed the monitoring guidelines and have decided no updating is required at this time. However, we sought clarification from the Chair re monitoring closed sessions at the NEC. Monitors were being asked to leave closed sessions, which is contrary to the Monitors' Guidelines. The matter was put to the NEC in July which confirmed the Monitoring Guidelines. Monitors are now permitted to monitor closed sessions. Any monitoring feedback from those closed sessions is presented in written form to the Officers Group thereby maintaining confidentiality.

101. Our thanks go to the members of the Committee who have monitored NEC meetings throughout the year. We would also like to thank all of our members who acted as monitors at AGM Llandudno 2013 and SGM Birmingham 2014. We would also like to thank all of those who attended monitors training on the 14th July 2014 and look forward to seeing some of them in action at AGM Scarborough 2014.

102. **Race.** Following issues raised at a Training event for Black Napo members. Work has been undertaken to develop a self-organised group for Black Members. The group known as the Napo Black Network will be an informal group set up to discuss and work on issues that affect black members and take those issues forward within Napo.

103. Napo also sent a strong delegation and a motion to the TUC Black Workers' Conference which was reported on in Napo News.

104. **Disability.** It is understood that Branches need to provide the funding for members attending Napo training events/AGMs etc. regarding any reasonable adjustments. The Committee feels strongly this could seriously disadvantage smaller branches with limited finances which could mean some disabled members are treated less favourably than those from other branches. We feel there should be a central fund so any additional costs for reasonable adjustments in relation to training and AGM can be met equitably ensuring fair and equitable treatment for all.

105. There are ongoing issues with Assistive Technology (AT). The new screening tool for all cases at report stage is not currently accessible to AT users. This will seriously disadvantage AT users who are report writers. Action is required to ensure future compatibility, as this is the latest in a long line of new 'tools' that don't work with our current AT packages. We are seeing rising numbers of AT users taking early or ill health retirement directly attributable to the stresses linked to their issues with AT.

106. There are proposed changes to Access to work funding (cuts) and the way it is delivered. This could have a profound impact on disabled members who are currently supported by Access to Work funding. The Committee will continue looking into this for further information and will advise members accordingly.

107. A Napo delegation also attended the TUC Disabled Members' Conference.

108. **LGB and T.** Napo branches were pleased to support participation in many Pride events this year at the local level. Napo sent a delegation and a motion to TUC LGB and T Workers' Conference. We would like to undertake more work to support our LGB and T colleagues and need members to guide this work through motions and participation in the Committee.

109. **Women.** It has been gratifying to see so many women at the 'Top Table' but we still need to continue to remove barriers to women participating at all levels in the Union and the work needs to continue. Discussions have been ongoing about whether we keep the strategy group or if the remit has been completed. Next year will be a Women in Napo year and next year's Committee will work closely with Women in Napo to take this important work forward.

Family Court Committee

<i>Members:</i>	Margaret Burns (East Midlands)* Ruth Fields (West Midlands)* Olivia Fitch (East Midlands) Sherry Garnham (South East) Tim Kilsby (South) Jo McGregor (West Midlands) resigned in July Tony Mercer (Retired/Yorkshire & Humber) Co-Chair* Andy Stanton (Retired/East Midlands) Co-Chair* Brian Kirby (Retired/Eastern) Editor Family Court Journal
<i>Officer:</i>	Vacancy – National Vice Chair (Cafcass)
<i>Official:</i>	Sarah Friday (National Official)
<i>Administrator:</i>	Jacqui Paryag * denotes member of FCJ Editorial Board

110. AGM 2013 allowed the Family Court Professional Campaigning & Training Committee (FCPCTC) to revert to its original name, the Family Court Committee (FCC), while confirming that the FCC shall remain responsible for professional, campaigning and training issues in the area of Family Justice. It also passed a constitutional amendment that confirmed that the FCC and the Editorial Board of the Family Court Journal shall be elected at the AGM of the Family Court Section.

111. Compared to 2012-2013, the work of the FCC has been less frenetic this year, mainly because the Children and Families Act completed its parliamentary stages and became law on 13.03.14. The FCC and its allies in the Family Justice field are currently considering how they can influence any secondary legislation resulting from this.

112. The FCC issued **FCC 21-13 Napo Submission in Response to Draft Child Arrangements Programme** in response to a DfE consultation exercise. To another DfE consultation on Statutory Guidance on Court Orders and Pre-proceedings, the FCC supported responses which were made by the Interdisciplinary Alliance for Children (IAC) to which the FCC belongs.

113. **Legal Aid Reforms (Civil Law)** – further to the FCC's 2013 AGM motion and Napo's motion at TUC Conference 2013, predicting the devastating effects on children and their parents/carers of the widespread withdrawal of legal aid in private law family court proceedings, the FCC has been supporting the campaign to force the government to review their reforms of legal aid. The Family Court Section Executive Committee (SEC) circulated a questionnaire to all members of the Section re the increase of "litigation in person" in private law proceedings as a result of the withdrawal of legal aid. The results of this questionnaire informed Napo's contribution to a booklet produced by the constituent members of the Family Court Unions Parliamentary Group, which was issued to parliamentarians at a very successful public briefing session in Westminster on 01.04.14.

114. **"Children Need Contact Centres" Campaign** – The NEC passed a Category C motion on 27.11.13 endorsing the FCC's Campaign for Children's Contact Centres "Children Need Contact Centres". The FCC has been working closely with our FCUPG partners, Simpson Millar, the trade unionists' Family Law solicitors, on this campaign and has produced briefing papers and run an e-petition for it. However, the FCC has had to admit that this campaign has recently lost momentum and focus. A major problem is that it is asking for increased public spending for a not yet generally well understood resource against a background of austerity cuts and privatisation in the public sector.

115. One approach, which the FCUPG is considering, is to try to include consideration of an assessment for contact centres in secondary legislation arising from the Children and Families Act, which will be necessary to make it compulsory for private law applicants to attend mediation information and assessment meetings (MIAMs). Another would be to make common cause with the National Association of Child Contact Centres.

116. **Bedroom Tax** – the FCS was committed to oppose the Bedroom Tax by the 2013 SAGM. FCC has therefore been very pleased to circulate a Tribunal ruling which asserted that a bedroom kept by a separated father for his daughter to use when she had regular overnight staying contact with him should **not** be deemed as a spare room for the purposes of charging bedroom tax.

117. **Family Court Professional Conference** - this year's Family Court Professional Conference took place in York on 15.05.14 and was another very successful event despite some last minute crises. Particular thanks go to Jacqui Paryag, the FCC Administrator, for her outstanding ability to resolve these. A report of this conference appeared in the June edition of Napo News. The FCC will be following up many issues that were raised, particularly around "Family Annihilation" and "Implacable Hostility". For many members of the FCS, the Family Court Conference is the professional highpoint of the year. It provides not only high quality presentations and discussions in the formal sessions, it also serves as an opportunity for our members to come together from diverse areas of the country, to discuss professional and trade union matters in the informal settings outside of the conference.

The FCC has already started the planning process for next year's Family Court Professional Conference, which will take place in Birmingham and later in the year than is usual (18 or 25 June 2015) because of the General Election.

118. **Family Court Unions Parliamentary Group** - in the absence of a National Vice Chair (Cafcass/FCS) Napo's interests on the FCUPG are being represented by Nicki Kenny, Co-Chair of the Family Court Section and Dean Rogers, AGS, who was instrumental in promoting the very successful parliamentary briefing session on 01.04.14, which has taken the FCC's campaign against the harm being done to children and families by the Legal Aid reforms in family court proceedings, into the parliamentary arena.

119. The FCC remains the Committee of the NEC that has constitutional responsibility for all Napo's professional and campaigning issues in the Family Justice field.

120. **Privatisation** - the Section responded very swiftly to Gove's threat to privatise local authority child safeguarding services and submitted a motion for TUC Conference to the NEC. Fortunately, the strength of public and professional outrage to Gove's proposals, to which the Section contributed, was so great that it forced Gove to back down. This victory and Gove's removal as Education Minister, however, should not lull anyone into a false sense of security. All the signs are that the Tories have not lost the will to privatise local authority children's services, but are looking for more subtle ways of doing it and the implications for Cafcass are very worrying should the Tories form the next government, particularly as Cafcass was transferred from the DfE to Grayling's Ministry of Justice. The FCC must therefore continue to campaign to keep all children's services public.

121. **Interdisciplinary Alliance for Children** - the FCC continues to use its membership of the Interdisciplinary Alliance for Children to participate in responses to various relevant government consultations and to cement the broadest base of support for the campaigns that Napo supports, in particular the movement to reverse the cuts in Legal Aid in the Family Courts, which are denying people of modest means access to justice – a fundamental human right.

122. **The Future** - the FCC has discussed ways of bringing professional and campaigning issues back into the mainstream of the Family Court Section and of re-involving Section activists with the FCC. It has made suggestions as to a way forward to the Section Executive Committee with the expectation that the matter will be discussed at the SAGM at Scarborough on 09.10.14..

Family Court Journal Editorial Board

Members: Margaret Burns (East Midlands)
Olivia Fitch (East Midlands)
Brian Kirby (Editor Family Court Journal)
ex Officio
Andy Stanton (East Midlands/Retired)

123. The Journal editorial board remains small but continues to have a balance of male, female, working and retired members.

124. Unfortunately there was no second issue of the Journal last year, the embarrassing reason being that contributors failed to submit promised copy in a sufficiently timely way before the cut off end of the financial year, so the printing costs could not be covered. An issue is also late in distribution this year because of the absence of the editor because of family illness. However by the time this is read, an issue should have been circulated to members and also be available electronically via the website.

125. Much has been happening over the recent year concerning social and political issues that would be of professional interest to family court practitioners or that bear directly on their work. There is plenty of material to present and write about, but there is a strong need for more contributors to put pen to paper and send us copy about these matters and about current issues and experiences from daily practice, whether those issues are positive or negative. Above all, the editorial board wants the Journal to remain a voice for experience, sanity, good practice, support and debate on all issues that might be of professional interest to the readership

126. As reported before, we continue to search for new material from past contributors and will warmly welcome submissions from new contributors. We want to hear about any useful research by teams or individual practitioners and also welcome case studies and more informal items. We urge you to consider writing for the Journal and welcome any approaches to the editor or any member of the board to discuss ideas for articles or for assistance or advice when thinking about writing. In some cases you may have already written an academic dissertation or local survey or assessment that might not need much adaptation for publication. There is a vast amount of experience and excellent work being done out there; do let what you are doing reach a wider audience.

Health and Safety Committee

Members: Amanda Fisher (Four Shires) Co-Chair
Adele Hill (Essex)
Nicki Kenney (FCS West Midlands) Co-Chair
Michelle Leighton (London)
David Raho (London)
Tony Sturch (Essex)

Officer: Chris Winters (Vice-chair)

Official: Sarah Friday (National Official)

Administrator: Margaret Pearce

127. **The committee met in January, March and June 2014** and has five members working in Probation and one from the Family Court Section (FCS). Sarah Friday has completed her first year as the Committee's Official.

128. **AGM motion 2013:** "Holding fast to good health & safety practice". The committee and Napo's Officials have promoted the role of safety reps in our work with the employers and argued for existing health and safety provision to be included in the negotiations for contracts with Community Rehabilitation Companies (CRCs) and the NPS. Guidance has been issued to Branches about the impact of the Transforming Rehabilitation agenda on health and safety and the committee will continue to work on this due to the ongoing changes caused by Transforming Rehabilitation. Guidance is about to be issued to Branches/FCS on changing workplaces, drawing on lessons learned from the experience of the Family Court membership on the effects of the drive to reduce the number of workplaces.

129. Training:

130. **In December 2013**, stress was the theme of the training for 15 FCS Napo H&S reps and Office Contacts. It was well received with good feedback. The aim was to encourage reps to use the Cafcass Stress Policy and request group stress assessments in order to reduce the risk of staff feeling targeted for requesting individual assessments.

131. **In April 2014** Kathryn Ball, NOMS Health & Safety Adviser, attended a training day and spoke about the impact of TR on health & safety structures - guidance was issued about this.

132. The Napo training budget has needed to be reduced and training for Health & Safety reps is currently subsumed into the general Education budget.

133. **In order to address the need to recruit more safety representatives** to adequately cover the CRC/NPS divide, we are about to send out guidance to Branches/FCS with a revised edition of "Health & Safety Reps: Rights & Responsibilities." Members who experience difficulty securing time off to attend TUC H&S training courses should contact the committee for advice.

134. **Communication with members.** The H&S section of the Napo website has been updated, and bulletins and briefings have been issued to H&S reps and Branches during the year, with information and alerts to links to topical issues. In future, reps will receive links to the information on the Napo website. Bulletins are sent out electronically and are available on the Napo website in the Resources section. Safety issues have also been publicised in Napo News.

135. The TUC Hazards at Work manual has been updated and re-issued to H&S reps along with the Labour Research Department "H&S Law for Reps".

136. Napo continues its affiliation to the Hazards Campaign. Based in Manchester, this is the leading campaign group on safety issues. Hazards Campaign provides support for unions, and covers a wealth of information about health and safety themes via its quarterly magazine, "Hazards", which Napo sends out to all safety reps. H&S Committee encourages Branches/FCS to sponsor reps attendance at the annual Hazards Campaign conference held in August.

137. **Employer's Health and Safety Committees**

138. **Probation:** The NOMS Health & Safety Forum has not met this year. The NPS National Safety Committee will meet from September onwards. Each CRC will have its own Health & Safety Committee.

139. The IT Forum used to be covered by H&S Committee but is passing its remit to Professional Committee.

140. **In the FCS,** the Cafcass Health & Safety Steering Group has struggled with two inquorate meetings. In April 2014, Cafcass moved to the Ministry of Justice. Staff have seen no noticeable change to arrangements although there continues to be a constant stream of staff starting and leaving. Stress and workloads remain the major issues for members. Cafcass has been nominated for awards for the Health & Wellbeing programme which has introduced a range of health services for staff including repayment of costs for dental, glasses, physiotherapy, massage, second opinions (a taxable benefit) and dependants (at extra cost) and a range of discounted services including gym membership, dining club and supermarket shopping. Cafcass are driving forward an individualised approach to stress management, developing its own in-house tool with newly-employed graduates and the renowned Professor Cary Cooper who has piloted i-resilience tools in some areas. A new one-day stress intervention service offered to staff who are off sick with stress, anxiety and depression has brought some early assistance to staff. The aim is to reduce sickness levels amongst social work staff to 6 days per year and 4 for non-social work grades.

141. **TUC Union Health & Safety Specialists meetings.** Sarah Friday continues to represent Napo at this forum.

Probation Negotiating Committee

<i>Members:</i>	Dave Bellingham (East Midlands) Ikki Bhogal (West Yorkshire) Robbie Bourget (Thames Valley) Martin Bull (Staffordshire West Midlands) Gill Gardner (Durham Tees Valley) Patsy Leeman (Napo Cymru) Jackie Leggett (Napo Cymru) Carolyn MacDonald (East Anglia) Mike Quinn (Northumbria) Mike Rayfield (Kent Surrey & Sussex) Pat Waterman (Greater London) Chris Winters (East Coast)
<i>Officers:</i>	Tom Rendon (Chair) Committee Chair until May 2014 Chris Winters as Vice Chair from February 2014 Keith Stokeld (Treasurer)
<i>Officials:</i>	Ian Lawrence (General Secretary) Dean Rogers (Assistant General Secretary)
<i>Administrator:</i>	Annoesjka Valent

142. The Committee has met regularly throughout the year. Its meetings aim to coincide with the formal, quarterly meeting of the NNC and SCSOG. However, this has been irregular this year, due to the TR agenda. The NNC has been formally reconstituted to incorporate changes to the employers' side, with the abolition of the Probation Association, creation of the National Probation Service and the 21 Community Rehabilitation Companies (CRCs). The unions successfully negotiated the retention of a single table NNC covering the NPS and CRCs to retain unified national terms and conditions despite the threat of CRCs being sold off.

143. The Committee was allocated one resolution from the 2013 AGM entitled: 'Union support within SFO investigations'. A similar resolution had been passed at the 2010 AGM. As reported in the 2011/12 Annual Report section, there is no supporting legislation in place so we are not able to achieve automatic recognition of the right to a trade union representative being present at the SFO investigation stage, but such a feature could appropriately be advanced in negotiations by local Napo reps as desirable practice.

144. **Facility Time.** Guidance is being issued on facility time – unions having successfully negotiated a continuation of existing representation at least until any share sale allowing for Reps in the CRC to support members in the local NPS, and vice versa.

145. **Transforming Rehabilitation negotiations.** Major negotiations have had to take place with regard to staff transfer arrangements and terms and conditions for staff arising from TR and the service being split. These discussions included reference to arbitration through ACAS. NOMS representatives on the Employers' side were especially resistant to efforts to incorporate significant protections into the transfer agreement, vital if TUPE was not "technically" being applied and also to facilitate future staff movement between CRCs and the NPS.

146. Eventually an agreement was reached that protected existing recognition and negotiating arrangements, terms and conditions for staff transferred and some significant protections for future starters.

147. Examples include pay protection; continued membership and access to the local government pension scheme for transferees and all staff in the NPS and potentially for new starters in the CRCs post any share sale; contractual access to the terms of the voluntary redundancy agreement including for the length of the contract in CRCs (although NOMS will only guarantee to fund this for 2014-15); and continuity of service protected for staff moving between the NPS and CRCs, although due to legislative restrictions this couldn't be achieved for staff who subsequently move post share sale from a CRC into the NPS.

148. No agreement was reached about how staff would be allocated to either the local CRC or NPS. An assignment process was imposed which gave rise to over 1000 grievances. Cases continue to be disputed and await either employment tribunals or the newly created Staff Commission.

149. Regular briefings were sent to branches to keep members and local JNC reps up to date. Members are guided towards the final Staff Agreement on Staff Transfer & Protections and various circulars via the Napo website in the members' area.

150. **Transforming Rehabilitation Consultative Forum (TRCF).** Alongside the NNC, the Committee have been consulted about developments at the TRCF, an additional Forum for consultation around the TR process. The TRCF is designed to support consultation with unions about specific aspects of how the TR programme is being implemented and to discuss concerns – for example, we have consistently raised concerns about IT problems, workload issues, risk assessment tools, etc There was also a subsidiary TRCF Pension group which dealt with the transfer of all probation pension funds into a central pot administered by the Greater Manchester Pension Fund, as well as auto-enrolment across probation (see more detail below).

151. TRCF meetings continue and the Committee will discuss developments. Regular updates and circulars continue to be issued.

152. **Probation Consultative Forum.** As the name suggests, this will consider national matters for consultation as opposed to negotiation, both in the NPS and the CRCs. Following on from the split in June, its Terms of Reference are being reviewed. Now that the split is a reality and there is more 'business as usual' rather than a Programme, the PCF will gradually replace the TRCF as the appropriate forum for consultative matters. All three unions (Napo, UNISON & GMB/SCOOP) are represented at PCF and it will be convened as necessary but probably between six and twelve weekly.

153. **Measures.** In addition, there have been numerous discussions about so called "Measures". Measures cover terms and conditions which vary between the NOMS norm and probation terms on transfer. NOMS have the stated aim of wanting to harmonise all NPS staff onto standard MoJ conditions and processes, in part to support easy transition to their Shared Service HR models. In some cases this has been achieved by agreement (e.g harmonised pay dates). However, despite the single table NNC and continued ownership of the CRCs pre-share sale resting with the Secretary of State they are deeply resistant to any improved terms and conditions being equally applied to CRC staff.

154. Outstanding issues include:

- Common travel and subsistence rates.
- Sick pay arrangements.
- Maternity Pay, arrangements and family care/leave.

155. These negotiations are on-going, as a formal subsidiary of the NNC, with the Committee involved and consulted.

156. Application of an additional day's leave for the Queen's official birthday was contentious as this was deemed to have been conferred on NPS staff by virtue of them becoming civil servants whilst not applying to CRC staff who are deemed to be "unclassified public servants". However, even how and when it is to have been conferred on NPS staff remains unclear.

157. One area of great concern that remains largely outstanding is in relation to professional training arrangements and standards. The NNC will have a role in overseeing any changes that are put in place. Internally, both the Committee in conjunction with Training Committee will no doubt be engaged in this. Napo will be represented as a key stakeholder in discussions concerning the review of both PQF and CPD (continuing professional development). NOMS should be initiating a review of PQF before the end of the year.

158. **Pay Settlement 2012/13.** Negotiations over the pay claim made in May 2013 were delayed due to the TR agenda with negotiations over a staff transfer agreement taking priority. This delay resulted in an offer being put to members in December 2013 and the ratification process resulted in acceptance of the offer by 1421 votes to 179. In summary, the settlement was as follows: a 1% consolidated increase to all spine points and key contractual allowances, plus a 1% progression step for those not at their spine maxima.

159. **Pay Claim 2013/14.** Following consultation between Napo and Unison the trade union side claim was submitted in May 2014. In summary, the claim seeks:

- An above inflation increase:
 - All NNC pay points with effect from 1 April 2014.
 - London Weighting.
 - Relevant NNC allowances.
- The shortening of pay bands 1,2,3 and 4 by deleting the lowest pay point in each pay band.

160. **Pensions.** Separate meetings took place for a while under the TRCF auspices to discuss pension arrangements. Entitlement to the Local Government Pension Scheme (LGPS) continues for those currently employed and CRCs can offer the scheme to new joiners. The latest position with regard to pensions was clarified to branches in BR 40/2014:

- a) All staff in the LGPS at the point of the split will continue to enjoy membership of the LGPS whether they transferred into the NPS or a CRC.
- b) Staff starting in either the NPS or CRC prior to share sale will also be auto-enrolled into the LGPS (unless they actively choose not to join).
- c) All CRCs will have admitted body status within the LGPS and will be expected to maintain this and honour commitments in the contract. Failures to do so will be class as a fundamental and terminable breach of the contract.
- d) All contractors would expect to be paid by NOMS via the contract payment arrangements, to honour this commitment to transferees.
- e) Contractors (post share sales) can choose to continue enrolling new starters in the LGPS. For evident and obvious reasons around recruitment and retention of experienced staff, staff movement, etc. choosing to opt-out of the LGPS would have a significant impact upon a contractors capacity to recruit high quality staff. As long as they state an intention to enrol future staff in the LGPS within their bid, the cost of employer contributions will be met by NOMS via the contract price. As such there appears to be little incentive for contractors not to continue on-going unified membership of the LGPS, even for new starters although Napo will have to watch this closely if share-sale rolls out.

161. **Workloads.** Not unexpectedly this rapidly developed into a major concern. Caseloads are all over the place, people often don't know what they should be doing and new operating processes and tasks render existing timings for tasks redundant in many circumstances.

162. Napo resurrected the Joint Agreement on Priorities and Employee Care, which was signed off under cover of a Probation Circular back in 2001 when Probation came under the umbrella of the Home Office. Whilst some of the players in the Agreement (like the Home Office) are no longer relevant, the principles it established remain as important today as they were in 2001. The trade union side tabled this for discussion at the TRCF and it has been agreed that it should now be re-tabled at the Probation Consultative Forum (PCF) for review, refresh and re-issue. The trade unions are also seeking a commitment at the PCF to developing new workload timings to reflect the new and revised tasks that staff now undertake.

163. **Chief Officers.** Pay negotiations between GMB/Napo and the Probation Association through the Standing Committee for Chief Officer Grades (SCCOG) have largely mirrored those taking place under the auspices of the NNC.

164. **Information Technology**

165. This has continued to be a major cause of concern. Napo have expressed dismay that previous failings in the case management systems have been amplified, rather than be rectified, especially regarding access for those requiring assisted technologies.

166. There have also been significant concerns about system breakdowns arising from the split – 20% not being transferred and 10% of these remaining largely unaccounted for at time of writing according to NOMS statistics, or periods when there have been no email functions available.

167. Another ongoing concern relates to the functionality of the risk assessment tools, vital for case management and supervision. In short, this is not yet functioning safely and adequately. This whole area is made more worrying by NOMS insisting that bidders have scope to produce their own IT solutions.

168. **Punitive employee relations/Improving Attendance at Work (Sickness Absence Policy).** Standing item on Committee meeting agendas, arising from 2011 AGM Resolution (ascertain the numbers of staff subject to disciplinary action/dismissed as a result of capability). The trade unions have been told that under Cabinet Office Statement of Practice on Staff Transfers in the Public Sector (COSOP) any cases/procedures will carry over. Trusts closed off as many cases as they could prior to 1st June. There is no further update on this at the time of writing.

169. **National Learning Agreements.** Following the split in June, this matter has just been re-tabled at the NNC by the unions, for review. We will be seeking agreements both in the NPS and in the CRCs.

Professional Committee

Members: Paul Weatherstone (East Coast)
Committee Chair
Jan Clare (East Midlands)
Frances Mason (Essex)
Nick Peake (East Midlands)
Liz Wastell ((Cheshire and Greater Manchester)
Tracey Worth (Napo Cymru)
Officer: Yvonne Pattison (Vice Chair)
Official: Mike McClelland (National Official)
Administrator: Deirdre Heinrich

170. The Committee has not been fully formed this year in terms of membership numbers and this problem has been exacerbated by low attendance at all three of our meetings. Paul Weatherstone was elected as Chair of the Committee.

171. Unsurprisingly, the work of the Committee has been dominated by the TR agenda. The Committee has taken responsibility for responding under the consultation process, to new Probation Instructions - where they concern professional matters. There have been many of them this year.

172. **AGM 2013 Resolutions:**

173. Two resolutions were forwarded to the committee for its consideration.

174. On TR and Domestic Violence, the dangers inherent in including DV cases within the remit of CRCs have been fully aired by Napo at the TR Consultative Forum (TRCF) over the months since AGM - clearly to no avail. The issue of appropriate training for staff carrying such cases remains very real and of ongoing concern. Such training is to be made available in the NPS but whether CRCs buy into this is another matter. Napo is also pursuing a case for ensuring sufficient clinical supervision of those staff carrying difficult cases. Our position is that this should include DV work.

175. Members will be only too well aware of the chaos that has been visited upon report writing as a consequence of the service split. This has been compounded by ICT problems and the introduction of the new RSR tool. Our response on this front has been primarily via the TRCF, where Napo's concerns have been placed on record. We have also engaged in consultation over the relevant new Probation Instructions in this area of work. Sadly the drift towards faster, and simpler reports (but coupled with excessive new paperwork), linked to an often acute shortage of report writers consequent upon the split, has resulted in a rapidly declining service to courts. Respite from this chaos, much less an improving service, does not appear imminent.

Steering Committee

Members: Howard Davies (East Anglia/Retired)
Carolyn Mack (East Midlands)
Tony Mercer (FCS Yorkshire and
Humberside/Retired) from January 2014
Jeanne Peall (Kent Surrey & Sussex)
Committee Chair
Jo Thompson (East Midlands/Retired)
Maureen Vernon (Staffordshire West Midlands)
Graham Walsh (FCS Yorkshire and
Humberside/Retired) until December 2014
Officers: Tom Rendon (Chair) until May 2014
– Yvonne Pattison (Vice Chair)
Official: Ian Lawrence (General Secretary)
Administrator: Annoesjka Valent

176. 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 and as a result, it functions differently from Committees formed by the National Executive Committee (NEC). The Steering Committee year runs from January to December and there are usually three meetings outside of AGM. Representatives, including the Committee Chair, 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 in to action and reviewing what happened. During the period covered by this report Steering Committee also had to carry out its responsibilities at the Special General Meeting held in Birmingham on 5th March 2014.

177. AGM 2013 marked a return to Llandudno and the Venue Cymru. A total of 30 motions were submitted for debate – slightly up on 2012 – and six constitutional amendments (2013 was a ‘constitutional year’). A total of five amendments were submitted to motions and constitutional amendments, all of which were accepted. Three potential composite motions were identified prior to AGM, involving a total of six motions and all were eventually agreed, becoming Composites A to C. Of the remaining motions available for debate, including the composites, 18 were reached. 17 of these were carried, including one requiring a ballot and one was lost. Nine motions were not reached, although Steering Committee had been notified that two of these were to have been withdrawn. In 2011 only one motion was not reached and in 2012 all motions/composites were debated, so failing to reach as many as nine in 2013 was disappointing and is reflected in the figures outlined below.

178. 189 minutes were spent on debating motions, significantly down on the 272 minutes at Torquay in 2012 and the 253 at Eastbourne in 2011. A further 213 minutes were spent on general business, which included 111 minutes on the Annual Report, accountability session and formal business. General business involving speakers to conference and the debate session took up 128 minutes. Additionally, there were the simultaneous 90 minute sessions for probation and family court members. 79 minutes were lost to inquiracy at the start of morning and afternoon sessions, slightly up on Torquay but possibly reflecting the differences in the layout of the respective complexes and the ease of movement in and out of the hall. 41 minutes were lost to ‘no business’ during quorate time and there were 9 minutes of announcements during quorate time.

179. Two emergency motions were submitted to the Committee during the course of AGM. The first of these was considered by Steering Committee but deemed not to meet the criteria for an emergency. This decision was endorsed by Conference. The second emergency motion was debated and carried. The debate took a total of 3 minutes.

180. The Committee had only a short period to prepare for the SGM and were not able to have the usual pre-conference meetings, although we were able to meet the evening before the SGM. Lack of access to the hall until the morning of the SGM put pressure on all aspects of organisation but some initiatives to facilitate registration worked well and may be introduced at future AGMs. Steering was very busy behind the scenes with a number of issues to resolve in relation to the large number of amendments submitted to the three sets of tabled constitutional amendments, as well as a potential emergency motion. Following discussions with the various proposers, the emergency motion was withdrawn, as were the majority of the amendments. Amendment 3 to set A of the constitutional amendments was not accepted by the proposers and debated. It was lost following a ballot. Set A and Set B of the constitutional amendments were passed whilst Set C including amendment 1 fell as a result of a successful proposal to move next business. A total of 35 minutes was lost to inquiracy at the SGM.

181. The support provided by Napo’s administrative staff, both before and during AGM and, in 2014 the SGM, was essential in enabling the Committee to carry out its functions and is much appreciated. Thanks are also extended to the Chief Steward, the Deputy Chief Steward and the Stewards at Llandudno and at Birmingham, for their respective hard work throughout both General Meetings.

Trade Union Organisation Committee

<i>Members:</i>	Barry Adams (South / South Western) Shirley Anderson (Northumbria) Keith Bennett (Hampshire & Isle of Wight) deceased February 2014 Andy Ducker (South Yorkshire) Siobhan Foreman (Northumbria) Roger Peel (Cumbria and Lancashire) Migden-Sue Roberts (Napo Cymru) Committee Chair from February 2014 Chris Winters (East Coast) Committee Chair till February 2014
<i>Officer:</i>	Megan Elliott (Vice Chair)
<i>Official:</i>	Ranjit Singh (National Official)
<i>Administrator:</i>	Margaret Pearce

182. Trade Union Organisation Committee has met on three occasions in London. All three meetings have been well attended; this has enabled the Committee to progress significant pieces of work.

183. There has been some unforeseen change to the membership of the Committee: Chris Winters, originally elected Chair of the Committee, stepped down when she was elected by the NEC as Napo Vice –Chair, in February; Migden-Sue Roberts was subsequently elected as TUO Chair; and sadly, Keith Bennett, a new member of the Committee, unexpectedly passed away, his passing was marked at the Special AGM held in March 2014.

184. The majority of this Committee’s work has focused on the Government’s Transforming Rehabilitation (TR) agenda and how Napo will respond to the organisational challenges that arise and ensure that the union is able to continue to function by making the necessary constitutional changes that are required.

185. **Branch Funding.** This piece of work was carried forward from the previous Committee year, and the Committee presented proposals to the NEC for adoption, which were passed. As a consequence of these changes, from next year (2015), under the new arrangements, 50% of any surplus in branch accounts will have to be returned at year end, by every branch, and 50% of any unclaimed branch funds, will be transferred into the ‘Organising Fund’.

186. **Special General Meeting.** A well-attended Special General Meeting (SGM) was held in Birmingham in March. Branches made a tremendous effort to make sure the SGM reached quoracy. The SGM was called to address immediate changes required as a consequence of the Government’s TR agenda. The Committee developed three sets of Constitutional Amendments (CAs) to be considered by the SGM. The SGM approved the ‘Set A’ CAs, minus clause 9 (a). This set of amendments updated the constitution to take account of the abolition of Probation Trusts, and in turn take account of their replacement with the creation of the National Probation Service and the 21 Community Rehabilitation Companies.

187. The SGM also approved 'Set B' CAs as presented to the SGM, which made amendments to the terms of office for NEC representatives, which will now only allow for a secret postal ballot for NEC elections by branch members.

188. **The impact of TR on Napo Structures.** TR has had a massive impact on how Napo is structured. As a consequence of TR, the 35 Probation Trusts have been abolished and in their place we have a National Probation Service (NPS) and 21 Community Rehabilitation Companies (CRCs). This change has divided the workforce into two distinct groups. Half in the public sector NPS, and half in the 21 CRCs (which are potentially to be privatised). The Committee recommended that we do not divide our members, and they should stay together, in their respective branches.

189. The Committee presented a model for a new branch structure. The new structure reflected the changes to the local bargaining units, with the merger of Probation Trusts, to create the new CRCs. This structure kept members together from across 'the divide', whilst reflecting, the newly created local CRC bargaining units.

190. To assist branches that were required to merge, the Committee developed a 'Branch Merger Toolkit'. This Toolkit also included information about branch finance and what actions were required.

191. The Committee, as part of looking at organisational changes arising out of TR, also explored options to change the make-up of the National Officers. A proposal was presented by the Committee and it was passed by the NEC. The proposal required changing the role of the Treasurer into an additional vice –chair role. A Constitutional Amendment (CA) recommending this change will be debated by the AGM along with a series of consequential CAs.

192. **Organising and Recruitment.** Napo is operating in unprecedented times and faces numerous challenges. Therefore, Napo has put in place a new organising and recruitment campaign for the Probation Service in England and Wales. The campaign 'Stick Together with Napo' will run for four consecutive months. It started in July and will culminate in October at the TUC demonstration in London, taking place on 18th October. The 'Stick Together with Napo' campaign has two key aims 1) attempt to reverse the loss of membership; and 2) replace the loss of activists who have left the service.

193. A five-point plan has been developed for branches to adopt to deliver the aims of the 'Stick Together with Napo campaign'. Resources have been purchased by Napo Head Office and they will be distributed to branches accordingly. Additionally, Branches have been asked to commit to undertaking a mapping exercise, to find out where the gaps in membership currently exist, in order to target recruitment activity.

194. **Family Court Section.** Link National Officials have been working with the Family Court Section to deliver a bespoke recruitment and organising campaign that reflects the needs of members in the service.

195. **Napo's Education Programme.** This year, in addition to the standard Napo Education Programme, two additional training options have been provided for branches. This additional training has been offered as a consequence of the split which has resulted in Napo representatives in the Probation Service being assigned to either the NPS or the CRC, in some branches the split has resulted in most reps being predominantly in the CRC or NPS. The additional training is made up of (1) negotiation and consultation training and (2) handling case work. The first training is delivered by Napo's Education Provider, City of Southampton College on, and the second training is being delivered by Dave Rogan, Napo National Representative.

196. In addition, plans are in place to deliver bespoke training for members of the Family Court Section.

197. A review has been undertaken of how the standard Napo Education Programme is delivered. Following consultation with Women In Napo (WiN), a meeting was held with City of Southampton College, to explore how the education courses can be made more accessible. It was agreed, that next year's Education Programme will be delivered in a different way. It will no longer be delivered on a residential basis, in a central location. Instead, it will be delivered on a regional basis, and it will be based on a day release programme. The programme will consist of, between 3 to 5 days taught element, over a period of six months, and will require members to complete pre and post course work for the taught session. It is expected that this new method of delivery will make the Napo courses accessible to a wider range of members.

198. **National Branch Chairs' Meetings.** The Committee has contributed to the agenda of the National Chairs' meetings. The branch chairs' meetings have been used by the Committee to consult with the branches on proposals for branch restructuring and to launch the recruitment and organising campaign Stick Together with Napo.

199. **PSO Forum.** The PSO Forum has set up a working group to look at the 'Napo Role Boundaries' paper. The Forum recognise that under the TR plans there is significant scope for role boundaries to be further blurred and this could lead to the exploitation of the PSO role, both in the CRCs and the NPS.

200. The Forum has also been exploring options on how to raise the profile of Probation Service Officers (PSOs), and increase participation of PSOs in the structures of Napo. To this end the Forum has been working with TUO Committee to present a joint motion to AGM to reserve places for PSOs on relevant Napo Committees.

201. **Representation.** Members at risk of dismissal continue to be represented by members of the National Representatives panel. Members have received a high quality of service. It is recognised that members could benefit if the Panel had a more balanced race and gender make up, as well as a more even geographical spread. Accordingly, the intention is to seek to broaden the Panel before the end of 2014.

202. It is also recognised that branches are under considerable pressure in terms of their capacity and expertise in both representation and negotiation. Accordingly, we are initiating a number of training streams for branches, including utilising the expertise of National Representative, Dave Rogan to support additional branch training.

Training Committee

<i>Members:</i>	Patricia Johnson (Greater London) Co-Chair David Raho (Greater London) Co-Chair Michele Leighton (Greater London) Roger Peel (Cumbria and Lancashire) Darren Daniel (Napo Cymru) Carol Agana (Greater London) until April 2014 David Brickland (Northumbria) Gary Bown (South / South Western)
<i>Officers:</i>	Nick Smith (Vice Chair) until February 2014 – Chris Winters (Vice Chair) from February 2014
<i>Officials:</i>	Sarah Friday and Mike McClelland (National Officials)
<i>Co-opted:</i>	Marilyn Owens Napo ULF Project Lead for England until 31st March 2014 Briony Sutcliffe ULF Project Manager England until 31st March 2014 Aziz Bouleghlimat Napo ULF Project Manager Wales
<i>Administrator:</i>	Deirdre Heinrich

203. National Training Committee met on three occasions this year with most of the meetings fairly well attended despite all the ensuing changes and disruption caused by the Transforming Rehabilitation (TR) agenda.

204. Thanks are extended to Sarah Friday and Mike McClelland, National Officials, who initially shared responsibility for Training Committee, however, as the year moved on, Mike McClelland assumed the role as lead National Official for the Committee.

205. Nick Smith started the Napo year as the Committee's National Link Officer, however due to health considerations Nick had to resign from his post of National Vice-Chair in February 2014. The Committee wishes to thank Nick for his service towards this Committee during his time as the National Link Officer. Newly appointed Vice-Chair Chris Winters joined the Committee and thanks are also extended to her as well as the link Administrator.

206. Vicky Idusohan, NPS Training Projects Manager from NOMS Learning and Development Department, attended the last Committee meeting in July 2014. She was helpful in giving the Committee an overview of the development and establishment of a National Training Scheme for the NPS (I REACH) and the new Training structures within NOMS for the delivery of the Probation Qualifications Framework (PQF) across England and Wales. A synopsis of Vicky's presentation was attached to the Committee report to NEC in July 2014. One of the most important things to note is that the PQF will continue across England and Wales within the National Training Scheme structure. This includes a National Assessment Centre within NPS that will take over the responsibility for the management of the vocational qualification that was previously provided by the 35 Probation Trusts.

207. The Committee was also informed that within the delivery model of the new PQF there will be interchange agreements with the CRC's regarding potential placements.

208. Mike McClelland continues to represent and negotiate on behalf of Napo at the Professional Standards and Qualifications Advisory Panel (PSQAP).

209. Other Committee members were involved in the Committee's work outside of the formal meetings, mainly in connection with Union Learning Fund Project/Dissemination Events. Special thanks to Carol Agana and Sue Brown both ULR representatives for the London area who were helpful in assisting to arrange a series of Social Work briefings in conjunction with Kingston University.

210. The Union Learning Fund (ULF) England Project Team continued to closely liaise with the Committee until the project end date on the 31st March 2014. This Committee wishes to formally pay tribute to both Marilyn Owens and Briony Sutcliffe and indeed the ULF team, which includes Jacqui Paryag, ULF Project Support Worker and Theresa Boorman, Napo Finance Officer, for all the hard work and valuable contribution made to Napo and Cafcass during the life time of project.

211. **AGM 2012/2013 Resolutions:**

212. Two resolutions were subsequently passed at last year's AGM.

213. **Resolution 1: Preparing for change in an ever changing market**

214. Mike McClelland had a lead role in his position as National Official on the Napo negotiating team with the employers. With the backing of this Committee, Mike was able to submit a series of requirements seeking written and enforceable guarantees in service level agreements and contracts submitted to the MoJ regarding concerns for training after 1st April 2014. This Committee highlighted its concerns regarding ongoing training for those on the VQ3 and the apparent lack of future training arrangements for this specific cohort, post 31st May 2014. This Committee also noted the lack of information from MoJ on the issue of future training arrangements in the first six months of the Napo year. By all accounts, training issues appeared to have taken a back seat, in relation to the staff assignment process that was taking place at the same time.

215. **Resolution 2: Professionalism in Probation**

216. This resolution came out of a composite motion with Professional Committee. It called for a general agreement from AGM for Napo to stay involved and give regular reports to NEC on the progress of the development of the Probation Institute. The Probation Institute's sole purpose is to become the centre of excellence for probation and wider rehabilitation sectors and aims to support the development of evidence based practice. It was clear to all that the issue of 'Licence to Practice' was off the agenda, as the Secretary of State was not in favour of it. However, there was overwhelming consensus from AGM that Napo should be involved in its development.

217. Within weeks of returning from AGM, this Committee became aware that the previous Minister for Probation and Prisons, Jeremy Wright, provided £90,000 with £60k from the PCA and PA to fund the development of the Probation Institute (PI). The Committee understands that future funding is expected to come from individual membership subscriptions.

218. Napo continued to work alongside the Probation Chiefs Association (PCA), the Probation Association (PA), and UNISON in order to develop and launch the Institute in March 2014.

219. The Committee understands that the former National Chair, Tom Rendon, will remain as an independent Director on the board of the Probation Institute and Napo is in the process of appointing another Officer/Official to join the current group of Directors.

220. Members will be aware that the Probation Institute organised two successful Summer Seminars, in June 2014. Several members of Training Committee members attended one of the seminars, either in London or in York.

221. Mike McClelland continues to act as the Committee's Link Official for the Probation Institute, as he has a place on the PI Steering Committee.

222. **Branch PQF Liaison Officers.** Training Committee continues to encourage all Branch Chairs to take forward the idea of having a nominated link person for each Branch/region. This resolution was passed at AGM 2012 and continues to be a pertinent issue in light of charting the changes to the management of PQF/training issues within the Transforming Rehabilitation new world order of the NPS/CRC.

223. The Committee remains of the view that a named contact or single point of contact (SPOC) with regards to PQF and general training issues will become ever more important with regards to requests for information or for members seeking advice.

224. **Committee priorities 2013/14:** The Committee's work priorities this year were as follows:

- **Work on AGM resolutions:** Training Committee were able to assist Mike McClelland with the Committee's views and were able to monitor the progress obtained with the national negotiations with the MoJ/NOMS with the development of the National Training plan, whilst keeping an eye on new developments to the PQF delivery structure.
- **Union Learning Agreements:** This motion was passed at AGM 2012 which asked for this issue to be a standing item on the JNC/Regional Meetings agenda. Training Committee remains of the opinion that these agreements remain an important ongoing issue. However, this issue will have to be revisited in light of the split between NPS and CRC brought in by the Transforming Rehabilitation agenda.
- **Union Learning Rep Survey:** With the end of the Union Learning Project in England, Training Committee agreed at our last meeting in June to undertake a survey of all the branches. Chris Winters devised the survey which was circulated to all branches on 4 July 2014. The aims of the survey is to establish how many ULRs are left within Napo; where they are situated, either, NPS/CRC; facility time allowance, and whether there is an existing learning agreement in place. Training Committee believes that ULRs are a valuable resource within Napo which needs to be retained and supported where ever possible.
- **Monitoring of the VQ3:** Training Committee wanted to conduct a gap analysis of the number of staff requiring to complete the VQ3 accredited training before the split on the 31st May 2014. This was not possible for a variety of obvious reasons that were mainly down to the disruption that was caused by TR in terms of splitting the workforce. However, NOMS are fully aware of this Committee's views in term of the current cessations of the VQ3, through the Committee's National Official. Training Committee has agreed to write a motion to AGM on the issue of general access to training.
- **Gather information from Trust on training taking place in preparation for TR and CPD:** Again this proved more difficult than first envisaged, in light the unprecedented upheaval caused by TR and the merging of existing Napo Branches. However, the Committee were made aware that some Trust areas did their best to provide additional support for staff in preparation for the organisational split in service delivery, whilst offering some interim continuous professional development for existing staff. The issue of continuous professional development will remain one of this Committee's priorities going forward into the new Napo year and will be the subject of a second motion at AGM from this Committee.

- **Continuous monitoring of PSO Learners undertaking the VQ5:** Mike and Vicky in their respective positions and roles were very useful in providing numbers to the Committee. We understand that the NOMS were looking to recruit as many as 300 PSO learners nationally to undertake the graduate route.

Training Committee has voiced its concerns with regard to the equality of access to training, especially from candidates who may have a protected characteristic and/or are unable for a variety of reasons unable to complete a qualifying university degree. The Committee was made aware of a completed Equality Survey in London which highlighted the issue that by comparison to the NPS, more BAME staff had been sifted to the CRC. This was viewed by London SMT to be an "unintended consequence" of the staff assignment process. A letter was sent by Mike McClelland on behalf of this Committee highlighting this important point to the new Director of Probation for England, Mr Colin Allars. At the time of writing this report, the Committee is yet to receive a response.

- **Review of the PQF:** The Committee is aware that there is due to be a review of the PQF by April 2016. The Learning and Development Team in NOMS will be tasked to review the current curriculum and qualification content. This process will involve key stakeholders such as the Probation Institute, Unions Higher Education Institutes and Skills for Justice and other providers of Probation Services, including private providers (if they are involved as a result of the proposed TR share-sale) to ensure what NOMS regard to be a robust qualification. This Committee will endeavour to remain a key partner participant in any future review of the PQF
- **Clinical Supervision:** This important issue was raised during the course of the year and was deemed to be an important issue to take forward during the next Napo calendar year.

This has been a year of numerous fundamental changes to the delivery of Probation Services. The Secretary of State's Transforming Rehabilitation agenda has changed the landscape of what was known as the probation service for England and Wales. The split in service provisions necessarily had many casualties along the way. This Committee played an instrumental role in the development of a pathway into the PQF especially for Case Administrators. Due to the significant changes with TR, this provision could not continue after the 31st May 2014. The same applies to those PSOs who are yet to complete the VQ3 or wish to move on to complete the VQ5 graduate route. This Committee will continue to work towards the aim of reinstating what was in place prior to the split caused by TR.

225. **Napo England ULF Project Final Report - April 2014.**

Context. Given that the TR agenda has been an even greater priority since September 2013, we have focused on putting support structures in place for our ULRs after our Project funding ceased on the 31st March 2014. Additionally we have worked with Union learn and Napo Officers & Officials with a view to safeguarding existing signed Learning Agreements.

1. **Napo ULF input during the final quarter from January to March 2014**

National Disabled Staff Network Annual Conference:

At this event we promoted union learning provision and delivered a workshop to provide Information, Advice and Guidance (IAG), designed to raise awareness of those protective legislative frameworks for NDSN members that remain applicable to both the NPS and CRC's; and subsequently increase confidence for individuals in the wake of TR transfers.

2. **Social Work Briefings:** 16 briefings were planned and delivered throughout England following over 700 expressions of interest from Napo members of all grades including administrators, who were interested in knowing more about how to gain a Social Work qualification nationally. Thirteen of these events took place in Universities, two at the Priory Rooms in Birmingham central and one in London. Collectively 342 Napo members attended these events. Many qualified probation officers who attended were disappointed insofar as they had hoped that the universities would be able to provide a much shorter 'conversion' course which would enable them to APL part of their existing qualification over to gain a SW qualification, rather than the required 2 years which is currently the case. Whilst there is scope for SW courses to be reduced by several weeks in certain circumstances, course duration is largely 2 years at present, however, some of the universities are now considering the development of a conversion programme for the future. Any Napo members who wish to maintain up to date information about SW qualifications and University providers in the future are advised to access the Health Care Professionals Council (HCPC) web site.

3. **Union Learning Representatives (ULRs)** We are aware that the TR agenda has featured largely in preventing ULRs from fully carrying out their duties in the workplace for almost a year, and feedback significantly decreased in recent months. As a result we received no activity feedback from ULRs regarding any work undertaken by them during the final quarter. As noted at the outset of this report we have endeavoured to focus on ensuring that those individuals who wish to continue in their role as a ULR have the requisite support. To this end we worked with Union learn to compile a guidance document specifically for ULRs which will be provided to them and posted onto the Napo Learning & Development micro site. Additionally, we will provide ULRs with a copy of Union learn's statement for unions. Despite the fact that Napo no longer has access to Union Learning Funding for our members, Union learn remain committed to providing support to Napo as indicated in their Priorities for 2015, essentially to "Help unions build their learning activity, whether funded by the ULF or by unions themselves" (Tom Wilson, Director of Union learn).

- **ULR Meeting.** On the 11th April 2014 we held a final meeting with ULRs at the Unison Centre in London. Napo General Secretary Ian Lawrence, Patricia Johnson and David Raho (Chair and Vice Chair of Napo Training Committee respectively) also attended the meeting.
- **The Napo ULR guidance and Union learn statement** documents were provided to those present at the meeting, with agreement to also have them sent electronically for ease of access and future reference. The documents provide IAG relating to union learning provision for Napo members, including notification about regional ULR forums and training for individuals to progress their own CPD in the ULR role.

- **Learning Agreements (LA):** Those present confirmed that Leicestershire & Rutland, West Mercia, Warwickshire and Thames Valley Probation Trusts have signed LAs in place. In discussion it was suggested that with regard to securing a LA in London our largest region, that Napo contact Nick Smart, the new Chief Executive of the CRC in order to encourage him to adopt a Learning Agreement. Also to emphasise to him that ULRs will need to be granted Facility Time in order to be able to fulfil this role. Additionally, it was suggested that Napo centrally should write to each NPS Regional DD and CRC CEO to advise that the ULR role continues despite the ULF Projects ending.
- **Napo ULR Support:** It was also recognised that in future, ULRs will need a designated Napo point of contact in order to access guidance and advice to enable them to function fully and to an optimum level in their ULR roles. In the absence of the ULF Project Team, this central contact within Napo is more important than ever to ensure that CPD for Napo member's remains on the agenda's in all relevant forums. Ian Lawrence confirmed that ULRs will receive continued support from the centre.

4. **Farewell** Napo ULF Team wishes to thank those ULRs past and present who have demonstrated their commitment by working hard to promote Continued Professional Development for members in the workplace. We would also like to convey our thanks to other colleagues with whom we have worked in various forums and roles within Napo, for their support and encouragement over the years.

We sincerely wish all of you the very best for the future.

Napo ULF Team:

Marilyn Owens: ULF Lead Project Manager: England
Briony Sutcliffe: ULR Project Manager: England
Jacqui Paryag: ULF Project Support Worker
Theresa Boorman: Napo Finance Officer

226. **Wales ULR project - Wales; Pathways to Learning for All (PTLA):** The project has a duration of three years from April 2013- March 2016. The Welsh Government has just completed a first year review of the project and its conclusion is that the project has met all objectives and targets set out in the project contract. All grant claims for 1st year have been paid and received by Napo. The project has only recorded a very small underspend of less than £1000.00.

227. **TR and the functioning of the project:**

- Prior to the split of the service into NPS and CRC; Napo and the employer agreed to amend the Learning Agreement to replace "Wales Probation Trust" with *The providers of probation work....* This means that in Wales we continue to have a valid and operational Learning Agreement to be signed by Napo Cymru and reps from Wales CRC and Wales NPS.
- The Learning Committee will now have representatives from both CRC and NPS from the union and employers' sides. The learning committee is closely linked to the Learning and Qualification Forum although this may change.
- NPS and CRC have similar structures in Wales's i.e 5 Local Delivery Units in each organisation.
- The branch has at present 10 recognised Union Learning Reps (ULRs); 5 located in CRC and 5 in NPS. 1 ULR will be assigned to 1 LDU. This is a flexible arrangement and the ULRs will be able to support each other.

Report on the Implementing Napo's Anti-Racism Policy; work to promote an inclusive union by Committees

228. **National Executive Committee.** The Committee, in conjunction with the Officers, is responsible for monitoring the progress of Napo's equal rights policies. Primarily, this is achieved via the receipt of regular reports from each committee. The Committee elects the delegation for all TUC conferences including the equality conferences.

229. The Committee maintains direct links with the Staff Associations via Napo's regular meetings with representatives of the SAs.

230. **Cafcass Negotiating Committee.** The Committee continues to review its Equality and Diversity practices to ensure that its activities comply with Napo's constitution, relevant policies and 'best practice' in respect of equality of access, supporting diversity and involving members from across all the represented FCS grades in negotiations and consultation with Cafcass senior management.

231. The Committee is made up of elected FCS representatives, a national Officer and national Officials and we believe that it is as proportionately representative in terms of grade coverage, gender, ethnicity and membership of underrepresented groups as any other equivalent Committee in Napo.

232. The Committee welcomes and will actively encourage Napo FCS members from underrepresented groups to stand for the Committee, which is elected at the FCS's AGM.

233. In general terms, however, the Family Court Section, including the Committee, appears to have become excluded from the considerations of the Equal Rights Committee and the Staff Associations. We believe this needs to be remedied as a matter of urgency to avoid the Family Court membership becoming fragmented from Napo.

234. **Campaigning Committee.** Throughout the year the Committee has been mindful of the equalities agenda and the importance of this as part of the campaign against the Transforming Rehabilitation agenda and privatisation. Napo remains committed to ensuring that all members are treated with respect and dignity and no member of the union is disadvantaged on account of their race, gender, sexuality, physical or mental health, age, caring commitment or any other characteristic. The changes that the Government has rushed through and continue to push through have already had and are likely to have a further disproportionate impact on some sectors of the work-force. These changes and the effect on staff are of great concern to the Campaigning Committee and to Napo. The Committee has been collecting information on the discriminatory aspects of the implementation of TR via the campaigns email address. The provision of flexible working arrangements for those with care commitments is at risk. The provision of and opportunity for ongoing training and career progression has been severely reduced.

235. The IT systems in place due to TR still clearly are not fit for purpose and this can particularly impact upon Assistive Technology users. Untenable pressure on staff caused by shifts in role boundaries is causing stress and is likely to result in dedicated and valued members of staff leaving the service. Every member of staff leaving the service under these circumstances represents an irreplaceable loss to the service and in many cases a personal tragedy. For all these reasons we will continue to do all we can to protect all our equally valued members. The people we work with represent some of the most disadvantaged and vulnerable groups in society and the ideological policies the Government are pursuing across many departments are doing nothing to bring about a more equal and fair society; in fact, quite the reverse. The equality gap is widening. With the TR agenda there are particular concerns that provision for women, people with mental illness and victims of domestic abuse will be inadequate and/or inappropriate. We will continue to campaign on all these issues.

236. During the year the Committee also reviewed the collection of equalities data from the trusts and the work to develop a common template and to analyse the data; which is being undertaken by Equal Rights Committee. The Committee also continued to take the lead in Napo's campaigning activity against the Far Right particularly in relation to combatting racism and Islamophobia.

237. **Editorial Board Probation Journal.** The Probation Journal has board members drawn from across England, Scotland and Northern Ireland. Including the editors, the board now comprises five probation practitioners, three academics, a senior research consultant, a Local Authority manager and a chief officer. The Board currently has six white women and six white men. The racial composition of the board is entirely white which is of concern.

238. The Journal continues to seek to promote articles and other features on themes addressing discrimination and diversity. Every board meeting agenda includes an anti-discriminatory issues slot which gives an opportunity for discussion of issues such as submission patterns and board membership. All article submissions are monitored to identify trends and patterns of discrimination by grade or job title.

239. Much work has been done by members of the editorial board to assist first time authors and practitioners whose work has potential throughout the re-drafting process. The board also encourages submissions from managers and practitioners in the probation service and wider criminal justice sector. Contributions which seek to genuinely enhance the reader's understanding of difference are always welcome.

240. **Equal Rights Committee.** Has overall responsibility for the development and governance of all issues relating to equality and diversity in Napo. Its work over the past year is reflected in its annual report and as such need not be repeated here.

241. The Committee has endeavoured to ensure that all NEC meetings are monitored, and action taken when required.

242. **Family Court Committee.** The Committee continues to review its Equality and Diversity practices to ensure that its activities comply with Napo's constitution, relevant policies and 'best practice' in respect of equality of access, supporting diversity and involving members from across all the represented FCS grades in negotiations and consultation with Cafcass senior management.

243. The Committee was made up of FCAs and Napo Retired PAMs, elected at the Family Court Section AGM. The Editor of the Family Court Journal, a national Official and, more recently, the Assistant General Secretary are ex-officio members and the committee is actively facilitated by an administrator from Chivalry Road. This year the FCC has lacked the attendance of a National Vice Chair since the Vice Chair (Cafcass) post has remained vacant. This has hampered accountability as well as liaison and communications with the leadership of Napo and with the membership of the wider union. This has implications for the ability of the FCC to support and promote diversity.

244. However, we believe that the FCC is as proportionately representative in terms of grade coverage, gender, ethnicity and membership of underrepresented groups as any other equivalent committee in Napo. For political reasons and because of the relentless pressure of work, it is becoming increasingly difficult for working FCS members to remain consistently or continually active in the FCC.

245. The Committee welcomes and will actively encourage Napo FCS members from oppressed groups to stand for the FCC, which is elected at the Family Court Section AGM.

246. In general terms, however, the Family Court Section, including the FCC, appears to have become excluded from the considerations of the Equal Rights Committee and the Staff Associations. The Family Court Section Executive Committee sponsored a constitutional amendment at the 2013 AGM Conference, which reserves a place on the Equal Rights Committee for a member of the Family Court Section and which hopefully will begin to address this situation.

247. **Health & Safety Committee.** Equal rights and issues relating to diversity are central to the Committee's work and care has been taken to be inclusive as well as attending to individual need. This is apparent in the planning of training for members, in sharing information, in advising staff with assistive technology needs, and in drafting guidance to members about the impact of office closures. The Committee has been sensitive to the needs of disabled staff, for whom changes in location and working arrangements can have a greater impact. The Committee has joined in campaigns to promote the interests of members, e.g stress at work, and has shared information about workplace violence, bullying and other behaviours which can have a negative impact on all staff.

248. **Probation Negotiating Committee.** The Committee maintains a commitment to equality issues in pay negotiations. Concerns are raised with NOMS over the major issues with regard to IT changes due to the TR programme which are disadvantaging AT users.

249. **Professional Committee.** In common with other Committees, we have expressed our concerns about staffing profiles in the new organisations - how representative (or not) they are, and whether they will enable effective work to be done with all clients. These concerns are being pursued with NOMS via the Probation Consultative Forum. Equally the service provision for clients living in remote rural areas has been highlighted where, as a consequence of the assignment process, some areas are now increasingly poorly served by either the NPS or the CRCs.

250. **Steering Committee** comprises six elected members. The current Committee comprises four women, one of whom is black, and two men. It has members from both the Family Court Section and Probation Branches. The Committee is not involved in proposing policy through motions, but implements 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.

251. The Committee sends representatives to the site visits at the AGM venue as part of the planning process. The site schedule for each venue is drawn up in negotiation with the venue staff by the Conference Organiser. However, the site visits enable the Committee to identify issues of accessibility in terms of the dedicated rooms for Steering Committee and the Monitors, as well as more generally for members during the conference. The Committee representatives also consider any other factors that could impact on AGM business, including the ability of members to participate. This can be through practical arrangements such as the availability and siting of microphones, height of the speakers' podia and their accessibility.

252. 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 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. Following a decision by the NEC in 2013, the Committee has ceased to record and report back via the annual report, the race and gender of all individuals making contributions.

253. The Committee endeavours to make its role accessible to members through written material provided in Conference packs (available in other formats on request) and by actively seeking to be available to advise members during the course of Conference, although the location of the Steering room in some venues can impact on this. In addition to this we have established a Stewards' Information Point at the entrance to the Conference venue. The purpose of the Information point is to provide an accessible and dedicated place for any members, who require it, to seek initial assistance.

254. **Trade Union Organisation Committee.** The Committee is committed to ensuring an open and accessible union. It has delivered on this by taking active steps to ensure Napo's organisational structures are inclusive.

255. The Committee has undertaken a review of the Napo Education Programme as a direct consequence of feedback received from Women In Napo (WiN). In order to make the education programme more accessible for women members and carers, courses will now be delivered on a day release basis, on a regional basis.

256. The Committee has also made links with the Race Officer at the TUC - Wilf Sullivan, to ensure Napo is an inclusive union from a race perspective. Initial steps have been taken to explore the option of establishing a self-organised black network in Napo.

Report on the Implementing Anti-Racism Policy; work to promote an inclusive union by Branches

257. Only two branch reports were received. Thank you to those branches who submitted a return.

Affiliations for 2013

Abortion Rights

Campaign for Homosexual Equality

Campaign for Trade Union Freedom

Cuba Solidarity Campaign

GFTU - General Federation of Trade Unions

Hazards

Hope not hate

Howard League for Penal Reform

IER - The Institute of Employment Rights

Justice for Columbia

Labour Research Department

Liberty

National Shop Stewards Network

NPC - National Pensioners Convention

TUC – Trades Union Congress

TUFC – Trade Union Friends of Searchlight

UAF – Unite Against Fascism

Venezuela Solidarity Campaign

Wales TUC Cymru

Napo

ACCOUNTS

for the year ended 31 December 2013

Report of the Officers

The Officers present their annual report with the accounts of the union for the year ended 31 December 2013.

OFFICERS

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

<i>Name</i>	<i>31 December 2012</i>
L. Robinson	(Co-Chair) resigned April 2013
T. Rendon	(Co-Chair) then Chair
K. Stokeld	(Treasurer)
E. Chester	(Vice Chair) completed term in October 2013
C. Bewley	(Vice Chair) completed term in October 2013
A. Mercer	(Vice Chair) completed term in October 2013
M. Elliott	(Vice Chair)
N. Smith	(Vice Chair)
Y. Pattison	(Vice Chair) from October 2013

STATEMENT OF OFFICERS' RESPONSIBILITIES

The Trade Union and Labour Relations (Consolidation) Act 1992 requires a trade union to:

- keep proper accounting records with respect to its transactions and its assets and liabilities, and
- establish and maintain a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances;
- maintain such accounting records as are necessary to give a true and fair view of the state of affairs of the trade union and to explain its transactions;
- prepare annual accounts, in accordance with the requirement to make an annual return to the Certification Officer.

Signed, on behalf of the National Executive Committee:

K. STOKELD, *Treasurer*

Approved on 23 May 2014.

Independent Auditors' Report

TO THE MEMBERS OF Napo

We have audited the financial statements of Napo for the year ended 31 December 2013, which comprise the Income and Expenditure Account, Balance Sheet, Statement of Total Recognised Gains and Losses and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (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.

RESPECTIVE RESPONSIBILITIES OF OFFICERS AND AUDITORS

As explained more fully in the Statement of Officers' Responsibilities, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE ACCOUNTS

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the union's circumstances, and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Officers; and the overall presentation of the financial statements. In addition, we read all the financial and nonfinancial information in the Annual Report and Constitution to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent misstatements or inconsistencies we consider the implications for our report.

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the union's affairs at 31 December 2013 and of its results for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice the Trade Union and Labour Relations (Consolidation) Act 1992.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

- proper accounting records have not been kept by the union; or
- the union has not maintained a satisfactory system of control over its transactions; or
- the accounts do not agree with the accounting records; or
- we have not received all the information and explanations we require for our audit.

PK Audit LLP
Chartered Accountants
Statutory Auditor
22 The Quadrant Richmond Surrey TW91BP

Dated 23.05.2014

Income and Expenditure Account

FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013		2012	
		£	£	£	£
Income from Subscriptions			2,014,952		2,153,337
TUC Projects			185,775		219,644
Other Income	2		20,115		34,952
			<u>2,220,842</u>		<u>2,407,933</u>
Staff Costs	3	952,379		974,486	
TUC Projects		185,775		219,644	
Accommodation Costs		65,089		75,780	
Operating Costs		245,869		352,233	
Committee, Conference and Affiliation Costs		440,059		450,495	
Financial and Legal Costs		43,248		25,168	
Branch Expenditure		183,758		192,771	
		<u>2,116,177</u>		<u>2,290,577</u>	
			<u>(2,116,177)</u>		<u>(2,290,577)</u>
Surplus for the Year before Taxation			104,665		117,356
Taxation	4		<u>(2,446)</u>		<u>(3,280)</u>
Surplus for the Year after Taxation			102,219		114,076
Transfer to Legal Representation Fund	9		<u>(161,500)</u>		<u>(165,292)</u>
Transfer to Action Fund	9		<u>(5,000)</u>		<u>(5,000)</u>
Transfer to Office Relocation Fund	9		<u>—</u>		<u>—</u>
Transfer to Hardship Fund	9		<u>(2,000)</u>		<u>(2,000)</u>
Amount transferred to Accumulated Fund			<u>(66,281)</u>		<u>(58,216)</u>

The notes on page 27 to 29 form part of these accounts.

Balance Sheet

AS AT 31 DECEMBER 2013

	Notes	2013		2012	
		£	£	£	£
FIXED ASSETS	5		136,128		145,498
CURRENT ASSETS					
Sundry Debtors		143,312		175,829	
Cash at Bank and in Hand					
— Branches		128,473		131,930	
— Head Office		1,379,609		1,554,632	
		<u>1,651,394</u>		<u>1,862,391</u>	
CURRENT LIABILITIES					
Sundry Creditors		56,180		144,214	
NET CURRENT ASSETS			<u>1,595,214</u>		<u>1,718,177</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,731,342</u>		<u>1,863,675</u>
<i>Represented by:</i>					
ACCUMULATED FUND	9		1,427,356		1,493,637
OFFICE RELOCATION RESERVE FUND			250,000		250,000
LEGAL AND REPRESENTATION FUND	9		(27,680)		45,372
ACTION FUND	9		53,790		48,790
HARDSHIP FUND	9		27,876		25,876
			<u>1,731,342</u>		<u>1,863,675</u>

I. Lawrence, General Secretary

K. Stokeld, Treasurer

The notes on page 27 to 29 form part of these accounts.

Statement of Total Recognised Gains and Losses

FOR THE YEAR ENDED 31 DECEMBER 2013

	<i>Notes</i>	<i>2013</i> £	<i>2012</i> £
General Fund surplus for the financial year after taxation		102,219	114,076
Surplus for the year on Office Relocation Reserve		—	—
Donations from Branches to Legal and Representation Fund		1,000	1,000
Expenditure on Special Aid		(235,552)	(175,181)
Expenditure on Branches Hardship Fund		—	(491)
Total recognised losses since last annual report		<u>(132,333)</u>	<u>(60,596)</u>

Notes to the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2013

1. ACCOUNTING POLICIES

- (i) The Accounts have been prepared under the historical cost convention.
- (ii) Subscriptions income includes amounts receivable at the balance sheet date. Income is received from payroll deductions made by Probation Trust pay authorities and members direct payments to Napo. Royalties are accounted for when received.
- (iii) Expenses are written off in the year to which they relate.
- (iv) Rates of Depreciation and Amortisation are provided so as to write off the cost of Fixed Assets in equal instalments over their estimated useful lives.
 - Freehold Buildings — 2% on cost
 - Computer Equipment and Software — 25% on written down value
 Other Capital Items are written off in the year of purchase.
- (v) Pension Costs
 - Contributions in respect of the company's defined contribution pension scheme are charged to the Income and Expenditure Account for the year in which they are payable to the scheme.
 - Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.
- (vi) The NEC maintains a Legal and Representation Fund. The fund shall be financed by the transfer from the general funds of the Association in accordance with the Constitution.

Notes to the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2013

Continued

	<i>2013</i>	<i>2012</i>
	£	£
2. OTHER INCOME		
Interest Receivable	11,205	17,266
Sundry Income	8,910	17,686
	<u>20,115</u>	<u>34,952</u>

	<i>2013</i>	<i>2012</i>
	£	£
3. STAFF COSTS		
Included in staff costs are:		
Wages and Salaries	761,326	752,608
Social Security Costs	78,442	81,867
Other Pension Costs	61,626	72,809
	<u>901,394</u>	<u>907,284</u>

General Secretaries

	2013	2013	2013	2012
	£	£	£	£
	Former General Secretary	General Secretary	Total	Total
Remuneration compensation and benefits	119,093	62,143	181,236	71,324
Social Security Costs	5,236	7,521	12,757	8,824
Pension	989	1,500	2,489	11,784
	<u>125,318</u>	<u>71,164</u>	<u>196,482</u>	<u>91,932</u>

4. TAXATION

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

	<i>2013</i>	<i>2012</i>
	£	£
Current Corporation Tax	<u>2,446</u>	<u>3,280</u>

5. FIXED ASSETS

	<i>Freehold Land and Buildings</i>	<i>Computer Equipment and Software</i>	<i>Total</i>
	£	£	£
Cost			
At 1 January 2013	205,339	284,752	490,091
Additions	—	—	—
Disposals	—	—	—
At 31 December 2013	<u>205,339</u>	<u>284,752</u>	<u>490,091</u>
Depreciation			
At 1 January 2013	80,892	263,701	344,593
Charge for the year	4,107	5,263	9,370
Deduct for Disposals	—	—	—
At 31 December 2013	<u>84,999</u>	<u>268,964</u>	<u>353,963</u>
Net Book Value			
At 1 January 2013	<u>124,447</u>	<u>21,051</u>	<u>145,498</u>
At 31 December 2013	<u>120,340</u>	<u>15,788</u>	<u>136,128</u>

Napo

6. DEBTORS

	2013	2012
	£	£
Trade debtors	118,376	156,046
Prepayments	9,512	7,903
Sundry debtors	15,424	11,880
	<u>143,312</u>	<u>175,829</u>

7. 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 £61,626 (2012 - £72,809). No contributions were due at the year end (2012 £nil).

8. POST BALANCE SHEET EVENTS

An Appeal by a former employee against the findings of an Employment Tribunal was determined in March 2014. Due to the uncertainty of the amount of the final legal and other costs which will be incurred by the union in relation to the hearing and the fact that disclosure may seriously prejudice the position of the entity while in dispute with the former employee, all costs will be included in the accounts for the year ended 31 December 2014, once they are finally known.

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.

The fund is in deficit due to an increased requirement for assistance from members.

Action Fund

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

The Branches Hardship Fund

The Branches Hardship Fund was established to assist branches in financial difficulty.

Movements in the year are disclosed on the summary below.

10 Movement of Funds – Summary

	<i>General Fund</i>	<i>Office Relocation Reserve</i>	<i>Legal & Representation Fund</i>	<i>Action Fund</i>	<i>Branches Hardship Fund</i>	<i>Total</i>
	£	£	£	£	£	£
Income	2,220,842	—	1,000	—	—	2,221,842
Expenditure	<u>(2,116,177)</u>	—	<u>(235,552)</u>	—	—	<u>(2,351,729)</u>
Surplus/(deficit) for the year	104,665	—	(234,552)	—	—	(129,887)
Taxation	<u>(2,446)</u>	—	—	—	—	<u>(2,446)</u>
Net surplus/(deficit)	102,219	—	(234,552)	—	—	(132,333)
Transfers between Funds	<u>(168,500)</u>	—	<u>161,500</u>	<u>5,000</u>	<u>2,000</u>	<u>—</u>
Net (outgoing)/incoming resources	(66,281)	—	(73,052)	5,000	2,000	(132,333)
Balance at 31 December 2012	<u>1,493,637</u>	<u>250,000</u>	<u>45,372</u>	<u>48,790</u>	<u>25,876</u>	<u>1,863,675</u>
Balance at 31 December 2013	<u>1,427,356</u>	<u>250,000</u>	<u>(27,680)</u>	<u>53,790</u>	<u>27,876</u>	<u>1,731,342</u>

National Office

Detailed Income and Expenditure Account

FOR THE YEAR ENDED 31 DECEMBER 2013

	Schedule	2013		2012	
		£	£	£	£
Membership Subscriptions			2,014,952		2,153,337
Bank Deposit Interest			11,205		17,266
TUC ULR Project			185,775		219,644
Sundry Income			1,283		2,924
			<u>2,213,215</u>		<u>2,393,171</u>
Staff Costs					
Salaries, Pensions, National Insurance		901,394		907,284	
Staff Recruitment		10,172		6,116	
Staff Training		7,891		12,154	
Staff Expenses		32,922		48,932	
		<u>952,379</u>		<u>974,486</u>	
TUC ULR Project		185,775		219,644	
Accommodation Costs					
Rates, Light and Heat		24,295		25,635	
Repairs and Renewals of Building		30,922		32,585	
Insurance		6,410		5,972	
Professional Indemnity Insurance		2,700		2,700	
Office Move		—		6,820	
Sundry		762		2,068	
		<u>65,089</u>		<u>75,780</u>	
Operating Costs					
Printing, Stationery and Equipment		46,746		82,883	
Reference Books and Papers		346		1,355	
Postage		12,824		11,826	
Telephone		9,421		5,421	
		<u>69,337</u>		<u>101,485</u>	
Computer Maintenance, Support & Website		77,102		83,170	
Cost of Publications	1	90,060		156,454	
Depreciation		9,370		11,124	
		<u>176,532</u>		<u>250,748</u>	
Carried Forward		1,449,112	2,213,215	1,622,143	2,393,171
Committee, Conference and Branch Costs					
Committee Expenses		113,528		132,362	
Cost of Conferences	2	95,678		119,111	
Branch Grant		133,766		116,558	
Branch Conference Funding		38,908		35,053	
Branch Training		44,402		51,702	
Health & Safety		1,763		1,807	
Consultancy		3,626		—	
Membership Recruitment		13,363		12,614	
Union Learning Fund		—		(30)	
		<u>445,034</u>		<u>469,177</u>	
Subscriptions and Affiliations					
Fees – TUC		20,981		22,237	
Fees – Other		5,932		1,689	
Fees – GFTU		7,688		7,691	
		<u>34,601</u>		<u>31,617</u>	
Donations – Edridge		27,549		28,906	
Donations – Autonomous Groups		11,000		11,000	
Donations – Palladin		11,500		—	
Donations – General		147		508	
		<u>50,196</u>		<u>40,414</u>	
Ballots		26,047		12,328	
Political Lobbying/Media		55,984		36,011	
Women Strategy		—		6,252	
Health & Safety		—		6,307	
Tribunal Expenditure		871		—	
		<u>612,733</u>		<u>602,106</u>	
Financial Costs					
Audit and Accountancy		9,790		9,450	
Bank Charges		2,426		1,510	
Legal and Professional Fees		31,032		14,208	
		<u>43,248</u>	<u>2,105,093</u>	<u>25,168</u>	<u>2,249,417</u>
National Office surplus for year			108,122		143,754
Add: Branch Offices (deficit)/surplus			(3,457)		(26,398)
Total surplus for year before tax			<u>104,665</u>		<u>117,356</u>

Branches

Detailed Income and Expenditure Account

FOR THE YEAR ENDED 31 DECEMBER 2013

	2013		2012	
	£	£	£	£
Grants from National Office		133,766		116,558
Hardship Grant		—		—
Conference Funding from				
National Office		38,908		35,053
Individual Contributions		2,740		5,655
Bank and Building Society Interest		—		—
Donations		1,370		89
Sundry Income		3,517		10,018
		<u>180,301</u>		<u>167,373</u>
Branch Expenses				
Expenses of other Officials	15,947		14,238	
Printing, Postage and Stationery	3,373		1,936	
Branch Meetings	14,945		20,005	
Bank Charges	50		68	
Training	7,734		9,018	
Donations	6,542		4,445	
Net Cost of Annual and				
Branch Conference	119,820		135,808	
Hardship Fund		—		—
Other Branch Expenses	15,347		7,253	
		<u>183,758</u>		<u>192,771</u>
(Deficit)/Surplus of Income over Expenditure for the Year before Taxation		<u>(3,457)</u>		<u>(25,398)</u>
Charged to General Fund		183,758		192,771
Charged to Hardship Fund		—		—
		<u>183,758</u>		<u>192,771</u>

Publications Account

FOR THE YEAR ENDED 31 DECEMBER 2013

Association's Publications	Schedule No. 1			
	2013		2012	
	£	£	£	£
Cost of publications				
Printing — Newsletter		36,352		59,098
— Journal		58,840		56,943
— CAFCASS Journal		5,638		6,473
Postage — Newsletter and Journal		28,719		71,649
		<u>129,549</u>		<u>194,163</u>
<i>Less:</i>				
Sales — ICCJ Monographs	—		40	
Inserts — Journal and Newsletter	938		1,710	
		<u>938</u>		<u>1,750</u>
		<u>128,611</u>		<u>192,413</u>
Income from other publications				
Royalties — Napo journals	37,637		34,374	
Sundry Publications	914		1,585	
		<u>38,551</u>		<u>35,959</u>
Net cost of publications transferred to Income and Expenditure Account		<u>90,060</u>		<u>156,454</u>

Conference Account

FOR THE YEAR ENDED 31 DECEMBER 2013

Conference Account	Schedule No. 2			
	£ 2013	£	£ 2012	£
Cost of Annual Conference	87,533		98,109	
Less: Registration Fees	<u>(19,634)</u>		<u>(21,869)</u>	
Net cost of Annual Conference		67,899		76,240
Trainees Conference Expenditure	—		—	
Less: Registration Fees	<u>—</u>		<u>—</u>	
Net cost of Trainees Conference		0		0
Family Court Conference Expenditure	8,786		6,226	
Less: Registration Fees	<u>(120)</u>		<u>—</u>	
Net cost of Family Court Conference		8,666		6,226
Professional Conference Expenditure	193		49,037	
Less: Registration Fees	<u>(3,630)</u>		<u>(25,828)</u>	
Net cost of Professional Conference		(3,437)		23,209
Women in Napo Conference	12,700		248	
Less: Registration Fees	<u>(2,475)</u>		<u>—</u>	
Net cost Women in Napo Conference		10,225		248
Cost of Managers Conference	2,945		—	
Less: Registration Fees	<u>(1,920)</u>		<u>—</u>	
Net cost of Managers Conference		1,025		0
Cost of PSO Conference	15,479		5,265	
Less: Registration Fees	<u>(1,968)</u>		<u>—</u>	
Net Cost of PSO Conference		13,511		5,265
Cost of Health & Safety Forum/Conference	—		—	
Centenary Conference	—		—	14,816
YOT Seminar	—		—	—
Health & Safety Forum/Conference	—	2,199	—	—
Other Project Income	—	<u>(4,410)</u>	—	<u>(6,893)</u>
Total cost of Conferences		<u>95,678</u>		<u>119,111</u>

ACCOUNTS & ANNUAL REPORT

for the year ended 31 December 2013

(Abbreviated Version)

Administrative Details

Full name: The Edridge Fund of Napo the Trade Union and Professional Association for Family Court and Probation Staff
Registered Charity No: 803493
Registered Office: 4 Chivalry Road, Battersea, London SW11 1HT
Bankers: Unity Trust Bank plc, Nine Brindley Place, Birmingham B1 2HB
HSBC plc. 240 Lavender Hill, Battersea, LONDON SW11
Investment Managers: HSBC Trust Company (UK) Ltd, PO Box 880, Southampton SO15 1WP
Independent Examiner: Gina Alderson, Felden Lodge, Felden Lane, Hemel Hempstead, HP3 0BL

Report of the Trustees

Trustees

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

Anne King	(Avon & Somerset)	Appointed as Trustee September 2006, re-appointed in 2011
Nick Paul MBE	(London)	Appointed November 2008, term ended in November 2013
Alessandra Evans	(Thames Valley)	Appointed November 2008, re-appointed in September 2013
Liz Bywater	(Kent)	Appointed September 2009
Doug Stevenson	(London)	Appointed July 2012
Charlotte Dunkley	(Derbyshire)	Appointed November 2013

Anne King was appointed as Chair of Trustees in October 2008. Nick Paul was appointed Vice-Chair in May 2011. Doug Stevenson was appointed Vice Chair in September 2013.

Staff

Karl Deakin	Secretary to Trustees
David Cox	Business Officer & Book-keeper. Honorary Treasurer.
Sarah Byatt	Administrator

Chairs Report

Introduction

The Trustees have continued the recent practice of providing an abbreviated version of the Annual Report & Accounts, for inclusion in the Napo Annual Report. The Accounts presented are the full version, with the exception of the list of investments, which will be available with the full version of the Annual Report, before the Napo AGM in October 2014. The Accounts have been prepared in accordance with Charity Commission guidelines and requirements. I therefore present this Report and the Accounts for the year ended 31/12/13 on behalf of the Trustees.

Edridge – 2013 A year of consolidation

2013 marked a year of consolidation for the Edridge Fund, following major changes in the way we worked towards the end of the previous year. Trustees consider that the Edridge Fund now offers an efficient and streamlined service. However, this has been done without losing the compassion for, and need to empathise, with the people we help.

Trustees have had regard to the changes to the probation service throughout the year, whilst being clear that eligibility criteria for assistance will be unaffected.

The Edridge Fund of Napo

Trustee Changes

We welcomed the election of Charlotte Dunkley as a new Trustee in November 2013, to replace Nick Paul MBE. Trustees would like to place on record their thanks to Nick Paul for his work both as Trustee and Edridge Representative. Alessandra Evans was re-appointed as a Trustee for a second term in September 2013. Doug Stevenson was appointed as Vice-Chair of Trustees in September 2013 to replace Nick Paul.

Donations and Fund Raising

This year has been a disappointing year for our usual streams of donations and fund raising. The contribution from Napo was reduced by a small amount, the income from Fund Raising was reduced by about £3,000, general one off donations reduced by just over £5,000, and the profit from Christmas cards was also less than before. Within these figures the income from our 50/50 Club remained at the same level it has been since 2012, and for the second year running we had a good collection from the “Swim” at Napo AGM, with the receipts from that being doubled by online donations, compared with the previous year.

It is against this background that the Edridge Fund has had a remarkable year in terms of new sources of income, and we have reflected this in the accounts by putting the figures in as separate categories to differentiate these funds from our usual income streams, but in total they amount to a total sum of £40,631, and the notes to the accounts give further information on this. In addition to two bequests from former Napo members, we received £10,000 from the Civil Service Insurance Society Charity Fund, with the assistance of Keith Stokeld, Napo National Treasurer, for which we are very grateful.

Edridge Investments

The value of the investments in our Portfolio has increased by a small amount over the year, but at year end we had £11,836 more in cash within the Portfolio, compared with the start of the year. Thus the Fund has been very fortunate with the performance of the investments, which act as an important reserve, and this year we have not needed to make any withdrawals, thanks to the Corporate Charity Donation and the significant bequests mentioned above.

The Trustees have not undertaken a review of investments and risk policy during the course of 2013, due mainly to changes of staff at our Investment Managers, but this will be undertaken early during 2014. As indicated in previous reports our Portfolio is managed on a medium risk basis, with investments in an ethical framework. As before, the Trustees do not rely on the income from the Portfolio, and keep that within the account to be invested.

Governance

On 9th May 2013, Trustees adopted an amending Trust Deed which reflected the fact that the Honorary Treasurer and Secretary were not trustees and facilitated the signing of cheques over £500 by two authorised individuals. Following this, work was commenced on the feasibility of modernising the constitution of the Trust, which will continue into 2014.

The Trustees formally approved a complaints procedure, which is available on the Edridge Fund website. Trustees also adopted a clear position on data retention, data sharing and recording of grant decisions in accordance with the Fund's data protection responsibilities. Trustees also adopted a business planner which seeks to ensure the scheduling of key strategic.

Administration

2013 was the first full year following staff changes which involved the relocation of office facilities, and the adoption of a high level of technology to streamline our operation. The changes were reported to be working well. Trustees will continue to review job descriptions in order to ensure adequate risk management and appropriate allocation of work. A contract of employment was put in place for the Administrator, and work continues on reviewing job descriptions, and completing contracts for all staff. The Fund was registered with Wandsworth Council as a small society lottery, for the purposes of administering the 50/50 club. The Secretary to Trustees is the promoter.

During the course of the year, the Fund produced an information leaflet, which signposts applicants to sources of independent debt advice. A diversity questionnaire has also been added to the grant application form. The recording of the reasoning on grant decisions has been enhanced, facilitating an explanation where this is required. Trustees also approved revised template letters to applicants.

Trustees now have responsibility for overseeing communications with local Edridge Representatives within their region, with branches being grouped into five regions in the UK for these purposes.

The Edridge Fund of Napo

Applications for Assistance

The level of applications during 2013 has remained at the same level experienced over the last three years, with a marginal increase in the total number of applications, and the total paid out has increased by £3,574, compared with 2012. The Trustees have continued to target the amount paid to reflect the immediate needs of the applicant, so whilst the average figure for grants has remained the same, the range of amounts paid is quite wide. The reasons for applications seem to follow the pattern of previous years.

We will be publishing tables giving a breakdown of applications received in our full report, but we can confirm that the major proportion of grants paid have been to Napo members, being 74.6% of the total grants payments, and once again we have paid to Napo members more than we received in the Napo grant by about £12,000. The number of applications received was 185, slightly up on 2012, and of these 33 applications were refused or withdrawn, usually on grounds that the applicants were not eligible, and 12 applicants were referred to the other Union Welfare Funds. In two of those cases we did eventually provide grants totalling £870. In all cases the applications were dealt with on their individual merit.

Final thoughts

We are grateful to Napo in so many ways. Napo provide data storing and remote desktop facilities for our staff on the Napo computer system and forward post to our administrative office. We are grateful to Annoesjka Valent for her assistance in the nomination and election process for new trustees. Of course, the annual grant received from Napo represents a key part of our income allowing us to assist those in need.

The Edridge Fund has been fortunate this year to receive significant additional income streams, but income from regular donations and fundraising was down significantly on the previous year, and trustees are keen to ensure that this does not develop into a downward trend. We have also been helped by the good performance of our Investment Portfolio. Also, despite the reduced income from Fund Raising and individual donations, a lot of people have continued to work hard to raise funds for Edridge, and the Trustees can only thank the members and others who have done this. However, the fact remains that if a small proportion of the Napo membership were to donate comparatively small sums of money every month, our future would be assured, even in the difficult times that lie ahead. This would be vital if we are to continue to support our colleagues in need, at a time when that need is unlikely to diminish.

Trustees were heartened by the level of interest in the trustee vacancy in a second round of nominations sought in November 2013. Trustees would welcome volunteers to take over some of our work, and are looking in particular for individuals with experience as treasurer or in writing publicity materials.

In terms of our plans for 2014, in addition to the revision of our Trust Deed, work on Job Descriptions and contracts of employment, we will also be reviewing our financial controls in line with Charity Commission Guidance.

I thank our staff, David Cox and Sarah Byatt, and my fellow Trustees, for their dedicated and often daily contributions to the work of the Fund. I also want to acknowledge the very valuable work undertaken by our Secretary Karl Deakin, particularly in the area of our governance, which is being revised substantially.

Finally, I have to thank the many people who help us, in particular our local representatives, many of whom work tirelessly to promote the work of the Fund.

Anne King – Chair

July 2014

Independent Examination of Accounts

The Accounts were presented to the Trustees at their meeting on 24.7.14, and accepted, subject to a satisfactory Independent Examination, in accordance with Charity Commission Guidance. That report will be included in the full version of our Annual Report, which will be available at the Napo AGM in October 2014.

David Cox – Honorary Treasurer

July 2014

Statement of Financial Activities

(incorporating an Income and Expenditure Account)

FOR THE YEAR ENDED 31 DECEMBER 2013

	<i>Notes</i>	<i>2013</i> £	<i>2012</i> £
Incoming Resources from Generated Funds			
Voluntary Income			
Regular Donations and Gifts		9,048	11,488
Contribution from Napo		27,549	28,906
Bequests	9	30,631	—
Corporate Charity Donation	9	10,000	—
Activities for generating funds			
Fund Raising (including 50/50 Club subscriptions)	6	3,269	6,260
Sale of merchandise		70	—
Investment and Interest Income			
Investment Income		4,618	4,440
Bank Interest (including Investment Account)		Nil	Nil
Incoming Resources from Charitable Activities			
Contributions from members, branches and others		4,871	9,908
Net Profit (Loss) on Christmas Cards		630	964
Total Incoming Resources		<u>90,686</u>	<u>61,966</u>
Resources Expended			
Costs of Generating Funds			
Promotional/Fund Raising activities		238	236
Investment Management Fees		3,242	2,185
Website Expenses		504	504
50/50 Club Prizes		1,243	1,096
Purchase of Merchandise		133	—
Sub Total		<u>5,360</u>	<u>4,021</u>
Net Resources available for Charitable Application		<u>85,326</u>	<u>57,945</u>
Costs of Charitable Activities			
Grants paid		53,098	49,524
Management and delivery of the charity's purpose	2	11,675	16,180
		<u>64,773</u>	<u>65,704</u>
Governance Costs	4	1,109	1,019
Total Resources Expended		<u>71,241</u>	<u>70,744</u>
Net Operating Surplus/(Deficit) for the Year before Gross Transfers		<u>19,445</u>	<u>(8,778)</u>
Gross Transfers between Funds			(10,000)
Net Incoming Resources before Gains and (Losses)		19,445	(18,778)
Other Recognised Gains (Losses)			
Realised gains/(losses) on investments		10,460	11,992
Unrealised gains/(losses) on investments		1,536	6,645
Net Movements in Funds		<u>31,441</u>	<u>(141)</u>
Prior Year Adjustment	3	—	450
Total Funds Brought Forward		175,444	175,135
Total Funds Carried Forward		<u>206,885</u>	<u>175,444</u>

Balance Sheet

AS AT 31 DECEMBER 2013

	Notes	2013		2012	
		£	£	£	£
Fixed Assets					
Tangible Assets	1		Nil		Nil
Investments	8		168,308		166,772
Current Assets					
Debtors	7	3,654		3,848	
Cash at Bank and in Hand		36,224		8,466	
		<u>39,878</u>		<u>12,314</u>	
Creditors:					
Amounts falling due within one year					
Accruals	5	<u>1,301</u>		<u>3,642</u>	
Net Current Assets			<u>38,577</u>		<u>8,672</u>
Total Assets Less Current Liabilities			<u>206,885</u>		<u>175,444</u>
Net Assets			<u>206,885</u>		<u>175,444</u>
Income Fund and Reserve					
General Reserve as at 31 December 2013			<u>206,885</u>		<u>175,444</u>
Total Funds available to the Fund			<u>206,885</u>		<u>175,444</u>

These financial statements were submitted to the Trustees for approval at their meeting on 24 July 2014, and were approved, subject to a satisfactory Independent Examination.

ANNE KING
Chair of the Trustees
24 July 2014

The notes below and on the following pages form part of the accounts

Notes forming part of the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2013

1. ACCOUNTING POLICIES

The accounts have been prepared using the same policies published in previous Annual Reports, with the exception of the policy on "Other Assets", where the Trustees have decided to reflect stocks of unsold items of fund raising merchandise in the accounts. An explanation is in our Full Report.

2. MANAGEMENT AND DELIVERY OF THE CHARITY'S PURPOSE

	Notes	2013	2012
		£	£
Staff Costs		9,337	9,306
Office Services including rent		600	2,930
General Office Costs/Equipment			
Maintenance		951	1,724
Equipment Purchase		Nil	592
Insurance		604	599
Bank Charges		105	93
Gift to retiring Trustee		78	Nil
"Succession" Expenses		Nil	936
		<u>11,675</u>	<u>16,180</u>

The Edridge Fund of Napo

3. PRIOR YEAR ADJUSTMENT

In our accounts for 2012 we accounted for a sum of £450 as a creditor, in respect of a Grant which had been authorised, but a cheque was not issued until 2013, as we awaited confirmations from another agency. Subsequently that agency returned the cheque and the application was withdrawn. In view of this we have made a Prior Year Adjustment to account for this, and the expenditure figures have been amended in the appropriate funds.

4. GOVERNANCE

		2013	2012
		£	£
Staff and Trustees Expenses	4a	946	771
Independent Examiner's Fee		Nil	Nil
Napo Conference Expenses		163	248
Trustees Training		Nil	Nil
		<u>1,109</u>	<u>1,019</u>

(a) Expenses paid to Staff and Trustees were for travel to meetings and associated costs, including refreshments. No fees were incurred for use of meeting rooms, which were provided by Napo and the London Probation Trust.

5. CREDITORS

	2013
	£
Website Expenses for 4th Quarter	126
Napo AGM expenses paid in 2014	55
Trustee Expenses (meeting)	11
Grants for 2013 paid in 2014	1,009
Mail forwarding costs to Napo (estimated)	100
	<u>1,301</u>

6. FUND RAISING

	2013
	£
Fund Raising and Sponsored Events	881
50/50 Club Subscriptions*	2,388
	<u>3,269</u>

* The net benefit to the Fund of the 50/50 Club was therefore £1,146 during 2013.

7. DEBTORS

		2013
	Notes	£
Gift Aid Tax Refund for 2011/2012 (estimated)	7(a)	1,800
Gift Aid Tax Refund for 2012/2013 (estimated)	7(a)	1,800
Christmas Cards (based on receipts in 2014 'till 31/3/14)		54
		<u>3,654</u>

(a) Carried over from the 2012 accounts; returns were not made during the current year, as substantial changes occurred in the HMRC procedure in submitting returns, and registration of persons authorised to make returns, at the same time as we were registering new authorised persons. The returns will be brought up to date during 2014.

The Edridge Fund of Napó

8. INVESTMENTS

The valuation is based on the report of our Investment Managers, reflecting the position as at 31/12/2012. A full list of our investments will be available with the full Edridge Annual Report, available on our website before the Napó AGM in October 2014.

9. VOLUNTARY INCOME – Special Items

		<i>2013</i>
Bequests	<i>Notes</i>	£
Estate of the late Marie Louise Docherty (West Mercia Branch member)	9(a)	5,000
Estate of the late Zoe Hamilton (former Kent Branch member and also Former Chair of Edridge)	9(a)	25,631
Corporate Charity Donation		
CSiS Charity Fund	9(a)	<u>10,000</u>
		<u><u>40,631</u></u>

(a) Please refer to “Donations and Fund Raising” in the Chair’s Report in the first section of this report, for further information on these donations.

CONSTITUTION

(Formulated by the 1956 AGM; last amended by the 2014 AGM)

1. Name

The name of the Association shall be Napo – the trade union and professional association for family court and probation staff.

2. Objects

As a professional association and independent trade union, the objects of the Association shall be:

- (a) To protect and promote the interests of members.
- (b) To combat racism, oppression and discrimination and to actively oppose all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.
- (c) To promote full equality of opportunity for all including through:
 - (i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;
 - (ii) the union's own employment practices.
- (d) To ensure collective action on matters affecting the interests of members; to improve their salaries, conditions of service and superannuation.
- (e) To formulate and execute policies which improve the work and development of the Probation Service and the Children and Family Court Advisory and Support Service (Cafcass) and which address issues of criminal justice and social welfare.
- (f) To co-operate with others in pursuit of the objects of the Association.
- (g) To collect, maintain and administer funds for all or any of the above purposes.

3. Political Fund

- (a) This Association shall establish and maintain a political fund to finance such activities in pursuit of the objectives of the Association which are deemed political under the Trade Union and Labour Relations (Consolidation) Act 1992.
- (b) The political fund shall be administered in accordance with such rules as shall be established by a General Meeting or the NEC and approved by the Certification Officer.

4. Membership Eligibility

- (a) The following persons in England, Wales and Northern Ireland shall be eligible to be full members of the Association:
 - (i) *Persons paid on a salary scale drawn from those which the Association is involved in negotiating and employed by an organisation delivering probation, rehabilitative or family court services.*
 - (ii) *Those intending to seek employment as defined in clause 4(a)(i) and undertaking a course of training leading to an appropriate qualification for such an appointment.*
 - (iii) *Those who have been made redundant from employment as defined in clause 4(a)(i) and wish to return to such employment.*
 - (iv) *Those unemployed persons who have been employed as defined in clause 4(a)(i) who are seeking to return to such employment following resignation within the previous year or such longer period as the NEC may allow in individual cases.*

(v) *Those who wish to find employment as defined in clause 4(a)(i) and have obtained an appropriate qualification but who have never found such employment.*

(vi) *Persons from time to time designated by the NEC.*

(b) Professional Associate Members shall be:

- (i) *Former probation or family court staff who become teachers making a substantial contribution to the training of future probation or family court officers.*
- (ii) *Social workers in Scotland working with offenders.*
- (iii) *Social work staff in Wales employed by Cafcass Cymru.*
- (iv) *Probation and other relevant staff working on the Isle of Man or the Channel Islands.*
- (v) *Social work staff of approved probation hostels.*
- (vi) *Other staff employed in community rehabilitation or Cafcass who share the professional aims of the Association but who are not eligible for full membership under clause 4(a).*
- (vii) *Retired full members.*

(c) Associate members shall be:

- (i) *Retired full members.*
- (ii) *Other persons not eligible for membership under clause 4(a) who are in sympathy with the objects of the Association.*

(d) Corporate associate membership may be granted by the NEC to groups or societies on such conditions as it may determine from time to time.

(e) The NEC may at its discretion confer honorary life membership on a retired full member who is considered to have made an outstanding contribution to the work of the Association. Honorary life members shall enjoy all the benefits of associate membership but shall not pay subscriptions.

(f) Applications for membership shall be made on an approved form issued by the Association and such applications shall be endorsed on behalf of the appropriate branch as defined in clause 21(b). The NEC shall consider ratification at the first meeting immediately after the date of the application. If ratified membership shall be counted as of the date of the application.

(g) An applicant for membership refused endorsement under the foregoing clause may appeal to the NEC, which, having heard any representation from the branch concerned, shall be empowered to accept such an applicant into membership.

(h) On being accepted into membership of the Association, each member shall be provided with a copy of the constitution and any appendices thereto.

(i) Only full members shall be eligible for election as an Officer of the Association, an Officer of a Branch, a Branch NEC Representative or to any committee negotiating salaries or conditions of service.

(j) Where this constitution refers to the number of full members, this shall be the number of full members on the 31 December of the preceding year except that until that number is certified by the General Secretary, the number certified for the previous year shall continue to apply. The General Secretary shall certify the number of full members not later than the 31 March in each year.

5. Subscriptions

(a) Subscriptions of members shall be determined, or revised, by a General Meeting after consideration of any recommendation of the NEC or the officers. Until subscription rates are revised the existing rates shall remain in effect.

(b) Subscriptions of full and professional associate members shall fall due on the last day of each calendar month and shall be paid in accordance with rules laid down by the NEC. In other cases the arrangement for payment shall be subject to the General Secretary's agreement. Membership will lapse if at any time a member is more than three months in arrears. Lapsed members will be reinstated when these arrears are paid.

- (c) Subscriptions of associate members shall fall due on 1 January and shall be paid annually except by special arrangement with the General Secretary.
- (d) The General Secretary shall have power to remit payment of the whole or part of any annual subscription in individual cases.
- (e) Full members who are unemployed or on maternity leave shall be exempted from payment of subscriptions.

6. Conduct of Meetings

- (a) Minutes shall be kept of all General Meetings, committee meetings, sub-committee meetings and meetings of branches and their committees.
- (b) A formal monitoring process shall apply to all General Meetings, Committee Meetings, Sub-Committee Meetings and meetings of branches and their committees.
- (c) General Meetings shall be conducted in accordance with the Standing Orders set out in Appendix A of this constitution.
- (d) NEC meetings shall be conducted in accordance with standing orders determined by the NEC.
- (e) With the permission of the Chair associate members may speak at any meeting of the Association.
- (f) Professional Associate Members may speak and vote at any meeting of the Association, except on a motion relating to salaries or conditions of service.

7. Voting

- (a) All full members, and professional associate members, subject to clause 6(f), shall be entitled to one vote each in every division of any General Meeting at which they are present.
- (b) All full members, and professional associate members subject to clause 6(f), shall be entitled to one vote each in every division of any meeting of their branches at which they are present.
- (c) Except as provided for in clause 7(d) all full members shall be entitled to one vote each in every ballot of the Association or of their branches.
- (d) In all ballots under Section 28 on disputes any members who will be called on to act in the industrial action in question shall be entitled to one vote, but no other members shall be entitled to vote.
- (e) Except as provided for in clauses 6(f), 16(e), 16(f), 28(m) and 28(p), all elected members of a committee of the Association shall be entitled to one vote each in every division of any meeting at which they are present.
- (f) Except as provided for in clause 29(e) associate members shall not be entitled to vote.
- (g) Ex-officio members of committees shall not be entitled to vote.
- (h) Except as provided elsewhere in this constitution, decisions of meetings shall be by a majority vote.
- (i) In the event of a tie in any division of a meeting or committee, the chair shall have a casting vote.
- (j) In the event of a tie at the end of the agreed voting procedure in any election for an office, the decision shall be made by the casting of lots.
- (k) The NEC shall make rules for the conduct of ballots specified in clauses 9(b), 9(d), 12(c), 16(c), 21(g), 21(k), 27(a), 27(b), 29(e) and 30(a). Such rules shall be binding on the Association and all branches.

8. President and Vice-Presidents

- (a) A President and Vice-Presidents may be appointed annually.
- (b) A candidate for President or Vice-President shall be proposed and seconded by full members of the Association with the written consent of the candidate and shall be appointed by a majority decision of an AGM.
- (c) A President or Vice-President shall take no part in the Association's decision-making processes.

9. Officers

- (a) The officers of the Association shall be full members of the Association as per Clause 4(a)(i) and consist of the Chair and five Vice-Chairs; of the five Vice-Chairs one will be an employee of Cafcass.
- (b) The officers shall be elected by a secret ballot of full members, to be held at a convenient time prior to the AGM. They shall take office at the AGM following the election. They shall hold office until the AGM two years after they took office. They shall be eligible for re-election. The Chair and Vice-Chairs may serve a maximum of two terms (four years) successively in the same office.
- (c) Candidates for election as an officer shall be nominated in writing by branches with the consent of the nominee. Nominations shall be delivered to the General Secretary not less than three calendar months before the date of the AGM.
- (d) Should an officer for any reason cease to hold the office to which she or he has been elected before the period of office expires, the NEC shall be empowered to fill the vacancy by:
 - (i) the appointment of an acting Chair or Vice-Chair, or;
 - (ii) inviting nominations for the vacant post and conducting an election by secret ballot of all full members.
- (e) An officer acting or elected in accordance with clause 9(d) shall serve until the completion of the term originally to be served by the officer they have replaced. The period of office shall be deemed to be a full term if it exceeds twelve months; any shorter period shall be disregarded for the purposes of clause 9(b).
- (f) The Chair shall preside at General Meetings and NEC meetings at which she or he is present. The Chair shall have discretion to invite a Vice-Chair to preside.
- (g) The officers shall have the power to act between meetings of the NEC in the interests of the Association. They shall report to the next meeting of the NEC on all such actions and decisions taken.
- (h) The officers shall act as employers on behalf of the NEC. They shall report to the next NEC on all such actions and decisions taken.
- (i) The officers shall act as trustees on behalf of the Association in accordance with Section 10. They shall report to the next NEC on all such actions and decisions taken.

10. Trustees

- (a) The trustees of any property owned or leased by the Association shall be the officers of the Association.
- (b) The trustees shall not be:
 - (i) liable for any involuntary loss suffered by them nor for any damage done by any other person to the property;
 - (ii) accountable for more money than comes to their hands; or
 - (iii) responsible for the repair and upkeep of the property, except to the extent of funds available or supplied to them for that purpose.

11. Officials and Administrative Staff

- (a) The officials shall be the General Secretary, the Assistant General Secretaries, National Officials and such other posts as the NEC shall decide. All other employees shall be the administrative staff. All staff shall be employed by the NEC.
- (b) The General Secretary shall manage the affairs of the Association and act as chief negotiator as directed by the NEC. The General Secretary shall be responsible for the officials and the administrative staff.
- (c) Officials and administrative staff shall be responsible to the General Secretary.

- (d) Except in special circumstances the General Secretary shall be present at each General Meeting and each meeting of the NEC.
- (e) Except in special circumstances the other officials shall be present at each General Meeting. They may be required to attend particular meetings of the NEC for the purpose of providing factual information or technical or professional advice in respect of matters which the NEC needs to take into account in carrying out its functions.
- (f) The General Secretary shall have the right to speak on any business at all meetings and committees.
- (g) The officials shall not be entitled to vote.
- (h) The General Secretary shall arrange for a report on any actions taken on behalf of the Association to be presented to the next NEC.
- (i) It shall be the responsibility of the General Secretary to arrange that minutes are taken of each General Meeting and of meetings of the NEC.
- (j) Except as specified in clauses 11(b), (c) and (d), any reference to the General Secretary in this constitution includes an Assistant General Secretary acting on her or his behalf.

12. Appointment of Employees

- (a) The NEC shall be responsible for the appointment of all employees and shall have the power to delegate under clause 12(b) the authority to appoint employees. All appointments shall be in accordance with the Association's equal opportunities policy.
- (b) If it is necessary to appoint an official other than the General Secretary, the NEC shall convene a staffing sub-committee consisting of no less than four and no more than five members of the NEC, usually including the Chair and a Vice Chair. The General Secretary may be appointed to the staffing sub-committee ex-officio.
- (c) The General Secretary shall be elected by secret ballot of full members every five years. The election shall be held at a convenient time prior to the five year period elapsing. She or he shall be eligible for re-election.
- (d) Nominations to the election for the post of General Secretary shall be governed by procedures agreed from time to time by the NEC. Applicants for election will be considered by a staffing sub-committee of the NEC, consisting of no less than four and no more than five members of the NEC, usually including the Chair and a Vice-Chair and a co-opted member of the recognised trade union for Napo staff (in line with 12(f) below). Only applicants deemed 'electable' by the staffing sub-committee shall then go forward for nomination in writing by branches/sections or the NEC, with the consent of the nominee.
- (e) Should the General Secretary for any reason cease to hold the office to which she or he has been elected before the period of office expires, the NEC shall be empowered to fill the vacancy by:
 - (i) The appointment of an acting General Secretary who may be an Assistant General Secretary. Such an appointment shall not be for longer than one year.
 - (ii) Inviting nominations for the vacant post and conducting an election by secret ballot of all full members.
- (f) A staffing sub-committee appointed under clause 12(b) shall co-opt without power to vote an employee who is a member of the recognised trade union if requested to do so by the representative of that trade union.
- (g) If it is necessary to appoint an administrative employee, there shall be a staffing panel comprising not less than one officer, the General Secretary and an employee who is a member of the recognised trade union.
- (h) A staffing sub-committee or panel shall report to the next meeting of the NEC on all actions and decisions taken.
- (i) There shall be a union recognition agreement between the Association and the employees. The NEC shall have the power to delegate to the officers the authority to act on its behalf in negotiations with the union. The officers shall report to the next meeting of the NEC on all such actions and decisions taken.

- (j) All employees shall be entitled to be members of and to take part in the affairs of the recognised trade union.
- (k) The terms and conditions of service for all employees shall be determined by agreement between the NEC and the recognised trade union.

13. General Meetings

- (a) A General Meeting shall be the supreme policy making body of the Association.
- (b) All members may attend General Meetings. Only full and professional associate members may take part in debate except by permission of the chair.
- (c) A General Meeting shall be quorate when 5% of full members and representation from at least 15 branches are registered not later than a date fixed by the NEC. Sessions of General Meetings shall be quorate when 5% of full members are present in the hall.
- (d) There shall be a Steering Committee for General Meetings comprising six members who shall serve for three years, two retiring each year. Vacancies shall be filled annually from branch nominees elected by a secret ballot of full members. Retiring members of the committee shall be eligible for re-election. A maximum of three men may be elected to the committee. The NEC shall fill any casual vacancies by appointment for the remainder of that term. The General Secretary, the Chair and the immediate past Chair shall be members of the Steering Committee ex-officio. The immediate past Chair shall remain a member until the AGM following that at which she or he ceases to hold office.
- (e) The press shall be invited to all sessions of the General Meetings but may be excluded at the ruling of the chair of the meeting during discussion of confidential matters.

14. Annual General Meetings (AGM)

- (a) There shall be an AGM in each year.
- (b) Notice of the AGM, giving the proposed date and place of the meeting and the particulars of the nature of the business to be transacted, shall be circulated to all members entitled to attend not less than six calendar months before the proposed date of the meeting.
- (c) The Annual Report and the audited statement of accounts shall be presented for approval to the AGM.
- (d) An auditor or auditors shall be appointed by the AGM, shall serve until the next AGM and shall be eligible for re-appointment.
- (e) The AGM shall consider any motion of which notice has been given in writing to the General Secretary by the NEC or any of its committees, a branch, the PSO Forum, or two full or professional associate members, not less than eight weeks before the date of the AGM. The General Secretary shall circulate to the NEC, its committees, branches and full and professional associate members details of all such motions not less than six weeks before the date of the AGM.
- (f) Notice of proposed amendments to motions shall be given in writing to the General Secretary by the NEC, any of its committees, a branch, the PSO Forum, or two full or professional associate members not less than two weeks before the date of the AGM. Details of the proposed amendments shall be available at the AGM.
- (g) In exceptional circumstances if it is deemed necessary in the interests of the furtherance of the objects of the Association, the NEC, or the Officers acting between meetings of the NEC, may vary the deadlines in clauses (b), (e) and (f) above.
- (h) Subject to Standing Order 7 the AGM shall also consider any emergency motion of which notice has been given in writing to the General Secretary, or at the AGM to the chair of the Steering Committee acting on behalf of the General Secretary, by the NEC, any of its committees, a branch or two full or professional associate members.
- (i) The Steering Committee shall arrange the order of business and the detailed arrangements, including the timetable, for each session of the AGM.

(j) Visitors invited by the NEC may attend such parts of the AGM as shall be determined by the NEC, subject to the ruling of the chair of the meeting.

15. Special General Meetings (SGM)

(a) A Special General Meeting shall be held either:

- (i) as determined by the NEC; or
- (ii) within eight weeks of the receipt by the General Secretary of a call for such a meeting, stating the purpose and signed by not less than 10% of full members representing not less than 10 branches.

(b) Where more than one SGM has been called, they shall be held in the order in which the calls were received by the General Secretary. For the purpose of this clause a call by the NEC for an SGM shall be deemed to have been received on the date of the NEC meeting.

(c) Notice of an SGM, giving the date and place of the meeting and particulars of the business to be transacted, shall be sent to all members entitled to attend not less than two weeks before the date of the meeting.

(d) The Steering Committee shall have duties at an SGM similar to those at an AGM.

16. National Executive Committee

(a) The National Executive Committee shall have responsibility for the furtherance of the objects of the Association. It shall carry out the policy of the Association as determined by General Meetings. It shall also have power to act on behalf of the Association and to formulate interim policy between General Meetings. It shall transact and oversee the general business of the Association and have responsibility for its financial affairs. It shall report to the next AGM upon all actions and decisions taken during the year.

(b) The NEC shall consist of the Chair, Vice-Chairs, a representative of each branch of the Association and two black members elected in accordance with clause 16(c).

(c) The Association will elect bi-annually by secret ballot two black representatives to the NEC. Where two people are elected at least one shall be a woman. Neither may hold the post for more than four years in succession. Candidates for election as a black representative to the NEC shall be nominated in writing by branches with the consent of the nominee. Nominations shall be delivered to the General Secretary not less than three calendar months before the date of the AGM.

(d) The immediate past Chair of the Association shall be an ex-officio member of the NEC until the AGM following that at which she or he ceased to hold office as Chair.

(e) Except as otherwise provided for in this constitution every member of the NEC shall have power to vote at its meetings as follows: the Chair, Vice-Chairs and black representatives elected in accordance with clause 16(c) shall each have one vote; each branch representative shall have one vote for each 50 full members or part thereof in the branch.

(f) The NEC shall, with the assent of a quarter of the representatives present, decide any question by a card vote. A card vote shall be determined on the basis of one vote for each full member of the branch.

(g) A quorum of the NEC shall consist of 2/3rds of voting members.

(h) Notice of any matters to be included in the agenda for any meeting of the NEC shall be received in writing by the General Secretary not less than 28 days before the date of the meeting.

(i) The General Secretary shall cause to be sent to each member of the NEC and each Branch Secretary a copy of the notice of any meeting of that committee together with the agenda of the business to come before it, not less than 21 days before such meeting is to be held.

(j) A copy of any rules made by the NEC under the provisions of this constitution shall be sent to all members.

(k) In exceptional circumstances the officers of the Association may call a special meeting of the NEC. A special meeting of the

NEC shall be held within 14 days if requested by one quarter of NEC representatives in writing to the General Secretary.

(l) All officials and administrative staff of the Association shall be employed by the NEC. It shall have the power to delegate any actions or decisions to the officers in accordance with clauses 9(g) and 9(h).

(m) Matters relating to the employment of individuals by the Association shall be treated as confidential to NEC members only, unless designated otherwise by the Chair.

(n) The NEC shall elect a Grievance Panel of six NEC branch representative members each year. In dealing with a grievance from one of the Association's employees, the panel shall act with the full authority of the NEC. It shall have the power to give instructions to the officers, staff and committees of the NEC. It shall report to the next NEC after it meets on any actions or decisions taken.

17. Committees of the NEC

(a) The NEC shall have the power to appoint committees and determine their terms of reference. Except as provided for in Section 19 on anti-racism or by specific resolution of a General Meeting the NEC shall determine the composition, size and method of election of each committee.

(b) No member of a committee shall be elected as a full member for more than five years in succession.

(c) The NEC may give any committee power to co-opt additional members of the Association with or without powers to vote, but may at the same time limit the number of additional members who may be so co-opted.

(d) The Chair of the Association shall be a member of all committees ex-officio. She or he shall have discretion to delegate a Vice-Chair to attend instead.

(e) Every committee and the officers of the Association shall submit business reports to such meetings of the NEC as the NEC shall determine. The NEC may invite a representative of each of its committees to attend particular meetings of the NEC in order to present such reports and for the purpose of providing factual information or technical or professional advice in respect of matters which the NEC needs to take into account in carrying out its functions.

(f) The NEC shall delegate the election of a Family Court Committee, which shall have responsibility for all professional, campaigning and training issues that are relevant to the Family Court Section, to the Family Court Section AGM.

(g) Where the business of a committee concerns the interests of all members as defined in Section 4(a)(i), one place shall be reserved for a member of the Family Court Section.

18. Equal Rights Committee

The NEC shall elect annually an Equal Rights Committee which shall have responsibility for implementation and monitoring of all equal rights policies.

19. Anti-Racism

(a) The NEC shall ensure that there is at all times a National Committee which monitors the implementation of the Anti-Racism Policy.

(b) Branches shall elect annually to the Branch Executive Committee an Anti-Racism Officer who shall be an officer of the branch and who shall seek to ensure that the Association's commitment to combat racism is pursued at branch level. She or he shall liaise with the Anti-Racism Monitoring Committee and report to it on the implementation of the Anti-Racism Policy Statement.

(c) Racist behaviour shall be deemed to be in breach of the objects of the Association; a member who displays such behaviour shall be liable to disciplinary action in accordance with the procedures in Section 28.

(d) Branch Officers shall inform the Anti-Racism Monitoring

Committee of any complaints from members concerning racism specifying the nature of the complaint, the action being taken and the eventual outcome.

(e) The NEC shall ensure that black members are able to participate fully at all levels of activity within the Association.

20. Negotiating Committees

(a) Probation Negotiating Committee

(i) The NEC shall have power to appoint a Negotiating Committee which shall elect the Napo members of the Trade Union Side of the National Negotiating Council of the Probation Service. No member of the Committee shall be elected as a full member for more than five years in succession. The NEC shall ensure that each grade of employee for which the Association negotiates is adequately represented.

(ii) The Chair of the Association shall preside at meetings of the Negotiating Committee but shall have a casting vote only.

(iii) Each elected member of the Negotiating Committee shall have one vote in divisions within the Committee, and decisions within the Committee shall be taken on the basis of a simple majority vote. Should the Committee thus take a decision which a majority of the representatives of any grade represented considers to be seriously prejudicial to the interests of that grade, an objection may be recorded to that decision. Where such an objection is recorded the decision shall be referred to the NEC. No action shall be taken on that decision until the NEC has decided the issue after considering the majority view of the Negotiating Committee and the view of the grade representatives who recorded an objection. The decision of the NEC shall be binding on the Negotiating Committee.

(iv) The Negotiating Committee is a sub-committee of the NEC and shall act within the policy of the Association. In annual salary negotiations the claim to be submitted to the employers shall first be presented to the NEC for ratification. The Negotiating Committee shall report regularly and in detail to members of the NEC and to branches on the progress of negotiations. At any point during the negotiations a special meeting of the NEC shall be held within 14 days if requested by the Negotiating Committee or by one quarter of the NEC representatives in writing to the General Secretary.

(v) Any provisional agreement made by representatives of the Association about salaries shall be referred to branches for ratification. The Negotiating Committee shall also have the discretion to refer any offer on national salary scales to branches for a decision.

(vi) When a referral is made under clause 20(a)(v) each branch shall be instructed to hold a meeting or meetings within twenty-eight days to consider the question referred. The agreement or offer shall be ratified if a majority of full members present and voting at branch meetings supports it. The General Secretary shall inform Branch Secretaries in writing of the details of the voting of all the branches. Meetings of the branch for the purpose of pay ratification only, need not be quorate.

(b) Cafcass Negotiating Committee

(i) The NEC shall have the power to appoint a Negotiating Committee which shall elect the Napo members of the Trade Union Side of the Cafcass National Partnership Committee. The NEC shall delegate the election of a Negotiating Committee to the Family Court Section AGM. No member of the Committee shall be elected as a full member for more than five years in succession. The Family Court Section AGM shall ensure that each grade of employee for which the Association negotiates is adequately represented.

(ii) The Vice-Chair (Cafcass) shall preside at meetings of the Cafcass Negotiating Committee but shall have a casting vote only.

(iii) The composition, procedures and standing orders of the Cafcass Negotiating Committee shall be set out in the constitution of the Family Court Section.

(iv) The Negotiating Committee is a sub-committee of the NEC and shall act within the policy of the Association. In annual salary negotiations the claim to be submitted to the employers shall first be presented to the NEC for ratification. The Negotiating Committee shall report regularly and in detail to members of the NEC and to the Section on the progress of negotiations. At any point during the negotiations a special meeting of the NEC shall be held within 14 days if requested by the Negotiating Committee or by one quarter of the NEC representatives in writing to the General Secretary.

(v) Any provisional agreement made by representatives of the Association about salaries shall be referred to the Section for ratification. The Negotiating Committee shall also have the discretion to refer any offer on national salary scales to the Section for a decision.

(vi) When a referral is made under clause 20(b)(v) the Section shall be instructed to hold an e-ballot of all members of the Section within twenty-eight days to consider the question referred. The agreement or offer shall be ratified if a majority of full members supports it. The General Secretary shall confirm with the Section the details of the voting.

21. Branches

(a) Branches of the Association are constituted by warrant and listed in Appendix B to this constitution. The NEC shall have the power to create additional branches.

(b) Except as provided in clause 21(c) branches shall consist of:

(i) All members as defined under 4(a)(i) employed in the area of the branch;

(ii) Any member as defined under 4(a)(ii), who may choose which branch to join;

(iii) All other members who reside in the area of the branch. Where a member's normal place of residence falls outside all branch areas, that member shall be a member of the branch of her or his choice.

(c) In exceptional circumstances the NEC may allow a member to belong to the branch of her or his choice.

(d) The objects of the Association shall be the objects of each branch.

(e) The constitution of each branch and any alteration thereto shall be subject to approval by the NEC which may delegate authority for approval to the Chair. The Chair shall report any decisions to the next meeting of the NEC. Any amendment to the national constitution which consequentially amends the branch constitution shall do so immediately.

(f) Each branch shall bear the expenses of its own business. Branches are entitled to grants from funds of the Association proportionate to branch membership at levels to be determined by the NEC.

(g) Each branch shall elect its own officers and committees. Branch officers (as determined by the branch constitution) can be elected by a secret ballot of full members of the branch, to be held at a convenient time prior to the branch AGM or by show of hands at

the branch AGM. They shall hold office until the branch AGM two years after they took office. They shall be eligible for re-election. Such branch officers may serve a maximum of two terms (four years) successively in the same office. The branch treasurer may serve a maximum of three terms (six years) successively in that office.

(h) Candidates for election as a branch officer shall be nominated in writing with the consent of the nominee. Nominations shall be delivered to the branch secretary by a date agreed by the branch executive before the date of the branch AGM.

(i) Should a branch officer for any reason cease to hold the office to which she or he has been elected before the period of office expires, the branch executive shall be empowered to fill the vacancy by:

(i) inviting nominations for the vacant post and conducting an election by secret ballot of all full members,

or;

(ii) the appointment of an acting branch officer to the vacant post.

(j) An officer acting or elected in accordance with clause 21(i) shall serve until the completion of the term originally to be served by the branch officer they have replaced. The period of office shall be deemed to be a full term if it exceeds twelve months; any shorter period shall be disregarded for the purposes of clause 21(g).

(k) Each branch shall elect bi-annually by secret ballot two representatives to the NEC. Where two people are elected, at least one shall be a woman. Neither may hold the post for more than four years in succession. Only one representative per branch can attend, speak and vote at any meeting of the NEC. Observers may attend, with prior permission of the Chair, at the expense of the branch.

(l) Each branch, with the exception of the Family Court Section, will hold an AGM not later than the last day of July in each calendar year. The Family Court Section will hold its AGM at the same time as the national AGM/Conference in each calendar year.

(m) At the AGM of the branch, the branch executive committee shall present a report and the branch treasurer shall present an audited statement of branch accounts to the members of the branch. A copy of the report shall be forwarded to the General Secretary within seven days of such meetings.

(n) Except as laid down under clause 21(p) no branch of the Association shall be dissolved except by the decision of a General Meeting of the Association held in accordance with the following procedure:

(i) The NEC must discuss allegations that a branch of the Association has acted outside the objects of the Association in a manner which seriously prejudices the interests of the Association and must pass a resolution that such allegations require further investigation.

(ii) Within 30 days of such a resolution the NEC shall meet to allow the officers and NEC representative of that branch an opportunity to answer the allegations made against the branch.

(iii) The NEC shall then discuss and vote on a motion to suspend all activities of the branch.

(iv) A General Meeting held within 90 days of the date of suspension shall discuss and decide upon dissolution of the branch by a vote of all full members present and entitled to vote.

(v) Any decision made under any of these sub-clauses must be supported by a two-thirds majority of those voting at each meeting.

(o) Should a branch be dissolved under clause 21(p), all branch assets shall be returned to the NEC. The NEC shall ensure that members of the former branch shall be allocated membership of another branch or other branches. At a later date it may consider an application from full members of the former branch to create a new branch in that area under clause 21(a).

(p) A branch wishing to dissolve may do so with the consent of the NEC. In the case of such voluntary dissolution all branch assets shall be returned to the NEC. The NEC shall ensure that members of the former branch shall be allocated membership of another branch or other branches.

22. Workplace Meetings

(a) A Branch may decide to hold workplace meetings to facilitate discussion and decision-making on any issue save for the purpose of its Annual General Meeting.

(b) The Annual General Meeting of a Branch shall agree a list of its workplaces, provided that all members are allocated to a workplace. A Branch Executive Committee may define additional workplaces, subject to ratification by the following AGM of the branch.

(c) The Branch Secretary shall notify members of the date, time and location of a workplace meeting of the Branch and of the subject matter to be considered at such meeting. Notification should reach members not less than five days prior to the meeting.

(d) Workplace meetings shall be scheduled to take place within 10 working days of each other on the same subject matter. All workplaces of the Branch shall be included in the schedule.

(e) The Branch Chair shall chair each workplace meeting, save that he/she may delegate this responsibility to another member of the Branch Executive Committee in respect of any meeting.

(f) The Branch Secretary shall take all reasonable steps to ensure that a register is kept of those attending a workplace meeting and that a note is taken of any decision reached and vote taken at each meeting. He/she shall retain these records in the usual way.

(g) Members may attend and speak at any workplace meeting of their branch, but may vote only at the meeting of their own workplace.

(h) The results of any votes cast at workplace meetings on the same subject matter shall be aggregated to produce the decision of the members of the Branch. The Branch Secretary shall communicate the aggregate result to all members of the Branch as soon as possible following the last meeting.

(i) A Branch shall be quorate for the purpose of voting when the aggregate number of members attending workplace meetings is not less than the quorum (if any) established by the Branch constitution.

(j) In its application to workplace meetings under this clause, clause 7 ("Voting") shall apply as follows:

- para (b) – entitlement to vote – shall apply subject to para (g) of this clause
- para (h) – decisions to be by a majority vote – shall apply to the aggregate vote provided for in para (h) of this clause
- para (i) – Chair's casting vote – shall apply provided that the Branch Secretary shall notify members that the Chair has used his/her casting vote when communicating the aggregate result in accordance with para (h) of this clause.

23. Sections

(a) Sections of members may be established by the NEC. A section may be composed of all those members within a sphere of employment designated by the NEC.

(b) The constitution of any section and any alteration thereto will be subject to approval by the NEC. Any amendment to the national constitution which consequentially amends the section constitution shall do so immediately.

(c) References in this constitution to 'branch' will also apply to 'section'.

24. Expenses

Expenses reasonably incurred on official duties on behalf of the Association shall be met from its funds. The NEC shall issue guidelines for claiming expenses.

25. Representation of Members

- (a) Any member seeking Napo representation on any grievance or disciplinary matter should make the initial request to a locally elected branch representative.
- (b) Unless it would appear to the National Officers to be unjust in the circumstances, Head Office staff are only to consider representing members when the referral comes through the relevant local representative.
- (c) When considered appropriate, representation may be by solicitor appointed under Section 25.
- (d) In order to be granted representation by Head Office or by solicitors appointed or approved by the Association a member must have been in continuous full membership for at least three months immediately prior to any incident requiring representation. Exceptions could be made in the interests of justice or the Association.

26. Legal Assistance

- (a) The NEC shall maintain a Legal and Representation Fund. The fund shall be financed by the transfer from the general funds of the Association based on a maximum limit of an average of the previous 5 years spend. The NEC shall in exceptional circumstances reserve the right to transfer additional funds in excess of this limit.
- (b) The fund may be used for granting legal assistance to members in accordance with this section or for any other purpose that the NEC may from time to time determine.
- (c) Subject to the terms in clause 26(d) the General Secretary may advance or pay to or for any full or retired full members such sums of money as she or he thinks fit to provide the beneficiary with legal assistance in any matters or proceedings arising:
 - (i) Out of or in the course of the member's employment, or
 - (ii) Out of any personal injury occurring in the course of the member's travel to or from such employment, or
 - (iii) While the member is engaged on Association business.
- (d) The terms are that:
 - (i) The General Secretary must be satisfied that the prosecution or defence of any legal proceedings by the beneficiary is reasonable;
 - (ii) The beneficiary must be willing to accept and act upon the advice of the General Secretary at all stages of any case or proceedings;
 - (iii) Unless it would be unjust in the circumstances, the member must have been in continuous full membership for at least three months prior to any incident giving rise to the application for legal assistance;
 - (iv) The member must have no arrears of subscription at the time of application and must continue to pay subscriptions during the legal case unless she or he ceases to be eligible for full membership or payment has been remitted by the General Secretary under clause 5(d).
- (e) The beneficiary shall be the member or a financial dependant of a member who dies while her or his legal case is proceeding or whose death is caused by an incident in connection with which legal assistance could have been granted.
- (f) Any full or retired full member denied legal assistance may appeal to a panel of three full members elected by the NEC to hear such appeals.

27. Benevolent Funds

- (a) The NEC shall maintain the Edridge Benevolent Fund of Napo. The fund shall be managed and administered by independent trustees in accordance with the Trust Deed executed on 20 June 1977 as it may from time to time be amended. Provided that the trustees, with the agreement of the NEC, may decide to dissolve the trust provided they are satisfied that its purposes will be met fully by any new trust fund which may be set up under clause 27(d) herein.
- (b) The power of appointment of new trustees shall be vested in the NEC of the Association for the time being so long as the

Association shall exist and thereafter shall vest in the surviving trustee or trustees of the fund.

(c) In exercising its power under the preceding clause the NEC shall specify such terms of appointment as it may consider to be appropriate having due regard for the interests of the beneficiaries of the fund.

(d) The NEC shall have the power to set up and maintain other benevolent funds to assist those in need who are present or former probation staff or their dependants or those eligible for membership of the Association or their dependants.

28. Disputes Procedure

(a) NATIONAL

- (i) A General Meeting or the NEC may resolve that the Association is in dispute with the employers nationally and shall decide what action is appropriate. The General Secretary shall send to every branch and every full member written details of the dispute and conduct a secret ballot in accordance with rules made under clause 7(k).
- (ii) The Association shall not be committed to national industrial action unless this is supported by a majority of those members voting who are entitled to vote in accordance with clause 7(d).

(b) LOCAL

- (i) In any dispute which arises between a branch and a local employer in connection with any employment practice or condition of service and which the branch has failed to settle by representation or negotiation, the branch chair shall convene a meeting of the branch to consider the matter within 15 working days.
- (ii) If representation or negotiation has failed and the branch decides that industrial action should be considered, the branch chair shall report the whole facts to the General Secretary who shall endeavour to secure a settlement of the dispute. If the General Secretary fails to settle the dispute, she or he shall report the whole facts to the officers who shall if necessary submit the matter to the next meeting of the NEC.
- (iii) The NEC, or the officers, having satisfied themselves that the action proposed is not contrary to Association policy or prejudicial to the interests of the Association, shall instruct the branch chair to conduct a secret ballot in accordance with the rules made under clause 7(k) of this constitution. The Association shall not be committed to supporting such action unless this is supported by a majority of those branch members voting who are entitled to vote in accordance with clause 7(d).

(c) Members of the Association will be expected to take part in industrial action taken by the Association in accordance with the Disputes Procedure.

29. Disciplinary Action

- (a) A member shall be liable to disciplinary action for conduct which seriously prejudices the interests of the Association or is contrary to its objects.
- (b) Disciplinary action under 29(a) should only be taken where attempts at resolution have failed or are judged inappropriate by the Branch Officers of the complainant's Branch or the National Officers subject to 29(g).
- (c) All stages of the disciplinary process shall be conducted in accordance with the principles of natural justice and shall be governed by rules approved by the NEC. Complaints should be dealt with at the lowest possible level within these procedures.
- (d) At every stage a member who is the subject of disciplinary proceedings shall have the right to be accompanied or represented at no cost to the Association and to be informed of any action taken. No member who is the subject of disciplinary action shall assume formal responsibilities within these procedures.

(e) Should the member who is the subject of the complaint refuse to co-operate with the procedure it shall continue without their co-operation. Correspondence and documents shall be copied to the member concerned at all stages of the procedure.

(f) Disciplinary action against a member may be initiated by the Officers of that member's Branch or in the event of a conflict of interest the National Officers on the receipt of a complaint that the member has behaved in a way that contravenes clause 29(a). If the Branch Officers or the National Officers resolve to initiate disciplinary action they shall inform the General Secretary who shall invoke the disciplinary procedure.

(g) If a complainant is not satisfied with the response to her or his complaint she or he may appeal to the NEC who shall investigate and decide whether or not the matter should be dealt with under the disciplinary rules. A panel of five Branch NEC representatives who have not been involved in the case shall be selected by the General Secretary for this purpose. In its composition the panel shall pay attention to race and gender. The decision of this panel is final.

(h) If, in the interests of the Association, it is deemed to be essential, the Branch Officers or the National Officers may suspend the member from participation in specified activities of the Association until the disciplinary matter is resolved.

(i) the full disciplinary procedure shall consist of:

(i) *an investigation;*

(ii) *a hearing;*

(iii) *an appeal by the member concerned.*

(j) An investigation shall be conducted by a panel of members from a neighbouring Branch, selected by that Branch's Chair, who are not otherwise involved in the disciplinary action. The panel shall, in its composition, pay attention to race and gender. The Investigation Panel shall decide whether or not there is a case to answer and report its findings to the member's Branch Chair and to the General Secretary.

(k) A disciplinary hearing shall be before a panel convened by the General Secretary comprising five branch representative members of the NEC. It shall not include a member of any branch otherwise involved in the disciplinary action and shall, in its composition, pay attention to race and gender.

(l) If the disciplinary panel is satisfied that the member concerned is guilty of conduct as defined in clause 29(a) it shall take one of the following actions:

(i) *impose a written warning as to future conduct;*

(ii) *disqualify from office in the Association for up to three years;*

(iii) *recommend to the NEC that the member be expelled from the Association.*

The General Secretary shall be informed of the decision.

(m) A recommendation by a Disciplinary Panel that a member should be expelled shall be considered by a meeting of the NEC. The member involved shall have the right to ten working days notice of the date and place of the meeting and shall give the General Secretary five working days notice in writing of her or his intention to attend. No NEC member who has been involved in the case other than under clause 29(d) shall participate in the consideration. An expulsion must be approved by a two-thirds majority of the NEC members hearing the case. Otherwise the NEC shall impose a lesser penalty in accordance with clause 29(l) or shall dismiss the case. All decisions of the NEC shall be on the basis of one vote per member. Any mandate given by a branch to an NEC member shall be null and void.

(n) Any penalty imposed under clauses 29(l) or 29(m) shall take effect immediately. Any suspension imposed under clause 29(h) shall be lifted when the case has been dismissed or a penalty has been imposed by the Disciplinary Panel or by the NEC.

(o) A member who has been deemed by the Disciplinary Panel to have been guilty of conduct as defined in clause 29(a) and has been dealt with in accordance with clauses 29(l)(i) or 29(l)(ii), shall have the right of appeal against one or both of those decisions to the NEC. The member must give notice of that appeal in writing to the General Secretary within ten working days of the adjudication by the

Disciplinary Panel. The appeal shall be heard by a panel selected by the General Secretary consisting of five Branch NEC Representatives who have not been involved in the case. In its composition the panel shall pay attention to race and gender. The Appeals Panel shall have the power to either endorse the decisions of the Disciplinary Panel or to vary the decisions by dismissing the case or by lessening the penalty imposed by the Disciplinary Panel under clause 29(l)(i) or 29(l)(ii).

(p) A member who has been expelled by the NEC in accordance with clause 29(l) has the right to appeal against the expulsion to the next following Annual General Meeting of the Association. Notice of such appeal shall be given by the member to the General Secretary not less than ten working days before the commencement of the Annual General Meeting. The decision of the Annual General Meeting whether to endorse the decision of the NEC or to reinstate the member shall be by a simple majority vote. The expulsion imposed by the NEC shall remain in force pending an appeal to the Annual General Meeting.

30. Amendments

(a) This constitution may only be amended by an AGM in 1995 and every third year thereafter unless the amendment is proposed by the NEC.

(b) Notice of any proposed amendment to this constitution shall be given to the General Secretary by the NEC or by a branch of the Association not less than eight weeks before the date of the AGM at which it is to be considered. The General Secretary shall circulate to all branches and full members of the Association notice of any proposed amendment not less than six weeks before the meeting.

(c) Notice of any proposed amendment to a constitutional amendment so circulated shall be given to the General Secretary by the NEC or a branch of the Association not less than two weeks before the meeting. Details of the proposed amendments to the proposed constitutional amendment shall be available at the AGM.

(d) Subject to clause 30(e), this constitution shall be amended if any proposed amendment is supported by a majority of the votes cast.

(e) Any proposed amendment passed by an AGM which has the effect of setting up a political fund by the adoption of appropriate objects shall take effect only upon being confirmed by a simple majority in a secret ballot of all individual members of the Association as set out in clauses 4(a), 4(b) and 4(c).

31. Dissolution

(a) The Association may be dissolved in the following manner:

(i) By a motion passed at an AGM or SGM held in accordance with the provisions of Sections 13 to 15 that a secret ballot be taken for the purpose of clause 31(a)(ii). Provided that no such motion shall be considered, when proposed other than by the NEC, except on a signed request of ten percent of the full members of the Association;

AND

(ii) By a resolution passed by at least two-thirds of the votes cast in a secret ballot of full members to the effect that the Association be dissolved.

(b) The NEC shall be responsible for the arrangements governing the conduct of such ballot as aforesaid and the precise wording of the resolution and shall ensure that such ballot is held within three calendar months of the date of the AGM or SGM referred to in clause 31(a)(i).

(c) A decision by ballot to dissolve the Association shall take effect after the discharge of the Association's just liabilities on such a date as the NEC shall determine but not being later than 12 months after the ballot. Any extension beyond this period shall only be by resolution of the NEC and each extension shall be limited to a period not exceeding four months.

(d) In the event of the Association being dissolved as aforesaid the funds and assets of the Association other than the assets of the Edridge Benevolent Fund or other fund, set up under Section 27, shall after all just liabilities have been provided for:

EITHER

- (i) be realised and divided among all full and retired full members in proportion to their respective lengths of membership;

OR

- (ii) be given or transferred to some other institution or institutions having objects similar to the objects of the Association, such institutions to be determined by the NEC, or to the Edridge Benevolent Fund or other fund set up under Section 27. These institutions shall be stated on the ballot paper and the funds and assets shall be shared between them in proportion to the wishes of the members expressed on the ballot papers.

- (e) The choice between clauses 31(d)(i) and 31(d)(ii) shall be determined by a simple majority voting in the ballot.

APPENDIX A

Standing Orders for the Conduct of General Meetings

1. Order of Business

There are four sessions in the day, the morning and the afternoon both being divided by a break. The first item of business in each session shall be the announcement of the timetable by the Steering Committee. This decision of the Steering Committee shall be final unless a challenge is made by at least four full members and supported by a two-thirds majority.

2. Chair – Maintenance of Order

(a) Before speaking members must be recognised by the Chair, who shall decide the order of the speakers.

(b) If the Chair calls a member to order, or for any other reason intervenes in the proceedings, no-one shall speak until the Chair permits.

(c) If a member refuses to obey the Chair when called to order, the Chair may cause her or him to be expelled from the meeting. That member shall not be allowed to take any further part in the meeting until the meeting has been given a satisfactory apology.

3. Chair's Ruling

(a) The ruling of the Chair on any question under Standing Orders or on points of order shall be final unless a challenge is made by at least four full members and supported by a two-thirds majority.

(b) If a ruling by the Chair is successfully challenged but the Chair refuses to accept this challenge, the Steering Committee shall nominate someone else to Chair the remainder of that session.

4. Motions and Amendments

(a) Unless a majority of full members present and voting agree otherwise, a motion or amendment must be proposed and seconded in person by the two members who placed it on the agenda or by two full members of the branch or committee which did so.

(b) The motion on any particular subject is referred to as the 'original' motion; all succeeding motions on that subject are referred to as 'amendments'. If a motion is amended the resulting motion is known as the 'substantive' motion.

(c) Before beginning the proposal speech the mover of the original motion may indicate that she or he accepts one or more amendments. If a majority of the meeting agrees, the motion shall be amended without debate.

(d) Any remaining amendments will be debated in turn after the original motion has been proposed and seconded. When an amendment has been proposed, no further amendment may be discussed until the current amendment has been dealt with.

(e) If an amendment is carried, the original motion is amended accordingly and any further proposed amendments apply to that new substantive motion.

(f) After all the proposed amendments have been dealt with, the resulting substantive motion is open to debate and becomes the resolution of the meeting if it is carried.

(g) The proposer of a motion which has been omitted from the agenda may appeal through the Steering Committee for its inclusion. The meeting shall decide without discussion.

5. Compositing Motions and Amendments

If the various proposers and seconders agree, motions or amendments may be composited according to rules determined by the Steering Committee. Where possible, the agreed wording should be given to the General Secretary (or the Chair of the Steering Committee acting on behalf of the General Secretary) before the day's business begins.

6. Withdrawal of a Motion or Amendment

(a) The proposer of a motion or amendment who wishes to withdraw it before it is put to the meeting must notify the Steering Committee as soon as possible after coming to that intention. The Steering Committee will advise her or him at what point in the meeting to inform the membership of her or his decision.

(b) No motion or amendment which has been properly proposed and seconded shall be withdrawn unless a simple majority of the meeting agrees.

7. Emergency Motions

(a) Emergency motions shall be debated only in exceptional circumstances and must be submitted in writing to the General Secretary or Chair of the Steering Committee acting on behalf of the General Secretary. They must relate to urgent issues:

- (i) which have arisen since the closing date for motions;
- (ii) which cannot be dealt with in any other way, and
- (iii) which are of such gravity as to justify rearrangement of business.

(b) (i) If the emergency nature of the motion is accepted by the Steering Committee and approved by the meeting, the motion shall be placed on the agenda.

(ii) If the emergency nature of the motion is not accepted by the Steering Committee, the proposer of the motion shall have the right to challenge the Steering Committee's ruling by explaining in not more than two minutes the emergency nature of the motion. The ruling shall then be put to the meeting for decision without debate.

(iii) It shall not be possible to amend emergency motions.

8. Time-keepers

Time-keepers shall be appointed by the Steering Committee.

9. Speeches

(a) No-one shall speak more than once on any motion except as follows:

- (i) a proposer has a right of reply in accordance with Standing Order 11;
- (ii) someone may raise a point of order or request information despite having spoken in the debate;
- (iii) anyone may speak once on any amendment despite having already spoken on the original motion or previous amendments.

(b) Someone may formally second a motion or amendment but reserve the right to speak until later in the debate.

(c) The maximum time allowed for speeches shall take account of interruptions for points of order or seeking information and shall be:

- (i) six minutes for the proposer of a motion;
- (ii) three minutes for the seconder and subsequent speakers;
- (iii) three minutes for any speaker on an amendment including the proposer;
- (iv) three minutes for any right of reply.

10. Points of Order and Requests for Information

(a) Members wishing to raise points of order or seek information must first obtain the permission of the Chair at an appropriate juncture.

(b) A member raising a **point of order** should quote the Standing Order, or the section of the constitution under which the point of order is raised. All other business shall cease until the point of order is dealt with.

(c) A member may, with the permission of the Chair, interrupt the debate in order to **seek information**, but will not be permitted to give information at this juncture.

11. Right of Reply

- (a) The 'right of reply' entitles the speaker to reply to the debate but no new matter may be introduced.
- (b) *If no amendment is passed*, the proposer of the original motion shall have the right to reply at the close of the debate on that motion.
- (c) *If an amendment is moved*, the proposer of the original motion may speak during the debate on the amendment, but may also reply to that debate at the end. The proposer of the amendment shall not have a right of reply.
- (d) *When an amendment is accepted by the proposer of the original motion*, she or he shall retain the right to reply to the debate on the substantive motion.
- (e) *When an amendment is not accepted by the proposer of the original motion, but is carried*, the right of reply to the debate on the substantive motion passes to the proposer of the amendment (unless she or he waives that right in favour of the proposer of the original motion).

12. Reports

- (a) A statement or report presented to the meeting shall be assumed to be on a motion that the meeting adopts the statement or report and Standing Orders 2 to 11 apply, except that a chair or deputy in presenting a main committee report for adoption shall be allowed a maximum of fifteen minutes to present that report.
- (b) Where it is proposed that a report or other statement be adopted by the meeting a speaker may move a procedural amendment that the report or statement or certain defined paragraphs of the report or statement be referred back or referred back for specific alterations to be made. Such a procedural amendment may be debated as though it were an amendment to a motion and Standing Orders 2 to 9 shall apply.
- (c) Following a resolution to refer back a report or statement, there shall be no further discussion or vote and the meeting shall move to next business. Resolutions to refer back a section of the report or statement shall have the effect of excluding that section.

13. Voting

- (a) All decisions shall be made by a simple majority except where the Constitution or Standing Orders require a two-thirds majority.
- (b) Voting shall be on a show of hands, but that shall be followed by a ballot at the Chair's discretion or on a request supported by at least fifty voting members.
- (c) Abstentions shall be disregarded in all votes.

14. Closing the Debate

- (a) A call for '**the closure**' or for '**next business**' may be proposed and seconded only by members who have not spoken at any time in the debate. No speeches are allowed on such calls.
- (b) If a call for '**the closure**' is carried the meeting shall move immediately to the right of reply followed by a vote.
- (c) If a call for '**next business**' is carried the meeting shall move immediately to the next item of business without any further speeches or a vote on the original motion or any amendments.

15. Adjournment

Any member who has not already spoken during the debate on the question before the meeting may move the adjournment of the question under discussion or of the meeting, but must confine her or his remarks to the reasons for and length of the adjournment and must not discuss any other matter. The mover of the motion on which the adjournment has been moved shall be allowed the right of reply on the question of the adjournment but such reply shall not prejudice her or his right of reply on her or his own motion.

16. Rescinding a Resolution

No resolution shall be rescinded or amended at the same meeting at which it has been passed.

17. Suspension of Standing Orders

In the event of any matter of urgency arising the Chair may accept a call for the suspension of Standing Orders. Any member may propose the suspension of one or more of these Standing Orders, stating concisely the reason for the suspension. If formally seconded, such a motion shall be put to the vote without debate or amendment. It shall be carried only if supported by a two-thirds majority.

APPENDIX B

Napo Branches/Section as at 1 August 2014

CESHIRE & GREATER MANCHESTER

CUMBRIA & LANCASHIRE

DURHAM TEES VALLEY

EAST ANGLIA

EAST COAST

EAST MIDLANDS

ESSEX

GREATER LONDON

HAMPSHIRE & ISLE OF WIGHT

KENT, SURRY & SUSSEX

MERCIA

MERSEYSIDE

Napo CYMRU

NORTHERN IRELAND

NORTHUMBRIA

SOUTH YORKSHIRE

STAFFORDSHIRE & WEST MIDLANDS

THAMES VALLEY

THE FOUR SHIRES

WESTERN

WEST YORKSHIRE

SOUTH SOUTHWESTERN

.....
FAMILY COURT SECTION

NPS/CRC/Employer

North West/Cheshire and Greater Manchester

Cumbria and Lancashire

North East/Durham Tees Valley

South East and Eastern/Norfolk and Suffolk

North East/Humberside, Lincolnshire and
North Yorkshire

Midlands/Derbyshire, Nottinghamshire,
Leicestershire and Rutland

South East and Eastern/Essex

London/London

South West/Hampshire and Isle of Wight

South East and Eastern/Kent, Surrey and Sussex

Midlands/Warwickshire and West Mercia

North West/Merseyside

Wales/Wales

Northern Ireland Probation Board

North East/Northumbria

North East/South Yorkshire

Midlands/Staffordshire and West Midlands

South West/Thames Valley

South East and Eastern/Bedfordshire, Cambridgeshire,
Hertfordshire and Northamptonshire

South West/Bristol, Gloucestershire,
Somerset and Wiltshire

North East/West Yorkshire

South West/Dorset and Devon & Cornwall

.....
Cafcass

DISCIPLINARY RULES

Definitions

1.1 Within these rules any reference to 'section' or 'clause' relates to the Constitution of Napo – the trade union and professional association for family court and probation staff.

1.2 Within these rules any reference to the National Chair, the General Secretary or a Branch Chair refers also to other National Officers, Assistant General Secretaries or Branch Officers deputising for them.

1.3 Within these rules any reference to 'the member' refers to the member who is subject to the disciplinary action.

1.4 Within these rules a member who originally makes a complaint against another member does so to her or his Branch Officers or the NEC. If the Branch Officers or the NEC initiate disciplinary action they become the complainant in the case.

1.5 Within these rules a reference to a 'working day' refers to a day where the Napo office is open for all or part of the day.

General

2.1 These rules have been approved by the National Executive Committee (NEC) for use in all disciplinary action under Section 29 of the national constitution.

2.2 In order to address the issues of race, gender, sexual orientation and disability all panels referred to in these rules shall, in their composition, pay attention to the Association's Equal Opportunities Policies.

2.3 All arrangements under these rules shall, so far as is practicable, be made with due regard to the personal circumstances of those involved.

2.4 All parts of the disciplinary procedure shall be completed as quickly as possible consistent with the principles of natural justice. The full disciplinary procedure with the exception of the right to appeal shall be completed within six months of the original complaint being notified to Branch Officers or the National Officers, subject to 3.1 below. This time can only be extended in exceptional circumstances and with the agreement of the General Secretary.

2.5 At all stages during disciplinary action a member against whom a complaint has been made has the right to be represented by a person of her or his choice at no expense to the Association.

2.6 All panels referred to in these rules shall be responsible for electing a chair from amongst their number.

2.7 At all stages the member who is the subject of the disciplinary procedure shall be informed of decisions taken. In the preliminary stages this shall be by the Branch Chair or the General Secretary. In the remaining stages it shall be by the General Secretary.

2.8 Should the member refuse to co-operate with the procedure it shall continue without their co-operation.

2.9 Any question of interpretation under these rules which arises during an investigation, an attempt at conciliation, a hearing or an appeal shall be resolved by the Chair of the relevant stage in the proceedings in accordance with natural justice. Any question which arises outside any of those stages shall be similarly resolved by the Chair of the Association.

Preliminary Stages

3.1 Any members wishing to make a complaint that another member has contravened clause 29(a) should do so to the officers of his/her branch. In the event of a conflict of interest the member may make the complaint in writing to the National Officers.

3.2 The complaint should describe the conduct it relates to and state whether it is alleged that such conduct seriously prejudices the interests of the Association and/or is contrary to its objects.

3.3 Consideration will not be given to a complaint that relates to an incident more than six months old.

3.4 On receipt of such a complaint the Branch Officers or the National Officers shall decide whether or not to initiate the disciplinary process. Their decision should be recorded in the minutes of the meeting at which it was made.

3.5 In the event of an appeal to the NEC by the complainant against the response of the branch or the National Officers under 29(g) of the Constitution, a panel of five NEC representatives will be convened by the General Secretary to consider the matter.

3.6 If the decision is to initiate the disciplinary process the Branch Officers, National Officers or the Appeal Panel of the NEC shall inform the General Secretary within ten working days.

3.7 After deciding to initiate the disciplinary process the Branch Officers or the National Officers shall, if, and only if, they deem it to be essential in the interests of the Association, suspend the member against whom the complaint has been made from participation in specified activities of the Association until the matter is resolved.

3.8 A member so suspended shall continue to be eligible for all other rights their membership of the Association affords.

Investigation

4.1 On receipt of information that the disciplinary process has been initiated in accordance with Rules 3.4 and 3.5 the General Secretary shall within 10 working days inform the Chair of a neighbouring branch that an investigation into the complaint is required.

4.2 On receipt of information under Rule 4.1 the Chair of the neighbouring branch shall convene a panel of members of that branch to investigate the complaint.

4.3 Such a panel shall consist of at least three members who are not otherwise involved in the disciplinary action.

4.4 The Investigation Panel shall investigate the complaint as it deems fit but shall allow the member against whom the complaint is made to make oral and/or written submissions.

4.5 At the conclusion of the investigation the Investigation Panel shall decide whether or not there is a case to answer. If the decision is that there is a case to answer it shall decide on the final wording of the complaint against the member and shall communicate these decisions to the member, the member's Branch Chair and to the General Secretary.

4.6 The Investigation Panel shall complete its work within 30 working days of the receipt of information under Rule 4.1.

Disciplinary Hearing

5.1 If the Investigation Panel concludes that there is a case to answer the General Secretary shall convene a Disciplinary Panel comprising five branch representative members of the NEC. The panel shall not include a representative of any branch otherwise involved in the disciplinary process and shall, in its composition, pay attention to race and gender.

5.2 PRE-HEARING

- (a) The Panel shall not be informed of any detail of the allegation prior to the hearing.
- (b) The National Officers shall appoint a person to present the case against the member.
- (c) The member shall be provided with a copy of the investigating panel's report including the final wording of the complaint and the name of the person who will present the complaint at the hearing.
- (d) The member and the presenter shall exchange documents they wish to present to the hearing and the names of witnesses they intend calling at least three working days before the hearing. No other documents or witnesses will be permitted unless mutually agreed at the hearing.

5.3 THE HEARING

- (a) The Chair of the Panel shall open the hearing by reading the statement of complaint.
- (b) The person presenting the complaint against the member may make an opening statement. She or he shall then present the case against the member by calling witnesses and submitting documents.
- (c) Witnesses called may be questioned after they have given their evidence by the member and by the panel. The presenter may re-question the witness dealing only with matters raised by the member or by the panel.
- (d) The member shall then present their case in a manner similar to that which is contained in Rules 5.3(b) and (c) above.
- (e) When all the evidence has been given the presenter followed by the member shall be given the opportunity to sum up their respective cases.
- (f) The Panel shall then withdraw to deliberate in private recalling the parties only to clarify points arising from evidence already given. If recall is necessary both parties shall be recalled.
- (g) The Panel shall decide by a majority vote on the basis of the evidence produced whether or not the member has, beyond reasonable doubt, acted in a way which seriously prejudices the interests of the Association and/or is contrary to its objects. The hearing shall re-convene and the Chair shall announce the Panel's decision giving the voting figures.
- (h) If the complaint has not been upheld that is the end of the disciplinary process and any suspension imposed on the member shall be withdrawn.
- (i) If the complaint has been upheld the member shall be invited to address the Panel on the question of the appropriate penalty. The Panel shall then withdraw to consider the penalty. The Panel shall select one of the alternatives contained in clause 29(1) namely:
 - either-* impose a written warning as to future conduct,
 - or-* disqualify from office in the Association for up to three years,
 - or-* recommend to the NEC that the member be expelled from the Association. The hearing shall then re-convene and the Chair shall announce the Panel's decision. Any penalty imposed under clause 29(1)(i) or (ii) shall take effect immediately and any suspension imposed on the member shall be withdrawn. If the Panel decides to recommend to the NEC that the member be expelled from the Association under clause 29(1)(iii), any suspension shall remain in force pending the decision of the NEC.
- (j) The Disciplinary Panel shall complete its work within 30 working days of the receipt of information under Rule 6.1.

5.4 POST-HEARING

- (a) The findings of the Panel shall be notified in writing within five working days of the hearing to the member, the Chair of the member's Branch and the General Secretary.
- (b) The General Secretary shall notify the member forthwith of her or his rights of appeal against a penalty imposed by the Disciplinary Panel and of the procedure to do so OR, if expulsion has been recommended, the process by which the NEC will consider the matter.

Right of Appeal to NEC

- 6.1 A member who has been deemed by the Disciplinary Panel to have been guilty of conduct as defined in clause 29(a) and has been dealt with in accordance with clause 29(1) may appeal against one or both of those decisions to the NEC.
- 6.2 The appeal will be heard by a panel selected by the General Secretary consisting of five branch NEC representatives who have not been involved in the case.
- 6.3 The appeal hearing will be a re-hearing of the case and new evidence will be admitted from either side.
- 6.4 The procedure of the appeal will be as outlined in Rules 5.2 and 5.3. The powers of the Appeals Panel will be to either dismiss the case or uphold the finding of guilt and either confirm or reduce the penalty imposed.
- 6.5 The findings of the Appeals Panel will be announced by its Chair immediately and then notified in writing within five working days to the member, the Chair of the member's branch and the General Secretary.
- 6.6 The findings of the Appeals Panel shall be final.

Procedure at the NEC when Expulsion is being Considered

- 7.1 The Chair of the Disciplinary Panel shall report to the NEC on the Panel's deliberations, findings and decision. At the conclusion of the report the member and members of the NEC shall be invited to ask questions of the Chair of the Disciplinary Panel.
- 7.2 The member may then address the NEC. At the conclusion of the address members of the NEC shall be invited to ask questions of the member.
- 7.3 The Chair of the Disciplinary Panel and the member shall then withdraw from the meeting.
- 7.4 The NEC shall then debate the question of the expulsion of the member.
- 7.5 The NEC shall have the power to expel the member, impose any of the penalties contained in clause 29(1)(i) or (ii), or dismiss the case. Voting on the issue shall be by a hand vote. A decision to expel must be supported by at least two-thirds of the NEC members hearing the case.
- 7.6 In making a decision under Rule 7.5 any mandate given by a branch to a member of the NEC shall be deemed null and void.
- 7.7 When the NEC has reached a decision the member and the Chair of the Disciplinary Panel shall rejoin the meeting and the Chair of the NEC shall announce the result. Any resulting penalty shall take effect immediately. Any suspension imposed under Rule 3.7 shall be lifted as soon as the case is dismissed or any penalties take effect.

Post – NEC

8.1 The General Secretary shall send written notification of the decision of the NEC to the member, the Officers of the member's branch and the Chair of the Disciplinary Panel within five working days of the decision.

8.2 If the NEC has expelled the member from the Association the General Secretary shall notify her or him in writing within five working days of her or his right under the constitution to appeal against the decision of the NEC to the next Annual General Meeting and the process by which she or he can do so. Any penalty imposed by the NEC shall not be suspended pending an appeal to the AGM.

Right of Appeal to AGM

9.1 A member who has been expelled from the Association by the NEC under Rule 7.5 has the right of appeal to the next Annual General Meeting of the Association.

9.2 At the AGM a representative selected by the NEC shall report to the AGM on the NEC's deliberations, findings and decision. At the conclusion of the report the member may ask questions of the representative of the NEC.

9.3 The member may then address the AGM.

9.4 The representative of the NEC and the member shall then withdraw from the meeting.

9.5 The question of whether or not the AGM allows the member's appeal against the decision of the NEC to expel her or him shall then be put. A vote shall be taken by ballot. A majority of votes cast in favour of allowing the appeal will remove any penalties imposed on the member. No other questions may be put.

9.6 The representative of the NEC and the member shall return to the meeting for the announcement of the result of the appeal.

9.7 Following the AGM the General Secretary shall send written notification of the decision of the AGM to the member and the Chair of her or his Branch.

RULES FOR THE OPERATION OF THE SPECIAL AID FUND FOR LEGAL ASSISTANCE TO NAPO MEMBERS

These Rules for the operation of Napo's Special Aid Fund are made by the NEC under the provisions of clause 16(a) of Napo's Constitution, and clarify the administrative arrangements for the Fund under clause 26(c), (d) and (f) of the Constitution. The Rules are based on Napo's experience of handling members' cases where some form of legal assistance may be appropriate, and of Legal Assistance Appeals Panel hearings when direct legal assistance is initially denied. The Rules are intended to make that decision-making process as transparent as possible, to protect individual members' interests and to clarify Napo's position in relation to what individual members may reasonably expect of the union's resources.

1. The provision of advice and assistance shall be at all times within the discretion of the NEC and in accordance with any regulations to be determined and issued by the NEC from time to time.

2. Members seeking legal assistance from Napo should deal directly with Napo on all points, unless specifically asked to do otherwise by Napo. Members should not commit themselves to any course of action or expenditure in the expectation they will be financially or otherwise supported, without first obtaining Napo's express authority. Any legal expenses incurred prior to receiving approval shall remain the responsibility of the individual concerned.

3. In all cases where legal assistance is sought, the following procedure applies:

- (i) The member should initially make their request for assistance to their Branch at the earliest possible opportunity. Exceptionally, if the matter is of a particularly urgent nature or involves criminal proceedings or the threat of such proceedings, the member may approach the General Secretary directly. Legal assistance in criminal proceedings will normally only be given where the charges arise from the member's trade union activity.
- (ii) Upon receiving a request for legal assistance, the Branch should endeavour to obtain particulars from the member and refer the matter to the General Secretary. This referral shall be made as soon as practicable by the Branch, and in any event no later than 14 days from receipt of the request.

4. Upon receipt of an application or at any time thereafter, the General Secretary shall determine, having regard to the criteria set out below, whether and in what form advice or assistance shall be given or continue to be given. The criteria are:

- the nature of the case and its overall merits;
- whether or not the member's interests can be more appropriately safeguarded in another way, for example by a straightforward industrial relations solution;
- the complexity of the law and facts involved on the advice of Napo's solicitors;
- the value of any claim;
- the estimated legal costs of providing advice and/or assistance and best disposal of available financial resources;
- any collective bargaining/professional/trade union/equal opportunities significance of the claim;
- any relevant aspects of Napo's aims, objectives and policies;

- the personal consequences of an adverse result on the applicant member, eg financial hardship, loss of employment etc;
- the principles of natural justice.

Examples of where legal assistance may be available to members are:

- accidents at work, or to and from work, and work-related personal injury cases;
- redundancy, unfair dismissal, maternity, sickness, pensions and other matters relating to contracts of employment and statutory employment rights;
- equal opportunities and discrimination issues;
- enforcement of rights as trade unionists.

5.1 In every case where assistance is granted the General Secretary shall have the right to determine in what form and to what extent legal assistance shall be given. Legal assistance will normally only be provided through Napo's solicitors to ensure proper accountability for the member's interests and the disposal of Napo's resources. Assistance may be limited or made subject to conditions being satisfied by the member.

5.2 Any limitations or conditions will be stipulated at the time the offer of assistance is made. Assistance will be given on a stage by stage basis, and cases will be reviewed regularly using the criteria previously identified under Rule 4.

6. Members receiving legal assistance will be expected to cooperate with Napo or its agents, and act in accordance with their advice at all stages. There will be an expectation that members receiving assistance will make thorough disclosure of all relevant facts and cooperate fully with those assigned to assist them. Failure to comply with these provisions may result in the withdrawal of legal assistance and the General Secretary may subsequently seek the NEC's authority to recover all or part of any expenses incurred as constituting a debt owed by the member to Napo.

7. Napo will be bound to have regard to any potential conflict of interest – either between a member and Napo, or between two or more members. No assistance will be given in cases of a conflict between a member and the union. In conflicts between members each member is entitled to have their application considered. In some cases it may be appropriate for independent assistance to be given to either or both of the members concerned.

8.1 In cases where either a member's initial application is refused or legal assistance is subsequently withdrawn, the member concerned has the right to appeal. Notice must be lodged with the General Secretary within 15 working days of the date of the General Secretary's decision, and the following procedure will then apply.

8.2 Napo's Officers will appoint an Officer to be responsible for convening the Legal Assistance Appeals Panel, to oversee the procedure and act as the Panel's liaison point, and to act as adviser when the Panel meets. The Panel hearing will be convened no later than 25 working days from receipt of the member's notice of appeal.

8.3 The Panel will consist of three full members elected by the NEC, and due attention will be given to its race and gender composition.

8.4 On receipt of the notice of appeal, the convening Officer will contact the General Secretary and applicant member within three working days, asking each to provide written submissions giving reasons on the following grounds why the application should or should not be supported:

- its background and particular circumstances;
- a consideration of the criteria outlined in Rule 4.

- 8.5 The written submissions must be received by the convening Officer within seven working days of the date of the request.
- 8.6 Once written submissions have been received, Panel members may seek further information or clarification from either or both parties via the convening Officer. Any additional information or clarification will be made available to all Panel members.
- 8.7 The Panel meeting will consider all the available information obtained under paragraphs 8.4 and 8.5, and its findings will be final. The applicant member, the General Secretary and the Chair will be notified in writing of the Panel's decision within five working days. The next NEC will also be notified of the Panel's decision by a written summary from the convening Officer.

RULES FOR THE CONDUCT OF BALLOTS

1. General Rules

- 1.1 Under clause 7(k) of the Constitution, the NEC has established the following Rules for the Conduct of Ballots. Any ballot conducted under clauses 3(a), 9(b), 9(d), 12(c), 21(g), 21(k), 28(a) and 28(b) of the Constitution shall be organised accordingly, unless the Rules are varied by special resolution of an AGM, SGM or the NEC.
- 1.2 Ballots for the establishment of maintenance of a Political Fund under clause 3(a) shall be postal.
- 1.3 Ballots for the election of national Officers under clauses 9(b) and 9(d) shall be postal.
- 1.4 Ballots for the election of General Secretary under clauses 12(c) shall be postal.
- 1.5 Ballots for the election of branch NEC Co-Representatives and under clause 21(h) shall be either workplace or postal, as decided by formal resolution of the Branch.
- 1.6 Ballots for industrial action under clauses 28(a) and 28(b) shall be either workplace or postal or a mixture of both as decided by the NEC or by the Officers acting under clause 9(g). In consideration, the following will apply as preferred choice:
 - (a) a ballot for national industrial action will usually be postal;
 - (b) a ballot for local industrial action will usually be workplace;
 - (c) a mixture of these methods, as may be in the best interests of Napo, may be used for either a national or a local ballot.
- 1.7 Ballots for the election of branch officers under clause 21(g) may be postal where the branch operates under clause 22 Workplace Meetings.
- 1.8 The NEC, the Officers, or the Branch Executive as appropriate, shall make or shall cause to be made, such arrangements as are necessary to ensure the following:
 - (a) every member properly entitled to vote shall be allowed to do so without interference from or constraint imposed by Napo, or any of its members, officers, officials or employees;
 - (b) every member properly entitled to vote shall, as far as is reasonably practicable, be allowed to do so without incurring any direct cost to themselves;

- (c) every member properly entitled to vote shall, as far as is reasonably practicable, be given a voting paper and a convenient opportunity to vote;
 - (d) that as far as is reasonably practicable, ballots will be conducted in such a way as to ensure that those voting do so in secret.
- 1.9 The NEC or the Officers shall make, or shall cause to be made, adequate arrangements for the appointment of an Independent Scrutineer, and for the Independent Scrutineer to make a written report on the conduct of the ballot. This report shall be made available to members on request after the ballot has taken place.
 - 1.10 Napo will supply any member with a copy of these Rules free of charge, on request.

2.0 Rules for the Conduct of Workplace Ballots

- 2.1 The NEC, the Officers or the Branch Executive shall make arrangements for adequate notice of the ballot to be given to all those members properly entitled to vote, including the times and places at which they are able to vote and such identification as will be required to establish entitlement to vote.
- 2.2 The NEC, the Officers or the Branch Executive shall make arrangements for independent scrutiny of the ballot for every location where votes are cast.
- 2.3 The NEC, the Officers or the Branch Executive shall make, or shall cause to be made, arrangements for the issue of voting papers. This will not be entrusted to one Napo member alone unless that person is acting as an independent scrutineer, nor to anyone directly affected by the dispute or potential dispute to which the ballot relates, nor will it be a local Napo branch officer who regularly represents those entitled to vote.
- 2.4 Voting should take place in a room or area where there is privacy to mark a voting paper and cast a vote. No-one should be allowed in that area except those issuing ballot papers, any independent scrutineer and those entitled to vote. A single, secure ballot box should be provided.
- 2.5 Voting shall be by the marking of a voting paper by the person properly entitled to vote. Completed voting papers should be placed in the ballot box by the voter personally.
- 2.6 At the close of ballot, the NEC, the Officers or the Branch Executive shall make arrangements for sealed ballot boxes to be returned to the independent scrutineer.
- 2.7 The NEC, the Officers or the Branch Executive shall make for any member properly entitled to vote who identifies themselves:
 - (a) postal voting arrangements for those members either unable to collect a voting paper at the time or location of issue, or to cast a vote at the designated workplace location;
 - (b) suitable alternative or additional arrangements for those members unable to participate by reason of impaired vision or other physical cause.

3.0 Rules for the Conduct of Postal Ballots

- 3.1 Wherever reasonably practicable, the NEC, the Officers or the Branch Executive shall establish, or cause to be established an appropriate checking system so that:
 - (a) no member properly entitled to vote is accidentally disenfranchised;
 - (b) no uncompleted paper comes into the hands of anyone not properly entitled to vote.

- 3.2 Advice will be given well in advance to those entitled to vote on when and how balloting will take place.
- 3.3 For postal ballots, the period between the distribution of voting papers and the date by which completed voting papers should be returned will allow at least:
- (a) 7 days if voting papers are to be distributed and returned by first class post;
 - (b) 14 days if second class post is used for either distribution or return of voting papers.

NAPO ORGANISING FUND

The NEC established the Fund in 1995. It was reviewed and amended by the NEC in September 2001. The NEC renamed and updated the remit of the fund in 2013.

The arrangements for the Fund are as follows:

1. The Fund will comprise monies provided by Branches and from central funds under the provisions set out below.
2. The Finance Sub Committee comprising the Chair, Treasurer and General Secretary along with the Finance Officer will administer the Fund. The primary purpose of the fund will be to support members to pay for Employment Tribunal Fees. Members will be able to access monies from the fund in line with guidelines established by the NEC for the funding of claims made to an Employment Tribunal.
3. In addition, branches will be able to access the fund for organising activities. Account will be taken of the state of cash flow through Branch accounts when claims are made and notably the impact of Branch grants claimed and due to be claimed. Branches may be asked to submit a copy of their accounts in support of their claim.
4. Branches are required to pay to the Fund by 1 May, half of any surplus held in the Branch account(s) on 31 December the previous year, in excess of the previous year's eligible Grant, e.g. Branch A's allocated Grant was £1,000. At 31 December that year the Branch had funds of £1,400. The Branch pays £200 to the Fund on 1 May the following year (i.e. half the difference).
5. 50% of unclaimed Branch Grants (Annual not AGM) from the preceding year will be placed in the Fund.
6. Any monies remaining in the Fund will be carried forward to the Fund in the following year. If, at the time when the budget is set, the size of the Fund is deemed to be sufficient to meet potential calls upon it during the year, then a decision may be taken by the Finance Sub Committee to recommend to the NEC not to trigger transfers under Points 4 and 5.
7. The maximum cumulative amount that can be claimed by a branch for organising activities will be one-third of the annual grant, or £500, whichever is the greater.
8. Branches intending to submit a claim should do so stating the amount requested, how the grant is to be used and the Branch Account/s current balance/s.
9. The ability to meet claims on the Fund for organising activity, in whole or in part, will be subject to monies available in the Fund.

Notes

Notes

OFFICERS AND STAFF OF THE ASSOCIATION

ELECTED OFFICERS 2013/2014

Chair	Tom Rendon (until May 2014) Chris Pearson (Interim from July 2014)
Vice Chair (Cafcass):	Vacant
Vice Chairs (Probation):	Megan Elliott Yvonne Pattison Nick Smith (until January 2014) Chris Winters (from February 2014)
Treasurer:	Keith Stokeld

STAFF

General Secretary:	Ian Lawrence
Assistant General Secretary:	Dean Rogers
National Officials:	Tania Bassett (Press, Parliamentary, Campaigns) Sarah Friday (Health and Safety) Mike McClelland (Professional, Training) Ranjit Singh (Trade Union Organisation)
ULR Manager (England):	Briony Marder (until April 2014)
ULR Manager (England):	Marilyn Owens (until April 2014)
ULR Project Worker:	Jacqui Paryag (until April 2014)
ULR Manager (Wales):	Aziz Bouleghlimat
Finance Officer:	Theresa Boorman
Finance Assistant:	Liz Manville
Office Manager:	Keith Waldron
Administrators:	Alison Bonner Anne Burbidge Annoesjka Valent Cynthia Griffith Deirdre Heinrich (maternity cover) Jacqui Paryag Kath Falcon Margaret Pearce Shireena Suleman Taytula Burke

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