

REGISTERED COMPANY NUMBER: 04680035 (England and Wales)

REGISTERED CHARITY NUMBER: 1104765



Annual Report

2018|19

Report of the Trustees and
Unaudited Financial Statements for the year ended 31 March 2019

The National Appropriate Adult Network Ltd
19 North Street
Ashford
Kent
TN24 8LF

Accounts independently inspected by
Calcutt Matthews - Chartered Accountants

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the Year Ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Reference & Administrative Details

Company number	04680035 (England and Wales)
Charity number	1104765
Registered office	19 North Street, Ashford, Kent, TN24 8LF
President	The Lord Patel of Bradford OBE (House of Lords)
Chair	Richard Atkinson (Partner, Tuckers Solicitors LLP)
Treasurer	Dipak Kothari FRSA FCCA (Chartered Accountant)
Other trustees	Ian Blackie (Retired senior social worker) Lynn Frusher (Regional Manager, The Appropriate Adult Service) Stephen Gray (Chief Executive, Young Lives Foundation) Pip Lake-Benson (Manager, Hertfordshire Youth Justice Service) Charlie Rose (Volunteer Appropriate Adult, Southwark) Andy Ward (Police Sergeant, Police Federation) Gisli Gudjonsson CBE (Professor of Forensic Psychology) - retired 09.11.18 Mike Sampson (Peterborough Youth Offending Team) - retired 18.10.18
Chief Executive & Company Secretary	Chris Bath FRSA
Independent examiner	Rosanna Manser ACA DChA Calcutt Matthews Chartered Accountants 19 North Street, Ashford, Kent, TN24 8LF
Bankers	Unity Trust Bank 9 Brindleyplace, Birmingham, B1 2HB

Structure, Governance & Management

Governing document

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

Recruitment and appointment of new trustees

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

All trustee appointments are time-limited under the governing document.

The Board wishes to extend its sincere thanks: Professor Gisli Gudjonsson CBE who retired after three years; and Mike Sampson, who retired after six years of service to the NAAN Board.

Organisational structure

The management of the charity is the responsibility of the Board. Major decisions on policy and expenditure are made by the Board. Day to day decision-making is delegated to the Chief Executive Chris Bath, who was appointed by the Board in March 2013.

Risk management

The Board reviewed and adjusted its detailed risk register. The major risks to which the charity is exposed have been considered, with particular focus on events that would seriously impede the operations of the charity.

Steps to mitigate risks are summarised below.

NAAN's Treasurer is a qualified chartered accountant. Financial record keeping was transitioned from Sage software in a single machine to the cloud-based Xero system from 1st April 2017. On a monthly basis accounts are reconciled, cash flow and budget are monitored. Management accounts are reviewed by the Board quarterly. Payroll is calculated by an external company. NAAN has dual authorisation for all cheques and internet bank payments. External accountants are used to support the preparation of annual accounts.

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

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

Data is held within the secure cloud-based systems (Office 365 and Insightly CRM) with constant backups. Where required, hard copies of information are stored in secure storage units. NAAN complies with data protection law and is registered with the ICO.

Satisfactory insurance policies are in place and are reviewed annually.

The primary risks to the charity remains loss of income through AA scheme consolidation and reliance on a Home Office grant agreed annually. Given the very small size of the staff team, an additional critical risk is the loss of staff members. These risks are mitigated via the reserves policy and annual reviews of membership fee rates. NAAN continues to seek: a multi-year grant funding agreement, charitable funding, opportunities for earned income and an equitable membership fee structure.

Objectives & Activities

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

Charitable Objects

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

- a) To promote the care of children and young people under 18 years and the care of people of any age who are mentally vulnerable as a result of mental ill health, learning disability, neurodevelopmental disorder or any other reason and who are detained or otherwise questioned under the Police and Criminal Evidence Act 1984 by the provision of support and guidance for, and the promotion of best practice amongst appropriate adult services.
- b) To promote or assist in the promotion of, the sound administration of the criminal justice system by the provision of support and guidance for, and the promotion of best practice amongst appropriate adult services.

Vision

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

Mission

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

Strategic Objectives

Improve practice: More children and vulnerable adults are safeguarded by effective appropriate adults operating to national standards.

Improve policy: National and local policy development and implementation enable appropriate adults to be effective.

Improve ourselves: NAAN is a more effective, efficient and sustainable organisation.

Activities

NAAN seeks to achieve its objectives through:-

Professional Development

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

National Standards

- Researching, developing and publishing national standards for appropriate adult provision
- Promoting and supporting the adoption of national standards by providers and commissioners

Information, Advice & Guidance

- Providing resources for commissioners, providers, appropriate adults and members of the public
- Providing regular updates on effective practice, evidence, legislation and policy
- Supporting engagement between appropriate adult schemes and commissioners that will improve the quality, range and delivery of appropriate adult services
- Providing an online gateway to assist potential appropriate adult volunteers find a local scheme to support

Informing Policy

- Listening to, and consulting with, appropriate adult schemes
- Working with central and local government departments, police forces and organisations, the Youth Justice Board, inspectorates, charities and other stakeholders towards improving policy, guidelines and legislation
- Contributing to public discourse via articles, events, networking, website and social media

Membership at 31st March 2019

Anglia Care Trust (Norfolk)	NAViGO
Anglia Care Trust (Suffolk)	Neath Port Talbot YOT
Appropriate Adults UK	Newport Youth Offending Service
Avenues Group	North Lincolnshire YOS
Barnet Appropriate Adult Scheme	North Yorkshire County Council
Birmingham YOS	North Yorkshire Youth Justice Service
Blaenau Gwent & Caerphilly YOS	Northumbria Healthcare NHS Trust
Bracknell Forest EDT	Northumbria Local Appropriate Adult Scheme
Bristol YOT	Office of the Merseyside Police and Crime Commissioner
C2C Social Action	Open Road Appropriate Adult Service
Cardiff Youth Offending Service	Oxfordshire YOS
Caring for Communities and People	Plymouth City Council YOS
Carmarthenshire Youth Support Services	PoHWER Advocacy
Catch22 (Northamptonshire)	Professional Advocacy Support Service (PASS) Yorkshire
Cedar Potential	Royal Borough of Windsor & Maidenhead YOT
Ceredigion YJS	Safeguard Care
CGL South Yorkshire AA Scheme	Sefton YOT (Early Intervention & Prevention)
Child Action Northwest	Serenity Welfare
Childline Gibraltar	Somerset YOT
Cloverleaf Advocacy	Southwark AA Scheme
Cornwall & Isles of Scilly YOS	Southwark YOT
Coventry YOS	St. Helens YOS
Croydon Voluntary Action (CVA)	Stockton Youth Offending Service
Cygnnet Hospital Bury	Stoke-on-Trent YOS
Devon and Cornwall Police	Surrey Appropriate Adult Volunteer Scheme (The
Dorset Advocacy	Diocese of Guildford)
East Sussex YOT	The Appropriate Adult Service Ltd
Equal Lives	The Appropriate Adult Service Ltd (East Midlands,
Gateshead YOT	Durham, Cumbria)
Grimsby YOS (North East Lincs)	The Appropriate Adult Service Ltd (London, Herts &
Hafal	Wales)
Hampshire Constabulary	The Appropriate Adult Service Ltd (South)
Headway - the brain injury association	The Brandon Trust AA Service
Hertfordshire Youth Justice Service	Vale of Glamorgan YOS
Hillingdon MIND AA Scheme	Wakefield Youth Offending Team
Hillingdon Youth Offending Service	Wandsworth Youth Offending Team
Isle of Man Government	Warwickshire Youth Justice Service
Knowsley YOT	West Berkshire Council - Specialist Mental Health Team
Leeds Adult Social Care (Leeds City council)	West London Forensic Social Work Service (LB Ealing)
Leicestershire Police	West Sussex YOS AA Service
Leicestershire YOS	Westminster AA Volunteer Service
Liverpool YOT	Wiltshire Integrated Youth Service Volunteer AA Scheme
London Borough of Havering Social Care	Wirral Youth Offending Service
Academy	Wokingham Borough Council
London Borough of Hounslow YOS	YMCA Trinity Group
London Borough of Sutton	York Youth Offending Team
Luton Youth Offending Service	Young Lives Foundation
Middlesbrough and Stockton Mind	Youth Justice Services (Cheshire East, Cheshire West,
Milton Keynes YOT	Halton and Warrington)
MindWise	YSS
Monmouthshire & Torfaen YOS	

Charitable Activities

More children and vulnerable adults are safeguarded by effective appropriate adults
Operating to national standards.



We are committed to developing our ability to evaluate NAAN's work. In January 2019, we carried out our first online membership survey. We asked 10 questions to help us evaluate the *effectiveness* and *importance* of the services we provide to the network and our work beyond it. This data is summarised in the white boxes at the foot of each page and provided many of the comments throughout this report.

Outcome one

Children and vulnerable adults are supported more effectively by appropriate adults.

iKAAN (online knowledgebase)

This year we set out to expand, maintain and promote our 'internet knowledgebase for the AA network' (iKAAN), launched in June 2018, in line with developments in law, policy, research and best practice.

In order to effectively safeguard the rights and welfare of vulnerable suspects, and ensure that police follow correct procedures, AAs need to navigate a hugely complex set of legislation, codes of practice and case law. iKAAN aims to deliver the information and guidance that frontline AA practitioners need to support their effective practice.

During the year, we added the following new articles over the following four new topic areas:

- Transfers to local authority accommodation (+7 articles)
- Special warnings (+5 articles)
- Live link interviews (+4 articles)
- Role of AA (+1 articles)

We also used our detailed analysis of the significant changes to PACE Code C in July 2018, pertaining particularly to vulnerable suspects, to update existing iKAAN articles.

"I have logged in and sought the information I required. It was precise and to the point which I needed as referring to PACE Code was too complicated."

"I have taken this information to management as our local AA protocol does not reflect this information and I feel it is important to know the differences between weapon and drug search."

Over the year:

- 80 new users registered to use the resource
- it was used 561 times, during which 767 pages were viewed.

Member survey effectiveness rating: 93%

Our 'iKAAN' practitioner knowledgebase pages were viewed 767 times.

National training resources

This year we aimed to maintain and update the national training pack in line with member feedback, developments in law, policy, research and best practice.

However, we also wanted to begin to move beyond the core stand-alone pack, to start to develop a wider suite of training resources set within the training section of the new coordinators knowledgebase.

In particular we wanted to:

1. integrate relevant case law; and
2. curate a selection of relevant third-party video resources

On case law, we worked in partnership with Dr Roxanna Dehaghani, a legal academic at Cardiff University. Of the cases reviewed, we identified 32 that were relevant and made notes on them and where they would fit into the national training pack. We then updated the pack to integrate the case law where relevant the learning outcomes.

We reviewed a wide range of videos, selecting an initial 15 as being particularly relevant to training appropriate adults. We wrote short summaries of each video and embedded them in a new section of the coordinators' knowledgebase.

We then updated the activity plans, trainer notes and training video annex in the training pack, integrating the videos in support of the relevant learning outcomes.

Finally, we published the updated national training pack on our website and sent an e-update to all our member organisations to let them know it was available.

"[The] biggest benefit to me was training pack."

"I have been able to rely on the resources developed by NAAN to enable training of AA's to be effective."

"The training pack raised the status of the AAs with both police and local authorities."

We have now curated videos and other resources covering the following areas:

- ADHD
- Appropriate adult role
- Autism
- Bipolar Disorder
- Brain Injury
- Caution (before questioning)
- Children
- False confessions and unreliable evidence
- Learning disability
- Legal Privilege
- Mental health
- Modern slavery
- PACE
- Personality Disorders
- Police custody
- Psychotic disorders
- Speech, language & communication needs
- Vulnerability at court

Member survey effectiveness rating: 100%

We researched and integrated relevant case law into the pack, and added video resources from expert organisations.

National accredited qualification

Our development of a national qualification service aims to provide a simple, low cost route to set of nationally accredited qualifications for AAs.

Having introduced the concept to members in January 2018, our aim for this year was to see the first 20 learners registered on one of the AA qualifications.

By the end of the year, a total of 49 learners had begun an AA qualification and none had dropped out. These learners were AAs volunteering for our two pathfinder members:

- Southwark AA Scheme (run and funded by Southwark Council)
- Northumbria Local AA Scheme (run by the University of Sunderland and funded by the Office of the PCC for Northumbria)

Our qualifications web page was viewed 1,291 times and we had developed a 'pipeline' of member schemes that planned to move forward qualifications for their appropriate adults:

- 4 x schemes at 'expression of interest'
- 2 x schemes at 'tutor assessment pending'
- 3 x schemes at 'tutor assessment complete'

"I found completing this portfolio a really useful and interesting exercise in my personal development as an appropriate adult. Not only has it reinforced skills and knowledge gained following the original training but has assisted in helping me to gain a greater confidence in my work as Appropriate Adult."

"When completing my written work for this unit, I explored thoroughly aspects of how we support vulnerable adults within police custody. I answered questions relating to how appropriate adults recognise different vulnerabilities in adults and how and why these vulnerable groups need support. In recognising these vulnerabilities, I answered questions about how to communicate with a vulnerable individual and how to use supportive strategies."

Member survey effectiveness rating: 86%

49 learners began an AA qualification that is nationally accredited at level 2.

Direct training

This year we provided 15.5 days of direct training, an increase of over 50% on last year.

The following organisations asked us to provide training to their appropriate adults and/or scheme coordinators:

- Bracknell Forest Emergency Duty Team
- London Borough of Havering Social Care Academy
- Merseyside Youth Offending Services
- Northumbria Local Appropriate Adult Scheme (NLASS)
- Hull University Social Services Organisation (HUSSO)
- Serenity Welfare
- Wokingham Borough Council

“As a team manager, I will now ensure that the volunteer AAs are supported more and debriefed after interview.”

“Great use of examples that were helpful. Technical information explained. I feel more prepared for the job ahead.”

“As mental health professional, I never realised that I knew so little.”

“Given the variety of experience in the group, the quantity of information and explanations were great.”

“Very good interesting training. Great trainer.”

“Good to have an experienced AA delivering training.”

“I will approach the role in a more knowledgeable way. Clearer understanding of role. Very helpful.”

“I will go out quicker. Clearer that role is about rights and welfare of DP and upholding them.”

“I will be more proactive in interviews.”

“I now know how best to advise about lawyers.”

“I understand confidentiality law better.”

“I feel equipped to start the process of becoming an effective AA.”

Member survey effectiveness rating: 94%

AAs trained: 150. Satisfied: 99%. Pitched at right level: 100%.
Right balance: 100%. Knowledge/skills improved: 100%.

Outcome Two

Appropriate adults are recruited, trained, developed and managed more effectively.

Professional development days

We provided three, geographically diverse, professional development events which were free to member organisations. These combined keynote speakers with an [Open Space](#) approach to enable networking and sharing of best practice via an agenda created by the attendees on the day.

100% of respondents our feedback surveys were satisfied with the event; 98% said their knowledge/skills had improved; and 87% said they would do things differently as a result of the event.

Liverpool (May 2018)

48 delegates attended the event, hosted by the Merseyside Police and Crime Commissioner. Presentations were on: Data Protection Bill and GDPR: what does it mean for AA provision? (Information Commissioner's Office) and Delivering the Appropriate Adult Qualification (Anne Harper & Cheryl Perkins).

London (October 2018)

68 delegates attended the event, hosted by the University of Sunderland in London. In addition to the AGM and Open Space, we held a practice-focused panel session, including: Sgt Chris Bentley (Custody Sergeant), David Tremlett (Senior Heath Care Professional), Michael Blakey (Liaison and Diversion Service Manager), Dr Isabel Clare (Consultant Forensic Psychologist), Ivan Trethewey (NHS England), John Briant (Barrister and Police Station Representative), Grev Wallington (NAAN).

"I find every conference very informative and very beneficial to my role."

"The event was very useful and informative."

"An interesting taster for someone new to the role."

"Very enjoyable and informative day. The panel session was a great idea."

"Thank you Chris and Grev soooooo much for all your hard work and support."

"The speakers were excellent and covered a range of expertise."

Bristol (February 2019)

43 delegates attended. Northumbria Local Appropriate Adult Service and Child Action North West presented on best practice in relation to: participation of service users; challenging long detentions, female hygiene, braille, safeguarding, voice of the child and offering support even if parents are present. NAAN staff ran sessions on: national developments; training; national standards & self-assessment; the strategic review of the network.

Member survey effectiveness rating: 88%

159 people attended our 3 professional development events
98% of delegates said their knowledge/skills had improved.

Individual member advice and support

We continued to provide a national phone and email advice and support service for local scheme leaders.

Over the year we dealt with just under one hundred queries, researching answers and responding in an accurate and timely fashion.

Issues covered practice and scheme management issues, including:

- Effective practice (including PACE)
- Scheme management resources
- Commissioning
- Training and reference resources
- GDPR, data protection and sharing
- DBS checks and vetting
- Monitoring of AA services
- Operating hours
- PACE code changes
- Operating hours
- PACE breaches by police
- Recruitment
- Voluntary interviews

One member fed back that our detailed analysis of a police process relating to a specific young person had “started a conversation with all the stakeholders concerned, including the young person, resulting in the CPS deciding to take no further action. This outcome gave the young person an opportunity to continue to move forward in a positive direction”.

“I find the support invaluable, particularly as it is so accessible by phone and email with prompt and effective response.”

“Thank you for such a swift response! Really appreciate you clarifying that.”

“Many thanks for the detail and timeliness of the information. All very helpful and greatly appreciated.”

“That’s really helpful.”

“Thank you so much for the below, it is so useful.”

“Thanks for your advice.”

“Brilliant, thanks for the tips.”

“It's been really helpful to talk it through with you.”

“That’s brilliant. Many thanks!”

“You’re a star thank you.”

“Good talking to you. Thanks very much for looking into this, it is much appreciated.”

“It’s what I expected to hear to be honest but just needed someone to confirm it with me. Always good to have someone to run it past.”

Member survey effectiveness rating: 100%

We responded to 97 requests for advice and support from AA scheme coordinators.

Coordinators' knowledgebase

This year saw the development and introduction of a new online knowledgebase for our members. This uses the same technology as iKAAN, which we developed last year for frontline appropriate adults. However, the new coordinators' knowledgebase delivers the information and guidance needed by those managing appropriate adult schemes.

The concept is a central hub for all information and resources of value to AA scheme coordinators, whether than be generated by NAAN, shared by members or created by third parties.

Where questions are repeatedly dealt with via the advice and support service, this indicates the need for new knowledgebase articles. Developing these articles will lead to greater efficiency for both the charity's members and staff, as well as ensuring that information is standardised. This will allow us to focus individual advice and support on the more individual and challenging matters.

We based the structure of the coordinators knowledgebase around the recently updated revised National Standards 2018. In this way, the standards set out the 'what' and the knowledgebase will set out the 'how'. This will support local areas in achieving each standard.

The knowledgebase is a living resource. We aim to continually update it with new information and shared resources.

Having developed a 'mind map' of topics an articles we would like to develop, we identified a number of priority areas and researched and wrote articles.

By the end of the year we the knowledgebase contained 91 'Q&A' articles across 51 topics and sub-topics.

In two areas we developed comprehensive guidance for the AA sector in partnership with expert organisations. This included guidance on:

- how the legal framework for DBS checks applies to AA provision, developed in partnership with the Disclosure and Barring Service; and
- how GDPR the Data Protection Act 2018 apply to AA schemes, developed in partnership with Information Commissioners Office.

"NAAN are providing an excellent service at present. Very cost-effective and responsive to individual needs of schemes."

E-updates

We also provided a proactive e-update service covering developments in law, policy and research e.g. briefings on PACE Code changes; availability of new publications and resources from NAAN, Government or third parties; notifications of events; consultations by NAAN, Government and relevant third parties; tender opportunities; national surveys / data requests. It also enabled us to engage with our members, ensuring that their experience feeds directly into our work, both in terms of policy and effective practice.

Member survey effectiveness rating: 95% / 98%

We created an online knowledgebase for coordinators, writing 91 articles over 51 topics and sent 42 e-updates.

National Volunteering Portal

Our website continued to provide information for prospective volunteers via a national online volunteering portal for prospective volunteers to gain information about the role and connect to local opportunities.

Using data from our annual member renewal process, we updated our network map. This interactive map allows users to identify schemes within their local area, check whether they accept volunteers and access contact information for the scheme. This year we added local operating hours information to the map.

Our information on becoming an AA was accessed 13,015 times during the year. The online network map was accessed at least 6,391 times in the year. While this is lower than last year it coincides with the implementation of increased privacy controls on our website, which means users were able to accept or decline tracking cookies. Therefore the true usage level is likely to be significantly higher.

In addition to the thousands of people using the online we assisted 60 prospective volunteers by email and phone, answering their queries and helping them to get in touch with the right local scheme.

In our member survey, 24% rated this activity 'ineffective'. One said, "Have only had one referral via the volunteering portal - most come via a local volunteer site. Don't know why and not necessarily a reflection on the portal". We will review the service, including whether we can make it clearer when prospective volunteers have come via the portal.

"I have recently graduated from university with upper class honours in Criminology with Criminal Justice, and have since moved back home. I am looking to become an appropriate adult or participate in some voluntary work for the Criminal Justice System. I would be very grateful if you could point me in the right direction."

"Hi there I'm interested in becoming an appropriate adult. I'm based in East London and wondering how I might go about it? Any info you could give would be gratefully appreciated! "

"Thank you so much for this, this is excellent research saves me a lot of time."

"Thank you so much for such a comprehensive response. You've provided me with a lot of indicators towards the areas I need to consider and contact and I am very grateful."

Member survey effectiveness rating: 76%

We assisted 60 prospective AAs directly and our information was accessed over 13,000 times.

NAAN Membership

We were pleased to accept new membership applications from the following 12 AA schemes:

- Anglia Care Trust (Norfolk)
- Catch22 Northamptonshire
- Cedar Potential
- Cheshire East, Cheshire West,, Halton and Warrington YJS
- Havering Council
- Hillingdon YOS
- Luton YOS
- Serenity Welfare
- Vale of Glamorgan YOS
- Wandsworth YOS
- Wirral YOS
- Wokingham Council

At 31st March 2019, NAAN had 96 members. As a result of non-renewals at the start of the year, this represented a net reduction of 7 from 2018 - down from a high of 116 in 2017.

However this does not reflect a reduction in NAAN's geographical coverage. The driver for the membership reduction is the trend towards larger contract areas and fewer, larger, provider organisations. Existing NAAN member schemes are ceasing to exist due to the transfer of provision to other NAAN members.

During our strategic review work, we found approximately 78% of local authority areas were covered by schemes who are members of NAAN.

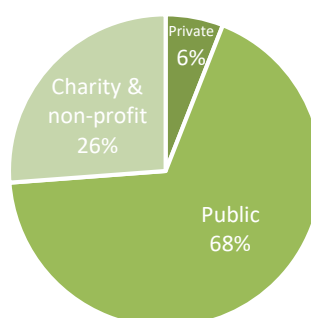
Our 'discover membership' webpage was viewed 823 times.

"You made my working life have more meaning as I was no longer fighting for young people's rights as an individual but as a part of a much larger group of people within a national recognised organisation."

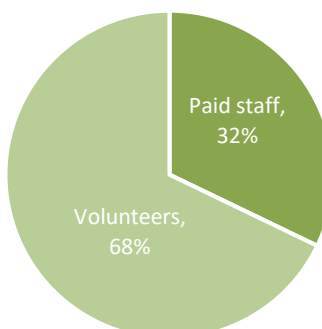
"We had to re tender for our AA contract in 2018, you were very supportive and gave us lots of information to support our bid which was successful."

"A very useful supportive organisation."

"I continue to be pleased to be a member of NAAN."



94% of AA providers within the NAAN network operate in the public, non-profit and charitable sectors.

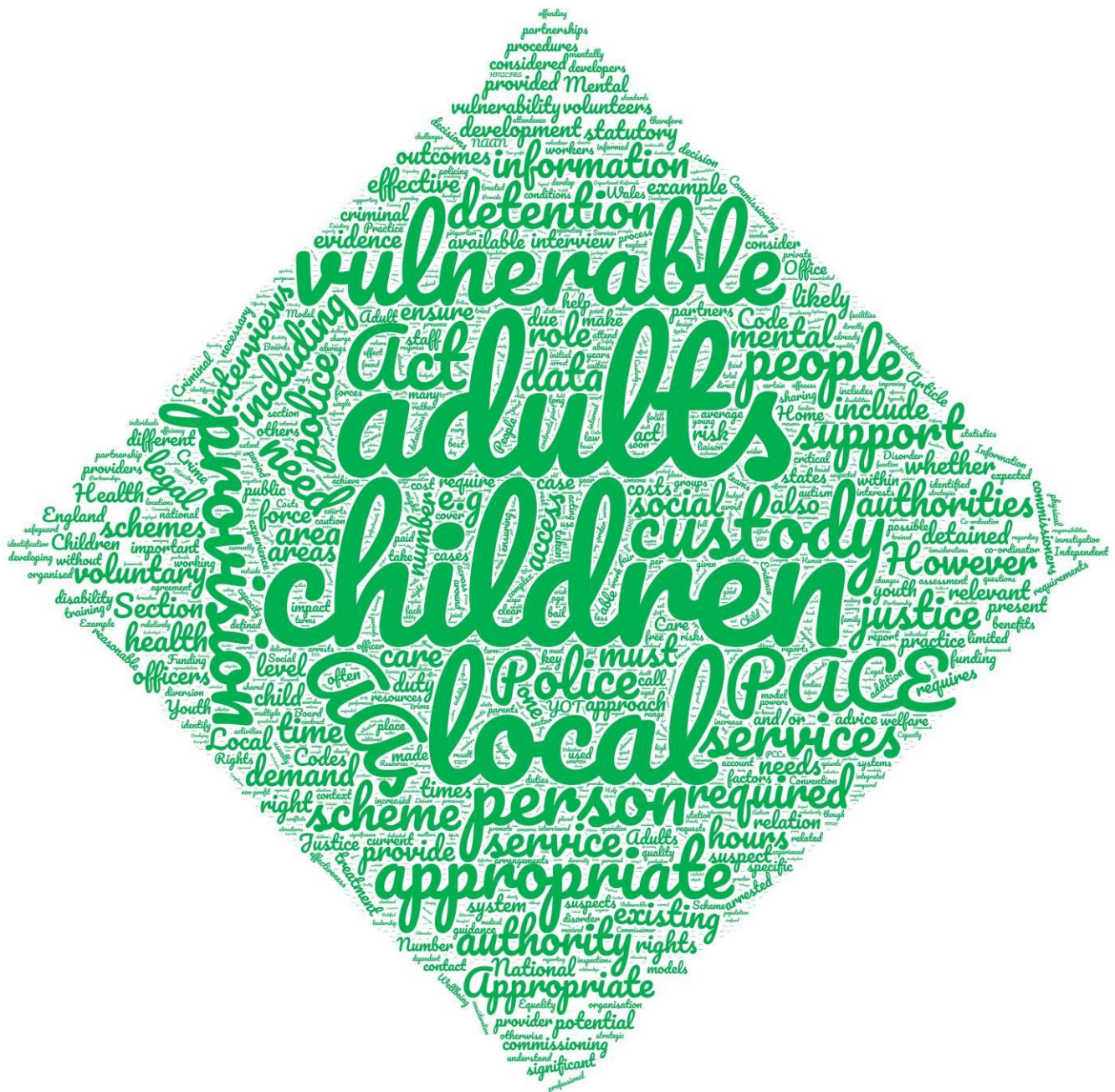


Two thirds of AA providers within the NAAN network operate using community volunteers.

We welcomed 12 new member organisations.
We covered around 78% of local authority areas.

Strategic objective two: improve policy

National and local policy development and implementation enable appropriate adults to be effective.



Outcome three

The development and commissioning of AA provision is more consistent, more efficient and more effective.

Commissioning hub

Having launched the first national AA commissioning guidance last year, we focused on maintaining, updating and promoting the resource. By the year end, 2,320 pages had been viewed over 1,967 user sessions. We added 2 new topics and 6 new articles.

We also:

- updated text and added image and links to Home Office Partnership Agreement;
- added links to new National Standards 2018;
- updated text and added links to the new NAAN guidance on the July 2018 PACE Code changes;
- updated descriptions of the AA role to reflect new paragraph 1.7A in Code C 2018;

Commissioning advice

We provided individual development and commissioning advice to local authority and policing commissioners within: Bedfordshire; Cambridgeshire; Humberside; Greater Manchester; London Merseyside; Norfolk; North Wales; South Wales; and Thames Valley. We also alerted our members to contract opportunities in, Norfolk, Merseyside and Nottinghamshire.

“That was really helpful. I have a lot of work to do now!”

“Thanks very much for taking the time to explain this, it’s really useful and I’m grateful.”

“Many thanks for your time yesterday and this following info – it was a pleasure speaking to you.”

“Thank you. It's been really helpful to understand what is happening at the national level.”

Member survey importance rating: 4.4 / 5

We gave individual advice in 10 areas.
Our commissioning guidance was accessed 2,000 times.

Sustainable commissioning

A major project for this year was collecting and analysing data to identify gaps in provision and inform the development of effective policy and commissioning in relation to AAs for vulnerable adults.

This was, in effect, an assessment of progress since the research we carried out under Home Secretary Theresa May's commission in 2015, which resulted in the *There to Help* report.

The aim of *There to Help 2* was to assess whether there had been improvement in the key areas of concerns from the first report. These were:

- the extent to which vulnerable adult suspects were identified;
- the availability of organised AA schemes.

During the year we obtained data from:

- 34 police forces via Freedom of Information Act requests (on the recorded need for AAs);
- All NHS England Liaison and Diversion services (on the application of AAs to adults at risk of mental vulnerability);
- NAAN member AA providers (on the availability of organised AA provision for adult suspects).

By the end of the year we had we had: conducted extensive analysis of each dataset as well integrating the data to gain further insight; completed a 100+ page final draft; and shared it with key stakeholders for comment, pending publication at the start of next year.

“The work NAAN does is extremely important and vital particularly to those areas where an AA is not supported or funded.”

We requested that the Home Office's voluntary local partnership agreement initiative (published in July 2018) was subjected to evaluation. In response, the Home Office sent a survey to all Police and Crime Commissioners, with a letter from the Policing Minister, asking them whether it has been implemented locally and what has changed. This will be used to evaluate the impact of this voluntary approach and inform decisions about future steps, such as a statutory duty.

At the request of the Greater London Assembly, we met with members of the Police and Crime Committee for London regarding the development of a strategy to ensure AA provision for vulnerable adult suspects in all London boroughs.

Member survey importance rating: 4.4 / 5

We conducted research to assess progress in the availability of organised AA provision for vulnerable adults

Outcome four

Improve accountability, monitoring and evaluation.

National standards

October 2018 saw the launch of the new national standards for the development and provision of AA schemes.

Following the extensive review and consultation last year, the standards were entirely rebuilt based on legislation, case law, policy, academic research and input from people with experience of being a vulnerable suspect.

The credibility and impact of the new standards was further strengthened by the securing of their formal approval by:

- Youth Justice Board (YJB)
- Association of Police and Crime Commissioners (APCC)
- Association of Directors of Adult Social Services (ADASS)

We were not initially able to track downloads but, over the remaining 5 months of the year, the standards webpage was viewed 1,373 times. Between January and March, over 150 copies of the standards were downloaded.

No evaluation of the national standards has yet been undertaken, however, commissioners for Northamptonshire, Leicestershire and Nottinghamshire reported to us that they waited for the new standards to be published before commissioning.

“The national standards are the benchmark for all.”

“They provide a clear set of standards to adhere to.”

“The training pack and national standards help improve standards across the country.”

Self-assessment tool

We developed a digital national standards self-assessment tool (NSSAT) to support adoption of the new standards.

This provides the user with a clear framework for assessing current arrangements using a simple RAG (red, amber, green) system.

Users add evidence to support ratings, log development areas, plan actions and assign responsible people and deadlines. An automated dashboard helps users to understand, communicate and track progress to compliance.

As with our new approach to national standards, we hope that developers, commissioners and providers will use NSSAT to work collaboratively to identify and overcome barriers to improvement.

Member survey effectiveness rating: 90% / 96%

We published approved national standards and developed a digital tool to help areas assess themselves

Inspection and monitoring

We continued to work to support the development of effective inspection regimes for AA provision, including:

- encouraging inclusion of AA provision in inspections;
- embedding national standards within inspection frameworks;
- providing inspectors with effective questions to ask during inspections.

This involved working with the Home Office and relevant inspectorates and/or regulators to consider inspection of AA provision and whether improvements are needed.

Youth Justice Board

We met with Charlie Taylor, Chair of the YJB, as part of securing formal approval for the new national standards. We proposed that accountability under the standards would be increased if AA provision for children were to be included in the remit of HMI Probation Full Joint YOT Inspections programme (since it is a statutory duty of YOTs). They YJB agreed to consider the potential for asking HMI Probation to carry out a thematic inspection of children's AA services with a view to informing the next inspection framework review.

Independent Office for Police Conduct

We continued to contribute as a member of the IOPC's external stakeholder reference group, with a focus on improving access to the complaints

Independent Custody Visiting

We continued to work strategically with colleagues at the Independent Custody Visiting Association (ICVA).

This included:

- consulting on the revised national standards;
- presenting to ICVVs on the emerging findings from NAAN's research;
- discussing findings of ICVA's vulnerability pathfinder;
- sharing intelligence.

For example, we were alerted that a custody suite had a man in detention who was suffering mental ill health and required an AA. 19 hours had passed and they had been unable to find an AA. The force advised that this happened regularly as they did not have an organised scheme for adults in their area. We advised ICVA, who alerted the local ICV scheme manager, who asked ICVS to focus on this issue in their reports to their police and crime commissioner.

We worked with the YJB, IOPC and ICVA towards a system of inspection and monitoring for AA provision.

Outcome five

The identification of adult suspects for whom an AA is required is improved.

Evidence of need

As described under *Sustainable commissioning* above, a major focus this year was to repeat the research we carried out in 2015 – including collecting and analysing data on identification of vulnerable adult suspects.

Though the *There to Help 2* report was not published by the end of this year, we had completed the data collection and analysis.

Data obtained from police forces indicated to us that the proportion of adult suspects recorded by police as requiring an AA had doubled, from 3% to 6% since the publication of our original report. However this indicates that more than 100,000 vulnerable adult suspects are still being dealt with in the absence of AA support, in breach of the Police and Criminal Evidence Act 1984 Code C.

The exact proportion of suspects who meet the criteria under the remained the subject of debate, with academic evidence suggesting rates as high as 39%.

The improved average also disguises the large variance in recorded rates amongst forces, which ranged from 0% to 24% of adult suspects in police custody and voluntary interviews.

Data obtained from L&D showed that 73% of adults known by L&D to have a mental illness were not provided with an AA by police.

Guidance on changes to PACE Code C

The Home Office published significant revisions to the Police and Criminal Evidence Act Codes of Practice (PACE Codes). These included an entirely new definition of vulnerable adult suspects and a requirement upon police to make 'reasonable enquiries' as to what information is available about vulnerability.

We published a detailed guide to assist forces and AA schemes to implement the changes in a positive way. It was downloaded 162 times in six weeks.

College of Policing

We highlighted gaps in AA content in the College's Authorised Professional Practice (APP). We secured an agreement that we would provide an analysis of gaps and collaborate on developing new content.

Liaison and Diversion

We secured an agreement that, as L&D develops a new national induction programme for its staff, it would include awareness of the PACE Code vulnerability provisions and how L&D can support police decision-making on the need for an AA.

National Police Chiefs Council

We wrote a letter to the Chair of the NPCC working group on risk assessment, co-signed by Professor Gisli Gudjonsson (Kings College), Lesley Laver (Bournemouth), Dr Vicky Kemp (Nottingham), Dr Roxanna Fatemi-Dehaghani (Cardiff), Dr Iain McKinnon (Newcastle). The letter proposed that existing plans for a national risk assessment include not just physical / healthcare risks but also criminal justice risks arising out of mental vulnerability.

Member survey importance rating: 4.5 / 5

Police are twice as likely to record the need for an AA for an adult suspect than before our *There to Help* report in 2015

Outcome six

Stakeholder understanding of the role and importance of AAs is increased and reflected in in policy development

Vulnerable suspects and supporters

We provided a national point of contact for suspects and supporters.

Over the year:

- there were 860 page views of our information for people who need an AA and family members and supporters
- we assisted 28 individuals directly;
- we updated and redesigned our home-printable A4 trifold leaflet for untrained AAs to reflect the July 2018 changes to PACE Code C.

Professionals

We provided a national point of contact for related professionals (e.g. police officers, lawyers, liaison and diversion, healthcare, researchers), responding to queries accurately and in a timely manner.

Over the year there were 346 page views of our information for related professions. We answered 98 queries, including: an IOPC investigator on AA role; an ICV scheme on AA powers; and a police force on providing up to date information on the AA role to parents and other untrained AAs.

In total our website attracted just over 80,000 page views over the year.

“Many thanks for the letter and information. I was so glad to hear a friendly voice in these circumstances it was a god send. I thank you for your time and explanation of the AA and their role.”

“Thank you so much for the advice and information you provided on the phone.”

“Let me sincerely thank you for taking the time to help me with my enquiry and sending me these links. You really helped clarify things for me.”

“Thanks very much that’s really helpful and much appreciated. Thanks very much for your helpful response so far!”
(adult social care)

“Thank you for your assistance this morning, which is much appreciated.”
(police)

“Thank you for taking the time to respond to my email!” *(academic)*

“Thank you so much for your swift and detailed reply it is much appreciated.”

Member survey importance rating: 4.3 / 5

Police are twice as likely to record the need for an AA for an adult suspect than before our There to Help report in 2015

National representation

We provided national representation for AA schemes and their beneficiaries. This included: responding to queries; inputting into changes to legislation or policy; and developing and improving partnerships.

Working with government

We continued to contribute to the development of PACE via our membership of the Home Office's PACE Strategy Board.

We invested significant time into the Home Office's revisions to PACE Code C, with a focus on the provisions relating to suspect vulnerability. This included post public consultation dialogue with the Home Office. We welcomed the significant additions in relation to voluntary interviews, which were initiated by NAAN and ICVA's joint paper on the use of voluntary interviews and safeguards.

We increased our work with the Ministry of Justice, largely as a result of the Lammy Review into disproportionality in the justice system. In particular we:

- met with officials in the new MoJ Youth Justice team to discuss role of AAs and potential contribution to tackling disproportionality;
- worked with the Justice Digital & Technology User Centred Policy Development Team to provide access to AAs for interviews around disproportionality and impact of the AA role
- contributed to MoJ-hosted roundtable on recommendation 9 (explaining legal rights and options to suspects/defendants)

"A voice for AA's at a national policy level."

"Without NAAN doing all of the above work, who would be doing it? The quality of service vulnerable suspects would receive would decrease and AA would be too localised with too much pressure put on individual personalities / services (i.e., chance) in local areas to champion the role of the AA. NAAN give the role of the AA practical frontline guidance and a strategic national voice."

"Many changes to PACE that have happened are due in a large part to NAAN."

Member survey importance rating: 4.5 / 5

We represented appropriate adults at the national level, developing partnerships to deliver better outcomes

Working with policing

We maintained positive working relationships with key organisations in the policing world. In addition to the activities detailed in this report, this also included:

- attending the National Police Chiefs Council custody forum;
- contributing to the NPCC working group on voluntary interviews;
- attending the Police Federation of England and Wales custody seminar, addressing delegates on changes to the vulnerability provisions in PACE Code C;
- maintaining regular contact with the Association of Police and Crime Commissioners;
- reviewing the College of Policing's draft National Strategy on Policing and Mental Health and providing a submission to the consultation;
- presenting on PACE vulnerability and AAs at an expert roundtable on terrorism and autism;
- contributing as a member of the Independent Office for Police Conduct (IOPC) external stakeholder reference group.

Working with civil society

We worked collaboratively with colleagues in other civil society organisations, in particular those that bring together organisations and individuals committed to improving the justice system for children and vulnerable adults.

“NAAN has changed police perceptions of the needs and welfare of the young people.”

“There has been improvement of understanding from custody officers.”

“There is broader understanding of the importance of AA.”

“I’ve enjoyed increasing credibility with multi-agency teams and stakeholders.”

“NAAN is keeping the role of the AA in the public eye.”

Our work with civil society colleagues included:

- contributing as a member of the advisory board to the Care not Custody Coalition (led by the Prison Reform Trust and Women's Institute);
- membership of the Standing Committee on Youth Justice;
- running a joint workshop for lawyers on Children and the Police with a barrister and an academic at the Youth Justice Summit;
- presenting to the Revolving Doors Agency staff team on role of AA and issues.
- speaking at an international event at the Supreme Court on vulnerable suspects and defendants



Tweets		158
Views		275200

Followers		1188
		▲ 12%

Working with academia

We continued to develop our engagement with the academic world, with a view to both contributing to and learning from the evidence base. This year, that included:

- co-authoring a paper for the Criminal Law Review (Vulnerability and the Appropriate Adult Safeguard: Examining the Definitional and Threshold Changes within PACE Code C) with Dr Roxanna Dehaghani of Cardiff University;
- being a panel member and report editor for a symposium on obtaining best evidence from child suspects in police custody at Plymouth University;
- being on the advisory board for the Nottingham University Criminal Justice Research Centre's project on Digital Legal Rights: Improving Procedural Safeguards for Young Suspects, chaired by Lord Carlisle;
- discussing the progress that has been made in relation to interviewing vulnerable people when they are victims and witnesses and how this might be ported across to suspects, Professor Becky Milne of the Centre of Forensic Interviewing at University of Portsmouth;
- supporting academics at Newcastle University with the development of a collaborative research grant bid focused on mental vulnerability in police custody.

"The work you do beyond the network is the most important, the stuff within the network is very helpful to us but without the work you do raising the profile of AA and gathering evidence we would find life much more difficult."

"To be taken seriously we need to base practice on evidence."

Working with others

During the year we also:

- Attended a meeting of the recently established All Party Parliamentary Group on Miscarriages of Justice, which has announced a new inquiry.
- Gave a presentation on the role of AAs to the national conference of the British Association of Brain Injury Case Managers.

Member survey importance rating: 4.3 / 5

We worked to build and maintain links with academia in order to contribute to and learn from evidence.

Financial Review

Investment policy and performance

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

Reserves policy

During the financial year NAAN experienced great difficulty obtaining physical receipt of grant funding for approximately 9 months, until the amount due from was finally paid in the fourth quarter.

Therefore, to mitigate this risk, it is now NAAN’s Reserves Policy to maintain sufficient level of designated reserves to enable normal operating activities to continue over a period of up to 9 months should a shortfall in income occur, due to non-receipt of government Home Office funding and to take account of potential risks and contingencies that may arise from time to time. Thus, for the sake of transparency guidelines from the ‘CC19: Charity Reserves –Building Resilience’ have been adopted so that a 9-month designated reserve would allow NAAN the opportunity, if necessary, to wind down its programme of support in the UK.

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

.....
Richard Atkinson, Chair

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE NATIONAL APPROPRIATE ADULT NETWORK LTD

Independent examiner's report to the trustees of The National Appropriate Adult Network Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the Year Ended 31 March 2019.

Respective responsibilities of trustees and examiner

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Rosanna Manser ACA DChA
Calcutt Matthews
Chartered Accountants
19 North Street
Ashford
Kent
TN24 8LF

Date:

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2019

		31.3.19	31.3.18
		Unrestricted	Unrestricted
		fund	fund
	Notes	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies		95,000	95,007
Activities for generating funds	2	34,217	24,741
Investment income	3	<u>777</u>	<u>622</u>
Total incoming resources		129,994	120,370
EXPENDITURE ON			
Charitable activities			
Member Support		48,662	48,771
Policy & Standards		51,863	52,622
Professional Development		<u>27,532</u>	<u>26,953</u>
Total resources expended		128,057	128,346
NET		<u>1,937</u>	<u>(7,976)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		116,681	124,657
TOTAL FUNDS CARRIED FORWARD		<u>118,618</u>	<u>116,681</u>

These notes form part of the financial statements.

BALANCE SHEET at 31 March 2018

		31.3.19 Unrestricted fund £	31.3.18 Unrestricted fund £
	Notes		
FIXED ASSETS			
Tangible assets	7	578	993
CURRENT ASSETS			
Debtors	8	4,445	1,676
Cash at bank		<u>121,472</u>	<u>116,049</u>
		125,917	117,725
CREDITORS			
Amounts falling due within one year	9	<u>(7,877)</u>	<u>(2,037)</u>
NET CURRENT ASSETS		118,040	115,688
TOTAL ASSETS LESS CURRENT LIABILITIES		118,618	116,681
NET ASSETS		<u><u>118,618</u></u>	<u><u>116,681</u></u>
FUNDS	10		
Unrestricted funds		118,618	116,681
TOTAL FUNDS		<u><u>118,618</u></u>	<u><u>116,681</u></u>

These notes form part of the financial statements.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the Year Ended 31 March 2019. The members have not required the charitable company to obtain an audit of its financial statements for the Year Ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for:

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

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

.....
Richard Atkinson, Chair

These notes form part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

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

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

Tangible fixed assets

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

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

Taxation

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

Fund accounting

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

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

Designated funds are only used for a particular specific reason at the discretion of the trustees', where the amount is reviewed at the Annual Trustee Strategy meeting each year.

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

Pension costs and other post-retirement benefits

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

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2019 (continued)

2. OTHER TRADING ACTIVITIES

	31.3.19	31.3.18
	£	£
Training and training material	11,109	9,303
Membership subscriptions	18,747	15,138
Qualification	4,361	-
Other income	-	300
	<u>34,217</u>	<u>24,741</u>

3. INVESTMENT INCOME

	31.3.19	31.3.18
	£	£
Deposit account interest	<u>777</u>	<u>622</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.19	31.3.18
	£	£
Independent examiner's fee	1,974	1,718
Depreciation - owned assets	435	345

5. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustee remuneration or other benefits provided for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

	31.3.19	31.3.18
	£	£
Trustees' expenses	<u>844</u>	<u>1,056</u>

6. STAFF COSTS

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

	31.3.19	31.3.18
Charitable activities	<u>2</u>	<u>2</u>

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

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2018 and 31 March 2019	521	3,842	4,363
DEPRECIATION			
At 1 April 2018	370	3,000	3,370
Charge for year	<u>59</u>	<u>356</u>	<u>415</u>
At 31 March 2019	<u>429</u>	<u>3,356</u>	<u>3,785</u>
NET BOOK VALUE			
At 31 March 2019	<u>92</u>	<u>486</u>	<u>578</u>
At 31 March 2018	<u>151</u>	<u>842</u>	<u>993</u>

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2019 (continued)

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade debtors	4,145	1,598
Prepayments	300	78
	<u>4,445</u>	<u>1,676</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade creditors	3,970	118
Other creditors	145	106
Deferred income	3,762	1,713
Accrued expenses	-	100
	<u>7,877</u>	<u>2,037</u>

Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. A salary sacrifice scheme is in operation, allowing staff to reduce their salary in favour of increased employer pension contributions, with a net zero effect on the charity. The pension cost charge represents contributions payable by the charity to the fund and amounted to £13,296 (2018: £13,298).

10. MOVEMENT IN FUNDS

NAAN's reserves policy has been reviewed in the light of 'CC19: Charity Reserves –Building Resilience' guidance where unrestricted reserves have been bifurcated to add another category, designated reserves. The purpose of this is to hold in designated reserves approximately 9 months of operating capital which equates to £95,000. The impact on the balance sheet is nil for 31 March 2019, as is for total reserves, where unrestricted reserves have been reduced and designated reserves increased by £95,000 each.

	At 1.4.18	Net movement in funds	Adoption of CC19: Charity Reserves	At 31.3.19
	£	£	£	£
Unrestricted funds				
General fund	116,681	1,937	(95,000)	23,618
Designated fund			95,000	95,000
TOTAL FUNDS	<u>116,681</u>	<u>1,937</u>	<u>-</u>	<u>118,618</u>

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

	Incoming Resources	Resources Expended	CC19: Charity Reserves	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	129,994	(128,057)	-	1,937
Designated fund			-	
TOTAL FUNDS	<u>129,994</u>	<u>(128,057)</u>	<u>-</u>	<u>1,937</u>

10. MOVEMENT IN FUNDS (CONTINUED)

Comparatives for movement in funds

Net	At 1.4.17	Net movement in funds	Adoption of CC19: Charity Reserves	At 31.3.18
	£	£	£	£
Unrestricted Funds				
General fund	124,657	(7,976)		116,681
Designated fund				
TOTAL FUNDS	<u>124,657</u>	<u>(7,976)</u>	<u>-</u>	<u>116,681</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	CC19: Charity Reserves	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	120,370	(128,346)	-	(7,976)
Designated fund			-	
TOTAL FUNDS	<u>120,370</u>	<u>(128,346)</u>	<u>-</u>	<u>(7,976)</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the Year Ended 31 March 2019.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2019**INCOME AND ENDOWMENTS**

	31.3.19	31.3.18
	£	£
Donations and legacies		
Donations	-	7
Grants	95,000	95,000
	<u>95,000</u>	<u>95,007</u>
Other trading activities		
Training and training material	11,109	9,303
Membership subscriptions	18,747	15,138
Qualification	4,361	-
Other income	-	300
	<u>34,217</u>	<u>24,741</u>
Investment income		
Deposit account interest	777	622
Total incoming resources	<u>129,994</u>	<u>120,370</u>

This page does not form part of the statutory financial statements.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2019 (continued)

EXPENDITURE

	31.3.19	31.3.18
	£	£
Charitable activities		
Wages	90,000	90,000
Social security	7,095	7,168
Pensions	13,296	13,298
Travel and subsistence	1,860	1,494
Training, Events and Groups	7,850	7,498
Staff training	0	138
	<u>120,101</u>	<u>119,596</u>
Support costs		
Management		
Fixtures and fittings	59	59
Computer equipment	376	286
Premises	675	1486
Printing and stationery	144	785
Travel and subsistence	760	787
Sundries	1064	454
	<u>3,078</u>	<u>3,857</u>
Finance		
Bank charges	143	149
Information technology		
Communications and IT	1,745	1,805
Governance costs		
Trustees' expenses	844	1,056
Auditors' remuneration	1,974	1,718
Accountancy and legal fees	172	165
	<u>2,990</u>	<u>2,939</u>
Total resources expended	128,057	128,346
Net income/(expenditure)	<u>1,937</u>	<u>(7,976)</u>

This page does not form part of the statutory financial statements.