

COMPANY LIMITED BY GUARANTEE NUMBER: 04680035

REGISTERED CHARITY NUMBER: 1104765



Annual Report

2023 | 24

Report of the Trustees and
Unaudited Financial Statements for the year ended 31 March 2024

The National Appropriate Adult Network Ltd

19 North Street

Ashford

Kent

TN24 8LF

Accounts independently examined by Calcutt Matthews- Chartered Accountants

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
Patron	Professor Gisli Gudjonsson CBE
Chair	Penelope Gibbs
Treasurer	Linda Chebib GCMA (from 20.11.23) Kevin Wheeler (retired 20.11.23)
Other trustees	Charles Rose (retired 18.10.23) Chris Hilliard (from 19.07.23) Donna Buffong Jacq Whitelock (from 19.07.23) Laura Hornby Lynn Frusher (retired 18.10.23) Matthew Haynes Michelle Dixon Sarah Connelly (from 19.10.23) Sharrel Collman Sandra Wheatley (from 19.10.23) Suzanne Nash

THE NATIONAL APPROPRIATE ADULT NETWORK LTD

REPORT OF THE TRUSTEES for the Year Ended 31 March 2024

Reference & Administrative Details (continued)

**Chief Executive
& Company Secretary**

Christopher Bath

Independent examiner

Rosanna Turner ACA DChA

Calcutt Matthews WBZ Ltd

19 North Street, Ashford, Kent, TN24 8LF

Bankers

Unity Trust Bank, 9 Brindley place, Birmingham, B1 2HB

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 2024. 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 2022).

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.

Trustee recruitment and appointment

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 to ensure a diverse mix of skills, experience and perspectives.

All trustee appointments are time-limited under the governing document. Individuals are appointed for a period of three years, after which they must retire but can stand for a further three-year period.

The Board conducted an open recruitment for new coopted trustees. Jacq Whitelock and Chris Hilliard were appointed on 19th July 2023.

Organisational structure

NAAN is a registered charity governed by a trustee board. Major decisions on strategy, policy and expenditure are made by the board. Day to day decision-making is delegated to the chief executive.

Remuneration policy

Remuneration policy is guided by the need to attract and retain high performing people, ensure financial sustainability, and fairness in the context of the market. The chief executive's salary is reviewed by a special committee of the board and changes must be approved by the board. Staff salaries are determined by the chief executive in line with annual budgets approved by the board.

Risk management

The Board maintains a detailed risk register, which was reviewed during the year. The major risks to which the charity is exposed have been

considered, with particular focus on events that would seriously impede its operations. Steps to mitigate risks are summarised below.

NAAN's treasurer is a qualified member of the Chartered Institute of Management Accountants. Financial records are maintained on a secured cloud-based system. Monthly, accounts are reconciled, and 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 bank payments. NAAN is annually subjected to an Independent Examination by external accountants.

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 governance document. New trustees sign a formal agreement covering conflicts of interest.

NAAN complies with data protection law and is registered with the ICO. Data is held within the secure cloud-based systems which are compliant with data protection legislation. Where required, physical copies of information are stored in secure storage units.

Appropriate insurance policies are in place and are reviewed annually.

The primary risks are: loss of income (inability to secure charitable grants; AA scheme consolidation reducing membership numbers; reliance on a key Home Office grant agreed annually); and the loss of staff members.

These risks are mitigated via our reserves policy, annual reviews of membership fees, seeking multi-year grants, and a strategic focus on generating earned income diversification where it is in line with our charitable objectives.

Objectives and activities

The charity has referred to the Charity Commission's guidance on public benefit when reviewing aims and objectives in planning future activities. In particular, the board 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 vulnerable person detained or questioned as a suspect is treated fairly with respect for their physical and mental welfare, can exercise their legal rights and entitlements, and can participate effectively.

Mission

To maximise the effectiveness of appropriate adults as a safeguard for children and vulnerable people by strengthening local provision, informing the public, and contributing to a fairer system.

Strategic Objectives

1. Strengthened local provision
2. Informed children, vulnerable people, and supporters
3. A fairer system
4. Increased impact

Activities

NAAN seeks to achieve its objectives through:

Professional Development

- Providing events for appropriate adults, scheme co-ordinators, and others
- Providing training resources to assist with the training of appropriate adults
- Delivering training and qualifications

National Standards

- Publishing national standards to inform commissioners, managers, practitioners and accountability bodies
- Promoting and supporting the adoption of national standards

Information, Advice & Guidance

- Providing resources for commissioners, providers, appropriate adults and the public
- Providing regular updates on effective practice, evidence, legislation and policy
- Supporting engagement between appropriate adult schemes and commissioners that will improve the availability and quality of services
- Assisting potential appropriate adult volunteers to find a local scheme

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
- Contributing to public discourse via articles, events, networking, website and social media

Membership on 31st March 2024

England (excluding London)

ACS International Schools - [new](#)
Anglia Care Trust
Bedford Borough Council
Bedfordshire and Luton EDT
Bedfordshire YOS
Berkshire Emergency Duty Service
Birmingham Children's Trust
Blackpool AA Service
Bristol YJS
Cambridgeshire YOS
Caring for Communities and People
Central Bedfordshire Council
CGL South Yorkshire AA Scheme
Child Action Northwest
Cloverleaf Advocacy
Cornwall Council
Coventry EDT
Coventry YJS
Crest Manor Ltd - [new](#)
Dudley YJS
East Sussex YJS
Exceptional Support Services Limited - [new](#)
Gateshead YJS
Grimsby (North East Lincolnshire) YJS
Hampshire Constabulary
Headway - the brain injury association
Hertfordshire YJS
Leicestershire Police
Leicestershire YOS
Luton Borough Council
Luton Youth Partnership Service
Middlesbrough and Stockton Mind
Milton Keynes YOT
Nini Social Care
North Lincolnshire YJP
North Yorkshire County Council
North Yorkshire YJS
Northumbria Healthcare NHS Trust
Northumbria Local Appropriate Adult Scheme
Office of the Police and Crime Commissioner for Merseyside
Office of the Police, Fire and Crime Commissioner for Staffordshire
Office of the Police, Fire and Crime Commissioner for Warwickshire - [new](#)
Onside Advocacy
Open Road Appropriate Adult Service
Oxfordshire YJS
POhWER Advocacy
Potton Kare Services
Sandwell Children's Trust
Sefton YOT
Serenity Welfare
Shropshire Council

Solihull YJS
Somerset YJS
Stoke-on-Trent YOS
Surrey Appropriate Adult Volunteer Scheme
The Psychological Progress Centre - [new](#)
Warwickshire YJS
West Berkshire Council, Mental Health Team
West Berkshire YJST
West London NHS Trust, Forensic Social Work
West Sussex YOS AA Service
Westminster AA Volunteer Service
Wiltshire IYS Volunteer AA Scheme
Wokingham Borough Council
York YJS
Young Lives Foundation

London

London Borough of Havering Social Care Academy
London Borough of Wandsworth YOT
Hammersmith & Fulham YOS
Royal Borough of Windsor & Maidenhead YOT
Shah and Co Estates Ltd
Southwark Appropriate Adult Service

Wales

Adferiad Recovery
Blaenau Gwent & Caerphilly YOS
Cardiff YJS
Carmarthenshire YSS
Ceredigion YJS
Digartref Cyf
Gwynedd & Mon YJS
Neath Port Talbot YJS
Newport YJS
Vale of Glamorgan YJESS

Northern Ireland

MindWise

UK wide

Appropriate Adults UK
Headway, the brain injury association
MacIntyre
The Appropriate Adult Service Ltd
The Children's Society

Other territories

Childline Gibraltar
Isle of Man Government
States of Guernsey Home Affairs - [new](#)

Local youth justice functions are variously referred to as Youth Offending Service (YOS), Youth Offending Team (YOT), Youth Justice Partnership (YJP), Youth Justice Support Team (YJST), Youth Justice and Early Support Service (YJESS), Youth Justice Service (YJS), Integrated Youth Service (IYS) and Youth Support Service (YSS)

Achievement and performance

Our strategic objectives

1. Strengthened local provision

We will strengthen local community organised schemes to deliver more effective, efficient, consistent and sustainable appropriate adult support for children and vulnerable people.

2. Informed children, vulnerable people and supporters

We will empower children, vulnerable people, parents, family, friends and professionals to make well informed choices and increase the effectiveness of familial and other non-scheme appropriate adults.

3. A fairer system

We will work with others to make the wider system of rights and safeguards work in a fairer way for children and vulnerable people.

4. Increased impact

We will make the charity more effective, efficient and sustainable.

Strategic objective 1: Strengthened local provision

We will strengthen local community organised schemes to deliver more effective, efficient, consistent and sustainable appropriate adult support for children and vulnerable people.

Membership network

The Board was pleased to accept membership applications from 6 organisations during 2023-24. On 31st March 2024, NAAN had 91 members.

Member support

During the year...

- We answered 59 member advice queries, with a 100% satisfaction rate.
- We held four quarterly network meetings, providing a regular peer support space for members. These were attended by an average of 34 people.
- We published 37 e-updates for AA scheme coordinators, keeping them up to date with developments in law, policy, research, and practice.
- 152 AAs registered accounts for iKAAN, our online practitioner knowledgebase
- There were 933 downloads of our national standards (for the development and provision of appropriate adult schemes in England and Wales) a foundation stone for our work.

“NAAN have always been incredibly supportive with any queries I have sent to them. They go above and beyond to get me the information I need and I thoroughly appreciate and respect their advice.”

“It’s brilliant. I cannot fathom how a team of three supports all of us. I don’t think I have ever received a general response from NAAN. Every response is tailored and considered. You invest so much into us, and for that, thank you very much!”

2023-24 member advice satisfaction survey respondents

Events

In October 2023, 43 people attended our annual in-person professional development event. Speaker topics included: strip searches, police child remand, ADHD awareness, perceptions of vulnerability in police custody, and a policy update from the Home Office.

100% of event attendees reported improved knowledge after the event, and almost 8 out of 10 planned to do something different in their work as a direct result of attending.



Detective Constable Daley Jones and Danielle Gleicher-Bates (neurodiversikey) present on ADHD awareness



NAAN chief executive Chris Bath in conversation about strip searches with chair Penelope Gibbs

“Brilliant day, interesting and accessible information.”

“I thought the day was very informative and useful. The presenters were experienced and knowledgeable... Thank you for a great day!”

Events (continued)

We also hosted online events for our members.

In November 2023, 263 people attended “An Introduction to Fitness for Interview”. Forensic physician Professor Margaret Stark, forensic psychologist Professor Gisli H. Gudjonsson, and forensic psychiatrist Dr Iain McKinnon, each spoke on the topic from their expert perspective.

91% of attendees reported increased knowledge after the event.

“Getting 3 different perspectives on the same topic was excellent as all are relevant and they demonstrated how it's not a black and white issue.”

“Very informative, engaging, and well-presented.”

“Excellent content and left me wishing for more.”

Training and development

This year we delivered AA training to 265 people, across 18 organisations.

We also welcomed Alice Milman to the team as an Associate Trainer.

98% of learners said their knowledge or skills had improved following the training.

“Very interesting. Trainer was very knowledgeable. Loved the quizzes. Great mix of learning delivery styles.”

“Really great training. I was new to the AA training and felt it was very informative with the right balance of breaks and activities to make it interesting and keep my focus.”

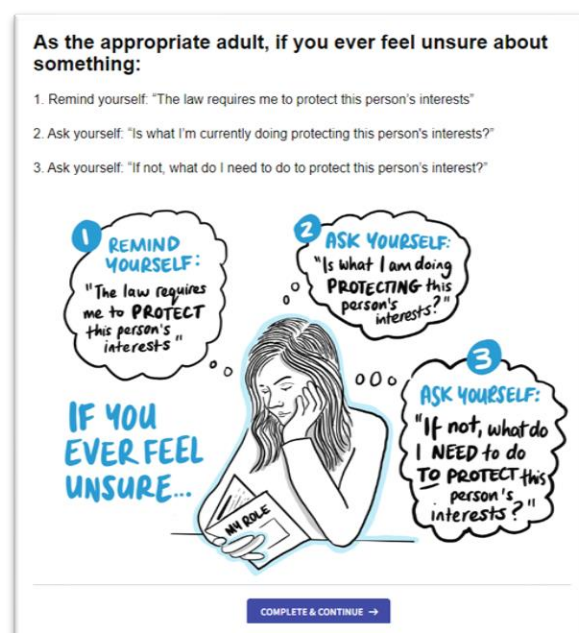
“Fantastic, engaging training that I would recommend to others.”

E-learning

Work started on the development of our new online learning course for appropriate adults. In April 2023, we brought together a number of stakeholders including AAs, scheme leaders, and academics, to help us to develop the curriculum. Separate sessions were run with people with lived experience of police custody.

We have worked closely with Nifty Fox Creative to write content, and to produce illustrations, infographics and animations to bring the subject to life.

The completed e-learning will open for enrolment in Summer 2024.



An image from our new e-learning course

Qualifications

This year we welcomed two new training centres and enrolled 13 learners on one of our Ofqual accredited (Level 2) appropriate adult qualifications. Eight learners passed during the year.

Development and commissioning support

Over the year, we had 424 views of our webpage for AA scheme developers and commissioners.

In addition, we provided support and advice to 4 organisations commissioning authorities in the London, Thames Valley, Cleveland, and Warwickshire areas.

We continued our partnership with YPO, the local authority-owned purchasing body with whom we developed a Dynamic Purchasing System (DPS) commissioning platform for AA services. The DPS is designed to make it as efficient as possible for authorities to commission high quality AA provision. During the year, 11 contracts were awarded via the DPS (up from 7 last year).

We also worked with YPO and APACE (Association of Police and Crime Commissioner Chief Executives) to promote the commissioning platform to all PCC CEOs.

National volunteering portal

We provided online information for prospective volunteers and kept our online interactive national map updated, allowing potential volunteers to identify local schemes.

During the year:

- Our network map was viewed 6,589 times
- Our information on becoming an AA was viewed 18,490 times
- We provided information to 73 potential volunteers who contacted us.

Objective 2: Informed children, vulnerable people and supporters

We will empower children, vulnerable people, parents, family, friends and professionals to make well informed choices and increase the effectiveness of familial and other non-scheme appropriate adults.

Information: children & vulnerable people

Recorded web page views were as follows:

- 3,062 views of 'Information for people who need an AA'.
- 33,342 views of 'About appropriate adults'.



Being an appropriate adult video for family members.

Information: families & supporters

- There were 1,385 views of our 'For family & other supporters' web page.
- We added Welsh subtitles to our video for familial appropriate adults. The video had 2,894 views in total.
- We answered 33 phone or email queries from supporters and vulnerable suspects.
- There were 148 downloads of key documents from our website, including:
 - ✓ A quick guide for appropriate adults
 - ✓ Being an appropriate adult: an independent guide
 - ✓ Canllaw cyflym i oedolion priodol (cymraeg). Quick guide for appropriate adults (Welsh). Produced this year.

Objective 3: A Fairer System

We will work with others to make the wider system of rights and safeguards work in a fairer way for children and vulnerable people.

Improving the identification of vulnerability

Evidencing the challenge and change

We continued to use the Freedom of Information Act to analyse police performance, securing data from 40 out of 43 forces on recorded need for AAs. In 2022/23, the national average continued to increase, rising to 8.7% of adult detentions and 4.8% of voluntary interviews nationally (up from 6.2% and 3.5% in 2018/19). However, research indicates that the true prevalence of mental disorders in custody is still significantly higher.

With pro-bono support from tech company UBDS Digital we created the [Vulnerability Identification Tracker](#) visualisation to make our data accessible to police and public (gaining 1514 views during the year). [BBC News reported our findings](#).

Influencing policy and practice

We presented our custody research findings to force custody leads at the National Police Chief's Council (NPCC) custody forum, to the Home Office Police Powers Team, in addition to other stakeholders.

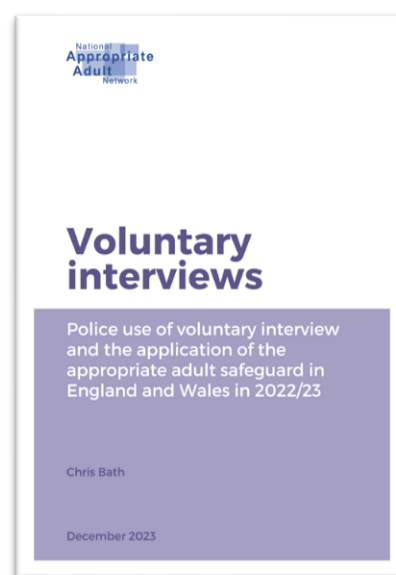
We wrote an article for the British Society of Criminology Vulnerability Research Network and presented at two international academic conferences hosted by Birmingham and Canterbury universities.

We wrote an article highlighting the tracker and vulnerability videos for the Independent Office for Police Conduct's (IOPC) [custody-themed issue of Learning the Lessons](#) publication, which is targeted at police professional standards departments.

The IOPC identified mental health as a theme in custody-related deaths. The IOPC agreed to share their underlying data on deaths so that we can analyse whether the lack of AAs was a feature of the cases.

We wrote a chapter on AAs & PACE vulnerability for a forthcoming book, *Police custody healthcare for nurses and paramedics* (published by Wiley) with Dr Roxanna Dehaghani, expected to be the new practical manual for the profession.

We worked with colleagues in NHS England to support expansion of liaison and diversion assessments prior to voluntary interviews, including presenting at their conference.



In December we published a report on [voluntary interviews](#), using our 2022/23 quantitative (FOI) and qualitative (focus group) data. This was downloaded 148 times before the end of the year on 31st March 2024.

The National Police Chiefs' Council (NPCC) asked us to help develop national guidance for police officers on voluntary interviews. We wrote three sections: *vulnerability*, *appropriate adults*, and *children*. Publication is expected in Summer 2024.

In line with the recommendation in our *There to Help* reports, the NPCC also agreed to consider a working group to develop an evidence-based national risk assessment tool – one which includes 'PACE vulnerability'.

The Metropolitan Police Service invited us to join a working group to improve their custody risk assessment tool, resulting the creation of an automatic AA 'pop-up' and improved guidance for MPS custody officers and staff.

The Crown Prosecution Service (CPS) published updated legal guidance on [Mental Health: Suspects and Defendants](#) including a new section written by NAAN on vulnerable suspects, the AA role and implications when deciding whether to prosecute.

Creating and sharing practical resources

We completed our partnership project with Dr Roxanna Dehaghani (Cardiff University) to create [PACE vulnerability training videos](#) for police and healthcare staff, and made them available online. They were successfully piloted by South Yorkshire Police, who recommended their inclusion in both Custody Officer and Detective training. We confirmed use by Durham, Gwent, Kent, South Wales, and Surrey Police forces.

The videos were viewed 2,086 times during the year.



Addressing the lack of statutory responsibility for adults

We developed a [policy briefing](#) on the need for statutory provision for vulnerable adults and disseminated it amongst key stakeholders. We have also created a [dedicated webpage](#) to communicate the issue and solution.

Within policing, we presented on the need for statutory provision at the NPCC Custody Forum, and secured an agreement from the NPCC custody portfolio lead that he will support statutory provision in writing. We met with the Association of Police and Crime Commissioners (APCC) policy team to discuss how to approach the issue with PCCs. We presented at an APCC quarterly meeting chaired by the PCC for Merseyside (who commissions AAs and already supports our call). We also presented to the Association of PCC's Chief Executives (APACE).

Within social care, we presented to the Association of Directors of Adult Social Services (ADASS) Criminal Justice Network.

Within central Government, we continued to regularly raise the issue with the Home Office. The Deputy Head of Home Office Police Powers Unit confirmed statutory provision is "on our radar" and "regularly discussed" and requested copies of our research linking poor vulnerability identification with limited AA supply. We asked the Home Office to release into public domain the results of their survey of PCCs regarding the Home Office's *voluntary* AA provision agreement (which we know to be negative).

Within Parliament, we held meetings with Lord Bradley, Lord Patel, and Lord Carlise, and secured a meeting with Alex Norris (Shadow Policing Minister).

We began making links with other civil society organisations, such as Mind and Revolving Doors, to gather support for the required legislative change).

Increased confidence in AAs, founded on rigorous evidence.

Supporting and coordinating academic efforts to improve the evidence base

Appropriate adult PhD

In partnership with Cardiff University, we continued to co-supervise former AA scheme leader Chloe MacDonald as she progresses on the ESRC Doctoral Training Programme. During the year, Chloe completed an MSc in Social Science Research Methods as a prerequisite to the PhD. She presented the findings of her research to NAAN members, focusing on how perceptions of vulnerability determine the interventions made by police officers and appropriate adults. With the support of supervisors, Chloe has selected the *effectiveness* of AAs as the focus of her doctorate. This is an under-developed area of study, the results of which NAAN will use to drive change in the sector.

Supporting research

We continued to actively support research led by Dr Vicky Kemp, with Dr Miranda Bevan to understand the experiences of children in police custody. We agreed to remain a member of the steering group for phase 2, which will test new approaches, including halving the detention time limits for children.

Increasing accountability

AA provision in youth justice service inspection

We engaged with HM Inspectorate of Probation regarding the absence of AA provision for children within its inspection of youth justice services. They were clear about the formal process for framework changes and the need to prioritise 'asks'. We

submitted to their consultation on the new framework for 2024 and encouraged our members to contribute to the development 'roadshows'. We dealt with concerns about resources implications by working with our YJS members to develop a low-cost methodology, including specific questions for inspectors to ask. HMIP agreed in principle to include AA inspection from 2024. This would be the first time they have been inspected. An official decision is expected in August 2024.

Working with other professions

There were 2,626 views of our 'information for related professions' web pages.

We answered 35 requests for information and advice from a range of professionals, including police officers and legal representatives.

Boards and groups

NAAN continued to provide national representation for appropriate adult via a range of operational and policy coordination groups, including:

- National Operational Partners meeting (bi-weekly Home Office chaired)
- National Strategic Custody Meetings
- PACE (Police and Criminal Evidence Act 1984) Strategy Board
- National Police Chiefs' Council: National Custody Calls
- Independent Office for Police Conduct: External Stakeholder Reference Group
- Alliance for Youth Justice (AYJ).

Maintaining and strengthening rights

Children's rights

We continued to focus on minimising the use of police custody for children and raising their profile within youth justice.

In Parliament, as founder member of the [APPG on Children in Police Custody](#), we gave verbal and written evidence; supported the young people's verbal evidence session; and our trustee gave evidence as a practitioner.

We were consulted by the Ministry of Justice Youth Justice Policy Unit on a Youth Justice Charter for children, and recommendations from a 2019 HMCTS report, relating to the AA's role in diversion from court.

We met the Youth Justice Board (YJB) chief executive and senior leadership team to discuss strengthening ties. We presented on the AA role to YJB regional oversight managers. We were asked to review YJB draft guidance on out-of-court outcomes, resulting in revisions highlighting the importance of AAs in ensuring fairness, and information flows between AAs and YJS.

Our chief executive was appointed to the board of the Alliance for Youth Justice (AYJ).

Remote legal advice

We monitored for any use of Covid-era remote legal representation for children and vulnerable suspects. We intervened at the national level when a NAAN member highlighted that lawyers were refusing to attend in person for children after 4.30pm due to travel times, resolving the issue. The Home Office was dissuaded from amending the PACE Codes to allow remote. However, the Ministry of Justice has plans to pilot remote legal advice and has indicated a desire to engage with us due to our concerns.

Police complaints

We advocated for increased accessibility to the complaints system for children and

vulnerable adults, and for those investigating the police to have greater awareness of AAs. The IOPC reviewed its operations manual and identified areas where guidance or prompts could be added as per our advice. The IOPC committed to implementing a 'specified contact' for complaints from children and vulnerable adults,.

Strip searches

[Our strip search report](#) (November 2022) led to NAAN being regularly consulted regarding policy and legal changes. The Children's Commissioner wrote that the issues were *"comprehensively summarised by the House of Commons Library and the National Appropriate Adult Network"*.

We presented on strip searches at Alliance for Youth Justice Policing Symposium. We provided advice to a local authority child safeguarding review in relation to AAs and strip search. We continued to push the Home Office for a full review of the PACE Act and statutory Codes in relation to searching of people.

Via the PACE Strategy Board we made proposals including: counteracting recent case law that enables police to touch genitals as part of a strip search; suspects to have rights in relation to whether searches are recorded; mandatory separate recording of the removal of clothing for 'welfare purposes'; and a clear requirement for an AA to be present for all strip searches (not just those exposing intimate body parts).

We worked closely with the Independent Office for Police Conduct (IOPC) team working on strip searches, with a key result being that [their first recommendation was for a substantial review](#), as ours had been.

The Home Office has submitted some initial advice to Ministers for reform of strip searches – however we continue to push for more fundamental reform focused on safeguarding.

Objective 4: Increased Impact

We will make the charity more effective, efficient and sustainable.

Trustee recruitment

The Board conducted open recruitment for two new trustees.

We received 24 expressions of interest, and 8 applicants were interviewed by a panel of trustees.

We were delighted to appoint Jacq Whitelock and Chris Hilliard to the board on 19th July 2023.

Jacq is an active volunteer appropriate adult in the London Borough of Southwark, and Operations Manager of England's largest social work charity, Frontline.

Chris is an independent elected Councillor in Cheshire East, an autistic person, and a former defendant who was attacked by a mounted police officer during student protests and wrongfully arrested. They went on to obtain a law degree and become an activist focused on improving the criminal justice system for people with learning disabilities and neurodivergent people.

Following the resignation of our treasurer Kevin Wheeler due to term limits, we were also delighted to appoint Linda Chebib to the board on 20th November 2023.

Linda is a GCMA qualified accountant and experienced finance professional. She has over 30 years' experience in the Financial Services sector in a wide variety of roles, from statutory accounts production and finance manager to project lead and consultant.

We would like to thank Kevin for his hard work over the past few years.

Equity, diversity and inclusion

After a process of reflection, the board signed off an equity, diversity, and inclusion and statement. This will be published early next year, and act as a guiding document to inform our strategy and activities in the future.



Above: New trustee Jacq Whitelock



Above: New trustee Chris Hilliard



Above: New treasurer Linda Chebib

Financial Review

Financial performance

The Statement of Financial Activities is shown on page 23.

The loss for the year was 36,340 (2023 surplus: £20,190). The net assets amounted to £178,980 (2023: £215,320).

Reserves policy

NAAN's policy is to maintain sufficient level of designated reserves to enable normal operating activities to continue over a period of 6 to 9 months. This policy is a medium-term measure to mitigate the risks of the charity's historical current reliance on a single grant funder that makes decisions on an annual basis, as well as risks associated with past difficulties in obtaining physical receipt of grant funding in a timely fashion.

Thus, for the sake of transparency guidelines from the 'CC19: Charity Reserves –Building Resilience' have been adopted and a reserve of £110,000 designated. This equates to 5.6 months of expenditure at 2023/24 levels. This is a technical breach of our reserves policy caused by the one-off expense of developing the e-learning course, resulting in a very short-term increase in our expenditure. The board expects to rapidly return to 6 months following the end of this investment.

This reserve would still allow NAAN the opportunity to secure alternative funding or, if necessary, to wind down its programme of support. The charity has a plan in place to diversify funding and increase staffing and will continue to review appropriate reserves levels annually to ensure funds are used effectively to support the charitable objectives.

General funds

The general fund enables the charity to respond quickly to opportunities and to support its long-term development. The board has decided to reduce the size of this fund. A rolling 3-year budget is in place, setting out how the general fund will be reduced responsibly and effectively, with a focus on the development of a national e-learning platform (see below).

Designated funds

The board re-designated £45,000 from the general fund to create a comprehensive, nationally standardised, training course for appropriate adults. £31,015 was invested in 2023/24, enabling the charity to work with a creative agency to ensure high-quality, engaging, interactive content for learners. A remaining payment will be paid to the agency in 2024-25 upon the completion of the build phase of the project.

Restricted funds

A major grant of £35,000 was received from Esmée Fairbairn Foundation in March 2023, part of a three-year grant totalling £105,000, and ending in 2024. This grant directly enabled us to create the new role of Operations Manager, and free up the Chief Executive to focus on our Fairer System objective. This was placed in a restricted fund.

Funding sources

Our deep and sincere thanks to the following for their support this year:

- Our member organisations
- Home Office (Police Powers Unit)
- Esmée Fairbairn Foundation

In pursuit of our strategy, we continue to work to increase and diversify the charity's funding. This includes:

- developing relationships with charitable trusts and foundations with shared objectives.
- increasing earned income through the delivery of services to other organisations where this is in line with the charity's charitable objectives

This approach will increase the charity's sustainability and independence by reducing reliance on the Home Office.

Processes have been put in place to clearly delineate between the work undertaken under the Home Office grant and other projects and activities. For example, any work undertaken to engage with Parliamentarians is conducted outside of that grant, in line with its terms.

The breakdown of funding in 2024 was:

- Home Office: 55.7%
(2023:52%, 2022: 54%, 2021: 61%,)
- Other grants: 17.8%
(2023:23%,2022: 20%, 2021: 13%,)
- Earned (including membership): 26.5%
(2023: 26%, 2022: 26%, 2021: 26%,).

Fundraising

The Charity did not engage external support for fundraising during the year. No complaints have been received in respect of the Charity's fundraising activities during the financial year.

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. Income from interest amounted to 1.3% of income.

Approved by order of the board of trustees on 10.09.24 and signed on its behalf by:



.....
Linda Chebib
Treasurer

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 2024.

Responsibilities and basis of report

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 Turner ACA DChA
The Institute of Chartered Accountants in England and Wales
Calcutt Matthews WBZ Ltd
19 North Street
Ashford
Kent
TN24 8LF

Date: 14.08.2024

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2024

				31.3.24	31.3.23
	Notes	Unrestricted £	Restricted £	Total £	Total £
INCOME FROM					
Donations & legacies	2	40	145,000	145,040	158,041
Charitable activities	3	49,754	-	49,754	53,132
Investments	4	2,542	-	2,542	1,176
Total income		<u>52,336</u>	<u>145,000</u>	<u>197,336</u>	<u>212,349</u>
EXPENDITURE ON					
Charitable activities	5,6,7				
Member Support		19,639	22,426	42,065	62,451
Policy & Standards		5,611	49,836	55,448	77,549
Professional Development		58,917	77,246	136,163	52,158
Total expenditure		<u>84,167</u>	<u>149,509</u>	<u>233,676</u>	<u>192,159</u>
NET INCOME/(EXPENDITURE)		<u>(31,831)</u>	<u>(4,509)</u>	<u>(36,340)</u>	<u>20,190</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>181,847</u>	<u>33,473</u>	<u>215,320</u>	<u>195,131</u>
TOTAL FUNDS CARRIED FORWARD		<u>150,016</u>	<u>28,964</u>	<u>178,980</u>	<u>215,320</u>

BALANCE SHEET at 31 March 2024

		Unrestricted funds	Restricted funds	31.3.24 Total funds £	31.3.23 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	8	<u>2,256</u>	<u>-</u>	<u>2,256</u>	<u>2,442</u>
CURRENT ASSETS					
Debtors	9	66,831	-	66,831	35,734
Cash at bank		<u>113,083</u>	<u>28,921</u>	<u>142,004</u>	<u>196,025</u>
Total current assets		179,914	28,921	208,835	231,758
CREDITORS					
Amounts falling due within one year	10	<u>(32,111)</u>	<u>-</u>	<u>(32,111)</u>	<u>(18,880)</u>
NET CURRENT ASSETS		147,804	28,921	176,724	212,878
TOTAL ASSETS LESS CURRENT LIABILITIES		150,059	28,921	178,980	215,320
NET ASSETS		<u>150,059</u>	<u>28,921</u>	<u>178,980</u>	<u>215,320</u>
FUNDS	11				
Unrestricted funds					
General funds		26,164	-	26,164	71,846
E-learning Fund		13,895	-	13,895	-
Reserves		<u>110,000</u>	<u>-</u>	<u>110,000</u>	<u>110,000</u>
Total unrestricted funds		150,059	-	150,059	181,846
Restricted funds					
Home Office		-	-	-	-
Esmée Fairbairn Foundation		-	28,921	28,921	32,474
Allen Lane Foundation		<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Total restricted funds		-	28,921	28,921	33,474
TOTAL FUNDS		<u>150,059</u>	<u>28,921</u>	<u>178,980</u>	<u>215,320</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the Year Ended 31 March 2024. The members have not required the charitable company to obtain an audit of its financial statements for the Year Ended 31 March 2024 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 10.09.2024 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'LAChebib', written in a cursive, slightly slanted style.

Linda Chebib
Treasurer

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2024

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 2022)', 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.

Going concern

The trustees and management have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern for at least one year from the date of approval of the financial statements

They have concluded that, together with the reserves, there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, and therefore, the charity continues to adopt the going concern basis.

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 straight line basis
Computer equipment	- 25% - 50% on cost

Taxation

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

1 ACCOUNTING POLICIES (continued)

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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes. Designated funds are only used for a specific reason at the discretion of the trustees and reviewed annually. Further explanation of each fund is included in the notes to the financial statements.

Debtors

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

2. DONATIONS AND LEGACIES

			31.3.24	31.3.23
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Home Office Police Powers Unit	-	110,000	110,000	110,000
Esmée Fairbairn Foundation	-	35,000	35,000	3
				42,000
Allen Lane Foundation	-	-	-	3,000
Department for Education	-	-	-	3,000
Donations	40	-	40	41
	<u>40</u>	<u>145,000</u>	<u>145,040</u>	<u>158,041</u>

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2024 (continued)

3. CHARITABLE ACTIVITIES

			31.3.24	31.3.23
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Income from				
Training and training material	18,574	-	18,574	26,302
Membership subscriptions	24,342	-	24,342	21,167
Commissioning support	4,986	-	4,986	4,087
Qualification	1,808	-	1,808	1,530
Other income	44	-	44	46
	<u>49,754</u>	<u>-</u>	<u>49,754</u>	<u>53,132</u>

4. INVESTMENT INCOME

			31.3.24	31.3.23
	Unrestricted	Restricted	Total	Total
			£	£
Deposit account interest	<u>2,542</u>	<u>0</u>	<u>2,542</u>	<u>1,176</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.24	31.3.23
	£	£
Independent examiner's fee	848	919
Depreciation - owned assets	<u>1,169</u>	<u>1,590</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustee remuneration or other benefits provided for the year ended 31 March 2024 nor for the year ended 31 March 2023. No Trustee had any beneficial interest in any contract with the charity.

Trustees' expenses

	31.3.24	31.3.23
	£	£
Trustees' expenses	<u>459</u>	<u>255</u>

7. STAFF

The average number of full-time equivalent employees during the year was as follows:

	31.3.24	31.3.23
Staff	<u>3</u>	<u>3</u>

The cost of employing those staff were:

	31.3.24	31.3.23
	£	£
Salaries and wages	150,875	137,875
National insurance	12,055	11,089
Pensions	<u>12,070</u>	<u>18,413</u>
	<u>175,000</u>	<u>167,377</u>

1 employee received total employee benefits (excluding employer national insurance and employer pension contributions) between £60,000 to £70,000 (2023: 0 employees above £60,000).

The total remuneration (including gross salary, pension and employer's national insurance before reductions due to employer's allowance) of key management personnel during the year was £79,133 (2023: £75,925) of which £12,055 was employer's pension contributions (2023: 11,943).

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme, with an employer contribution of 8% of gross salary. The assets of the scheme are held separately from those of the charity in an independently administered fund. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate. A salary sacrifice scheme is in operation, allowing staff to reduce their salary in exchange for increased employer pension contributions, with a net zero effect on the charity. Contributions payable by the charity amounted to £12,070 (2023: £18,413).

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2024 (continued)

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Office equipment £	Totals £
COST			
At 1 April 2023	701	8,907	9,608
Additions	387	596	983
Disposals	-	-	-
	<u>1,08</u>	<u></u>	<u></u>
At 31 March 2024	1	9,503	10,591
DEPRECIATION			
At 1 April 2023	562	6,604	7,166
Charge for year	<u>77</u>	<u>1,092</u>	<u>1,169</u>
At 31 March 2024	<u>639</u>	<u>7,696</u>	<u>8,335</u>
NET BOOK VALUE			
At 31 March 2024	<u>449</u>	<u>1,807</u>	<u>2,256</u>
At 31 March 2023	<u>199</u>	<u>2,304</u>	<u>2,442</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade debtors	65,922	34,882
Prepayments	<u>909</u>	<u>852</u>
	<u>66,831</u>	<u>39,734</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	10,444	2,103
Other creditors	879	4,000
Deferred income	19,592	11,623
Credit card	271	154
Accrued expenses	<u>924</u>	<u>1,000</u>
	<u>32,111</u>	<u>18,880</u>

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2024 (continued)

11. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
General fund	26,846	(682)	26,164
E-learning fund	45,000	(31,015)	13,985
Esmée Fairbairn Foundation	-	-	-
Reserves	110,000	-	110,000
Restricted funds	-	-	-
Home Office	-	-	-
Esmée Fairbairn Foundation	32,474	(3,553)	28,921
Allen Lane Foundation	1,000	(1,000)	-
TOTAL FUNDS	215,320	(36,340)	178,980

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	52,336	53,017	(682)
E-learning fund	-	31,015	(31,015)
Esmée Fairbairn Foundation	-	-	-
Reserves	-	-	-
Restricted funds			
Home Office	110,000	110,000	-
Esmée Fairbairn Foundation	35,000	38,553	(3,553)
Allen Lane Foundation	-	1,000	(1,000)
TOTAL FUNDS	197,336	233,676	(36,340)

11. MOVEMENT IN FUNDS (CONTINUED)

The purposes of the funds are as follows:

Restricted

Home Office

To support and represent organisations providing appropriate adult services to children and vulnerable adults in police custody and voluntary interviews.

Allen Lane

For development and delivery of our appropriate adult training offer, with a focus on developing an e-learning platform. The fund supports staff time and technical costs.

Esmée Fairbairn

To build a just and inclusive criminal justice system that prevents miscarriages of justice, by transforming safeguards for vulnerable people detained or questioned by police (those most at risk of having their rights denied). While year one of a three-year grant agreement was unrestricted as part of the Foundation's Covid-19 response, this year was restricted.

Designated

General fund: To enable the charity to respond quickly to opportunities and to support its long-term development. The board has decided to reduce the size of this fund (see below).

E-learning fund: To develop a national e-learning course to support local appropriate adult scheme leaders with the initial training of AAs.

Reserves

NAAN's policy is to maintain sufficient level of designated reserves to enable normal operating activities to continue over a period of between 6 and 9 months. This policy is a medium-term measure to mitigate the risks of the charity's historical current reliance on a single grant funder that makes decisions on an annual basis, as well as risks associated with past difficulties in obtaining physical receipt of grant funding in a timely fashion. Thus, for the sake of transparency guidelines from the 'CC19: Charity Reserves –Building Resilience' have been adopted and a reserve of £110,000 designated. This equates to 5.6 months of expenditure at 2023/24 levels. This would allow NAAN the opportunity to secure alternative funding or, if necessary, to wind down its programme of support. The charity has a plan in place to diversify funding and increase staffing and will continue to review appropriate reserves levels annually to ensure funds are used effectively to support the charitable objectives.

11. MOVEMENT IN FUNDS (CONTINUED)

Comparatives for movement in funds

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	56,880	(30,034)	26,846
E-learning Fund	-	45,000	45,000
Esmée Fairbairn Foundation	26,250	(26,250)	-
Reserves	110,000	-	110,000
Restricted funds			
Home Office	-	-	-
Esmée Fairbairn Foundation	-	32,474	32,474
Allen Lane Foundation	2,000	(1,000)	1,000
TOTAL FUNDS	195,131	20,190	215,320

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	12,349	42,382	(30,034)
E-learning Fund	45,000	-	45,000
Esmée Fairbairn Foundation	-	26,250	(26,250)
Reserves	-	-	-
Restricted funds			
Home Office	110,000	110,000	-
Esmée Fairbairn Foundation	42,000	9,526	32,474
Allen Lane Foundation	3,000	4,000	(1,000)
TOTAL FUNDS	212,349	192,159	20,190

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the Year Ended 31 March 2024 (2023: none).

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2024**INCOME AND ENDOWMENTS**

	31.3.24	31.3.23
	£	£
Donations and legacies		
Donations	40	41
Grants	145,000	158,000
	<u>145,040</u>	<u>158,041</u>
Charitable activities		
Membership subscriptions	24,343	21,167
Training and training material	18,574	26,302
Commissioning support	4,986	4,087
Qualification	1,808	1,530
Other income	44	46
	<u>49,754</u>	<u>53,132</u>
Investment income		
Deposit account interest	2,542	1,176
Total incoming resources	<u>197,336</u>	<u>212,349</u>

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2024 (continued)

EXPENDITURE

	31.3.24	31.3.23
	£	£
Charitable activities		
Wages	145,875	137,875
Social security	17,055	11,089
Pensions	12,070	18,413
Travel and subsistence	1,611	1,135
Training, Events and Groups	7,899	8,955
Staff training	90	534
	<u>184,600</u>	<u>178,002</u>
Support costs		
Management		
Administration	400	526
Fixtures and fittings	77	41
Computer equipment	-	1,548
Fundraising	-	-
Premises	1,601	3,373
Printing and stationery	47	83
Professional Fees	5,462	360
Recruitment	214	-
Travel and subsistence	-	-
Sundries	1,978	741
	<u>9,779</u>	<u>6,673</u>
Finance		
Bank charges	171	161
Information technology		
Communications and IT	37,784	5,983
Governance costs		
Trustees' expenses	459	422
Professional fees	-	-
Independent examiners' remuneration	848	919
Accountancy and legal fees	35	
	<u>1,342</u>	<u>1,341</u>
 Total resources expended	 233,676	 192,159
 Net income/(expenditure)	 <u>(36,340)</u>	 <u>20,190</u>

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