

# NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)

England & Wales · Charity number 1187058

## Details

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**Other names** N.A.P.P.

**Status** Registered

**Legal form** CIO

**Registered** 2019-12-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** N.a.p.p.  
c/o HHAS  
Weltech Business Centre  
Ridgeway  
Welwyn Garden City  
AL7 2AA

**Phone** 07799415336

**Email** [admin@napp.org.uk](mailto:admin@napp.org.uk)

**Website** [www.napp.org.uk](http://www.napp.org.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE THE IMPROVEMENT OF INDIVIDUAL AND PUBLIC HEALTH AND WELLBEING, AND THE QUALITY AND STANDARDS OF PATIENT CARE, THROUGH THE EXERCISE OF LOCAL AND NATIONAL INFLUENCE, THE ADVANCEMENT AND SUPPORT OF EFFECTIVE PATIENT PARTICIPATION, AND IN PARTICULAR, OF PATIENT PARTICIPATION GROUPS, IN GENERAL PRACTICE AND OTHER PRIMARY HEALTH CARE SERVICES IN THE UNITED KINGDOM.

**Activities:** N.A.P.P. provides support, advice and encouragement to member patient participation groups (PPGs) in UK general practices and other primary health care settings. N.A.P.P. also promotes the benefits of PPGs to practices, Clinical Commissioning Groups and Primary Care Networks and works with national bodies on the importance of the patient voice in encouraging high standards of clinical care.

## Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

## Geography

- Northern Ireland
- Scotland
- Throughout England

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£46,135	£69,439	-	-
2024-03-31	£25,410	£36,754	-	-
2023-03-31	£27,513	£22,517	-	-
2022-03-31	£31,000	£39,278	-	-
2021-03-31	£5,121	£4,788	-	-

## Trustees

Name	Role	Appointed
<b>Dr Adefolarin Omoregie Majekodunmi B.Sc, Ph.D</b>	Chair	2019-12-19
Bruce S Morton		2023-11-18
Judith Morris		2023-11-18
PHILIP HENRY LINNEGAR		2022-01-18
Sandra Elizabeth Ann Gower FRCGP, Hon		2019-12-19

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

England & Wales - Charity number 1187058

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# Accounts

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Patron: Professor Sir Denis Pereira Gray OBE



# **National Association for Patient Participation**

## **Annual Report and Accounts 2024/25**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION  
ANNUAL REPORT AND ACCOUNTS 2024/25**

The Trustees present their Report and Accounts of the organisation from 1 April 2024 to 30 September 2025.

**Charity Name** National Association for Patient Participation

**Charity Number** 1187058

**Registered Office** N.A.P.P., c/o HHAS, Weltech Business Centre, Ridgeway, Welwyn Garden City, AL7 2AA

**Governing Document.** The Charity was established by Deed in 1978 and became a registered charity in 1985.  
The CIO was registered on 19 December 2019.

**Trustees** The following were Trustees of the Charity during the financial year.

Dr Folarin Majekodunmi	Chair	
Sandy Gower	Vice Chair	
Philip Linnegar	Trustee	
Bruce Morton	Trustee	Appointed 18 November 2023
Judith Morris	Trustee	Appointed 18 November 2023

**President** Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)

**Patron** Sir Denis Pereira Gray, OBE, FRCP, FRCGP, FMedSci

**Bankers** Barclays Bank PLC, PO Box 193, 8/12 Church Street, Walton on Thames KT12 2YW  
CAF Bank, 25 Kings Hill Avenue, West Malling, Kent MK18 4JQ

**Independent Examiner**

Shayo Badejo FFA FIPA TaxAssist Accountants Enfield, 51 Church Street, Enfield EN2

# NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION

## ANNUAL REPORT AND ACCOUNTS 2024/25

### Introduction from the Chairman

It is with a heavy heart, but also with deep pride and gratitude, that I share with you one of the most difficult messages in N.A.P.P.'s long and distinguished history. After months of careful consideration, the Trustees have agreed to recommend the dissolution of the National Association for Patient Participation at our forthcoming Annual General Meeting.

This recommendation has not been made hastily or lightly. It comes after a period of intense reflection about our purpose, sustainability and the environment in which we now operate. In making this decision, we have sought to weigh respect with practicality and sadness with gratitude. Above all, we have tried to honour the extraordinary legacy of those who built N.A.P.P. and those who continue to embody its values every day.

For almost half a century, N.A.P.P. has stood at the forefront of the patient participation in the United Kingdom. Founded in 1978, long before the words "*patient engagement*" became an accepted part of NHS policy, it was driven by a simple but revolutionary belief: that healthcare works best when patients are active partners in shaping it. That principle, radical at the time, has since become central to the ethos of modern general practice and health care design.

Every Patient Participation Group (PPG) that meets in a GP practice today is part of that story. When the NHS introduced a contractual requirement in 2015 for all practices in England to have a PPG, it was the culmination of decades of quiet but persistent advocacy by N.A.P.P. and its members. Our influence has never been about noise or numbers, but about the steady conviction that patient partnership is both morally right and operationally vital.

Over the decades, N.A.P.P. has published practical guides, model constitutions and toolkits that have become the foundation for patient groups across the country. We have partnered with NHS England, the Royal College of General Practitioners, Healthwatch organisations and countless charities and membership organisations; helping to embed patient participation as a core requirement rather than an afterthought. Through initiatives such as PPG Awareness Week, our national conferences, and our online VeryConnect community, we have connected thousands of patients and amplified their voices.

During my seven years as Chair, I have had the privilege of witnessing this work evolve. Our trustees and volunteers have modernised our governance, expanded our membership and embraced digital tools that have made N.A.P.P. more accessible and responsive. Above all, we have remained true to our founding principle: that health services must function and exist for the benefit of the people who use them

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION ANNUAL REPORT AND ACCOUNTS 2024/25**

And yet, despite these achievements, we must face a difficult truth. The environment in which small national charities operate has changed beyond recognition. Recruiting and retaining volunteers with the time and expertise to serve as trustees has become increasingly challenging. The demands on our small staff team have grown year on year and the cost of maintaining even a modest digital and administrative infrastructure has risen significantly.

Over the past two years, the Trustees have explored every reasonable option to sustain N.A.P.P.'s activities, including restructuring, increasing income, partnership working and leadership recruitment. Despite our best efforts, we have been unable to secure the continuity of leadership and volunteer capacity needed to maintain the charity in its current form. With reluctance but clarity, the Trustees have concluded that it is no longer viable to continue.

If members support this resolution, we will proceed with integrity and transparency to wind down operations. This will include the closure of our VeryConnect platform, enquiry line and mailbox and the responsible use of any remaining funds to complete the process. Any surplus will be donated to organisations that share our mission to strengthen the patient voice and champion participation in healthcare.

To describe this moment as sad would be an understatement. N.A.P.P. has been part of the landscape of British health policy for nearly 50 years. It has provided a bridge between professionals and the public, between individual experience and national decision-making. It has been a source of advice, friendship and inspiration to countless PPG members who have given their time freely to make their communities better places to live and to heal.

Yet even as we prepare to close this chapter, my fellow trustees and I, take comfort in the knowledge that N.A.P.P.'s spirit will endure. The idea of patient partnership is no longer fragile or marginal. It is embedded in the DNA of the NHS, in every Integrated Care System, every local Healthwatch and every practice that seeks to engage with its patients before it acts. The work that began in the 1970s has matured and taken root, and in that sense, N.A.P.P. has achieved what it set out to do.

I would like to take this opportunity to thank those whose leadership and commitment have sustained us in recent years. To our newer trustees, Mr Bruce Morton and Ms Judith Morris, for their energy, expertise and optimism; to Sandy Gower, for her years of faithful and selfless service; and to Philip Linnegar, whose professionalism and strategic clarity strengthened our governance, operations and value to our members. I also wish to acknowledge Ghada Rule for her long-standing devotion to N.A.P.P. and her tireless support of members and trustees alike.

My gratitude also goes to our exceptional staff team. To Victoria Codling, our Administrative and Member Support Manager, whose patience and compassion have supported countless members; to Beth Moore, our Communications and Engagement Manager, whose creativity and

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION  
ANNUAL REPORT AND ACCOUNTS 2024/25**

determination have given us a stronger voice; and to Chris Oxtoby, our Webmaster, whose technical skill and dependability have underpinned our online presence. Each of them has served with dedication and pride.

To our President, Dr Patricia Wilkie, and our Patron, Professor Sir Denis Pereira Gray, I offer my profound thanks. Their wisdom, guidance, and advocacy for patient voice have been invaluable. They have each, in their own way, exemplified what it means to lead with both intellect and integrity. I am personally indebted to them for their mentorship and belief in the mission of N.A.P.P.

Finally, I want to thank you, our members. You have been the heart and soul of this organisation. Your meetings, surveys and community events have given meaning to the word participation. Your willingness to ask questions, to listen, to share and to collaborate has changed the culture of healthcare in this country. Without you, there would have been no N.A.P.P. and no national movement to carry this work forward.

Although the formal structures of N.A.P.P. may soon come to an end, the values that bind us will not. I hope that members, individually and collectively, will continue to advocate for the patient voice, to build partnerships in local systems and to remind decision-makers that the people who use services are their greatest source of insight and wisdom. In doing so, you will keep the flame of N.A.P.P. alive.

This may be the closing of one chapter, but I do not believe it is the end of the story. The conversation that N.A.P.P. began all those years ago continues to echo in every corner of the NHS, from the halls of power to single-handed GP practices. As long as patients and professionals meet as equals, listen to one another and strive to improve care together, the legacy of N.A.P.P. will endure.

With heartfelt gratitude and deep respect,



Dr Folarin Majekodunmi, ARCS, PhD

# **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

## **ANNUAL REPORT AND ACCOUNTS 2024/25**

### **Principal Activities**

The object for which the Association is established is, through the medium of patient participation, to promote and contribute to the relief of sickness and preservation and protection of health for the public benefit, by fostering the highest possible standards of primary medical care, through the medium of patient participation by:

1. Giving health professionals and patients the opportunity to meet and discuss topics of mutual interest.
2. Providing a means for patients to make positive suggestions about the practice and their own health care.
3. Encouraging health education activities within the practice.
4. Developing self-help projects to meet the needs of fellow patients.
5. Acting as representatives to attempt to influence the local provision of health and social care.

### **1. Overview of activities**

The past year has been one of both achievement and reflection for the National Association for Patient Participation (N.A.P.P.). As we approached what may be our final chapter as a registered charity, the organisation continued to do what it has always done best: give voice to patients, support the work of Patient Participation Groups (PPGs) and strengthen the bond between communities and their GP practices.

That this was achieved in the face of limited resources and a rapidly changing healthcare environment is a testament to the extraordinary dedication of our trustees, staff, volunteers and members. Each has played their part in ensuring that N.A.P.P. remained true to its founding purpose, to make sure that patients are not simply heard but are genuine partners in shaping care.

### **Championing the Patient Voice**

Throughout 2024–2025, N.A.P.P. continued to serve as the leading national advocate for PPGs. The VeryConnect online community remained a vibrant meeting place where members could share ideas, solve challenges and celebrate success. From rural practices finding new ways to reach isolated patients to urban groups developing creative community health projects, the spirit of collaboration has remained alive and well. These stories of commitment and compassion have reminded us that participation is not an abstract principle, it is a daily act of care and service.

# **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

## **ANNUAL REPORT AND ACCOUNTS 2024/25**

### **Partnerships and National Influence**

Our trustees, volunteers and staff continued to represent N.A.P.P. with distinction in national forums and working groups. Dialogue with NHS England, the Royal College of General Practitioners, Healthwatch England and Integrated Care Boards helped ensure that the patient perspective was reflected in national policy and local practice alike. These relationships, built over decades, speak to N.A.P.P.'s enduring credibility and its unique role in connecting grassroots insight with system-level decision-making.

### **Governance and Leadership**

Behind the scenes, the trustees have shown exceptional dedication and professionalism. They have worked tirelessly to strengthen governance, improve financial oversight and maintain compliance with Charity Commission standards. Their voluntary service (often given alongside demanding professional and personal commitments) has been exemplary. This year's our board brought together a blend of experience and fresh insight. Together, they upheld N.A.P.P.'s standards of integrity, transparency and compassion, ensuring that every decision remained grounded in what matters most, improving outcomes for patients.

### **Communication and Connection**

Regular bulletins, newsletters and digital updates kept members informed and connected. These communications were more than administrative updates; they were a lifeline for PPGs navigating change, offering examples of good practice, practical advice and shared encouragement. Our Communications and Engagement Manager, Beth Moore, has been instrumental in this work, ensuring that the tone of every message reflected our optimism, professionalism and kindness.

### **Celebrating Excellence – The Corkill Awards**

The revival of the Corkill Awards, was one of the highlights of last year. These awards once again celebrated innovation, inclusion and partnership within PPGs. Projects recognised included those improving access groups, supporting mental health and enhancing digital inclusion. Their submissions captured the best of what N.A.P.P. has always stood for, namely: people coming together to make healthcare more human and more just.

# **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

## **ANNUAL REPORT AND ACCOUNTS 2024/25**

### **Advocacy and Representation**

N.A.P.P.'s influence extended far beyond its membership. Trustees and volunteers spoke at national and regional events, sharing insights gathered from hundreds of PPGs. Their contributions helped shape conversations about access, continuity and patient involvement in the new era of integrated care. Even in this final year, N.A.P.P. remained a trusted voice: independent, knowledgeable and resolutely focused on what patients think, need and experience.

### **A Year of Gratitude and Legacy**

Although this year concludes with the difficult recommendation to dissolve N.A.P.P., it also marks the continuation of a legacy built over nearly five decades. Our achievements in digital engagement, partnership and advocacy have laid firm foundations for the future of patient participation. We leave behind not a gap, but a pathway, one that future organisations, networks and communities can follow.

Every trustee, staff member, volunteer and member (past and present) has contributed to that legacy. To all who gave their time, insight and belief: thank you. The story of N.A.P.P. has always been a collective one, spoken by thousands of voices across the country. It is a story of hope, determination and the quiet courage of ordinary people who believed they could make their practices better.

## **2. Governance, Structure and Management**

N.A.P.P. is a registered charity, founded in 1978, and governed by a volunteer Board of Trustees responsible for its strategic direction, financial integrity and public accountability. This governance model has been central to N.A.P.P.'s success, ensuring independence, transparency and a focus on patient benefit above all else.

### **The Board of Trustees**

During this reporting period, the Board consisted of:

- **Chair:** Dr Adefolarin Majekodunmi
- **Vice Chair:** Ms Sandy Gower

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) ANNUAL REPORT AND ACCOUNTS 2024/25**

- **Trustees:** Mr Philip Linnegar, Mr Bruce Morton and Ms Judith Morris

Together, they provided a strong balance of experience in healthcare, community leadership, finance and governance. Their stewardship has guided the organisation through complex challenges with professionalism, compassion and integrity.

### **Staff and Operational Support**

The trustees were supported by a small but exceptional team whose dedication kept the organisation running smoothly:

- **Administrative and Member Support Manager:** Ms Victoria Codling
- **Communications and Engagement Manager:** Ms Beth Moore
- **Webmaster:** Ms Chris Oxtoby

Their expertise in member support, communications and digital management enabled N.A.P.P. to continue delivering meaningful services even as resources became stretched. They embodied the values of kindness, efficiency and care that members consistently praised.

### **Governance and Accountability**

The trustees continued to uphold the principles of good governance set out in the Charity Governance Code. Regular reviews ensured that risk management, data protection and financial controls were maintained to a high standard. The Trustee Handbook was updated to support new members and to codify N.A.P.P.'s values and ways of working for the future.

Financial management remained prudent and transparent, in line with Charity Commission guidance. All statutory returns were submitted on time, and the organisation continued to operate with honesty and diligence in all financial matters.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2024/25**

### 3. Looking Ahead

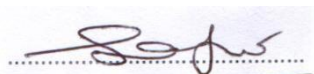
As N.A.P.P. prepares to close its formal operations, the trustees' priority is to do so with dignity, transparency and gratitude. They are committed to honouring the organisation's history and to helping members transition towards other networks and organisations that share our values. The next stages in the proposed dissolution can be summarised as follows:

- At the formal Annual General Meeting (AGM) we will vote on the proposal to dissolve N.A.P.P. The decision will pass if at least 75% of those voting are in favour. The meeting will be properly recorded, and full minutes will be kept.
- After the vote, the Trustees will review everything the organisation owns and owes, including all assets, funds, and any outstanding bills or commitments.
- The Trustees will make sure all debts and obligations are settled, and that N.A.P.P.'s affairs are brought to a proper and orderly close.
- Once this is done, the Trustees will meet again to confirm that everything has been completed. They will agree how any remaining funds or assets should be used and approve the final application to the Charity Commission.
- The Trustees, or N.A.P.P.'s solicitors acting on their behalf, will then apply to the Charity Commission for voluntary dissolution. The application will include:
  - A copy of the AGM resolution confirming members agreed to dissolve the charity.
  - A statement confirming that all debts and liabilities have been paid or provided for in full.
  - Details of how any remaining assets have been, or will be, used.
- Once the Charity Commission receives the application, it will publish a public notice about the proposed closure.
- After three months, if no objections are raised, the Charity Commission will formally remove N.A.P.P. from the register, and the charity will be officially dissolved.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

- The Trustees will then inform any other relevant organisations or partners of the dissolution.

The Trustees remain confident that the principles N.A.P.P. has championed for more than four decades: partnership, participation, and patient voice, will continue to thrive through the dedication of our members and the evolving structures of the NHS.



Trustee



Trustee

Date 29<sup>th</sup> November 2025

### **Trustees Financial Report**

#### **Finance and General Purposes**

The Hon Treasurer takes the lead in supervising the Charity's financial affairs on behalf of the Trustees, and the maintenance of proper financial records and procedures, in order to ensure the Charity's financial viability. The Charity sought to recruit a Hon Treasurer to the Board and chair a Finance and General Purposes Committee.

Financial administration capacity has been strengthened. Carter Book-Keeping Services continues to maintain and update the charity's books of account.

TaxAssist Accountants Enfield has been appointed as the charity's Independent Examiner. The examination is conducted by a team within TaxAssist that is entirely separate from any account preparation activities, ensuring full compliance with the Charity Commission's independence requirements.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**Annual Affiliation Fees**

The Charity recognizes that it is not always possible for working Trustees to undertake the operational activities that would otherwise be paid for. The increase in capacity to deliver improvements for members reported elsewhere, and the increasing costs of meeting the annual requirements of the Charity Commission highlighted the need to implement an immediate increase in annual affiliation fees to deliver balanced budget for the financial year ahead.

The Board continued to consider alternative fee structures, which would, in some way, reflect the size of Practice. This is particularly important because of the changes across the NHS in recent years. Demand for NAPP services continues to increase particularly due to the trust relationship between NAPP and its members as the preferred advocate. NAPP remains that committed source of hope to ensure patient voices are heard, despite the challenges including receiving no statutory funding for its activities

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**Accruals Accounts.** These Accruals Accounts have been prepared in accordance with SORP regulations for charity accounts.

**1. Revenue**

Revenue is Revenue is £46,135 (Unrestricted £46,135). The largest income coming from Membership fees.

**2. Expenditure**

Expenditure for this financial year is £69,439.

N.A.P.P. CIO continues to fund a platform – VeryConnect – to help improve PPG engagement.

**3. Bank Balance**

The combined end-of-year bank balance is close to £40,430 (2023 £52,277).

**Investment and reserves**

- a. Reserves Policy: The Charity maintains a level of unrestricted reserves representing four – six months’ expenditure, enabling us to continue for a period of limited income.

As the charity approaches the end of its operations, reserves have decreased from the previous period. The current reserves stand at £26,955.86, comprising £16,728.24 in unrestricted funds and £10,227.62 in restricted funds. These reserves are considered sufficient to support the charity’s activities throughout the current accounting period (1 April 2024 to 30 September 2025), up to its planned closure.

To ensure effective delivery during this final phase, targeted improvements have been made in key operational areas including Governance (Board), Financial Management, Membership Engagement, and Organisational Development.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**Membership and Development**

The National Association for Patient Participation is a membership organisation. We have reviewed and increased the administrative capacity to maintain its membership support:

- NAPP 'Very Connect' platform
- NAPP Membership Certificate
- NAPP monthly eBulletin
- NAPP Members Helpline
- NAPP Members eMail address
- NAPP Facebook page

In addition, it has been possible to improve some other more suitable arrangements that improve governance:

- Registered Office
- Registration, Information Commissioner's Office
- Archive capacity

Philip Linnegar

29<sup>th</sup> November 2025

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2024/25**

**Independent Examiners Report to the Trustees of National Association**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2025.

**Responsibilities and basis of report**

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act: or
2. the accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, 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.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

**Shayo Badejo FFA FIPA**

**TaxAssist Accountants Enfield, 51 Church Street, Enfield EN2 6AN**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

STATEMENT OF FINANCIAL ACTIVITIES							
	Notes	CIO Unrestricted 2025 £	CIO Restricted 2025 £	CIO Total 2025 £	CIO Unrestricted 2024 £	CIO Restricted 2024 £	CIO Total 2024 £
<b>Receipts</b>							
<u>Income from generated funds</u>							
Investment income		1,741.09	0.00	1,741.09	2,462.67	0.00	2,462.67
<u>Incoming resources from generated funds</u>							
Membership fees received		40,434.00	0.00	40,434.00	21,710.00	0.00	21,710.00
Conference funds received		0.00	0.00	0.00	0.00	0.00	0.00
Donations received		3,960.00	0.00	3,960.00	1,238.00	0.00	1,238.00
Grants received		0.00	0.00	0.00	0.00	7,000.00	7,000.00
<b>Total incoming resources</b>		<b>46,135.09</b>	<b>0.00</b>	<b>46,135.09</b>	<b>25,410.67</b>	<b>7,000.00</b>	<b>32,410.67</b>
<b>Resource Expended</b>							
Running costs	2	56,408.74	0.00	56,408.74	28,586.14	4,453.34	33,039.48
Governance costs	3	13,030.52	0.00	13,030.52	8,168.30	0.00	8,168.30
<b>Total Resource Expended</b>		<b>69,439.26</b>	<b>0.00</b>	<b>69,439.26</b>	<b>36,754.44</b>	<b>4,453.34</b>	<b>41,207.78</b>
<b>Net incoming/(outgoing) for the year</b>		<b>(23,304.17)</b>	<b>0.00</b>	<b>(23,304.17)</b>	<b>(11,343.77)</b>	<b>2,546.66</b>	<b>(8,797.11)</b>
Balance of reserves brought forward		40,032.41	10,227.62	50,260.03	51,376.18	7,680.96	59,057.14
<b>Balance of reserves carried forward</b>		<b>16,728.24</b>	<b>10,227.62</b>	<b>26,955.86</b>	<b>40,032.41</b>	<b>10,227.62</b>	<b>50,260.03</b>

There were no recognised gains or losses for the above years other than those in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The notes on pages 18 to 22 form part of these accounts

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

<b>BALANCE SHEET</b>							
	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>
	£	£	£	£	£	£	£
<b><u>Current Assets</u></b>							
Bank and Cash	4	33,082.87	7,347.62	<b>40,430.49</b>	51,929.53	347.62	<b>52,277.15</b>
<b><u>Debtors and Prepayments</u></b>							
Amounts falling due within 1 year	5	815.68	0.00	<b>815.68</b>	3,927.37	7,000.00	<b>10,927.37</b>
<b><u>Creditors and Accruals</u></b>							
Amounts falling due within 1 year	6	14,290.31	0.00	<b>14,290.31</b>	12,944.49	0.00	<b>12,944.49</b>
<b>Net Current Assets</b>		19,608.24	7,347.62	<b>26,955.86</b>	42,912.41	7,347.62	<b>50,260.03</b>
<b>Total Assets less Current Liabilities</b>		<b><u>19,608.24</u></b>	<b><u>7,347.62</u></b>	<b><u>26,955.86</u></b>	<b><u>42,912.41</u></b>	<b><u>7,347.62</u></b>	<b><u>50,260.03</u></b>
<b><u>Capital and Reserves</u></b>							
Current Year Earnings		(23,304.17)	0.00	<b>(23,304.17)</b>	(11,343.77)	2,546.66	<b>(8,797.11)</b>
Retained Earnings		40,032.41	10,227.62	<b>50,260.03</b>	51,376.18	7,680.96	<b>59,057.14</b>
<b>Total Capital and Reserves</b>		<b><u>16,728.24</u></b>	<b><u>10,227.62</u></b>	<b><u>26,955.86</u></b>	<b><u>40,032.41</u></b>	<b><u>10,227.62</u></b>	<b><u>50,260.03</u></b>

The notes on pages 18 to 22 form part of these accounts.

The financial statements on pages 15 to 17 were approved by the board of trustees on 6 November 2025.

 Philip Linnegar

Trustee

Trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The financial statements 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

National Association for Patient Participation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**Statement of concern**

The Trustees have concluded that NAPP CIO is no longer a going concern. While the charity remains solvent, the Board has determined that it is unable to continue operating due to governance limitations and the inability to sustain trustee leadership. As a result, the charity is in the process of winding down its activities.

Accordingly, the financial statements have not been prepared on a going concern basis. Instead, they reflect the intention to cease operations and settle any outstanding obligations. The charity holds no assets, and the accounts have been prepared to reflect an orderly closure.

**Incoming Resources**

Income is accounted for as received by the charity except where a member pays twice each year for renewal of existing membership in which case it is treated as deferred income. The income is shown gross.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2024/25**

**Irrecoverable VAT**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the statement of financial activities.

**Governance Costs**

Governance costs consist of expenditure on management and administration of the charity including all expenditure not directly related to charitable activity or fund-raising ventures. This includes costs of the professional services which enable the charity to function and independent examination.

**Debtors**

Debtors are recognised at the settlement amount due after any discount. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand include cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount required to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There were no critical accounting estimates during the period.

**2. RUNNING COSTS**

Total running costs in 2024/25 are £56,409 (Unrestricted £56,409).

<b>RUNNING COSTS</b>						
	<u>CIO</u> <u>Unrestricted</u> <u>2025</u> £	<u>CIO</u> <u>Restricted</u> <u>2025</u> £	<u>CIO</u> <u>Total</u> <u>2025</u> £	<u>CIO</u> <u>Unrestricted</u> <u>2024</u> £	<u>CIO</u> <u>Restricted</u> <u>2024</u> £	<u>CIO</u> <u>Total</u> <u>2024</u> £
<b><u>Running Costs</u></b>						
<b><u>Administrative Costs</u></b>						
Administration Duties	42,389.08	0.00	42,389.08	15,805.30	0.00	15,805.30
Bank Fees	144.75	0.00	144.75	78.75	0.00	78.75
Consulting	1,260.00	0.00	1,260.00	1,760.00	4,453.34	6,213.34
General Expenses	1,580.10	0.00	1,580.10	5,970.00	0.00	5,970.00
Insurance	1,366.20	0.00	1,366.20	648.37	0.00	648.37
Interest Paid	0.00	0.00	0.00	(1.22)	0.00	(1.22)
IT Software and Consumables	6,383.50	0.00	6,383.50	1,392.19	0.00	1,392.19
Conference costs	2,580.00	0.00	2,580.00	2,580.00	0.00	2,580.00
Travel-National	148.09	0.00	148.09	145.75	0.00	145.75
Subscriptions	557.02	0.00	557.02	207.00	0.00	207.00
<b>Total Running Costs</b>	<b><u>56,408.74</u></b>	<b><u>0.00</u></b>	<b><u>56,408.74</u></b>	<b><u>28,586.14</u></b>	<b><u>4,453.34</u></b>	<b><u>33,039.48</u></b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**3. GOVERNANCE COSTS**

<b>GOVERNANCE COSTS</b>					
	<u>CIO</u> <u>Unrestricted</u> <u>2025</u>	<u>CIO</u> <u>Restricted</u> <u>2025</u>	<u>CIO</u> <u>Total</u> <u>2025</u>	<u>CIO</u> <u>Unrestricted</u> <u>2024</u>	<u>CIO</u> <u>Restricted</u> <u>2024</u>
	£	£	£	£	£
<b><u>Governance costs</u></b>					
Audit & Accountancy fees	12,239.00	0.00	12,239.00	7,783.00	0.00
Stripe Fees	791.52	0.00	791.52	385.30	0.00
<b>Total Governance costs</b>	<b><u>13,030.52</u></b>	<b><u>0.00</u></b>	<b><u>13,030.52</u></b>	<b><u>8,168.30</u></b>	<b><u>0.00</u></b>

None of the trustees received any remuneration during the year for acting as trustees.

No trustee has received any reimbursed expenditure for services provided to the charity, except for spending on behalf of the Charity which is included in expenditure and creditors' sums.

**4. CASH & BANK**

Closing Bank balance as of 30 Sept 2025 was £40,430.

<b>Bank</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
<b>Opening Balance 1 April 2024</b>	51,929.53	347.62	52,277.15
<b>Movement</b>	18,846.66	7,000.00	25,846.66
<b>Closing Balance 30 Sept 2025</b>	<b>33,082.87</b>	<b>7,347.62</b>	<b>40,430.49</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**5. DEBTORS AND PREPAYMENTS**

A total sum of £7,000 in relation to Restricted income, a grant from NHS England was carried forward as Debtors as of 30 September 2025.

<b>Debtors and Prepayments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
<b>Opening balance as at 1 Apr 2024</b>	3,927.37	7,000.00	10,927.37
<b>Movement</b>	3,111.69	7,000.00	10,111.69
<b>Closing Balance as at 30 Sept 2025</b>	<b>815.68</b>	<b>0.00</b>	<b>815.68</b>

**6. CREDITORS AND ACCRUALS**

A total sum of £12,284 is owed to creditors as of 30 September 2025.

<b>Creditors and Accruals</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
<b>Opening balance as at 1 Apr 2024</b>	12,944.49	0.00	12,944.49
<b>Movement</b>	1,345.82	0.00	1,345.82
<b>Closing Balance as at 30 Sept 2025</b>	<b>14,290.31</b>	<b>0.00</b>	<b>14,290.31</b>

**RELATED PARTY TRANSACTIONS**

IT and Administration services were paid to In-house Business Consultancy Limited owned by a volunteer.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2024/25**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

England & Wales - Charity number 1187058

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# Accounts

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Patron: Professor Sir Denis Pereira Gray OBE



# **National Association for Patient Participation**

## **Annual Report and Accounts 2023/24**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION  
ANNUAL REPORT AND ACCOUNTS 2023/24**

The Trustees present their Report and Accounts of the organization from 1 April 2023 to 31 March 2024.

**Charity Name** National Association for Patient Participation

**Charity Number** 1187058

**Registered Office** N.A.P.P., c/o HHAS, Weltech Business Centre, Ridgeway, Welwyn Garden City, AL7 2AA

**Governing Document.** The Charity was established by Deed in 1978 and became a registered charity in 1985. The CIO was registered on 19 December 2019.

**Trustees** The following were Trustees of the Charity during the financial year.

Dr Folarin Majekodunmi	Chair	
Sandy Gower	Vice Chair	
Philip Linnegar	Trustee	
Bruce Morton	Trustee	Appointed 18 November 2023
Judith Morris	Trustee	Appointed 18 November 2023

**President** Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)  
**Patron** Sir Denis Pereira Gray, OBE, FRCP, FRCGP, FMedSci

**Bankers** Barclays Bank PLC, PO Box 193, 8/12 Church Street, Walton on Thames KT12 2YW  
CAF Bank, 25 Kings Hill Avenue, West Malling, Kent MK18 4JQ

**Independent Examiner** Janice Matthews FCA, Menzies LLP, 2<sup>nd</sup> Floor Magna House, 18-32 London Road, Staines Upon Thames TW18 4BP

# **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION**

## **ANNUAL REPORT AND ACCOUNTS 2023/24**

### **Introduction from the Chairman**

As I reflect on my sixth year as Chairman, I am filled with pride in the progress we have made as an organisation over the past year. While I continue to prepare for my planned handover to a new Chairman, it is gratifying to see how far we have come, particularly in relation to: strengthening our board of trustees, solidifying our financial resilience, and expanding the range of bespoke support we provide to our membership.

In earlier years, N.A.P.P. relied heavily on the dedication, time, and goodwill of our trustees. Whilst the contributions of our trustee, volunteers and wider network of friends and supported, remain invaluable, I am delighted to report that we have developed a more resilient and professional corporate structure over the past 12 months. This has allowed us to meet our obligations as a charity and fulfil the needs of our members in a more expert and efficient manner. In addition, the increased stability within our organisation has freed up trustees' time, enabling them to focus on a smaller, more strategic set of priorities.

One key focus has been on generating additional income to support this enhanced structure and ensuring we retain and grow our membership base. In particular, we have made great strides in fostering patient participation, thanks to our work with the VeryConnect platform and our enquiry line. This has not only improved our engagement with members but also strengthened our delivery of patient-focused services.

Our financial position remains strong, largely due to the successful re-engagement of lapsed members and much delayed changes to our fee structure. Despite the need to recruit additional trustees, our existing team – though small – is highly skilled, committed, and has been pivotal in driving the significant shifts we've experienced this year.

Our collaboration with partners (most notably NHS England) has also continued to flourish, particularly in amplifying the patient voice. Through the VeryConnect platform, we've been able to ensure that our members' views are actively contributing to the shaping of local services. These partnerships remain a vital element in fulfilling our mission.

Looking ahead, my intention to step down as Chairman remains unchanged, and we are in the process of recruiting both new trustees

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION  
ANNUAL REPORT AND ACCOUNTS 2023/24**

and (hopefully) a successor to lead N.A.P.P. into its next phase. The transition is being carefully managed to ensure that the new leadership is well-prepared to build on the successes of the past year.

I would like to extend my heartfelt thanks to all those who have been instrumental in our achievements over the past year. Special recognition must go to our newly appointed trustees, Mr. Bruce Morton and Ms. Judith Morris, whose fresh perspectives and expertise have already made a substantial impact. I am also deeply grateful to Sandy Gower, for her years of faithful and diligent service and Philip Linnegar, whose work has been pivotal in strengthening our operations, enhancing our corporate resilience, and ensuring that our trustees focus on activities that truly add value.

A special note of appreciation goes to our dedicated team, including Victoria Codling, our Administrative and Member Support Manager, who has been in supporting our members Beth Moore, our Communications and Engagement Manager, who continues to elevate our outreach efforts; and our Webmaster, Chris Oxtoby, whose technical expertise has been a cornerstone of our digital engagement.

I must express my gratitude to our esteemed President, Dr. Patricia Wilkie, and our Patron, Sir Denis Pereira Gray, for their unwavering support and guidance.

Finally, I would like to extend my deepest and most heartfelt thanks to all of our members. Your unwavering commitment, participation, and support are the lifeblood of N.A.P.P. It is through your help and support that we are able to advocate for patient participation and influence positive change within the healthcare system. You inspire us to keep striving for excellence, and it has been a privilege to serve you. As we look ahead, I know that your continued involvement will remain a driving force behind everything we do. Thank you for being the heart of our organisation



Dr Folarin Majekodunmi, ARCS, PhD

# NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) ANNUAL REPORT AND ACCOUNTS 2023/24

## Principal Activities

The object for which the Association is established is, through the medium of patient participation, to promote and contribute to the relief of sickness and preservation and protection of health for the public benefit, by fostering the highest possible standards of primary medical care, through the medium of patient participation by:

1. Giving health professionals and patients the opportunity to meet and discuss topics of mutual interest.
2. Providing a means for patients to make positive suggestions about the practice and their own health care.
3. Encouraging health education activities within the practice.
4. Developing self-help projects to meet the needs of fellow patients.
5. Acting as representatives to attempt to influence the local provision of health and social care.

### 1. Overview of activities

We are thrilled to report significant progress across multiple key areas over the past financial year. This has been a year of both growth and transformation, where we have successfully addressed many of the priorities that our members identified as critical in the previous period. These accomplishments not only reflect our commitment to listening to and acting on the concerns of our members, but also our determination to enhance our capacity to serve them effectively.

By remaining agile and responsive, we have been able to implement a number of impactful initiatives that will pave the way for future success. These achievements can be summarised as follows, demonstrating how our efforts continue to strengthen our organisation, enrich member experiences, and ensure that we remain at the forefront of driving positive change across the healthcare landscape.

#### **(a) Recruiting New Trustees:**

We have implemented a comprehensive recruitment and onboarding process to ensure that new trustees share N.A.P.P.'s passion and commitment to our mission. Special efforts have been made to attract individuals with the right expertise, particularly in the area of digital innovation, to address current skill gaps. Our focus remains on finding trustees who can not only help us navigate today's challenges but also respond to the evolving needs and concerns of our valued members.

#### **(b) Member Engagement:**

By the end of this year, we are delighted to report that # members from # Patient Participation Groups (PPGs) were actively engaging on our VeryConnect platform. This platform continues to be a cornerstone for fostering interaction and collaboration. It allows us to stay closely connected with our members, better understand their needs, and ensure that we can provide timely support and relevant communication.

#### **(c) Professional Development:**

We are proud to have made significant strides in developing a more professional corporate structure, enhancing our bookkeeping, administration, and member engagement capabilities. These improvements are designed to ensure that N.A.P.P. operates with the highest level of professionalism, offering reliable and effective support to our members at every touchpoint.

## NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) ANNUAL REPORT AND ACCOUNTS 2023/24

### **(d) Strengthening Partnerships:**

Our close partnerships with key institutions, such as NHS England and the Royal College of General Practitioners, continue to grow in strength. By actively contributing to the decision-making processes of these organisations, we've amplified N.A.P.P.'s influence in shaping the policies and strategies that matter most to our members and the wider healthcare landscape. This ongoing collaboration is vital to ensuring that patient voices remain central to healthcare decisions.

### **(e) Reviving the Corkill Awards:**

This year, we successfully revived the prestigious Corkill Awards, which celebrate outstanding achievements among PPGs. Learning from last year's shortlisted applicants has been both inspiring and educational, providing valuable insights and best practices that have been shared across our entire network. These stories of success are sparking positive change and innovation within PPGs and their associated practices.

### **(f) Financial Sustainability:**

Under the leadership of Mr. Philip Linnegar, we've embarked on initiatives aimed at ensuring the long-term financial health of N.A.P.P. His efforts are not only helping to secure our future but also focusing on providing even better support to our members. This includes helping practices and PPGs maximise the benefits of their partnerships, ensuring they thrive despite the pressures they face.

### **(g) Member Bulletins:**

We are thrilled to have reintroduced regular member bulletins, carefully tailored to address the pressing issues that affect our members and their practices. These bulletins provide timely and relevant updates, ensuring that everyone stays informed about the latest developments that impact both their local PPGs and the broader landscape of general practice.

### **(h) Engaging Decision-Makers:**

Despite a small trustee team, N.A.P.P. has remained proactive in maintaining strong relationships with key regulatory bodies. Our ongoing collaboration ensures that patient participation remains firmly on the agenda, allowing us to continue advocating for the needs of our members and the wider community.

1. **Prioritising Patient Needs:** At the heart of everything we do is our unwavering commitment to putting patients first. Their concerns, needs, and well-being are always our top priority, guiding our every decision and action.
2. **Patient-Centric Decision-Making:** Our focus is on empowering patients to have a real and influential voice in key healthcare decisions, ensuring that patient perspectives are not just heard, but acted upon at every level of care delivery.
3. **Enhancing Care Quality Through Participation:** By fostering active patient participation, we aim to elevate the quality of care, making patient experiences central to the continuous improvement of healthcare services.
4. **Collaborative Improvement:** We actively promote collaboration between patients and healthcare professionals, driving continuous service improvements that reflect the needs and expectations of both patients and providers.

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

### **ANNUAL REPORT AND ACCOUNTS 2023/24**

5. **Empowering Patient Voices:** We are dedicated to elevating the role of patients, enabling them to take a significant role in shaping healthcare services and ensuring their contributions lead to tangible outcomes.
6. **Evidence-Based Patient Feedback:** Through robust engagement with our members, we gather and relay patient feedback grounded in evidence, offering clear and actionable insights that shape service improvements and policy development.
7. **Comprehensive Membership Support:** Our dedicated team offers tailored support, ensuring that our members have access to expert advice and resources whenever they need it and by fostering a strong and supportive community.
8. **Policy and Best Practice Guidance:** We provide our members with in-depth, up-to-date guidance aligned with current healthcare policies and recognised best practice, ensuring they are well-equipped to navigate and implement the latest standards.
9. **Sharing Expertise:** Leveraging our extensive knowledge and experience, we guide and support the establishment and growth of PPGs, helping them to flourish and make a lasting impact on local healthcare services.
11. **Advocacy for Healthcare Policy Change:** N.A.P.P. consistently advocates for healthcare policies that prioritise patient needs and strengthen patient participation. We work closely with government bodies and healthcare institutions to influence policy changes that improve the quality and accessibility of care for all.

## **2. Governance, Structure, and Management**

N.A.P.P. continues to demonstrate a strong commitment to elevating the quality and standards of primary care, all from the vital perspective of the patient. Our interactions with members, as well as our collaborations with a wide range of healthcare providers, commissioners, and arm's-length bodies, place patient empowerment at the forefront of our mission. Patient Participation Groups (PPGs) remain a cornerstone in this endeavor, enabling and equipping patients to take proactive control over their health and well-being. In line with our mission, the Trustees uphold their responsibilities under section 4 of the Charities Act 2006, ensuring a continued focus on public benefit, as enshrined in our governing document.

### **(a) Board of Trustees**

Our Board of Trustees, comprising Chairman Dr. Folarin Majekodunmi, Vice-Chairman Sandy Gower, and trustees Mr. Philip Linnegar, Mr. Bruce Morton, and Ms. Judith Morris, is fully committed to driving N.A.P.P.'s mission forward. Each trustee plays an active role in the following areas:

1. **Strategic Collaboration: Working closely with N.A.P.P.'s key stakeholders to enhance the organisation's mission and impact.**
2. **Representation: Serving as N.A.P.P.'s representatives at key conferences and events, ensuring that our voice is heard on both national and local platforms.**
3. **Operational Support: Contributing to the efficient and effective management of N.A.P.P., helping to ensure the organisation runs smoothly and meets the needs of its members.**
4. **Raising N.A.P.P.'s Profile: Actively promoting N.A.P.P. and its work to elevate its presence and influence across healthcare services.**

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

### **ANNUAL REPORT AND ACCOUNTS 2023/24**

The Board conducts ongoing reviews of the skills, knowledge, and experience required to support N.A.P.P.'s diverse membership base, ensuring our recruitment strategy for trustees is always aligned with organisational needs.

#### **(b) Governance**

Despite a small number of trustees, N.A.P.P. maintains a strong governance framework, ensuring compliance with all relevant regulations and safeguarding its independence.

1. **Compliance with SORP:** We continue to adhere to the latest Statement of Recommended Practice (SORP) regulations, as mandated by the Charity Commission, ensuring full transparency and accountability in our financial and operational practices.
2. **Trustee Handbook:** The trustee handbook has been updated to reflect the evolving needs of our members and to ensure that newly appointed trustees are equipped with the right tools and knowledge from the outset. This revision will guide our future recruitment and onboarding processes, ensuring that trustees are both well-prepared and fully aligned with N.A.P.P.'s objectives.
3. **Data Protection:** We continue to uphold our obligations under the Data Protection Act. Our ongoing commitment to data security and privacy ensures the responsible handling of personal data, safeguarding the trust of our members and stakeholders.
4. **Managing Conflicts of Interest:** The Board remains diligent in maintaining a Declaration of Interests for all trustees, ensuring transparency and integrity in our operations. This proactive approach allows us to effectively manage any potential conflicts of interest, thereby protecting both the organisation and its trustees. Moreover, it reinforces N.A.P.P.'s standing as an independent and impartial entity within the healthcare sector.

Through these robust governance measures, we are able to safeguard the credibility, operational efficiency, and strategic direction of N.A.P.P., ensuring that we remain a trusted and influential voice in patient participation across primary care.

#### **3. Other Significant Achievements**

Since the Trustee's annual report for 2022/2023, N.A.P.P. has made several noteworthy strides that further underscore our commitment to empowering patients and enhancing healthcare delivery. These achievements reflect our dedication to advancing patient participation and strengthening the influence of Patient Participation Groups (PPGs) across the healthcare landscape:

1. **Advocacy for Patient Participation in National Policy:**  
N.A.P.P.'s critical role in ensuring patient voices are represented in national healthcare policy discussions is a top priority. By contributing to consultations and policy reviews led by NHS England and other key stakeholders, we have significantly influenced healthcare policies to better reflect patient needs, ensuring patient participation remains a focal point both locally and nationally.

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) ANNUAL REPORT AND ACCOUNTS 2023/24**

### **2. Promoting PPGs and N.A.P.P.'s Influence:**

Our efforts to influence healthcare decision-making at the highest levels, particularly within Integrated Care Systems (ICS), underscore N.A.P.P.'s dedication to shaping patient-centric healthcare delivery. Our partnership with NHS England and advocacy for better patient engagement, demonstrates our commitment to ensuring PPGs continue to play a key role in the onward development of our healthcare system.

### **3. PPG Membership Engagement:**

The VeryConnect platform has been instrumental in fostering knowledge-sharing, and our tailored support services have helped PPGs navigate complex challenges. The growing engagement from Integrated Care Boards and broader organisations also reflects a shift towards a holistic approach to health and wellbeing.

### **4. Revitalising Communication Channels:**

Revamping our communication channels has been essential in keeping our members informed and engaged. The introduction of our newly designed monthly newsletter and increased social media presence has greatly expanded our reach, allowing for more timely updates and discussions around patient participation and healthcare improvements.

### **5. Annual Conference Success:**

The continuation of our virtual conference, building on positive feedback from previous years, ensures accessibility and the opportunity for dynamic engagement with top speakers and interactive sessions. This annual event remains a cornerstone of N.A.P.P.'s efforts to connect with and provide value to our members.

These additional examples showcase N.A.P.P.'s commitment to not only supporting our members, but also driving meaningful change across the broader healthcare system, ensuring that patient participation is both effective and influential at all levels of care.

## **4. Aims and priorities for 2024-2025**

The Board is actively engaged in the recruitment of both a new Chair and additional Trustees to bring the Board to its full strength. With a complete and diverse complement of Trustees, we will be positioned to further accelerate and expand the progress we've made over the past year. This growth will enable us to enhance our advocacy efforts, provide even greater support to our members, and offer a wider range of supplemental services, including training workshops, symposia, and other initiatives designed to extend our reach and influence. The expanded Board will help us drive key priorities, such as:

### **1. Enhancing Regional Representation and Diversity:**

We are committed to increasing regional representation and diversifying our membership. By bringing in trustees from a broader range of backgrounds and geographies, we can ensure that our decision-making reflects the full spectrum of patient experiences across the country, and that our work is informed by diverse perspectives.

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

### **ANNUAL REPORT AND ACCOUNTS 2023/24**

**2. Strengthening PPG Development:**

With additional trustees, we can enhance our ability to support the growth and effectiveness of PPGs. Building on the success of our guide, *Building Better Participation*, we will continue to seek new opportunities to share the expertise of our trustees and members, offering tools and insights to PPGs that help them deliver greater value within their communities.

**3. Supporting Digital Literacy and Access:**

We will continue to provide support to our members in developing their digital literacy, ensuring they are equipped to help their PPGs and practices adopt digital tools. By doing so, we can enhance patient engagement and ensure practices are offering easily accessible services, particularly for populations that may face barriers to digital health.

**4. Expanding Training and Development Opportunities:**

A larger board will allow us to introduce a broader range of training workshops and development programmes. These initiatives will be designed to strengthen the capacity of PPGs and their leaders, covering topics such as effective patient engagement, advocacy, governance, and the use of digital tools to drive healthcare improvement.

**5. Increasing National Advocacy:**

With a full complement of Trustees, we will be better positioned to intensify our advocacy efforts at both regional and national levels. This will include representing the interests of PPGs in policy discussions, influencing healthcare decision-making, and ensuring that patient voices are central to the development of new healthcare strategies.

**6. Building Strategic Partnerships:**

We aim to strengthen our collaborations with key healthcare bodies such as NHS England, the arms-length bodies, and other stakeholders. By fostering deeper relationships, we can increase the influence of PPGs and patient participation across the healthcare system, ensuring that patients remain at the heart of service design and delivery.

**7. Enhancing Communication and Outreach:**

An expanded Board will allow us to further improve our communication strategies, ensuring that we are reaching a broader audience of PPGs and healthcare stakeholders. We plan to introduce more targeted outreach efforts, leveraging digital platforms and regional networks to increase engagement and awareness of our work.

**8. Supporting Innovation in PPG Practices:**

With additional expertise on the Board, we can help PPGs and practices explore new, innovative approaches to patient participation. This may include the adoption of new technologies, creative engagement methods, and collaborative models that bring together patients, healthcare professionals, and the wider community.

**9. Launching New Member Services:**

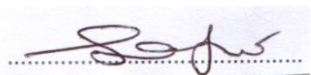
We are keen to expand the range of services we offer to members, including personalised support, mentorship programmes, and tailored resources designed to address the specific challenges faced by individual PPGs. These services will be developed in response to feedback from our members and will be aimed at enhancing their capacity to drive meaningful change.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

**10. Hosting High-Impact Events:**

In addition to our successful annual conference, we plan to introduce a series of high-impact events, such as regional forums, webinars, and symposia, that will provide members with the opportunity to connect, learn, and share best practices. These events will focus on the most pressing issues facing PPGs and healthcare providers, offering practical solutions and inspiring new ideas.

Through these initiatives, the Board is focused on strengthening N.A.P.P.'s ability to support its members, enhance patient participation, and drive meaningful improvements across the healthcare landscape.



Trustee



Trustee

Date 24<sup>th</sup> September 2024

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2023/24**

**Trustees Financial Report**

**Financial and General Purposes**

The Hon Treasurer takes the lead in supervising the Charity's financial affairs on behalf of the Trustees, and the maintenance of proper financial records and procedures, in order to ensure the Charity's financial viability. I thank Mwamba Nyambe for her diligent service over the past 3 years and for the full-some handover and guidance in moving to alternative arrangements.

The Charity continues to seek to recruit a Hon Treasurer to the Board, and chair the Finance and General Purposes Committee.

Capacity to undertake the financial administration has been acquired. Carter Book-Keeping Services update and maintain our books of account. Tax Assist have been appointed to translate financial reports into the annual accounts, and Menzies will continue to act as our Independent Examiners.

**Annual Affiliation Fees**

The Charity recognizes that it is not always possible for working Trustees to undertake the operational activities that would otherwise be paid for. The increase in capacity to deliver improvements for members reported elsewhere, and the increasing costs of meeting the annual requirements of the Charity Commission highlighted the need to implement an immediate increase in annual affiliation fees to deliver balanced budget for the financial year ahead.

The Board continue to consider alternative fee structures, which would, in some way, reflect the size of Practice. This is particularly important because the changes across the NHS in recent years. Demand for NAPP services continues to increase particularly due to the trust relationship between NAPP and its members as the preferred advocate. NAPP remains that committed source of hope to ensure patient voices are heard, despite the challenges including receiving no statutory funding for its activities

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

**Accruals Accounts.** These Accruals Accounts have been prepared in accordance with SORP regulations for charity accounts.

**1. Revenue**

Revenue is £32,410.67 (Unrestricted £25,410.67 and Restricted £7,000). The largest part, £21,710 (£21,600 in 2023), representing 79% of income is from affiliation fees from PPGs, often paid directly by GP Practices.

**2. Expenditure**

Expenditure for this financial year rose by 45% compared to 2023, reaching £41,207 (with £36,754 unrestricted and £4,453 restricted), up from £22,517 in 2023 (where unrestricted was £17,990 and restricted was £4,526). This increase was primarily driven by new appointments to the Support team to help advance the Charity's goals.

N.A.P.P. CIO continues to fund a platform – Very Connect – to help improve PPG engagement.

**3. Bank Balance**

The combined end-of-year bank balance is close to £ 52,277 (2023 £57,941), with net asset sum of £1,116 (2022 £1,810)

**4. Investment and reserves**

**Reserves Policy:** The Charity maintains a level of unrestricted reserves representing four – six months' expenditure, enabling us to continue for a period of limited income.

There are adequate reserves to sustain activities for 2023/24 – £50,260 (Unrestricted £40,032 and Restricted £10,227)

To ensure the on-going operations of the Charity, there have been specific areas where improvements have been made: Board, Finance, Membership and Development.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

**Membership and Development**

The National Association for Patient Participation is a membership organisation. We have reviewed and increased the administrative capacity to maintain its membership support:

- NAPP 'Very Connect' platform
- NAPP Membership Certificate
- NAPP monthly eBulletin
- NAPP Members Helpline
- NAPP Members eMail address
- NAPP Facebook page

In addition, it has been possible to improve some other more suitable arrangements that improve governance:

- Registered Office
- Registration, Information Commissioner's Office
- Archive capacity

Philip Linnegar,  
24 September 2024

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2023/24**

**Independent Examiners Report to the Trustees of National Association**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Janice Matthews FCA

Menzies LLP, 2<sup>nd</sup> Floor Magna House, 18-32 London Road, Staines Upon Thames, TW18 4BP

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

STATEMENT OF FINANCIAL ACTIVITIES							
	Notes	CIO Unrestricted 2024 £	CIO Restricted 2024 £	CIO Total 2024 £	CIO Unrestricted 2023 £	CIO Restricted 2023 £	CIO Total 2023 £
<b>Receipts</b>							
<u>Income from generated funds</u>							
Investment income		2,462.67	0.00	2,462.67	913.23	0.00	913.23
<u>Incoming resources from generated funds</u>							
Membership fees received		21,710.00	0.00	21,710.00	21,600.00	0.00	21,600.00
Conference funds received		0.00	0.00	0.00	0.00	0.00	0.00
Donations received		1,238.00	0.00	1,238.00	0.00	0.00	0.00
Grants received		0.00	7,000.00	7,000.00	0.00	5,000.00	5,000.00
<b>Total incoming resources</b>		<b>25,410.67</b>	<b>7,000.00</b>	<b>32,410.67</b>	<b>22,513.23</b>	<b>5,000.00</b>	<b>27,513.23</b>
<b>Resource Expended</b>							
Running costs	2	28,586.14	4,453.34	33,039.48	14,289.07	4,526.67	18,815.74
Governance costs	3	8,168.30	0.00	8,168.30	3,701.62	0.00	3,701.62
<b>Total Resource Expended</b>		<b>36,754.44</b>	<b>4,453.34</b>	<b>41,207.78</b>	<b>17,990.69</b>	<b>4,526.67</b>	<b>22,517.36</b>
<b>Net incoming/(outgoing) for the year</b>		<b>(11,343.77)</b>	<b>2,546.66</b>	<b>(8,797.11)</b>	<b>4,522.54</b>	<b>473.33</b>	<b>4,995.87</b>
Balance of reserves brought forward		51,376.18	7,680.96	59,057.14	46,853.64	7,207.63	54,061.27
<b>Balance of reserves carried forward</b>		<b>40,032.41</b>	<b>10,227.62</b>	<b>50,260.03</b>	<b>51,376.18</b>	<b>7,680.96</b>	<b>59,057.14</b>

There were no recognised gains or losses for the above years other than those in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The notes on pages 18 to 22 form part of these accounts

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

<b>BALANCE SHEET</b>							
	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>	<u>CIO</u>
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>
	<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>
	£	£	£	£	£	£	£
<b><u>Current Assets</u></b>							
Bank and Cash	4	51,929.53	347.62	52,277.15	55,260.32	2,680.96	57,941.28
<b><u>Debtors and Prepayments</u></b>							
Amounts falling due within 1 year	5	3,927.37	7,000.00	10,927.37	0.00	5,000.00	5,000.00
<b><u>Creditors and Accruals</u></b>							
Amounts falling due within 1 year	6	12,944.49	0.00	12,944.49	3,884.14	0.00	3,884.14
<b>Net Current Assets</b>		42,912.41	7,347.62	50,260.03	51,376.18	7,680.96	59,057.14
<b>Total Assets less Current Liabilities</b>		<u><u>42,912.41</u></u>	<u><u>7,347.62</u></u>	<u><u>50,260.03</u></u>	<u><u>51,376.18</u></u>	<u><u>7,680.96</u></u>	<u><u>59,057.14</u></u>
<b><u>Capital and Reserves</u></b>							
Current Year Earnings		(11,343.77)	2,546.66	(8,797.11)	4,522.54	473.33	4,995.87
Retained Earnings		51,376.18	7,680.96	59,057.14	46,853.64	7,207.63	54,061.27
<b>Total Capital and Reserves</b>		<u><u>40,032.41</u></u>	<u><u>10,227.62</u></u>	<u><u>50,260.03</u></u>	<u><u>51,376.18</u></u>	<u><u>7,680.96</u></u>	<u><u>59,057.14</u></u>

The notes on pages 18 to 22 form part of these accounts.

The financial statements on pages 15 to 17 were approved by the board of trustees on 24<sup>th</sup> September 2024.

 Philip Linnegar

Trustee

Trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2023/24**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The financial statements 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

National Association for Patient Participation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**Statement of concern**

The trustees no longer consider that lack of Trustees, which is being mitigated by appointment of new Trustees, poses a material enough threat of NAPP CIO's ability to continue as a going concern. After making enquiries with its members the trustees have a reasonable expectation that the services provided by NAPP CIO will continue to be provided for the foreseeable future despite challenges highlighted in this report. For this reason, the Trustees have adopted the going concern basis in preparing the accounts.

**Incoming Resources**

Income is accounted for as received by the charity except where a member pays twice in a given year for renewal of existing membership in which case it is treated as deferred income. The income is shown gross.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2023/24**

**Irrecoverable VAT**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the statement of financial activities.

**Governance Costs**

Governance costs consist of expenditure on management and administration of the charity including all expenditure not directly related to the charitable activity or fund-raising ventures. This includes costs of the professional services which enable the charity to function and independent examination.

**Debtors**

Debtors are recognised at the settlement amount due after any discount. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

**Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There were no critical accounting estimates during the period.

**2. RUNNING COSTS**

Total running costs in 2023/24 is £33,039 (Unrestricted £28,586 and Restricted £4,453).

<b>RUNNING COSTS</b>						
	<u>CIO</u> <u>Unrestricted</u> <u>2024</u> £	<u>CIO</u> <u>Restricted</u> <u>2024</u> £	<u>CIO</u> <u>Total</u> <u>2024</u> £	<u>CIO</u> <u>Unrestricted</u> <u>2023</u> £	<u>CIO</u> <u>Restricted</u> <u>2023</u> £	<u>CIO</u> <u>Total</u> <u>2023</u> £
<b>Running Costs</b>						
<u>Administrative Costs</u>						
Administration Duties	15,805.30	0.00	15,805.30	6,936.00	0.00	6,936.00
Bank Fees	78.75	0.00	78.75	72.00	0.00	72.00
Consulting	1,760.00	4,453.34	6,213.34	650.34	4,526.67	5,177.01
General Expenses	5,970.00	0.00	5,970.00	0.00	0.00	0.00
Insurance	648.37	0.00	648.37	596.37	0.00	596.37
Interest Paid	(1.22)	0.00	(1.22)	0.00	0.00	0.00
IT Software and Consumables	1,392.19	0.00	1,392.19	5,664.36	0.00	5,664.36
Conference costs	2,580.00	0.00	2,580.00	0.00	0.00	0.00
Travel-National	145.75	0.00	145.75	0.00	0.00	0.00
Subscriptions	207.00	0.00	207.00	370.00	0.00	370.00
<b>Total Running Costs</b>	<b><u>28,586.14</u></b>	<b><u>4,453.34</u></b>	<b><u>33,039.48</u></b>	<b><u>14,289.07</u></b>	<b><u>4,526.67</u></b>	<b><u>18,815.74</u></b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
ANNUAL REPORT AND ACCOUNTS 2023/24**

**3. GOVERNANCE COSTS**

GOVERNANCE COSTS						
	CIO Unrestricted	CIO Restricted	CIO Total	CIO Unrestricted	CIO Restricted	CIO Total
	<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>
	£	£	£	£	£	£
<b>Governance costs</b>						
Audit & Accountancy fees	7,783.00	0.00	7,783.00	3,113.40	0.00	3,113.40
Stripe Fees	385.30	0.00	385.30	588.22	0.00	588.22
<b>Total Governance costs</b>	<u><u>8,168.30</u></u>	<u><u>0.00</u></u>	<u><u>8,168.30</u></u>	<u><u>3,701.62</u></u>	<u><u>0.00</u></u>	<u><u>3,701.62</u></u>

None of the trustees received any remuneration during the year for acting as trustees.

No trustee has received any reimbursed expenditure for services provided to the charity, except for spend on behalf of the Charity which is included in expenditure and creditors sums.

**4. CASH & BANK**

Closing Bank balance as at 31 March 2024 was £52,277.

Bank	Unrestricted	Restricted	Total
	£	£	£
<b>Opening Balance 1 April 2023</b>	55,260.32	2,680.96	57,941.28
<b>Movement</b>	3,330.79	2,333.34	5,664.13
<b>Closing Balance 31 March 2024</b>	<b>51,929.53</b>	<b>347.62</b>	<b>52,277.15</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**ANNUAL REPORT AND ACCOUNTS 2023/24**

**5. DEBTORS AND PREPAYMENTS**

A total sum of £7,000 in relation to Restricted income, a grant from NHS England was carried forward as Debtors as at 31 March 2024.

<b>Debtors and Prepayments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
<b>Opening balance as at 1 Apr 2023</b>	0.00	5,000.00	5,000.00
<b>Movement</b>	3,927.37	2,000.00	5,927.37
<b>Closing Balance as at 31 Mar 2024</b>	<b>3,927.37</b>	<b>7,000.00</b>	<b>10,927.37</b>

**6. CREDITORS AND ACCRUALS**

A total sum of £12,284 is owed to creditors as at 31 March 2024.

<b>Creditors and Accruals</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
<b>Opening balance as at 1 Apr 2023</b>	3,884.12	0.00	3,884.12
<b>Movement</b>	9,060.35	0.00	9,060.35
<b>Closing Balance as at 31 Mar 2024</b>	<b>12,944.47</b>	<b>0.00</b>	<b>12,944.47</b>

**7. RELATED PARTY TRANSACTIONS**

IT and Administration services were paid to In-house Business Consultancy Limited owned by a volunteer.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

England & Wales - Charity number 1187058

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# Accounts

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**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

**ACCOUNTS**

**1 APRIL 2022 TO 31 MARCH 2023**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

<b>INDEX</b>	<b>Page No.</b>
<b>Charity Information</b>	<b>3–4</b>
<b>Trustees' Annual Report</b>	<b>5–18</b>
<b>Treasurer's Report</b>	<b>19–22</b>
<b>Independent examiner's report</b>	<b>23–24</b>
<b>Statement of Financial Activities</b>	<b>25</b>
<b>Balance Sheet</b>	<b>26</b>
<b>Notes to the accounts</b>	<b>27–32</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

The Trustees present their Report and Accounts of the organisation from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

**Charity Number** 1187058  
**Principal Office** N.A.P.P., c/o HHAS, Weltech Business Centre, Ridgeway,  
Welwyn Garden City, Herts, AL7 2AA

**Governing Document** The charity was established by Deed in 1978 and became a registered charity in 1985, the CIO was registered 19 December 2019.

**Trustees** The following were trustees of the charity during the financial year.

Dr Folarin Majekodunmi	Chair
Sandy Gower	Vice-chair
Philip Linnegar	Trustee

**President** Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)

**Patron** Sir Denis Pereira Gray, OBE, FRCP, FRCGP, FMedSci  
The Patron is actively involved in an advisory capacity.

**Bankers** Barclays Bank PLC  
Barclays Business Centre

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

PO Box No 193  
8/12 Church Street  
Walton on Thames, Surrey, KT12 2YW

and

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling, Kent ME18 4JQ

**Independent Examiner**

Janice Matthews FCA,  
Menzies LLP,  
2nd Floor, Magna House  
18-32 London Road  
Staines-Upon-Thames  
TW18 4BP

**Appointments:** In January 2023, Phillip Linnegar was appointed as a trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**Introduction from the Chairman**

In my fifth and final year serving as the Chairman of N.A.P.P, it is with immense pride and profound pleasure that I present the comprehensive Trustees' report for the period from 1st April 2022 to 31st March 2023. As we look back, it is clear that the journey, although challenging in many respects, has been incredibly rewarding, marked by resilience, adaptability, and consistent growth.

The focus of the trustees this year has been on increasing N.A.P. P's capacity. This has been achieved primarily by preparing for the recruitment of additional trustees and securing more resources to support both the day-to-day management of N.A.P.P and enhanced support for our members. We have facilitated this through VeryConnect and the enquiry line (telephone and email). We have used these channels to expand our capability as an organisation to support our members in managing the challenges General Practice has faced since the pandemic, challenges that have been exacerbated by ongoing national crises. We are now better positioned as an organisation to assist our members in driving and sustaining positive change. However, both individually and collectively, we acknowledge the need for continuous efforts and improvements.

Our financial position remains stable. We have dedicated significant time and effort towards reengaging lapsed members, a move that has boosted our funds—a crucial step as we work on rebuilding post-pandemic. Although we currently have a much smaller number of trustees than our constitution permits, we have made progress in preparing our recruitment drives, bringing more clarity about what we expect from our trustees and outlining our key areas of focus for the coming years.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

Our collaborative efforts with NHS England are shaping the evolution of patient participation within the transformed NHS landscape, particularly with the emergence of Integrated Care Systems. These efforts are influencing both national guidelines and emerging policies. Near the end of the fiscal year, we reintroduced our regular bulletins, receiving an overwhelmingly positive reception from our members and partners alike. As has been the case since its rollout, the VeryConnect platform remains central to our engagement and communication efforts. VeryConnect has developed beyond simply being a medium for fostering collaboration across our community (and member PPGs), to also providing a critical channel to decision makers, which supports timely and responsive, patient-centred decision-making. Over the recent months, engagement on VeryConnect has surged, with the platform evolving as an invaluable hub for disseminating knowledge and information within our vibrant community.

At present the NHS is facing serious challenges in relation to capacity. General Practice, serving as the initial point of contact for approximately 90% of cases within the health system, undoubtedly plays a pivotal role in bolstering capacity throughout the health and care system. At the heart of this initiative are the Patient Participation Groups (PPGs). Their insights into challenges, expertise in positively engaging patients, and capabilities in aiding the delivery of diverse services are invaluable. While the engagement of PPGs by general practices has shown improvement over the past year, there's a considerable journey ahead—especially if practices aim to stay a step ahead of the escalating demand. We, the trustees of N.A.P.P, are steadfast in our belief about the vital role of PPGs in navigating the complexities General Practice currently grapples with. We remain committed to offering the necessary backing through N.A.P.P in a multitude of ways.

Despite my unwavering decision to step down as Chair—a decision I made public in 2021—I, alongside my fellow trustees, remain deeply committed to N.A.P.P and our cherished members. We are in search of several new trustees and a successor for the Chair position. Rest assured, our priority is to integrate these individuals seamlessly, enabling them to meaningfully

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

contribute to N.A.P. P's objectives and cater to our members' needs as soon as it is appropriate. Our ability to recover and revert to the service levels we maintained pre-pandemic is credited to the unwavering dedication and tireless efforts of several key individuals:

- Our new Trustee, Mr. Philip Linnegar, who has spearheaded our recruitment initiatives and infused N.A.P.P with much-needed operational strength, astuteness, and vitality.
- Our Acting Treasurer, Miss Mwamba Nyambe.
- Our Administrative and Member Support Manager, Mrs. Victoria Ridgway.
- Our Communications and Engagement Manager, Mrs. Beth Moore.
- Our Webmaster, Mrs. Chris Oxtoby.
- Our esteemed President, Dr. Patricia Wilkie.
- Our Patron, Sir Denis Pereira Gray.

And, undeniably, our passionate members who have always been at the heart of everything we do. Each one of you has played an invaluable role, and for that, we are deeply grateful.



Dr Folarin Majekodunmi, ARCS, PhD

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

## **Principal Activities**

The object for which the Association is established is, through the medium of patient participation, to promote and contribute to the relief of sickness and preservation and protection of health for the public benefit, by fostering the highest possible standards of primary medical care, through the medium of patient participation by:

1. Giving health professionals and patients the opportunity to meet and discuss topics of mutual interest.
2. Providing a means for patients to make positive suggestions about the practice and their own health care.
3. Encouraging health education activities within the practice.
4. Developing self-help projects to meet the needs of fellow patients.
5. Acting as representatives to attempt to influence the local provision of health and social care.

### **1. Overview of activities**

We are delighted to have made substantial progress in several key areas over the past financial year. Notably, many of these were areas that our members identified as priorities in the previous year. These achievements can be summarised as follows:

**(a) Recruiting and Onboarding New Trustees:** Building on our work last year, over the past few months, we have dedicated concerted effort in crafting a robust recruitment and onboarding process tailored for new trustees. This

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

initiative, championed by Mr. Philip Linnegar, aims to (i) identify and recruit suitably experience and motivated trustees and (ii) ensure that every new trustee integrates seamlessly into N.A.P. P's vision and ethos. This process not only covers the basics of trustee responsibilities but also embeds our organisational values, ensuring alignment with N.A.P. P's broader strategic objectives. Recognising the significance of diversity, we're also emphasising outreach to underrepresented regions and communities, ensuring our board is reflective of the multifaceted communities our members and their practices serve.

**(b) Growing our Membership:** Building on our achievements from past years, we have amplified our outreach, especially towards reconnecting with lapsed members. The efforts, spearheaded by our Administrative and Member Support Manager, Mrs. Victoria Ridgway, and our Communications and Engagement Manager, Mrs. Beth Moore, have borne some fruit. However, a pressing concern remains the significant underrepresentation from Northern Ireland, Scotland, and Wales. To address this, we are in the process of defining the scope and remit of regional groups, which we hope will be a more effective means of engagement.

**(c) Member Engagement:** By the end of the financial year, we had 1,251 members from 569 PPGs, actively using VeryConnect. This indicates a significant decrease from the previous year. VeryConnect remains pivotal to our member engagement strategies. It not only aids in connecting with our members, but also serves as a platform to communicate their accomplishments, requirements, and concerns to the broader health and care system stakeholders. In the coming year, the Trustees will be exploring opportunities to enhance and increase the usage of this vitally important tool.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**(d) Reintroducing the Corkill Awards:** Following a hiatus due to the COVID crisis, we are in the process of reviving the esteemed Corkill Awards. In the light of current challenges, we felt reintroducing the awards was timely. These awards are a hallmark of recognition, celebrating the exemplary achievements of a Patient Participation Group (PPG) from the preceding year, benchmarked against a selection of pivotal themes. Defined annually, the criteria spotlight the evolution, resilience, and adaptability of PPG activities, reflecting their innovative approaches to address the demands of a rapidly transforming health service. The Corkill Awards not only acknowledge outstanding work but also serve as an inspiration for all PPGs to continuously raise the bar, showcasing best practices and pioneering initiatives amidst the shifting landscape of modern healthcare delivery. This year the theme is celebrating PPGs working in their wider communities.

**(e) Ensuring Financial Sustainability:** Recognising the importance of a robust financial foundation, this year has been pivotal in our efforts in relation to better financial management. This endeavour, spearheaded by Mr. Philip Linnegar, will ensure better ongoing management of N.A.P. P's finances and better use of income. The focus in the coming year will be on improving arrangements further to ensure sustainability and resilience in the face of any challenges, safeguarding N.A.P. P's missions and commitments for the years to come.

**(f) Reviving the Member Bulletins:** Reinvigorating our communication channels, we are on the cusp of relaunching our member bulletins, with content that directly resonates with and benefits our members. This concerted effort, spearheaded by Mrs. Sandy Gower and by Ms. Moira Auchterlonie, aims to deliver timely, relevant, and impactful news directly into the hands of our members. Driven by feedback (largely from the previous AGM) and a keen understanding

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

of member needs (from Very Connect), we're tailoring these bulletins to serve as an indispensable resource for our community. The revamped format will foreground pressing issues, opportunities, and insights, fortifying the bond between N.A.P.P. and its cherished members.

**(g) Strengthening Partnerships and Amplifying N.A.P.P.'s Influence:**

Over the year, our engagement with various organisations pivotal to our members' interests and concerns has been unwavering. We have effectively liaised with and influenced the following institutions:

- The Royal College of General Practitioners
- The Practice Management Network
- The General Medical Council
- The General Dental Council
- NHS England
- 

Furthermore, we have sustained our consultancy partnership with NHS England Public Participation Team (for the third year running) via the Primary Care Community Strategy Committee and the PPG Champions Group. This collaboration involves a project centered around patient and wider community engagement within Primary Care, for which we offer our specialized consultancy services. Notable input has included PPG Awareness Week webinars, development of the PPG Champions group, recruitment expertise for the Community Engagement Strategy Group, N.A.P.P. into a community engagement video. It is through these activities that NAPP retains a place at the top table and influences on behalf of its member PPGs that PPGs remain an important part of the wider community engagement architecture.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

Beyond these formal relationships, our connection with a diverse range of fora and organisations remains robust. We actively participate in several national NHS committees and working groups, including:

- The GP Development Reference Group
- The Patient Online Stakeholder Forum
- The GP/Secondary Care Interface Working Group
- The Self Care Forum
- The GP Patient Survey

Our involvement across these platforms underscores our commitment to ensuring the best outcomes for our members and the broader healthcare community.

**(h) Engaging Decision-Makers:** The reduced number of trustees this year meant that N.A.P.P representatives were unable to attend any major conferences or symposia. However, our trustees have been persistent in their efforts. We've nurtured and strengthened relationships with a range of key regulatory bodies, arm's-length agencies, and leading organisations. This includes the NHS Confederation, NHS Providers, the Health Foundation, the Care Quality Commission, and the Medicines and Healthcare products Regulatory Agency. Our commitment to collaboration and knowledge-sharing remains undiminished, despite the challenges.

N.A.P.P continues to deliver its core membership activities, including those in relation to:

**1. Policy and Best Practice Guidance:** We offer comprehensive guidance in line with current policies and recognised

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

best practice.

2. **Membership Support:** Dedicated support and guidance are readily available for our members.
3. **Expertise Sharing:** We share our vast knowledge and experience in the establishment and development of PPGs.
4. **Collaborative Improvement:** We actively encourage patients to collaborate with healthcare professionals to enhance service quality.
5. **Patient-Centric Decision Making:** Our aim is to bolster patient involvement in, and influence over, key decisions in healthcare.
6. **Evidence-Based Feedback:** We relay patient opinions, grounded in concrete evidence derived from robust engagement with our member base.
7. **Influential Patient Role:** We empower patients, giving them a significant voice in shaping healthcare services.
8. **Patient Participation in Care Quality:** Our objective is to enhance care quality by harnessing the power of patient participation.
9. **Prioritising Patients:** Above all, we always put the needs and concerns of patients at the forefront.
10. **Promoting N.A.P.P:** We champion N.A.P.P as "the national voice for patient participation in primary care", ensuring our message reaches a wide audience.

Through these activities, we remain committed to championing the rights and voices of patients across the primary care sector.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**2. Governance, structure, and management**

Through our interactions with members and our collaborations with a spectrum of health service providers, commissioners, and arm's-length bodies, N.A.P.P. emphasises the imperative of enhancing quality and standards in primary care, all from the viewpoint of the patient. Patient Participation Groups (PPGs) serve as a fundamental tool in aiding, enlightening, and equipping patients to take greater control of their health and wellbeing. In line with this, the Trustees consistently comply to the duty outlined in section 4 of the Charities Act 2006, ensuring due regard for public benefit. This commitment is also enshrined in our governing document.

**(a) Board of Trustees:** The Board is now composed of a President, Dr Patricia Wilkie, Chairman, Dr Folarin Majekodunmi, Vice-Chairman, Sandy Gower, and Mr Philip Linnegar. Trustees share responsibility for:

- i) Collaborating with N.A.P.P.'s stakeholders to enhance its mission.
- ii) Representing N.A.P.P. at various conferences and events
- iii) Aiding in the efficient operation of N.A.P.P., and
- iv) Elevating and promoting the profile of N.A.P.P. on both a national and local scale.

The Board consistently reviews the knowledge, skills, and experience needed to robustly support N.A.P. P's members. This assessment is used to guide trustee recruitment efforts.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**(b) Governance:** Despite the low number of trustees, we have ensured:

1. **Compliance with SORP:** We remain compliant with the latest SORP (Statement of Recommended Practice) regulations, as stipulated by the Charity Commission.
2. **The trustee handbook:** We have updated the trustee handbook to more accurately cater to the evolving needs of our members. The insights derived from this will further guide our recruitment strategy and subsequent onboarding/induction methodologies.
3. **Data Protection:** After registering with the Information Commissioner's Office during the 2020/21 period, we persistently uphold our obligations as an entity processing personal data, staying in line with the provisions of the Data Protection Act.
4. **Managing Conflicts of Interest:** The Board diligently maintains a Declaration of Interests for all Trustees. This vigilant approach ensures that any individual conflicts of interest are prudently managed, shielding both the organisation and its trustees from undue risks. Furthermore, it preserves N.A.P. P's esteemed status as a wholly independent entity.

### **3. Other achievements**

There have been a number of other significant achievements for N.A.P.P, since the Trustee's annual report for 2021/2022:

**(a) PPG Membership:** Building on the momentum from 2021/22, our membership numbers are on the rise, welcoming both fresh faces and some returning former members who had previously lapsed. The VeryConnect platform has been instrumental in promoting the exchange of knowledge and best practices, continually equipping our member PPGs to navigate contemporary challenges. Moreover, we've amplified our capacity to offer tailor-made support and advice via

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

our enquiry line and email service. Interestingly, we are observing a surge in queries from Integrated Care Boards and entities accountable for broader aspects of health and wellbeing determinants, such as education and the third sector. This trend is uplifting, signifying a shift towards a more comprehensive perspective on health and wellbeing.

**(b) Annual Conference:** In light of the remarkable success and positive feedback from our virtual conferences over the past couple of years, we've chosen to host this year's conference in a virtual format. Details will be shared with our members in due course.

**(c) Promotion of PPGs and N.A.P.P:** N.A.P.P stands firm in its commitment to influence decision-making at the level of Integrated Care Systems. Our collaboration with NHS England, which is in its third year and focuses on patient engagement and participation in Primary Care, stands testament to this dedication. Furthermore, we've imparted best practices across the tiers of governance in the health service on optimal patient engagement strategies, balancing the advantages of at-scale approaches with the imperative of patient-centricity.

#### **4. Aims and priorities for 2023-2024**

The Board is actively working on recruiting both a new Chair and a full complement of Trustees. Once these crucial roles have been filled and the role holders fully onboarded, our priority will shift towards refining N.A.P. P's Mission, Vision, and Strategic Objectives. The changes will ensure that these key elements, more accurately mirror both (i) current circumstances and (ii) the evolving needs of our members.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

The insights gathered will serve as cornerstones for our operational planning and will inform our medium-term strategic plans. We anticipate that the four key aims we first defined in 2019/20 will remain at its core, supplemented with a number of more reactive areas of focus:

**(a) Strengthen Delivery:** leverage our relationships with PPGs to support practices on a consultancy and coaching basis to make the best possible use of PPGs in extending their capacity and ability to deliver safe, timely, appropriate care for their patients.

**(b) Strengthen Engagement:** Embark on an intensive programme to increase membership numbers by re-engaging lapsed members and attracting new ones. This will also encompass enhancing the support and knowledge-sharing systems and channelling the insights from our members to decision-makers throughout the health and care service.

**(c) Strengthen Partnerships:** Adopt a proactive approach to identify and collaborate with organisations that share our vision and values. This will likely range from third sector entities and voluntary groups to professional bodies and think tanks.

**(d) Strengthen Understanding:** Use our enquiry line and email services to assist PPGs and their practices in manoeuvring through the intricate contractual and legislative framework that span practices, Primary Care Networks, Integrated Care Systems, and other key organisations across the Health and Social Care system.

**(e) Strengthen Influence:** Persistently engage with our members across a broader range of channels, gaining insights into their needs and concerns. By leveraging this collective knowledge and expertise, we aim to not only influence decision-makers, but also hold them accountable for their actions and responses.

**(f) Strengthen Quality:** Employ our extensive network and influence to curate and disseminate learnings and best practices from across all PPGs, ensuring they are accessible to all members.

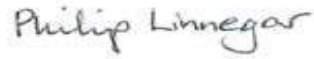
**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**Reserves Policy:** The charity maintains a level of unrestricted reserves representing four to six months' expenditure, enabling us to continue for a period of limited income.



.....

Trustee



.....

Trustee

Date 17<sup>th</sup> October 2023

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**Treasurer's Report**

N.A.P.P. CIO was formed, and the constitution agreed upon by the members of old N.A.P.P. in December 2019. It was registered with the Charity Commission in December 2019.

**Accruals Accounts**

These Accruals Accounts have been prepared in accordance with SORP regulations for charity accounts.

**1. Revenue**

Revenue is £27,513 (Unrestricted £22,513 and Restricted £5,000). The largest part, £21,600 (£26,060 in 2022), representing 79% of income is from affiliation fees from PPGs, often paid directly by GP Practices. This is made up of 64 (39 in 2022) new members a 64% increase year-on-year and 444 (593 in 2022) renewals a 25% reduction year-on-year due to mergers and acquisitions within the NHS associated with the formation of Integrated Care Boards.

This is the third year where the in-person annual conference was not possible resulting in approximately £13k (based on 2019 income) foregone income.

**2. V.A.T**

There is no obligation for N.A.P.P. CIO to register for V.A.T, as current and projected income fall below HMRC's threshold. Trustees will continue to monitor this with the aim to take necessary mitigating action when required.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**3. Expenditure**

Expenditure in this financial year is 43 percent lower than 2022 at £22,517 (Unrestricted £17,991 and Restricted £4,527) vs £39,278 in 2022 (Unrestricted £38,712 and Restricted £566).

N.A.P.P. CIO continues to fund a platform – Very Connect – to help improve PPG engagement.

**4. Bank Balance**

The combined end-of-year bank balance is close to £ 57,941 (2022 £52,252), with net asset sum of £1,116 (2022 £1,810))

**5. Investment and reserves**

There are adequate reserves to sustain activities for 2023-24 – 59,057 (Unrestricted 51,376 and Restricted £7,681)

**6. Annual Affiliation Fees**

The annual flat rate per PPG currently remains at £40 with joining fee of £60. The Board continue to consider alternative fee structures, which would, in some way, reflect the size of Practice. This is particularly important because the many changes across the NHS associated with formation of Integrated Care Boards have resulted in mergers of Practices into larger groupings, leading to unintended consequences of reduction in the number of PPGs and income. Demand for NAPP services, on the other hand, continues to increase particularly due to the Trust relationship between NAPP and its members as the preferred advocate of all time, more so now during a time when the NHS is on its face. NAPP remains that committed source of hope to ensure patient voices are heard, despite the challenges including receiving no statutory funding for its activities

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

from NHS England and Improvement (NHSE&I) other than the annual restricted grant of £5k. Therefore, income raised from this increase in fees is even more important to pay for specialist expertise and support officers for NAPP to continue to exist as an influential representative of PPGs at National level. The other side to this is the increase in fees pushes the Charity into a threshold which would require NAPP to consider registration for VAT subsequently chargeable to members. A decision is yet to be taken following further consultation as is relevant as soon as possible.

## **7. Since the year-end**

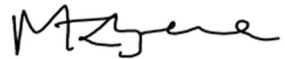
Last year was a challenging year for NAPP due to lack of Trustees to support the important work carried out on behalf of its members. Operations were therefore stripped to the bare minimum. The silver lining is that this resulted in a surplus of £5k driven mainly by a 72% savings from paid support. The important work of Miss Moira Auchterlonie (The Primary Care Catalyst) funded out of Restricted funds on the other hand rose exponentially during this time as they provided the bulk of the support of that minimum service NAPP provided to its members between last and this financial year.

Philip Linnegar's appointment as Trustee is key. His contribution alongside existing President Dr Patricia Wilkie and Trustees is to restore the bare bones to a much more robust sustainable service for NAPP to serve its members better, now and in the future. To this effect new bookkeepers have been appointed who will be relieving me of the responsibility of updating Xero (the bookkeeping software) which I have been doing on a voluntary basis alongside a fulltime job over the last three years. An Accountant will also be appointed to prepare Charity Accounts. Menzies will continue to act as Independent Examiners. As such this will result in an increase in Accountancy and Audit fees as well as administration costs in subsequent periods. My role therefore will be to handover to Carter Bookkeeping Services and Accountants as soon as appointed over the next few months with the aim to fully stepping down thereafter. I would like to thank NAPP Trustees and Members for affording me this opportunity to serve. It has been a great pleasure, my passion for Patient interests remains core to my heart, I will therefore continue to serve in a different capacity yet to be established.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

As stated above, activities to improve member engagement are also being ramped up to compliment the works provided by Miss Moira Auchterlonie. Miss Victoria Ridgeway has been providing the much-needed administration services on a self-employed basis. She is now being supported by Miss Beth Moore who is also self-employed. Administration cost will therefore increase because of this appointment. Miss Chris Oxtoby (In-house Business Solutions Ltd) continues to provide technical IT support, a vitally important service for NAPPs continued existence alongside ad hoc administrative support.

Reserves balance brought forward have been adjusted up by £100 to account for an understatement of membership income in financial 2022 from £25,960 to £26,060. An equivalent adjustment has been applied to payables opening balance to reflect an understatement of income in financial 2022 (Please refer to Note 6)



Mwamba Nyambe BCOM. MBA(Finance), ACMA, CGMA

8 October 2023

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**Independent Examiners Report to the Trustees of National Association**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act: or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

and fair' view which is not a matter considered as part of an independent examination.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:  
*Janice Matthews*  
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16-Jan-2024

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Janice Matthews FCA,  
Menzies LLP,  
2nd Floor, Magna House  
18-32 London Road  
Staines-Upon-Thames  
TW18 4BP

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

<b>STATEMENT OF FINANCIAL ACTIVITIES</b>							
	<u>Notes</u>	<u>CIO</u> <u>Unrestricted</u> <u>2023</u> £	<u>CIO</u> <u>Restricted</u> <u>2023</u> £	<u>CIO</u> <u>Total</u> <u>2023</u> £	<u>CIO</u> <u>Unrestricted</u> <u>2022</u> £	<u>CIO</u> <u>Restricted</u> <u>2022</u> £	<u>CIO</u> <u>Total</u> <u>2022</u> £
<b><u>Receipts</u></b>							
<b><u>Income from generated funds</u></b>							
Investment income		913.23	0.00	<b>913.23</b>	20.00	0.00	<b>20.00</b>
<b><u>Incoming resources from generated funds</u></b>							
Membership fees received		21,600.00	0.00	<b>21,600.00</b>	26,060.00	0.00	<b>25,960.00</b>
Conference funds received		0.00	0.00	<b>0.00</b>	0.00	0.00	<b>0.00</b>
Donations received		0.00	0.00	<b>0.00</b>	20.00	0.00	<b>20.00</b>
Grants received		0.00	5,000.00	<b>5,000.00</b>	0.00	5,000.00	<b>5,000.00</b>
		-----	-----	-----	-----	-----	-----
<b><u>Total incoming resources</u></b>		22,513.23	5,000.00	27,513.23	26,100.00	5,000.00	31,100.00
<b><u>Resource Expended</u></b>							
Running costs	<b>2</b>	14,289.07	4,526.67	<b>18,815.74</b>	33,849.66	565.70	<b>34,415.36</b>
Governance costs	<b>3</b>	3,701.62	0.00	<b>3,701.62</b>	4,862.78	0.00	<b>4,862.78</b>
		-----	-----	-----	-----	-----	-----
<b><u>Total Resource Expended</u></b>		17,990.69	4,526.67	<b>22,517.36</b>	38,712.44	565.70	<b>39,278.14</b>
<b><u>Net incoming/(outgoing) for the year</u></b>		4,522.54	473.33	<b>4,995.87</b>	(12,612.44)	4,434.30	<b>(8,278.14)</b>
Balance of reserves brought forward		46,853.64	7,207.63	<b>54,061.27</b>	59,466.08	2,773.33	<b>62,239.41</b>
		-----	-----	-----	-----	-----	-----
<b>Balance of reserves carried forward</b>		<b>51,376.18</b>	<b>7,680.96</b>	<b>59,057.14</b>	<b>46,853.64</b>	<b>7,207.63</b>	<b>54,061.27</b>
		=====	=====	=====	=====	=====	=====

There were no recognised gains or losses for the above years other than those in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The notes on pages 27 to 32 form part of these accounts

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**TO 31 MARCH 2023**  
**(continued)**

<b>BALANCE SHEET</b>							
	<b>Notes</b>	<b>CIO Total Unrestricted 2023 £</b>	<b>CIO Total Restricted 2023 £</b>	<b>CIO Total Total 2023 £</b>	<b>CIO Total Unrestricted 2022 £</b>	<b>CIO Total Restricted 2022 £</b>	<b>CIO Total Total 2022 £</b>
<b><u>Current Assets</u></b>							
Bank and Cash	4	55,260.32	2,680.96	57,941.28	50,044.03	2,207.63	52,251.66
<b><u>Debtors and Prepayments</u></b>							
Amounts falling due within 1 year	5	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
<b><u>Creditors and Accruals</u></b>							
Amounts falling due within 1 year	6	3,884.14	0.00	3,884.14	3,190.39	0.00	3,190.39
<b>Net Current Assets</b>		51,376.18	7,680.96	59,057.14	46,853.64	7,207.63	54,061.27
<b><u>Total Asets less Current Liabilities</u></b>		<b>51,376.18</b>	<b>7,680.96</b>	<b>59,057.14</b>	<b>46,853.64</b>	<b>7,207.63</b>	<b>54,061.27</b>
<b><u>Capital and Reserves</u></b>							
Current Year Earnings		4,522.54	473.33	4,995.87	(12,612.44)	4,434.30	(8,178.14)
Retained Earnings		46,853.64	7,207.63	54,061.27	59,466.08	2,773.33	62,239.41
<b>Total Capital and Reserves</b>		<b>51,376.18</b>	<b>7,680.96</b>	<b>59,057.14</b>	<b>46,853.64</b>	<b>7,207.63</b>	<b>54,061.27</b>

The notes on pages 27 to 32 form part of these accounts. The financial statements on pages 25 to 26 were approved by the board of trustees on 10 October 2023.

 Philip Linnegar

Trustee

Trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The financial statements 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

National Association for Patient Participation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**Statement of going concern**

The trustees no longer consider that lack of Trustees, which is being mitigated by appointment of new Trustees, poses a material enough threat of NAPP CIO's ability to continue as a going concern. After making enquiries with its members the trustees have a reasonable expectation that the services provided by NAPP CIO will continue to be provided for the

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

foreseeable future despite challenges highlighted in this report. For this reason, the Trustees have adopted the going concern basis in preparing the accounts.

**Incoming Resources**

Income is accounted for as received by the charity except where a member pays twice in a given year for renewal of existing membership in which case it is treated as deferred income. The income is shown gross.

**Irrecoverable VAT**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the statement of financial activities.

**Governance Costs**

Governance costs consist of expenditure on management and administration of the charity including all expenditure not directly related to the charitable activity or fund-raising ventures. This includes costs of the professional services which enable the charity to function and independent examination.

**Debtors**

Debtors are recognised at the settlement amount due after any discount. Prepayments are valued at the amount prepaid net of any discounts due.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There were no critical accounting estimates during the period.

**2. RUNNING COSTS**

Total running costs in 2022/23 is £18,816 (Unrestricted £14,289 and Restricted £4,527) .

<b>RUNNING COSTS</b>						
	<u>CIO</u> <u>Unrestricted</u> <u>2023</u> £	<u>CIO</u> <u>Restricted</u> <u>2023</u> £	<u>CIO</u> <u>Total</u> <u>2023</u> £	<u>CIO</u> <u>Unrestricted</u> <u>2022</u> £	<u>CIO</u> <u>Restricted</u> <u>2022</u> £	<u>CIO</u> <u>Total</u> <u>2022</u> £
<b><u>Running Costs</u></b>						
<b><u>Administrative Costs</u></b>						
Administration Duties	6,936.00	0.00	<b>6,936.00</b>	8,374.60	0.00	<b>8,374.60</b>
Bank Fees	72.00	0.00	<b>72.00</b>	112.00	0.00	<b>112.00</b>
Consulting	650.34	4,526.67	<b>5,177.01</b>	17,442.83	320.00	<b>17,762.83</b>
General Expenses	0.00	0.00	<b>0.00</b>	16.12	0.00	<b>16.12</b>
Insurance	596.37	0.00	<b>596.37</b>	564.57	0.00	<b>564.57</b>
Interest Paid	0.00	0.00	<b>0.00</b>	(0.04)	0.00	<b>(0.04)</b>
IT Software and Consumables	5,664.36	0.00	<b>5,664.36</b>	7,144.58	245.70	<b>7,390.28</b>
Subscriptions	370.00	0.00	<b>370.00</b>	195.00	0.00	<b>195.00</b>
<b>Total Running Costs</b>	<b>14,289.07</b>	<b>4,526.67</b>	<b>18,815.74</b>	<b>33,849.66</b>	<b>565.70</b>	<b>34,415.36</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2023  
(continued)**

**3. GOVERNANCE COSTS**

<b>GOVERNANCE COSTS</b>						
	<u>CIO</u> <u>Unrestricted</u> <u>2023</u> £	<u>CIO</u> <u>Restricted</u> <u>2023</u> £	<u>CIO</u> <u>Total</u> <u>2023</u> £	<u>CIO</u> <u>Unrestricted</u> <u>2022</u> £	<u>CIO</u> <u>Restricted</u> <u>2022</u> £	<u>CIO</u> <u>Total</u> <u>2022</u> £
<b><u>Governance costs</u></b>						
Audit & Accountancy fees	3,113.40	0.00	3,113.40	4,650.00	0.00	4,650.00
Stripe Fees	588.22	0.00	588.22	212.78	0.00	212.78
	-----	-----	-----	-----	-----	-----
<b>Total Governance costs</b>	<b>3,701.62</b>	<b>0.00</b>	<b>3,701.62</b>	<b>4,862.78</b>	<b>0.00</b>	<b>4,862.78</b>
	=====	=====	=====	=====	=====	=====

None of the trustees received any remuneration during the year for acting as trustees.

No trustee has received any reimbursed expenditure for services provided to the charity, except for spend on behalf of the Charity which is included in expenditure and creditors sums.

**4. CASH & BANK**

Closing Bank balance as at 31 March 2023 was £57, 941.

<b>Bank</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
Opening Balance 1 April 2022	50,044.03	2,207.63	52,251.66
Movement	5,216.29	473.33	5,689.62
<b>Closing Balance 31 March 2023</b>	<b>55,260.32</b>	<b>2,680.96</b>	<b>57,941.28</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**TO 31 MARCH 2023**  
**(continued)**

**5. DEBTORS AND PREPAYMENTS**

A total sum of £5,000 in relation to Restricted income, a grant from NHS England was carried forward as Debtors as at 31 March 2023.

<b>Debtors and Prepayments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
Opening balance as at 1 Apr 2022	0.00	5,000.00	5,000.00
Movement	0.00	0.00	0.00
<b>Closing Balance as at 31 Mar 2023</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>

**6. CREDITORS AND ACCRUALS**

A total sum of £3,884 is owed to creditors including affiliation fees paid in advance as at 31 March 2023. Payables opening balance has been adjusted down by £100.02 to reflect an understatement of income in financial year 2022 and a balancing adjustment of 2p.

<b>Creditors and Accruals</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
Opening balance as at 1 Apr 2022	3,190.37	0.00	3,190.37
Movement	693.77	0.00	693.77
<b>Closing Balance as at 31 Mar 2023</b>	<b>3,884.14</b>	<b>0.00</b>	<b>3,884.14</b>

**7. RELATED PARTY TRANSACTIONS**

IT and Administration services were paid to In-house Business Consultancy Limited owned by a volunteer.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

England & Wales - Charity number 1187058

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# Accounts

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**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION  
(CIO)**

**ACCOUNTS**

**1 APRIL 2021 TO 31 MARCH 2022**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**INDEX**

	<b>Page No.</b>
<b>Charity Information</b>	<b>3-4</b>
<b>Trustees' Annual Report</b>	<b>5-6</b>
<b>Treasurer's Report</b>	<b>7-9</b>
<b>Independent examiner's report</b>	<b>10-11</b>
<b>Statement of Financial Activities</b>	<b>12</b>
<b>Balance Sheet</b>	<b>13</b>
<b>Notes to the accounts</b>	<b>14-18</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**Charity Information**

The Trustees present their Report and Accounts of the organisation from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

**Charity Number** 1187058

**Principal Office** N.A.P.P., c/o HHAS, Weltech Business Centre, Ridgeway,  
Welwyn Garden City, Herts, AL7 2AA

**Governing Document** The charity was established by Deed in 1978 and became a registered charity in 1985, the CIO was registered 19  
December 2019

**Trustees** The following were trustees of the charity during the financial year.

Dr Patricia Wilkie	President resigned June 2021
Dr Folarin Majekodunmi	Chair
Sandy Gower	Vice-chair
Graham Reid	Trustee resigned January 2022
Mwamba Nyambe	Treasurer and Trustee resigned February 2022
Tracey Loftis	Trustee resigned February 2022

**President** Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)

**Patron** Sir Denis Pereira Gray, OBE, FRCP, FRCGP, FMedSci  
The Patron is actively involved in an advisory capacity

**Bankers** Epworth Cash Plus Fund for Charities  
9 Bonhill Street,  
London EC2A 4PE

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

And

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling, Kent ME18 4JQ

**Independent Examiner**      Janice Matthews, FCA,  
Menzies LLP,  
Centrum House,  
36 Station Road,  
Egham,  
Surrey,  
TW20 9LF

**Appointments:** In January 2022, Graham Reid resigned as a trustee. In February 2022, Tracy Loftis and Mwamba Nyambe resigned as trustees.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**Trustees Report**

**Introduction from the Chairman**

This year marks the fourth year of my tenure as Chairman of N.A.P.P; it is my pleasure to introduce the report for the Trustees for the period covering, 1<sup>st</sup> April 2021 to 31<sup>st</sup> of March 2022.

The focus of the trustees this year, has continued to be on building our ability to engage our members and finding creative ways of ensuring that their needs and concerns, inform all decision-making in respect to primary care. It has been a challenging year in many respects, with a number of changes in personnel within N.A.P.P and increased pressure on General Practice. In several areas, PPGs have struggled to return to the levels of practice engagement and collaboration that existed before the pandemic. Despite these challenges, N.A.P.P's finances are strong and we have spent the past year building a 'war chest', with which to enhance our ability to deliver value to our members. Our VeryConnect platform continues to be a success and has developed into a powerful platform for sharing best practice and learnings, and capturing the key areas of concern of our members. This year, our membership has grown significantly, which is testament to the effectiveness of our engagement efforts and the effectiveness of VeryConnect.

As I write this, the NHS is in the midst of overlapping crises, which collectively represent the greatest challenges it has faced since its inception. This, coupled with a high-turnover in health leaders (political, organisational and system) in the past 12 months, has resulted in a sustained period of uncertainty, which has led a number of practices to 'step down' and (in some cases) suspend patient engagement activity. Despite these challenges and a lack of consistent messaging from Government, a number of our member PPGs are finding innovative ways of supporting their practices and positively influencing the quality of services provided by their practices. The trustees and I, have been inspired by the efforts and achievements of our members and the positive contribution this continues to make to our health service.

In November 2021, I stated my intention to step down as Chair, as soon as a replacement was found, we are optimistic that we will announce the new Chair within a few months. In the coming year, I will work with my successor to: (i) ensure a structured transition of responsibility and (ii) the recruitment of new trustees, with the knowledge, skills and experience needed to build on our recent successes.

N.A.P.P's ability to continue to serve the needs of its members, despite internal and external challenges, has been due to the excellent work and commitment of a number of individuals, including: our Acting Treasurer Miss Mwamba Nyambe, our Former Acting Treasurer Professor David Wilkie, our Administrative and Member Support Manager, Mrs. Victoria Ridgway, our Webmaster and Former Administrative and Member Support Manager Mrs. Chris Oxtoby, our trustees, our President and former Chair, Dr Patricia Wilkie, and the invaluable support and counsel of our Patron, Sir Denis Pereira Gray.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**



Dr Folarin Majekodunmi, ARCS, PhD

**Trustee**

**Date 14 November 2022**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**Treasurer's Report**

N.A.P.P. CIO was formed and the constitution agreed upon by the members of old N.A.P.P. in December 2019. It was registered with the Charity Commission in December 2019. This means the first set of accounts to 31 March 2021, were for a longer reporting period of 14 months. These accounts have now reverted to the normal reporting period of 12 months April to March.

**Accruals Accounts**

These Accruals Accounts have been prepared in accordance with SORP regulations for charity accounts.

**1. Revenue**

Revenue is £31k (Unrestricted £26k and Restricted £5k). As usual, much the largest part (84%) of the income is from affiliation fees from PPGs, often paid directly by GP Practices. This is the first set of full financial year accounts for N.A.P.P CIO. N.A.P.P CIO took over assets and liabilities of Old N.A.P.P on 1 February 2022. Members were also transferred to N.A.P.P CIO on this date.

This is the second year where the annual conference was not possible which resulted in foregone income of approximately £13k (based on 2019 income)

As stated above, N.A.P.P CIO has undergone various resignations of senior Trustees including the President who are cardinal to the continued existence of this Charity. Existing Trustees are therefore not able to make decisions other than appoint new Trustees. To date no new Trustees have been appointed which has meant that no real activity to push the charity forward has taken place since February 2022. It is still not clear what the direction of travel is going forward.

**2. V.A.T**

N.A.P.P. is not registered for V.A.T. Trustees made an attempt to review this in the year, however following resignations this exercise was subsequently not completed. Following these resignations consultations with members to raise affiliation fees which would have made the VAT decision imminent also did not take place. The current position is that income is below this required threshold.

**3. Expenditure**

The total costs is £39,278 (Unrestricted £38,712 and Restricted £566), 45% of these costs were spent on support provided to members directly or indirectly. This

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

is mainly attributed to PPGs requiring more support than usual as a result of effects of the pandemic and shortage in Trustee capacity resulting in paying for such services Please refer to note 2 for further details.

N.A.P.P. CIO continues to fund a platform – Very Connect - to help improve PPG engagement particularly following what we have all learned from the effects of covid. This has continued to help with member engagement.

**4. Bank Balance**

The combined end-of-year bank balance is close to £52,252 (2020/21 £63,281), with £1,710 (2020/21 (£1,042)) net liabilities.

**5. Investment and reserves**

There are adequate reserves to sustain activities for 2022-23 - £53,961 (Unrestricted £46,754 and Restricted £7,208)

**6. Annual Affiliation Fees**

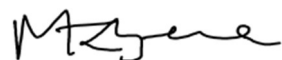
As stated in point 2 above the annual flat rate per PPG remains at £40 with the joining fee of £60. The Board was considering alternative fee structures, which would, in some way, reflect the size of Practice. This is particularly important because the many changes across the NHS have resulted in mergers of Practices into larger groupings, leading to unintended consequences of reduction in the number of PPGs and income. Demand for NAPP services, on the other hand, increased particularly due to consequences of Covid. Now that there is no statutory funding for NAPP activities from NHS England other than the recent annual restricted grant of £5k, income raised from this increase in fees is even more important to pay for specialist expertise and support officers to continue to exist as a going concern in representing PPGs at National level in the absence of voluntary Trustees as has been the case in recent years. The other side to this is the increase in fees pushes the Charity into a threshold which would require NAPP to consider registration for VAT subsequently chargeable to members. A decision is yet to be taken following further consultation as is relevant, as soon as the Board of Trustees is Quorate.

**7. Since the year-end**

Effects of the Covid-19 pandemic still continue. As a result, Trustees followed suit to abandon the Annual Conference this financial year as was the case in the previous year, with no financial loss, therefore no income or expenditure either. Membership reduced from 733 (25 New and 708 Renewals ) to 631 (36 New

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

and 595 Renewals) resulting in reduction in revenue from affiliation fees of 13% from £29800 (2020/21) to £25960 (2021/22). GP Practices continue to deal with effects of Covid to a point where working with PPGs, or paying the subscriptions, has taken second place. This combined with reduced support and activity from N.A.P.P. CIO due to lack of Trustees to mobilise activity has had a double whammy effect on membership and associated income. PPGs continue to value their affiliation to N.A.P.P. CIO as is demonstrated in joiners figures increasing by 11 members in comparison to last financial year. Many PPGs have continued to be active, meeting by Zoom or otherwise, others have found it difficult due to continued lack of smart technology and/or reliable internet connection. Affiliation income reducing by 13% compared to last year due to reduction in activity as above mentioned, as expected resulted in lower expenditure - £30,805 (excluding £6494) in 2021/22 compared to £40,748 in 2020/21, including £6494 relating to 2020/21 spend reported in note 2.



Mwamba Nyambe BCOM. MBA(Finance), ACMA, CGMA

14 November 2022

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**Independent Examiners Report to the Trustees of National Association**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022

**Responsibilities and basis of report**

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or  
the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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
3. 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:  
*Janice Matthews*  
634F24DE92A4471...

03-Jan-2023

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Janice Matthews,  
Menzies LLP,  
Centrum House,  
36 Station Road,  
Egham, Surrey,  
TW20 9LF

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

<b>STATEMENT OF FINANCIAL ACTIVITIES</b>									
	<b>Notes</b>	<b>CIO Unrestricted 2022 £</b>	<b>CIO Restricted 2022 £</b>	<b>CIO Total 2022 £</b>	<b>CIO Unrestricted 2021 £</b>	<b>CIO Restricted 2021 £</b>	<b>CIO Total 2021 £</b>		
<b>Receipts</b>									
<b>Income from generated funds</b>									
Investment income		20.00	0.00	20.00	206.28	0.00	206.28		
<b>Incoming resources from generated funds</b>									
Membership fees received		25,960.00	0.00	25,960.00	29,800.00	0.00	29,800.00		
Conference funds received		0.00	0.00	0.00	0.00	0.00	0.00		
Donations received		20.00	0.00	20.00	201.00	0.00	201.00		
Grants received		0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00		
Other									
<b>Total incoming resources</b>		<b>26,000.00</b>	<b>5,000.00</b>	<b>31,000.00</b>	<b>30,207.28</b>	<b>5,000.00</b>	<b>35,207.28</b>		
<b>Resource Expended</b>									
Running costs	2	33,849.66	565.70	34,415.36	31,690.81	9,320.67	41,011.48		
Governance costs	3	4,862.78	0.00	4,862.78	2,563.29	0.00	2,563.29		
<b>Total Resource Expended</b>		<b>38,712.44</b>	<b>565.70</b>	<b>39,278.14</b>	<b>34,254.10</b>	<b>9,320.67</b>	<b>43,574.77</b>		
<b>Net incoming/(outgoing) for the year</b>		<b>(12,712.44)</b>	<b>4,434.30</b>	<b>(8,278.14)</b>	<b>(4,046.82)</b>	<b>(4,320.67)</b>	<b>(8,367.49)</b>		
Balance of reserves brought forward		59,466.08	2,773.33	62,239.41	63,512.90	7,094.00	70,606.90		
<b>Balance of reserves carried forward</b>		<b>46,753.64</b>	<b>7,207.63</b>	<b>53,961.27</b>	<b>59,466.08</b>	<b>2,773.33</b>	<b>62,239.41</b>		

There were no recognised gains or losses for the above years other than those in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The notes on pages 14 to 18 form part of these accounts

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

<b>BALANCE SHEET</b>									
		CIO	CIO	CIO			CIO	CIO	CIO
		Total	Total	Total			Total	Total	Total
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>			<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
		2022	2022	2022			2021	2021	2021
		£	£	£			£	£	£
<b>Current Assets</b>									
Bank and Cash	4	50,044.03	2,207.63	52,251.66			60,401.43	2,880.00	63,281.43
<b>Debtors and Prepayments</b>									
Amounts falling due within 1 year	5	0.00	5,000.00	5,000.00			480.00	0.00	480.00
<b>Creditors and Accruals</b>									
Amounts falling due within 1 year	6	3,290.39	0.00	3,290.39			1,415.35	106.67	1,522.02
<b>Net Current Assets</b>		46,753.64	7,207.63	53,961.27			59,466.08	2,773.33	62,239.41
<b>Total Assets less Current Liabilities</b>		46,753.64	7,207.63	53,961.27			59,466.08	2,773.33	62,239.41
<b>Capital and Reserves</b>									
Current Year Earnings		(12,712.44)	4,434.30	(8,278.14)			(4,046.82)	(4,320.67)	(8,367.49)
Retained Earnings		59,466.08	2,773.33	62,239.41			63,512.90	7,094.00	70,606.90
<b>Total Capital and Reserves</b>		46,753.64	7,207.63	53,961.27			59,466.08	2,773.33	62,239.41

The notes on pages 14 to 18 form part of these accounts.

The financial statements on pages 12 to 18 were approved by the board of trustees on 14 November 2022.



Trustee



Trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The financial statements 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

National Association for Patient Participation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**The trustees considers that lack of Trustees is material enough to threaten its ability to continue as a going concern.**

**Incoming Resources**

Income is accounted for as received by the charity except where a member pays twice in a given year for renewal of existing membership in which case it is treated as prepayment.. The income is shown gross.

**Irrecoverable VAT**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the statement of financial activities.

**Governance Costs**

Governance costs consist of expenditure on management and administration of the charity including all expenditure not directly related to the charitable activity or fund-raising ventures. This includes costs of the professional services which enable the charity to function and independent examination.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**Debtors**

Debtors are recognised at the settlement amount due after any discount. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There were no critical accounting estimates during the period.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**2. RUNNING COSTS**

<b>RUNNING COST</b>	<b>CIO</b>			<b>OLD N.A.P.P.</b>			<b>N.A.P.P. (CIO)</b>			<b>COMBINED Total 2021</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	
	£	£	£	£	£	£	£	£	£	
Administration Duties	8,374.60	0.00	8,374.60	2,154.00	0.00	2,154.00	2,412.50	0.00	2,412.50	4,566.50
Bank Fees	112.00	0.00	112.00	51.00	0.00	51.00	32.00	0.00	32.00	83.00
Conference Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consulting	17,442.83	320.00	17,762.83	16,878.94	3,137.00	20,015.94	1,575.00	526.67	2,101.67	22,117.61
General Expenses	16.12	0.00	16.12	0.00	0.00	0.00	119.00	0.00	119.00	119.00
HR & Recruitment	0.00	0.00	0.00	155.00	0.00	155.00	0.00	0.00	0.00	155.00
Insurance	564.57	0.00	564.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Paid	(0.04)	0.00	(0.04)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT Software and Consumables	7,144.58	245.70	7,390.28	2,649.56	5,657.00	8,306.56	63.07	0.00	63.07	8,369.63
Meetings	0.00	0.00	0.00	2,150.00	0.00	2,150.00	0.00	0.00	0.00	2,150.00
Members Expenses	0.00	0.00	0.00	790.00	0.00	790.00	0.00	0.00	0.00	790.00
Postage, Freight & Courier	0.00	0.00	0.00	321.00	0.00	321.00	0.00	0.00	0.00	321.00
Printing & Stationery	0.00	0.00	0.00	(135.26)	0.00	(135.26)	0.00	0.00	0.00	(135.26)
Publicity	0.00	0.00	0.00	2,400.00	0.00	2,400.00	0.00	0.00	0.00	2,400.00
Subscriptions	195.00	0.00	195.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel - National	0.00	0.00	0.00	75.00	0.00	75.00	0.00	0.00	0.00	75.00
VAT Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Running Costs</b>	<b>33,849.66</b>	<b>565.70</b>	<b>34,415.36</b>	<b>27,489.24</b>	<b>8,794.00</b>	<b>36,283.24</b>	<b>4,201.57</b>	<b>526.67</b>	<b>4,728.24</b>	<b>41,011.48</b>
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

Total running costs in 2021/22 includes £6494 relating to consultancy for the year 2020/21.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

**3. GOVERNANCE COSTS**

	CIO			OLD N.A.P.P.			N.A.P.P. (CIO)			COMBINED
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Total
	2022	2022	2022	2021	2021	2021	2021	2021	2021	2021
	£	£	£	£	£	£	£	£	£	
Audit & Accountancy fees	4,650.00	0.00	4,650.00	2,503.43	0.00	2,503.43	43.20	0.00	43.20	2,546.63
Stripe Fees	212.78	0.00	212.78	0.00	0.00	0.00	16.66	0.00	16.66	16.66
<b>Total Governance Costs</b>	<b>4,862.78</b>	<b>0.00</b>	<b>4,862.78</b>	<b>2,503.43</b>	<b>0.00</b>	<b>2,503.43</b>	<b>59.86</b>	<b>0.00</b>	<b>59.86</b>	<b>2,563.29</b>

None of the trustees received any remuneration during the year for acting as trustees.

No trustee has received any reimbursed expenditure for services provided to the charity, except for spend on behalf of the Charity which is included in creditors sums.

**4. CASH & BANK**

All funds from NAPP Association have been transferred to NAPP CIO. Closing balance as at 31/3/2022 was £52,252.

Bank	Unrestricted	Restricted	Total
Opening Balance 1 April 2021	60,401.45	2,880.00	63,281.45
Movement	(10,357.42)	(672.37)	(11,029.79)
Closing Balance 31 March 2022	50,044.03	2,207.63	52,251.66

**5. DEBTORS AND PREPAYMENTS**

A total sum of £5000 in relation to Restricted income, a grant from NHS England was carried forward as Debtors as at 31 March 2022.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TO 31 MARCH 2022  
(continued)**

<b>Debtors and Prepayments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
Balance as at 1/4/2021	480.00	0.00	480.00
Movement	(480.00)	5,000.00	4,520.00
<b>Balance as at 31/3/2022</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>

## 6. CREDITORS AND ACCRUALS

### Amounts falling due less than one year

A total sum of £3290 is owed to creditors including affiliation fees paid in advance as at 31 March 2022

<b>Creditors and Accruals</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	£	£	£
Balance as at 1/4/2021	1,415.35	106.67	1,522.02
Movement	1,875.04	-106.67	1,768.37
<b>Balance as at 31/3/2022</b>	<b>3,290.39</b>	<b>0.00</b>	<b>3,290.39</b>

## 7. RELATED PARTY TRANSACTIONS

Administration and consultancy services were paid for to In-house Business Consultancy Limited owned by a volunteer.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

England & Wales - Charity number 1187058

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# Accounts

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**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION  
(CIO)**

**ACCOUNTS**

**19 DECEMBER 2019 TO 31 MARCH 2021**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS  
TO 31 MARCH 2021**

**INDEX**

	<b>Page No.</b>
<b>Charity Information</b>	<b>3-4</b>
<b>Trustees' Annual Report</b>	<b>5-12</b>
<b>Treasurer's Report</b>	<b>13-14</b>
<b>Independent examiner's report</b>	<b>15-16</b>
<b>Statement of Financial Activities</b>	<b>17</b>
<b>Balance Sheet</b>	<b>18</b>
<b>Notes to the accounts</b>	<b>19-24</b>

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
CHARITY INFORMATION  
TO 31 MARCH 2021**

**Trustees' Report for the Period Ending 31 March 2021**

The Trustees present their Report and Accounts of the National Association for Patient Participation (CIO) for the accounting period ending 31st March 2021. This is the report and accounts of the CIO for its first accounting period, but since the CIO is the successor of the National Association for Patient Participation, which is referred to as “old N.A.P.P.,” it is more meaningful to report for both bodies and to give both separate and combined accounts.

The CIO was registered in December 2019, but did not take over the functions and membership of old N.A.P.P. until 1 February 2021, when the membership and most of the funds were transferred. The bank accounts of old N.A.P.P. were kept open so that members could pay into them until June 2021, when the remaining funds were transferred to the CIO and the accounts were closed. Old N.A.P.P. will provide a report and accounts for a final 15-month period, ending 30 June 2021.

**N.A.P.P. CIO Charity Number** 1187058

**Principal Office** N.A.P.P. CIO, c/o HHAS, Weltech Business Centre, Ridgeway, Welwyn Garden City, Herts,  
AL7 2AA

**Governing Document** The Constitution of the CIO was agreed by the members of old N.A.P.P. in 2019. and it was registered with the Charity Commission in December 2019.

**Trustees** The following were Trustees of the CIO during the period.

Dr Folarin Majekodunmi	Chair from commencement
Sandy Gower	Vice-chair from commencement
Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)	Trustee from commencement (later resigned 16 June 2021)
Margaret Harrison	Trustee from commencement, retired 31 March 2021

Olivia King	Trustee	from commencement, resigned February 2020
Jean Ledger	Trustee	Appointed 5 March 2021 (later resigned 10 June 2021)
Tracey Loftis	Trustee	Appointed 5 March 2021
Mwamba Nyambe	Trustee	Appointed 5 March 2021
Graham Reid	Trustee	Appointed 5 March 2021
Rebekah Raymond	Trustee	Appointed 5 March 2021 (later resigned 28 May 2021)

**President** Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)

**Patron** Sir Denis Pereira Gray, OBE, FRCP, FRCGP, FMedSci  
The Patron is actively involved in an advisory capacity

**Bankers** Charities Action Fund (CAF) Bank  
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME18 4JQ

The details for paying in to CAF Bank are:

Bank: HSBC; Branch: CAF Bank Branch: Sort code: 40-52-40; Account number: 00033795.

The CIO also holds deposits with:

Epworth Affirmative Deposit Fund  
9 Bonhill Street, London, EC2A 4PE

**Independent Examiner** Janice Matthews, Menzies LLP, Centrum House, 36 Station Road, Egham, Surrey, TW20 9LF

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021**

**Introduction from the Chairman**

The National Association for Patient Participation (N.A.P.P) was established by Deed in 1978 and became a registered charity in 1985. In 2018, 40 years after its establishment, our board of trustees decided to incorporate N.A.P.P into a CIO, due to the greater flexibility and protections allowed for such entities. Transitioning from 'old' N.A.P.P to the CIO required the transfer of all assets, undertakings and liabilities to the newly established CIO and the removal of the unincorporated charity from the register of charities. N.A.P.P was formally registered as a CIO on the 19th of December 2019. This year thus marks the first report of N.A.P.P CIO and the third year of my tenure as Chairman of 'old' N.A.P.P; it is my pleasure to introduce the report for the Trustees for the period covering 19th December to 31st of March 2021.

This year has seen N.A.P.P introduce VeryConnect, our membership engagement platform and define a new approach to capturing the opinions and concerns of our members to ensure that they have a voice in how N.A.P.P represents their views. VeryConnect has provided an excellent online platform for PPG members to engage within and across practices and for N.A.P.P. trustees to engage with members. Many of the challenges which surfaced last year are still present, members have reported that several practices have failed to resume patient engagement activities. VeryConnect has proven a useful channel for sharing relevant guidance including: the contractual obligation for practices to have PPGs and the expectation from NHSEI that PPG engagement has been resumed.

The board has spent the past year focusing on delivering value to its members, having gauged their concerns and opinions through a variety of surveys, member forums and social media posts. These activities have provided insights into members needs and expectations and where additional capacity/ capability is needed in respect to the trustees. We will be using these insights to inform a planned recruitment process in 2021/22 which aims to bring in a number of new trustees with individual and collective knowledge, skills and experience that are aligned to the current needs and interests of N.A.P.P's members. Overall, membership numbers are higher than the previous year; our engagement efforts have borne fruit and we have been successful in attracting a number of lapsed PPG members back to N.A.P.P.

The Covid-19 pandemic and response have resulted in significant disruption to general practice services; engagement with our members shows how disruptive and concerning this has been. This coupled with emerging policy, such as that in relation to General Practice Data for Planning and Research (GPDPR),

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

reduces transparency and runs the risk of limiting patient choice. N.A.P.P is actively representing the patient voice in these discussions and holding the NHS and partner agencies to account in ensuring active patient engagement. Despite the ongoing pandemic, our member PPGs continue to support their practices and find ways to positively influence the quality of services provided and share best practice via VeryConnect. Over the coming year, with our new trustees, we will continue to enhance our efforts to listen to our members and represent PPGs and the voice of patients at national, regional and local levels.

The success of N.A.P.P over the past year and through the pandemic has been highly reliant on the tireless work of our Acting Treasurer Prof. David Wilkie and our webmaster Mrs. Chris Oxtoby and the support and hard work of our volunteer Board of Trustees, our President and former Chair, Dr Patricia Wilkie, and the continued support of our Patron. We look forward to next year and ensuring greater patient-centricity in the health service as it recovers from the impacts of the Covid-19 pandemic.



Dr Folarin Majekodunmi, ARCS, PhD

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

**Principal Activities**

The object for which the Association is established is, through the medium of patient participation, to promote and contribute to the relief of sickness and preservation and protection of health for the public benefit by fostering the highest possible standards of primary medical care through the medium of patient participation by:

1. Giving health professionals and patients the opportunity to meet and discuss topics of mutual interest.
2. Providing a means for patients to make positive suggestions about the practice and their own health care.
3. Encouraging health education activities within the practice.
4. Developing self-help projects to meet the needs of fellow patients.
5. Acting as representatives to attempt to influence the local provision of health and social care.

**1. Overview of activities**

Despite the Covid crisis we have made significant progress against the priorities we defined last year, our key achievements as an organisation are summarised as follows

**(a) Growing our membership:** We have successfully grown our membership over the financial year, with member PPGs representing ~900 practices from Argyll to the Isle of Wight. Although our members cover over ~1 in 10 practices in England, we realise that there is much to do to grow representation in Scotland, Wales and Northern Ireland, this will be an area of focus in the coming year.

**(b) Member Engagement:** VeryConnect has enhanced our ability to engage with our members. Our base of active users currently covers over 900 individuals, representing over 650 PPGs, comprising: patients, GPs, practice managers, finance managers, compliance managers and other primary care professionals. VeryConnect has provided a platform which has enabled both PPG members and practice professionals to share relevant best practice and provide peer support during a particularly challenging time for patients and general practice. From a trustee perspective, the analysis of surveys, member forums and social media posts that VeryConnect has facilitated, have provided insights into member's needs and concerns, and how N.A.P.P's trustees can communicate these in conversations with key national stakeholders. In addition to our efforts in the digital space, we continue to send our members a monthly eBulletin,

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

providing links to matters of interest. In the coming year we aim to further increase the volume and frequency of engagement through forums, blogs and member surveys, using the VeryConnect Platform.

**(c) Building our media profile:** Dr Wilkie, and our Patron Sir Denis Pereira Gray submitted a letter to the Times in response to news of NHS digital plans to data share patient GP medical records, raising important concerns about: (i) the lack of consultation with patient representatives and (ii) the brevity of the opt out period. Several of our members raised similar concerns and asked for N.A.P.P.'s support in bringing these to the attention of decision makers.

As a direct result of the letter from N.A.P.P. along with communications from other quarters, the Health minister Jo Churchill announced, on 8th June, in the Commons that “the General Practice Data for Planning and Research programme would be delayed from 1 July to 1 September, after mounting calls for the scheme to be postponed.”

**(d) Strengthening partnerships and increasing N.A.P.P.'s influence:** We have built on the work of previous years to engage with, and seek to influence, a wide range of organisations including: The Royal College of General Practitioners, The General Medical Council, The General Dental Council, NHS England Improvement, NHS Digital and NHS England Improvement Covid-response Directors. We also continued to provide, paid-for consultancy services to NHS England and NHS Improvement as part of a project looking at the involvement of people and communities in Primary Care Networks.

As with the preceding year our participation in conferences and other events has been limited this year largely due to Covid-19 restrictions. Where possible we have contributed to a range of remote/ virtual for a, which have provided opportunities to highlight the importance of PPGs and patient voices.

Alongside our less formal contact with a range of stakeholders, we continue to contribute to a number of national NHS committees and working groups, including the GP Development Reference Group, the Patient Online Stakeholder Forum, the GP/secondary care interface Working Group, the Self Care Forum and the GP Secondary Care Prescribing Group.

We continue to provide our core membership activities through (i) VeryConnect, (ii) our website, (iii) social media and (iv) our bulletin, including to:

- Provide guidance relevant to policy and best practice
- Provide tailored support and guidance for members
- Share expertise and experience in forming and developing PPGs

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

- Encourage patients to work with healthcare professionals to improve quality
- Promote patient involvement in, and influencing, decision making
- Relay patient opinion based on evidence from engagement with our membership
- Enable patients to influence the provision of healthcare services
- Improve the quality of care through the medium of patient participation
- Publicise N.A.P.P. as "the national voice for patient participation in primary care"

The Trustees thank our Patron, Sir Denis Pereira Gray, for his continued energy, enthusiasm and support. We very much value his advice, wisdom and practical help.

**2. Governance, structure and management**

Through our engagement with our members and through our work with a range of health service providers, commissioners and arms-length bodies, N.A.P.P. promotes the need to improve quality and standards in primary care, from the patient perspective. PPGs are a key mechanism for helping, informing and empowering patients to better manage their own health and wellbeing. The Trustees have, therefore, complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit, and this is also stated in our governing document.

**Board of Trustees:** The Board is now composed of a President, Dr Patricia Wilkie, Chairman, Dr Folarin Majekodunmi, Vice-Chairman, Sandy Gower and three further Trustees: Tracy Loftis, Mwamba Nyambe and Graham Reid. Margaret Harrison retired in January 2021. Phillip Linnegar resigned in December 2020. Rebekah Raymond resigned in May 2021. We are grateful to them all for the contribution they made as N.A.P.P. trustees. All Trustees are charged with (i) supporting N.A.P.P. by working with its stakeholders, (ii) representing N.A.P. P. at conferences and events, (iii) supporting the running of N.A.P.P. and (iv) presenting and raising the profile of N.A.P.P. nationally and locally.

The Board continues to evaluate the knowledge, skills and experience required to fully support N.A.P.P.'s members and will use this to inform the next round of trustee recruitment.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

**Governance:** The Board continues to review and update our policies to ensure that we comply fully with the latest SORP regulations (Statement of Recommended Practice set out by the Charity Commission which regulates the conduct and governance of charities). The Board has reviewed and updated its Trustee handbook, the role descriptions and the induction/ onboarding processes for new Trustees and will continue to update these documents and processes, when required. In 2020/21, as entity that processes personal information and in accordance with the Data Protection Act, we registered with the Information Commissioner's Office. The Board also compiled an up-to-date Declaration of Interests of all Trustees.

**3. Other achievements**

In addition to the activities reported above, there have been some other significant achievements for N.A.P. P. over the course of the year:

- (a) **PPG membership:** Our membership number has increased and we have been successful in attracting back a number of lapsed members in addition to completely new members, we anticipate that VeryConnect will support a continued increase in membership numbers and engagement.
  
- (b) **Annual Conference:** Due to the ongoing pandemic, we made the difficult decision to cancel our annual conference for the second year in a row. However, we are planning a programme of virtual events, which we hope will attract a large number and variety of attendees.
  
- (c) **Raising awareness of PPGs and N.A.P.P. :** We continue to support a growing number of PPGs and Clinical Commissioning Groups. Given the likely passage of Health and Social Care Bill into law in April 2022, and the formal establishment of Integrated Care Systems as statutory entities, we are also working with the relevant authorities to explore how to ensure that the patient voice informs decision making at an ICS/ system level.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

(d) **Health and Care Arms-Length Bodies and regulators:** We have continued to develop our relationships with professional associations, ALBs and regulators including: the GMC, CQC, MHRA and NHS England Improvement and are in an increasingly strong position to inform future health and care policy/legislation.

**4. Priorities and aspirations for 2021-2022**

The Board are in the process of recruiting additional trustees who will help to guide N.A.P.'s ongoing development. The additional capability and capacity will ensure continued progress against the four key aims we outlined last year in 2019/20, namely to:

- (a) **Strengthen engagement:** e.g. by continuing to increase membership and engagement with members through VeryConnect.
- (b) **Strengthen partnerships:** e.g. by continuing to seek partners for joint work and stakeholders to influence, as well as maintaining key relationships with partner organisations.
- (c) **Strengthen Influence:** e.g. by communicating the needs and concerns of our members with senior decision-makers and holding them to account for the resultant response.
- (d) **Strengthen Quality:** e.g. by developing and sharing evidence of the benefits of active and engaged PPGs with our members (through multiple channels), particularly in relation to the critical dimensions of: (i) service quality, (ii) continuity of care, (iii) patient outcomes and (iv) cost effectiveness.

**Reserves Policy:** The charity maintains a level of unrestricted reserves representing 4-6 months' expenditure, enabling us to continue for a period of limited income.

**Risk Management:** The Board is in the process of conducting an assessment of potential risks to ensure that appropriate steps are taken to minimise risks. We anticipate that this work will be completed in the near future. Where possible we will ensure that risks are covered as appropriate by insurance. Risk management is an ongoing concern and the Board will continue to monitor risks proactively to ensure appropriate mitigations are in place where possible.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Charity's trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which gives a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a. select suitable accounting policies and apply them consistently;
- b. observe the methods and principles in the Charities SORP (Statement of Recommended Practice);
- c. make judgments and estimates that are reasonable and prudent;
- d. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- e. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation. The trustees are responsible for keeping accounting records which will disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply



Trustee

Date 30 September 2021



Trustee

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) TREASURER'S ANNUAL REPORT TO 31 MARCH 2021**

N.A.P.P. CIO was formed and the constitution agreed upon by the members of old N.A.P.P. in December 2019. It was registered with the Charity Commission in December 2019. This means the first set of accounts were due on 30 June 2021, hence the long reporting period. These accounts are therefore late in part due to unprecedented circumstances that the pandemic have brought about. Most of us as Trustees also work for the NHS which made it very difficult to operate as required at full capacity, as we were busy with NHS duties. This also led to paying for administration and consultancy services.

### **Receipts and Payments Accounts**

These Receipts and Payment Accounts have been prepared in accordance with SORP regulations for charity accounts.

#### **1. Revenue**

Combined revenue is £35,207 (Old N.A.P.P. £ 30,086 and CIO £ 5,121). As usual, much the largest part of the income is from affiliation fees from PPGs, often paid directly by GP practices. This is the first set of accounts for N.A.P.P CIO. N.A.P.P CIO took over assets and liabilities of Old N.A.P.P on 1 February 2021. Member were also transferred to N.A.P.P CIO on this date. Members continued to pay affiliation fees to Old N.A.P.P. bank accounts throughout the year, despite constant reminders, hence some of CIO funds are being held in Old N.A.P.P. bank accounts and per notes to the accounts.

The annual conference was not possible which resulted in foregone income of approximately £13k.

As stated above, most of our Trustees also work for the NHS meant that they have been busier than usual and their capacity to support N.A.P.P's activities has been intermittent. This has also led to a few resignations. An imminent need has therefore arisen to recruit more volunteers and Trustees to support N.A.P.P activities going forward.

#### **2. V.A.T**

N.A.P.P. is not registered for V.A.T. We as Trustees are reviewing this and will be seeking professional advise as to the best way forward. We will update you in due course.

#### **3. Expenditure**

The total costs is £43,575 (Old N.A.P.P. £ 38,787 and CIO £ 4,788), 99% of these costs were spent on support provided to members directly or indirectly. This

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TREASURER'S ANNUAL REPORT  
TO 31 MARCH 2021  
(Continued)**

is mainly attributed to PPGs requiring more support than usual as a result of the pandemic and shortage in Trustee capacity resulting in paying for such services.

N.A.P.P. also invested in a platform – Very Connect - to help improve PPG engagement particularly following what we have all learned from the effects of covid. This has helped with member engagement.

**4. Balance**

The combined end-of-year balance is close to £62,239, with £1,042 net liabilities.

**5. Investment and reserves**

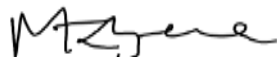
There are adequate reserves to sustain activities for 2021-22.

**6. Annual Affiliation Fees**

The annual flat rate per PPG remains at £40 with the joining fee of £60. The Board is considering alternative fee structures, where the fees may depend in some way on the size of practice. This is particularly important because of the many mergers of practices into larger groupings, with a consequent reduction in the number of PPGs.

**7. Since the year-end**

The Covid-19 epidemic has dominated since the start of the financial year. The Trustees decided in February to abandon the Annual Conference, with no financial loss, but no income or expenditure either. GPs' practices have had so much to do to deal with Covid that working with PPGs, or paying the subscriptions, has taken second place. Although many PPGs have continued to be very active, meeting by Zoom or otherwise, others have found it difficult; not all PPG members have smartphones or PCs to get any internet access. So income is a bit below last year's at the same date. On the other hand expenditure, has also been lower, with the Trustees meeting by Zoom rather than attending meetings in person in London.



Mwamba Nyambe BCOM. MBA(Finance), ACMA, CGMA

30 September 2021

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
INDEPENDENT EXAMINER`S REPORT  
TO 31 MARCH 2021**

I report to the trustees on my examination of the accounts of the National Association for Patient Participation (CIO) for the period ended 31 March 2021.

**Respective Responsibilities of Trustees and Independent Examiner**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
INDEPENDENT EXAMINER`S REPORT  
TO 31 MARCH 2021  
(continued)**

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.

DocuSigned by:  
*Janice Matthews*  
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02-Nov-2021

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Janice Matthews,  
Menzies LLP,  
Centrum House,  
36 Station Road,  
Egham, Surrey,  
TW20 9LF

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
STATEMENT OF FINANCIAL ACTIVITIES REPORT  
FOR YEAR ENDED 31 MARCH 2021**

	Notes	OLD N.A.P.P.			N.A.P.P. (CIO)			COMBINED Total	OLD N.A.P.P.		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total
		2021	2021	2021	2021	2021	2021		2020	2020	2020
		£	£	£	£	£	£	£	£	£	
<b>Receipts</b>											
<b>Income from generated funds</b>											
Investment income		205.59	0.00	205.59	0.69	0.00	0.69	206.28	331.00		331.00
<b>Incoming resources from generated funds</b>											
Membership fees received		24,680.00	0.00	24,680.00	5,120.00	0.00	5,120.00	29,800.00	39,700.00		39,700.00
Conference funds received									12,828.00		12,828.00
Donations received		201.00	0.00	201.00	0.00	0.00	0.00	201.00	200.00		200.00
Grants received		0.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00			
Other									1,656.00		1,656.00
<b>Total incoming resources</b>		<b>25,086.59</b>	<b>5,000.00</b>	<b>30,086.59</b>	<b>5,120.69</b>	<b>0.00</b>	<b>5,120.69</b>	<b>35,207.28</b>	<b>54,715.00</b>		<b>54,715.00</b>
<b>Resource Expended</b>											
Running costs	2	27,489.24	8,794.00	36,283.24	4,201.57	526.67	4,728.24	41,011.48	37,835.00		37,835.00
Governance costs	3	2,503.43	0.00	2,503.43	59.86	0.00	59.86	2,563.29	2,400.00		2,400.00
<b>Total Resource Expended</b>		<b>29,992.67</b>	<b>8,794.00</b>	<b>38,786.67</b>	<b>4,261.43</b>	<b>526.67</b>	<b>4,788.10</b>	<b>43,574.77</b>	<b>40,235.00</b>		<b>40,235.00</b>
<b>Net incoming/(outgoing) for the year</b>		<b>(4,906.08)</b>	<b>(3,794.00)</b>	<b>(8,700.08)</b>	<b>859.26</b>	<b>(526.67)</b>	<b>332.59</b>	<b>(8,367.49)</b>	<b>14,480.00</b>		<b>14,480.00</b>
Balance of reserves brought forward		63,512.90	7,094.00	70,606.90				70,606.90	49,033.00	7,094.00	56,127.00
<b>Balance of reserves carried forward</b>		<b>58,606.82</b>	<b>3,300.00</b>	<b>61,906.82</b>	<b>859.26</b>	<b>(526.67)</b>	<b>332.59</b>	<b>62,239.41</b>	<b>63,513.00</b>	<b>7,094.00</b>	<b>70,607.00</b>
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

There were no recognised gains or losses for the above years other than those in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The notes on pages 19 to 24 form part of these accounts

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
BALANCE SHEET  
AS AT 31 MARCH 2021**

	Notes	CIO Unrestricted 2021 £	CIO Restricted 2021 £	CIO Total 2021 £	OLD N.A.P.P Unrestricted 2020 £	OLD N.A.P.P Restricted 2020 £	OLD N.A.P.P Total 2020 £
<b><u>Current Assets</u></b>							
Bank and cash	4	60,401.43	2,880.00	63,281.43	66,790.24	7,094.00	73,884.24
<b><u>Debtors and Prepayments</u></b>							
Amounts falling due within 1 year	5	480.00	0.00	480.00	2,340.00	0.00	2,340.00
					69130.24	7094	76224.24
<b><u>Creditors and Accruals</u></b>							
Amounts falling due within 1 year	6	1,415.35	106.67	1,522.02	5,617.34	0.00	5,617.34
<b>Net Current Assests</b>		59,466.08	2,773.33	62,239.41	63,512.90	7,094.00	70,606.90
<b><u>Total Assets less Current Liabilities</u></b>		59,466.08	2,773.33	62,239.41	63,512.90	7,094.00	70,606.90
<b><u>Capital and Reserves</u></b>							
Current Year Earnings		(4,046.82)	(4,320.67)	(8,367.49)	14,479.72	0.00	14,479.72
Retained Earnings		63,512.90	7,094.00	70,606.90	49,033.18	7,094.00	56,127.18
<b>Total Capital and Reserves</b>		59,466.08	2,773.33	62,239.41	63,512.90	7,094.00	70,606.90

The notes on pages 19 to 24 form part of these accounts.

The financial statements on pages 17 to 24 were approved by the board of trustees on 30 September 2021.



Trustee



Trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The accounts are prepared in accordance with the current Statement of Recommended Practice 'Accounting and Reporting by Charities' and applicable Accounting Standards. They are drawn up on the historical cost accounting basis except that investments are carried at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued on 16 July 2014 and applicable UK Accounting Standards and the Charities Act 2011. The Charity meets the definition of a public benefit entity under FRS 102.

The charity has taken advantage of the exemption in Financial Reporting Standard 102 from requirement to produce a cash flow statement on the grounds that it qualifies as a small charity.

The charity has taken advantage of the exemption from the requirements to prepare group accounts on the grounds that it qualifies as a small group.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Incoming Resources**

Income is accounted for as received by the charity. The income is shown gross.

**Irrecoverable VAT**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the statement of financial activities.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021  
(continued)**

**Governance Costs**

Governance costs consist of expenditure on management and administration of the charity including all expenditure not directly related to the charitable activity or fund-raising ventures. This includes costs of the professional services which enable the charity to function and independent examination.

**Debtors**

Debtors are recognised at the settlement amount due after any discount. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021  
(continued)**

**Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There were no critical accounting estimates during the period.

**2. RUNNING COSTS**

Running Costs	OLD N.A.P.P.			N.A.P.P. (CIO)			COMBINED	OLD N.A.P.P.	
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total			Total
	2021	2021	2021	2021	2021	2021			2020
								£	
Administration Duties	2,154.00	0.00	2,154.00	2,412.50	0.00	2,412.50	4,566.50	19,006.02	
Bank Fees	51.00	0.00	51.00	32.00	0.00	32.00	83.00	0.00	
Charitable Activities			0.00			0.00	0.00	0.00	
Conference			0.00			0.00	0.00	11,569.13	
Consulting	16,878.94	3,137.00	20,015.94	1,575.00	526.67	2,101.67	22,117.61	0.00	
General Expenses	0.00	0.00	0.00	119.00	0.00	119.00	119.00	1,678.30	
HR & Recruitment	155.00	0.00	155.00	0.00	0.00	0.00	155.00	0.00	
IT Software and Consumables	2,649.56	5,657.00	8,306.56	63.07	0.00	63.07	8,369.63	0.00	
Meetings	2,150.00	0.00	2,150.00	0.00	0.00	0.00	2,150.00	3,451.90	
Members Expenses	790.00	0.00	790.00	0.00	0.00	0.00	790.00	1,000.00	
Postage, Freight & Courier	321.00	0.00	321.00	0.00	0.00	0.00	321.00	0.00	
Printing & Stationery	(135.26)	0.00	(135.26)	0.00	0.00	0.00	(135.26)	0.00	
Publicity	2,400.00	0.00	2,400.00	0.00	0.00	0.00	2,400.00	0.00	
Travel - National	75.00	0.00	75.00	0.00	0.00	0.00	75.00	1,129.55	
<b>Total Payments</b>	<b>27,489.24</b>	<b>8,794.00</b>	<b>36,283.24</b>	<b>4,201.57</b>	<b>526.67</b>	<b>4,728.24</b>	<b>41,011.48</b>	<b>37,834.90</b>	
	=====	=====	=====	=====	=====	=====	=====	=====	

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021  
(continued)**

**3. GOVERNANCE COSTS**

	OLD N.A.P.P.	OLD N.A.P.P.	OLD N.A.P.P.		N.A.P.P. (CIO)	N.A.P.P. (CIO)	N.A.P.P. (CIO)	COMBINED		OLD N.A.P.P.
	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total	0.00		Total
	2,021.00	2,021.00	2,021.00		2021	2021	2021	2021		2020
<b>Governance Costs</b>										
Audit & Accountancy fee	2,503.43	0.00	2,503.43		43.20	0.00	43.20	2,546.63		2,400.00
Stripe Fees	0.00	0.00	0.00		16.66	0.00	16.66	16.66		0.00
Total	2,503.43	0.00	2,503.43		59.86	0.00	59.86	2,563.29		2,400.00
	=====	=====	=====		=====	=====	=====	=====		=====

None of the trustees received any remuneration during the above two years for acting as trustees.

No trustee has received any reimbursed expenditure for services provided to the charity, except for spend on behalf of the Charity which is included in creditors sums.

**4. CASH & BANK**

As part of the process to transfer Old N.A.P.P. assets to N.A.P.P. CIO, below is a summary of cash and bank. There was £56, 878 in the CIO Bank accounts as at 31 March 2021 and £6404 still remained in Old N.A.P.P. yet to be transferred across to CIO.

Bank Account as at 31 March 2021			
	CIO	Old NAPP	TOTAL
Unrestricted	56,877.85	5,903.58	62,781.43
Restricted	0.00	500.00	500.00
	56,877.85	6,403.58	63,281.43

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021  
(continued)**

**5. DEBTORS AND PREPAYMENTS**

As at 1 April 2020, Old N.A.P.P had debtors brought forward balance of £2340, which has since all been received in the year. N.A.P.P. CIO had no brought forward debtors or prepayments at the beginning of the financial year and a movement of £480 which still remains outstanding as at 31 March 2021.

<b>Debtors and Prepayment</b>	<b>£</b>
Balance b/f Old N.A.P.P.	2,340.00
Movement	(2,340.00)
Balance c/f Old N.A.P.P.	0.00
Balance b/f CIO N.A.P.P.	0.00
Movement	480.00
Balance c/f CIO N.A.P.P.	480.00
Balance b/f Combined	2,340.00
Movement	(1,860.00)
Balance c/f Combined	480.00

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021  
(continued)**

**6. CREDITORS AND ACCRUALS**

**Amounts falling due less than one year**

As at 1 April 2020, Old N.A.P.P had a creditors brought forward balance of £5460.50, £4376.72 has since been paid in the year. N.A.P.P. CIO had no brought forward debtors or prepayments at the beginning of the financial year and a movement of £438.24 which still remains outstanding as at 31 March 2021. N.A.P.P. CIO also took over Old N.A.P.P's debt of £1083.78 therefore a closing balance as at 31 March 2021 of £1522.02.

<b>Creditors and Accruals</b>	<b>£</b>
Balance b/f Old N.A.P.P.	5,460.50
Movement	(4,376.72)
Balance c/f Old N.A.P.P.	1,083.78
Balance b/f CIO N.A.P.P.	0.00
Movement	438.24
Balance c/f CIO N.A.P.P.	438.24
Balance b/f Combined	5,460.50
Movement	(3,938.48)
Balance c/f Combined	1,522.02

**7. RELATED PARTY TRANSACTIONS**

Administration and consultancy services were paid for to In-house Business Consultancy Limited owned by a volunteer.