

2023-24 Annual Report

Draft

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Introduction

Another tumultuous year for Napo members

One year ago in Nottingham, we felt that it would be the last AGM to be held before the next General Election and so it proved to be.

For once the opinion polls were spot on with their predictions, and there is now a Labour Government with the second largest Parliamentary majority since 1997. With their election comes a massive opportunity to reverse the economic and institutional decline, blatant corruption and shambolic governance that has blighted politics for 14 long years.

The political sea change that has occurred may not have happened at all, were it not for the valiant campaigns waged by many unions whose long running industrial campaigns did so much in exposing the failure of the last Government to deal with the cost-of-living crisis that they had created.

The negative consequences of the General Election were plain to see in the form of a low turnout and the rise in support for the Reform party, which in turn has encouraged the far-right to emerge from the woodwork and bring terror and racial hatred onto our streets. As you would expect, Napo has worked at pace alongside our sister unions to engage with your employers about the safety and well-being of their staff but, as importantly, to encourage them to show support for their workforces to play their part in lawful involvement in community events that oppose racism, antisemitism and islamophobia.

Following a meeting of Napo's Black Members Network in August to consider what has gone on, plans were also being made for an all - Napo member engagement opportunity.

Our work on your behalf

I will of course have more to say about all of this in my annual address to AGM, but the following report reflects Napo's work on behalf of our members over the last 12 months, and I again want to record my personal appreciation for the dedication and efforts of all Officers and Staff who have been involved in it.

I also wanted to pay tribute to Napo's former National Chair Helen Banner, who stood down last year. I am sure all our members will join me in expressing our appreciation to Helen for her contribution to Napo over many years at Branch and National level. I am also hoping that there will be an opportunity to thank Helen in person at AGM.

The biggest challenge (apart from Pay) in the Probation arena, was our work and substantial media engagement in response to the Prison capacity crisis and the deeply flawed ECSL early release scheme (that was surely another factor in the

demise of the last government), Napo wasted no time in seeking to engage with the newly appointed Lord Chancellor Shabana Mahmood on the alternative SDS 40 scheme. It has been refreshing to meet a senior political leader whose enlightenment and understanding of the wretched state of the Criminal Justice system has given us a feeling that we have at last found someone who acknowledges the problems faced by our members.

Only time will tell as to whether this government has the political courage to do the right things at the right time in the years to come.

Probation Northern Ireland - partnership in action

I always like to single out one of Napo's keynote successes, as while we have managed to secure a reopening of the 3-year Pay award for Probation England and Wales (on which negotiations are continuing at the time of writing), it is our activists and members in the Probation Board Northern Ireland who merit a special mention for their achievements.

The Pay Modernisation package that had been the subject of complex negotiations spanning nearly 3 years, was eventually given the green light soon after the welcome and long overdue restoration of Stormont.

What was especially remarkable was the genuine attempt by all the parties to undertake those talks in a spirit of genuine partnership with commendable leadership being shown by Amanda Stewart and Catherine Sweeney for the employers team and the unbelievable energy and commitment from Fiona Vaughan and Jennifer White on behalf of Napo members.

The deal has been overwhelmingly accepted by PBNI members and will be paid out in full, but at the time of writing some legal complexities have emerged which has required Napo and our sister Union NIPSA to refer certain issues for advice in order to ensure that our respective members have the ability to make claims based on the impact of the previous pay regime.

Cafcass

Our members in Cafcass still face workload pressures which, despite some minor improvements in certain regions, are still unsustainable. Our annual report makes mention of a fresh survey undertaken by our Family Court Section this year which has revealed some disturbing facts that in some areas members are essentially working hours for free because of the operational pressures they are under and their inability to take TOIL.

This unacceptable position is to be the subject of one of Napo's two motions to this year's TUC, but we have already raised the issue with senior Cafcass management and at the time of writing are seeking a meeting with Lord Fred Ponsonby whom we

were delighted to see appointed as a Parliamentary Under-Secretary in the Ministry of Justice.

We look to the new Government to urgently address the lack of sufficient investment by the MoJ to Cafcass over the last 13 years. We are still seeing significant numbers of experienced staff taking their skills elsewhere to the detriment of the families and children whom the organisation, and its loyal but undervalued workforce, is trying to assist.

Covid still with us as the inquiry reveals even more shocking truths

No apologies from me for largely replicating my thoughts from last year here, as anyone witnessing some of the proceedings in the still ongoing inquiry into the management of the Covid Pandemic have seen just how appalling the catalogue of errors during the management of the Pandemic were, together with the levels of what can only be described as corruption around the procurement of PPE.

While the threat from Covid has diminished but not disappeared, it has been shameful viewing to see certain people attempt to airbrush the disastrous results of this dreadful pandemic as if it never happened.

What cannot, and should never be forgotten, is the human cost to hundreds of thousands of families who lost loved ones and the efforts of trade union members and Napo's health and safety representatives whose work was a vital factor in combatting this most dreadful virus.

Post-Reunification challenges continue

The Annual report provides a summary of the huge amount of work that your elected Officers and Employees have undertaken on your behalf. But it's worth reflecting that we now have One HMPPS, yet it's anything but, with 4 sets of pay, terms and conditions in operation! Even more reason to see Probation taken out of HMPPS which remains a major policy objective alongside devolution of Probation to the Government of Wales.

I look forward to the debates at AGM on these and many other vitally important issues for our members.

Working with the TUC, and the GFTU

Napo has made substantial contributions in our engagement with the TUC and I am very proud to again have been elected unopposed to the General Council representing Black members in unions of under 200,000 workers. Napo must always seek to ensure that we have the opportunity to have our members voices heard alongside of other bigger unions. Among other issues, I have been involved in debates on the dreadful conflict that has been raging in the middle east and have

been party to the two statements that have been made by the TUC as well as the General Federation of Trade Unions where I hold the position of Vice-President

At the time of writing yet another proposal to create a ceasefire between Gaza and Israel has been tabled, and I hope that by the time we meet at AGM this will have found traction and signal an end to the appalling loss of life and destruction. If so, we must hope that this will lay the foundations for a permanent peace and a political settlement and thus bring an end to the prospect of a wider military conflagration across the region.

Of course this is an issue that has impacted deeply on the emotions of our members, but the conflict is one of many being waged across the globe and aside from the deeply concerning war still being waged by Russia against Ukraine there are around 20 ongoing regional conflicts where the horrors of war are being perpetrated and where the usual casualties, namely the innocent, are the perennial victims. That's why we will always seek to show solidarity with working people in their time of struggle.

Staffing developments

A warm welcome to Steven Sage who has joined Napo as an Administrator covering the work of Shireena Suleman who is currently on maternity leave. Many congratulations also to Shireena and her family on the birth of Raheema Noor in March.

Welcome to AGM

Finally, a warm welcome to all our members who are taking part in person or remotely at the AGM.

If you are attending AGM in either form, and whether you are a first time attendee or a conference veteran, then please take the opportunity to raise questions in the accountability session and join in the debates on the issues that members care about!

I look forward to seeing as many members as possible in Newcastle and I hope you have an enjoyable and productive Conference.

Ian Lawrence
General Secretary

Officers and Staff of the Association

ELECTED OFFICERS 2023-2024

Chair	Helen Banner (<i>until December 2023</i>)
Acting National Chair	Ben Cockburn (<i>January 2024</i>)
Vice Chair (Finance)	Carole Doherty
Co-Vice Chairs (Cafcass)	Adam Harmsworth Stephen Hornby
Vice Chairs (Probation)	Ben Cockburn (<i>until January 2024</i>) Charron Culnane (<i>January 2024</i>) Duljit Gill Sue O'Mahoney

STAFF

General Secretary	Ian Lawrence
Assistant General Secretary	Ranjit Singh
National Officials	Tania Bassett (<i>Press, Parliamentary and Campaigns</i>) Annoesjka Valent (<i>AGM, Trade Union Organisation</i>)
Finance Officer	Theresa Boorman
Office Operations Manager	Keith Waldron
Administrators	Anne Burbidge Taytula Burke Cynthia Griffith Jacqui Paryag Steven Sage (<i>Maternity Cover from May 2024</i>) Shireena Suleman Pippa Wood
ULR Manager (Wales)	Ian Freshwater

Affiliations for 2023

Abortion Rights
Amnesty International
Article 39
Campaign for Homosexual Equality
Campaign for Trade Union Freedom
Cuba Solidarity Campaign
General Federation of Trade Unions
Hazards
Hope Not Hate
Howard League for Penal Reform
Justice for Columbia
Labour Research Department
Liberty
National Shop Stewards Network
National Pensioners Convention
Orgreave Truth and Justice Campaign
Palestine Solidarity Campaign
Trade Union Friends of Searchlight
Trades Union Congress
Unite Against Fascism
Venezuela Solidarity Campaign
Wales TUC Cymru

National Executive Committee

Officers: **Helen Banner** (Chair) (until December 2023)
Ben Cockburn (Acting National Chair December 2023 onwards, previously National Vice-Chair)
Duljit Gill (National Vice-Chair)
Charron Culnane (January 2024 onwards) (National Vice-Chair)
Carole Doherty (National Vice-Chair Finance)
Adam Harmsworth (National Co-Vice Chair Family Court Section)
Stephen Hornby (National Co-Vice Chair Family Court Section)
Sue O'Mahoney (National Vice Chair)

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

NEC Black Reps: **Patricia Johnson** (until June 2024)

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

Administrator: **Pippa Wood**

1. Meetings. The NEC has met five times since the last annual report was written: in September and November of 2023 and in March, June and September of 2024. A special NEC was also held in January 2024. The NEC oversees the work of all Napo's standing committees and receives regular reports from them. Much of the business conducted by the NEC is therefore reported in other sections of the Annual Report.

NEC Black Representatives. One of the Black representative seats on the NEC was filled for the 2-year term 2022 -2024 by Patricia Johnson (London), however Patricia Johnson moved to become one the branch representatives for London in June 2024 so this seat is now vacant and the second seat has remained vacant.

- 2. Employers' issues.** A dispute was registered by the Napo Staff Side supported by Unite the Union, and referred to ACAS for Arbitration. A hearing was held on 11 July 2024 and the findings issued on 25 July 2024.
- 3. Napo Head Office.** Most staff continue to work remotely as it has been shown to have delivered substantial operational efficiency. An office attendance calendar system has been put in place to ensure socially distanced working can be maintained for staff needing to be in the workplace and steps are in hand to make the premises at Boat Race House more conducive for the holding of small meetings where this is necessary.
- 4. Finance.** Napo's Finance Vice-Chair reports regularly to the NEC on Napo's financial position. In accordance with legislative requirements the basic details of the union's income and expenditure during the course of the year are published annually. The audited accounts for 2023 are included in this annual report.
- 5. Anti-Racist Policy Statement and Race Action Plan.** The Statement and Action Plans were approved unanimously by the NEC and formally launched at the 2021 AGM in October. The new Anti- Racist Policy Statement sets out clearly that Napo is an anti- racist union and has a zero-tolerance approach to racism. The accompanying Action Plans will ensure that we collectively can make change happen whilst providing individual members with an opportunity to play their part via the individual member action plan.

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

- 6. Branch Disputes.** South Yorkshire raised a dispute re workloads in Sheffield. This was escalated via the disputes procedure and heard at a national level due to being unsatisfactorily resolved locally. Napo's case was upheld at the national dispute hearing and following this a joint communication was developed between Napo and the employer which was issued in late May. It will be shared more widely across the region (Yorkshire and the Humber).
- 7. Motions.** The following motions have been considered by NEC during the reporting period for the Annual Report.

The following Category C motions (if passed by NEC become policy), were passed:

- 28th November 2023: Ban E bikes and E scooters due to fire risks (London)
- 7th March 2024: Step up the fight for trans rights (Kent Surrey Sussex)

- 8. Operational Plan and Strategic Objectives.** The November meeting of the NEC agreed Napo's Operational Plan 2024 and this was sent out to branches. The plan was set out in line with the five objectives set out under Napo's strategic aims covering the range of Napo's work.

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

10. General Federation of Trade Unions. Napo is an active affiliate of the GFTU. The General Secretary was elected as GFTU Vice-President 2023-2025 at the Biannual conference.

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

12. Trade Union Congress (TUC). The 2023 Congress took place in Liverpool and Napo's delegation to Congress was Ian Lawrence and Ben Cockburn. Napo submitted two motions entitled:

'Lives at risk – Government failures on the Probation Service' and 'Remove Cafcass from the Civil Service Pay Remit'. Napo's motion on the Probation Service was composited with a motion from the POA which subsequently called for a Royal Commission into the Prison and Probation Services.

Ian Lawrence retained the seat unopposed for the General Council Section F (Black Member representing smaller unions of less than 200k members) for 2023/2024, and has again been re-elected unopposed for 2024/2025.

TUC Congress 2024 will take place in Brighton and Napo's delegation will be Ian Lawrence and Ben Cockburn. Napo has submitted two motions titled: 'Prisons are full but so is Probation' and 'Time to bring an end to unpaid overtime in Cafcass'.

13. TUC Black Workers Conference. TUC Black Workers Conference took place from the 26th to the 28th April 2024 and Ikki Bhogal, Urfan Amar and Ranjit Singh were approved as Napo's delegation.

14. TUC Young Workers Conference. The conference took place from the 23rd-24th March and Tallula MacMillan was approved as Napo's delegation. No motions were submitted.

15. TUC Lesbian Gay Bisexual and Trans Conference (LGBT+). The conference took place from the 27th-28th June and Mark Nixon and Tallulah MacMillan were approved as Napo's delegation. No motions were submitted.

16. TUC Disabled Workers' Conference. The TUC Disabled Workers' Conference took place on the 23rd and 24th May, and Ikki Bhogal was Napo's approved delegation. No motions were submitted.

17. TUC Women's Conference. The TUC Women's Conference was held between the 6th to the 8th March and was attended by Annoesjka Valent (National Official) as the two nominated members withdrew from attending.

Cafcass Negotiating Committee

Membership:

Adam Harmsworth - National Co-Vice Chair

Steve Hornby - National Co-Vice Chair

Nicki Kenney - Family Court Section Chair

Olivia Fitch - Service Manager Rep

Nicola Taylor-Ebong - Lay member (FCA)

Kathryn Holt - Member of SEC

Vacant - Practice Supervisor Rep

Vacant- Newly Qualified Social Worker Rep

Ian Lawrence - General Secretary/Official

1. Membership.

The membership of the committee is set out in the Family Court Section Constitution. In accordance with the Napo Constitution the Cafcass Negotiating Committee was elected at the Family Court Section AGM which took place on the 21 September 2023.

2. Meetings.

The Committee has met with the Section Executive Committee and the Family Court Committee on 3 occasions during the year: 30 October 2023, 21 February 2024, 16 May 2024. All these meetings have taken place by virtual means.

3. Partnership Meetings.

There have been three virtual Partnership Meetings with Cafcass Senior Leaders which were held on 18 January 2024 and 08 April 2024. A further partnership meeting was postponed and then cancelled because there appeared to be no time available in that quarter when Cafcass, Napo, and Unison could all be quorate. A 'Trade Union Update Meeting' was held in place of this on 26 July 2024.

We brought agenda items focusing on the linked issues of recruitment, retention, and pay, on staff selling back annual leave, on the Band 8 reconfiguration and rollout of the Consultant Family Court Advisor role, and the Ofsted report.

Additionally, following the motion mentioned below passed at Napo AGM 2023, we held a separate meeting with Cafcass and Unison on 22 April 2024 to begin broad discussions on pay and rewards. We also attended a meeting on 15 February 2024 focused on the implementation of the Consultant Family Court Advisor Role.

4. Equal Rights Issues.

At Partnership meetings we have continued raising the over-representation of workers with a disability or from a Black, Asian or Ethnic Minority background who have been in some level of employee relations activity. The Employer has agreed to explore this in further detail and report back, but this did not appear in the most recent Partnership Meeting.

5. Staff Survey

In May 2024 Cafcass announced there had been a further reduction in average caseloads across the organisation. While this news was welcomed by Napo, we were conscious that our members were continuing to report very high caseloads, they were struggling to find time to complete all the expectations that Cafcass had of them and were still working significantly above their contracted hours.

In 2021 Napo completed surveys of our members in respect of their caseloads, and what they thought they could safely manage, asking to what extent they were working above their contracted hours and any difficulties they encountered taking time off in lieu (TOIL). These surveys revealed that staff faced significant difficulties and were enduring unmanageable caseloads while completing substantial amounts of unpaid overtime.

To assess the extent of the current difficulties we repeated the 2021 surveys in the first two weeks of June 2024. To obtain an accurate picture, we asked staff to respond even if TOIL or workloads were not a problem for them.

The outcomes of the survey have been published on the Napo website. Key points from the survey are:

- 93% of staff said that they had worked extra hours in the last four weeks that they had not been able to take back.
- Of these 86% said that this happened frequently while 14% said that it occurred occasionally.
- 77% of staff said that they did not keep a record of the extra hours that they worked. Of those that did count the extra hours they worked; they had an average of 20.5 hours owing.
- A frequent response from FCAs ASMs and Service managers was that they did not have time to take back the extra hours that they worked, so there was little point in counting them.
- There was also a significant minority of responses, across all social work grades, indicating that their managers presented barriers to taking TOIL.
- A recurring theme expressed by many members was that the workload pressures were not just about the number of cases, but also about the expectations placed upon staff by Cafcass to complete an increasing number of tasks, many of which were seen by practitioners as overly bureaucratic.
- The impact of workloads on people's health and well-being was highlighted by many responders.

Many of the findings are similar to the results of the survey run in 2021.

Napo's survey results have been sent to Cafcass senior leadership, and will be tabled for discussion at the next Partnership Meeting.

6. Motions.

The following emergency motion was passed at Napo AGM 2023:

CEO of Cafcass needs to engage with the Trade Unions to effectively address the Recruitment and Retention Crisis.

This AGM expresses its disappointment and its dissatisfaction that the Chief Executive of Cafcass, Jacky Tiotto, has not engaged with trade unions in respect of our pay claim or to discuss the continuing unsustainable high workloads that Cafcass staff endure.

On 3rd October this year, in an interview with 'Children and Young People Now', the Cafcass CEO was reported as saying that "Cafcass was a great place to work, offering high quality training, good annual leave entitlement and low caseloads", but was "unsure of what measures were needed to tackle the problem of staff retention."

These astonishing statements, linked to the lack of engagement with the trade unions over the recent pay claim and the 4% pay offer, which took effect from 12th October (after a ballot for industrial action failed to reach the legally required threshold) have led to this emergency motion. We are asking AGM to instruct the General Secretary and National Officers to seek an urgent meeting with the Cafcass CEO which will address:

- the reality of excessive workloads in Cafcass;
- the effect that this is having on the recruitment and retention of staff, which is approaching crisis proportions.

Napo will additionally propose, as an interim measure, that the Cafcass CEO should seek authority to increase all salary points by £2000 per annum from 1st January 2024.

Following this motion, Napo contacted Cafcass with a letter sent via email requesting a meeting to discuss the issues raised in the motion, and to ask Cafcass CEO to seek authority to increase all salary points as stated above. We then met the Cafcass CEO online at the next partnership meeting, and following a productive discussion agreed to arrange a separate meeting on pay. This took place on 22 April 2024 and while it was useful, discussions on pay and rewards have not progressed owing in part to delays with news on the Civil Service Pay Remit and the election resulting in a change of government.

Napo is seeking to escalate the ongoing and growing issues in Cafcass with a motion to TUC Congress 2024 below, which follows the motion to last year's TUC Congress focused on removing Cafcass from the Civil Service Pay Remit.

TUC Motion 2024: Time to bring an end to unpaid overtime in CAFCASS

Cafcass provides a social work service to the family courts who are dealing with the country's most vulnerable children.

A recent survey of members undertaken by Napo found that 93% of staff had worked extra hours over a 4 week period that they had not been able to take back.

77% of staff said that they did not keep a record of the extra hours that they worked mainly because they had no realistic possibility of getting the time reimbursed.

The extent of staff working unpaid overtime echoes the findings of a similar survey by Napo in 2021.

Napo have repeatedly asked Cafcass to take steps to reduce the number of cases held by staff to a manageable level and eradicate the staggering levels of bureaucracy faced by Cafcass staff.

This congress agrees that it is scandalous that Cafcass have consistently failed to address this issue and to have allowed staff to prop up the service through many hours of unpaid work.

This TUC instructs the General Council to establish dialogue with the new Minister for Family Justice to initiate a review into excessive work levels in Cafcass, and find a solution to this perennial problem which is exploitative practice by the employer.

TUC Motion 2023: Remove Cafcass from the Civil Service Pay Remit

Workers in the Children and Family Court Advisory and Support Service (CAFCASS) carry out essential work assisting parties involved in traumatic family breakdowns. Their efforts in public and private law proceedings make a critical difference to parental relationships and the lives of children who are caught in the crossfire of these conflicts.

As an Arms-Length body within the auspices of the Ministry of Justice, members of Napo and Unison have seen their real terms pay massively reduced over the tenure of this government. Cafcass recruits from Local Authority social work teams whose pay increases have outstripped those of Cafcass staff in recent years. The result has been more staff leaving CAFCASS for other social work roles, which undermines the stability and effectiveness of the organisation.

The fact that CAFCASS can maintain its operations at all in the face of the demands placed upon it, is acknowledged by senior management and is solely down to the fact that most staff members work unrewarded, above and beyond their contracted hours, to support children who face huge upheavals in their experience of family life.

Congress supports the joint union campaign to see CAFCASS removed from the centralised control of the MoJ. The General Council are asked to lobby the Labour Party to clearly commit a future Labour Government to remove Cafcass from the

strictures of the Civil Service Pay Remit which is effectively a restraint on our member's trade.

7. Pay 2024/2025.

The pay claim for this financial year has not yet been submitted and formal pay negotiations have not yet begun. At time of writing the Civil Service Pay Remit has only recently been published stating "departments are able to make average pay awards up to 5%".

Probation Negotiating Committee

Members:

Richard Clark (Kent, Surrey, Sussex)
Ann Cruse-Stoddart (West Yorkshire)
Charron Culnane (London) (Until January 2024)
Natalie Dimbleby (Mercia)
Georgia Edwards (Essex)
Stefani Georgieva (Thames Valley)
Ceris Handley (Western)
Patricia Johnson (London)
Mike Quinn (Durham Tees Valley)

Officer: **Helen Banner** (Until December 2023), **Ben Cockburn** (December 2024 onwards)

General Secretary: **Ian Lawrence**

Administrator: **Pippa Wood**

During the last year the committee had one vacancy for Band 5 and above members, and had one vacancy for Band 4 members and one vacancy for Bands 2-3.

Given that the three-year Probation Pay award was accepted by members effective from 1st April 2022, the Committee has not been required to meet as regularly as in previous years. Meetings have taken place during 2024 as follows:

9th January – re response from the Secretary of State for Justice to Probation re-opener claim
29th April – re National Dispute
8th July – re indicative ballot
1st August – re pay and overtime offer
20th August – re pay and overtime offer

Pay Claim from June 2023

The claim was as follows:

- A 12% increase on all pay points effective from 1 April 2023
- An unconsolidated (one-off) payment of £2,500
- An increase in the value of all Probation Service cash allowances of 12% effective from 1 April 2023.

HMPPS Offer

The offer which HMPPS made to the unions in July was for:

1. **The pay rise for all staff which was due on 1 October 2024 to be brought forward to 1 April 2024.** This will deliver much needed additional cash to staff 6 months earlier than set out in the current three year pay award. The back pay owing will be paid in a single lump sum as soon as possible. This money will be subject to tax and national insurance in the usual way. Staff who have left the organisation since 1st April 2024 will be entitled to the pay rise back pay so colleagues who may be in touch with them should advise them to them to write in to claim it.
2. **The deletion of the lowest pay point in pay band 2.** The unions have been campaigning for months to get HMPPS to treat pay band 2 staff fairly who were affected by the implementation of the national living wage in April 2024. The offer from HMPPS will delete the lowest pay point in pay band 2 and move all staff on this pay point to the next highest pay point of £23,250 (full time salary) backdated to 1 April 2024.
3. **The temporary extension of premium overtime rates to pay bands 4, 5 & 6 until 31 March 2025.** Currently, staff on pay bands 4, 5 & 6 are only entitled to time off in lieu or payment at plain time for any additional hours worked above contractual hours. The unions have been seeking the extension of premium overtime rates since the start of this year; However, the Unions want to see this made permanent. The extension of premium overtime rates is undoubtedly linked to the demand which is coming Probation's way from SDS40. There is very little likelihood of this demand having receded by 31 March 2025, so Napo will be arguing that these overtime rates will have to be extended again.
4. **A temporary overtime bonus scheme.** In addition to the extension of premium overtime pay to pay bands 4, 5 & 6, HMPPS has offered an overtime incentive scheme as follows:
 - a. £125 payable to staff after two weeks in which the employee has committed to work at least 5 hours per week over a two-week period.
 - b. £250 payable to staff after four weeks in which the employee has committed to work at least 5 hours per week over a four-week period.

Napo ACCEPTS the offer Napo's PNC Met on 1 August to consider the offer. The Committee agreed to accept the offer with the following reservations.

1. HMPPS to confirm when the lump sum back pay will actually be paid
2. HMPPS to set out what staff on **each pay point** in pay bands 2-6 can expect by way of lump sum backpay (gross pay) when the offer is paid
3. HMPPS to set the detail of the pay band 2 proposal
4. HMPPS to enter into urgent negotiations with the unions with immediate effect to agree the protocols which will govern the award and payment of overtime and the overtime incentive scheme going forward for staff on pay bands 2-6. Both overtime and the incentive scheme must be administered fairly and transparently and give

access to all staff who choose to take up the offer irrespective of pay band and role. These talks must also clear up the on-going misapplication of sessional pay for overtime and the confusion over the relationship between overtime and unsocial hours to the unions' satisfaction.

Napo's Negotiating Committee also agreed that our current trade dispute is not fully resolved and talks continue at high level on the need to reduce workloads.

Editorial Board Probation Journal

Members:

Nicola Carr (University of Nottingham) Editor
Peter Traynor Managing Editor
Nicola Auguste (Probation Service, East of England)
Steve Collett (Merseyside/Retired)
Jane Dominey (University of Cambridge)
Olivia Henry (Probation Service, South West)
Peter Marston (Probation Service, North West)
Shelly-Anne McDermott (Probation Service London)
Fergus McNeill (University of Glasgow)
Jake Phillips (Sheffield Hallam University)
David Raho (HMPPS) Book Review Editor
Mariam Rashid (Probation Service, Greater Manchester)
Rachel Reed (Probation Service, North West)
Gwen Robinson (University of Sheffield)

Officer: **Ben Cockburn** (Vice Chair until January 2024)
Charron Culnane (Vice Chair)

1. Editorial Arrangements

Oversight of the editorial process is shared between Nicola Carr (Editor) and Peter Traynor (Managing Editor), backed by an experienced and committed board membership. In the past year one member has resigned (Ruth Storey, Probation Service, North East) due to changed employment and one new member has joined the Board (Nicola Auguste, Probation Service, East of England). The Editor chairs the board meetings, provides the written feedback to authors regarding publication decisions, and copy edits articles for production. The Managing Editor oversees the submission of articles, deals with general enquiries, organises the board meetings and liaises with the publishers and authors during the publication process.

2. Usage

Full data is not yet available from the publisher for 2023/2024, so we include available interim data on the journal's usage:

There were 146, 975 full-text downloads of PJ articles in 2023, which is an increase from previous years. The proportion of paid usage of the journal remains stable, and the Probation Journal performs well above the average when compared to other Sage titles.

The Journal has recently secured an Impact Factor (1.5), which is an indicator of esteem and the success of the journal.

Up to May 2024 there were 76,601 full text downloads. This figure is comparable with previous years.

The following articles were amongst the Top 10 Most Downloaded articles (Jan- 2023 and December 2023): Dominey and Canton (2022) 'Probation and the Ethics of Care.' Bartels et al (2018) 'Public opinion on sentencing and parole.'; Baim (2020) 'Applying the Dynamic-Maturational Model of Attachment and Adaptation in criminal justice interventions.' Rutter and Barr (2021) 'Being a 'good woman': Stigma, relationships and desistance.'

3. Sage Partnership

The relationship with Sage Publications remains extremely positive and regular meetings are held with Sage's production team. Sage actively promotes the Journal both nationally and internationally and has given it access to markets which it would be difficult to reach without an internationally respected publisher. It is already read in more than two dozen countries worldwide, and the income and profile of the Journal has continued to increase as a result of Sage's international marketing. The 2023/2024 Royalty Statement is awaited from the publishers).

4. Board Meetings and Board Composition

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

5. Journal Contents and Copy Flow

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

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

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

Board have contributed to HMPPS Insights Events on Practitioner Publishing. This has led to follow up workshops with probation practitioners who are interested in writing for the journal. Practitioner members of the journal's editorial board also host a Teams channel to provide a forum to support practitioners interested in contributing to the journal.

6. Issues in Community and Criminal Justice

The ICCJ is edited by Steve Collett (Series Editor) and Peter Traynor (Managing Editor) and overseen by the full Journal Editorial Board. An ICCJ issue based on a practitioner's account of probation over the course of several decades has been completed and will be published this year.

7. Concluding Comments

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

Equal Rights Committee

Members:

Patricia Johnson (Chair)

Richard Clark

Eleanor Page

Iqbal Bhogal

Tuncay Gurhan

Link Official: Ranjit Singh

Link Officer: Duljit Gill

Administrator: Steven Sage (Temporary Maternity Cover for Shireena Suleman)

1. The committee has met on three occasions. Several attempts were made to hold a first meeting and the first meeting of the committee took place on 31 January 2024 and subsequent meetings on 17 June 2024 and 8 July 2024.

Two motions have been allocated to Equal Rights Committee.

2. AGM Motions:

Combat Discrimination: This motion called on HMPPS to produce a comprehensive report on potential discrimination in the nine protective characteristics to include identifying measures such as, disciplinary processes, grievance procedures, reward and recognition, staff recruitment and retention. Furthermore, if the report identifies discrimination in any of the measures outlined nationally or in local Probation areas then an action plan is put in place and dates for implementation agreed.

The trade unions received a comprehensive report from the employer showing the breakdown by protected characteristic on the number of Probation Staff subject to a Conduct and Disciplinary process and the outcome. A breakdown of grievances was also provided showing the number of Probation Staff that raised a grievance by outcome and protected characteristic. The report also showed the reason for the grievance and the protected characteristic of staff raising the grievance. The reports shared by the probation service covered the period 2018/19 to 2022/23.

A further separate report has been received which shows the equality analysis of reward and recognition schemes. This is broken down by grade and protected characteristic. The trade unions receive regular updates on staff recruitment and retention broken down by protected characteristic.

Due to continuing ongoing concerns raised by the Probation trade unions the employer has commissioned a report into bullying, harassment and discrimination in the Probation Service.

The Probation Service commissioned Jennifer Rademaker, one of the Ministry of Justice's Non-Executive Directors, to look at the organisational culture in probation and how the service applies its policies, procedures and practice relating to bullying,

harassment and discrimination. Alongside Jennifer, a King's Counsel barrister, was instructed, Eleena Misra, to lead a legal team, providing high quality legal advice.

At the time of writing this annual report, we are still awaiting an outcome from the service on the publication of their report and any corresponding action plan. HMPPS advised that the report was delayed due to the announcement of the General Election. However, we expect the release of the report imminently and for the Probation Service to work with the trade unions to act on the recommendations swiftly.

Failing to Support Neurodiverse staff: This motion called for guidance on how to navigate through the processes involved when reasonable adjustments are identified and refused and furthermore for Napo to work with the employer to raise awareness and develop training around how to support ND staff and stop discrimination and disability disadvantage.

Equal Rights Committee is fortunate that the proposer of the motion is also a member of the Equal Rights Committee. This will ensure that the sentiments of the motion can effectively be delivered.

Napo has met with the Probation Learning Services Team and the Head of Probation Professional Pathways to explore ways additional support can be provided to PQUIP learners who are neurodiverse. It has been agreed to establish a working group that will seek to develop practical support for neurodiverse learners and how they may be able to overcome any barriers that they are faced with. Napo will be represented on the working group.

More broadly, following ongoing discussion at the Probation Unions Diversity and Equality Sub Committee Napo has been working with the Probation Service to develop an escalation route and how the MoJ Workplace Adjustment Service can better support neurodiverse staff.

Bespoke meetings have been set up with Probation Disability Staff network (DAWN) and with the MoJ Disability Lead to discuss how we may remove barriers for neurodiverse staff and additionally what can be included in the disability action plan for future years to raise awareness amongst the staff group and offer training on neurodiversity.

Equal Rights Committee are also in the process of developing a questionnaire for neurodiverse members in Napo, to find out how and to whom members with neurodiversity would go to in order to access support if required.

A Category C motion was passed at the NEC on the 7th March 2024 which has become Napo Policy. Step up the fight for trans rights: this motion called on Napo to provide in-house training on trans rights to members and activists; to oppose the discriminatory use of CCBs and the conflation of risk with gender and to mobilise the strength of our union for campaigns and protests in support of trans rights. This work is ongoing for the Equal Rights committee and will also involve work with the Campaigns network and with those leading Napo's professional agenda.

3. TUC Equality Conferences: Napo was represented at the following TUC Equalities Conferences: Disability Conference and Black Workers Conference. Sadly, due to last minute change in circumstances the Napo member had to withdraw from the TUC LGBT conference.

4. Napo Equality Networks: The LGBT network, Disability network and Napo Black Network. Will have met four times for the period 2023/24. The networks continue to provide a valuable forum for identifying issues and providing a safe space for members to share experiences and gain support from fellow members with similar protected characteristics.

5. Race/Anti- Racism Activity

Probation Survey of Black Asian and Minority Ethnic Staff - Race Action Plan:

The Probation Service has requested that this work is now incorporated into the business as usual meetings.

Race Pay Gap reporting. Sadly, we are still waiting for the employer to provide the promised data on the race pay gap. We will continue to making the request until the data has been provided.

Disability

Workplace Adjustments: Concerns about the quality and extent of support from the MoJ Workplace Adjustment Service have been raised with the employer and there is ongoing engagement to see what can be done so that the service better meets the needs of members.

Occupational Health referrals: Steps are being taken to work with CAF/CASS to improve the service by the occupational health provider. A members meeting has been held to offer advice and guidance on what to do when a referral is made to occupational health.

6. LGBT

A survey of LGBT network members has been undertaken. The findings of the survey will help Napo better take forward concerns of LGBT members working in Probation, CAF/CASS and the Probation Board of Northern Ireland.

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

8. Report on the Implementing Anti-Racism Policy; work to promote an inclusive union. Unfortunately, due to a changeover of Administrators (maternity cover) the request for reports from branches had not been sent out in time for the completion of the report.

Family Court and Campaigning Committee

Membership:

Steve Hornby National Vice-Chair

Adam Harmsworth National Vice-Chair

Nicki Kenney Family Court Section Chair

John Mallinson Family Court Section Vice-Chair

Ian Lawrence General Secretary/Official

Family Court Journal Editorial Board Membership:

Nicki Kenney Family Court Section Chair

Steve Hornby National Vice-Chair

John Mallinson Family Court Section Vice-Chair

Paul Walker Family Court Section member

Peter Brooks Retired member

Catrina Flynn Professional Associate member

1.Membership.

The membership of the committee is set out in the Family Court Section Constitution. At the Family Court Section AGM there were no nominations for additional members to join the Family Court and Campaigning Committee. We need members to support and join this committee for it to function with greater effectiveness.

2. Meetings.

There have been no standalone meetings of the committee, but there has been communication through e-mail and some discussion by members during meetings of the Family Court Section executive.

3. Motions.

There were no motions attributed to this committee.

4. Professional Issues.

The Family Court Section has produced a “Manifesto for Cafcass” setting out our proposals to address the workload crisis, improve the well-being and morale of staff and enhance the service we provide to children and families.

A summary of the key points are reproduced below.

Prioritise moving to manageable workloads

The leadership of Cafcass should prioritise addressing the workload crisis and implement an emergency nationwide strategy until workloads fall to a sustainable level.

Remove Cafcass from the Civil Service Pay Remit

The inability of Cafcass to set pay and conditions is severely impacting upon its capacity to manage, retain and recruit practitioners. The outcome is heightened stress and sickness levels; loss of experienced staff; ongoing disruption of case management and welfare reports to court. This has led directly to delays in the start of proceedings and the conclusion of those already in process. High workloads and the burden of bureaucracy have contributed to this situation, but the most significant factor is the more attractive pay package that local authorities are able to provide.

Reduce Bureaucracy

Whilst acknowledging that the collection of data can aid performance management and guide strategic decision making, the level of bureaucracy in Cafcass has grown to a level that impacts on practitioners' ability to work effectively with children and their families.

There needs to be a rebalancing of priorities in order to give practitioners more time to work with families and increase managers' availability to provide effective support and supervision.

There needs to be more reliance on professional decision making and effective supervision and less on responding to prompts that are driven by data.

We need to consider what is right for each individual child and family, rather than meeting performance management targets.

A proportionate approach to management oversight

Newer, less experienced members of staff and those who may have been impacted by issues that have affected their practice ability need to be provided with effective supervision and there will be a need for there to be appropriate oversight of their work. However, the current arrangements in Cafcass make no distinction between those staff needing such an approach and practitioners with more experience who have consistently delivered work to a high standard. This "one size fits all" approach, places an unnecessary burden on managerial capacity and intrudes unnecessarily into the professional decision making of experienced Family Court Advisors.

Making Cafcass an employer of choice for all

Napo want to continue to work with Cafcass to attract and retain staff from across all communities and to further develop a safe and inclusive working environment.

We want to understand and address the over representation of black staff in formal employment relations procedures that affects our staff in Cafcass and staff in the wider social work sector.

Napo wants to see anti-racism training made available to all staff regardless of their role in the organisation.

Improving the national improvement service and social work management

The level of knowledge and ability of Cafcass staff working in the national improvement service is of an exceptionally high quality. We suggest that the effectiveness of the advice and guidance that they offer could be enhanced by staff having up to date first-hand experience of working directly with children and families. This could be achieved by offering existing staff the opportunity to actively hold a small case load and future staff being seconded to the service on a temporary basis.

A root and branch reform of our case recording systems

Our current systems for case recording have grown piecemeal over a number of years, mainly in response to a perceived need to collect data. They are overcomplicated and repetitive.

Move Cafcass from the MoJ

Napo promotes the move of Cafcass from the Ministry of Justice to a more appropriate home under the Department of Education where its focus on promoting the welfare of children could be developed and its expertise shared.

Career Progression

We support the efforts to enhance the career pathway in Cafcass. We welcome the commitment from Cafcass senior managers to have meaningful consultation with the trade unions, which will help to avoid the level of staff dissatisfaction that staff have expressed about past changes.

Cafcass needs an effective workload management tool

The Cafcass workload management tool was introduced in 2009 and assisted in resolving the trade dispute lodged by Napo in respect of Cafcass social workers carrying unmanageable workloads. While still extant, it is widely acknowledged that the tool is outdated and for a number of years it has not been used by managers when considering allocation of work. Instead, a crude measure, namely the number of active cases is the preferred method. Cafcass needs to progress work on establishing an effective way to measure staff workloads, which in our view should be informed by time measurements of key tasks.

Reform of Private Law Family Proceedings

The restrictions to legal aid funding for private law family applications may have weeded out some unnecessary applications, but it has weighted the process in favour of better-off families. It also leads to delays because parents acting in person often leads to time consuming processes in court.

Napo accepts that the solution cannot be to simply reintroduce legal aid on the same basis as before. We contend that there needs to be targeted assistance made available to separating families.

Napo welcomes initiatives to reform how the Family Court deals with family law applications such as the current pilot path finder programmes and would support a revised pathway being applied across the jurisdiction when the lessons from the pilot projects have been considered in terms of the impact upon the children and families we are serving, and the staff members involved in delivering the revised service.

These projects have the potential to lead to better outcomes for children and their family and are likely to be ultimately cost effective when a holistic appraisal is applied. However, it will be essential that these initiatives are adequately resourced both in terms of legal aid being available for families to receive advice and sufficient staffing levels being in place within Cafcass, to enable the transition to deliver the benefits that it has the potential to achieve.

5. The Family Court Journal.

The Family Court Journal was relaunched in 2023 as an online only publication.

At the time of writing the finishing touches are being put to the summer edition of the Family Court Journal. The winter edition was published at the end of December last year and as well as reviews and professional notes on law and research, included the following articles: Understanding Children's Agency & Voice; A Developmental Process Over Time, Dr Ruth Felstead; The Children's Voice: Weight to be attached to the ascertainable wishes & feelings of the child, Paul Walker; Failed by the Family Court, Dr Elizabeth Dalgarno, Dr Rima Hussein, and Ruth Dineen; and a brief history of Divorce, John Mallinson.

The Journal Editor attended the Family Court Section Executive in November 2023 and set out his vision for the Journal in the following 12 months. The Editorial Board meet monthly by TEAM's. They are planning to expand the source of input in respect of professional and academic contributors.

Contributions are welcome from Napo members and non-members in relation to the Family Court and wider social work practice with children and families. The editorial board also welcome any contribution from probation members that may cover shared professional ground. Members are asked to promote the journal among their colleagues who are yet to join a trade union, helping to make it a regular feature as well as an additional benefit to membership of Napo.

Health and Safety Network

1. Introduction

Napo represent Probation, PBNI and CAF/CASS members on Health, Safety and Welfare matters and continue to challenge management; campaign for improvements; raise the profile of Health, Safety and Welfare among members to safeguard them and their colleagues in their workplaces, and provide a tool for recruitment.

With significant cuts to funding for the Health and Safety Executive (HSE) in the last 14 years by the Conservative Government and the subsequent impact on their staffing and capacity, the effectiveness of HSE Inspectors has been diminished. In addition the likelihood of workplace inspection has been dramatically reduced, whether for ad-hoc inspections or investigations after an accident or incident. For all these reasons there has never been a more critical time for Trade Unions and employers to be 'on top of' Health Safety and Welfare matters. We rely on our Health, Safety and Welfare reps and Covid reps to challenge the employer and by working together we safeguard colleagues.

The issues that members raise includes RAAC, concerns about Covid not going away, workload issues and work-related stress. The Operation Protect collaboration between Napo, Unison and GMB is gaining traction. Thank you to all our COVID and health and safety reps, you are doing a great job!

2. Meet the team

Our Health, Safety and Welfare work is led by Ian Lawrence, Napo's General Secretary who is supported by National Vice-Chair Sue O'Mahoney, Carole Doherty looks after Health Safety and Welfare elements in Unpaid Work programmes and Steven Sage has been providing maternity leave cover for Shireena Suleman. Ian Richards from the GFTU continues to provide the union and its members in Probation and Cafcass with Consultancy support as commissioned by the General Secretary

How we engage with members: Napo officers and officials liaise with Health and Safety, Covid and other branch officials through the Forums.

3. Napo affiliations

In addition to our affiliations to the GFTU and the TUC, who provide related campaigns, training and support networks, the following activities benefit the Health, Safety and Welfare work of Napo.

GFTU: The GFTU run an impressive Activist Training programme through its Education Trust which Napo members can sign up to, the GFTU also provide consultancy support for our Health Safety and Welfare Work through Ian Richards, who also chairs a Specialist Officers Network Group for Health Safety and Welfare work across the network of GFTU Affiliated Trade Unions including Napo.

TUC: The Trades Union Congress in England and the Wales TUC continue to be important, with the work of Shelly Asquith as the Health, Safety & Wellbeing Officer in the TUC Organisation, Skills and Services Department, helping the work of Health and Safety and Covid Reps through roles across the country being celebrated and supported. In 2024 the TUC organised and hosted a Safety Reps Connect event.

Hazards: the Hazards campaign continues to raise awareness of issues and champion better Health, Safety and Welfare across communities, the labour movement and in workplaces across the country and actively communicate about issues through their magazine, undertaking the role of critical friend and campaigning constantly. Branches are urged to subscribe to the Hazards magazine to raise branch member awareness and stimulate greater commitment and recognition to workplace Health, Safety and Welfare reps.

Labour Research Department: LRD publications provide vital underpinning information to Officers, Officials and Activists and the annual Health and Safety Law guide is essential reading for those championing Health, Safety and Welfare for our members.

National Shop Stewards Network: Affiliation and activism amongst the National Shop Stewards Network ensures that Health Safety and Welfare and other Napo Trade Union priorities remains high on the agenda.

4. Napo's Health, Safety and Welfare support network:

Health and Safety Network Officers:

Sue O'Mahoney (National Vice-Chair Probation).

Chair: Nicki Kenney (Cafcass).

Administrator(s): Steven Sage (who has been providing Maternity Cover for) Shireena Suleman.

External support (provided by GFTU): Ian Richards (GFTU Operations Manager).

Thank you to Napo's Health, Safety and Welfare reps.

Finally, our ongoing thanks go to member colleagues who act as Health, Safety and Welfare reps and Covid Reps and those members who support them across our branches to try to ensure that workplaces are safe, sometimes in challenging situations.

5. Covid hasn't gone away

The first report of the Covid-19 pandemic enquiry has proved what a complex set of challenges and mix of working arrangements people faced, for members this included homeworking and having to find solutions for the public, people on probation (POP's), those in AP's, Prisons, etc. and the report shows how poor and chaotic at times the Governments response was. Napo activists, Officers and Officials worked brilliantly to protect members during the pandemic and there is no doubt that these efforts actually helped to suppress the spread of Covid in our workplaces and saved lives.

Covid will remain around for a long time because it can mutate into different strains to find gaps in our interventions. We are currently seeing an increase in cases and hospitalisation and must all remain vigilant. We should share good practice, support those who continue to suffer with long-covid and other health challenges, and urge employers to improve their approach to assisting the vulnerable and clinically extremely vulnerable. This also demonstrates our ongoing commitment to equality, but most of all it recognises the need to be organised to re-mobilise if the next strain should come our way.

6. RAAC left some workplaces unsuitable

It took a roof collapsing for there to be an appropriate response by government to this unexpected crisis. Rapidly Aerated, Autoclaved concrete (RAAC) couldn't simply be ignored and has been challenging for many members, it was favoured as a method of construction for public buildings for many decades and now that some buildings are literally 'falling apart', there has been a need for some workplaces to relocate to more suitable premises. In some cases the impact was worse for some members where other landlords were relied upon to deliver a safe solution.

7. Stress at work

A recurring theme at health, safety and welfare meetings is how to address the problem of occupational stress and how stress risk assessments are recorded. The "Operation Protect" campaign, launched in June 2023, in partnership with GMB and Unison is addressing the heavy unmanageable workloads faced by members and the flawed Workplace Management Tool (WMT) which fails to recognise the true workload issues and pressures members are under. The Joint Trade Unions also submitted an extensive workload reduction claim which continues to underpin engagement with the Probation employer. In addition workloads forms part of the formal trade dispute which is as yet unresolved. As would be expected, workloads continue to be on every agenda, and we continue to advise our members to follow the process on the Napo Health and Safety pages on the Napo website.

Facilities Time and Recognition agreements underpin the working arrangements between the Union and Employers.

Recognition Agreements are critical documents that describe a set of agreed principles for all aspects of trade union activism for members, with regards to Health, Safety and Welfare, these are also distilled into a useful TUC publication called the Brown book.

Facilities time means that our formally appointed Health, Safety Welfare reps and Covid reps should be provided with adequate training, resources and time off to undertake their Trade Union duties and we work hard to ensure that these arrangements are robustly defended and improved. Please ensure that your employer has your facilities time recorded appropriately.

Our work has included creating more awareness among new safety reps about the recognition agreement, and what facilities time means. This will make us and our branches stronger in the workplace.

Some members have also taken part in their employers' health and safety training activities throughout the year. The employers provide a programme of training up to IOSH Managing Safely that members can take advantage of. Napo has worked with the GFTU and TUC to explore opportunities to bridge any gaps and the situation is slowly improving. We are clear that there needs to be a clear focus on safeguarding members in workplaces and representing them at branch and regional levels, at JCC and Health and Safety working groups nationally.

Ensuring that policies are adopted, and good risk management practice becomes embedded is critical.

We remind employers of their responsibility to ensure that workplaces are safe and as a Union we ensure that the formal mechanisms for Trade Union consultation and engagement are followed but we rely on members, Health, Safety and Welfare reps and Covid Reps to be our eyes and ears on the ground. We continue to escalate matters through the employers internal processes and especially where general risk assessments (GRAs) need improvement or are not being followed. This is even more important in work locations where there haven't been the same levels of scrutiny on them previously, e.g. reintegrated former CRC service locations, people working from home, shipping containers for our UPW colleagues to work from, APs, or places where programmes are delivered away from contact centres where people from outside can just walk in off the street without any restrictions.

8. Unpaid Work Health and Safety Update

Napo have been instrumental in ensuring the fleets of minibuses are not overweight, and many thanks must go to our members for their hard work in assisting with this, and mention should be made here for the input from Beth Lunn for her operational knowledge and insight, which has led to the final guidance for the minibuses recently circulated to regions. Thank You.

Earlier this year, the employers did a Community Payback Safety Survey with all our unpaid work colleagues, and to say it is clear there is much work to be completed to

ensure that our unpaid work colleagues feel safe in their working environment would be an understatement, as more than half reported that they don't.

A number of work streams are currently being set up to address several of the issues highlighted from the assessment, and the first one is the safe working practice document, which the trade unions have been inputting into.

Napo remain committed to ensuring the workplace for Unpaid Work colleagues is a safe one, and we are still raising the need for there to be a minimum of 2 staff with every group of up to ten people on supervision, rather than people working in isolation, and ensuring a consistent and robust out of hours support is properly in place for weekend working, and the managers properly remunerated for their time as well.

Napo have campaigned hard with the employer for the need for a "space" designated for our Unpaid Work colleagues for when they return from an activity or for them to meet together as a team, and it has been pleasing to hear reports over the year of this starting to evolve, be it a place reserved in an existing office or a new site for them to be based, instead of the storage containers a large number were working from.

Working hours continues to be contentious in some parts of the country and reports of Unpaid Work colleagues experiencing stress in trying to fit everything into their working day, including training, updating Ndelius, reporting any concerns, etc is not acceptable, and again Napo is working with the employer into how this can be productively resolved.

9. Update on Health, Safety and Welfare elements in the 2024 Operational Plan:

Objective 1: Promoting and protecting members' interests

Negotiate the cessation of allocating additional cases to those who are in excess of the Workload Measurement Tool (WMT) guidance. If this not forthcoming, Napo will advise members to seek legal advice around litigation and compensation for members who are knowingly and wilfully being subjected to undue stress as the result of the employers' actions (Resolution 3)

Members have been encouraged to manage their workloads and raise with managers if the pressure of their workloads is excessive. Where the workload has become stressful, members are encouraged to record their concerns on Sphera and submit a Foreseeability Notice, to formally raise the issue with management. In the Probation Service a review of the WMT has started as a result of the Operation Protect initiative.

Investigate concerns about Unpaid work in respect of both staff and people on probation safety (Resolution 4).

A review of the UPW practices has begun and a new fleet of vehicles provided, but there are issues with vehicles being overloaded still, members continue to raise their concerns at branch and national level for appropriate action to be taken.

Negotiate the urgent inclusion of E-bikes/scooters in GRAs. Negotiate for the formulation of a policy with our employer banning E-bikes and E-scooters from Probation Premises (Resolution NEC 1)

e-bikes and e-scooters are no longer permitted in Probation premises.

Objective 4: Building a strong, accessible and inclusive union

Training Courses, Seminars, Conferences and Events

Provide a full range of trade union education/health and safety/union learning/equality and diversity courses which include accredited training

The GFTU and TUC have delivered regular Health, safety and welfare themed training that members can apply to attend, other CPD opportunities that are Health, Safety and Welfare focussed are shared via the weekly e-bulletins.

Branches are encouraged to assess training needs and book places on training provided by the employer, Napo, GFTU, TUC or another provider.

Come and join us - We continue to run regular monthly health, safety and welfare and Covid rep forums

Probation Service Health and Safety and Covid Reps Forums take place on the first Tuesday of every month, In Cafcass they are less frequent, but it is encouraging to see how many people attend. Agendas cover information sharing, question and answer sessions with invited guest speakers and aspects of Health, Safety and Welfare training.

Parliament, Campaigning and Press

1. Parliament

Napo has produced a number of briefings over the last 12 months on a variety of topics. These have included One HMPPS, changes to the Divisional Sex Offender Unit, Amendments for the Sentencing Bill, briefings to support Reset and Napo's reflections on the King's Speech. These have enabled us to get a high number of parliamentary questions and support from the Justice Unions Parliamentary Group.

Whilst Napo was already doing a lot of cross party work in parliament, efforts were focused on the Labour Party in anticipation of a General Election in the Autumn. This meant we were well placed in terms of our Manifesto asks when the election was called for July. Labour were keen to get Napo's view and this is reflected in their manifesto. Since coming into power Labour have made it clear that they see Napo as a key stakeholder in probation and family courts going forward and we anticipate further meetings and roundtables over the coming 12 months.

Napo continues to be a member of the Trade Union Co-ordinating Group (TUCG), a full report from TUCG will be ready for Annual General Meeting (AGM). The group has focused on key policy areas that will benefit workers across all sectors. This includes campaigning for the New Deal for Workers to prevent it being watered down during the election, abolishing the 2 child benefit cap and repealing anti trade union laws such as the minimum service level agreement.

2. Campaigning

The Campaign Network has met a number of times over the year. The network has looked at how Napo communicates with members and how we can improve communications going forward. This was mainly looking at how we can modernise internally in light of the issues Napo has faced with a new website and database. The network has also been reviewing how branches can use local campaigns to increase activism and membership with a view to setting up a mentoring pool of experienced members that branches can tap into. This would be for local campaigning but also for motions for National Executive Committee (NEC) and Annual General Meeting (AGM).

Nationally Napo has been campaigning on a number of fronts. Operation Protect (further details of this are found under Trade Union Organising) has been a real success with members across the country attending lunchtime rallies. Napo will continue to campaign on workloads and staffing in probation which is a significant issue for members. The campaign is having an impact on Senior Leaders in HMPPS and has enabled dialogue and discussions about workload relief such as Reset. Whilst it is fully recognised that many of the benefits of Reset have been cancelled by Early Release Schemes, Napo will continue to engage with the employer to push for lower workloads and better working conditions. This includes a fundamental shift in the employers approach to staff welfare, retention and recruitment.

Napo has been front and centre of the joint union campaign for the devolution of justice in Wales. Napo Cymru have done a significant amount of work on this issue and we were able to present a joint paper to the Senedd earlier this year. There is still some way to go with regards to the parliamentary Labour party supporting this but it does have cross party support in the Welsh government.

Family Court Section (FCS) have a significant issue with workloads and staffing. Napo ran a survey on workloads with FCS members earlier this year and the results have been published on the website. The headlines are concerning for both members and wider stakeholders. It has been a useful tool to open up constructive dialogue with Senior Leaders in CAF/CASS. However, one of the key issues is staffing and retention and until CAF/CASS is taken out of the civil service pay remit this will continue to be the case.

3. Press

Napo has had extensive media coverage over the last year. Community Care continue to pay close attention to CAF/CASS; the working experiences of our members and the impact staffing and workloads have on children and families. Napo has built up a good relationship with the publication. Their coverage has enabled us to put pressure on the employer to work with Napo to find solutions to the key issues.

Probation has had coverage across the media. Sky News have worked closely with us following the Early Release Schemes and the impact this has on members working conditions, public protection and affected clients. This has raised the profile of probation and helped get the message across that it is not just prisons that are at capacity, probation is at capacity too. Alongside Sky, General Secretary Ian Lawrence has also done interviews for Channel 4, ITV and BBC.

Over a number of months Napo was working with Newsnight to do a special programme on the disbanding of the Sex Offender Units. This was a big piece of work that Officials, Officers and members alike were involved in. Sadly it was shelved due to the announcement of the General Election and will now not be aired. However, one of the journalists involved did pick this subject matter up for a written article and for a BBC Radio story.

In printed media Napo has had coverage in The Guardian, The Independent and the Daily Mirror. There has also been radio coverage for Times Radio, Radio 4, LBC and BBC Wales Radio. There has also been various regional media coverage.

Professional & Training

Napo continues to engage regularly with HMPPS through the Workforce Subcommittee. This committee focuses on workforce planning, the Workload Measurement Tool, recruitment and learning and development.

Napo has made representations on the importance of exit interviews to properly inform the retention issue in probation and to enable a 'deep dive' into why people are leaving. The results from this have been disappointing, in that there is a significant number of people leaving the service and not completing these. We are urging the employer to stress the importance of these to the regions and managers.

At the time of writing this report, Napo has just concluded a second Annex A on the Professional Register. Whilst we support the principle of a register to promote the professionalism of probation and to bring in line with other professions such as social work, we do have some reservations about the current model. We are urging the employer to ensure that the register is not divisive or create a 2-tier staffing model amongst grades. We still maintain that the register must be held externally before it is meaningful and before staff can have confidence in the register. Whilst the employer is open to this proposal, funding needs to be confirmed before this can go ahead.

Many staff will be aware that the HMPPS is carrying an activity review to fully understand what each part of the business does. This is a long term project and whilst some reviews have been completed the final report is still a long way off. NEC will be updated throughout the coming year on developments.

Napo has built up a good relationship with the PQiP lead over the last year. This has enabled us to have advanced sight of and feed into PQiP handbooks which are currently published each year. There is a plan to develop one single handbook going forward. Following last year's AGM and motions passed, there have also been a number of meetings to review the provision and support of PQiP's with Neurodiversity. This is an area we want to develop more collaboratively with the employer and enable members with direct experience to be able to feed into this important and much needed piece of work.

Napo Retired Members Network

National Officer: Steve Hornby (National Vice Chair - Cafcass)

National Official: Annoesjka Valent

Administrator: Pippa Wood

1. This is the fourth year of the Retired Members Network's (RMN) existence. Currently, the RMN has around 84 members and remains by far the largest network in Napo. This year, the RMN has been overshadowed by the very sad news of the death of Jeremy Cameron. Jeremy holds a very special place in the hearts of Napo's veteran members and particularly for the members of the RMN, of which he was the de facto founder when he proposed a motion to set up a Retired Members' Committee at Napo Conference in Southport in 2018. He had been an active member of the RMN since its inception, as a contributor to the Bulletin, author of RMN motions for Conference, organiser of the RMN second-hand bookstall at the Nottingham Conference and as a member of the RMN Executive Committee for the previous two years. He will be profoundly missed.

Since the 2022-2023 RMN Annual Report was submitted, the Executive Committee met four times – 02/10/24, 15/11/23, 24/01/24 and 10/04/24 - by Zoom and there have been six open Zoom meetings on 09/08/23, 29/11/23, 07/02/24, 24/04/24 (RMN AGM), 10/07/24 and 31/07/24. In addition, two RMN regular bulletins have been produced - #6 September 2023 and #8 on February 2024 – and a further, special Bulletin was produced for Napo AGM in Nottingham in October 2023.

2. The RMN organised another self-financed, annual, face-to-face Day Conference at the Burton Street Foundation in Sheffield on 15th May, which was addressed by Peter Jones from Sheffield Labour Friends of Palestine; Ruth Allen from Climate Child Protection (CCPAST); and Martin John, the officer responsible for retired members in the PCS. There were also two plenary sessions on RMN planning for Napo AGM 2024 and the way forward for the RMN.

19 members attended and it proved to be another very inspiring and worthwhile day, that has led the RMN to submit two associated motions to this year's Napo Conference. Once again our Sheffield members provided some musical entertainment for those who had stayed over the night before the Day Conference.

3. As a consequence of the change in Napo's constitution, that originated in the RMN and was passed at the 2022 Bournemouth Conference, which now allows Networks to propose motions to Napo AGM, the RMN submitted six motions to Nottingham AGM and while only four of those were actually debated, these included the motion opposing cuts in Foreign Aid that Jeremy Cameron had been trying to get heard at two previous AGMs, and a motion demanding justice for oil protesters, which Jeremy seconded. Both were carried overwhelmingly.

4. The RMN maintained a high profile at the Nottingham AGM, with members again making up the numbers of Conference stewards. There was the usual RMN stall, this time combined with a second-hand bookstall with books donated by RMN members, which raised £80 for RMN funds.

5. At the RMN AGM on 24th April 2024, the meeting acknowledged that the RMN Executive had been working at a level of organisational intensity that was no longer possible to maintain and risked leaving ordinary members behind. It was agreed that the RMN should change down a gear and aim for a more informal, more social MO. In future, all meetings will be open; there will no longer be exclusive Executive Meetings, and the tasks previously undertaken by individual named members of the Executive Committee will hopefully be shared around interested members.

6. Finally, the RMN should acknowledge the invaluable contributions that our National Official, Noosh Valent and Administrator, Pippa Wood, make to its work, despite their heavy commitments to Napo's working members, for which the Network is deeply grateful.

Steering Committee

Membership

Charron Culnane (London Branch) (until 10th January 2024)
Howard Davies (East Anglia Branch/Retired)
Ceri Jones (Merseyside Branch)
Tony Mercer (Family Court Section/Retired PAM)
Conference Secretary
Jeanne Peall (Kent Surrey and Sussex Branch/Retired PAM) Committee Chair
Maureen Vernon (Staffordshire West Midlands Branch)

Officer

Helen Banner (National Chair – until 14th December 2023)
Ben Cockburn (Acting National Chair – from 14th December 2023)

Officials

Ian Lawrence (General Secretary)
Annoesjka Valent (National Official)

Administrator

Pippa Wood

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

2. AGM 2023 took place at the East Midlands Conference Centre in Nottingham, which is on the University Park Campus of the University of Nottingham. The layout is compact with the refreshment areas, stalls area and rooms for fringes all adjacent to the main hall. Steering Committee, the Monitors and the AGM staff group were all located on the balcony overlooking the refreshment area. This could be accessed by lift from outside the main hall and stairs from the Centre foyer. Members and others did visit the Steering Room to seek advice on motions, emergency motions and procedures but still not to the extent that was the case prior to 2020. The Committee were not contacted by any members participating remotely.

3. The Stewards at Nottingham were volunteers from local branches and the Retired Members Network. They carry out their duties as required by Steering Committee via the Chief Steward. Unfortunately, the Stewards encountered some issues during the sessions where there were questions from the floor to guest speakers. The nature of the hall meant that roving ‘mics’ were

utilised rather than standing microphones. In the heat of the situation some members became demanding in their desire to speak, causing discomfort to the Stewards, who were not required to choose speakers but to provide a 'mic' once a member had been acknowledged by the Session Chair.

The Chief Steward and the Stewards worked very hard at AGM. Steering Committee are very grateful to them for their contribution, which plays an important part in facilitating the smooth and efficient running of AGM.

4. A total of 23 motions were listed for debate, a reduction of 6 from the previous year. No constitutional amendments or amendments to motions were tabled and no motions were composited. 20 motions were debated, which was a similar number to 2022. Of the motions debated, 19 were carried and 1 was lost. 3 motions were not reached. 7 potential emergency motions were received by Steering Committee. 2 were judged by Steering Committee to meet the criteria for emergency motions, were accepted by Conference and both were carried. Another 5 were received on Saturday morning. Discussions with the originator resulted in these being combined into 2 motions, which were then judged by Steering Committee to constitute emergency motions. They were accepted by Conference as emergency motions, debated in the final session and carried.

5. The breakdown of use of time during sessions at AGM is compiled using the running record of timings maintained by the Steering Committee members on the timing table. In 2023, 92 minutes were spent on 'formal' business which covers the initial session of AGM and the accountability session. This compares with 113 minutes in 2022, 154 minutes in 2021 and 82 minutes in 2020 (the virtual AGM). 227 minutes were spent debating motions, including voting time. 56 minutes were lost to 'no business' during quorate time, compared to 19 minutes in 2022 and 10 minutes in 2021. General business which includes chairing explanations, the Order of Business and Monitors' report took 86 minutes. Speakers to conference, accounted for 112 minutes compared with 54 minutes in 2022. Conference was inquorate for 79 minutes, an improvement on 2022 when 92 minutes were lost. The time lost whilst waiting for conference to become quorate was broken down as follows: 15 minutes on Thursday session 1; 20 minutes on Friday, session 1; 9 minutes on Friday, session 3 and 35 minutes on Saturday, session 1. The total session time scheduled within the programme was 735 minutes. The actual time taken by business was 773 minutes.

The professional session on Friday was not timed by Steering but was scheduled to take 90 minutes. However, time was lost from this session due to the previous session over-running.

6. Steering are, as ever, grateful for the support provided throughout the year by Pippa Wood, Administrator and by our National Official, Annoesjka Valent.

Steering Committee extend congratulations to Charron Culnane, a longstanding member of the Committee, who has been elected as a Napo Vice Chair.

7. Progress on Equal Rights Issues

Steering Committee is not involved in proposing policy through motions, but implements Napo's objectives and policy in the specific context of its constitutional remit for the planning and running of Napo's AGM. The Committee responsibilities, therefore, alter little from year to year. The Committee endeavours to make its role accessible to members through written materials available within the AGM section of the Napo website (which can be provided in other formats) and by actively seeking to be available to advise members during the course of Conference.

The Committee comprises six elected members. The Committee maintains a gender balance. There are currently five members, four of whom define as white and one as black. It has members from both the Family Court Section and Probation Branches.

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

The Committee's decisions are explained and accounted for publicly during AGM sessions and members have the right to challenge those decisions. Part of the Committee's role at AGM is to time speeches and keep a running record of all spoken contributions. Steering Committee once again operated the timing table at AGM in 2023 using a basic system of visual and audible warnings operated manually. The Committee firmly believes that this provides a fair and transparent method of implementing the speech timings as set out in Standing Orders. We will continue to discuss with Rock Warehouse, how to apply this for any members who contribute to debates on-line.

Trade Union Organisation Network

Officer: Adam Harmsworth and Sue O'Mahoney

Official: Annoesjka Valent

Administrator: Pippa Wood

1. The TUO Network (currently around 26 members at time of report) continued to also invite Membership Secretaries or any other Branch Executive members. Network meetings were held on Tuesday 12th September, Tuesday 5th December 2023, 23rd January, 21st March, 7th May and 4th June 2024.

2. AGM Resolutions/Constitutional Amendments 2023

There were no Resolutions or Constitutional Amendments directly allocated to the Network this year.

3. Trade Union Organisation/Recruitment

Ongoing work on the AGM Resolution of 2021 continues around the 'Target 10K membership'. The regular TUO Network meetings are providing a great opportunity to discuss how we can continue to build our union re what works or what could be done better on a number of matters. Since last year, again, we have seen a steady and encouraging increase in membership. Figures are provided monthly to Membership Secretaries and to NEC meetings. Sincere thanks are extended to all activists to help us in this work.

'Recruit A Friend' Scheme'. We have continued with this incentive scheme, running it 3 times a year now with members/branches kept up to date when it is open. We refreshed the scheme rules, as in, top recruiters being entered into a prize draw to win a £100 worth of Love 2 Shop vouchers, recruiters of two or more people entered into a prize draw to win £50 worth of Love 2 Shop vouchers, recruiters of one new member entered into a prize draw to win £25 worth of Love 2 Shop vouchers and all new members entered into a prize draw to win a £25 Love 2 Shop voucher. The scheme dates for 2024 are:

1-29 Feb – prize draw April

1-30 June – prize draw August

1-31 October – Prize draw December

Recruitment Packs. This is to continue support members/activists and branches raising the visibility of Napo in the workplace and a range of promotional resources (pens, notepads, lanyards) have been purchased again and will be distributed to use at appropriate events or use in offices upon request. There is also a dedicated Napo 'organising and recruitment page' on the website where leaflets to hand out or hang up on notice boards can be downloaded at www.napo.org.uk/organising-recruitment.

We have started assisting branches with targeted comms messages to encourage more office/branch contacts and activists. We are creating new notice boards posters monthly on various topics, all can be found on the Napo Organising-Recruitment page also.

Important circulars were sent out to branches especially around:

TUO 04/2024 – request to send in 'small wins' / achievements locally

TUO 05/2024 – request for volunteers to keep notice boards up to date in offices

TUO 06/2024 – handy checklist/guide to help with Branch recruiting & organising

TUO 07/2024 – further update with handy guidance for branches

Campaign against the Minimum Service Levels - 'Strike Bill'. We have continued supporting the TUC campaign against this vicious anti-trade union legislation and had a good contingent on the 27th of January TUC demonstration in Cheltenham.

Operation Protect. This joint trade union (with UNISON and GMB) campaign was launched on 26th June 2023 with online public meetings held on 4th August, 29th September and 23rd February. An MP letter writing campaign was launched plus we started taking our campaign onto the streets with lunch time rallies, the first was in London on 16th February, a second was 17th May in Sheffield and a third one 14th June in Cardiff, all to raise public awareness around how the extreme workloads are putting public safety at risk. More regional rallies are planned up in Manchester and in Birmingham. All information can be found at <https://www.napo.org.uk/operation-protect>.

4. Reps' training

We managed to put on further extra online training, pooling potential reps with Aegis the Union during the Summer period in July 2024 with more planned in August and September before the usual courses via TUC and GFTU recommence. We are also

still working on some bespoke extra H&S courses pooling potential reps together with the Society of Radiographers.

For any members/activists who want to engage with individual representations and to become a Napo 'accredited' rep, we will continue sign-posting members to the TUC Reps' courses at <https://www.tuc.org.uk/TUCcourses> and via the GFTU at <https://gftuet.org.uk/education>

We also started to run 'surgery type' sessions for already accredited reps and 'wannabe reps', not to discuss individual cases, but more refresher type sessions, going through the main policies and what to look out for and what is important whilst assisting any members through any formal procedures and to encourage new members to go on training and also become reps as a result of these sessions. The first one was on 16th April with another one planned in November and more regular ones to come up.

5. Young Members' Network (YMN)

An excellent fringe meeting was held at 2023 AGM. Several members went to the General Federation of Trade Unions – GFTU Young Members' Development Weekend in November 2023. Meetings of the YMN were held on 11th January, 24th April, 23rd May and 3rd July. Several young members (which for Napo is up to age 40) also again went on the next GFTU Young Members' Development weekend 10-12 May.

6. Retired Members' Network

A detailed report on their work is included by the Network themselves elsewhere in this Annual Report. Substantial work was put in again by the Network to achieve another very successful 1-day in-person Conference on 15th May in Sheffield.

7. Women in Napo

A great fringe meeting was held at 2023 AGM. We continue to work with Becky Shepherd, Lecturer at London Southbank University, around 'vicarious trauma, women practitioners working with women' and we are planning follow-up work around her research and further training sessions. Following AGM meetings were held on 15th April and 17th June.

8. The Forum (for members grades up to Band 3)

Regular informal meetings were held 14th September, 25th January and 25th April.

9. Managers' Network

Regular informal meetings were held on 25th September, 27th November, 29th April, 31st May and 2nd August.

10. AGM 2023 - Nottingham

The AGM HQ Organising/Administration Team consisting of Pippa Wood, Keith Waldron, Taytula Burke, and Annoesjka Valent, felt the Nottingham AGM went well, despite the late confirmation of the venue. We provide a detailed Organisers' Report to National Officers & Officials, Steering Committee and NEC following AGM each year. Steering Committee have provided their report in this Annual Report with further information also.

11. AGM 2024 - Newcastle

Planning is well underway for this year's AGM. All details can be found for this at www.napo.org.uk/agm.

12. Future AGMs

The NEC ordered for a Strategic AGM Group to explore any potential options for cost-savings. Meetings were held with reports provided to the March and June NEC meetings where it was concluded that how our AGM is currently run, and in a hybrid way, is the way forward for now.

Following on from last year's unfortunate announcement that St. David's Hall is closed for foreseeable future due to the Reinforced Autoclaved Aerated Concrete (RAAC) situation we have not been able to return to Wales for an AGM. The AGM team have since then and are still exploring alternative venues for Wales but none found to be suitable for our requirements at this stage.

Planning is underway for Eastbourne now for Thursday 16th to Saturday 18th October.

13. National Representatives Panel

Ranjit Singh, Assistant General Secretary, is responsible for the National Representatives' Panel.

Membership of the National Representatives' Panel is as follows: Jack Cohen; Les King; Urfan Amar; Mick Hooson; Anne King; John Drewicz; Zita Holbourne, Charlotte Dunkley and Doru Athinodorus.

At the time of writing (31 July 2024), the National Reps' Panel have picked up 45 cases since the 1 August 2023. The Panel wish to express their appreciation to Cynthia Griffith, Napo Administrator, who has ensured the effectiveness of this vital service for members.

Wales Union Learning Fund (WULF) Project - Wales

In conjunction with the Wales Union Learning Fund (WULF) funded by the Welsh Government, Napo continues to promote learning opportunities and course funding for probation staff throughout Wales.

During the last year this project successfully completed the second year of a three year contract. All Learner targets and financial spending goals were achieved. During the second year of the current project Probation staff in Wales accessed 117 courses that were supported by WULF funding with 28 staff gaining accredited qualifications.

Unfortunately, Welsh Government financial cutbacks across all departments has resulted in our project having a 30% reduced fund for learning delivery in year 3: April 2024 to March 2025.

The good news is that Welsh Government have agreed to further fund WULF for another 3 years from 2025-2028, although the actual budgets are yet to be released.

The Napo WULF project continues to be a valuable asset for probation staff across Wales

If any Probation staff in Wales would like funding support with educational courses then please contact Ian Freshwater at ifreshwater@napo.org.uk

Edridge Fund of Napo Accounts and Annual Report

For the year ended 31 December 2023

Administrative Details

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

Reg Charity No: 803493

Registered Office: Boat Race House, 65 Mortlake High Street, London, SW14 8HL

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

Investment

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

Independent Peter Smith, Wayside, Dairy Lane, Aston Juxta Mondrum, Nantwich,

Examiner: Cheshire. CW5 6DS

Report of the Trustees

The Trustees present their annual report with the accounts of the Fund for the year ending 31st December 2023. The accounts comply with the Fund's Trust Deed, the Charities Act 1993 (as amended by the Charities Act 2006), as well as the "Statement of Recommended Practice: Accounting and Reporting by Charities", Charities Commission 2005, revised in 2014, and the Financial Reporting Standard FRS 102, to the extent that it applies.

Trustees

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

Alan Goode (East Midlands) Appointed November 2019 – Chair of Trustees

David Stevens (Mercia) Appointed November 2014, re-elected 2019 – Vice Chair

Carolyn Mack (East Midlands) Appointed September 2016, re-elected 2021

Ian Hankinson (Mercia) Appointed March 2018, re-elected March 2023

Peter Rowe (Cheshire/Greater Manchester) Appointed November 2018

Francis Sanders (Manchester & Cheshire) Appointed September 2019

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

Alan Goode was re-appointed as Chair in March 2023.

David Stevens was re-appointed as Vice Chair in March 2023.

Staff

Karen Monaghan Secretary to Trustees

Jeanne Peall Honorary Treasurer

Sarah Byatt Administrator

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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

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

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

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

OBJECTIVES AND ACTIVITIES

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

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

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

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

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

Applications for Assistance

The total number of applications in 2023 was 102, which is an increase on the number received in 2022 (100) and 2021 (79) but still less than the pre-pandemic year of 2019 (123). The total amount paid in grants during 2023 increased by 39% compared with 2022.

Grants were paid in respect of 71 of the applications. 31 were not successful either because the applicants were not eligible, the application was withdrawn, or they were not deemed to be in financial hardship. The percentage of the total applications for 2023 that were successful was 70%, compared with 2022 when the percentage of successful applications was 75% of the total. The percentage of refused applications in 2023 was 30%, an increase compared to 2022 when it was 25%.

The average grant paid was £426, which is an increase on 2022 where the average grant was £290. The amounts granted ranged from £150 to £500. The Trustees continue to attempt to make grants that match the immediate needs of the applicant.

There were slightly more applications from non-Napo members than from Napo members, similar to 2022. In 2023 the overall amount paid to Napo members was less than the amount paid to other applicants. Two grant was paid to members of other Unions. We have continued the practice of referring applicants from other Unions to their own Welfare Funds, before considering an application.

All applicants employed by HMPPS are now advised of their eligibility for the potential assistance available from the Civil Service Charity "Charity For the Civil Service (CFCS)", on the

basis that those applicants are now Civil Servants. This is a much larger Charity and can provide various forms of help beyond financial assistance.

This year we have again made a full analysis of the applications, including analysis of the Diversity questionnaires we ask applicants to complete with their applications. The aim of doing this is for the Trustees to ensure that decisions on applications do not indicate any discriminatory bias.

We set out below a table of the key results of this analysis under various headings. All the percentages are based on the successful applications, but we confirm that we have done the same analysis on the applications refused. The proportions in all categories are roughly the same. The Diversity figures are based on 92 forms as a number were not completed. In 2% of these forms, the ethnicity section was blank.

Analysis of Successful Applications

Union Membership	Napo	None	Other Union	Total Paid
2023	45%	52%	3%	
Amount Paid	£13,660	£15,755	£850	£30,265
2022	58%	40%	2%	
Amount Paid	£12,560	£8,660	£510	£21,730
Ethnic Background	White	Black	Mixed	Asian
2023	85%	11%	2%	2%
Gender	Male	Female	Transgender	
2023	22%	78%	0%	
Sexual Orientation	Bi-sexual	Gay/ Lesbian	Heterosexual	Prefer not to answer
2023	8%	7%	79%	6%
Disability	Yes	No	Prefer not to answer	
2023	48%	46%	6%	

Governance

During 2023, Trustees continued to ensure the Fund was well placed to address issues relating to its work in the future. The Trustees also agreed to review maximum grant levels on at each meeting to ensure applicants needs were being met whilst keeping a balanced budget.

Trustee & Staff Changes

There were no Trustee or staff changes during the year.

Financial Review

Donations and fund raising

In 2023 the majority of the income of the Edridge Fund was provided by grants from Napo and from CSIS (Civil Service Insurance Society). In addition, further funds were received from a bequest from the estate of Sylvia Scarf. The Trustees remain very grateful for the contributions made by Napo and CSIS, which are of considerable significance in enabling the Fund to continue to provide assistance to current and retired Family Court and Probation staff and their dependants who are in need.

The 50/50 Club continued to be well supported providing a steady source of income, albeit with a slight reduction on the previous year. As a result of some members donating all or a proportion of their winnings back to the Fund, the net benefit was once again more than 50% of the income received. Aside from this, regular donations continue to decline, which continues to be the case throughout the charity sector.

Fundraising through Branches and the Family Court Section reduced in comparison to 2022. However, the importance of a 'in person' Napo AGM to Edridge was once again confirmed, with another successful year in terms of fundraising through the Edridge stall. £977 was raised through donations, 50/50 Club sign-ups, sales of merchandise and the bucket collection.

Administration and Expenditure

Expenditure on administration continued to be tightly managed and was at a similar level to 2022. The details can be found in the notes to the accounts. The majority of applications are now handled on-line and most communication is by email, resulting in greatly reduced postal costs. Payment of invoices, grants and 50/50 prizes continue to be largely by bank transfer (BACS). Governance costs, which usually cover Trustee travel expenses and meeting costs, fell slightly in 2023 although the Trustees continued holding some in-person meetings as well as meetings via Zoom.

Edridge Investments

In August 2020, the monies returned by HSBC Investments were reinvested and are now managed by Aberdeen Standard Investments. Our invested funds have continued to recover from the 2022 market turmoil, regaining most of the ground lost.

Future Plans

The Trustees intend to continue to grow the number of Edridge representatives across the country, not only to provide support and assistance to colleagues, but also to assist with raising awareness of the Fund. We hope that this will also serve to grow income streams through additional donations and fundraising activity.

2. The Trustees will promote opportunity for payroll giving through LDUs to seek to spread donations to the Fund more broadly across the workforce as we come together in a national service.

3. The Trustees will link with the Employee Assistance programme to develop a response to debt in conjunction with other appropriate charities and signpost applicants to the Fund to relevant additional sources of help where we can do so.

DECLARATION

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

Signed: Alan Goode – Chair of Trustees
31st July 2023

CHAIR'S REPORT

I am pleased to be able to present this report in relation to the work of the Edridge Fund during 2023 and in doing so to seek your endorsement. In doing so I would wish to pay tribute to the Trustees, the local representatives and the staff group who have continued to work diligently and efficiently to enable the fund to respond positively to those in need of assistance throughout the year.

Particular thanks are due to Peter Rowe who completed his tenure as a Trustee last year a welcome to Kevin Ling who was appointed as a Trustee in his place.

The Edridge Fund, established in 1934, exists to support all staff of the National Probation Service and Family Courts Service at times of financial hardship. Through the course of the year many people turned to the fund at points of personal crisis when some particular situation had tipped them over the edge to a point where they could no longer manage. There are a number of reasons that people turn to the fund and there are some common threads. Often relationship breakdown and establishing a home as a single parent has lain behind requests for help. Some applicants have suffered domestic abuse and a significant number have faced long term health problems which have left them struggling to manage financially. However, the Trustees have also been aware of many applicants who have fallen into difficulties in coping with the day to day implications of the cost of living crisis rather than some specific crisis creating the problem. While debt has in previous years often been a feature that increases the problems faced by applicants it has been very apparent that debt which limits the opportunity for manoeuvre has of late been outlined by the great majority of those who do apply to the fund for help.

Recognising this fact, at the outset of 2023 the Trustees group decided to increase the maximum level of support to £500 for each applicant. That we were able to do so was in large part thanks to a number of legacies bequeathed to the Fund. As a result the total amount of money handed out in grants was almost 40% higher than in the previous year and 50% higher than in 2021.

The overall financial position of the fund has remained reasonably healthy, again thanks to the legacies received, so that despite that large increase in grants offered the balance of the fund at the end of the year was similar to the previous year.

The fund continues to receive generous grants from both NAPO and the Civil Service Insurance fund which provide the bedrock of finances to sustain the charity in its work. Although monies

received from fundraising activities have declined there has been a balancing increase in donations for which we are very grateful. Applicants to the fund do often comment that the fact that monies received are derived from colleagues generosity makes it the more meaningful.

For those in a position to do so I would ask you to consider making a donation to the fund, and those at conference will find new snappy ways to do so, and for those considering drawing up a will please do remember the Fund when you do so.

Finally we do very much value the support of local reps. in branches but if your branch does not have a rep. do please consider putting yourself forward for the role.

Alan Goode – Chair of Trustees

July 2023

**STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	2023	2022
INCOMING RESOURCES FROM GENERATED FUNDS			
Voluntary Income			
Regular Donations and Gifts	8	3,036	2,092
Grant from Napo		11,414	11,570
Bequests		5,068	28,360
Corporate Charity Donation	12	10,000	10,000
TUUT Grant - <i>restricted funds</i>	7	Nil	Nil
HSBC Compensation		Nil	Nil
Activities for generating funds			
Fund Raising (including 50/50 Club subscriptions)	6	3,353	4,122
Sale of merchandise		303	139
Investment & Interest Income			
Investment Income	11	Nil	Nil
Bank Interest		1,651	378
Incoming Resources from Charitable Activities			
Contributions from members, branches, and others		903	5,623
Total Incoming Resources		<u>35,728</u>	<u>62,284</u>
RESOURCES EXPENDED			
Costs of Generating Funds			
Promotional / Fund Raising activities		216	219
Investment Management Fees	11	Nil	Nil
Website Expenses		504	504
50/50 Club Prizes		904	689
Purchase of Merchandise		Nil	Nil
		<i>subtotal</i>	
		<u>1,624</u>	<u>1,412</u>
Net Resources available for Charitable Application		<u>34,104</u>	<u>60,872</u>
Costs of Charitable Activities			
Grants paid -		30,265	21,830
Management & delivery of the charity's purpose	2	13,576	13,225
Governance Costs	4	501	523
Total Resources expended		<u>45,966</u>	<u>36,990</u>
Net Operating Surplus/(Deficit) for the Year Before Gross transfers		<u>(10,238)</u>	<u>25,294</u>
Gross Transfers between Funds		Nil	Nil

Net Incoming Resources before Gains & Losses		<u>(10,238)</u>	<u>25,294</u>
Other Recognised gains (losses)			
Realised gains/(losses) on investments			
Unrealised gains/(losses) on investments		<u>10,754</u>	<u>(20,587)</u>
Net Movements in Funds		<u>516</u>	<u>4,707</u>
Total funds brought forward		275,319	269,448
Prior year adjustment	10		<u>1,164</u>
Total Funds Carried Forward		<u><u>275,835</u></u>	<u><u>275,319</u></u>

BALANCE SHEET

As at 31st December 2023

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	3		Nil		Nil
Investments	11		199,966		189,212
CURRENT ASSETS					
Debtors	9	2,648		600	
Cash at Bank and in Hand		<u>75,818</u>		<u>86,166</u>	
		<u><u>78,466</u></u>		<u><u>86,766</u></u>	
Creditors					
Amounts falling due within one year					
Accruals	5	<u>(2,597)</u>		<u>(1,823)</u>	
Net Current Assets			278,432		275,978
Total Assets less Current Liabilities			275,835		274,155
Prior Year Adjustment for correction of Bank Balances	10				1,164
Net Assets			<u>275,835</u>		<u>275,319</u>
Net Assets			<u><u>275,835</u></u>		<u><u>275,319</u></u>
Charity Funds					
Unrestricted Funds			273,924		273,408
Restricted Funds	7		1,911		1,911
Total Funds available to the Fund			<u><u>275,835</u></u>		<u><u>275,319</u></u>

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

Alan Goode

Chair of the Trustees, 15th July 2024

Notes forming part of the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2023

1. ACCOUNTING POLICIES

Our Accounting policies remain as reported in previous years.

2. MANAGEMENT AND DELIVERY OF THE CHARITIES PURPOSE

	Notes	2023 £	2022 £
Staff Salaries		11,591	11,131
Office Services including rent		681	654
Office Costs, postage, computer running costs etc		279	404
Insurance		845	851
Depreciation on fixed assets	3	Nil	Nil
Equipment Purchase		Nil	Nil
Bank charges		180	185
		<u>13,576</u>	<u>13,225</u>

3. TANGIBLE ASSETS

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

4. GOVERNANCE COSTS

	2023 £	2022 £
Trustees' expenses	349	390
Meeting Expenses (zoom & room fee)	152	133
Audit and accountancy	Nil	Nil
Napo Conference expenses	Nil	Nil
Trustees Training	Nil	Nil
	<u>501</u>	<u>523</u>

5. CREDITORS

	£
Wages payment for December 2023	978
Grants 086/23, 100/23 paid in 2024	800
Web charges Quarter 4 2023	126

50 50 prize August, Sept. Nov, Dec 2023	340
Corporate Credit Card Dec 23	13
Office rent	<u>340</u>
	<u>2,597</u>

6. FUND RAISING INCOME	£
Fund Raising and Sponsored events	1,298
50/50 Club Subscriptions *	<u>2,055</u>
	<u><u>3,353</u></u>

*The net benefits to the Fund from the 50/50 Club is £1,152 for the current year.

7. TUUT GRANT RESTRICTED FUNDS

As reported in our 2019 Accounts we had received a grant for specific purposes, which was to fund the purchase of card reading machines for fund raising purposes. The balance of the restricted funds are reflected in the accounts. The sum of £154 was spent in 2019. There has been no further expenditure during the current year.

8. GIFT AID TAX REFUNDS

<u>Analysis of Gift Aid refunds account</u>	£	£
Debtor figure brought forward from 2022	600	
Gift Aid refund 2020/2021		723
Allocated to current year	123	
Balance carried forward as Debtor	Nil	
Total Debtor	<u>Nil</u>	
	<u>723</u>	<u>723</u>

£123 is within the figure for regular donations and gifts

9. DEBTORS

	£
Napo grant payment to Edridge (balance 2023)	2,414
Branch raffle Dec 2023	234
	<u>2,648</u>

10. PRIOR YEAR ADJUSTMENT

A prior year adjustment has been made for the sum of £1,164 to correct an error dating from

2019 whereby the Bank Account always reflected more funds than shown in the Edridge Accounts.

11. INVESTMENTS

In March 2020 the Trustees appointed Aberdeen Investments as their Investment Managers. Valuation is market value, certified by our investment managers at 31/12/22. Income received from the underlying investments is retained within the Fund and transferred to capital. The increase in value of the portfolio during 2023 reflects the increase in market value.

12. VOLUNTARY INCOME – SPECIAL ITEMS

	£
CSIS Charity Fund	10,000
<i>See main report – Financial Review – Donations & Fund Raising</i>	

NAPO

Report and Accounts

31 December 2023

NAPO

Officers' Report

The Officers present their report and accounts for the year ended 31 December 2023.

Officers

The following persons served as officers during the year:

H Banner	appointed October 2022
K Lomas	resigned October 2022
S Foreman	resigned October 2022
B Cockburn	
I Bhogal	resigned October 2022
C Doherty	
N Taylor-Ebong	
S O'Mahoney	appointed October 2022
D Gill	appointed October 2022

Officers' responsibilities

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

In preparing these accounts we are required to:

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

Executive Committee are also responsible for:

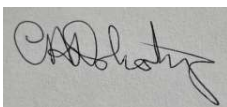
- keeping proper accounting records;
- safeguarding the Association's assets;
- taking reasonable steps for the prevention and detection of fraud;
- establishing and maintaining a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances.

Disclosure of information to auditors

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

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

This report was approved by the National Executive Committee on 1 May 2024 and signed on its behalf.



C Doherty
Vice Chair
1 May 2024

NAPO

Independent auditor's report to the members of NAPO

Opinion

We have audited the accounts of NAPO for the year ended 31 December 2023 which comprise the Income and Expenditure Account, the Balance Sheet, the Statement of Movement in Funds and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion the accounts:

- give a true and fair view of the state of the union's affairs as at 31 December 2023 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis of opinion

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

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

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

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

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

NAPO

Independent auditor's report to the members of NAPO

Matters on which we are required to report by exception

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

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

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

Responsibilities of Executive Committee

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

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

Auditor's responsibilities for the audit of the accounts

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

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



Mr David Goodwin
(Senior Statutory Auditor)
for and on behalf of
Sturgess Hutchinson (Leicester) Limited
Accountants and Statutory Auditors
1 May 2024

21 New Walk
Leicester
LE1 6TE

NAPO
Income and Expenditure Account
for the year ended 31 December 2023

	Notes	2023 £	2022 £
Income from Subscriptions		1,243,585	1,143,477
Other Income	3	23,903	7,611
TUC Projects		60,700	62,119
		<u>1,328,188</u>	<u>1,213,207</u>
Staff costs		(751,789)	(700,620)
Staff recruitment, training and expenses		(11,478)	(7,814)
TUC Projects		(60,700)	(62,119)
Accommodation costs		(17,541)	(15,432)
Operating costs		(122,733)	(126,203)
Committee, conference & affiliation costs		(139,400)	(128,047)
Financial & legal costs		(19,932)	(21,274)
Branch expenditure		(28,791)	(41,349)
Surplus before taxation		<u>175,824</u>	<u>110,349</u>
Tax on investment income		(5,353)	(1,102)
Surplus for the financial year		<u>170,471</u>	<u>109,247</u>

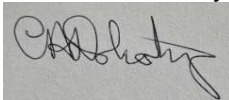
NAPO

Balance Sheet as at 31 December 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	5	727,810	743,506
Current assets			
Debtors	6	54,818	42,613
Cash at bank and in hand			
Branches		26,964	38,208
WULF Project Bank Account		23,387	2,025
Head Office		1,183,029	1,121,310
		<u>1,288,198</u>	<u>1,204,156</u>
Creditors: amounts falling due within one year	7	(373,351)	(365,482)
Net current assets		<u>914,847</u>	<u>838,674</u>
Net assets		<u>1,642,657</u>	<u>1,582,180</u>
Reserves			
Office Relocation Reserve		250,000	250,000
Special Aid Fund		(314,317)	(293,432)
Action Fund		55,530	55,530
NAPO Organising Fund		65,994	65,994
Branch Support Fund		6,857	10,205
General Fund		1,578,593	1,493,883
		<u>1,642,657</u>	<u>1,582,180</u>

T. I. Lawrence

T I Lawrence
General Secretary



C Doherty
Vice Chair

Dated: 1 May 2024

NAPO
Movement of Funds Summary
for the year ended 31 December 2023

	General Fund	Office Relocation reserve	Legal & Represent- ation Fund	Action Fund	NAPO Organising Fund	Branch Support Fund	Total
	£	£	£	£	£	£	£
Income	1,328,188	-	-	-	-	35	1,328,223
Expenditure	(1,152,364)	-	(106,646)	-	-	(3,383)	(1,262,393)
Surplus/(deficit) for the year	175,824	-	(106,646)	-	-	(3,348)	65,830
Taxation	(5,353)	-	-	-	-	-	(5,353)
Net surplus/(deficit)	170,471	-	(106,646)	-	-	(3,348)	60,477
Transfer between funds	(85,761)	-	85,761	-	-	-	-
Net incoming resources	84,710	-	(20,885)	-	-	(3,348)	60,477
At 1 January 2023	1,493,883	250,000	(293,432)	55,530	65,994	10,205	1,582,180
At 31 December 2023	<u>1,578,593</u>	<u>250,000</u>	<u>(314,317)</u>	<u>55,530</u>	<u>65,994</u>	<u>6,857</u>	<u>1,642,657</u>

NAPO
Notes to the Accounts
for the year ended 31 December 2023

1 Accounting policies

Basis of preparation

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

Income

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

Royalties are accounted for when received.

Tangible fixed assets

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

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

Investments

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

Taxation

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

Legal and representation fund

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

NAPO organising fund

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

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

Office relocation fund

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

Branch support fund

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

Pensions

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

NAPO
Notes to the Accounts
for the year ended 31 December 2023

2 Audit information

The audit report is unqualified.

Senior statutory auditor: Mr David Goodwin
 Firm: Sturgess Hutchinson (Leicester) Limited
 Date of audit report: 1 May 2024

3 Other Income	2023	2022
	£	£
Interest receivable	22,780	5,802
Other income	1,123	1,809
	<u>23,903</u>	<u>7,611</u>

4 Staff Costs	2023	2022
	£	£
Wages and salaries	604,178	559,496
Social Security costs	58,158	55,182
Other Pension costs	89,453	85,942
	<u>751,789</u>	<u>700,620</u>

General Secretary	2023	2022
	£	£
Wages and salaries	97,063	92,463
Social Security costs	-	
Other Pension costs	16,292	16,103
	<u>113,355</u>	<u>108,566</u>

NAPO
Notes to the Accounts
for the year ended 31 December 2023

5 Tangible fixed assets

	Freehold land and buildings £	Computer equipment & software £	Total £
Cost			
At 1 January 2023	770,423	17,990	788,413
At 31 December 2023	<u>770,423</u>	<u>17,990</u>	<u>788,413</u>
Depreciation			
At 1 January 2023	30,509	14,398	44,907
Charge for the year	14,798	898	15,696
At 31 December 2023	<u>45,307</u>	<u>15,296</u>	<u>60,603</u>
Net book value			
At 1 January 2023	<u>739,914</u>	<u>3,592</u>	<u>743,506</u>
At 31 December 2023	<u>725,116</u>	<u>2,694</u>	<u>727,810</u>

6 Debtors

	2023 £	2022 £
Trade debtors	-	16,517
Prepayments	29,303	23,268
Other debtors	25,515	2,828
	<u>54,818</u>	<u>42,613</u>

7 Creditors: amounts falling due within one year

	2023 £	2022 £
Bank loans and overdrafts	-	-
Taxation and social security costs	314,569	309,216
Other creditors	58,782	56,266
	<u>373,351</u>	<u>365,482</u>

NAPO
Notes to the Accounts
for the year ended 31 December 2023

8 Movement of Funds

Office Relocation Reserve Fund

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

Legal and Representation Fund

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

Action Fund

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

Branch Support Fund

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

9 Pension commitments

The union operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the union, in an independently administered fund. The pension cost charge represents contributions payable by the union to the fund and amounted to £85,942 (2022 - £85,942). No contributions were due at the year end or at the previous year end.

NAPO

National Office Detailed Income and Expenditure Account for the year ended 31 December 2023

	2023 £	2022 £
Membership Subscriptions	1,243,585	1,143,477
Bank Deposit Interest	22,780	5,802
TUC ULR Project	60,700	62,119
Gains on investment income	-	-
WULF Income	-	-
Sundry Income	423	257
	<u>1,327,488</u>	<u>1,211,655</u>
Staff costs		
Salaries, Pension, National Ins	751,789	700,620
Staff Recruitment	-	-
Staff Training	850	288
Staff Expenses	10,628	7,526
	<u>763,267</u>	<u>708,434</u>
TUC ULR Project	<u>60,700</u>	<u>62,119</u>
Accommodation costs		
Rates, Light & Heat	11,499	10,777
Rent & Service Charge		
Insurance	2,064	1,911
Professional Indemnity Insurance	3,978	2,744
Sundry	-	-
	<u>17,541</u>	<u>15,432</u>
Operating costs		
Print, Stationery & Equipment	2,684	6,265
Reference Books & Papers	-	13
Postage	2,792	1,387
Office Move	7,044	4,119
Telephone	3,905	4,959
	<u>16,425</u>	<u>16,743</u>
Computer Equipment & Support	91,566	79,817
Cost of Publications	(954)	13,345
Depreciation	15,696	16,298
	<u>106,308</u>	<u>109,460</u>

NAPO

National Office Detailed Income and Expenditure Account for the year ended 31 December 2023

Committee, Conference & Branch Costs

Committee Expenses	3,670	6,411
Cost of Conferences	62,844	62,206
Branch Grant	8,170	4,601
Branch Conference Funding	8,677	4,559
Branch Training	-	-
Health & Safety Training	-	-
Certification Officer Levy	6,528	-
Branch Accounts	2,412	3,566
Communication	2,017	2,372
Consultancy	2,895	2,979
Welsh Language Translations	-	-
Membership Recruitment	7,183	4,076
	<u>104,396</u>	<u>90,770</u>

Subscriptions & Affiliations

TUC Fees	16,908	15,740
Other Fees	1,713	1,355
GFTU Fees	7,041	6,555
	<u>25,662</u>	<u>23,650</u>

Edridge Donation	13,828	11,570
General Donations	-	209
	<u>13,828</u>	<u>11,779</u>

Campaign/Media/Parliamentary Work	12,361	11,008
Ballot	-	-
	<u>12,361</u>	<u>11,008</u>

Financial Costs

Audit Fee	9,000	9,000
Bank Charges	6,746	7,298
Legal & Professional Fees	4,186	4,976
Loss on revaluation of investments	-	-
	<u>19,932</u>	<u>21,274</u>

(1,140,420) (1,070,669)

National Office Surplus before taxation	187,068	140,986
Less: Branch Office Deficit	(11,244)	(30,587)
Total Surplus before taxation	<u>175,824</u>	<u>110,399</u>

NAPO

Branches - Detailed Income and Expenditure Account for the year ended 31 December 2023

	2023		2022
	£		£
Grants from National Office	8,171		4,601
Hardship Grant	1,000		500
Conference Funding from National Office	8,676		4,559
Individual Contributions	300		1,100
Members Account	-		-
Sundry Income	400		452
	<u>18,547</u>		<u>11,212</u>
Branch Expenses			
Expenses of Other Officials	4	843	
Printing, Postage & Stationery	442	-	
Branch Refund	35	2,825	
Branch Meetings	555	869	
Bank Charges	475	490	
Adj to Northern Ireland bank account	-	-	
Training	-	-	
Donations	336	279	
Cost of Annual & Branch Conference	25,693	35,568	
Member Account	-	-	
Other Branch Expenses	2,251	975	
	<u>29,791</u>		<u>41,849</u>
Surplus before taxation	<u>(11,244)</u>		<u>(30,637)</u>
Charged to General Fund	28,791		41,349
Transfer from NAPO Organising Fund	1,000		500
	<u>29,791</u>		<u>41,849</u>

NAPO

Publications Account for the year ended 31 December 2023

	2023		2022
	£		£
Cost of Publications			
Printing Newsletter	1,896		9,326
Probation Journal	46,380		46,394
CAFCASS Journal	500		-
Postage - Newsletter & Journal	-		-
	<u>48,776</u>		<u>55,720</u>
Less:			
Inserts Journal & Newsletter	-		-
Income from other publications			
NAPO Newsletter Adverts	-		-
Royalties Probation Journal	49,730		42,375
Sundry Publications	-		-
	<u>(49,730)</u>		<u>(42,375)</u>
Total cost of Publications	<u>(954)</u>		<u>13,345</u>

NAPO

Conference Account for the year ended 31 December 2023

		2023		2022
		£		£
Cost of Annual Conference	69,889		67,711	
Less: Registration Fees	(9,167)		(7,759)	
Net Cost of Annual Conference	<u> </u>	60,722	<u> </u>	59,952
TUC Conferences	2,122		1,314	
Other Project Income	-		381	
Retired Members Network	-		559	
Project Income	-		-	
Total Cost of Other Conferences	<u> </u>	2,122	<u> </u>	2,254
Total cost of Conferences		<u>62,844</u>		<u>62,206</u>

Probation Consultations (national Annex As) from 1st August 2023 to 31st July 2024

2023

01/08/2023 Voluntary Staff Movement

03/08/2023 Friday Releases

04/08/2023 Policy Framework for Restricted Status prisoners

08/08/2023 One HMPPS Psychology Services

08/08/2023 One HMPPS Public Protection Group

10/08/2023 HDC Policy Framework - additions

11/08/2023 Comments request for Fertility Treatment and Miscarriage advice

17/08/2023 PSO and PQIP Learning and Development

17/08/2023 Equality Officer and Equality Manager

18/08/2023 HMPPS Wellbeing Review - feedback ?not an Annex A

21/08/2023 Harper Trust Remedy feedback not an Annex A

21/08/2023 Authorised Communications Controls and Interception (ACCI) Policy Framework Review

21/08/2023 PSI18-2016 - Public Protection Manual Amendments

06/09/2023 MOJ Talent Approach

05/09/2023 Directorate of Security - One HMPPS

01/09/2023 Community Accommodation Services - One HMPPS

01/09/2023 Women's Group - One HMPPS

31/08/2023 Resettlement Passport

12/09/2023 NQO retention

20/09/2023 Social Value Approach

25/09/2023 One HMPPS Health Safety Fire and Litigation

27/09/2023 Change of Structure to FNO team at HMPPS

03/10/2023 Attendance Management Policy
11/10/2023 Health and Justice Partnership Manager Role
13/10/2023 Probation Operations Directorate
13/10/2023 Prisons Operations Directorate
13/10/2023 FNO and Operational Policy Group
18/10/2023 Senior Commissioning and Partnership Manager
16/10/2023 PSR Gatekeeping
20/10/2023 Probation Professional Register
19/10/2023 Friday releases - Follow up
24/10/2023 YCS - One HMPPS
02/11/2023 Directorate of Contracted Operational Delivery
02/11/2023 CP Operations Manual
10/11/2023 Transforming Delivery Directorate
13/11/2023 SPCD
14/11/2023 Not an Annex A consultation on Apprenticeships Recruitment
17/11/2023 CEO Office
20/11/2023 Probation Operations Directorate
20/11/2023 Prisons Operations Directorate
20/11/2023 FNO and Operational Policy Group
20/11/2023 Directorate of Security - One HMPPS
14/11/2023 AP SWP
01/12/2023 Rehabilitation Directorate
04/12/2023 Withdrawal of OSP policy framework
20/12/2023 Change Directorate
20/12/2024 CP - Individual Placements

2024:

10/01/2024 Declaration & Management of Outside Interests Policy
10/01/2024 Revised Whistleblowing Policy

11/01/2024 AP Safer Working Practice
01/02/2024 Changes to HDC (not Annex A)
02/02/2024 Family Leave
02/02/2024 Special Leave
02/02/2024 Flexible Working
07/02/2024 CTS
09/02/2024 UPW OOH Process
15/02/2024 Probation Practitioner Apprenticeships
15/02/2024 Polygraph Policy Framework
01/03/2024 Improving Office Attendance
26/03/2024 Engaging People on Probation managers
26/03/2024 Peer Mentor Co-ordinators
26/03/2024 IPP terminations
15/04/2024 Pathfinder to Pre Sentence Advice
15/04/2024 Business Manager JD
15/04/2024 Wales Residential Women's Centre
17/04/2024 Health and Safety Radon Policy Framework
23/04/2024 BIS
15/05/2024 Workplace Post incident Trauma Support User Guide
17/05/2024 Regional Business Manager JD
28/05/2024 Probation Court Service Policy Framework
29/05/2024 Progressive Transfers For Indeterminate Sentenced Prisoners Policy
03/06/2024 HMPPS Drug and Alcohol Operational Framework and accompanying guidance
07/06/2024 AP lead Practitioner
19/06/2024 Prison Public Protection Policy Framework
19/06/2024 JES Electronic Monitoring Leads
21/06/2024 Professional Standards Guidance
24/06/2024 Psychology in the Community
28/06/2024 Overview of IPP termination changes
01/07/2024 One HMPPS Area Fixed and Flexed

05/07/2024 Professional Register
05/07/2024 DASO Manual
08/07/2024 Indeterminate Policy Framework
10/07/2024 Licence Conditions Policy Framework
10/07/2024 Next Generation of Programmes
30/07/2024 Unpaid Parental Leave

List of Abbreviations frequently used in the Annual Report

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

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

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