



TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENT
for the period 1 January 2025 to 31 December 2025

Charity Name:	NATIONAL ASSOCIATION OF OFFICIAL PRISON VISITORS (NAOPV)
Registered Charity Number:	1099041
Principal Address:	33 Daleside Greetland Halifax HX4 8QD
Bankers:	NatWest Bank plc Plymouth City Centre Branch 12-16 Old Town Street Plymouth PL1 1DG
Treasurer:	Mr Richard Hemsley FCA 22 Moorway Tranmere Park Guiseley West Yorkshire LS20 2LB
Independent Examiner:	Mr Michael E J Wheeler FCA The Friars 33 Friars Street Sudbury Suffolk CO10 2AG

The National Association of Official Prison Visitors is an unincorporated association and was established as a registered charity on 18 August 2003 when the Constitution was adopted. Names of the Charity Trustees who have managed the charity during the whole or part of the financial period 1 January 2025 to 31 December 2025:

Mr Ian Allred
 Mr David Benest
 Mrs Mary Bruton
 Mrs Shirley Clegg
 Mrs Emma Dogliani
 Mrs Kathy Govett
 Mrs Jenny Haigh
 Mr Roy Hanley
 Ms Margaret Henderson
 Mr Nicholas Holroyd
 Mr John Kennett
 Mrs Ingelise McNulty
 Mr John Carroll
 Mr John Wells

Charity Trustee selection methods

The National Association of Official Prison Visitors has a National Chair and two Vice Chairs, all who are elected annually and who can serve for no longer than a 5-year term of office. There is an immediate Past Chair, who is also an officer of the Association and is in post for the duration of the term of office of the current National Chair. There are up to 6 elected members of the Executive Committee who are in office for a maximum of 5 years, in addition to the General Secretary, Membership Secretary and Regional Secretaries, who are appointed by the Executive Committee.

All trustees give their time voluntarily and receive no remuneration or other benefits. The Treasurer is appointed annually by the Executive Committee; his/her appointment must be ratified at the next Annual General Meeting (AGM). The General Secretary and Membership Secretary are appointed to the Executive Committee and can be remunerated if not a member of the Association. All are elected, re-elected or appointed annually and are listed on the Charity Commission records as Trustees.

Executive Committee members and delegates (Official Prison Visitors) representing their NAOPV Branch at the AGM) are allowed to vote for the nominated officers and elected members of the Executive Committee if a vote is necessary at the AGM. Up to 2 co-opted members may be appointed by the Executive Committee. One delegate is selected per 15 Official Prison Visitors or part thereof from each NAOPV Branch and delegates must be fully paid-up members of the Association. There are currently 10 regions being covered by 8 Regional Secretaries and they remain members of the Executive Committee and trustees of the charity for the duration of their time in post. Regional Secretaries attend the Executive Committee meetings, have voting rights and thereby keep abreast of all current developments. They promote, support and maintain Official Prison Visiting in the establishments within their designated area.

Additional Governance issues:

The charity's organisational structure

Summary of the objects of the Charity

The National Association of Official Prison Visitors provides a corporate identity. For any matters relating to the Official Prison Visiting Scheme, Official Prison Visitors or in discussions with His Majesty's Prison & Probation Service (HMPPS) and individual prison personnel, the NAOPV represents members at the highest level. The Official Prison Visiting Scheme is covered under **PSI 16/2011 Annex B (Providing Visits & Service to Visitors)** and summarised in **PSI 05/2016 (Faith & Pastoral Care)**.

The Patron of the NAOPV is HRH The Princess Royal and the ex-officio President is The Lord Chancellor & Secretary of State for Justice.

Finance

The Association's finances are currently under the management of a Treasurer who is paid for his professional services in accordance with the requirements of the Charity Commission, the accounts are examined by an independent examiner. Copies of the annual accounts and relevant reports from the Treasurer and Independent Examiner are sent to the Charity Commission and the Ministry of Justice/HMPPS. Copies are also available for those attending the AGM and uplifted to the NAOPV website.

General Secretary & Membership Secretary

A database of names and contact details of all Official Prison Visitors, both NAOPV members and non-members, is held and maintained by the General Secretary and the Membership Secretary. The database also includes names of Governors, OPV Liaison Officers and other prison personnel involved in the OPV scheme and is continually updated. Data Protection Laws apply to all information held by the NAOPV.

Records of when and how our members pay their subscriptions and details for reclaiming payments made under Gift Aid, where members have signed a Gift Aid declaration, can be accessed. Each member is allocated a membership number and confirmation of membership is sent on receipt of the annual subscription. Up to date membership records are maintained to ensure that we have accurate information on OPVs currently visiting in England & Wales at any given time. This enables us to see where there is a need for more OPVs and to concentrate our efforts in these areas. On a quarterly basis statistical data is extracted from the database (Key Performance Indicators).

The NAOPV website – www.naopv.com

Information relating to the Official Prison Visiting Scheme for both prison personnel and prospective OPVs is available from the NAOPV website. It also provides an email link for anyone requiring detailed information and for those who wish to register their interest in becoming an OPV. All enquiries are dealt with by an appointed member of the Executive Committee.

The Association has been operating in prisons in England & Wales for over 100 years and continues to adapt to change and new challenges with our principles and objectives intact.

REVIEW OF THE PERIOD 1 JANUARY 2025 – 31 DECEMBER 2025

The Object of the Association

The Object of the Association will be the relief in need, hardship or distress of prisoners in penal establishments in England & Wales.

The Mission Statement

The Association will seek to attain this object by promoting and supporting Official Prison Visiting at all the penal establishments in England & Wales by liaising with the Government Departments and others involved in prison activities, and by bringing Official Prison Visiting together into a national organisation for sharing views and experiences of prison visiting.

Trustee Statement

The Trustees have had due regard to the guidance of the Charity Commission on public benefit. The activities reported have been carried out to fulfil both the Object of the Association and the Mission Statement.

Trustee Board meetings

The Executive Committee held four formal meetings in January, April, July and October 2025; the January meeting was held via Zoom, thereby reducing travel expenditure. In addition, there were designated working groups dealing with policies and procedures, HMPPS Memorandum of Understanding, income generation and future strategic development.

The Centenary Annual General Meeting was held on 13 May 2025 at Petty France with an increase in attendance figures. The Conference speakers were well received, and the overall feedback was positive and constructive. The AGM business meeting was held in line with the Constitutional agenda, and the AGM documents were uplifted to the website following the meeting. The trustees wish to acknowledge with thanks a generous donation from HRH The Princess Royals Charities Trust to support the centenary AGM.

The Chair identified three significant projects to be addressed post AGM: Constitutional Review, Incorporated Status and Handbook review (see Chaplaincy Policy Framework section).

Constitutional review

A working group was set up to review the current Constitution, and this has been progressing throughout the year. Consideration is being given to a proposal to change the Association from an 'unincorporated charity' to a 'Charitable Incorporated Organisation'. It is the intention to present a final draft of the reviewed constitution to the 2027 AGM for member approval.

HMPPS/NAOPV

Memorandum of Understanding

A draft Memorandum of Understanding was issued by HMPPS which outlined NAOPV's delivery and operations within HMPPS prison-based ventures and is essential to facilitating necessary ongoing links with prison chaplaincies. The Memorandum of Understanding references how OPVs meet prison service instructions (PSI's), one relating to rules and guidance on managing prison visits (PSI 16/2011 and policy and guidance on faith and pastoral care of prisoners (05/2016). As part of the Memorandum of Understanding, data sharing may be possible.

A joint working group was convened, and regular discussions took place via Teams throughout 2024 to agree a viable working document which would ensure the continued partnership between the NAOPV and HMPPS. This document was agreed and jointly signed in January 2025 and will be reviewed every two years.

Chaplaincy Policy Framework

Discussions also took place in January & July 2025 to discuss the HMPPS Chaplaincy Policy Framework document which is intended to replace the relevant extant PSIs and which is still under development. This has delayed the revision of the NAOPV Handbook as the content of the Policy Framework may require changes to be made to the handbook.

Future finance

Although the current balance sheet remains healthy, the trustees continue to keep costs to a minimum. The fundraising sub-committee remains committed to a programme of income generation, exploring future income strands but external sponsorship is proving difficult to secure.

There are about 1500 charities working in English prisons and most of these charities have only small funding requirements. The Government increasingly commissions the services it wants by tendering. Charities are important to the prison system; their independence from government and their ability to be responsive and innovative are crucial qualities. But we all face a number of challenges; in capturing our results, sustaining services and operating within a politically challenging field. Most of the charities working with offenders are small organisations like the NAOPV, yet it is the larger regional and national organisations that often receive the majority of available funding.

We therefore rely on a small, supportive membership for our main source of income but continue to source external funding.

Retention & Recruitment

Membership remains reasonably static, with some members retiring and being replaced by the recruitment of new members. The process of directly progressing online enquiries through info@nappv.com via Regional Secretaries or directly to prisons who do not have a Regional Secretary in place, is reaping positive benefits. However, the process after referral is slow and, in some cases, the applicants lose interest and withdraw.

In response to a Branch resolution at the 2025 AGM requesting the Executive Committee to facilitate opportunities for members in different prisons to share information and experience, one region undertook to carry out a trial Zoom forum, inviting Branch officers in the region to set an agenda for discussion. This was successful and future quarterly meetings are planned to encourage regional development. It was agreed to roll this out to other regions in 2026.

There are three regions without an appointed Regional Secretary which are being overseen and supported by incumbent Regional Secretaries. The Trustees are aware that recruitment and retention of official prison visitors and support of the regions is vital to the stability of the aims and objectives of the Association.

Website

An interactive map of the counties of England and Wales with defined regions and information for applicants was installed on the website to assist in facilitating a targeted response by Regional Secretaries. The facility is proving successful as enquiries from potential OPVs are easily identified with relevant regions and thus can be progressed by the appropriate Regional Secretary.

E-bulletins & an AGM Centenary newsletter have ensured that members are kept informed.

Policies & Procedures

The Complaints Procedure was reviewed and updated in July 2025. The Associations policies and procedures can be found on the website at www.naopv.com

Roy Hanley
NAOPV Chairperson
May 2026