



The Association for Perioperative Practice

**The Association  
for  
Perioperative Practice**

**Trustees' Annual Report and Consolidated  
Financial Statements  
(Directors' Report and Financial Statements)**

**Year ended 31 March 2023**

**Company Registration No. 6035633**

**Charity Registration No. 1118444**

The Association for Perioperative Practice

(Company limited by guarantee and a registered charity)

## **Our Vision, Mission and Values**

Our **Vision** outlines the scale of our ambition and sets out what we want to be:

### **Leading Perioperative Excellence**

Our **Mission** is:

**To improve patient care through constantly developing and promoting the leading standards for perioperative practice and practitioners.**

Our **Values** and principles are the guiding light of our organisation. They are:

- We put public benefit first
- We put our members at the heart of what we do
- We disseminate learning
- We act with integrity
- We are a business-like organisation
- We are a people-focused organisation
- We are a quality organisation

We achieve our **Vision** and **Values** by:

- The excellence of our professional advice to members
- The excellence of our education resources
- The high level of influence we exert
- Determining standards and promoting best practice
- Facilitating education and practice development
- Providing a forum for partnerships with industry
- Shaping healthcare policy

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## **PRESIDENT'S MESSAGE**

### **RUTH COLLINS**

AfPP is a membership organisation and exists to advance health by improving patient care in perioperative practice.' Our vision is to lead perioperative excellence. We endeavour to achieve this by determining standards and promoting best practice, facilitating education and practice development, providing professional support services, providing a forum for partnership with industry and shaping healthcare policy.

As an organisation, we represent a diverse range of perioperative personnel, including students, registered and unregistered staff in the National Health Services, across the four nations and within the independent sector. The range of roles within the perioperative environment is ever evolving and all are represented within AfPP. To all of these, we offer professional advice, clinical education, and management support through our membership services.

The Board of Trustees represent the members and sets the strategic direction and objectives of the organisation, to reflect the needs of members and to promote safe high-quality patient care. Some progress has been made against those strategic objectives, which continue to be reviewed as part of our Board meetings. Our high-level objectives are:

- Improve visibility
- Strengthen financial resource
- Enhance/develop our educational offering
- Develop new services and benefits
- Grow membership (increase market share)

The Board is a dynamic entity and evolves as trustees complete their tenure. When at full capacity, the Board consists of seven elected trustees (elected from the membership by the membership) and four non-elected trustees (who are invited to join the board to contribute their expertise). The Board is led by the President who holds a two-year tenure. At the end of this tenure the President-elect takes on the role of President for the next two years.

I took on the role of President in January 2023 and I have been supported by the immediate Past President John Dade. Oliver Tierney was nominated as President Elect at our last Board meeting and will take up this post in January 2024. Oliver will take up the President role in January 2025. The current board is represented by Registered Operating Department Practitioners (ODPs) and Nurses from academia and clinical practice. We also have representation from experts in the field of finance, infection control, medical devices, and clinical management.

AfPP continues to be involved with the Perioperative Care Collaborative, and the Centre of Perioperative Excellence. We continue to provide members with educational events on a regional basis and host frequent webinars online.

We have continued to engage and participate with professional advisory panels and are currently engaging with continuing work in Northern Ireland regarding the Perioperative Career Pathway, which is being facilitated by NIPEC. Our Sphere of influence is evident in our continued participation in regional perioperative activities.

Our global links remain strong, with me representing AfPP on the board of the International Federation of Perioperative Nurses (IFPN). We plan to attend the upcoming board meeting in Kos.

In 2023 Dawn Stott (CEO) retired and we have appointed Alexandra Duke as Interim CEO. Alex continues to manage headquarters and the operational activity of AfPP. With a strong business acumen, Alex has expertise in strategic development and continues to support the board. Her visionary approach, along with the skills of the HQ team enabled us to plan and deliver a successful residential conference in August 2023.

It is also important to remember the contribution made by our volunteers, including Regional and SIG Leads, Link Members, and the Board. We continue to appreciate their contribution and commitment to AfPP.

Lastly, but by no means least, to our membership. You continue to engage with AfPP, we exist for you and because of you. I applaud your contribution and commitment to AfPP and for continuing to enable perioperative excellence for our membership and the patients we have the privilege to care for.

Thank you.

**Ruth Collins**

**President**

## **INTERIM CHIEF EXECUTIVE OFFICER'S MESSAGE**

**Alex DUKE**

I am delighted to have been offered the role of interim CEO and I started in this new position on 5 June 2023. The last financial year has once again, but for different reasons, been a turbulent one for the NHS and therefore of course, for many of our members. Membership numbers have unfortunately been hit by the standard of living crisis and we are working hard to remind members of the benefits of being part of the Association. I will be looking at new ways in which we can support members in the coming year. On 1 April 2023, the Charity's membership was 6,330 (2022: 6,696).

Our Professional Advice Service (PAS) continues to be a valuable source of support and 171 members opened confidential cases in the last financial year. Employment was the most requested topic, followed by clinical surgery, staffing, education and advanced roles. We always find that the information requested aligns with what is happening more generally out in the field of practice.

With the relaxation of Covid restrictions we have finally been able to return to face-to-face events and these have been warmly welcomed. Many members were excited at the prospect of seeing colleagues again and we managed to hold six regional study days. The Annual Conference returned to York in September 2022 both in a physical and also a new virtual format. As always, we owe a huge debt of gratitude to all our volunteers who bolster the members of the HQ team in order to make these events happen.

We have continued to provide our online, virtual education that we started as a response to the pandemic, and we now see 'virtual' as a staple in our education portfolio. Additionally, we now offer our webinars after the live event as 'on demand' making these chunks of education accessible to all at a time that is convenient to the individual. Four hundred and eighty-seven delegates have opted for 'on demand' education in the past year. Some of our earlier webinars have also now been made available free of charge to members and our library of educational content continues to grow.

The Association has contributed with speakers to a number of external events and the feedback from these continues to be highly positive, creating more and more opportunities for us to be in front of perioperative audiences outside of our own membership.

We have also been able to offer our Surgical Skills Workshop since in person events have been possible again. We facilitated seven two-day courses during the financial year. Additionally, we used the equipment to offer sessions at the Annual Conference on skin preparation, knot tying, laparoscopic skills, and interrupted skin suturing. These were so successful that we offered similar content at the 2023 conference.

Our Journal has also seen some significant changes this year in that it is now a 'digital first' publication. Industry costs for paper, print and distribution meant that with no changes it would have cost the Association an additional £35,000 to service members. Currently only 8.5% of members have opted in to receive the paper journal. This digital take up far exceeded our expectations, it does however mean the cost for those we still print has increased fourfold and print will be reviewed in the next financial year.

Additionally, our journal was evaluated by Clarivate Analytics and now has an impact factor and is indexed in Web of Science. This is great for visibility of the articles and authors, as Web of Science is one of the main databases researchers use (alongside PubMed and Scopus) when conducting literature searches.

Our commercial work has grown in the last financial year, in particular relating to a large audit and accreditation contract we secured with the Circle Group of private hospitals. Our consultants (external and our two HQ based practitioners), have between them supported 27 hospital audit and accreditation visits and accredited five hospitals in the financial year. We have endorsed materials for medical device companies and delivered training under our whole team training programme.

Our volunteer networks are vital to the ongoing success of the Association, and we have worked hard to maintain these in a challenging environment. I would like to thank every one of our volunteers for their commitment and dedication to the Association and of course the team here at HQ.

**Alex Duke**

**Interim Chief Executive Officer**

## **YOUR BOARD OF DIRECTORS/TRUSTEES AND ADVISORS TO THE BOARD**

### **Ruth Collins: President/Trustee and Director of AfPP Limited**

Ruth is currently a Nurse Development Lead with responsibility for co-ordinating education and training, practice development, clinical workforce and governance. Whilst she is an adult trained nurse, this role is within a paediatric setting, and she is responsible for almost 500 nurses. Her role extends to the perioperative environment. Ruth is a theatre nurse by background with over 20 years' experience within the perioperative environment and continues to undertake a clinical shift each week.

Ruth's main areas of interest are education, governance, infection prevention and control, person-centered care and patient and staff experience. She is an advocate for patient and staff safety and the development of safe, caring, and confident practitioners within the perioperative environment and is passionate regarding the development of safe cultures and inclusivity regarding all roles within the perioperative setting. Her areas of expertise include the above and clinically, orthopaedics, general surgery, vascular, plastics, neuro, and ophthalmology.

Ruth has been a member of NATN and subsequently AfPP, since 2005 and was originally a member of the Brunel Branch. She was involved in the Northern Ireland branch with responsibility for membership and then became the Regional Lead for Northern Ireland. She now supports the Lead as part of the team in Northern Ireland.

Ruth has represented AfPP in relation to OneTogether, HIS and NAP6 and provides consultancy support to the Association. Ruth currently sits on the Governance Committee and considers it a privilege to contribute in this way.

### **John Dade: Immediate Past President / Trustee and Director of AfPP Limited**

John qualified as an Operating Department Assistant in 1983 based then in Norwich and worked at a few hospitals around the UK before taking up a role in 2004 as lecturer in Operating Department Practice at the University of Leicester.

John retired in November 2021 but remains as a visiting lecturer and Perioperative Consultant. He regularly spends time in theatres to keep up to date with current practice and developments. He feels it imperative in his role to maintain one's clinical credibility.

John joined the then NATN in 1998 and has been a member of the AfPP Governance Committee since 2014 and was elected as a Trustee in November 2017 and President in January 2021.

John currently represents AfPP on the Board of the Centre for Perioperative Care (CPOC). John was very involved in updating the HCPC ODP Standards of Proficiency and in projects with Health Education England which will chart the future of Perioperative practice.



### **Oliver Tierney: President Elect**

Oliver started with the NHS in 1999 at the Liverpool Royal Hospital, qualifying as an Operating Department Practitioner in 2008. Post qualification, he worked at the Liverpool Heart and Chest before moving to The Walton Centre in 2013. Oliver became a Band 6 Clinical Skills Facilitator in 2015 and then a Band 7 Practice Education Facilitator in 2017. Since May 2022, Oliver's role has further expanded, and he is now the Lead for Education, Risk and Governance at Walton Operating Theatre.

Throughout his career Oliver has always had a passion for education and he won The Walton Centre "Best Contribution to Education" Award in 2016. Recently, Oliver has become an accredited Applied Human Factors Trainer and qualified Workplace Mediator.

In 2019, Oliver became an accredited Mental Health First Aider and from this, set-up the Walton Theatre Health & Wellbeing team, which would prove invaluable during the COVID pandemic.

He has been an AfPP Trustee since 2021.

### **Julia Spencer: Trustee**

Julia qualified as an Operating Department Practitioner (ODP) in 2001 with an NVQ3 in ODP. Since qualifying, Julia has gained invaluable experience across almost all ODP specialities, working in both permanent and agency roles within the NHS and private sector. Julia has completed various Royal College of Surgeons courses including a PG Cert in Surgery, Basic Surgical Skills and Non-Technical Skills for Surgeons.

In 2015, Julia began working within resuscitation. She held positions as a Resuscitation Lead and Resuscitation Officer in the NHS and private sector, and as a Resuscitation Council (UK) instructor for both adult and paediatric courses.

Julia is currently an Advanced Clinical Practitioner at York Hospital within the speciality of breast surgery and oncoplastics. Alongside this role she also teaches for the University of Huddersfield and leads the Surgical First Assistant course for the University.

Julia's most important role is being mum to her four children, Molly (15), Alfie (14), Meggy (12) and Joe (11). Julia is a keen runner and is taking part in a ten-mile race later this year and the London Landmarks Half Marathon in April 2023.

Julia has been an AfPP Trustee since 2021.

### **Jennifer Maher: Trustee**

Jennifer is an ODP Team Leader and a Clinical Skills Facilitator. She has over 23 years' experience in and around theatres. Most of these years were spent in large adult trusts in Liverpool, with the last 5 years in Paediatrics in Alder Hey Hospital. Jennifer has an ILM level 3 in Leadership & Management and is currently studying a level 5 Coaching qualification. She is also a trained Human Factors trainer.

Jennifer has a keen interest in Human Factors and the impact on patient safety. Recently, she has been part of a core team developing a new programme to create a safer way of working in teams, using Human Factors, Simulation and Coaching as the core of the programme. She feels her vast experience and skills across the many specialities help her to understand the needs, and the many challenges theatre staff can face day to day. Jennifer believes that we can coach our teams into overcoming, and maybe preventing some of these challenges.

### **Lisa Tierney: Non-Elected Trustee**

Lisa has worked in theatres throughout the UK since 1980, predominately in the role of scrub practitioner. Previous roles include Theatre Matron at The Royal Liverpool and Broadgreen University Hospitals Trust and Theatre Matron/Manager at Liverpool Heart & Chest Hospital. Following 38 years in the NHS she is currently Head of Nursing for The Private Clinic of Harley Street.

Lisa is passionate about patient care and strives to create an environment of continuous quality improvement with a focus on safety, quality and improving the patient experience. She served as a Major in the Army Reserves for 18 years and completed three operational tours to Iraq and Afghanistan.

Lisa was seconded from Liverpool Heart & Chest Hospital to the Care Quality Commission (CQC) in July 2015 on a part time basis and continues to work for the CQC as a Specialist Advisor, having undertaken in excess of 100 Inspections in the NHS and Private Sector.

Lisa has been a member of NATN/AfPP for a number of years and represents AfPP on the steering group of the SAFE OR program, which supports and promotes safe standards in low-income countries. She has contributed to developing the program and has delivered multi-disciplinary teaching on courses in Africa, India, and the UK.

### **Maxine Page: Non-Elected Trustee**

Maxine began her theatre career in 1992 as a newly qualified nurse. Over the last 30 years she has worked primarily as a scrub practitioner within general, urology, colorectal and vascular surgery and rotationally in PACU. She was the Theatre Education Co-ordinator at the Princess Alexandra Hospital, Harlow. In January 2009 she became the Matron for theatres, post anaesthetic care unit, day surgery theatres, pre assessment and the acute pain service. Maxine was a previous associate lecturer at Anglia Ruskin University on the ODP degree programme.

Maxine is passionate about education and the development of staff. She has devised roles, training programmes and competencies within theatres and PACU at Princess Alexandra Hospital to foster staff development and growth. She has shared her educational experiences at several conferences, including AfPP's Annual conference, to inform, support and energise theatre practitioners around education and its importance.

Maxine is equally passionate about patients' safety, quality and providing a positive patient experience. She works collaboratively with patients and relatives to improve care and service delivery.

Maxine is a mental health first aider and is committed to staff health and wellbeing.

Maxine has been a member of NATN latterly AfPP since 1992. During this time, she has been a link member, Educators SIG Lead and an AfPP Consultant for theatre accreditations.

### **Nadiene Dean: Elected Trustee**

Nadiene qualified as an Operating Department Practitioner in 2014 having built her career in the perioperative setting. After gaining invaluable experience in the NHS, Nadiene moved into the private sector. As a continuous champion for high standards of care, Nadiene progressed through the roles of Team Lead and Clinical Coordinator into her current role of Deputy Theatre Manager. In this latest role, Nadiene assisted in leading the team to achieve full marks in AfPP Accreditation.

Nadiene has also completed training as a Surgical First Assistant and has also completed leadership and management training. In addition to that, she will soon undertake a study to achieve Level 5 certification in Effective Coaching and Mentoring.

With a passion for Patient Safety, Nadiene has a keen interest in Human Factors and the relationship between perioperative team culture and patient experience. She is also passionate about talent recognition and development, strongly advocating that competent, confident staff create a safe perioperative environment, and believes that effective staff engagement and development can improve both patient safety and experience.

Currently, Nadiene chairs the staff engagement forum within her hospital and leads the training for their in-house safety initiative "Step up to Safety," which challenges all staff to do the right thing at all times. She also sits on the resus committee and takes an active role in Datix investigation and learning.

Nadiene says: "I am keen to support the development of AfPP's long-term strategy by taking a more active role in upholding the vision, mission and values which very much align with my own. It would be both a welcomed opportunity and an honour to sit on the Board of Trustees and share and develop my own skills whilst positively contributing to the future of perioperative practice."

Outside of work, Nadiene is a wife and mother of three. She has a passion for love and laughter, believing in enjoying life in all its fullness!

### **Alison Venn: Non-Elected Trustee**

Alison has previously collaborated with AfPP within her current role at Becton Dickinson UK Ltd (BD), working as a Senior Clinical Consultant. More specifically in her role, Alison focuses on Infection Prevention and Biosurgery.

Alison has a strong working knowledge of the NHS, as well as the economic and regulatory environment. She strives to deliver strong engagement and advocacy with customers and external stakeholders, including the NHS at all levels, regulatory bodies, and scientific and clinical associations. Alison also excels at delivering clinical solutions that drive patient safety, experiences and outcomes to high-level clinical and academic thought leaders.

Within her role at Becton Dickinson UK Ltd, Alison also acts as a coach and mentor for national and international clinical leaders to enable effective platforming of value-based care, which includes BD solutions. In addition, she also provides training to sales team and their customers at a tactical level, providing tools and resources enabling them to work effectively.

**Alex Duke: Interim Chief Executive Officer and Director of AfPP Limited**

Prior to taking on the role of Interim CEO in June 2023, Alex worked for the Association at HQ in Harrogate as the Commercial Development Lead for nearly five years. During that time, she also deputised for the CEO during holidays. She has broad ranging experience and has previously worked in a diverse range of sectors from fashion and manufacturing to homeware, lighting, and healthcare IT, predominantly but not exclusively in the SME sector.

Her responsibilities have generally been in the management, planning, sales and marketing functions and she sees herself very much as a people person who thrives on colleague and customer interaction.

Working with SME's has provided Alex with very hands-on experience and commercial understanding. She enjoys getting involved with a variety of areas in a business, understanding how everything hangs together and the challenges facing each department. She also has the practical experience of setting up several new businesses from scratch and successfully selling a healthy profitable retail and web-based business of her own.

Her strengths lie in her analytical approach, planning, evaluating, and implementing commercial opportunities that will support the continued development of the association and her attention to detail and naturally curious nature.

**David Robinson: Professional Advisor and Director of AfPP Limited**

David is a Chartered Accountant and joined the Board in January 2018. After many years as a Partner in private practice David set up his own business advisory company in April 2016. He now holds a number of non-executive roles and provides advisory services to a broad range of businesses. His work principally relates to financial matters and business development. He was, for over 12 years, a trustee and treasurer of a leading local Charity and is now a trustee of a charity that provides access to the countryside for people with disabilities. David has extensive third sector and business experience.

## DIRECTORS' REPORT

The Directors present their report and audited financial statements for the year ended 31 March 2023. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### Reference and administrative information

<b>Charity name:</b>	<b>The Association for Perioperative Practice</b>
<b>Charity registration number:</b>	<b>1118444</b>
<b>Company registration number:</b>	<b>6035633</b>
<b>Country of incorporation:</b>	<b>England</b>
<b>Registered office and Operational address</b>	<b>Daisy Ayris House, 42 Freemans Way, Harrogate HG3 1DH</b>
<b>Telephone:</b>	<b>01423 881300</b>
<b>Facsimile number</b>	<b>01423 880997</b>
<b>Website:</b>	<b><a href="http://www.afpp.org.uk">www.afpp.org.uk</a></b>

<b>Directors and Trustees:</b>	<b>John Dade (Past President from 1 January 2023)</b> <b>Ruth Collins (President from 1 January 2023)</b> <b>Lisa Tierney</b> <b>Oliver Tierney</b> <b>Julia Spencer</b> <b>Jennifer Maher</b> <b>Maxine Page</b> <b>Nadiene Deane (appointed 1 January 2023)</b> <b>Alison Venn (appointed 1 January 2023)</b> <b>Kathryn Topley (resigned 20 December 2022)</b>
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### Key Management Personnel

<b>Interim Chief Executive</b>	<b>Alex Duke</b>
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<b>Subsidiary Name</b>	<b>AfPP Limited</b>
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<b>Company Registration Number:</b>	<b>3102102</b>
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<b>Subsidiary's Directors</b>	<b>John Dade</b> <b>David Robinson</b> <b>Ruth Collins</b> <b>Alexandra Duke (appointed 2 June 2023)</b> <b>Dawn Stott (resigned 2 June 2023)</b>
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<b>Bankers</b>	<b>National Westminster Bank</b> <b>3 Cambridge Crescent, Harrogate HG1 1PE</b>
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<b>Solicitors</b>	<b>Hempsons Solicitors</b> <b>The Exchange, Station Parade, Harrogate HG1 1TS</b>
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<b>Auditors</b>	<b>Saffery LLP</b> <b>Mitre House, North Park Road, Harrogate HG1 5RX</b>
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## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### ***Structure***

The organisation is a charitable company, limited by guarantee, registered in England and Wales, incorporated on 21 December 2006 and registered as a charity on 20 March 2007. The Company was established under a Memorandum of Association which established the objects and powers of the charitable Company and is governed under its Articles of Association. The Directors review these governing documents annually.

The business and assets of the unincorporated body, also known as The Association for Perioperative Practice, were donated to the Charity on 1 April 2007 and its liabilities were discharged by the Charity. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

The Association has grown and thrived since it was founded in 1964 by Doreen 'Daisy' Ayris MBE. From a membership of only 250, AfPP has developed into a nationally respected organisation which promotes the highest level of clinical care in perioperative practice.

### ***Related company***

As of 31 March 2023, the charity has one wholly owned subsidiary company being AfPP Limited (No. 3102102).

The principal activity of the Company is the provision of training and consultancy to healthcare institutions and organisations working in or visiting the perioperative environment. Other activities include the publishing of journals and publications for the medical profession.

Further information is provided within the financial statements.

### ***Pay policy for senior staff***

The Directors, who are the Association's Trustees, consider that the key management personnel are the senior management team which is responsible for directing and controlling, running and operating the Association on a day-to-day basis. All Directors give their time freely and no Director received remuneration in the year for these services as Trustees. Details of Directors' expenses and related party transactions are disclosed in note 23 to the accounts.

### ***Governance and Management***

The Directors of the Company are also charity trustees for the purposes of charity law and under the Company's Articles of Association, are known as the Board of Directors and Trustees ('Board').

The Board meets at least three times per year and is responsible for business planning, strategy and the management of the charity. The day-to-day management of the charity has been delegated to the Chief Executive who is accountable to the Board.

The Board may delegate any powers or discretions to committees consisting of such persons as it may think fit. Any such committees report fully their acts and proceedings to the Board.

The Board of elected Directors/Trustees come from a background of employment based clinical practice, whilst non-elected Board members bring their business and administrative skills.

The elected Directors/Trustees act as ambassadors and are the external face of the Association both at national and international levels. Furthermore, the elected Directors/Trustees support various areas of governance activities including standards, membership, regions and education.

### ***Recruitment and appointment of Directors/Trustees***

In accordance with the Articles of Association, Directors/Trustees are elected by the voting members of the Charity for a term determined by the Articles of Association. The Board may, by resolution, appoint up to four more non-elected Directors/Trustees.

All members of the Board are familiar with the practical work of the Charity. Any new Director is fully briefed by the Board on all aspects of the Charity, including its operational framework, future plans and current financial position. New Board members are provided with guidance from the Charities Commission on trusteeship.

All members of the Board give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 20 to the financial statements.

### ***Board induction, training and assessment***

A structured approach ensures that the skills of new and current Directors/Trustees are developed in order to contribute to their roles as Board members.

New Board members are helped through a mentorship scheme involving an experienced Trustee who, in providing support, assists the new Board member to quickly become aware of the work and practices of the charity and is thereby equipped to contribute to the Board.

The performance of Directors/Trustees is reviewed annually by the President as part of an individual development plan which sets out any further training/development needs.

### ***Regional Teams***

HQ continues to work closely with our regional teams. Virtual meetings have taken place to ensure they have been supported and kept up to date with ongoing AfPP business and all regional leads were invited to attend our Annual Conference at no cost. Our regional teams continue to support all regional accomplishments and have worked hard to maintain and enhance the profile of the Association at local level.

### ***Sub-committees***

There are various sub-committees and groups which have delegated authority from the Board:

**Governance Committee** – The aim of the Governance Committee is to ensure and evidence that systems are in place that deliver a sound and robust approach to integrated governance. The Governance Committee reports to the Board and meetings are aligned to the Board meetings.

**Nominating Committee** – The function of the Nominating Committee is to encourage and assist in the maintenance of the succession of Board roles. The committee meets as required to support the Trustee election process and reports to the Board.

## OUR AIMS AND OBJECTIVES

### ***Purposes***

AfPP exists to advance health by improving patient care in perioperative practice by:

- determining standards and promoting best practice
- facilitating education and practice development
- providing professional support services
- providing a forum for partnership with industry
- shaping healthcare policy

### ***Our vision***

To lead perioperative excellence.

### ***Ensuring our work delivers our aims***

The achievements and the results of the Charity's activities are reviewed monthly by the Board. The Board also reviews the aims and objectives in the context of achievements and results.

### ***The focus of our work***

The main objectives for the year continued to be the advancement of health by the improvement of patient care in perioperative practice. The strategies and activities we employed to meet these objectives included:

- the provision of education and ongoing professional development courses
- the provision of advice to practitioners in the delivery of perioperative practice
- to act as a consultative body on perioperative care and practice to any government department, public or private institution or other interested groups
- to institute or assist in instituting and providing continuing support for research in furtherance of the objects of the Charity
- to award scholarships, bursaries and prizes
- to facilitate the publication of periodicals, journals, books and other forms of media and the provision of library and reference services consistent with the Charity's objects

### ***How our activities deliver public benefit***

The Trustees have considered the Charity Commissions' guidance on public benefit including its publication 'Public Benefit: running a Charity' (PB2) in setting its objectives and planning activities for the year.

Whilst our activities are focused upon perioperative professionals within all health settings, the nature and scope of our work results in a much wider audience than the members who subscribe to the Charity.

By the promotion of best practice in perioperative care through the delivery of our activities, the clinical journey of anyone in the United Kingdom having surgical treatment will be enhanced.

### ***Who used and benefited from our services?***

Members of the public in the United Kingdom in need of perioperative care are the ultimate beneficiaries of the Charity's services. The Charity supports skilled perioperative staff through direct membership and the provision of website information to non-members.



## **ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE IN THE YEAR**

### **Annual Conference**

The Charity's Annual Conference is an opportunity for perioperative professionals to attend an educational forum with like-minded individuals. We were able to return to an in-person event and the high attendance numbers reflected the desire of practitioners to have face to face education once again. We took advantage of our newfound skills in virtual events to make this conference a hybrid event with both in person and virtual tickets available, making the event more accessible to all. The conference tickets were open to both members and non-members.

The September 2022 conference attracted 671 delegates, 498 on site and 173 delegates joining the virtual stream remotely. 131 of the total delegate places were given free of charge, either because of delegates winning awards, winning student places or delegates being valued AfPP volunteers or speakers.

Delegates had five education streams to choose from at any one time and over 30 high-profile speakers delivered sessions which included topics such as:

- Robotics
- Surgical plume
- Teamwork and human factors
- Surgical fires
- Infection control
- Sustainability

We received excellent feedback and evaluations from our delegates.

### **Regional Study Days and Webinars**

With the lifting of covid restrictions our HQ team and dedicated volunteers delivered six regional study days which were open to both members and non-members, thus benefiting the wider perioperative community. We attracted 432 delegates across these regional events.

Additionally, we held five webinars attracting 583 delegates. Again, these were open to both members and non-members, thus benefiting the wider perioperative community.

### **The Journal of Perioperative Practice**

The Charity's peer reviewed academic journal (JPP) provides topical information, papers, and articles to those in perioperative practice. It is available to members free of charge and to non-members (including universities and other academic organisations) on subscription. Sales of subscription packages through SAGE publications have been strong.

The Innovation People and Practice magazine (IPP) is a stand-alone supplement which is published and despatched with the Journal of Perioperative Practice ten times per year. The IPP includes features on wellbeing, interviews with practitioners and medical device suppliers, articles on best practice and product innovation. It is another way in which we support our membership, and additionally the wider perioperative audience can benefit from the free to subscribe to magazine.

## Publications and E-bulletin

Our e-bulletin is produced monthly and distributed to both members and subscribing non-members. It keeps practitioners up to date with membership information, news, events (both internal and external), surveys, new initiatives, and items of interest to the wider perioperative community.

The Charity publishes a range of books promoting perioperative best practice and two publications were revised and the updated versions made available during 2022. These were the AfPP Standards and Recommendations for Safe Perioperative Practice and Staffing for Patients in the Perioperative Setting. Both updates were eagerly awaited by both members and the wider perioperative community and sales of both have been good.

## Projects and Collaborations

We have collaborated on several significant projects. These pieces of work have furthered our mission to improve patient care through constantly developing and promoting the leading standards for perioperative practice and practitioners. These include:

*Surgical Skin Prep Decision Tool:* In collaboration with BD and NHSE a decision tool was produced to reduce the risk of adverse outcomes in theatre and promote best practices for skin preparation. We were shortlisted as finalists in the HSJ Digital Clinical Safety Awards 2023 for this piece of work.

*BD APCO Biocides and Surgical Fires Campaign:* A short life expert working group collaborated on a surgical fires campaign, lobbying the UK government to recognise and legislate that surgical fires should be classified as a never event. Our team won the Public Affairs Award for Corporate Campaign of the Year - Preventing Surgical Fires: Do You Smell Burning? This was fabulous recognition for the effort everyone put in, and we were thrilled to receive it.

*Surgical Plume Alliance (SPA):* A collaboration with the International Council of Surgical Plume (ICSP) to legislate for surgical plume devices to be used in all areas where electrosurgical devices are being used in healthcare organisations. Initial outcomes include a position statement, a poster, key facts document and infographic, presentation documents, work on creating exposure logs to assist with gathering evidence and garnering financial support from medical device companies. Work on this important project is ongoing.

## Looking to the Future

Year on year we continue to review our efforts and what has brought the best outcomes for the Association and its members. We continually review practice and review feedback and ideas to ensure our members are getting the most from the benefits we offer.

Our strategic objectives are reviewed quarterly through our Board meetings to ensure we are supporting members in the best way possible whilst meeting our charitable requirements.

Our work to raise the profile of the Association will continue and opportunities to work collaboratively with similar organisations will be pursued to ensure we have a greater voice in our professional arena.

Our trading arm will continue to be developed to facilitate learning for hospitals. Theatre audit and accreditation is a core focus at this time.

## FINANCIAL REVIEW

### **Results of the Group**

The gross income of the Group amounted to £1,628,476 (2022: £1,150,723). The Group has reported a surplus for the year of £ 28,558 (2022: deficit £ (12,361)). The increase in income, and the surplus generated for the year are very pleasing and principally reflect growth in commercial income.

### **Investment policy**

The Charity holds money not required for immediate use on deposit with UK commercial banks and seeks to maximise the interest earned by active cash management.

### **Reserves policy**

Reserves are required to bridge the gap between expenditure and income to cover unplanned emergency expenditure and to develop new services.

Total funds as at 31 March 2023 amounted to £792,911 (2022: £764,353) of which £792,911 (2022: £764,353) was unrestricted. However, the unrestricted funds include functional fixed assets (e.g., Goodwill, computer hardware, software and other equipment) of £306,856 (2022: £410,901) that are essential for the Charity's activities and are therefore excluded from free reserves. Therefore, the Charity's reserves freely available to spend at 31 March 2023 were £486,055 (2022: £353,452).

The Charity's policy is to achieve sufficient reserves to cover six months' expenditure on charitable activities (£640,000) plus the estimated costs of meeting all commitments on a winding-up of the organisation (£190,000); a total of £830,000. The trustees note that reserves freely available to spend have increased in the year. This has reversed the significant decreases in the most recent years which reflected deficits incurred as a direct result of the pandemic, which was out of our control, together with the impact of a positive decision to invest in our IT infrastructure. The trustees note that the Group was in a strong financial position prior to the pandemic and the group has maintained significant cash balances. Reserves freely available to spend at 31 March 2023 fell below the level required to satisfy our reserves policy at that date. However, the trustees consider the reserves policy to be prudent and the shortfall against that policy at 31 March 2023 not to be a cause for concern.

The reserves policy is reviewed annually.

### **Fundraising Activities**

In the directors' opinion the charity does not carry out any fundraising activities of the nature set out in the Charities Act 2016.

### **Risk Management**

The Board has a risk management strategy which comprises:

- Compilation of a risk register for the Group which is underpinned by detailed risk assessments and supported through standard methodologies. The risk assessments are reviewed quarterly by the Governance Committee and annually by the Board as part of the Charity's strategic and operations plans
- Establishment of policies, systems and procedures to mitigate the risks identified in the risk register
- Implementation of procedures to minimise the potential impact of any risks that do materialise

**Key risks currently are:**

- Organisational support systems fail to enable effective communication with members
- Achieving delegate numbers at AfPP events
- Loss of key operational staff from HQ leading to loss of knowledge

***Principal funding sources***

During the year, a total of £1,305,431 (2022: £915,046) was generated from charitable activities.

## STATEMENT OF DIRECTORS RESPONSIBILITIES

The Trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure of the charitable group for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity's SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of their charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## STATEMENT OF DISCLOSURE TO AUDITORS

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that
- the auditor is aware of that information

Approved by the Directors on 6 November 2023

and signed on their behalf by:-



**Ruth Collins, President**

## **Independent auditor's report to the members**

### **Opinion**

We have audited the financial statements of The Association for Perioperative Practice (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2023 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheets, the Consolidated Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the affairs of the group and the parent charitable company as at 31 March 2023 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for 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 financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, 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.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' 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 group or the parent charitable company'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 trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements 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.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

### **Other matters prescribed by the Companies Act 2006**

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

- the information given in the Trustees' Annual Report which includes the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report which includes the Directors' Report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the group and the parent charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and to take advantage of the small companies' exemption in preparing the Trustees' Annual Report and the Strategic Report.

## **Responsibilities of trustees**

As explained more fully in the Statement of Directors Responsibilities set out on page 20, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and the parent charitable company'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 trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditors under the Companies Act 2006 and report in accordance with regulations made under that Act.

Our objectives are to obtain reasonable assurance about whether the group and parent financial statements 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 financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud are detailed below.

Identifying and assessing risks related to irregularities:

We assessed the susceptibility of the group and parent charitable company's financial statements to material misstatement and how fraud might occur, including through discussions with the trustees, discussions within our audit team planning meeting, updating our record of internal controls and ensuring these controls operated as intended. We evaluated possible incentives and opportunities for fraudulent manipulation of the financial statements. We identified laws and regulations that are of significance in the context of the group and parent charitable company by discussions with trustees and updating our understanding of the sectors in which the group and parent charitable company operate.

Laws and regulations of direct significance in the context of the group and parent charitable company include The Companies Act 2006 and guidance issued by the Charity Commission for England and Wales.

Audit response to risks identified:

We considered the extent of compliance with these laws and regulations as part of our audit procedures on the related financial statement items including a review of financial statement disclosures. We reviewed the parent charitable company's records of breaches of laws and regulations, minutes of meetings and correspondence with relevant authorities to identify potential material misstatements arising. We discussed the parent charitable company's policies and procedures for compliance with laws and regulations with members of management responsible for compliance.



During the planning meeting with the audit team, the engagement partner drew attention to the key areas which might involve non-compliance with laws and regulations or fraud. We enquired of management whether they were aware of any instances of non-compliance with laws and regulations or knowledge of any actual, suspected or alleged fraud. We addressed the risk of fraud through management override of controls by testing the appropriateness of journal entries and identifying any significant transactions that were unusual or outside the normal course of business. We assessed whether judgements made in making accounting estimates gave rise to a possible indication of management bias. At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the parent charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the parent charitable company's members those matters we are required to state to them in an auditor's 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 parent charitable company and the parent charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Saffery LLP

7 November 2023

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#### **Sally Appleton (Senior Statutory Auditor)**

For and on behalf of Saffery LLP  
Chartered Accountants/Statutory Auditors  
Mitre House  
North Park Road  
Harrogate  
HG1 5RX

Saffery LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**Consolidated Statement of Financial Activities (including Income and Expenditure Account)**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total (note 7) £
<b>Income:</b>					
Voluntary income: Donations and grants	1	-	-	-	200
Income from charitable activities	2	1,305,431	-	1,305,431	915,046
Investment income	3	2,092	-	2,092	416
Income from trading activities:					
Subsidiary - trading turnover and other income		320,619	-	320,619	235,054
Subsidiary - interest receivable		334	-	334	7
<b>Total income</b>		<b>1,628,476</b>	<b>-</b>	<b>1,628,476</b>	<b>1,150,723</b>
<b>Expenditure</b>					
Charitable activities	5	1,282,229	-	1,282,229	945,419
Raising funds		317,689	-	317,689	217,665
<b>Total expenditure</b>		<b>1,599,918</b>	<b>-</b>	<b>1,599,918</b>	<b>1,163,084</b>
<b>Net income/(expenditure) resources before other recognised gains or losses</b>		<b>28,558</b>	<b>-</b>	<b>28,558</b>	<b>(12,361)</b>
<b>Transfer between funds</b>	17	-	-	-	-
<b>Net movement in funds</b>		<b>28,558</b>	<b>-</b>	<b>28,558</b>	<b>(12,361)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		764,353	-	764,353	776,714
Total funds carried forward		792,911	-	792,911	764,353

The statement of financial activities includes all gains and recognised in the year.  
All income and expenditure derive from continuing activities.

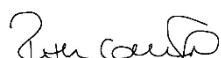
**Balance Sheets Consolidated and Charity**

		Group		Charity	
	Notes	2023	2022	2023	2022
		£	£	£	£
<b>Fixed assets</b>					
Intangible fixed assets	8	6,000	9,000	-	-
Tangible fixed assets	9	300,856	401,901	294,165	393,538
Investments	11	-	-	70,058	70,058
		<u>306,856</u>	<u>410,901</u>	<u>364,223</u>	<u>463,596</u>
<b>Current assets</b>					
Stock	10	14,284	29,965	9,521	28,468
Debtors	12	752,262	683,465	543,975	496,737
Cash at bank in hand		<u>590,333</u>	<u>383,196</u>	<u>486,589</u>	<u>372,144</u>
		<u>1,356,879</u>	<u>1,096,626</u>	<u>1,040,085</u>	<u>897,349</u>
Creditors: amounts falling due within one year	13	(870,824)	(743,174)	(587,977)	(569,902)
<b>Net current assets</b>		<u>486,055</u>	<u>353,452</u>	<u>452,108</u>	<u>327,447</u>
<b>Net assets</b>		<u>792,911</u>	<u>764,353</u>	<u>816,331</u>	<u>791,043</u>
<b>The funds of the charity:</b>					
Unrestricted funds	18	792,911	764,353	816,331	791,043
Restricted funds		-	-	-	-
<b>Total charity funds</b>		<u>792,911</u>	<u>764,353</u>	<u>816,331</u>	<u>791,043</u>

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 29 – 44 form part of these financial statements.

Approved by the Board on 6 November 2023 and signed on its behalf by:



**Ruth Collins, Director/Trustee**  
Company Registration No. 6035633

## Consolidated Statement of Cash Flows

	Notes	2023 £	2022 £
<b>Cash generated by operating activities</b>	24	257,593	24,369
<b>Cash flows from investing activities</b>			
Interest income		2,426	423
Purchase of tangible fixed assets		(53,690)	(36,402)
Disposal of tangible fixed assets		808	650
		<hr/>	<hr/>
<b>Net cash (used in) investing activities</b>		(50,456)	(35,329)
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>207,137</u>	<u>(10,960)</u>
Cash and cash equivalents at the beginning of the year		383,196	394,156
		<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	25	<u>590,333</u>	<u>383,196</u>

## Notes to the Consolidated Financial Statements

### ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

#### **a) Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Association for Perioperative Practice meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **b) Fund accounting**

Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objectives of the charity

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **c) Going Concern**

The directors assess whether the use of going concern is appropriate i.e., whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The directors make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern. The directors continue to adopt the going concern basis of accounting in preparing the financial statements. Having carried out a review of the Charity's cash flow and resources, the directors are confident that the Charity is able to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements.

#### **d) Incoming resources**

All incoming resources are included in the SOFA when the Charity is entitled to the income it is probable that the income will be received, and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- investment income is included on a received basis;
- donations and grants are credited to the SOFA on a receivable basis;
- membership income is recognised on a receivable basis subject to deferral based upon a member's date of renewal;
- income from study days is recognised on an accruals basis;
- grants are recognised when received;
- all incoming resources are stated gross and are not netted down for expenditure.

## Notes to the Consolidated Financial Statements

### **e) Expenditure and Irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Charitable activities comprise those costs incurred by the Charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. It also includes Governance Costs which are those costs associated with meeting the constitutional and statutory requirements of the Charity and include costs linked to the strategic management of the Charity
- Raising funds. This comprises both the direct costs and overheads incurred by the subsidiary, AfPP Limited, in the conduct of its trading activities.
- All overhead and support costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis as set out in note five. Irrecoverable VAT is charged as a separate cost item and allocated in the same way as other costs.

### **f) Intangible fixed assets – Goodwill**

Goodwill arising on the acquisition of subsidiary undertakings/trade and assets etc represents the excess of the fair value of the consideration over the fair value of the identifiable assets and liabilities acquired. It is initially recognised as an asset at cost and is subsequently measured at cost less accumulated amortisation and accumulated impairment losses. Goodwill is considered to have a finite useful life and is amortised on a systematic basis over its expected life, which is five years.

For the purposes of impairment testing, goodwill is allocated to the cash-generating units expected to benefit from the acquisition. Cash-generating units to which goodwill has been allocated are tested for impairment at least annually, or more frequently when there is an indication that the unit may be impaired. If the recoverable amount of the cash-generating unit is less than the carrying amount of the unit, the impairment loss is allocated first to reduce the carrying amount of each asset in the unit.

### **g) Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and depreciated over their expected useful lives at the following rates:

Building improvement	20% of cost per annum
Plant and machinery	20% reducing balance
On-line education asset	20% of cost per annum
Fixtures, fittings and equipment	25% of cost per annum
Website	25% of cost per annum
Computer equipment	20% of cost per annum
Motor vehicle	25% reducing balance

Capital expenditure items with a cost of £500 and above are treated as fixed assets.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is credited or charged to the SOFA.

## Notes to the Consolidated Financial Statements

### ***h) Impairment of fixed assets***

At each reporting period end date, the group reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the group estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

### ***i) Investments and investment income***

Investments are included at historical cost less provision for diminution in value. Any realised/unrealised gains/losses for the period are dealt with through the SOFA. Investment income is accounted for in the period in which the Charity is entitled to receipt.

### ***j) Pension costs***

The Charity operates two defined contribution pension schemes. Contributions are transferred to the SOFA in the period in which they become payable in accordance with the rules of the schemes.

### ***k) Stock***

Stock is valued at the lower of cost and net realisable value.

### ***l) Consolidated financial statements***

The financial statements consolidate the results of the Charity and its wholly owned subsidiary, AfPP Limited, on a line-by-line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the Charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

### ***l) Financial Instruments***

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

## Notes to the Consolidated Financial Statements

### 1. Donations and Grants

	<b>2023</b>	<b>2023</b>	<b>2023</b>	<i>2022</i>
	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>	<i>Total</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations from individuals	-	-	-	<u>200</u>
	-	-	-	<u>200</u>

### 2. Income from Charitable Activities

	<b>2023</b>	<b>2023</b>	<i>2022</i>
	<b>Unrestricted</b>	<b>Total</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Membership	747,811	747,811	690,292
Study days and events	29,835	29,835	17,730
Residential income	248,341	248,341	40,674
Journal subscriptions	1,564	1,564	1,292
Journal advertising income	180,576	180,576	137,575
Publication sales	97,304	97,304	<u>27,483</u>
	<b><u>1,305,431</u></b>	<b><u>1,305,431</u></b>	<b><u>915,046</u></b>

The amount of membership income deferred at 31 March 2023 is £352,943 (2022: £317,373) and this is included in accruals and deferred income at note 13 to these accounts.

### 3. Investment Income – unrestricted

	<b>Group</b>	<i>Group</i>	<b>Charity</b>	<i>Charity</i>
	<b>2023</b>	<i>2022</i>	<b>2023</b>	<i>2022</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Investment income comprises the following:-				
Bank interest received	<u>2,426</u>	<u>423</u>	<u>2,092</u>	<u>416</u>
	<b><u>2,426</u></b>	<b><u>423</u></b>	<b><u>2,092</u></b>	<b><u>416</u></b>



## Notes to the Consolidated Financial Statements

### 4. Subsidiary's results and financial position

The trading results for the year of the wholly owned subsidiary - AfPP Limited as extracted from the annual accounts are set out below.

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Turnover and other income	320,619	250,054
Expenditure	<u>(317,689)</u>	<u>(217,665)</u>
Profit for the Financial Year	2,930	32,389
Other interest receivable and similar income	<u>334</u>	<u>7</u>
Net Profit/(Loss) for the year	<u>3,264</u>	<u>32,396</u>
Gift Aid donation to Charity	<u>-</u>	<u>-</u>
<b>Retained in subsidiary</b>	<b><u>3,264</u></b>	<b><u>32,396</u></b>
The assets and liabilities of the subsidiary were:		
Fixed assets	12,691	17,363
Current assets	396,798	196,399
Current liabilities	<u>(362,857)</u>	<u>(170,394)</u>
Total net assets	<u>46,632</u>	<u>43,368</u>
Aggregate share capital and reserves	<b><u>46,632</u></b>	<b><u>43,368</u></b>

The subsidiary undertaking is controlled by the Board of the Charity's Trustees.

**Notes to the Consolidated Financial Statements**

**5. Total resources expended**

	<b>Basis of allocation</b>	<b>Charitable activities</b>	<b>Governance</b>	<b>2023 Total</b>	<b>2022 Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Costs directly allocated to activities</b>					
Staff costs	Staff time	47,223	-	47,223	51,647
Publications, Printing and postage	Direct	119,133	-	119,133	130,325
Conference costs	Direct	185,854	-	185,854	35,674
Study day costs	Direct	16,095	-	16,095	3,608
Marketing	Direct	67,391	-	67,391	37,723
Online education depreciation	Direct	-	-	-	2
Subscriptions	Direct	8,305	-	8,305	8,252
Membership expansion costs	Direct	41,339	-	41,339	42,898
Awards	Direct	750	-	750	750
		<u>486,090</u>	<u>-</u>	<u>486,090</u>	<u>310,879</u>
<b>Support costs allocated to activities</b>					
IT costs	Usage	36,666	-	36,666	41,338
Board related costs	Usage	-	13,687	13,687	7,528
Staff costs	Staff time	338,799	18,000	356,799	354,699
Rent and rates	Usage	30,831	-	30,831	34,288
Light and heat	Usage	5,240	-	5,240	6,785
Insurances	Usage	7,127	-	7,127	6,841
Telephone	Usage	8,789	-	8,789	9,342
Sundries	Usage	346	-	346	472
Legal and professional	Usage	2,279	-	2,279	5,100
Depreciation and impairment	Usage	152,641	-	152,641	10,795
Profit on disposal of fixed asset	Usage	(386)	-	(386)	-
Irrecoverable VAT	Usage	74,659	-	74,659	52,263
Printing and stationery	Usage	16,270	-	16,270	14,825
Bank charges	Transactions	23,529	-	23,529	21,741
Staff recruitment costs	Usage	7,055	-	7,055	11,405
Staff travel	Transactions	5,393	-	5,393	2,242
Staff training	Transactions	7,424	-	7,424	6,860
Audit fees	Usage	-	13,200	13,200	9,291
Bad debts	Transactions	15,627	-	15,627	9,053
Office costs	Usage	8,817	-	8,817	8,319
Public relations	Usage	10,146	-	10,146	21,353
		<u>751,252</u>	<u>44,887</u>	<u>796,139</u>	<u>634,540</u>
<b>Total resources expended</b>		<u>1,237,342</u>	<u>44,887</u>	<u>1,282,229</u>	<u>945,419</u>

## Notes to the Consolidated Financial Statements

### 6. Net incoming resources for the period

This is stated after charging:

	Group		Charity	
	2023	2022	2023	2022
	£	£	£	£
Depreciation	15,381	13,146	13,709	10,797
Impairment provision	138,932		138,932	
Amortisation	3,000	3,000	-	-
Operating lease rentals:				
Plant and machinery	-	-	-	-
Land and buildings	40,631	39,300	40,631	39,300
Auditor's remuneration:				
Audit fees	13,200	9,291	13,200	9,291
Tax compliance services	1,250	1,000	-	-
Accountancy and other services	2,000	1,500	-	-

## Notes to the Consolidated Financial Statements

### 7. Analysis of prior year Statement of Funds/Financial Activities by:

	Notes	Unrestricted Funds	Restricted Funds	2022 Total
		£	£	£
<b>Income:</b>				
Voluntary income: Donations and grants	1	200	-	200
Income from charitable activities	2	915,046	-	915,046
Investment income	3	416	-	416
				-
Income from trading activities:				-
Subsidiary - trading turnover		235,054	-	235,054
Subsidiary - interest receivable		7	-	7
<b>Total income</b>		<b>1,150,723</b>	<b>-</b>	<b>1,150,723</b>
<b>Expenditure</b>				
Charitable activities	5	945,419	-	945,419
Raising funds		217,665	-	217,665
<b>Total expenditure</b>		<b>1,163,084</b>	<b>-</b>	<b>1,163,084</b>
<b>Net(expenditure) resources before other recognised gains or losses</b>		<b>(12,361)</b>	<b>-</b>	<b>(12,361)</b>
<b>Transfer between funds</b>	17	-	-	-
<b>Net movement in funds</b>		<b>(12,361)</b>	<b>-</b>	<b>(12,361)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		776,714	-	776,714
Total funds carried forward		764,353	-	764,353

## Notes to the Consolidated Financial Statements

### 8. Intangible fixed assets

<b>GROUP</b>	Goodwill £
<b>At cost</b>	
Balance brought forward	15,000
Additions	-
<b>Balance carried forward</b>	<u>15,000</u>
<b>Amortisation and impairment</b>	
Balance brought forward	6,000
Charge for the period	3,000
<b>Balance carried forward</b>	<u>9,000</u>
<b>Net book values</b>	
<b>As at 31 March 2023</b>	6,000
As at 31 March 2022	9,000

### CHARITY

<b>At cost</b>	
Balance brought forward	-
Additions	-
Disposals	-
<b>Balance carried forward</b>	<u>-</u>
<b>Amortisation and impairment</b>	
Balance brought forward	-
Charge for the period	-
On Disposal	-
<b>Balance carried forward</b>	<u>-</u>
<b>Net book values</b>	
<b>As at 31 March 2023</b>	-
As at 31 March 2022	-

**Notes to the Consolidated Financial Statements**

**9. Tangible fixed assets**

<b>GROUP</b>	<b>Building Improvements £</b>	<b>*Software &amp; computer equipment £</b>	<b>Plant &amp; Machinery £</b>	<b>2023 Total £</b>
<b>At cost</b>				
Balance brought forward	13,033	450,876	14,000	477,909
Additions	-	53,690	-	53,690
Impairment provision	-	(138,932)	-	(138,932)
Disposals	-	(563)	-	(563)
<b>Balance carried forward</b>	<b>13,033</b>	<b>365,071</b>	<b>14,000</b>	<b>392,104</b>
<b>Accumulated depreciation</b>				
Balance brought forward	13,033	57,338	5,637	76,008
Charge for the period	-	13,709	1,672	15,381
On Disposal	-	(141)	-	(141)
<b>Balance carried forward</b>	<b>13,033</b>	<b>70,906</b>	<b>7,309</b>	<b>91,248</b>
<b>Net book values</b>				
As at 31 March 2023	-	294,165	6,691	300,856
As at 31 March 2022	-	393,538	8,363	401,901
*Website, computer equipment and online educational assets				
<b>CHARITY</b>				
<b>At cost or valuation</b>				
Balance brought forward	13,033	450,876	-	463,909
Additions	-	53,690	-	53,690
Impairment provision	-	(138,932)	-	(138,932)
Disposals	-	(563)	-	(563)
<b>Balance carried forward</b>	<b>13,033</b>	<b>365,071</b>	<b>-</b>	<b>378,104</b>
<b>Accumulated depreciation</b>				
Balance brought forward	13,033	57,338	-	70,371
Charge for the period	-	13,709	-	13,709
On Disposal	-	(141)	-	(141)
<b>Balance carried forward</b>	<b>13,033</b>	<b>70,906</b>	<b>-</b>	<b>83,939</b>
<b>Net book values</b>				
As at 31 March 2023	-	294,165	-	294,165
As at 31 March 2022	-	393,538	-	393,538

**Notes to the Consolidated Financial Statements**

**10. Stock**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Educational literature for resale	9,521	25,006	9,521	25,006
Consumables held by subsidiary	4,763	1,497	-	-
Costs incurred for future publications	-	225	-	225
Promotional goods - not for resale	-	3,237	-	3,237
	<u>14,284</u>	<u>29,965</u>	<u>9,521</u>	<u>28,468</u>

**11. Fixed asset investment**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
<b>Cost</b>				
Investment in the subsidiary - AfPP Limited	-	-	121,465	121,465
<b>Balance carried forward</b>	<u>-</u>	<u>-</u>	<u>121,465</u>	<u>121,465</u>
<b>Provision for diminution in value</b>				
Balance brought forward	-	-	51,407	51,407
Charge for the year	-	-	-	-
<b>Balance carried forward</b>	<u>-</u>	<u>-</u>	<u>51,407</u>	<u>51,407</u>
<b>Balance carried forward</b>	<u>-</u>	<u>-</u>	<u>70,058</u>	<u>70,058</u>

**12. Debtors**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Amount due from the subsidiary	-	-	80,004	15,192
Trade debtors	399,215	327,435	352,101	309,115
Prepayments and accrued income	353,047	356,030	111,870	172,430
	<u>752,262</u>	<u>683,465</u>	<u>543,975</u>	<u>496,737</u>

## Notes to the Consolidated Financial Statements

### 13. Creditors

#### amounts falling due within one year

	Group		Charity	
	2023	2022	2023	2022
	£	£	£	£
Accruals and deferred income	734,979	619,701	486,279	448,877
Trade creditors	75,649	85,501	47,747	83,053
Other creditors	11,659	7,464	5,414	7,464
Other taxes and social security costs	48,537	30,508	48,537	30,508
	<u>870,824</u>	<u>743,174</u>	<u>587,977</u>	<u>569,902</u>

Membership deferred income relates to membership subscriptions invoiced annually. Other deferred income relates to future events invoiced in advance.

	Membership	Other
	£	£
<b>Deferred income</b>		
Balance at 1 April 2022	317,373	111,263
Amount deferred in the year	352,943	104,838
Amount released to SOFA	<u>(317,373)</u>	<u>(111,263)</u>
<b>Balance at 31 March 2023</b>	<u>352,943</u>	<u>104,838</u>

### 14. Financial Commitments

	Group		Charity	
	2023	2022	2023	2022
<b>Land and buildings</b>				
Operating leases which will expire:				
Within one year	41,424	39,225	41,424	39,225
Between two and five years	100,108	134,019	100,108	134,019
	<u>141,532</u>	<u>173,244</u>	<u>141,532</u>	<u>173,244</u>

### 15. Pension costs

The Charity operates two defined contribution schemes where the rates of contribution is specified in the rules, although additional contributions can be made to the schemes. The pension cost charged in the year was £13,203 for the Group and £13,203 for the Charity (2022: Group £12,463; Charity £12,463).



## Notes to the Consolidated Financial Statements

### 16. Staff costs

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Salaries and wages	507,193	450,616	356,798	350,828
Social security costs	48,908	40,129	34,021	31,695
Pension costs	13,203	11,857	13,203	11,857
	<b>569,304</b>	<b>502,602</b>	<b>404,022</b>	<b>394,380</b>

During the year, the Charity recharged its subsidiary £165,282 (2022: £96,257) for Staff costs. These are included within the management charge expenses in the accounts of the subsidiary.

During the year key management personnel received remuneration of £85,179 (2022: £81,820). The number of employees which emoluments (salaries, wages and benefits in kind) fell within the following bands:

	2023 £'000	2022 £'000
£80,000 - £89,999	1	1

During the year pension contributions on behalf of these staff amounted to £3,195 (2022: £5,185). The average monthly head count was 14 staff (2022: 14 staff) and the average monthly numbers of Full time equivalent employees (including casual and part-time staff) during the year were as follows:

Staff numbers	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Chief Executive	1	1	1	1
Member services	3	3	3	3
Patient Safety and Quality	2	1	2	1
Editorial	1	1	1	1
Marketing	2	2	2	2
Commercial	2	2	2	2
Finance	1	2	1	2
Management and administration	2	2	2	2
	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

## Notes to the Consolidated Financial Statements

### 17. Analysis of movements in unrestricted funds

	Balance 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2023 £
<b>General fund</b>	764,353	1,628,476	(1,599,918)	-	792,911
<b>Total</b>	<b>764,353</b>	<b>1,628,476</b>	<b>(1,599,918)</b>	-	<b>792,911</b>

<b>Name of unrestricted fund</b>	<b>Description, nature and purposes of the fund</b>
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General fund	These are unrestricted reserves available for the charity's activities.
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### 18. Analysis of net assets between funds

	Fixed assets £	Net Current assets £	2023 Total £
Fund balances at 31 March 2023 are represented by:			
- Unrestricted	306,856	486,055	792,911
- Restricted	-	-	-
<b>Group reserves</b>	<b>306,856</b>	<b>486,055</b>	<b>792,911</b>

	Fixed assets £	Net Current assets £	2022 Total £
Fund balances at 31 March 2022 are represented by:			
- Unrestricted	410,901	353,452	764,353
- Restricted	-	-	-
<b>Group reserves</b>	<b>410,901</b>	<b>353,452</b>	<b>764,353</b>

## 19. Capital and other commitments

	Group		Charity	
	2023	2022	2023	2022
	£	£	£	£
Contracted for but not provided in the financial statements	<u>19,589</u>	<u>-</u>	<u>19,589</u>	<u>-</u>

## 20. Trustees' expenses

Expenses relating to travel and subsistence costs amounting to £3,085 (2022: £1,335) were reimbursed to five (2022: four) Trustees who served during the year. Expenses amounting to £6,611 (2022: £6,192) were paid directly by the Charity to third parties relating to travel and subsistence costs.

## 21. Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

## 22. Control

In accordance with the Articles of Association of the Charity, overall control is held by the Trustees and Directors who form the Board. Day to day management of the operational affairs of the charity has been delegated to the Chief Executive Officer who reports to the Board.

## 23. Related Party Transactions

During the year three (2022: three) of the trustees of the Charity, were paid £8,100 (2022: £6,596) through the wholly owned subsidiary, AfPP Ltd for consultancy services on behalf of the company. Of these amounts, £Nil (2022: £nil) was outstanding at the year end and included in trade creditors.

Donations from the Trustees to the Charity during the year were £Nil (2022: £Nil).

Management charges were paid to the Charity by its subsidiary during the year of £213,035 (2022: £129,259). At 31 March 2023 the subsidiary owed £80,004 (2022: £15,192) to the Charity.

#### 24. Reconciliation of movement in funds to net cash used in operating activities

	<b>2023</b>	<i>2022</i>
	<b>£</b>	<i>£</i>
Net income/(expenditure) for the reporting period	28,558	<i>(12,361)</i>
<b>Adjustment for:</b>		
Depreciation charges	15,381	<i>13,146</i>
Amortisation charges	3,000	<i>3,000</i>
Impairment provision	138,932	<i>-</i>
(Profit)/ loss on disposal of Fixed Assets	(386)	<i>466</i>
Interest income	(2,426)	<i>(423)</i>
Decrease in stocks	15,681	<i>282</i>
(Increase) in debtors	(68,797)	<i>(82,697)</i>
Increase in creditors	127,650	<i>102,956</i>
<b>Net cash provided by operating activities</b>	<b><u>257,593</u></b>	<i><u>24,369</u></i>

#### 25. Analysis of changes in net debt

	At 1 April 2022 £	Cash flows £	Other non-cash changes £	At 31 March 2023 £
<b>Cash and cash equivalents</b>	<b>383,196</b>	<b>207,137</b>	<b>-</b>	<b>590,333</b>
	<hr/>	<hr/>	<hr/>	<hr/>