

02546262

CHARITY REGISTERED NUMBER:1013623

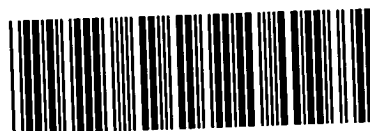
THE BAYSWATER INSTITUTE

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

NOEL & CO.
CHARTERED ACCOUNTANTS
4 PARLIAMENT CLOSE
PRESTWOOD
GREAT MISSENDEN
BUCKINGHAMSHIRE
HP16 9DT

THURSDAY



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16/11/2023
COMPANIES HOUSE

#119

THE BAYSWATER INSTITUTE

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 02546262

Registered Charity Number: 1013623

Registered Office: 4th Floor Silverstream House
45 Fitzroy Street
London W1T 6EB

Accountants: Noel & Co.
Chartered Accountants
4 Parliament Close
Prestwood
Great Missenden
Buckinghamshire
HP16 9DT

THE BAYSWATER INSTITUTE
FOR THE YEAR ENDED 31 MARCH 2023

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THE BAYSWATER INSTITUTE
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The trustees submit their annual report and the unaudited financial statements for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

The charity was incorporated on 5th October 1990 as a company limited by guarantee and not having a share capital. The company is registered in England and Wales (Company number 02546262). The governing document is the Memorandum and Articles of Association. Clause 7 of the Memorandum restricts the liability of each member, as defined by paragraph 2 of the Articles of Association, to one pound in the event of the Charity being wound up. The Charity cannot pay dividends and must use all its funds to further its stated charitable objectives. At March 2023, there were three members (2022: four). The Charity is registered at the Charity Commission (Registered Charity number 1013623).

The Trustees, who are also the directors for the purpose of company law, and who served during the year, were:

Malcolm Ballantine (Chair)

Bob Collingham

Penny Jones

Alan Dale

Resigned March 2023

The Charity has its registered office in London. A Board of Trustees governs the work of the charity as the decision-making body of the organisation, according to its Memorandum and Articles of Association. The Trustees meet at intervals of about three months to consider the current and future work of the Institute and make financial and staffing decisions.

The day-to-day management of the Institute is the responsibility of the Chief Executive Officer, Dr. Priya Davda.

Trustees are appointed at the Annual General Meeting of the charity, or by the existing Trustees, to hold office until the Annual General Meeting.

The Board of Trustees is the governing body of the Charity and determines its policy. It is also responsible for the general management of the Charity and for ensuring the Charity policy is implemented by the staff.

New Trustees are appointed by the Board of Trustees, and at any time there should not be less than three Trustees. Since the Charity is a company limited by guarantee, Board members are also Directors and are registered as such in accordance with the Companies Act 2006. Board members can claim for reasonable expenses in undertaking the Charity's business but they receive no remuneration or other financial benefit. All members of the Board have confirmed that they do not have, and have not had, any beneficial interest in any contract with the Charity.

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and Activities

The Bayswater Institute was founded in 1990 with the objective of turning the social sciences to practical use. The Institute uses the methods and findings of the social sciences to help organisations integrate human and social considerations with economic and technical ones in the design and development of organisations and work.

In practice this means using research and action research to further organisational developments which reflect and integrate the whole complex of factors (human, technical and economic) existing in an organisation and its members. It means an approach to organisation diagnosis which moves across disciplinary boundaries and is capable of drawing on anthropology, psychology, social psychology, sociology and psychodynamics for concepts and methods. It also means considering the needs and development of people in the design and implementation of technical and managerial systems and using education and training to further these ideas. The Bayswater Institute also works to disseminate these methods of integrating human aspects of organisation.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Institute in 2022-23

This year was a very busy one for the Institute. It continued its evaluation work in several projects, helping organisations engaged in development activities by gathering evidence of the impact of the changes as they were implemented. The year was dominated by growth in the work in EDI (Equality, Diversity and Inclusion), in particular work the Institute undertook for Birmingham City Council in its public health programme, examining the health issues of the many minority populations in the city. A summary of the major projects undertaken in the year is as follows:

The main projects were:

The WORKTECC Project (Workforce Operations that Realise Knowledge-based Transformational Efficiency gains in Community Care): This four-year research project came to an end in 2021-22. It was funded by the Health Foundation, led by CORU at UCL with other partners in Care City and two North East London Boroughs. The aim was to determine what efficiency savings could be made from the adoption of new operations research (OR) based work strategies in community care. In 2021-22 CORU presented eight possible OR innovations and the Institute, using methods developed in the project and evidence from studies of how community care is currently delivered, identified the 'readiness for change' in the London Boroughs to adopt these innovations.

The Evaluation of 'Hear Me Now' In 2020-21 the Institute undertook an evaluation of the adoption of the digital app 'Hear Me Now' which is designed to give a voice to people with learning disabilities and autism especially with respect to their health and wellbeing. In 2022 the Institute was invited to undertake a further evaluation of the implementation of 'Hear Me Now' this time in Devon and Bristol, and with the explicit objective to use the app to develop Annual Health Plans with local GPs.

The Earth Journalism Network This network funds journalists to do investigative work in many countries. The Institute was part of a project to gather information by questionnaires and interviews from journalists in the Asia-Pacific region about the support they need in order to undertake their journalistic work.

Community Health Profiles for Public Health in Birmingham. In 2022-23 the Institute took responsibility for the preparation of eight Community Health Profiles (CHPs) for the Public Health Department. These were comprehensive reviews of evidence of the health issues affecting minority communities in Birmingham and more widely in the UK. The communities were those with Caribbean, Nigerian, Arab and Muslim heritage, those with a Gay, Bisexual and Transgender sexual orientations and those with Sight Loss.

175-year Directors of Public Health Report. The Institute prepared a report on the history and achievements of Birmingham's Directors of Public Health over the last 175 years. This was a mixed methods research project, which involved utilising archived and recent data, interviewing previous Directors, and drawing together health statistics over a 175-year period.

The Staffing Resources of the Institute

In addition to its core staff the Institute is able to call upon the services of professional colleagues and in this year that included Dr. Corinna Arndt and Dr. Peter Aspinall. The Institute also recruited three young people through the Government Kickstart scheme to give them research and administrative experience working on the Institute projects. When the Kickstart scheme ended the Institute continued this practice by offering intern opportunities to students following the Global Health programme at King's College London.

Financial review

During the year the Institute reported a surplus of £14,644 on trading operations leaving net assets in the charity of £64,015 (2021/22: £49,371).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three- and six-month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The future plans for the Institute will include a commitment to ensuring that these levels of reserves are achieved and maintained.

Plans for 2023-24

The Institute enters 2023/24 with work plans on five fronts. First, it intends to continue its programme of evaluation and action research work, supporting organisations as they pursue new organisational and technological developments. This will include further work on the adoption of the Hear Me Now app in service changes in the NHS and consultancy on the implementation of Artificial Intelligence (AI). Second, the EDI offering will be developed to facilitate commercial, public and third sector organisations in their EDI aims; for example, a further study has been commissioned by Birmingham City Council to examine the health issues associated with ageing as experienced by minority communities in the city and the Institute is working with the Associate Directors of Public Health in London to develop their anti-racist strategy. Work is also in prospect in the Co-Design domain for which the Institute experience in employee engagement and user-centred design means it is well placed to make an important contribution. Fourthly, the Institute will continue its long-standing programme of consulting to technology start-up companies, including supporting them to reach commercialisation, embedding reflexive practice and building soft skills such as improved team working and leadership skills. Finally, following the Institutes long-standing training programme being suspended during Covid, in the coming year, the Institute plans to resume offerings of the WIG (Wisdom in Groups) experiential management training event and of associated workshops and masterclasses. The Institute also plans to continue to provide internship opportunities to provide support for the staff of the Institute and to provide young people with valuable employment experience in a research and evaluation environment.

Statement of Trustees' Responsibilities

The Trustees, who are also the directors of The Bayswater Institute for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

This report was approved by the board of directors and trustees on 7 November 2023



Malcolm Ballantine Chairman of Trustees

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE BAYSWATER INSTITUTE
FOR THE YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 3 to 8

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Dated: 7th November 2023

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Linda Noel
Noel & Co.
Chartered Accountants
4 Parliament Close
Prestwood

Great Missenden
Buckinghamshire
HP16 9DT

THE BAYSWATER INSTITUTE

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE
ACCOUNT)**

FOR THE YEAR ENDED 31 MARCH 2023

	Unrest'd Funds £	Total Funds 2023 £	Total Funds 2022 £
Income and endowments from:			
Donations and Legacies	0	0	2,511
Charitable activities	82,880	82,880	55,904
Investments	453	453	223
Total income and endowments	<u>83,333</u>	<u>83,333</u>	<u>58,638</u>
Expenditure on:			
Charitable activities	67,586	67,586	88,056
Other	1,103	1,103	1,807
Total resources expended	<u>68,689</u>	<u>68,689</u>	<u>89,863</u>
Net movement in funds	14,644	14,644	(31,225)
Total funds brought forward	£ 49,371	£ 49,371	80,596
Total funds carried forward	<u><u>£ 64,015</u></u>	<u><u>£ 64,015</u></u>	<u><u>£ 49,371</u></u>

All income and expenditure derive from continuing activities.

COMPANY NUMBER: 02546262

THE BAYSWATER INSTITUTE

BALANCE SHEET

AT 31 MARCH 2023

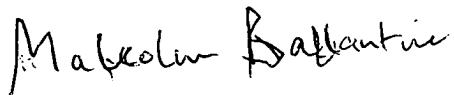
Note	2023	2022
	£	£
Current assets		
Bank Accounts	77,822	68,009
	<u>77,822</u>	<u>68,009</u>
Creditors		
Amounts falling due within one year	6 13,807	18,638
Net current assets	64,015	49,371
Total assets less current liabilities	64,015	49,371
Net assets	<u>£ 64,015</u>	<u>£ 49,371</u>
Capital funds		
Unrestricted funds	64,015	49,371
Total funds	<u>£ 64,015</u>	<u>£ 49,371</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476 of the Companies Act 2006, requiring an audit of these accounts. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Board on 7th November 2023

Malcolm Ballantine Chairman of Trustees

 *Malcolm Ballantine*

Company Registration No. 02546262

The annexed notes form part of these financial statements.

THE BAYSWATER INSTITUTE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

The charity constitutes a public benefit entity as defined by FRS 102. 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 (FRS102) issued on 16 July 2014 (as updated through Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Cashflow statement

The Company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

THE BAYSWATER INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2023

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes. the aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. the cost of raising and administering such funds are charged against the specific fund. the aim and use of each restricted fund as set out in the notes to the financial statements.

Pension costs

The company contributes to a defined contribution pension scheme and the pension charge represents the amounts payable by the company by the company to the fund in respect of the year.

2. Income

	Unrest'd Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Donations and legacies			
Donations and Grants	0	0	2,511
	<hr/> 0	<hr/> 0	<hr/> 2,511
Charitable activities			
IR - generated funds - activities	82,880	82,880	55,904
	<hr/> 82,880	<hr/> 82,880	<hr/> 55,904
Investment income			
Investment income 1	453	453	223
	<hr/> 453	<hr/> 453	<hr/> 223

THE BAYSWATER INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2023

3. Expenditure on charitable activities

	2023	2023	2022
	£	£	£
Staff costs	59,618		69,847
Associates' costs	0		3,658
Property costs	1,044		2,785
Office costs	2,174		804
Project costs	4,750		10,962
	<hr/>		<hr/>
		67,586	88,056
		<hr/>	<hr/>

4. Other costs

	2023	2023	2022
	£	£	£
Governance costs	975		1,536
Admin cost 1	0		1
Accountancy	128		270
	<hr/>		<hr/>
		1,103	1,807
		<hr/>	<hr/>

5. Employment costs

The average number of persons employed by the company, including director, during the year was as follows:

	2023	2022
Charitable Activities	1	2
Generating funds	1	2
Administration	1	1
Salaries	51,907	63,369
Social security	199	1,204
Pension costs	4,362	4,468
	<hr/>	<hr/>
	56,468	69,051
	<hr/>	<hr/>

THE BAYSWATER INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2023

6. Creditors

Amounts falling due within one year:-

	2023	2022
	£	£
Other Taxes & PAYE	3,360	2,062
VAT	9,084	3,577
Accruals And Deferred Income	1,363	12,999
	<u>£ 13,807</u>	<u>£ 18,638</u>

7. Governance costs

	2023	2023	2022
	£	£	£
Independent Examiner	700		1,500
Trustee expenses	275		37
Accountancy	0		270
	<u> </u>	<u>975</u>	<u>1,807</u>

A total of £275 was paid to two trustees during the year (2022:£37).
No remuneration was paid to any trustee.

8. Related party transactions

There were no related party transactions to report.