# THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

England & Wales · Charity number 1118444

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 06035633 |
| **Registered** | 2007-03-20 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | 42 Freemans Way<br>Harrogate<br>North Yorkshire<br>HG3 1DH |
| **Phone** | 01423881300 |
| **Email** | alex.duke@afpp.org.uk |
| **Website** | www.afpp.org.uk |

## Activities

**Objects:** THE OBJECTS FOR WHICH THE ASSOCIATION IS ESTABLISHED ("THE OBJECTS") ARE TO ADVANCE HEALTH FOR THE PUBLIC BENEFIT BY IMPROVING PATIENT CARE IN PERIOPERATIVE PRACTICE.

**Activities:** The charity's purpose is to advance health by improving patient care in perioperative practice.The aims of the Charity are to promote best practice in perioperative care through engagement with practitioners and other stakeholders and thereby improving the journey of patients needing operative treatment. These aims fully reflect the furtherance of the Charity's purpose.

## Classification

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

Downloaded from opencharities.uk/ew/1118444

## Geography

- Northern Ireland
- Scotland

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £1,380,831 | £1,409,097 | £906,653 | 17 |
| 2024-03-31 | £1,477,965 | £1,335,958 | £934,918 | 14 |
| 2023-03-31 | £1,628,476 | £1,599,918 | £792,911 | 14 |
| 2022-03-31 | £1,150,723 | £1,163,084 | £764,353 | 14 |
| 2021-03-31 | £939,132 | £1,008,928 | £776,714 | 14 |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Craig Griffiths | | 2025-01-01 |
| Georgia Headley | | 2025-10-01 |
| John Biddle | | 2026-01-01 |
| Lisa Helen Nealen | | 2024-01-01 |
| Louise Dye | | 2024-01-01 |
| Maxine Page | | 2022-02-23 |
| Nadiene Deane | | 2022-12-01 |
| Oliver David Tierney | | 2021-01-04 |
| Thomas Roberts | | 2025-10-01 |
| Will Windsor | | 2025-01-01 |

Downloaded from opencharities.uk/ew/1118444

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

England & Wales - Charity number 1118444

# Accounts

Registered number: 06035633
Charity numbers: 1118444 and SCO43668

# THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

ArmstrongWatson®

Accountants, Business & Financial Advisers

THE ASSOCIATION FOR PERIOPERATIVE PRACTICE
(A company limited by guarantee)

CONTENTS


| | Page |
|---|---|
| Our Vision, Mission and Values | 1 |
| Reference and administrative details of the Company, its Trustees and advisers | 2 |
| President's message | 3 |
| Chief Executive Officer's message | 4 - 5 |
| Your Board of Directors/Trustees and Advisors to the Board | 6 - 10 |
| Directors' Report | 11 - 17 |
| Trustees' responsibilities statement | 18 |
| Independent auditors' report on the financial statements | 19 - 22 |
| Consolidated statement of financial activities | 23 |
| Consolidated balance sheet | 24 - 25 |
| Company balance sheet | 26 - 27 |
| Consolidated statement of cash flows | 28 |
| Notes to the financial statements | 29 - 49 |

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**
**(A company limited by guarantee)**

## 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

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2025

| | |
|---|---|
| **Trustees** | R A Collins (President to 1 January 2025), Trustee<br>O D Tierney (President from 1 January 2025), President<br>L Dye, Trustee<br>J Maher, Trustee (resigned 5 August 2024)<br>L H Nealen, Trustee<br>M Page, Trustee<br>J E Spencer, Trustee (resigned 1 January 2025)<br>L E Tierney, Trustee<br>N J Deane, Trustee<br>A C Venn, Trustee<br>W Windsor, Trustee (appointed 1 January 2025)<br>C F Griffiths, Trustee (appointed 1 January 2025) |
| **Company registered number** | 06035633 |
| **Charity registered numbers** | 1118444 and SCO43668 |
| **Registered office** | Daisy Ayris House<br>42 Freemans Way<br>Harrogate<br>North Yorkshire<br>HG3 1DH |
| **Chief executive officer** | Alex Duke |
| **Independent auditors** | Armstrong Watson Audit Limited<br>Chartered Accountants<br>Statutory Auditors<br>Third Floor<br>10 South Parade<br>Leeds<br>West Yorkshire<br>LS1 5QS |
| **Bankers** | National Westminster Bank<br>3 Cambridge Crescent<br>Harrogate<br>HG1 1PE |
| **Solicitors** | Hempsons Solicitors<br>The Exchange<br>Station Parade<br>Harrogate<br>HG1 1TS |

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## PRESIDENT'S MESSAGE
## FOR THE YEAR ENDED 31 MARCH 2025

I am pleased to report on the developments and achievements of The Association for Perioperative Practice (AfPP) during the past year. Overall, it has been a hugely successful year for AfPP and has seen many regenerative initiatives and projects launched and completed.

I would like to thank Ruth Collins (former President) for all her support and encouragement and the hard work of the Board of Trustees and HQ Team. Their efforts have seen great improvements to AfPP and have allowed me to move seamlessly into my presidency. Their continued hard work is much appreciated and should never be underestimated. The board of Trustees and HQ team have also welcomed several new team members and I am confident that their addition will bring fresh ideas and energy for the coming year.

Nationally, we continue to have an important and influential role in the development of the perioperative environment across a variety of prestigious groups. AfPP has continued to be a prominent member of The Centre for Perioperative Care (CPOC) and this has allowed us to positively influence not just the perioperative environment but the pathways that safely lead our patients through their perioperative journeys. We have also worked closely with the Health and Safety Investigation Bureau (HSIB) in analysis and development of actions surrounding perioperative incidents. Internationally, we continue to work alongside the International Federation of Perioperative Nurses (IFPN), ensuring a presence on the world stage.

Whilst this will be spoken about in more detail on the CEO's report, it is important we recognise the implementation of the new CRM system (Radius) and website on 16 April 2024. This was a much-needed development and allows us to offer more to our membership in terms of online resources and support.

I am also delighted to announce that we have implemented free student membership alongside a new introductory, lower-cost, membership for newly qualified practitioners. This move is designed to grow our membership at the grassroots and allow us to support the next generation of practitioners as they move from student to qualified practitioners.

In terms of the Journal and IPP, this has now gone 100% digital. Alongside this, we have been able to fully launch the new Journal Writers SIG to help support our members to publish their own work; I hope this will create a Journal for the membership, written by the membership.

This year marked the 60th anniversary of AfPP and this was celebrated at our Annual National Conference in August 2024. The conference, hosted at the University of Warwick, was a huge success and I personally look forward to building on this success at next year's conference and beyond. The feedback from our membership was very positive and the variety of speakers and content demonstrate that the AfPP National Conference is at the cutting edge of perioperative practice.

Alongside the conference, we also ran, for the first time, a roadshow of regional study days to further celebrate AfPP's 60th anniversary. These events were very well received and provided a diverse programme of education throughout the year. Thank you to all who attended and helped organise these events, this is something we can all be very proud of.

Overall, this past year has been very much a year of regeneration for AfPP, and I feel assured that we can, in the year ahead, achieve great things that will further support, develop and empower our perioperative teams.

Finally, I would like to say thank you to all our members, volunteers and staff for their continued hard work and dedication. Without you, AfPP is nothing, we truly are stronger together.

Sincerely,

Oliver Tierney

President, AfPP

## CHIEF EXECUTIVE OFFICER'S MESSAGE FOR THE YEAR ENDED 31 MARCH 2025

I am delighted to highlight here for you some of the exciting improvements that we delivered during what was AfPP's 60th Anniversary, celebratory year. After previously identifying some of the ways we could improve the Association, this financial year was one of huge planning and activity.

Our new CRM system (Radius) and website went live on 16th April. It has enabled us to offer member resources on a more user-friendly platform. We also launched a new improved Job Forum page giving an enhanced user experience.

We have continued to make small improvements to the platform since go-live, by identifying and developing new features. This improvement work is on-going and will continue to be for the life of the system. To date, 73% of members have engaged with their unique member portal.

From an internal perspective, Radius has enabled us to streamline membership processes which has in turn freed up time to look more pro-actively at the member journey, recruitment and retention activities.

Two of the major changes this year have been the move to Free Student Membership and a new membership type, with an introductory level cost of Newly Qualified Member (NQM), both introduced in September 2024. We have actively promoted the benefits of AfPP membership via our student channels and student members ended the year at 627, up from 186 when membership was paid. We have an active campaign of regular 'touch points' which is helping to convert free students to NQM at the end of their study.

In April, we had a small membership price increase for registered, non-registered and retired members. Overseas member pricing was reduced to be in line with registered members. We offered members a new benefit of free access to live and on demand webinars. Additionally, we moved away from our contract with EBSCOhost. Members told us the offer we had wasn't comprehensive enough and that there were other places where they received the same benefit (such as their employer or university). We re-negotiated the contract with EBSCO and bought library access e-publications from them instead, which are available free to members via the member portal.

New SIG forums were added for the Robotics and Human Factors specialities. However, the forums have struggled to gain momentum, and we have been looking at different ways to promote SIG Forum participation from our members through IPP articles, social media and targeted emails.

Changes to the way we process the member insurance policy, putting more onus on the professional integrity of the applicants, resulted in a far less onerous task for the membership team. The process was much smoother, simpler and less time consuming than it had been previously.

Strengthening our educational output was one of our first goals and a new position of Education Lead was filled in August 2024. Since then, our Education Lead worked on curating the content for the remainder of the AfPP Roadshow events and 2025's Annual conference.

During the year we hosted a three-week online Research, Education and Leadership (REL) placement for three ODP students from Hallam University. The output was useful in providing fresh perspectives on what students require and reinforcing our support of learning and developing the future theatre workforce.

Our Education Lead has worked on both educational content for the member portal in the new 'Resource Hub' and education modules that we plan to sell commercially under our AfPP Academy brand.

Unfortunately, we were unable to find the right candidate for the role of Head of Department - Education, Publications and Professional Advice within the financial year, although I'm pleased to report that the appointment is now in place and their efforts will start to have an impact in the financial year 2025/26.

I mentioned in last year's report the ongoing challenges around recruitment and retention of volunteer members and how this impacts our ability to deliver study days. We trailed an initiative as part of our 60th anniversary celebrations whereby the HQ team take the lead on the events-based education offered. Our events team, along with some incredibly engaged volunteers (comprising regional leads, SIGs and some board members) masterminded the AfPP Roadshow, visiting eight cities across the UK.

Our Annual National Conference this year took place for the first time at the University of Warwick. The more central location received great feedback from participating delegates and suppliers alike. There were 332 delegates plus 30 volunteers and board members, giving a total of 362 practitioners. Of the delegates, 52% were non-members, giving us an opportunity to showcase AfPP to a wider audience. Additionally, there were 31 speakers, 34 supplier stands and 75 company representatives on site.

We have been engaging positively with our Link Members, providing them with updated notice board content to refresh on a regular basis. The Link members have been highly engaged with this and regularly send in photographs of their AfPP displays.

Membership of the Association fell during the period as we had anticipated, and the changes put into place to build our education output in addition to the improvements we will gain from our new CRM should start to impact membership numbers positively in the next financial year.

Our commercial work continues to be strong, and we secured the contract to re-accredit the Circle Health Group (49 sites) as each hospital's initial two-year accreditation expires. The press we have achieved around these accreditations appears to have encouraged interest from many other hospitals, particularly in the private sector, and we have a healthy pipeline of new enquiries.

We have spent considerable time developing and formalising the reports generated from the audit and accreditation visits and worked on producing a training programme for consultants which will be launched in the next financial year. This will all strengthen the robust nature of the audit process and the strong reputation that the AfPP Accreditation award carries.

With our Journal, after an initial test period (where there was an option to retain paper or switch to digital) the JPP transitioned to be 100% digital. We appointed a new Editor for the JPP, Carolina Britton, and she is working hard to ensure that the journal content is aligned with what membership want to read. Our past Editor, Julie Quick curated celebratory 60th Anniversary collections of articles which were made available to members and non-members in an effort to demonstrate the value of the journal. The IPP also has a new Editor in Nikki Stroud, and we have been delighted with the content and production of both publications.

We have undertaken a large project around updating our policies and procedures for members, board, volunteers and the HQ team. This has been a huge undertaking to align everything with current legislation and to ensure we have just one point of truth. This has been months of effort and is nearing completion.

The HQ team have been dedicated to improving the visibility and strength of the Association. I am pleased to advise that we achieved all our half and full year strategic objectives, plus some additional items that were not in the initial plan. I give enormous thanks and praise to the HQ team; I am very proud of all they have achieved, and we will continue working hard to make AfPP relevant to practitioners at all stages in their career.

Alex Duke

Chief Executive Officer

## YOUR BOARD OF DIRECTORS/TRUSTEES AND ADVISORS TO THE BOARD FOR THE YEAR ENDED 31 MARCH 2025

**Oliver Tierney: President/Trustee and Director of AfPP Ltd**
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 and a director of AfPP Ltd since January 2024.

**Ruth Collins: Immediate Past 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.

Ruth stepped down from her president role in January 2025.

**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 the Professional Lead for Advanced Clinical Practice at York and Scarborough Teaching Hospitals NHS trust, working clinically within the speciality of breast surgery and oncoplastics.

Julia stepped down as an AfPP Trustee in January 2025.

**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.

Jennifer stepped down as an AfPP Trustee in August 2024.

**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 Lisa moved to the Independent sector working for over 5 years as 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 has worked for the Care Quality Commission (CQC) since July 2015 as a Specialist Advisor and has participated in numerous Inspections in the NHS and Independent 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, Bangladesh and the UK.

Lisa is a non-elected Trustee and a Consultant for AfPP Ltd. She also provides consultancy services for healthcare providers regarding regulatory compliance and registration.

**Maxine Page: 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 Deane; 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.

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. She also sits on the resus committee and takes an active role in Radar 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 is 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.

**Louise Dyc: Non-Elcoted Truetoo**
Louise is a Clinical Education Facilitator for the Orthopaedic Theatres service at the Norfolk & Norwich Hospital. Louise qualified as a Registered General Nurse in April 1993, she has been working within the field of perioperative practice for over 25 years with the majority of her practice being within the field of Orthopaedics and Trauma. Working in both full time and part time roles from Band 5 Nurse to Band 8a Lead Nurse / Theatre Manager across 3 NHS trusts and 2 private sector hospitals.

Louise has been an AfPP member for several years and has held the position as Orthopaedic SIG Lead for 5 years. As part of the Anglia regional team, Louise has been involved with the organization and delivery of regional study days. She is also a member of AO Trauma UK Faculty and has facilitated local and national AO Trauma Operating Room Personnel Courses.

Louise is also involved with the supervision and assessment of students who are on placement in her team these include Nurses, Operating Department Practitioners and Paramedic's. The trust she works in facilitates Degree students and apprentice students form several local universities' which brings a wide variety of course programmes for them to facilitate.

**Lisa Nealen: Elected Trustee**
Lisa gained her 'Practice Development' degree in 2017, since then Lisa has used the knowledge and confidence gained to reach a wider audience through webinars and study days. Lisa is passionate about education, with over 29 years of theatre experience, Lisa loves providing the junior staff and students with the knowledge and skills to enable them to become confident, safe practitioners. Lisa represents AfPP as a regional member for the Northest area and is the Link member within her own theatre department. Lisa represents the AfPP through national webinars and at the 'Safety for All', conference at the Royal College of Physicians in London.

Lisa has worked alongside Stryker UK LTD as their 'Key Opinion Leader' and with them has helped others to have courageous conversations within their own departments in order to create 'Clean Air Theatres', which safeguard their colleagues and patients from the potential dangers of surgical smoke plume. Lisa's work has been acknowledged by us and her webinar has been awarded CPD hours that staff can use towards their revalidation. Lisa has also helped to create guidelines within her departments, ensuring the continued use of smoke evacuation devices.

Lisa is a Freedom to Speak up champion and is part of two committees: Surgical smoke coalition and Surgical Burns Action Group.

**Will Windsor: Elected Trustee**
Will Windsor is currently serving as the Senior Clinical Lead (ODP) for the Llantrisant Health Park Development at Cwm Taf Morgannwg University Health Board. With a career spanning over two decades, Will has built an impressive track record in the field of surgical health care and theatre management.

Beginning his journey at Princess Alexandria Hospital in Harlow, Essex, Will started as a Healthcare Assistant in theatres from 1999 to 2006, which sparked his passion for the Operating Department Practitioner role. He progressed to become a Student Operating Department Practitioner, training across multiple specialities including Orthopaedic, Vascular, and General Surgery, before specialising in Vascular and General Surgery.

Throughout his career, Will has held several prominent positions, including Senior Operating Department Practitioner for Major Trauma and Vascular at St Mary's Hospital, Paddington, where he led a team that contributed to significant research on swab safety that went on to be published in a number of journals including AfPP. His role as Clinical Leader at Poole Hospital NHS Trust saw him establish robotics services, while his tenure as Clinical Lead for General Surgery at Royal Bournemouth Hospital NHS Trust involved managing a large team and overseeing various surgical specialties.

In 2018, Will became the first Operating Department Practitioner Matron at University Hospitals Dorset NHS Trust, where he was responsible for quality care and established a well-being team that received recognition and was officially open by the then Prince Charles.

Currently, in his role at Llantrisant Health Park, Will is at the forefront of developing a state-of-the-art healthcare facility that will feature 12 theatres, focusing on high-volume, low acuity day surgeries and arthroplasty surgery. He is committed to standardising practices across multiple sites and enhancing the training and well-being of healthcare staff.

Will's career is marked by his dedication to improving surgical care, fostering team development, and his commitment to the well-being of his colleagues and patients.

**Craig Griffiths: Elected Trustee**
Craig began his career in healthcare while still a university student, taking on a weekend role in sterile services. His journey into perioperative practice truly began when he became a theatre assistant at St Michael's Hospital, where he discovered the Operating Department Practitioner (ODP) profession and met his future wife. Inspired, Craig pursued a degree in Operating Department Practice at Cardiff University, completing placements within what is now the Swansea Bay University Health Board.

After graduating, Craig returned to Bristol to work as a Paediatric Anaesthetic and Recovery Practitioner at the Bristol Royal Hospital for Children (BCH). It was here that his passion for education and professional development took root. Together with his colleague, Justin Blackett, Craig co-created PIPcast, a podcast dedicated to ODPs and the perioperative field, aiming to raise awareness of the profession. Through PIPcast, Craig became actively involved with the AfPP conference, contributing as a co-comperé and delivering insightful round-up talks—a role he has proudly fulfilled for over five years.

In 2018, Craig returned to academia, joining his alma mater as a lecturer. By 2021, he became the course leader for the newly established ODP program at the University of South Wales. Craig and his colleague, Deborah Ryan, designed the programme with the guiding mantra of "me and mine," emphasising a personalised and practitioner-focused approach to education.

In this role, Craig has championed the integration of simulation-based learning into anaesthetics and surgery training. He has supported the development of innovative spontaneous simulation models, primarily for anaesthetics and recovery practice, created by his colleague Ash Davies. Separately, Craig has developed innovative surgical simulation models specifically tailored to enhance teaching and training for surgical first assistant practice.

Craig is deeply committed to the mission of the AfPP, advocating for the highest standards of patient care and supporting the professional development of perioperative practitioners. Throughout his career, he has taken great pride in fostering teamwork and collaboration, believing these values are central to achieving excellence in patient care and professional practice. His dedication to education and partnership continues to drive positive change in the field.

**Alex Duke: Chief Executive Officer and Director of AfPP Limited**
Prior to taking on the role of CEO in June 2023, Alex worked for the Association at HQ in Harrogate for five years as the Commercial Development Lead when she also deputised for the CEO. She has broad ranging experience and has previously worked in a diverse range of sectors from retail, fashion and manufacturing to homeware, lighting, and healthcare IT, predominantly but not exclusively in the SME sector.

Working with SME's, including start up's, has provided Alex with very hands-on experience and strong commercial understanding. She enjoys getting involved with the variety of departments 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 responsibilities have generally been in the management, problem solving, planning, sales and marketing functions and she sees herself very much as a people person who thrives on colleague and customer interaction.

Working in New York for two and a half years as President of a US subsidiary to a large UK lingerie manufacturer gave Alex an appreciation and respect for anyone working in a foreign country. Alex says that, even as an English-speaking country, the United States was a minefield in terms of navigating subtle differences in language. She has huge respect for people working in the UK from abroad, for all the additional challenges that a different language brings.

Alex's strengths lie in her analytical approach, planning, evaluating, and implementation of commercial opportunities that will support the continued development of the Association. She has a keen attention to detail and naturally curious (some may say nosey!) nature.

**Daniel Donnelly: Advisor to the Board and Non-Executive Director of AfPP Limited**
Dan obtained a physics degree and then a PhD from Lancaster University before going on to undertake a career in IT and business management spanning 25+ years. During this time, he founded and built a number of businesses with a strong focus on operational process improvement, governance and technology.

He brings this experience to AfPP to transform the organisation's operations by increasing efficiency and fostering a collaborative and inclusive culture.

Dan's ability to identify underperforming business areas and recruit specialist third-party consultants into key roles to overhaul those aspects has led to significant and tangible improvements to the organisation as a whole.

In his role at AfPP, he has worked across all disciplines to help form a cohesive business transformation plan.

# DIRECTORS' REPORT
# FOR THE YEAR ENDED 31 MARCH 2025

The Directors present their report and audited financial statements for the year ended 31 March 2025. The financial statements comply with the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, 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).

## 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

At 31 March 2025, 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 27 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 11 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

**Overview:**
The consolidated accounts for last financial year show a deficit of £28,000 versus a budget deficit of c£148,000. Overall, there was £120,000 less deficit than budgeted. The largest of the differences are outlined in this overview. To a greater extent, the reduced deficit is a result of our wages expenditure not being as high as we had anticipated (£80,000 less than budget), due in the most part to difficulty in finding the right candidate, for a new key role, causing a delay in recruitment, and not replacing a leaver from the membership department after efficiencies from the new Radius system kicked in.

Membership income was £9,000 below budget. And further information is provided below.

The journal income provided a pleasant surprise with a surplus £10,000 above budget, despite earlier suggestions that it could be below forecast.

The Job Forum surplus of £6,000 was £19,000 below budget, and this was the greatest disappointment. Open Box, our media sales partner had been through several staff changes, and it appeared they had lost direction somewhat. Despite our interventions to get them back on track, the jobs element of their sales portfolio still underperformed quite considerably. Unfortunately, the contract that is in place with them has no provision for under performance. We will be addressing this before the next contract renewal due in January 2026.

Annual National Conference, as I have already alluded to performed well with a surplus £14,000 above budget. The exhibitor sales floor was sold out and provided sales opportunities for the other events in our schedule. This certainly contributed to the events surplus also being £12,000 above budget.

The Corporate Services deficit was £15,000 less than predicted, key contributor here was c£6,500 more bank interest earned than initially predicted after we moved some cash into a high interest bond.

Governance costs were £11,000 less than budgeted. The key impact factors here were below expected overseas travel costs, the lack of trustee election costs (usually c£2,750), board development coming in below expectation and subscription costs to CPOC being postponed.

**Membership:**
Membership at the end of March 2025 was 6,025, which included 627 free student members (5,398 paying members). Whilst paid membership has continued to fall, and remains a concern, the net loss of members each month has fallen from 76 per month in 23/24 to 15 per month in 24/25. These figures remove the free student element to show a true comparison.

Membership recruitment and retention has continued to be a challenge for the Association and new processes are being implemented to keep in contact more with members during the year, and not just when we need payment from them!

On 31st March 2025, the Charity's paid membership (excluding free students) was 5,398 (on 31st March 2024: 5,648, students removed is 5,462).

The membership subscription fee increased by 25p per month (£3 per annum) for registered, non-registered and retired members, the overseas member price came down to match the registered fee. The student subscription price remained the same until it became free in September 2024 and the Newly Qualified Member (NQM) rate was also introduced in September 2024.

**Annual Conference:**
The Charity's Annual Conference took place for the first time at the University of Warwick on 2-3rd August 2024. The conference was very successful and generated £14,000 above budgeted surplus (£97,000 surplus in total). We received excellent feedback and evaluations from our delegates and suppliers. Total attendees, including the HQ team was 483, which provided for a vibrant buzzing atmosphere.

**AfPP Roadshow:**
The AfPP Roadshow visited eight locations across the United Kingdom. A total of 659 delegates purchased tickets which were at special celebratory rates, introduced to encourage non-members to attend and see first-hand, the quality of the education offered and the benefits of AfPP membership. This special rate proved successful in that, of the 659 delegates who registered for the roadshow, 426 were members and 233 were non-members (35%). We are continuing to market to this new prospective member data.

**Webinars:**
The ease and convenience of webinars continues to be popular and the 7 live webinars that we hosted between November 2024 and March 2025 attracted 884 registrants, 6.5% of these were non-members. Non-member income from the 7 webinars was £843.

Webinars were free to members during this period and despite that, we achieved a strong attendance conversion rate of 65%. Average registrants over the 7 webinars was 126 delegates and average attendance was 81 delegates.

In addition, our 34 on-demand webinars proved incredibly popular, attracting 1,091 total views. Of these views, 178 (16%) were non-members who paid for the on-demand content. Once paid for webinars become over one month old, providing the content is still current, they are offered to members free of charge in the Resources Hub.

**Theatre Access Course (TAC):**
During the year, we re-established our Theatre Access Course as a viable option for medical device company representatives. The course was updated and made into an online module with a test at the end. Over the year, 71 courses were purchased. We are continuing to market this course with new marketing material and a new course booklet for attendees.

**Marketing:**
The strength of our marketing has contributed greatly to the awareness of the Association. There were 17 press releases issued between August 2024 and March 2025, with over 35 articles achieving print and digital press. Additionally, the News area of the members portal was launched.

New emails have been written for the membership team to issue through Radius at different points of the member journey. Additionally, an onboarding video has been created highlighting benefits for new members.

Our active website users increased over the year by 3,000 and the engagement time has increased from 1 minute 06 seconds to 2 minutes 06 seconds.

**Professional Advice Service (PAS):**
During the financial year from 1 April 2024 to 31 March 2025, the AfPP Professional Advice Service (PAS) supported 178 members with confidential cases, representing approximately 3% of members using the service. This reflects a modest increase from the previous financial year, when 145 members (2.6%) accessed the service. PAS has continued to be a vital source of support for members navigating professional challenges. Employment advice remained the most frequently requested topic, with 22 members (12.4% of PAS users) seeking guidance, followed by documentation (16 members, 9%) and other queries (17 members, 9.6%).

**The Journal of Perioperative Practice (JPP) & The Innovation People and Practice Magazine (IPP):**
The Charity's peer reviewed academic Journal (JPP) retained its impact factor of 1.2 as indexed in the Web of Science. The Journal is ranked 186/290 in the surgery category.
In the last year, the editor, Carolina Britton, has raised the bar for Journal submissions, to ensure only the best, on topic papers, enter the peer review process. In addition to this, the editor continues to independently encourage authors who are involved in new processes or 'on topic trends', such as AI, to submit a paper to the Journal.

In August 2024, the Journal, in line with other Sage Journals, moved to Cloud Editing. To maintain consistency throughout the proof process, and ensure the Journal kept its 'voice', rather than blending in with rest of the Sage portfolio, Gina Graydon worked closely with the Production Editor at Sage to update the Journal's style sheet. The new style sheet was successfully introduced last autumn.

Following on from the launch of the new Writers Special Interest Group (SIG) in the previous period, a number of new writers have had their first article published in the IPP. What's more, two have already expressed an interest in writing further articles.

The IPP magazine continues to be popular with good reviews from practitioners who perceive it to be an easy read, and it's favoured by advertisers.

We now have a range of digital advertisements on offer for both potential and existing advertisers. The team continues to explore new and innovative ways of enhancing the digital experience for both members and advertisers.

**Projects and Collaborations:**
We have continued to collaborate on several significant projects, and we sit on many groups including Centre for Perioperative Care Collaborative (CPOC), Perioperative Care Collaborative (PCC), Faculty of Perioperative Care (FPC), Royal College of Surgeons England (RCSE) Robotics Network, British Association of Day Surgery (BADS) Specialist Core Competencies Documents, and SAFE OR to name a few. These pieces of work further our mission to improve patient care through constantly developing and promoting the leading standards for perioperative practice and practitioners. Some of the specific projects include:

**Surgical Burns Action Group (SBAG)**
Lindsay Keeley acts as chair on behalf of AfPP as part of SBAG. This group was established to seek and consolidate clinical and patient support, to remove the significant gaps in the reporting of surgical fires/burns, ensuring patients are properly informed of the risk, and clinicians are educated/trained on the necessary safety requirements. The group is currently lobbying parliament to get recognition of the issue. We are awaiting the NHSE data analysis report on the incidents of surgical fires and burns from the Patient Safety Clinical Lead – Surgical Safety. This is taking longer than expected due to their review processes.

**BD Joining Hands to Reduce Surgical Site Infection Project**
Working with the European Expert Working Group (EWG) initiated by Professor Marja Boermaster from UMC Amsterdam to define the optimal universal, evidence-based bundle to reduce Surgical Site Infections (SSI). A Delphi methodology study was undertaken, and the manuscript from the Delphi Study has been submitted to the International Journal of Surgery. To date it is still awaiting publication.

**NHS England – Peri-Operative & Theatres Workforce Programme Expert Stakeholder Engagement Group**
AfPP continue to work as part of this EWG. It focuses on clinical roles within the theatre environment, looking at the four practitioner roles: Scrub, Anaesthetics, Recovery and Circulating. The review includes co-designing a way forward to address unwanted variation in the workforce, establishing a 'unified collective' voice.

The group has reviewed the proposed capability framework and pathways, addressing the needs and expectations of the key stakeholders. Concerns were raised at the meeting on 3 December 2024 around the need for caveats to be put in place and added to the framework, to ensure it is not abused by organisations when staffing theatre lists across specialities. The group is awaiting documentation from NHS England with the caveats added and dates for piloting the capability framework before sharing information.

**ISO Standard - ISO/TC 84 WG8**
Providing clinical advice for ISO 23908 technical standards on sharp containers. This is still under review.

**ISO Standard - ISO/TC 84 WG9 N927 Catheters**
Providing clinical advice for ISO 10555-1 2023 Intravascular Catheters – sterile and single-use catheters. This is still under review by the group committee.

**ISO Standard - ISO/TC84 WG10 N 213 Needles**
Providing clinical advice for ISO 9626:2016 Stainless Steel Needle Tubing - for the manufacture of medical devices. This is still under review by the group committee.

Commercial Work
This area of work remained strong during the last financial year. Our consultants supported 29 hospital audit visits, comprising a mix of initial and follow-up visits. During these, 22 hospitals reached the end of the process within the reporting period and were successfully accredited. Four of these were reaccreditations, where the hospitals' previous accreditation had expired and they underwent the process again to maintain their accredited status for a further two years.

Additionally, one policy review, one staffing review and two medical device company re-endorsement / re-accreditations were undertaken.

The process of audit reporting has continued to be developed and improved during the year, including new report templates for all areas of work undertaken, and work has commenced on developing in-person and online training for consultants.

## FINANCIAL REVIEW

**Results of the Group**
The gross income of the Group amounted to £1,380,831 (2024 - £1,477,965). The Group has reported a deficit for the year of £28,266 (2024 – Surplus £142,007) which is significantly lower than the budgeted deficit of £147,674.

**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**
Total funds as at 31 March 2025 amounted to £906,653 (2024 - £934,918) of which £906,653 (2024 - £934,918) was unrestricted. However, the unrestricted funds include functional fixed assets (e.g. goodwill, computer hardware, software and other equipment) of £360,124 (2024 - £399,324) 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 2025 were £546,529 (2024 - £535,594).

The Charity's policy is to achieve sufficient reserves to cover three months' expenditure on charitable activities (£350,000) plus the estimated costs of meeting all commitments on a winding-up of the organisation (£118,000); a total of £468,000. The trustees note that reserves freely available to spend have increased in the year again. This continues to reverse the significant decreases in the previous 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 2025 are above the level required to satisfy our reserves policy at that date. The trustees consider the reserves policy to be prudent.

The reserves policy is reviewed biannually.

**Fundraising Activities**
In the directors' opinion the charity does not carry out any fundraising activities of the nature set out in the Charities Act 2026.

**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 £1,175,598 (2024 - £1,158,009) was generated from charitable activities.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2025

The Trustees (who are also the directors of the Company 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 . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the 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 Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



.....

**O D Tierney**
(Trustee)
Date: 6 September 2025

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

### 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 2025 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 Group's and of the parent charitable company's affairs as at 31 March 2025 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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's 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.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE (CONTINUED)

### Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. 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.

### Opinion on 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' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, 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 take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

### Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the 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 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's 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.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE (CONTINUED)

### Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' 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 extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and noncompliance with laws and regulations, was as follows:

- we identified laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry. The key laws and regulations we identified as being applicable to the company were the Charities Act 2011, Companies Act 2006, employment legislation and tax legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and noncompliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and noncompliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE (CONTINUED)

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body,in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

**Steven Williams (Senior statutory auditor)**

for and on behalf of
**Armstrong Watson Audit Limited**

Chartered Accountants
Statutory Auditors

Leeds

Date: 15/9/25

THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

(A company limited by guarantee)

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2025

| | Note | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total funds 2025 £ | Total funds 2024 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | - | - | - | 570 |
| Charitable activities | 4 | **1,174,337** | **1,261** | **1,175,598** | 1,158,009 |
| Other trading activities | 5 | **188,455** | - | **188,455** | 305,531 |
| Investments | 6 | **16,778** | - | **16,778** | 13,855 |
| **Total income** | | **1,379,570** | **1,261** | **1,380,831** | 1,477,965 |
| **Expenditure on:** | | | | | |
| Raising funds | | **208,493** | - | **208,493** | 306,123 |
| Charitable activities | 7 | **1,199,343** | **1,261** | **1,200,604** | 1,029,835 |
| **Total expenditure** | | **1,407,836** | **1,261** | **1,409,097** | 1,335,958 |
| **Net movement in funds** | | **(28,266)** | - | **(28,266)** | 142,007 |
| **Reconciliation of funds:** | | | | | |
| Total funds brought forward | | **934,918** | - | **934,918** | 792,911 |
| Net movement in funds | | **(28,266)** | - | **(28,266)** | 142,007 |
| **Total funds carried forward** | | **906,652** | - | **906,652** | 934,918 |

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 29 to 49 form part of these financial statements.

THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

(A company limited by guarantee)
REGISTERED NUMBER: 06035633

## CONSOLIDATED BALANCE SHEET
## AS AT 31 MARCH 2025

| | Note | | 2025 £ | | 2024 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Intangible assets | 12 | | **339,709** | | 359,198 |
| Tangible assets | 13 | | **20,415** | | 40,126 |
| | | | **360,124** | | 399,324 |
| **Current assets** | | | | | |
| Stocks | 15 | **14,590** | | 17,339 | |
| Debtors | 16 | **802,625** | | 783,404 | |
| Cash at bank and in hand | | **687,823** | | 683,744 | |
| | | **1,505,038** | | 1,484,487 | |
| Creditors: amounts falling due within one year | 17 | **(958,509)** | | (948,893) | |
| **Net current assets** | | | **546,529** | | 535,594 |
| **Total assets less current liabilities** | | | **906,653** | | 934,918 |
| **Total net assets** | | | **906,653** | | 934,918 |
| **Charity funds** | | | | | |
| Restricted funds | 19 | | **-** | | - |
| Unrestricted funds | | | | | |
| General funds | 19 | **906,653** | | 934,918 | |
| Total unrestricted funds | 19 | | **906,653** | | 934,918 |
| **Total funds** | | | **906,653** | | 934,918 |

## CONSOLIDATED BALANCE SHEET (CONTINUED)
## AS AT 31 MARCH 2025

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**O D Tierney**
(Chair of Trustees)

Date: 6 September 2025

The notes on pages 29 to 49 form part of these financial statements.

THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

(A company limited by guarantee)
REGISTERED NUMBER: 06035633

## COMPANY BALANCE SHEET
## AS AT 31 MARCH 2025

| | Note | | 2025 £ | | 2024 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Intangible assets | 12 | | **339,709** | | 356,198 |
| Tangible assets | 13 | | **18,415** | | 37,626 |
| Investments | 14 | | **70,058** | | 70,058 |
| | | | **428,182** | | 463,882 |
| **Current assets** | | | | | |
| Stocks | 15 | **10,213** | | 12,960 | |
| Debtors | 16 | **707,976** | | 508,550 | |
| Cash at bank and in hand | | **474,284** | | 679,245 | |
| | | **1,192,473** | | 1,200,755 | |
| Creditors: amounts falling due within one year | 17 | **(674,696)** | | (708,441) | |
| **Net current assets** | | | **517,777** | | 492,314 |
| **Total assets less current liabilities** | | | **945,959** | | 956,196 |
| **Total net assets** | | | **945,959** | | 956,196 |
| **Charity funds** | | | | | |
| Restricted funds | 19 | | **-** | | - |
| Unrestricted funds | | | | | |
| General funds | 19 | **945,959** | | 956,196 | |
| Total unrestricted funds | 19 | | **945,959** | | 956,196 |
| **Total funds** | | | **945,959** | | 956,196 |

## COMPANY BALANCE SHEET (CONTINUED)
## AS AT 31 MARCH 2025

The Company's net movement in funds for the year was £(10,237) (2024 - £139,865).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

.....
**O D Tierney**
(Chair of Trustees)
Date: 6 September 2025

The notes on pages 29 to 49 form part of these financial statements.

THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

(A company limited by guarantee)

## CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2025

| | 2025 £ | 2024 £ |
|---|---|---|
| **Cash flows from operating activities** | | |
| Net cash used in operating activities | **21,486** | 190,962 |
| **Cash flows from investing activities** | | |
| Purchase of intangible assets | **(31,184)** | (98,524) |
| Purchase of tangible fixed assets | **(3,001)** | (12,882) |
| **Net cash used in investing activities** | **(34,185)** | **(111,406)** |
| **Cash flows from financing activities** | | |
| Investment income | **16,778** | 13,855 |
| **Net cash provided by financing activities** | **16,778** | **13,855** |
| **Change in cash and cash equivalents in the year** | **4,079** | **93,411** |
| Cash and cash equivalents at the beginning of the year | **683,744** | 590,333 |
| **Cash and cash equivalents at the end of the year** | **687,823** | 683,744 |

The notes on pages 29 to 49 form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 1. General information

The Association for Perioperative Practice is a charitable company limited by guarantee and a registered charity (No. 1118444) incorporated and registered in England and Wales under the Companies Act 2006. The registered office is given on the reference and administrative details of the charity page.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

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

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

#### 2.2 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.

#### 2.3 Income

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.

## 2. Accounting policies (continued)

### 2.4 Expenditure

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.

### 2.5 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Consolidated statement of financial activities.

### 2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### 2.7 Taxation

The Company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### 2.8 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

## 2. Accounting policies (continued)

### 2.8 Intangible assets and amortisation (continued)

The estimated useful lives are as follows:

| | | |
|---|---|---|
| Computer software | - | Between 4 and 8 years |
| Goodwill | - | 5 years |

### 2.9 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line and reducing balance method.

Depreciation is provided on the following basis:

| | | |
|---|---|---|
| Building improvements | - | 20% straight line |
| Plant and machinery | - | 20% reducing balance |
| Motor vehicles | - | 25% reducing balance |
| Fixtures and fittings | - | 25% straight line |
| Computer equipment | - | 20% straight line |

### 2.10 Investments

Investments in subsidiaries are valued at cost less provision for impairment.

### 2.11 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

### 2.12 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 2.13 Cash at bank and in hand

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

## 2. Accounting policies (continued)

### 2.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

### 2.15 Financial instruments

The Group 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 2.16 Pensions

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

### 2.17 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

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

Investment income, gains and losses are allocated to the appropriate fund.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 3. Income from donations and legacies

| | Unrestricted funds 2025 £ | Total funds 2025 £ |
|---|---|---|
| | Unrestricted funds 2024 £ | Total funds 2024 £ |
| Grants | 570 | 570 |

### 4. Income from charitable activities

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total funds 2025 £ | Total funds 2024 £ |
|---|---|---|---|---|
| Membership | 692,373 | - | **692,373** | 740,725 |
| Study days and events | 79,880 | - | **79,880** | 13,790 |
| Residential income | 244,800 | - | **244,800** | 224,342 |
| Journal subscriptions | 1,469 | - | **1,469** | 1,811 |
| Journal advertising income | 127,105 | - | **127,105** | 140,740 |
| Publication sales | 28,210 | - | **28,210** | 36,601 |
| Other | 500 | - | **500** | - |
| Awards | - | 1,261 | **1,261** | - |
| | 1,174,337 | 1,261 | **1,175,598** | 1,158,009 |

The amount of membership income deferred at 31 March 2025 is £306,731 (2024 - £315,703) and this is included in accruals and deferred income in note 18.

All income from charitable activities in the prior year was unrestricted.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 5. Income from other trading activities

Income from non charitable trading activities

| | Unrestricted funds 2025 | Total funds 2025 | Total funds 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Trading turnover and other income - subsidiary | 188,455 | **188,455** | 305,531 |
| | 188,455 | **188,455** | 305,531 |

All income from non charitable trading activities in the prior year was unrestricted.

### 6. Investment income

| | Unrestricted funds 2025 | Total funds 2025 | Total funds 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Interest receivable | 14,768 | **14,768** | 11,121 |
| Interest receivable - subsidiary | 2,010 | **2,010** | 2,734 |
| | 16,778 | **16,778** | 13,855 |

All investment income in the prior year was unrestricted.

### 7. Analysis of expenditure on charitable activities

Summary by fund type

| | Unrestricted funds 2025 | Restricted funds 2025 | Total funds 2025 | Total funds 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Charitable activities | 1,199,343 | 1,261 | **1,200,604** | 1,029,835 |
| | 1,199,343 | 1,261 | **1,200,604** | 1,029,835 |

All expenditure in the prior year was unrestricted.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 8. Analysis of expenditure by activities

**Direct costs**

| | PAS | Events | Publications | Education | Journal | Awards | Insurance | Total funds 2025 |
|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Staff costs | 57,383 | 85,386 | 38,796 | 59,777 | 49,126 | - | 53,203 | **343,671** |
| Publications, Printing and Postage | - | - | 59,667 | - | - | - | - | **59,667** |
| Conference costs | - | 147,980 | - | - | - | - | - | **147,980** |
| Study day costs | - | 61,665 | - | - | - | - | - | **61,665** |
| Marketing | - | 12,820 | 9,615 | 6,410 | - | 3,205 | - | **32,050** |
| Subscriptions | 530 | 530 | 529 | 529 | 529 | 529 | 529 | **3,705** |
| Membership expansion costs | 3,490 | 3,490 | 3,490 | 3,490 | 3,490 | 3,490 | 3,489 | **24,429** |
| Awards | - | - | - | - | - | 2,827 | - | **2,827** |
| | 61,403 | 311,871 | 112,097 | 70,206 | 53,145 | 10,051 | 57,221 | **675,994** |

Direct costs for the year ended 31 March 2025 totalled £675,994. Out of this, £674,733 was unrestricted and £1,261 was restricted. All direct costs in the prior year were unrestricted. PAS is an abbreviation of Professional Advice Service.

## 8. Analysis of expenditure by activities (continued)

### Support costs

| | Basis of allocation | Charitable activities | Total funds 2025 | As restated Total funds 2024 |
|---|---|---|---|---|
| | | £ | £ | £ |
| IT costs | Usage | 44,704 | **44,704** | 38,896 |
| Staff costs | Staff time | 153,079 | **153,079** | 133,812 |
| Rent and rates | Usage | 36,771 | **36,771** | 36,493 |
| Light and heat | Usage | 4,710 | **4,710** | 6,058 |
| Insurance | Usage | 12,134 | **12,134** | 11,898 |
| Telephone | Usage | 2,650 | **2,650** | 10,198 |
| Sundries | Usage | 675 | **675** | 1,138 |
| Legal and professional | Usage | 7,722 | **7,722** | 5,558 |
| Depreciation and impairment | Usage | 60,560 | **60,560** | 11,747 |
| Loss on disposal of fixed asset | Usage | 9,124 | **9,124** | - |
| Irrecoverable VAT | Usage | 72,449 | **72,449** | 61,228 |
| Printing and stationery | Usage | 11,208 | **11,208** | 15,236 |
| Bank charges | Transactions | 20,220 | **20,220** | 25,134 |
| Staff recruitment costs | Usage | 6,979 | **6,979** | 13,012 |
| Staff travel | Usage | 3,389 | **3,389** | 1,862 |
| Staff training | Usage | 4,777 | **4,777** | 8,558 |
| Bad debts | Transactions | 12,788 | **12,788** | 17,060 |
| Office costs | Usage | 9,629 | **9,629** | 10,043 |
| Public relations | Usage | 1,847 | **1,847** | 2,593 |
| Governance costs | Usage | 48,994 | **48,994** | 40,355 |
| | | 524,409 | **524,409** | 450,879 |

All support costs in the current year and prior year were unrestricted.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 9. Net incoming resources for the period

This is stated after charging:

| | **Group 2025 £** | Group 2024 £ | **Company 2025 £** | Company 2024 £ |
|---|---|---|---|---|
| Depreciation | **13,387** | 15,938 | **12,887** | 11,747 |
| Amortisation | **50,673** | 3,000 | **47,673** | - |
| Operating lease rentals - land and buldings | **41,787** | 41,330 | **41,787** | 41,330 |
| Audit fees | **14,500** | 13,800 | **14,500** | 13,800 |
| Tax compliance services | **550** | 550 | **-** | - |
| Accountancy and other services | **3,000** | 3,000 | **2,000** | 2,000 |

### 10. Staff costs

| | **Group 2025 £** | Group 2024 £ | **Company 2025 £** | Company 2024 £ |
|---|---|---|---|---|
| Wages and salaries | **530,672** | 493,887 | **444,789** | 366,418 |
| Social security costs | **48,223** | 43,887 | **40,167** | 32,695 |
| Contribution to defined contribution pension schemes | **11,794** | 10,542 | **11,794** | 10,542 |
| | **590,689** | 548,316 | **496,750** | 409,655 |

During the year, the Charity recharged its subsidiary £93,940 (2024 - £138,661) for Staff costs. These are included within the management charge expenses in the accounts of the subsidiary.

The average number of persons employed by the Company during the year was as follows:

| | **Group 2025 No.** | Group 2024 No. | **Company 2025 No.** | Company 2024 No. |
|---|---|---|---|---|
| Chief Executive | **1** | 1 | **1** | 1 |
| Member services | **2** | 3 | **2** | 3 |
| Patient Safety and Quality | **2** | 2 | **2** | 2 |
| Editorial | **1** | 1 | **1** | 1 |
| Marketing | **2** | 2 | **2** | 2 |
| Commercial | **3** | 2 | **3** | 2 |
| Finance | **1** | 1 | **1** | 1 |
| Management and administration | **2** | 2 | **2** | 2 |
| | **14** | 14 | **14** | 14 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 10. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

| | **Group 2025 No.** | Group 2024 No. |
|---|---|---|
| In the band £70,001 - £80,000 | **-** | 1 |
| In the band £80,001 - £90,000 | **1** | - |

During the year pension contributions on behalf of these staff amounted to £1,321 (2024 - £670).

During the year key management personnel received remuneration of £157,809 (2024 - £107,364).

### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL) from the charity. During the year the following trustees of the Charity, Maxine Page, Jen Maher, Lisa Tierney, Louise Dye and Ruth Collins (2024 - Maxine Page, John Dade, Jen Maher, Lisa Tierney, Louise Dye and Dawn Stott) , were paid £12,350, £5,000, £3,155, £500 and £2,350 (2024 - £8,800, £4,500, £2,500, £2,500, £2,500 and £400) respectively through the wholly owned subsidiary, AfPP Ltd, for consultancy services on behalf of the company. During the year, the President of the Charity received payment of £11,400 (2024 - £10,661) related to other promotional services on behalf of the Charity. None of these payments were made in relation to the individual's roles as trustees of the Charity, and the articles of association do not prohibit the payments.

During the year ended 31 March 2025, expenses relating to travel and subsistence costs totalling £1,540 were reimbursed or paid directly to 5 Trustees (2024 - £2,081 to 7 Trustees). Expenses amounting to £13,669 (2024 - £13,812) were paid directly by the Charity to third parties relating to travel and subsistence costs.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 12. Intangible assets

**Group**

| | Computer software £ | Goodwill £ | Total £ |
|---|---|---|---|
| **Cost** | | | |
| At 1 April 2024 | **356,198** | **15,000** | **371,198** |
| Additions | **31,184** | **-** | **31,184** |
| At 31 March 2025 | **387,382** | **15,000** | **402,382** |
| **Amortisation** | | | |
| At 1 April 2024 | **-** | **12,000** | **12,000** |
| Charge for the year | **47,673** | **3,000** | **50,673** |
| At 31 March 2025 | **47,673** | **15,000** | **62,673** |
| **Net book value** | | | |
| At 31 March 2025 | **339,709** | **-** | **339,709** |
| At 31 March 2024 | 356,198 | 3,000 | 359,198 |

## 12. Intangible assets (continued)

### Company

| | Computer software £ |
|---|---|
| **Cost** | |
| At 1 April 2024 | **356,198** |
| Additions | **31,184** |
| At 31 March 2025 | **387,382** |
| **Amortisation** | |
| Charge for the year | **47,673** |
| At 31 March 2025 | **47,673** |
| **Net book value** | |
| At 31 March 2025 | **339,709** |
| At 31 March 2024 | 356,198 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 13. Tangible fixed assets

**Group**

| | Long-term leasehold property £ | Plant and machinery £ | Computer equipment £ | Total £ |
|---|---|---|---|---|
| **Cost or valuation** | | | | |
| At 1 April 2024 | **13,033** | **14,000** | **120,279** | **147,312** |
| Additions | **-** | **-** | **3,001** | **3,001** |
| Disposals | **-** | **-** | **(32,320)** | **(32,320)** |
| At 31 March 2025 | **13,033** | **14,000** | **90,960** | **117,993** |
| **Depreciation** | | | | |
| At 1 April 2024 | **13,033** | **11,500** | **82,653** | **107,186** |
| Charge for the year | **-** | **500** | **12,887** | **13,387** |
| On disposals | **-** | **-** | **(22,995)** | **(22,995)** |
| At 31 March 2025 | **13,033** | **12,000** | **72,545** | **97,578** |
| **Net book value** | | | | |
| At 31 March 2025 | **-** | **2,000** | **18,415** | **20,415** |
| At 31 March 2024 | - | 2,500 | 37,626 | 40,126 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 13. Tangible fixed assets (continued)

**Company**

| | Long-term leasehold property £ | Computer equipment £ | Total £ |
|---|---|---|---|
| **Cost or valuation** | | | |
| At 1 April 2024 | **13,033** | **120,279** | **133,312** |
| Additions | **-** | **3,001** | **3,001** |
| Disposals | **-** | **(32,320)** | **(32,320)** |
| At 31 March 2025 | **13,033** | **90,960** | **103,993** |
| **Depreciation** | | | |
| At 1 April 2024 | **13,033** | **82,653** | **95,686** |
| Charge for the year | **-** | **12,887** | **12,887** |
| On disposals | **-** | **(22,995)** | **(22,995)** |
| At 31 March 2025 | **13,033** | **72,545** | **85,578** |
| **Net book value** | | | |
| At 31 March 2025 | **-** | **18,415** | **18,415** |
| At 31 March 2024 | - | 37,626 | 37,626 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 14. Fixed asset investments

| Company | Investments in subsidiary companies £ |
|---|---|
| **Cost or valuation** | |
| At 1 April 2024 | **70,058** |
| At 31 March 2025 | **70,058** |
| **Net book value** | |
| At 31 March 2025 | **70,058** |
| At 31 March 2024 | 70,058 |

**Principal subsidiaries**

The following was a subsidiary undertaking of the Company:

| Name | Company number | Registered office or principal place of business | Class of shares | Holding |
|---|---|---|---|---|
| AfPP Ltd. | 03102102 | Daisy Ayris House, 42 Freemans Way, Harrogate, HG3 1DH | Ordinary | 100% |

The financial results of the subsidiary for the year were:

| Name | Income £ | Expenditure £ | Loss for the year £ | Net assets £ |
|---|---|---|---|---|
| AfPP Ltd. | **190,465** | **208,493** | **(18,028)** | **29,746** |

### 15. Stocks

| | Group 2025 £ | Group 2024 £ | Company 2025 £ | Company 2024 £ |
|---|---|---|---|---|
| Consumables held by the subsidiary | **4,377** | 4,377 | **-** | - |
| Education literature for resale | **10,213** | 12,962 | **10,213** | 12,960 |
| | **14,590** | 17,339 | **10,213** | 12,960 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 16. Debtors

| | Group 2025 £ | Group 2024 £ | Company 2025 £ | Company 2024 £ |
|---|---|---|---|---|
| **Due within one year** | | | | |
| Trade debtors | **399,862** | 403,338 | **375,763** | 369,076 |
| Amounts owed by group undertakings | **-** | - | **156,689** | 14,051 |
| Other debtors | **22,851** | - | **-** | - |
| Prepayments and accrued income | **379,912** | 380,066 | **175,524** | 125,423 |
| | **802,625** | 783,404 | **707,976** | 508,550 |

### 17. Creditors: Amounts falling due within one year

| | Group 2025 £ | Group 2024 £ | Company 2025 £ | Company 2024 £ |
|---|---|---|---|---|
| Trade creditors | **44,723** | 70,974 | **40,077** | 67,077 |
| Other taxation and social security | **49,706** | 55,808 | **49,706** | 55,476 |
| Other creditors | **4,930** | 9,031 | **4,930** | 9,031 |
| Accruals and deferred income | **859,150** | 813,080 | **579,983** | 576,857 |
| | **958,509** | 948,893 | **674,696** | 708,441 |

### 18. Accruals and deferred income

| | Membership £ | Other £ |
|---|---|---|
| Deferred income at 1 April 2024 | **315,703** | **427,268** |
| Resources deferred during the year | **306,731** | **352,427** |
| Amounts released from previous periods | **(315,703)** | **(427,268)** |
| **Deferred income at 31 March 2025** | **306,731** | **352,427** |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 19. Statement of funds

**Statement of funds - current year**

| | Balance at 1 April 2024 £ | Income £ | Expenditure £ | Balance at 31 March 2025 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General Funds - all funds | **934,918** | **1,379,571** | **(1,407,836)** | **906,653** |
| **Restricted funds** | | | | |
| Restricted Funds - all funds | **-** | **1,261** | **(1,261)** | **-** |
| **Total of funds** | **934,918** | **1,380,832** | **(1,409,097)** | **906,653** |

**Statement of funds - prior year**

| | Balance at 1 April 2023 £ | Income £ | Expenditure £ | Balance at 31 March 2024 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General Funds - all funds | 792,911 | 1,477,965 | (1,335,958) | 934,918 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 20. Summary of funds

**Summary of funds - current year**

| | Balance at 1 April 2024 £ | Income £ | Expenditure £ | Balance at 31 March 2025 £ |
|---|---|---|---|---|
| General funds | **934,918** | **1,379,571** | **(1,407,836)** | **906,653** |
| Restricted funds | **-** | **1,261** | **(1,261)** | **-** |
| | **934,918** | **1,380,832** | **(1,409,097)** | **906,653** |

**Summary of funds - prior year**

| | Balance at 1 April 2023 £ | Income £ | Expenditure £ | Balance at 31 March 2024 £ |
|---|---|---|---|---|
| General funds | 792,911 | 1,477,965 | (1,335,958) | 934,918 |

### 21. Analysis of net assets between funds

**Analysis of net assets between funds - current year**

| | Unrestricted funds 2025 £ | Total funds 2025 £ |
|---|---|---|
| Tangible fixed assets | 20,415 | **20,415** |
| Intangible fixed assets | 339,709 | **339,709** |
| Current assets | 1,505,299 | **1,505,299** |
| Creditors due within one year | (958,770) | **(958,770)** |
| **Total** | 906,653 | **906,653** |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 21. Analysis of net assets between funds (continued)

**Analysis of net assets between funds - prior year**

| | Unrestricted funds 2024 £ | Total funds 2024 £ |
|---|---|---|
| Tangible fixed assets | 40,126 | 40,126 |
| Intangible fixed assets | 359,198 | 359,198 |
| Current assets | 1,484,487 | 1,484,487 |
| Creditors due within one year | (948,893) | (948,893) |
| **Total** | 934,918 | 934,918 |

### 22. Reconciliation of net movement in funds to net cash flow from operating activities

| | **Group 2025 £** | Group 2024 £ |
|---|---|---|
| Net income/expenditure for the year (as per Statement of Financial Activities) | **(28,266)** | 142,007 |
| **Adjustments for:** | | |
| Depreciation charges | **13,387** | 15,938 |
| Amortisation charges | **50,673** | 3,000 |
| Interest income | **(16,778)** | (13,855) |
| Decrease/(increase) in stocks | **2,749** | (3,053) |
| Increase in debtors | **(19,481)** | (31,144) |
| Increase in creditors | **9,877** | 78,069 |
| Disposals | **9,325** | - |
| **Net cash provided by operating activities** | **21,486** | 190,962 |

### 23. Analysis of cash and cash equivalents

| | **Group 2025 £** | Group 2024 £ |
|---|---|---|
| Cash in hand | **687,823** | 683,744 |
| **Total cash and cash equivalents** | **687,823** | 683,744 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

### 24. Analysis of changes in net debt

| | At 1 April 2024 | Cash flows | At 31 March 2025 |
|---|---|---|---|
| | £ | £ | £ |
| Cash at bank and in hand | **683,744** | **4,079** | **687,823** |
| | **683,744** | **4,079** | **687,823** |

### 25. Pension commitments

The group and charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group and charity in an independently administered fund. The pension cost charge in the year amounted to £11,794 (2024 - £10,542) and £2,527 (2024 - £4,031) was payable to the fund at the balance sheet date and are included in creditors.

### 26. Operating lease commitments

At 31 March 2025 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

| | **Group 2025** | Group 2024 | **Company 2025** | Company 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Not later than 1 year | **41,425** | 41,424 | **41,425** | 41,424 |
| Later than 1 year and not later than 5 years | **17,260** | 58,684 | **17,260** | 58,684 |
| | **58,685** | 100,108 | **58,685** | 100,108 |

### 27. Related party transactions

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL) from the charity. During the year five (2024 - five) of the trustees of the Charity were paid £23,355 (2024 - £21,200) through the wholly owned subsidiary, AfPP Ltd, for consultancy services on behalf of the company. Of these amounts, £Nil (2024 - £1,000) was outstanding at the year end and included in trade creditors.

During the year, the President of the Charity received payment of £11,400 (2024 - £10,661) related to other promotional services on behalf of the Charity. None of these payments were made in relation to the individual's roles as trustees of the Charity, and the articles of association do not prohibit the payments. Of these amounts, £Nil (2024 - £Nil) was outstanding at the year end.

Donations from the Trustees to the Charity during the year were £Nil (2024 - £Nil).

Management charges were paid to the Charity by its subsidiary during the year of £123,806 (2024 - £172,230). At 31 March 2025 the subsidiary owed £156,689 (2024 - £14,051) to the Charity.

## 28. Controlling party

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.

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

England & Wales - Charity number 1118444

# Accounts

**Registered number: 06035633**
**Charity numbers: 1118444 and SCO43668**

# THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

**(A company limited by guarantee)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

ArmstrongWatson®

Accountants, Business & Financial Advisers

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**
**(A company limited by guarantee)**

**CONTENTS**


| | Page |
|---|---|
| **Our Vision, Mission and Values** | 1 |
| **Reference and administrative details of the Company, its Trustees and advisers** | 2 |
| **President's message** | 3 |
| **Chief Executive Officer's message** | 4 |
| **Your Board of Directors/Trustees and Advisors to the Board** | 5 - 9 |
| **Directors' Report** | 10 - 15 |
| **Trustees' responsibilities statement** | 16 |
| **Independent auditors' report on the financial statements** | 17 - 20 |
| **Consolidated statement of financial activities** | 21 |
| **Consolidated balance sheet** | 22 - 23 |
| **Company balance sheet** | 24 - 25 |
| **Consolidated statement of cash flows** | 26 |
| **Notes to the financial statements** | 27 - 46 |

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## 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

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2024

| | |
|---|---|
| **Trustees** | R A Collins, President<br>N J Deane, Trustee<br>L Dye, Trustee (appointed 1 January 2024)<br>J Maher, Trustee<br>L H Nealen, Trustee (appointed 1 January 2024)<br>M Page, Trustee<br>J E Spencer, Trustee<br>L E Tierney, Trustee<br>O D Tierney, Trustee<br>A C Venn, Trustee<br>J D Dade, Trustee (resigned 1 January 2024) |
| **Company registered number** | 06035633 |
| **Charity registered numbers** | 1118444 and SCO43668 |
| **Registered office** | Daisy Ayris House<br>42 Freemans Way<br>Harrogate<br>North Yorkshire<br>HG3 1DH |
| **Chief executive officer** | Alex Duke |
| **Independent auditors** | Armstrong Watson Audit Limited<br>Chartered Accountants<br>Statutory Auditors<br>Third Floor<br>10 South Parade<br>Leeds<br>West Yorkshire<br>LS1 5QS |
| **Bankers** | National Westminster Bank<br>3 Cambridge Crescent<br>Harrogate<br>HG1 1PE |
| **Solicitors** | Hempsons Solicitors<br>The Exchange<br>Station Parade<br>Harrogate<br>HG1 1TS |

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## PRESIDENT'S MESSAGE
## FOR THE YEAR ENDED 31 MARCH 2024

I am pleased to report on the progress and achievements of the Association for Perioperative Practice (AfPP) during the past year. It has been a year of significant developments and successes for our organisation.

One of the key highlights of the year was the formal appointment of our new CEO, Alex Duke. Alex has brought a wealth of experience and expertise to the role, and her leadership has already had a positive impact on AfPP.

We have also made significant strides in strengthening our HQ team, particularly in the areas of finance and marketing. This has allowed us to better serve our members and enhance the services and resources we provide.

In line with our commitment to innovation and improvement, we worked hard to ensure the new digital platform would be ready to go live early in April 2024. It offers a more seamless and user-friendly membership and HQ experience, has been well-received by our members and has helped us to better engage with them.
As we celebrate our 60th year, we have organised a roadshow with multiple locations across the UK and hosted a wonderful conference at the University of York. These events have provided valuable networking opportunities for our members and have allowed us to showcase the important work that AfPP does.

Throughout the year, we have remained committed to our strategic vision and have continued to be guided by a board that is representative of our membership. The board members have been voted in based on their dedication and commitment to the mission of AfPP.

I had the privilege of representing AfPP at the AORN conferences in San Antonio in April 2023 and then in Nashville in March 2024 plus the IFPN in Kos. These experiences have allowed me to connect with colleagues from around the world, to share best practices in perioperative care and offer influence at a global level.

As we look to the future, I am excited about the opportunities that lie ahead under our new leadership. I will be passing on the presidential mantle to Oliver Tierney in January 2025, and I am confident that he will lead AfPP with passion and dedication.

I want to thank all of our members, volunteers, and staff for their continued support and hard work. Together, we are making a difference in the field of perioperative practice. Here's to another successful year ahead.

Sincerely,

Ruth Collins

President, AfPP

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## CHIEF EXECUTIVE OFFICER'S MESSAGE FOR THE YEAR ENDED 31 MARCH 2024

Following my appointment to Interim CEO in June 2023, I was delighted that the role became substantive in December 2023.

The last financial year was one of consolidation, reviewing our activities, expenses and the returns on investment. As a result, some of our activities were cancelled such as Togetherall membership, surgical skills workshops, the online Standards and Recommendations and the online Audit Tool and some were streamlined such as the members insurance application process.

We have looked carefully at the gaps in our organisation, and we identified in our strategy that we should strengthen our educational output, education being one of the primary reasons for members joining the Association. To this end we restructured the HQ team slightly and started the process of recruiting a new Education Lead and a new Head of Department for Education, Publications and Professional Advice. Unfortunately, we were unable to fill these roles with the right candidates within the financial year although I'm pleased to report that the appointments are now in place and their efforts will start to have an impact in the financial year 2024/2025.

Recruiting and retaining volunteers remains a challenge for the Association and our dependency on the contribution that volunteers make does leave us exposed on occasion, in that we have in the past been unable to deliver a Regional Study Day if there was either no Regional Lead or if the Lead left during the execution of an event.

In an effort to avoid these gaps in our regional education we kickstarted the AfPP Roadshow initiative. The goal with the roadshow was to put on seven educational events spaced evenly and accessibly across the country with the dates and locations published for the whole year in advance. We established a new Educational Team which included the Regional Leads, Trustees and HQ members with the joint purpose of providing an event, regardless of the availability of a lead in the chosen cities. Another goal of the Roadshow is to attract new members by showing them the value of our educational events at a discounted price during our 60th Anniversary year (a celebratory 'taster'). Although much of the planning has fallen within this reported financial year, the first actual event was in May 2024 so part of the current financial year.

Another major area of our efforts this year has been in getting the new Radius CRM system and new website live. It's noted that this project has had significant delays and I set a very clear live date target that we worked to and achieved, albeit tipping just into the next financial year (the system became live 16th April 2024).

Membership of the Association fell during the period as we had anticipated, and the changes put into place to build our education output in addition to the improvements we will gain from our new CRM should start to impact membership numbers positively in the next financial year.

We have put considerable efforts into ensuring all our teams mandatory training is compliant in addition to meeting the requirements for our external consultants.

Our commercial work continues to be strong, and we have spent considerable time developing and formalising the reports generated from the audit and accreditation visits. This work is ongoing and will, in time cover all aspects of our commercial activities.

We are excited that we have been able to put in place some of the key building blocks (across all departments, not just those mentioned) that will enable us to create the AfPP worthy of practitioner's membership, not just for today, but of the future. We will continue working hard to make AfPP relevant to practitioners at all stages in their career.

Alex Duke

Chief Executive Officer

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## YOUR BOARD OF DIRECTORS/TRUSTEES AND ADVISORS TO THE BOARD FOR THE YEAR ENDED 31 MARCH 2024

**Ruth Collins: President/Trustee and Director of AfPP Limited**
With over 20 years of experience as a theatre nurse, Ruth currently holds the position of Clinical Director at Solasta Healthcare, a provider of premium cataract surgery whose vision is to become the leading light in ophthalmology patient care.

In her previous role as a Nurse Development Lead, Ruth was responsible for coordinating education and training, practice development, clinical workforce, and governance. Although trained as an adult nurse, this role was in a paediatric setting, where she managed nearly 500 nurses and was involved in the perioperative environment.

Ruth's main areas of interest are education, governance, infection prevention and control, person-centred 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. Ruth is passionate about fostering safe cultures and promoting inclusivity for all roles within the perioperative setting. Additional to this, her areas of clinical expertise include 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, a role she now supports as trustee.

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.

John stepped down from his president role in January 2024.

**Oliver Tierney: President Elect/Trustee and Director of AfPP Ltd**
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 and a director of AfPP Ltd since January 2024.

**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 the Professional Lead for Advanced Clinical Practice at York and Scarborough Teaching Hospitals NHS trust, working clinically within the speciality of breast surgery and oncoplastics.

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 Lisa moved to the Independent sector working for over 5 years as 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 has worked for the Care Quality Commission (CQC) since July 2015 as a Specialist Advisor and has participated in numerous Inspections in the NHS and Independent 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, Bangladesh and the UK.

Lisa is a non-elected Trustee and a Consultant for AfPP. She also provides consultancy services for healthcare providers regarding regulatory compliance and registration.

**Maxine Page: 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 Deane; 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.

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. She also sits on the resus committee and takes an active role in Radar 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 is 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.

**Louise Dye: Non-Elected Trustee**
Louise is a Clinical Education Facilitator for the Orthopaedic Theatres service at the Norfolk & Norwich Hospital. Louise qualified as a Registered General Nurse in April 1993, she has been working within the field of perioperative practice for over 25 years with the majority of her practice being within the field of Orthopaedics and Trauma. Working in both full time and part time roles from Band 5 Nurse to Band 8a Lead Nurse / Theatre Manager across 3 NHS trusts and 2 private sector hospitals.

Louise has been an AfPP member for several years and has held the position as Orthopaedic SIG Lead for 5 years. As part of the Anglia regional team, Louise has been involved with the organization and delivery of regional study days. She is also a member of AO Trauma UK Faculty and has facilitated local and national AO Trauma Operating Room Personnel Courses.

Louise is also involved with the supervision and assessment of students who are on placement in her team these include Nurses, Operating Department Practitioners and Paramedic's. The trust she works in facilitates Degree students and apprentice students form several local universities' which brings a wide variety of course programmes for them to facilitate.

**Lisa Nealen: Elected Trustee**
Lisa gained her 'Practice Development' degree in 2017, since then Lisa has used the knowledge and confidence gained to reach a wider audience through webinars and study days. Lisa is passionate about education, with over 29 years of theatre experience, Lisa loves providing the junior staff and students with the knowledge and skills to enable them to become confident, safe practitioners. Lisa represents AfPP as a regional member for the Northest area and is the Link member within her own theatre department. Lisa represents the AfPP through national webinars and at the 'Safety for All', conference at the Royal College of Physicians in London.

Lisa has worked alongside Stryker UK LTD as their 'Key Opinion Leader' and with them has helped others to have courageous conversations within their own departments in order to create 'Clean Air Theatres', which safeguard their colleagues and patients from the potential dangers of surgical smoke plume. Lisa's work has been acknowledged by us and her webinar has been awarded CPD hours that staff can use towards their revalidation. Lisa has also helped to create guidelines within her departments, ensuring the continued use of smoke evacuation devices.

Lisa is a Freedom to Speak up champion and is part of two committees: Surgical smoke coalition and Surgical Burns Action Group.

**Alex Duke: Chief Executive Officer and Director of AfPP Limited**
Prior to taking on the role of CEO in June 2023, Alex worked for the Association at HQ in Harrogate for five years as the Commercial Development Lead when she also deputised for the CEO. She has broad ranging experience and has previously worked in a diverse range of sectors from retail, fashion and manufacturing to homeware, lighting, and healthcare IT, predominantly but not exclusively in the SME sector.

Working with SME's, including start up's, has provided Alex with very hands-on experience and strong commercial understanding. She enjoys getting involved with the variety of departments 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 responsibilities have generally been in the management, problem solving, planning, sales and marketing functions and she sees herself very much as a people person who thrives on colleague and customer interaction.

Working in New York for two and a half years as President of a US subsidiary to a large UK lingerie manufacturer gave Alex an appreciation and respect for anyone working in a foreign country. Alex says that, even as an English-speaking country, the United States was a minefield in terms of navigating subtle differences in language. She has huge respect for people working in the UK from abroad, for all the additional challenges that a different language brings.

Alex's strengths lie in her analytical approach, planning, evaluating, and implementation of commercial opportunities that will support the continued development of the Association. She has a keen attention to detail and naturally curious (some may say nosey!) 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. David stepped down as a trustee in April 2024.

# DIRECTORS' REPORT
# FOR THE YEAR ENDED 31 MARCH 2024

The Directors present their report and audited financial statements for the year ended 31 March 2024. The financial statements comply with the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, 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).

## 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

At 31 March 2024, 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**

**Overview:**
I'm pleased to announce that the accounts for last financial year shows a favourable surplus of c£142,000 versus a budget deficit of c£51,000. The largest of the differences are outlined in this overview. To a greater extent, the surplus is a result of our commercial work and some elements of income and expenditure not falling quite as we expected.

Audit income was higher than expected and also included an adjustment in the recognition of income. Depreciation on the Radius system of £55,000 did not fall into this financial year on account of the service not going live until 16th April 2024 and therefore it will commence in next year's accounts. Wages were £56,000 less than budgeted due to delays in finding the right recruits.

Membership income was greater than budgeted although this was due to the simplistic budgeting method rather than an increase in membership. A more detailed and robust budget has been produced for 2024/2025.

The sales forecast for publications was too high and we were considerably down against budget. Additionally, sales from Open Box (our Journal and IPP media partner) were below expectations and we believe this is a result of a change in their sales team, and the move to digital (where the perception is that digital isn't as desirable for advertisers). There had also been a historical issue with our Google Analytics account not functioning correctly and therefore we have been unable to give advertisers analytics for their advertisements. This has been corrected with the advent of the new website going live.

Annual Conference produced a greater surplus and the Regional Study Days a lesser deficit than budgeted. The latter was in part due to the cancellation of several events due to the absence or departure of regional volunteers to facilitate the events. As a result of the cancellations, we used our anniversary year (2024) as an opportunity to try something new and we created our 60th Anniversary Roadshow.

**Membership:**
Membership recruitment and retention has continued to be a challenge for the Association. At the close of the year on 31st March 2024, the Charity's membership was 5,648 (2023: 6,330). During the financial year we started work on developing a programme for recruitment and retention, to be implemented when the new CRM system and website were live.

Membership subscription fees had not been increased for around 10 years and despite the economic climate we took the decision to make an increase. Price increases varied dependant on membership type from 9.09% to 20.00%. The bulk of the membership are Registered members whose increase was 17.14%. Going forward we will plan for smaller incremental increases.

**Annual Conference:**
The Charity's Annual Conference took place once again at the University of York on 10-13th August 2023. The surge in numbers post covid when people were eager to be at an in-person event again wasn't sustained and both in-person and virtual numbers returned to more typical numbers. Despite this, the conference was very successful and generated £16,800 above budget surplus (£70,000 surplus in total).

The event attracted 283 on site paying delegates and 86 paying virtual delegates. Of the paying delegates, 36% were non-members. Additionally, there were 123 delegates attending free of charge including 59 supplier funded student places, 10 first time attendee award winners, Regional Leads, SIGs, Trustees, speakers and HQ. The event felt full and busy with 406 delegates on site plus supplier representatives from 39 exhibiting companies. We received excellent feedback and evaluations from our delegates and suppliers.

**Regional Study Days and Webinars:**
As mentioned in the CEO's message, the execution of Regional Study Days has been a challenge for some time. Despite that challenge, there were three Regional Study Days during the year, attracting 172 delegates.

The ease and convenience of webinars continued to be popular and the nine live webinars that we hosted attracted 546 delegates. In addition to that, the on-demand webinars attracted 356 delegates. Our library of free of charge webinars for members continues to grow. Once paid for webinars become over a year old, providing the content is still current, they are offered to members free of charge.

Extensive plans were made for the AfPP Roadshow, to visit Birmingham, Exeter, Cardiff, London, Glasgow, Belfast and Leeds, the first event taking place in May 2024.

**Professional Advice Service (PAS):**
In what continues to be a challenging time for members, our PAS service supported 145 members with confidential cases in the financial year. Although the number of cases was lower than the previous year, it was comparable in terms of the percentage of members that used the service (2.6% versus 2.7% last year). Once again, employment was the most requested advice topic, followed by education, infection control and staffing.

**The Journal of Perioperative Practice (JPP) & The Innovation People and Practice Magazine (IPP):**
The Charity's peer reviewed academic Journal the JPP, maintained its impact factor of 1.2 as indexed in the Web of Science. The Journal is now ranked 186/290 in the surgery category.

The editorial team and volunteers are working on initiatives to promote writing for the Journal to ensure that the articles remain relevant to the day-to-day activity of perioperative practitioners. A new Writers Special Interest Group (SIG) has been established and this should start to flourish once Radius is live and the new SIG Forums have a more robust platform for engagement.

We have begun to offer a range of digital advertisements alongside our traditional paper options, including the insertion of video in our PageSuite view of the JPP.

Sales of subscription packages through SAGE publications were as we expected. The cost of the paper copies of the JPP were happily lower than we were led to believe (unfortunately there was nothing historical for Sage base their cost predictions on when we moved to digital first).

The IPP magazine continues to be popular with good reviews from practitioners who perceive it to be an easy read, and favoured by advertisers, as it has a wider distribution than the JPP. It is another way in which we support our membership, whilst advertising the Association to the wider perioperative audience (it's a free subscription magazine). Each issue of the IPP is mailed to all members and 3,775 non-member digital subscribers.

**Projects and Collaborations:**
We have continued to collaborate on several significant projects, and we sit on many groups including Centre for Perioperative Care Collaborative (CPOC), Perioperative Care Collaborative (PCC), Faculty of Perioperative Care (FPC), Royal College of Surgeons England (RCSE) Robotics Network, British Association of Day Surgery (BADS) Core Competencies Documents, and SAFE OR to name a few. These pieces of work further our mission to improve patient care through constantly developing and promoting the leading standards for perioperative practice and practitioners. Some of the specific projects include:

**Surgical Burns Action Group (SBAG)**
Lindsay Keeley acts as chair on behalf of AfPP as part of SBAG. This group was established to seek and consolidate clinical and patient support, to remove the significant gaps in the reporting of surgical fires/burns, ensuring patients are properly informed of the risk, and clinicians are educated/trained on the necessary safety requirements. The group is currently lobbying parliament to get recognition of the issue.

**GIRFT Elective Surgical Hubs**
AfPP was invited and has participated as an observer of the GIRFT accreditation programme for elective surgical hubs and to provide feedback to the GIRFT team. We have been invited to participate further in the future.

**BD Joining Hands to Reduce Surgical Site Infection Project**
Working with the European Expert Working Group (EWG) initiated by Professor Marja Boermaster from UMC Amsterdam to define the optimal universal, evidence-based bundle to reduce Surgical Site Infections (SSI). A Delphi methodology study was undertaken, and a survey completed. Results have been correlated and research findings are currently being interpreted before being published.

**NHS England – Peri-Operative & Theatres Workforce Programme Expert Stakeholder Engagement Group**
AfPP are working as part of this EWG. It focuses on clinical roles within the theatre environment, looking at the four practitioner roles: Scrub, Anaesthetics, Recovery and Circulating. The review is of the capabilities frameworks, and elements and roles within the perioperative environment from novice to expert. The aim is to build a collective understanding of current national frameworks and guidance relating to capabilities of the theatre workforce and to co-design a way forward to address unwanted variation in the workforce, establishing a 'unified collective' voice.

**ISO Standard - ISO/TC 84 WG8**
Providing clinical advice for ISO 23908 technical standards on sharp containers.

**ISO Standard - ISO/TC 84 WG9 N927 Catheters**
Providing clinical advice for ISO 10555-1 2023 Intravascular Catheters – sterile and single-use catheters.

**ISO Standard - ISO/TC84 WG10 N 213 Needles**
Providing clinical advice for ISO 9626:2016 Stainless Steel Needle Tubing - for the manufacture of medical devices.

**Commercial Work**
This continued to be strong in the last financial year. Our consultants have between them supported 23 hospital audit visits and have accredited 21 hospitals. Additionally, we have completed whole team training at one hospital and one staffing review.

We have reviewed the process of ensuring all our consultants meet mandatory training requirements and have current DBS checks. We have also re-written our consultant contracts.

**IT**
We have purchased and installed a new server and implemented multi factor authentication on all our email accounts making our systems more secure. Further cyber security enhancements will be made as soon as Radius, the new CRM system is live.

## FINANCIAL REVIEW

### Results of the Group
The gross income of the Group amounted to £1,477,965 (2023 - £1,628,476). The Group has reported a surplus for the year of £142,007 (2023 - £28,558). The increase in surplus generated for the year is very pleasing.

### 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 2024 amounted to £934,918 (2023 - £792,911) of which £934,918 (2023 - £792,911) was unrestricted. However, the unrestricted funds include functional fixed assets (e.g. Goodwill, computer hardware, software and other equipment) of £399,324 (2023 - £306,856) 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 2024 were £535,594 (2023 - £486,055).

The Charity's policy is to achieve sufficient reserves to cover three months' expenditure on charitable activities (£326,000) plus the estimated costs of meeting all commitments on a winding-up of the organisation (£151,000); a total of £477,000. The trustees note that reserves freely available to spend have increased in the year again. This continues to reverse the significant decreases in the previous 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 2024 are above the level required to satisfy our reserves policy at that date. The trustees consider the reserves policy to be prudent.

The reserves policy is reviewed biannually.

### 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 £1,158,009 (2023 - £1,305,431) was generated from charitable activities.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2024

The Trustees (who are also the directors of the Company 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. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the 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 Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:


Ruth Collins (Sep 10, 2024 19:38 GMT+1)

.....

**R A Collins**
(Trustee)
Date: 7 September 2024

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

### 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 2024 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 Group's and of the parent charitable company's affairs as at 31 March 2024 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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's 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.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE (CONTINUED)

### Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. 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.

### Opinion on 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' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, 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 take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

### Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the 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 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's 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.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE (CONTINUED)

### Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' 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 extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and noncompliance with laws and regulations, was as follows:

- we identified laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry. The key laws and regulations we identified as being applicable to the company were the Charities Act 2011, Companies Act 2006, employment legislation and tax legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity’s financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and noncompliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and noncompliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE (CONTINUED)

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body,in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Steven Williams (Senior statutory auditor)**

for and on behalf of
**Armstrong Watson Audit Limited**

Chartered Accountants
Statutory Auditors

Leeds

Date: 10/09/2024

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2024

| | Note | Unrestricted funds 2024 £ | Total funds 2024 £ | Total funds 2023 £ |
|---|---|---|---|---|
| **Income from:** | | | | |
| Donations and legacies | 3 | **570** | **570** | - |
| Charitable activities | 5 | **1,158,009** | **1,158,009** | 1,305,431 |
| Other trading activities | 5 | **305,531** | **305,531** | 320,619 |
| Investments | 6 | **13,855** | **13,855** | 2,426 |
| **Total income** | | **1,477,965** | **1,477,965** | 1,628,476 |
| **Expenditure on:** | | | | |
| Raising funds | | **306,123** | **306,123** | 317,689 |
| Charitable activities | 7 | **1,029,835** | **1,029,835** | 1,282,229 |
| **Total expenditure** | | **1,335,958** | **1,335,958** | 1,599,918 |
| **Net movement in funds** | | **142,007** | **142,007** | 28,558 |
| **Reconciliation of funds:** | | | | |
| Total funds brought forward | | **792,911** | **792,911** | 764,353 |
| Net movement in funds | | **142,007** | **142,007** | 28,558 |
| **Total funds carried forward** | | **934,918** | **934,918** | 792,911 |

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 27 to 46 form part of these financial statements.

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**
**REGISTERED NUMBER: 06035633**

## CONSOLIDATED BALANCE SHEET
## AS AT 31 MARCH 2024

| | Note | | 2024 £ | | As restated 2023 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Intangible assets | 12 | | **359,198** | | 263,674 |
| Tangible assets | 13 | | **40,126** | | 43,182 |
| | | | **399,324** | | 306,856 |
| **Current assets** | | | | | |
| Stocks | 16 | **17,339** | | 14,284 | |
| Debtors | 17 | **783,404** | | 752,262 | |
| Cash at bank and in hand | | **683,744** | | 590,333 | |
| | | **1,484,487** | | 1,356,879 | |
| Creditors: amounts falling due within one year | 18 | **(948,893)** | | (870,824) | |
| **Net current assets** | | | **535,594** | | 486,055 |
| **Total assets less current liabilities** | | | **934,918** | | 792,911 |
| **Total net assets** | | | **934,918** | | 792,911 |
| **Charity funds** | | | | | |
| Restricted funds | 20 | | **-** | | - |
| Unrestricted funds | | | | | |
| General funds | 20 | **934,918** | | 792,911 | |
| Total unrestricted funds | 20 | | **934,918** | | 792,911 |
| **Total funds** | | | **934,918** | | 792,911 |

## CONSOLIDATED BALANCE SHEET (CONTINUED)
## AS AT 31 MARCH 2024

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Ruth Collins (Sep 10, 2024 19:38 GMT+1)

.....

**R A Collins**
(Chair of Trustees)

Date: 7 September 2024

The notes on pages 27 to 46 form part of these financial statements.

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**
**REGISTERED NUMBER: 06035633**

## COMPANY BALANCE SHEET
## AS AT 31 MARCH 2024

| | Note | | 2024 £ | | As restated 2023 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Intangible assets | 12 | | **356,198** | | 257,674 |
| Tangible assets | 13 | | **37,626** | | 36,491 |
| Investments | 15 | | **70,058** | | 70,058 |
| | | | **463,882** | | 364,223 |
| **Current assets** | | | | | |
| Stocks | 16 | **12,960** | | 9,521 | |
| Debtors | 17 | **508,550** | | 543,975 | |
| Cash at bank and in hand | | **679,245** | | 486,589 | |
| | | **1,200,755** | | 1,040,085 | |
| Creditors: amounts falling due within one year | 18 | **(708,441)** | | (587,977) | |
| **Net current assets** | | | **492,314** | | 452,108 |
| **Total assets less current liabilities** | | | **956,196** | | 816,331 |
| **Total net assets** | | | **956,196** | | 816,331 |
| **Charity funds** | | | | | |
| Restricted funds | 20 | | **-** | | - |
| Unrestricted funds | | | | | |
| General funds | 20 | **956,196** | | 816,331 | |
| Total unrestricted funds | 20 | | **956,196** | | 816,331 |
| **Total funds** | | | **956,196** | | 816,331 |

## COMPANY BALANCE SHEET (CONTINUED)
## AS AT 31 MARCH 2024

The Company's net movement in funds for the year was £139,865 (2023 - £25,292).

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Ruth Collins (Sep 10, 2024 19:38 GMT+1)

.....

**R A Collins**
(Chair of Trustees)
Date: 7 September 2024

The notes on pages 27 to 46 form part of these financial statements.

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**(A company limited by guarantee)**

## CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024

| | **2024** | 2023 |
|---|---|---|
| | **£** | £ |
| **Cash flows from operating activities** | | |
| Net cash used in operating activities | **190,962** | 257,593 |
| **Cash flows from investing activities** | | |
| Proceeds from the sale of tangible fixed assets | **-** | 808 |
| Purchase of intangible assets | **(98,524)** | - |
| Purchase of tangible fixed assets | **(12,882)** | (53,690) |
| **Net cash used in investing activities** | **(111,406)** | **(52,882)** |
| **Cash flows from financing activities** | | |
| Interest income | **13,855** | 2,426 |
| **Net cash provided by financing activities** | **13,855** | **2,426** |
| **Change in cash and cash equivalents in the year** | **93,411** | **207,137** |
| Cash and cash equivalents at the beginning of the year | **590,333** | 383,196 |
| **Cash and cash equivalents at the end of the year** | **683,744** | 590,333 |

The notes on pages 27 to 46 form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 1. General information

The Association for Perioperative Practice is a charitable company limited by guarantee and a registered charity (No. 1118444) incorporated and registered in England and Wales under the Companies Act 2006. The registered office is given on the reference and administrative details of the charity page.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

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

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

#### 2.2 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.

#### 2.3 Income

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.

## 2. Accounting policies (continued)

### 2.4 Expenditure

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.

### 2.5 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Consolidated statement of financial activities.

### 2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### 2.7 Taxation

The Company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### 2.8 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

## 2. Accounting policies (continued)

### 2.8 Intangible assets and amortisation (continued)

The estimated useful lives are as follows:

| | | |
|---|---|---|
| On-line education asset | - | 5 years |
| Website | - | 4 years |
| Goodwill | - | 5 years |

### 2.9 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line and reducing balance method.

Depreciation is provided on the following basis:

| | | |
|---|---|---|
| Building improvements | - | 20% straight line |
| Plant and machinery | - | 20% reducing balance |
| Motor vehicles | - | 25% reducing balance |
| Fixtures and fittings | - | 25% straight line |
| Computer equipment | - | 20% straight line |

### 2.10 Investments

Investments in subsidiaries are valued at cost less provision for impairment.

### 2.11 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

### 2.12 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 2.13 Cash at bank and in hand

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

## 2. Accounting policies (continued)

### 2.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

### 2.15 Financial instruments

The Group 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 2.16 Pensions

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

### 2.17 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

## 3. Income from donations and legacies

| | **Unrestricted funds 2024 £** | **Total funds 2024 £** | Total funds 2023 £ |
|---|---|---|---|
| Grants | 570 | **570** | - |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 4. Income from charitable activities

| | Unrestricted funds 2024 | Total funds 2024 | Total funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Membership | 740,725 | **740,725** | 747,811 |
| Study days and events | 13,790 | **13,790** | 29,835 |
| Residential income | 224,342 | **224,342** | 248,341 |
| Journal subscriptions | 1,811 | **1,811** | 1,564 |
| Journal advertising income | 140,740 | **140,740** | 180,576 |
| Publication sales | 36,601 | **36,601** | 97,304 |
| | 1,158,009 | **1,158,009** | 1,305,431 |

The amount of membership income deferred at 31 March 2024 is £315,703 (2023 - £352,943) and this is included in accruals and deferred income in note 19.

All income from charitable activities in the prior year was unrestricted.

### 5. Income from other trading activities

Income from non charitable trading activities

| | Unrestricted funds 2024 | Total funds 2024 | Total funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Trading turnover and other income - subsidiary | 305,531 | **305,531** | 320,619 |
| | 305,531 | **305,531** | 320,619 |

All income from non charitable trading activities in the prior year was unrestricted.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 6. Investment income

| | Unrestricted funds 2024 | Total funds 2024 | Total funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Interest receivable | 11,121 | **11,121** | 2,092 |
| Interest receivable - subsidiary | 2,734 | **2,734** | 334 |
| | 13,855 | **13,855** | 2,426 |

All investment income in the prior year was unrestricted.

### 7. Analysis of expenditure on charitable activities

Summary by fund type

| | Unrestricted funds 2024 | Total funds 2024 | Total funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Charitable activities | 1,029,835 | **1,029,835** | 1,282,299 |
| | 1,029,835 | **1,029,835** | 1,282,299 |

All expenditure in the prior year was unrestricted.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 8. Analysis of expenditure by activities

**Direct costs**

| | Basis of allocation | Charitable activities | Total funds 2024 | As restated Total funds 2023 |
|---|---|---|---|---|
| | | £ | £ | £ |
| Staff costs | Staff time | 275,843 | **275,843** | 259,241 |
| Publications, Printing and Postage | Direct | 60,484 | **60,484** | 119,133 |
| Conference costs | Direct | 154,487 | **154,487** | 185,854 |
| Study day costs | Direct | 16,018 | **16,018** | 16,095 |
| Marketing | Direct | 30,880 | **30,880** | 67,391 |
| Subscriptions | Direct | 8,455 | **8,455** | 8,305 |
| Membership expansion costs | Direct | 32,039 | **32,039** | 41,339 |
| Awards | Direct | 750 | **750** | 750 |
| | | 578,956 | **578,956** | 698,108 |

All direct costs in the current year and prior year were unrestricted.

During the year, management reviewed the salary costs allocated to direct and support costs and identified that some costs were better classified as relating directly to activities. An adjustment has therefore been made to reclassify £212,018 of staff costs allocated to support costs in 2023 to direct costs.

This has no impact on the total costs or surplus for the prior year.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 8. Analysis of expenditure by activities (continued)

**Support costs**

| | Basis of allocation | Charitable activities | Total funds 2024 | As restated Total funds 2023 |
|---|---|---|---|---|
| | | £ | £ | £ |
| IT costs | Usage | 38,896 | **38,896** | 36,666 |
| Staff costs | Staff time | 133,812 | **133,812** | 126,781 |
| Rent and rates | Usage | 36,493 | **36,493** | 30,831 |
| Light and heat | Usage | 6,058 | **6,058** | 5,240 |
| Insurance | Usage | 11,898 | **11,898** | 7,127 |
| Telephone | Usage | 10,198 | **10,198** | 8,789 |
| Sundries | Usage | 1,138 | **1,138** | 346 |
| Legal and professional | Usage | 5,558 | **5,558** | 2,279 |
| Depreciation and impairment | Usage | 11,747 | **11,747** | 152,641 |
| Profit on disposal of fixed asset | Usage | - | **-** | (386) |
| Irrecoverable VAT | Usage | 61,228 | **61,228** | 74,659 |
| Printing and stationery | Usage | 15,236 | **15,236** | 16,270 |
| Bank charges | Transactions | 25,134 | **25,134** | 23,529 |
| Staff recruitment costs | Usage | 13,012 | **13,012** | 7,055 |
| Staff travel | Usage | 1,862 | **1,862** | 5,393 |
| Staff training | Usage | 8,558 | **8,558** | 7,424 |
| Bad debts | Transactions | 17,060 | **17,060** | 15,627 |
| Office costs | Usage | 10,043 | **10,043** | 8,817 |
| Public relations | Usage | 2,593 | **2,593** | 10,146 |
| Governance costs | Usage | 40,355 | **40,355** | 44,887 |
| | | 450,879 | **450,879** | 584,121 |

All support costs in the current year and prior year were unrestricted.

During the year, management reviewed the salary costs allocated to direct and support costs and identified that some costs were better classified as relating directly to activities. An adjustment has therefore been made to reclassify £212,018 of staff costs allocated to support costs in 2023 to direct costs.

This has no impact on the total costs or surplus for the prior year.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 9. Net incoming resources for the period

This is stated after charging:

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| Depreciation | **15,938** | 15,381 | **11,747** | 13,709 |
| Impairment provision | **-** | 138,932 | **-** | 138,932 |
| Amortisation | **3,000** | 3,000 | **-** | - |
| Operating lease rentals - land and buldings | **41,330** | 40,631 | **41,330** | 40,631 |
| Audit fees | **13,800** | 13,200 | **13,800** | 13,200 |
| Tax compliance services | **550** | 1,250 | **-** | - |
| Accountancy and other services | **3,000** | 2,000 | **2,000** | - |

### 10. Staff costs

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| Wages and salaries | **493,887** | 507,193 | **366,418** | 356,798 |
| Social security costs | **43,887** | 48,908 | **32,695** | 34,021 |
| Contribution to defined contribution pension schemes | **10,542** | 13,203 | **10,542** | 13,203 |
| | **548,316** | 569,304 | **409,655** | 404,022 |

During the year, the Charity recharged its subsidiary £138,661 (2023 - £165,282) for Staff costs. These are included within the management charge expenses in the accounts of the subsidiary.

The average number of persons employed by the Company during the year was as follows:

| | **Group 2024 No.** | Group 2023 No. | **Company 2024 No.** | Company 2023 No. |
|---|---|---|---|---|
| Chief Executive | **1** | 1 | **1** | 1 |
| Member services | **3** | 3 | **3** | 3 |
| Patient Safety and Quality | **2** | 2 | **2** | 2 |
| Editorial | **1** | 1 | **1** | 1 |
| Marketing | **2** | 2 | **2** | 2 |
| Commercial | **2** | 2 | **2** | 2 |
| Finance | **1** | 1 | **1** | 1 |
| Management and administration | **2** | 2 | **2** | 2 |
| | **14** | 14 | **14** | 14 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 10. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

| | **Group 2024 No.** | Group 2023 No. |
|---|---|---|
| In the band £70,001 - £80,000 | **1** | - |
| In the band £80,001 - £90,000 | **-** | 1 |

During the year pension contributions on behalf of these staff amounted to £670 (2023 - £3,195).

During the year key management personnel received remuneration of £83,928 (2023 - £85,179).

### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL). During the year five (2023 - three) of the trustees of the Charity were paid £21,200 (2023 - £8,100) through the wholly owned subsidiary, AfPP Ltd, for consultancy services on behalf of the company. During the year, the President of the Charity received payment of £10,661 (2023 - £3,061) related to other promotional services on behalf of the Charity. None of these payments were made in relation to the individual's roles as trustees of the Charity, and the articles of association do not prohibit the payments.

During the year ended 31 March 2024, expenses relating to travel and subsistence costs totalling £2,081 were reimbursed or paid directly to 7 Trustees (2023 - £3,085 to 5 Trustees). Expenses amounting to £13,812 (2023 - £6,611) were paid directly by the Charity to third parties relating to travel and subsistence costs.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 12. Intangible assets

**Group**

| | Software £ | Goodwill £ | Total £ |
|---|---|---|---|
| **Cost** | | | |
| At 1 April 2023 (as previously stated) | **-** | **15,000** | **15,000** |
| Prior Year Adjustment | **257,674** | **-** | **257,674** |
| At 1 April 2023 | **257,674** | **15,000** | **272,674** |
| Additions | **98,524** | **-** | **98,524** |
| At 31 March 2024 | **356,198** | **15,000** | **371,198** |
| **Amortisation** | | | |
| At 1 April 2023 | **-** | **9,000** | **9,000** |
| Charge for the year | **-** | **3,000** | **3,000** |
| At 31 March 2024 | **-** | **12,000** | **12,000** |
| **Net book value** | | | |
| At 31 March 2024 | **356,198** | **3,000** | **359,198** |
| At 31 March 2023 (as restated) | 257,674 | 6,000 | 263,674 |

**12. Intangible assets (continued)**

**Company**

| | Software £ |
|---|---|
| **Cost** | |
| At 1 April 2023 (as previously stated) | **-** |
| Prior Year Adjustment | **257,674** |
| At 1 April 2023 (as restated) | **257,674** |
| Additions | **98,524** |
| At 31 March 2024 | **356,198** |
| **Net book value** | |
| At 31 March 2024 | **356,198** |
| At 31 March 2023 (as restated) | 257,674 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 13. Tangible fixed assets

**Group**

| | Long-term leasehold property £ | Plant and machinery £ | Computer equipment £ | Total £ |
|---|---|---|---|---|
| **Cost or valuation** | | | | |
| At 1 April 2023 (as previously stated) | **13,033** | **14,000** | **365,071** | **392,104** |
| Prior Year Adjustment | **-** | **-** | **(257,674)** | **(257,674)** |
| At 1 April 2023 (as restated) | **13,033** | **14,000** | **107,397** | **134,430** |
| Additions | **-** | **-** | **12,882** | **12,882** |
| At 31 March 2024 | **13,033** | **14,000** | **120,279** | **147,312** |
| **Depreciation** | | | | |
| At 1 April 2023 | **13,033** | **7,309** | **70,906** | **91,248** |
| Charge for the year | **-** | **4,191** | **11,747** | **15,938** |
| At 31 March 2024 | **13,033** | **11,500** | **82,653** | **107,186** |
| **Net book value** | | | | |
| At 31 March 2024 | **-** | **2,500** | **37,626** | **40,126** |
| At 31 March 2023 (as restated) | - | 6,691 | 36,491 | 43,182 |

## 13. Tangible fixed assets (continued)

**Company**

| | Long-term leasehold property £ | Software and Computer equipment £ | Total £ |
|---|---|---|---|
| **Cost or valuation** | | | |
| At 1 April 2023 (as previously stated) | **13,033** | **365,071** | **378,104** |
| Prior Year Adjustment | **-** | **(257,674)** | **(257,674)** |
| At 1 April 2023 (as restated) | **13,033** | **107,397** | **120,430** |
| Additions | **-** | **12,882** | **12,882** |
| At 31 March 2024 | **13,033** | **120,279** | **133,312** |
| **Depreciation** | | | |
| At 1 April 2023 | **13,033** | **70,906** | **83,939** |
| Charge for the year | **-** | **11,747** | **11,747** |
| At 31 March 2024 | **13,033** | **82,653** | **95,686** |
| **Net book value** | | | |
| At 31 March 2024 | **-** | **37,626** | **37,626** |
| At 31 March 2023 (as restated) | - | 36,491 | 36,491 |

## 14. Prior year adjustments

During the year, the Trustees decided that the assets relating to software development should be more appropriately classified as intangible fixed assets rather than tangible fixed assets. Therefore, £257,674 has been transferred out of tangible fixed assets opening position to intangible fixed assets.

This has had no impact on the opening fund balances or surplus for the year.

## 15. Fixed asset investments

| Company | Investments in subsidiary companies £ |
|---|---|
| **Cost or valuation** | |
| At 1 April 2023 | **121,465** |
| At 31 March 2024 | **121,465** |
| **Impairment** | |
| At 1 April 2023 | **51,407** |
| At 31 March 2024 | **51,407** |
| **Net book value** | |
| At 31 March 2024 | **70,058** |
| At 31 March 2023 | 70,058 |

### Principal subsidiaries

The following was a subsidiary undertaking of the Company:

| Name | Company number | Registered office or principal place of business | Class of shares | Holding |
|---|---|---|---|---|
| AfPP Ltd. | 03102102 | Daisy Ayris House, 42 Freemans Way, Harrogate, HG3 1DH | Ordinary | 100% |

The financial results of the subsidiary for the year were:

| Name | Income £ | Expenditure £ | Profit for the year £ | Net assets £ |
|---|---|---|---|---|
| AfPP Ltd. | **308,265** | **306,123** | **2,142** | **48,774** |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 16. Stocks

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| Consumables held by the subsidiary | **4,377** | 4,763 | **-** | - |
| Education literature for resale | **12,962** | 9,521 | **12,960** | 9,521 |
| | **17,339** | 14,284 | **12,960** | 9,521 |

### 17. Debtors

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| **Due within one year** | | | | |
| Trade debtors | **403,338** | 399,215 | **369,076** | 352,101 |
| Amounts owed by group undertakings | **-** | - | **14,051** | 80,004 |
| Prepayments and accrued income | **380,066** | 353,047 | **125,423** | 111,870 |
| | **783,404** | 752,262 | **508,550** | 543,975 |

### 18. Creditors: Amounts falling due within one year

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| Trade creditors | **70,974** | 75,649 | **67,077** | 47,747 |
| Other taxation and social security | **55,808** | 48,537 | **55,476** | 48,537 |
| Other creditors | **9,031** | 11,659 | **9,031** | 5,414 |
| Accruals and deferred income | **813,080** | 734,979 | **576,857** | 486,279 |
| | **948,893** | 870,824 | **708,441** | 587,977 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 19. Accruals and deferred income

| | Membership | Other |
|---|---|---|
| | £ | £ |
| Deferred income at 1 April 2023 | **352,943** | **104,838** |
| Resources deferred during the year | **315,703** | **427,268** |
| Amounts released from previous periods | **(352,943)** | **(104,838)** |
| **Deferred income at 31 March 2024** | **315,703** | **427,268** |

### 20. Statement of funds

**Statement of funds - current year**

| | Balance at 1 April 2023 £ | Income £ | Expenditure £ | Balance at 31 March 2024 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General Funds - all funds | **792,911** | **1,477,965** | **(1,335,958)** | **934,918** |

**Statement of funds - prior year**

| | Balance at 1 April 2022 £ | Income £ | Expenditure £ | Balance at 31 March 2023 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General Funds | 764,353 | 1,628,476 | (1,599,918) | 792,911 |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 21. Summary of funds

**Summary of funds - current year**

| | Balance at 1 April 2023 £ | Income £ | Expenditure £ | Balance at 31 March 2024 £ |
|---|---|---|---|---|
| General funds | **792,911** | **1,477,965** | **(1,335,958)** | **934,918** |

**Summary of funds - prior year**

| | Balance at 1 April 2022 £ | Income £ | Expenditure £ | Balance at 31 March 2023 £ |
|---|---|---|---|---|
| General funds | 764,353 | 1,628,476 | (1,599,918) | 792,911 |

### 22. Analysis of net assets between funds

**Analysis of net assets between funds - current period**

| | Unrestricted funds 2024 £ | Total funds 2024 £ |
|---|---|---|
| Tangible fixed assets | 40,126 | **40,126** |
| Intangible fixed assets | 359,198 | **359,198** |
| Current assets | 1,484,487 | **1,484,487** |
| Creditors due within one year | (948,893) | **(948,893)** |
| **Total** | 934,918 | **934,918** |

## 22. Analysis of net assets between funds (continued)

### Analysis of net assets between funds - prior period

| | Unrestricted funds 2023 £ | Total funds 2023 £ |
|---|---|---|
| Tangible fixed assets | 43,182 | 43,182 |
| Intangible fixed assets | 263,674 | 263,674 |
| Current assets | 1,356,879 | 1,356,879 |
| Creditors due within one year | (870,824) | (870,824) |
| **Total** | 792,911 | 792,911 |

## 23. Capital commitments

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| **Contracted for but not provided in these financial statements** | | | | |
| Acquisition of intangible assets | **-** | 19,589 | **-** | 19,589 |

## 24. Pension commitments

The group and charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group and charity in an independently administered fund. The pension cost charge in the year amounted to £10,542 (2023 - £13,203) and £4,031 (2023 - £12,463) was payable to the fund at the balance sheet date and are included in creditors.

## 25. Operating lease commitments

At 31 March 2024 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

| | **Group 2024 £** | Group 2023 £ | **Company 2024 £** | Company 2023 £ |
|---|---|---|---|---|
| Not later than 1 year | **41,424** | 41,424 | **41,424** | 41,424 |
| Later than 1 year and not later than 5 years | **58,684** | 100,108 | **58,684** | 100,108 |
| | **100,108** | 141,532 | **100,108** | 141,532 |

## 26. Related party transactions

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL). During the year five (2023 - three) of the trustees of the Charity were paid £21,200 (2023 - £8,100) through the wholly owned subsidiary, AfPP Ltd, for consultancy services on behalf of the company. Of these amounts, £1,000 (2023 - £Nil) was outstanding at the year end and included in trade creditors.

During the year, the President of the Charity received payment of £10,661 (2023 - £3,061) related to other promotional services on behalf of the Charity. None of these payments were made in relation to the individual's roles as trustees of the Charity, and the articles of association do not prohibit the payments. Of these amounts, £Nil (2023 - £Nil) was outstanding at the year end.

Donations from the Trustees to the Charity during the year were £Nil (2023 - £Nil).

Management charges were paid to the Charity by its subsidiary during the year of £172,230 (2023 - £213,035). At 31 March 2024 the subsidiary owed £14,051 (2023 - £80,004) to the Charity.

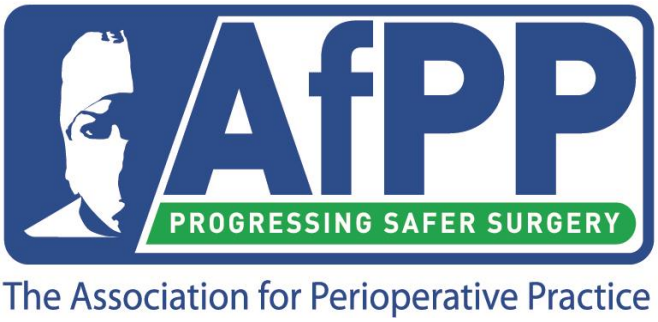
## 27. Controlling party

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.

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

England & Wales - Charity number 1118444

# Accounts




# 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

**Contents**


| | PAGE |
|---|---|
| President's message | 4 |
| Chief Executive Officer's Message | 6 |
| Your Board of Directors/Trustees and Advisors to the Board | 8 |
| Directors' report | 13 |
| Auditors' report to members | 22 |
| Consolidated statement of financial activities | 26 |
| Consolidated and charity balance sheet | 27 |
| Consolidated statement of Cash Flows | 28 |
| Notes to the consolidated financial statements | 29 |

**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** | |
| **Charity name:** | **The Association for Perioperative Practice** |
| **Charity registration number:** | **1118444** |
| **Company registration number:** | **6035633** |
| **Country of incorporation:** | **England** |
| **Registered office and** | |
| **Operational address** | **Daisy Ayris House, 42 Freemans Way, Harrogate HG3 1DH** |
| **Telephone:** | **01423 881300** |
| **Facsimile number** | **01423 880997** |
| **Website:** | **www.afpp.org.uk** |
| **Directors and Trustees:** | **John Dade (Past President from 1 January 2023)**<br>**Ruth Collins (President from 1 January 2023)**<br>**Lisa Tierney**<br>**Oliver Tierney**<br>**Julia Spencer**<br>**Jennifer Maher**<br>**Maxine Page**<br>**Nadiene Deane (appointed 1 January 2023)**<br>**Alison Venn (appointed 1 January 2023)**<br>**Kathryn Topley (resigned 20 December 2022)** |
| **Key Management Personnel** | |
| **Interim Chief Executive** | **Alex Duke** |
| **Subsidiary Name** | **AfPP Limited** |
| **Company Registration Number:** | **3102102** |
| **Subsidiary's Directors** | **John Dade**<br>**David Robinson**<br>**Ruth Collins**<br>**Alexandra Duke (appointed 2 June 2023)**<br>**Dawn Stott (resigned 2 June 2023)** |
| **Bankers** | **National Westminster Bank**<br>**3 Cambridge Crescent, Harrogate HG1 1PE** |
| **Solicitors** | **Hempsons Solicitors**<br>**The Exchange, Station Parade, Harrogate HG1 1TS** |
| **Auditors** | **Saffery LLP**<br>**Mitre House, North Park Road, Harrogate HG1 5RX** |

## 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 hight 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.

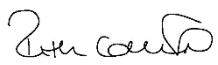
## STATEMENT OF DISCLOSURE TO AUDITORS

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. 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

**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)* |
| | | £ | £ | £ | *£* |
| **Income:** | | | | | |
| 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* |
| **Total income** | | 1,628,476 | - | 1,628,476 | *1,150,723* |
| **Expenditure** | | | | | |
| Charitable activities | 5 | 1,282,229 | - | 1,282,229 | *945,419* |
| Raising funds | | 317,689 | - | 317,689 | *217,665* |
| **Total expenditure** | | 1,599,918 | - | 1,599,918 | *1,163,084* |
| **Net income/(expenditure) resources before other recognised gains or losses** | | 28,558 | - | 28,558 | *(12,361)* |
| **Transfer between funds** | 17 | - | - | - | - |
| **Net movement in funds** | | 28,558 | - | 28,558 | *(12,361)* |
| **Reconciliation of funds:** | | | | | |
| 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**

| | Notes | Group 2023 | Group *2022* | Charity 2023 | Charity *2022* |
|---|---|---|---|---|---|
| | | **£** | *£* | **£** | *£* |
| **Fixed assets** | | | | | |
| 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* |
| | | 306,856 | 410,901 | 364,223 | 463,596 |
| **Current assets** | | | | | |
| 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 | | 590,333 | 383,196 | 486,589 | 372,144 |
| | | 1,356,879 | 1,096,626 | 1,040,085 | 897,349 |
| Creditors: amounts falling due within one year | 13 | (870,824) | (743,174) | (587,977) | (569,902) |
| **Net current assets** | | 486,055 | 353,452 | 452,108 | 327,447 |
| **Net assets** | | 792,911 | 764,353 | 816,331 | 791,043 |
| **The funds of the charity:** | | | | | |
| Unrestricted funds | 18 | 792,911 | 764,353 | 816,331 | 791,043 |
| Restricted funds | | - | - | - | - |
| **Total charity funds** | | 792,911 | 764,353 | 816,331 | 791,043 |

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

**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

| | 2023 Restricted £ | 2023 Unrestricted £ | 2023 Total £ | *2022 Total £* |
|---|---|---|---|---|
| Donations from individuals | - | - | - | *200* |
| | - | - | - | *200* |

## 2. Income from Charitable Activities

| | 2023 Unrestricted £ | 2023 Total £ | *2022 £* |
|---|---|---|---|
| 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 | *27,483* |
| | **1,305,431** | **1,305,431** | *915,046* |

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

| | Group 2023 £ | *Group 2022 £* | Charity 2023 £ | *Charity 2022 £* |
|---|---|---|---|---|
| Investment income comprises the following:- | | | | |
| Bank interest received | 2,426 | *423* | 2,092 | *416* |
| | **2,426** | *423* | **2,092** | *416* |

**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.

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

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

**Notes to the Consolidated Financial Statements**

## 5. Total resources expended

| | Basis of allocation | Charitable activities £ | Governance £ | 2023 Total £ | 2022 Total £ |
|---|---|---|---|---|---|
| **Costs directly allocated to activities** | | | | | |
| 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* |
| | | 486,090 | - | 486,090 | *310,879* |
| **Support costs allocated to activities** | | | | | |
| 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* |
| | | 751,252 | 44,887 | 796,139 | *634,540* |
| **Total resources expended** | | 1,237,342 | 44,887 | 1,282,229 | *945,419* |

## 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 |
|---|---|---|---|---|
| | | £ | £ | £ |
| **Income:** | | | | |
| 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 |
| **Total income** | | 1,150,723 | - | 1,150,723 |
| **Expenditure** | | | | |
| Charitable activities | 5 | 945,419 | - | 945,419 |
| Raising funds | | 217,665 | - | 217,665 |
| **Total expenditure** | | 1,163,084 | - | 1,163,084 |
| **Net(expenditure) resources before other recognised gains or losses** | | (12,361) | - | (12,361) |
| **Transfer between funds** | 17 | - | - | - |
| **Net movement in funds** | | (12,361) | - | (12,361) |
| **Reconciliation of funds:** | | | | |
| 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

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

| CHARITY | |
|---|---|
| **At cost** | |
| Balance brought forward | - |
| Additions | - |
| Disposals | - |
| **Balance carried forward** | **-** |
| **Amortisation and impairment** | |
| Balance brought forward | - |
| Charge for the period | - |
| On Disposal | - |
| **Balance carried forward** | - |
| **Net book values** | |
| **As at 31 March 2023** | **-** |
| As at 31 March 2022 | - |

**Notes to the Consolidated Financial Statements**

### 9. Tangible fixed assets

| GROUP | Building Improvements £ | *Software & computer equipment £ | Plant & Machinery £ | 2023 Total £ |
|---|---|---|---|---|
| **At cost** | | | | |
| 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) |
| **Balance carried forward** | 13,033 | 365,071 | 14,000 | 392,104 |
| **Accumulated depreciation** | | | | |
| 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) |
| **Balance carried forward** | 13,033 | 70,906 | 7,309 | 91,248 |
| **Net book values** | | | | |
| 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

| CHARITY | | | | |
|---|---|---|---|---|
| **At cost or valuation** | | | | |
| Balance brought forward | 13,033 | 450,876 | - | 463,909 |
| Additions | - | 53,690 | - | 53,690 |
| Impairment provision | - | (138,932) | - | (138,932) |
| Disposals | - | (563) | - | (563) |
| **Balance carried forward** | 13,033 | 365,071 | **-** | 378,104 |
| **Accumulated depreciation** | | | | |
| Balance brought forward | 13,033 | 57,338 | - | 70,371 |
| Charge for the period | - | 13,709 | - | 13,709 |
| On Disposal | - | (141) | - | (141) |
| **Balance carried forward** | 13,033 | 70,906 | **-** | 83,939 |
| **Net book values** | | | | |
| 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* |
| | 14,284 | *29,965* | 9,521 | *28,468* |

### 11. Fixed asset investment

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

### 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* |
| | **752,262** | *683,465* | **543,975** | *496,737* |

**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* |
| | 870,824 | *743,174* | 587,977 | *569,902* |

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

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

**14. Financial Commitments**

| | **Group** | | **Charity** | |
|---|---|---|---|---|
| | **2023** | *2022* | **2023** | *2022* |
| **Land and buildings** | | | | |
| 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* |
| | 141,532 | *173,244* | 141,532 | *173,244* |

**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* |
| | **569,304** | *502,602* | **404,022** | *394,380* |

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** | 2022 |
|---|---|---|
| | **£'000** | £'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* |
| | **14** | *14* | **14** | *14* |

## 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 £ |
|---|---|---|---|---|---|
| **General fund** | 764,353 | 1,628,476 | (1,599,918) | - | 792,911 |
| **Total** | **764,353** | **1,628,476** | **(1,599,918)** | **-** | **792,911** |

| Name of unrestricted fund | Description, nature and purposes of the fund |
|---|---|
| General fund | These are unrestricted reserves available for the charity's activities. |

### 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 | - | - | - |
| **Group reserves** | **306,856** | **486,055** | **792,911** |

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

## 19. Capital and other commitments

| | Group | | Charity | |
|---|---|---|---|---|
| | **2023** | *2022* | **2023** | *2022* |
| | **£** | **£** | **£** | **£** |
| Contracted for but not provided in the financial statements | 19,589 | - | 19,589 | - |

## 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

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

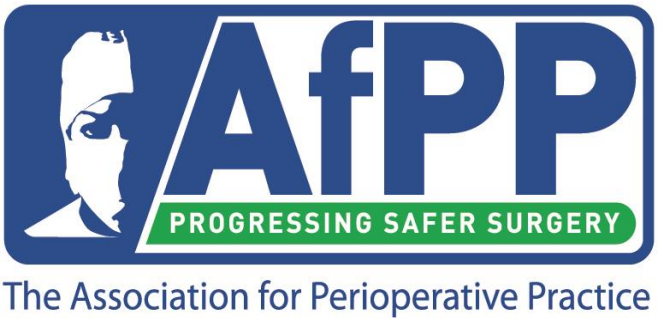
## 25. Analysis of changes in net debt

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

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

England & Wales - Charity number 1118444

# Accounts




# The Association

# for

# Perioperative Practice

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

**Year ended 31 March 2022**

**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

**Contents**


| | PAGE |
|---|---|
| President's message | 4 |
| Chief Executive Officer's Message | 6 |
| Your Board of Directors/Trustees and Advisors to the Board | 8 |
| Directors' report | 12 |
| Auditors' report to members | 21 |
| Consolidated statement of financial activities | 25 |
| Consolidated and charity balance sheet | 26 |
| Consolidated statement of Cash Flows | 27 |
| Notes to the consolidated financial statements | 28 |

**PRESIDENT'S MESSAGE**
**JOHN DADE**

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 representative 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 six 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 2021 and from 2022 I have been supported by a President-elect, Ruth Collins. Ruth will take up the Presidency in January 2023. 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.

'In person' events resumed in the Autumn and Winter of 2021. I, other AfPP Trustees and Staff were involved in 'The Operating Theatre Show, Future Surgery' and of course, our own Annual Meeting and Vision Day. How good it was to engage with one another in person and offered up hope for further events.

AfPP continues to be involved with the Perioperative Care Collaborative, and as of December, now as joint chair with CODP. Lisa Tierney is our representative.

Last year I referred to the forthcoming updated Standards and Recommendations of Safe Perioperative Practice. I'm delighted to say these are now available in both hard copy and digital formats.

We have continued to engage and participate with advisory panels such as, Anaesthesia Related Professional Committee and the Decontamination Professional Expert Communication Forum.

Over the last year, we have become a partner organisation of the Centre for Perioperative Care (CPOC) with me sitting on the board. This is a group which includes amongst others, five royal colleges and who's significance and influence will grow.

Since the closure of the English National Board (ENB) and its other UK equivalents twenty years ago, there has been no nationally recognised Theatre Course for Nurses. One of my aims when I became president was to explore how this can be addressed. After a Zoom call with Health Education England Chief Nurse Mark Radford in January, it was agreed that further discussions regarding HEE commissioned courses in Perioperative Nursing could take place. These courses would be based on the Perioperative Care Collaborative Curriculum.

Alongside this, I have also been working closely with HEE AHP Chief Officer, Beverley Harden and members of CODP. This specialist group known as 'Operation ODP' has been examining the lessons learnt from the last two years and shaping the ODP profession into the future. 'Operation ODP' continues into the 2022-23 year.

Our global links remain strong, with me representing AfPP on the board of the International Federation of Perioperative Nurses (IFPN). Over the past few months, IFPN has held several virtual meetings. I have also had one to one Zoom conversations with board members from Australia, New Zealand and Canada, which have been helpful.

During 2021-22, thankfully we have seen fewer changes amongst our headquarters staff. As I did last year, I would like to acknowledge all their adaptability and hard work under the direction of our CEO, Dawn Stott. This was demonstrated by further development of webinars and in particular our 2021 virtual conference. All of which has kept our HQ team super busy. We may be coming out of the pandemic, but many other challenges are still there. A nice challenge to have of course, at the end of this financial year is, the early planning of our first in-person conference since 2019, to be held in September 2022.

As always, it is also important to remember the contribution made by our volunteers, including Regional and SIG Leads, Link Members, and the Board. Many have juggled their demanding clinical commitments with their AfPP roles.

Lastly, but by no means least, to our membership. You continue to engage with AfPP in areas such as our Professional Advisory Service, Webinars, social media platforms and the few study days we have held. AfPP is all about you and without you we could not exist.

See you in York.

Thank you.

**John Dade**
**President**

**CHIEF EXECUTIVE OFFICER'S MESSAGE**
**DAWN STOTT**

Last year I started by saying what a difficult year it had been, and I am pleased to say that this year, for the Association we have seen several transitions back to normal. As an HQ team we have developed a hybrid approach to managing the office, which seems to be working well. We have also seen our commercial work begin to grow again, particularly as Trusts and the private sector are allowing us to visit and support them with audit and accreditation. Our year-end results reflect this growth in our commercial income. I am very pleased with the results and the hard work undertaken to get us back to where we were before Covid hit.

I am very much aware that it isn't business as usual for the front line and know that it won't be for a while. I am pleased that we been able to support you in different ways, educationally and emotionally and the feedback from members has been very positive.

It was unfortunate that following the purchase of our simulated learning kit we were unable to use it straight away due to Covid, however, as restrictions have lifted, we have been able to get out and run a few surgical skills workshops (SSWs). The workshops are designed to support junior doctors, and we are continuing to develop educational opportunities for the wider surgical team. We are running a separate stream at the 2022 AfPP Conference in York to support these workshops for delegates with an interest in advanced care. We are delighted that we will be back at York this year (September 2022), in person, but also with the opportunity for remote delegates to join the education from the comfort of their own homes.

We have continued to work hard with student engagement and have supported the universities by attending their fresher week, some virtually and some face to face. It is always a pleasure to tell up and coming new students about our amazing organisation and provide them with a membership package that can support them through their studies and beyond. Our Instagram page is a great way to engage with our younger colleagues and we currently have 1,232 followers, forming a small community of their own.

The Zoom and Teams platforms are still very useful and as an organisation we have cut down our carbon footprint by holding meetings online rather than in person. It has also helped us to reduce our travel and accommodation costs.

We held a number of webinars during the financial year which included topics such as Human Factors, unleashing the power of your emotional intelligence; The history of neuroscience, and an introduction to head injury; Developing a compassionate workforce; Transgender health; and Developing a workforce for the future. The webinars continue to be very popular. We have also released, for members only, several webinars that can be watched free of charge to support your ongoing professional development.
We were able to hold one in person study day throughout the financial year, which was supported by Ansell and the topic discussed was a team response to Latex. I am pleased to say that as the appetite grows for in person events, our regions are starting to develop topics for future study days which will be rolled out to the perioperative audience.

Our Journal continues to be very popular, and I am pleased to let you know that we received notification that the JPP is currently being evaluated by Clarivate Analytics. This means that we are working through the different stages of accreditation, with a view to receiving an impact factor and Science Citation. This is great news for the journal and our standing within industry.

Our Innovation People and Practice (IPP) magazine is proving very popular with members and offers an holistic approach for our members. This standalone supplement continues to deliver on product

innovation, articles on best practice and spotlights on many different elements of the perioperative environment.

A collaborative approach to our work has continued throughout the year and, with the help of industry partners we have developed several educational posters to support evidence-based practice. Our work on the prevention and management of surgical fires is ongoing. Our partnership with the RCS Edinburgh, Faculty of Perioperative Care continues. I am delighted to announce that we have formed an alliance with the International Council for Surgical Plume (ICSP) and other industry partners to encourage the adoption of clinically driven standards and guidance to reduce the harm to patients and practitioners from surgical smoke plume.

Following the decision in 2021 to move our flagship event onto a virtual platform, I am pleased to confirm that the event was very successful with industry and membership engagement across the virtual platform. It was a very different experience, but we had some great speakers, and the educational content did not falter, and the feedback was excellent.

Following a full content review, we launched our 2022 Standards and Recommendations for Safe Perioperative Practice. This is now in a paper and digital format and providing up to date, evidence-based standards for all perioperative environments.

Our virtual engagement with our volunteer networks has proved to be very useful and whilst we have seen some changes with our regional and SiG leads, we have managed to have regular update meetings with them, and their feedback suggests that they have kept them focussed.

As CEO, my role is to support the Trustees in improving the standards of care and patient safety within the perioperative arena. We manage to do this in different ways, for example supporting members who are campaigning for change, supporting the relevant professional bodies with developing new ways of working, supporting the NHS with ongoing development and innovations etc.

I cannot finish without mentioning and thanking all healthcare practitioners for their hard work and dedication in keeping us safe. Every set back that is sent to try us only makes us stronger and as an organisation I believe we have implemented some great things as a result of Covid 19. My determination in my approach to the operational leadership of our organisation and supporting the Trustees with the strategic vision and aims of AfPP does not falter and it gives me great pleasure to see our organisation support our members and flourish as an organisation.

I could not achieve any of this without the backing and encouragement of the dedicated and skilled HQ team, for which I thank them. They have dealt extremely well with remote working, uncertainty and change. We have worked hard to settle into the 'new normal' and I believe we are doing it very well.

**Dawn Stott**
**AfPP CEO**

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

**John Dade: 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) and the International Federation of Perioperative Nurses (IFPN). John is also 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.

**Ruth Collins: President Elect/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 therefore 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.

**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 (14), Alfie (13), Meggy (11) and Joe (10). 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.

**Oliver Tierney: Trustee**

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.

**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.

**Kat Topley: Non-elected Trustee**

Kat Topley, MSc, Advanced Health Care Practice, Dip (Infection Control), Cert Ed, RGN, has many years' experience in healthcare. Specialising in infection prevention and control since 1995, Kat has held a range of clinical and senior positions within the NHS (Oxford University Trust) and independent sector (BUPA, Spire, BMI), also as a regional co-ordinator for the 2006-point prevalence survey in England.

Kat is a qualified lecturer with experience in curriculum development and teaching on undergraduate and postgraduate courses.

Kat has a special interest in surgical site infection and this has been a focus of her activity and current role within UK 3M PLC, Infection Prevention division. Kat is an active member of the Infection Prevention Society (IPS) and has a role on their scientific planning committee.

**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 is also an 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.

**Dawn Stott: Chief Executive Officer and Director of AfPP Limited**

Dawn has worked in healthcare for around 27 years in many different roles. During that time, she undertook an Open University Certificate in Management which provided the learning to underpin her knowledge and experience.

Dawn worked for a private hospital group in various roles and has managed a 9,000 patient GP practice in Headingley, Leeds. This provided her with an all-round understanding of healthcare from primary care commissioning through to secondary care intervention.

Her previous roles have included commissioning new hospital builds, commissioning new GP surgery builds, IT implementation programs, customer care training strategies and quality improvement initiatives. She has a strong interest in writing and is an active volunteer with the Prince's Trust mentoring young people starting out in their own new businesses.

Dawn joined AfPP in June 2009 as Director of Operations and moved into the role of CEO in October 2009.

**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 2022 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** | |
| **Charity name:** | **The Association for Perioperative Practice** |
| **Charity registration number:** | **1118444** |
| **Company registration number:** | **6035633** |
| **Country of incorporation:** | **England** |
| **Registered office and** | |
| **Operational address** | **Daisy Ayris House, 42 Freemans Way, Harrogate HG3 1DH** |
| **Telephone:** | **01423 881300** |
| **Facsimile number** | **01423 880997** |
| **Website:** | **www.afpp.org.uk** |
| **Directors and Trustees:** | **John Dade (President, appointed Dec 2020)**<br>**Ruth Collins (President Elect appointed 4 January 2021)**<br>**Kathryn Topley (appointed 9 September 2019)**<br>**Lisa Tierney (appointed 15 October 2019)**<br>**Oliver Tierney (appointed 4 January 2021)**<br>**Julia Spencer (appointed 4 January 2021)**<br>**Jenny Maher (appointed 11 November 2021)**<br>**Maxine Page (appointed 23 February 2022)**<br>**Nicholas Baker (resigned 28 March 2022)**<br>**Roslyn Moore (resigned 17 March 2022)** |
| **Key Management personnel** | |
| **Chief Executive** | **Dawn Stott** |
| **Subsidiary Name** | **AfPP Limited** |
| **Company registration number:** | **3102102** |
| **Subsidiary's Directors** | **John Dade**<br>**Dawn Stott**<br>**David Robinson**<br>**Ruth Collins** |
| **Bankers** | **National Westminster Bank**<br>**3 Cambridge Crescent, Harrogate HG1 1PE** |
| **Solicitors** | **Hempsons Solicitors**<br>**The Exchange, Station Parade, Harrogate HG1 1TS** |
| **Auditors** | **Saffery Champness LLP**<br>**Mitre House, North Park Road, Harrogate HG1 5RX** |

## 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 2022, 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 Company 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; however, the pandemic has meant face to face meetings have not been achievable. Virtual meetings have taken place to ensure our regional teams have been supported and kept up to date with ongoing AfPP business. 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 and students 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.

The Charity's Annual Conference is an opportunity for perioperative professionals delivering healthcare needs, regardless of the income of beneficiaries, to attend a forum of like-minded individuals. Due to the pandemic this was moved onto a virtual platform which will provide similar opportunities to network both for practitioners and industry partners. The feedback from the event was good.

The Charity's journal provides widespread information to those in perioperative practice and an academic technical journal is available to members and non-members on subscription.

The Innovation People and Practice (IPP) Magazine is a stand-alone supplement which is published and despatched with the Journal of Perioperative Practice ten times per year. The IPP includes wellbeing features, interviews with practitioners and suppliers, articles on best practice and product innovation. It is an holistic approach to supporting our core membership. There are great opportunities for our core audience to be involved and provide information for inclusion in the magazine.

***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 annual conference took the format this year of a virtual conference. We had in excess of 300 delegates booked onto conference across the weekend with high profile speakers delivering sessions including topics such as:

- Difficult Airways
- Perioperative Hypothermia
- Embedding a Learning Culture
- Healing the Healer
- Finding our Leadership Qualities

We were pleased with the feedback and evaluations from our delegates.

**Regional study days**

Due to the lifting of restrictions following the pandemic we were only able to hold one in person regional study day. This was held in London and was support by Ansell.

**Webinars**

After initially offering our webinars free of charge to support our members a pricing structure has been put in place and we have also bought our own online platform to be able to run them independently and manage the process from start to finish. We held a number of webinars during the financial year which included topics such as:

- Human factors, unleashing the power of your emotional intelligence
- The history of neuroscience and an introduction to head injury
- Developing a compassionate workforce
- Transgender health
- Developing and workforce for the future.

Feedback on all the sessions has been very good with some great ideas put forward for future events.

**Newsletter and publications**

The Charity publishes a range of technical and professional journals, newsletters and books including The Journal of Perioperative Practice, the official journal of the AfPP. It promotes perioperative practice through publishing literature reviews, research-based articles, topical discussions, advice on clinical issues, current news items and product information. The Journal also encourages a sense of community among perioperative practitioners by providing a forum for debate.

**The Commercial Division**

The business derived through our commercial arm has proved to be a very important income stream for the Association. However due to the pandemic and the restrictions on surgical intervention our ability to undertake this work was reduced. However, as restrictions were lifted we have been able to continue with our audit and accreditation work along with our Surgical Skills Workshops.

**Membership of AfPP**

The Charity is a membership organisation. Different classes of membership ensure that membership is open to all who have an interest or vocation in perioperative care. Registered and non-registered clinical staff have access to membership as do students.

Corporate members have no voting rights at General Meetings of the Company.

The membership is organised into Regional Teams which facilitate professional education, networking and communications.

At 1 April 2022 the Charity's membership was 6,696 (*2021: 6,789*).

***Student development***
All students are eligible for online membership. This category of membership allows access to all online resources including the archive of the Journal of Perioperative Practice articles, the CPD modules and our education offering.

***Indemnity Insurance***
We saw 942 members renew their insurance in 2021/22; this does not include new business which is being written daily.

***Professional Advisory Service***
The Professional Advisory Service (PAS) is a confidential service which aims to provide clinical, ethical and professional advice to all members. The aim of PAS is to provide clear, helpful, accurate and confidential advice to:

- facilitate the assurance of standards and best practice within perioperative practice
- promote the safety of patients in the perioperative environment by the provision of quality patient care
- promote professional conduct and practice across all perioperative disciplines.

**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 bring ideas and feedback to the table to ensure our members are getting the most out of 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 and, of course, 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 strongly pursued to ensure a greater voice in our professional arena.

Our trading arm will continue to be developed to facilitate learning for Trusts around whole teams, human factors, communication, leadership etc.

As an organisation we continue to monitor and updated controls and procedures in accordance with relevant UK government, Public Health England and Charity Commission guidance with the safety of staff and maintaining services to members the key priorities. Whilst the impact of Covid-19 continues to pose challenges, we are satisfied that we are taking all appropriate measures to mitigate any risks to the continuing operations of the charity.

**FINANCIAL REVIEW**

***Results of the Group***

The gross income of the Group amounted to £1,150,723 *(2021: £939,132)*. The Group has reported a deficit for the year of £ (12,361) 2021 deficit £(69,796). The increase in income, and the reduced deficit for the year, principally reflect the growth in commercial income following the easing of Covid restrictions.

***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 2022 amounted to £764,353 *(2021: £776,714)* of which £764,353 *(2021: £776,714)* was unrestricted. However, the unrestricted funds include functional fixed assets (eg Goodwill, computer hardware, software and other equipment) of £410,901 *(2021: £391,762)* 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 2022 were £353,452 *(2021: £384,952)*.

The Charity's policy is to achieve sufficient reserves to cover six months' expenditure on charitable activities (£475,000) plus the estimated costs of meeting all commitments on a winding-up of the organisation (£70,000); a total of £545,000. The trustees note that reserves freely available to spend have decreased significantly over recent years. This reflects 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. This is not a cause for concern because we were in such a strong financial position prior to the pandemic and the group has maintained significant cash balances. Reserves freely available to spend at 31 March 2022 fell below the level required to satisfy our reserves policy at that date. The trustees consider the reserves policy to be prudent and the shortfall against that policy at 31 March 2022 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 £915,046 *(2021: £831,940)* 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 4 August 2022

and signed on their behalf by:-



**John Dade, 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 2022 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 2022 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. 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 Champness LLP

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

**Sally Appleton (Senior Statutory Auditor)**

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

11 August 2022

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

| | Notes | Unrestricted Funds | Restricted Funds | 2022 Total | *2021 Total* |
|---|---|---|---|---|---|
| | | | | | *(note 7)* |
| | | £ | £ | £ | *£* |
| **Income:** | | | | | |
| Voluntary income: Donations and grants | 1 | 200 | - | 200 | *131* |
| Income from charitable activities | 2 | 915,046 | - | 915,046 | *831,940* |
| Investment income | 3 | 416 | - | 416 | *1,713* |
| Income from trading activities: | | | | | |
| Subsidiary - trading turnover and other income | | 235,054 | - | 235,054 | *105,322* |
| Subsidiary - interest receivable | | 7 | - | 7 | *26* |
| **Total income** | | **1,150,723** | **-** | **1,150,723** | *939,132* |
| **Expenditure** | | | | | |
| Charitable activities | 5 | 945,419 | - | 945,419 | *894,590* |
| Raising funds | | 217,665 | - | 217,665 | *114,338* |
| **Total expenditure** | | **1,163,084** | **-** | **1,163,084** | *1,008,928* |
| **Net expenditure resources before other recognised gains or losses** | | *(12,361)* | - | *(12,361)* | *(69,796)* |
| **Transfer between funds** | 17 | - | - | - | - |
| **Net movement in funds** | | *(12,361)* | - | *(12,361)* | *(69,796)* |
| **Reconciliation of funds:** | | | | | |
| Total funds brought forward | | 776,714 | - | 776,714 | *846,510* |
| Total funds carried forward | | *764,353* | **-** | *764,353* | *776,714* |

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**

| | Notes | Group 2022 | Group *2021* | Charity 2022 | Charity *2021* |
|---|---|---|---|---|---|
| | | £ | *£* | £ | *£* |
| **Fixed assets** | | | | | |
| Intangible fixed assets | 8 | 9,000 | *12,000* | - | - |
| Tangible fixed assets | 9 | 401,901 | *379,762* | 393,538 | *367,933* |
| Investments | 11 | - | - | 70,058 | *70,058* |
| | | 410,901 | 391,762 | 463,596 | 437,991 |
| **Current assets** | | | | | |
| Stock | 10 | 29,965 | 30,247 | 28,468 | *28,604* |
| Debtors | 12 | 683,465 | 600,767 | 496,737 | *418,856* |
| Cash at bank in hand | | 383,196 | 394,156 | 372,144 | 377,498 |
| | | 1,096,626 | 1,025,170 | 897,349 | 824,958 |
| Creditors: amounts falling due within one year | 13 | (743,174) | (640,218) | (569,902) | (442,150) |
| **Net current assets** | | 353,452 | 384,952 | 327,447 | 382,808 |
| **Net assets** | | 764,353 | 776,714 | 791,043 | 820,799 |
| **The funds of the charity:** | | | | | |
| Unrestricted funds | 18 | 764,353 | 776,714 | 791,043 | 820,799 |
| Restricted funds | | - | - | - | - |
| **Total charity funds** | | 764,353 | 776,714 | 791,043 | 820,799 |

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 28 – 43 form part of these financial statements.
Approved by the board on 4 August 2022 and signed on behalf by:



**John Dade, Director/Trustee**
**Company Registration No. 6035633**

## Consolidated Statement of Cash Flows

| | Notes | 2022 | *2021* |
|---|---|---|---|
| | | £ | £ |
| **Cash generated by /(used in) operating activities** | 24 | 24,369 | *(69,902)* |
| **Cash flows from investing activities** | | | |
| Interest income | | 423 | *1,739* |
| Purchase of tangible fixed assets | | (36,402) | *(52,829)* |
| Disposal of tangible fixed assets | | 650 | - |
| **Net cash used in investing activities** | | *(35,329)* | *(51,090)* |
| **Change in cash and cash equivalents in the reporting period** | | *(10,960)* | *(120,992)* |
| Cash and cash equivalents at the beginning of the year | | 394,156 | *515,148* |
| **Cash and cash equivalents at the end of the year** | | *383,196* | *394,156* |

**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 assessment has included consideration of the impact of Covid-19 in the Charity's operations and further information is provided in the Directors Report. 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 5. 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, excluding software with a cost £500 and above are treated as fixed assets. Depreciation commences once an asset is available for use.

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.

***h) 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.

**Notes to the Consolidated Financial Statements**

***i) 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.

***j) Stock***

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

***k) 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

| | 2022 Restricted £ | 2022 Unrestricted £ | 2022 Total £ | *2021 Total £* |
|---|---|---|---|---|
| Donations from individuals | - | 200 | 200 | *131* |
| | - | 200 | 200 | *131* |

### 2. Income from Charitable Activities

| | 2022 Unrestricted £ | 2022 Total £ | *2021 £* |
|---|---|---|---|
| Membership | 690,292 | 690,292 | *705,785* |
| Study days and collaborative events | 17,730 | 17,730 | *8,430* |
| Residential income | 40,674 | 40,674 | *700* |
| Journal subscriptions | 1,292 | 1,292 | *2,250* |
| Journal advertising income | 137,575 | 137,575 | *92,710* |
| Publication sales | 27,483 | 27,483 | *22,065* |
| | **915,046** | **915,046** | *831,940* |

The amount of membership income deferred at 31 March 2022 is £317,373 *(2021: £304,954)* and this is included in accruals and deferred income at note 13 to these accounts.

### 3. Investment Income – unrestricted

| | Group 2022 £ | *Group 2021 £* | Charity 2022 £ | *Charity 2021 £* |
|---|---|---|---|---|
| Investment income comprises the following:- | | | | |
| Bank interest received | 423 | *1,739* | 416 | *1,713* |
| | **423** | *1,739* | **416** | *1,713* |

## 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.

| | **2022** | *2021* |
|---|---|---|
| | **£** | *£* |
| Turnover and other income | 250,054 | *90,322* |
| Expenditure | (217,665) | *(114,338)* |
| Profit/(Loss) for the Financial Year | 32,389 | (24,016) |
| Other interest receivable and similar income | 7 | *26* |
| Net Profit/(Loss) for the year | 32,396 | *(23,990)* |
| Gift Aid donation to Charity | - | - |
| **Retained in subsidiary** | **32,396** | *(23,990)* |
| The assets and liabilities of the subsidiary were: | | |
| Fixed assets | 17,363 | *23,829* |
| Current assets | 196,399 | *215,251* |
| Current liabilities | (170,394) | *(228,108)* |
| Total net assets | 43,368 | *10,972* |
| Aggregate share capital and reserves | **43,368** | *10,972* |

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

**Notes to the Consolidated Financial Statements**

## 5. Total resources expended

| | Basis of allocation | Charitable activities £ | Governance £ | 2022 Total £ | 2021 Total £ |
|---|---|---|---|---|---|
| **Costs directly allocated to activities** | | | | | |
| Staff costs | Staff time | 51,646 | - | 51,647 | *51,647* |
| Publications, Printing and postage | Direct | 130,325 | - | 130,325 | *123,912* |
| Conference costs | Direct | 35,674 | - | 35,674 | *3,169* |
| Study day costs | Direct | 3,608 | - | 3,608 | *4,939* |
| Marketing | Direct | 37,723 | - | 37,723 | *28,540* |
| Online education depreciation | Direct | 2 | - | 2 | *1,467* |
| Subscriptions | Direct | 8,252 | - | 8,252 | *8,148* |
| Membership expansion costs | Direct | 42,898 | - | 42,898 | *67,597* |
| Awards | Direct | 750 | - | 750 | *3,410* |
| Grants | Direct | - | - | - | 645 |
| | | 310,879 | - | 310,879 | *292,823* |
| **Support costs allocated to activities** | | | | | |
| IT costs | Usage | 41,338 | - | 41,338 | *39,370* |
| Board related costs | Usage | - | 7,528 | 7,528 | *7,310* |
| Staff costs | Staff time | 336,699 | 18,000 | 354,699 | *379,555* |
| Rent and rates | Usage | 34,288 | - | 34,288 | *36,312* |
| Light and heat | Usage | 6,785 | - | 6,785 | *3,460* |
| Insurances | Usage | 6,841 | - | 6,841 | *7,905* |
| Telephone | Usage | 9,342 | - | 9,342 | *9,733* |
| Sundries | Usage | 472 | - | 472 | *471* |
| Legal and professional | Usage | 5,100 | - | 5,100 | *6,583* |
| Depreciation | Usage | 10,795 | - | 10,795 | *6,997* |
| Loss on disposal of fixed asset | Usage | - | - | - | - |
| Irrecoverable VAT | Usage | 52,263 | - | 52,263 | *34,261* |
| Printing and stationery | Usage | 14,825 | - | 14,825 | *14,530* |
| Bank charges | Transactions | 21,741 | - | 21,741 | *21,291* |
| Staff recruitment costs | Usage | 11,405 | - | 11,405 | - |
| Staff travel | Transactions | 2,242 | - | 2,242 | *(38)* |
| Staff training | Transactions | 6,860 | - | 6,860 | *4,021* |
| Audit fees | Usage | - | 9,291 | 9,291 | *6,215* |
| Accountancy fees | Usage | - | - | - | *1,150* |
| Bad debts | Transactions | 9,053 | - | 9,053 | *6,807* |
| Office costs | Usage | 8,319 | - | 8,319 | *11,035* |
| Public relations | Usage | 21,353 | - | 21,353 | *4,799* |
| | | 599,721 | 34,819 | 634,540 | *601,767* |
| **Total resources expended** | | 910,600 | 34,819 | 945,419 | *894,590* |

**Notes to the Consolidated Financial Statements**

## 6. Net incoming resources for the period

| | Group | | Charity | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| Depreciation | 13,146 | 11,535 | 10,797 | *8,464* |
| Amortisation | 3,000 | 3,000 | - | - |
| Operating lease rentals: | | | | |
| Plant and machinery | - | - | - | - |
| Land and buildings | 39,300 | 38,000 | 39,300 | *38,000* |
| Auditor's remuneration: | | | | |
| Audit fees | 9,291 | 8,430 | 9,291 | *6,215* |
| Tax compliance services | 1,000 | 1,000 | - | - |
| Accountancy and other services | 1,500 | 1,050 | - | *150* |

## Notes to the Consolidated Financial Statements

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

| | Notes | Unrestricted Funds | Restricted Funds | 2021 Total |
|---|---|---|---|---|
| | | £ | £ | £ |
| **Income:** | | | | |
| Voluntary income: Donations and grants | 1 | 131 | - | 131 |
| Income from charitable activities | 2 | 831,940 | - | 831,940 |
| Investment income | 3 | 1,713 | - | 1,713 |
| | | | | - |
| Income from trading activities: | | | | - |
| Subsidiary - trading turnover | | 105,322 | - | 105,322 |
| Subsidiary - interest receivable | | 26 | - | 26 |
| **Total income** | | **939,132** | **-** | **939,132** |
| **Expenditure** | | | | |
| Charitable activities | 5 | 894,590 | - | 894,590 |
| Raising funds | | 114,338 | - | 114,338 |
| **Total expenditure** | | **1,008,928** | **-** | **1,008,928** |
| **Net income/(expenditure) resources before other recognised gains or losses** | | (69,796) | **-** | (69,796) |
| **Transfer between funds** | 17 | - | - | - |
| **Net movement in funds** | | **(69,796)** | **-** | **(69,796)** |
| **Reconciliation of funds:** | | | | |
| Total funds brought forward | | 846,510 | - | 846,510 |
| Total funds carried forward | | **776,714** | **-** | **776,714** |

## Notes to the Consolidated Financial Statements

### 8. Intangible fixed assets

| | Goodwill |
|---|---|
| **GROUP** | £ |
| **At cost** | |
| Balance brought forward | 15,000 |
| Additions | - |
| **Balance carried forward** | **15,000** |
| **Amortisation and impairment** | |
| Balance brought forward | 3,000 |
| Charge for the period | 3,000 |
| **Balance carried forward** | **6,000** |
| **Net book values** | |
| **As at 31 March 2022** | **9,000** |
| As at 31 March 2021 | 12,000 |

| | |
|---|---|
| **CHARITY** | |
| **At cost** | |
| Balance brought forward | - |
| Additions | - |
| Disposals | - |
| **Balance carried forward** | **-** |
| **Amortisation and impairment** | |
| Balance brought forward | - |
| Charge for the period | - |
| On Disposal | - |
| **Balance carried forward** | - |
| **Net book values** | |
| **As at 31 March 2022** | **-** |
| As at 31 March 2021 | - |

## Notes to the Consolidated Financial Statements

### 9. Tangible fixed assets

| GROUP | Building Improvements £ | *Software & computer equipment £ | Plant & Machinery £ | Motor vehicle £ | 2022 Total £ |
|---|---|---|---|---|---|
| **At cost** | | | | | |
| Balance brought forward | 13,033 | 565,908 | 14,000 | 2,000 | 594,941 |
| Additions | - | 36,402 | - | - | 36,402 |
| Disposals | - | (151,434) | - | (2,000) | (153,434) |
| **Balance carried forward** | **13,033** | **450,876** | **14,000** | **-** | **477,909** |
| **Accumulated depreciation** | | | | | |
| Balance brought forward | 13,032 | 197,976 | 3,546 | 625 | 215,179 |
| Charge for the period | 1 | 10,796 | 2,091 | 258 | 13,146 |
| On Disposal | - | (151,434) | - | (883) | (152,317) |
| **Balance carried forward** | **13,033** | **57,338** | **5,637** | **-** | **76,008** |
| **Net book values** | | | | | |
| **As as 31 March 2022** | **-** | **393,538** | **8,363** | **-** | **401,901** |
| As as 31 March 2021 | 1 | 367,932 | 10,454 | 1,375 | 379,762 |

*Website, computer equipment and online educational assets

| CHARITY | | | | | |
|---|---|---|---|---|---|
| **At cost or valuation** | | | | | |
| Balance brought forward | 13,033 | 565,908 | - | - | 578,941 |
| Additions | - | 36,402 | - | - | 36,402 |
| Disposals | - | (151,434) | - | - | (151,434) |
| **Balance carried forward** | **13,033** | **450,876** | **-** | **-** | **463,909** |
| **Accumulated depreciation** | | | | | |
| Balance brought forward | 13,032 | 197,976 | - | - | 211,008 |
| Charge for the period | 1 | 10,796 | - | - | 10,797 |
| On Disposal | - | (151,434) | - | - | (151,434) |
| **Balance carried forward** | **13,033** | **57,338** | **-** | **-** | **70,371** |
| **Net book values** | | | | | |
| **As at 31 March 2022** | **-** | **393,538** | **-** | **-** | **393,538** |
| As at 31 March 2021 | 1 | 367,932 | - | - | 367,933 |

## Notes to the Consolidated Financial Statements

### 10. Stock

| | Group | | Charity | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| Educational literature for resale | 25,006 | 13,185 | 25,006 | 13,185 |
| Consumables held by subsidiary | 1,497 | 1,643 | - | - |
| Costs incurred for future publications | 225 | 11,709 | 225 | 11,709 |
| Promotional goods - not for resale | 3,237 | *3,710* | 3,237 | 3,710 |
| | 29,965 | 30,247 | 28,468 | 28,604 |

### 11. Fixed asset investment

| | Group | | Charity | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| ***Cost*** | | | | |
| Investment in the subsidiary - AfPP Limited | - | - | 121,465 | *121,465* |
| **Balance carried forward** | **-** | - | 121,465 | *121,465* |
| ***Provision for diminution in value*** | | | | |
| Balance brought forward | - | - | 51,407 | 51,407 |
| Charge for the year | - | - | - | - |
| **Balance carried forward** | **-** | - | 51,407 | 51,407 |
| **Balance carried forward** | **-** | - | 70,058 | 70,058 |

### 12. Debtors

| | Group | | Charity | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| Amount due from the subsidiary | - | - | 15,192 | *15,041* |
| Trade debtors | 327,435 | 301,205 | 309,115 | *285,724* |
| Prepayments and accrued income | 356,030 | 299,562 | 172,430 | *118,091* |
| | **683,465** | 600,767 | **496,737** | 418,856 |

**Notes to the Consolidated Financial Statements**

**13. Creditors**

| **amounts falling due within one year** | **Group** | | **Charity** | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| Accruals and deferred income | 619,701 | 576,514 | 448,876 | 378,961 |
| Amount due to the subsidiary | - | - | - | - |
| Trade creditors | 85,501 | 40,348 | 83,053 | 39,833 |
| Other creditors | 7,464 | 12,274 | 7,465 | 12,274 |
| Other taxes and social security costs | 30,508 | 11,082 | 30,508 | 11,082 |
| | **743,174** | 640,218 | **569,902** | 442,150 |

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

| | **Membership** | **Other** |
|---|---|---|
| | **£** | **£** |
| ***Deferred income*** | | |
| Balance at 1 April 2021 | 304,954 | 60,570 |
| Amount deferred in the year | 317,373 | 111,263 |
| Amount released to SOFA | (304,954) | (60,570) |
| **Balance at 31 March 2022** | 317,373 | 111,263 |

**14. Financial Commitments**

| | **Group** | | **Charity** | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| **Land and buildings** | | | | |
| Operating leases which will expire: | | | | |
| Within one year | - | 15,000 | - | 15,000 |
| Between two and five years | 39,225 | - | 39,225 | - |
| | **39,225** | 15,000 | **39,225** | 15,000 |

**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 £12,463 for the Group and £12,463 for the Charity *(2021: Group £12,025; Charity £12,025).*

## Notes to the Consolidated Financial Statements

### 16. Staff costs

| | Group | | Charity | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | *£* | **£** | *£* |
| Salaries and wages | 450,616 | 441,954 | 350,828 | 385,934 |
| Social security costs | 40,129 | 38,457 | 31,695 | 33,582 |
| Pension costs | 11,857 | 13,564 | 11,857 | 13,564 |
| | **502,602** | 493,975 | **394,380** | 433,080 |

During the year the Charity recharged its subsidiary £96,257 (2021: £60,985) 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 £81,820 (2021: £79,426).
The number of employees whose emoluments (salaries, wages and benefits in kind) fell within the following bands are as follows:

| | **2022** | 2021 |
|---|---|---|
| | **£'000** | £'000 |
| £70,000 - £79,999 | **-** | 1 |
| £80,000 - £89,999 | **1** | - |

During the year pension contributions on behalf of these staff amounted to £5,185 (*2021: £5,177).*
The average monthly head count was 14 staff (2021: 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 | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | *£* | **£** | *£* |
| Chief Executive | 1 | *1* | 1 | *1* |
| Member services | 3 | *3* | 3 | *3* |
| Events | 1 | *1* | 1 | *1* |
| Editorial | 1 | *1* | 1 | *1* |
| Marketing | 2 | *2* | 2 | *2* |
| Commercial | 2 | *1* | 2 | *1* |
| Finance | 2 | *2* | 2 | *2* |
| Management and administration | 2 | *3* | 2 | *3* |
| | **14** | 14 | **14** | 14 |

## Notes to the Consolidated Financial Statements

### 17. Analysis of movements in unrestricted funds

| | Balance 1 April 2021 £ | Incoming resources £ | Resources expended £ | Transfers £ | Funds 31 March 2022 £ |
|---|---|---|---|---|---|
| **General fund** | 776,714 | 1,150,723 | (1,163,083) | - | 764,353 |
| **Total** | **776,714** | **1,150,723** | **(1,163,083)** | **-** | **764,353** |

| Name of unrestricted fund | Description, nature and purposes of the fund |
|---|---|
| General fund | These are unrestricted reserves available for the charity's activities. |

### 18. Analysis of net assets between funds

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

| | Tangible Fixed assets £ | Net Current assets £ | 2021 Total £ |
|---|---|---|---|
| Fund balances at 31 March 2021 are represented by: | | | |
| - Unrestricted | 391,762 | 384,952 | 776,714 |
| - Restricted | - | - | - |
| **Group reserves** | **391,762** | **384,952** | **776,714** |

## 19. Capital and other commitments

| | Group | | Charity | |
|---|---|---|---|---|
| | **2022** | *2021* | **2022** | *2021* |
| | **£** | **£** | **£** | **£** |
| Contracted for but not provided in the financial statements | - | - | - | - |

## 20. Trustees' expenses

Expenses relating to travel and subsistence costs amounting to £1,335 *(2021: £nil)* were reimbursed to four *(2021: nil)* Trustees who served during the year. Trustee expenses amounting to £6,192 (2021: £7,310) 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 who reports to the Board.

## 23. Related Party Transactions

During the year three *(2021: one*) of the trustees of the Charity, were paid £6,596 *(2021: £1,109)* through the wholly owned subsidiary, AfPP Ltd for consultancy services on behalf of the company. Of these amounts, £Nil *(2021: £nil)* was outstanding at the year end and included in trade creditors.

Donations from the Trustees to the Charity during the year were £Nil *(2021: £Nil).*

Management charges were paid to the Charity by its subsidiary during the year of £129,259 (*2021: £78,000*). At 31 March 2022 the subsidiary owed £15,192 (*2021: £15,041)* to the Charity.

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

| | **2022** | *2021* |
|---|---|---|
| | **£** | *£* |
| Net income/(expenditure) for the reporting period | (12,361) | *(69,797)* |
| **Adjustment for:** | | |
| Depreciation charges | 13,146 | *11,534* |
| Amortisation charges | 3,000 | 3,000 |
| Loss on disposal of Fixed Assets | 466 | - |
| Interest income | (423) | *(1,739)* |
| Decrease/(increase) in stocks | 282 | *(6,417)* |
| (Increase)/decrease in debtors | (82,697) | *69,740* |
| Increase/(decrease) in creditors | 102,956 | *(76,223)* |
| **Net cash provided by operating activities** | **24,369** | *(69,902)* |

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

England & Wales - Charity number 1118444

# Accounts




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 2021

**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

# Contents


| | PAGE |
|---|---|
| President's message | 4 |
| Chief Executive Officer's Message | 5 |
| Your Board of Directors/Trustees and Advisors to the Board | 7 |
| Directors' report | 12 |
| Auditors' report to members | 21 |
| Consolidated statement of financial activities | 25 |
| Consolidated and charity balance sheet | 26 |
| Consolidated statement of Cash Flows | 27 |
| Notes to the financial statements | 28 |

**PRESIDENT'S MESSAGE**
**JOHN DADE**

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. This includes health care assistants, nursing associates, assistant theatre practitioners, registered nurses, registered operating department practitioners, surgical first assistants and surgical care practitioners. The range of roles within the perioperative environment is ever evolving and AfPP remains inclusive of all, offering 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 six 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 this year and will be supported by a President-elect in January 2022. Currently we have one vacancy for an elected trustee and one non-elected trustee. The current board is represented by 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.

It is hoped, the updated Standards and Recommendations of Safe Perioperative Practice will be available both in hard copy and digital formats by late summer. At around the same time we will see the launch of our new website, so two things to very much look forward to.

AfPP continues to act as chair for the Perioperative Care Collaborative, however, this will be reviewed at the end of year when the current chair, past AfPP President Adrian Jones retires. Two of our non-elected trustees, Ros Moore and Lisa Tierney have agreed to represent AfPP on this important group.

Throughout the past year we have continued to engage and participate with advisory panels such as Centre for Perioperative Care, Safe Anaesthesia Liaison Group, Anaesthesia Related Professional Committee, Decontamination Professional Expert Communication Forum and the National Emergency Laparotomy Audit

Clinical Research Group. Work towards patient group directives and ODP utilisation does continue, and the next stage will be public consultation. I encourage everyone to contribute to this vital stage of the process.

Our global links remain strong with me representing AfPP on the board of the International Federation of Perioperative Nurses. Email conversations with board members has been helpful when comparing topics such as post registration education for perioperative nurses. I look forward to working with Mona Guckian Fisher, in her role as President of the IFPN and President-elect Patrick Voight.

During my first six months as President, we have seen a few changes amongst our headquarters staff. I would like to acknowledge all their adaptability and hard work under the direction of our CEO Dawn Stott, during a challenging fourteen months. It is also important to remember the contribution made by our volunteers, including Regional and SIG Leads, Link Members, and the Board. Many have juggled their demanding clinical commitments with their AfPP roles.

As I write, the gradual lifting of restrictions continues. This means, that staff at headquarters, are slowly returning to our building in Harrogate. It also means that we can start to look forward, in hope, to some 'in-person' events and activities. I already have some hospital visits scheduled, meeting our members and anticipate more being planned.

Lastly, but by no means least, to our membership. This has no doubt been the hardest year in your careers. Despite this, you have engaged with AfPP in areas such as our Professional Advisory Service, Webinars and social media platforms. AfPP is all about you and without you we could not exist.

Thank you.

**CHIEF EXECUTIVE OFFICER'S MESSAGE**
**DAWN STOTT**

I know for everyone this has been a very challenging year. Covid hit the country hard and whilst we have seen some membership losses because of the situation, our numbers have stayed fairly static as we start our transition out of the pandemic. Our commercial income streams have been hit the hardest as we have not been able to support hospitals with audit and accreditation. Our end of year results reflect the drop in commercial income.

In 2020 we took the decision to buy some simulated learning kit to run surgical skills workshops. The workshops are designed to support junior doctors, but our intention is to develop educational opportunities for the wider surgical team. Unfortunately, delivery of these workshops has been limited due to the current situation. We are, however, seeing this service improve as we start the transition out of lockdown.

We continued to work hard with student engagement and continue to see growth in this area. We continued to support the universities by attending their fresher week, albeit virtually. We were, however, able to talk to the ODP students starting out on their perioperative career. It is always a pleasure to tell up and coming new students about our amazing organisation and provide them with a membership package that can support them through their studies and beyond. We have also introduced an Instagram page, and this has proven very popular with our student networks.

Zoom and Teams have become our go to platforms for meetings and we have managed to continue our collaborative approach to working with industry and professional partners. We have continued our partnership with the 'OneTogether' programme and new initiatives have been agreed and environmental resources are being developed.

A collaborative approach to our work has continued throughout the year and, with the help of industry partners we have developed several posters to support evidence-based practice. Working with Becton Dickenson, we have held Surgical First Assistant focus groups to understand better how we can support this group of practitioners with education. We have also chaired a short life working group where we discussed the prevention and management of surgical fires, education around the topic and raising awareness to a wider audience. We have been part of the AHP Health Inequalities Advisory Group and the HCPC Inequalities Forum. Our partnership with the RCS Edinburgh, Faculty of Perioperative Care continues.

We have been unable to hold any in-person study days this year but have made some excellent progress with the launch of our Webinar programmes. We were supported by Closer Still Media and then took the decision to invest in our own platform. Initially, in support of members working through the pandemic, we offered our webinars free of charge. We saw an encouraging uptake of practitioners wanting to join the virtual learning environment and covered topics such as:

- Bullying
- Whistle blowing
- Speaking up within the workplace
- Care, accountability, resilience, openness and learning

Webinars have been one area that has impacted positively on the organisation and something we will continue with as we move out of lockdown. We launched a number of surveys around 'caring for those who care' and the results from these surveys provided the intelligence to develop education to support members and the wider perioperative team.

We are also often invited to attend partner events around safety in the perioperative environment, either as an exhibitor or to speak (sometimes both), and this is always a privilege and a great opportunity to raise the profile of the organisation and to be seen as the leaders in perioperative care and excellence. Last year we ventured into the virtual world, working in collaboration with the RCS England and Closer Still Media to deliver the Future Surgery Conference. It was a privilege to be part of the round table discussions around restarting elective surgery.

We were unable to hold our in-person flagship event in 2020 and took the decision to postpone until 2021. This was of course a great disappointment. The decision to take our 2021 flagship event onto a virtual platform was not an easy one but I know that we will still engage with great speakers and deliver some excellent education for perioperative practitioners.

Our Journal continues to be managed and produced by Sage Publications and the relationship has grown over time. Last year we took the decision to change back to Open Box to source our advertising and this has proven to be a good move with our advertising income staying steady through lock down.

Our Innovation People and Practice (IPP) magazine is proving very popular with members and offers an holistic approach for our members. This standalone supplement continues to deliver on product innovation, articles on best practice and spotlights on many different elements of the perioperative environment.

We also launched a new publication titled 'Sharing Knowledge in the Perioperative Environment'. It was a revamp of our 'Supporting Students in Practice', and we have suggested that it is the go-to book for students, their mentors and newly qualified perioperative practitioners. It aims to provide practical information and advice for all pre-registration student perioperative practitioners, newly qualified and non-registered practitioners. Work also commenced on updating our 'Standards and Recommendations for Safe Perioperative Practice'. We are developing an online platform for this publication alongside a paper version.

We have engaged on a virtual level with our volunteer networks and reviewed our Link Member offering to ensure we have an elite team of professionals working towards membership acquisition and ultimately patient safety.

Covid gave us the opportunity to provide additional support to our members and we developed a Covid section on our website where we provided collateral for members to download. Some of the information was also made available to non-members. We have also introduced a new membership benefit providing access to the 'TogetherAll' platform. This is a safe community to support an individual's mental health. There are tools and educational opportunities on the site to provide help to our members. We know it has been a difficult time for many healthcare workers and we have done our best to provide a cross section of support.

As CEO, my role is to support the Trustees in improving the standards of care and patient safety within the perioperative arena and that can mean supporting members who are campaigning for change. This year has meant that the Board have not been able to meet face-to-face, but we have continued to keep communication channels open via online platforms.

I cannot finish without mentioning all healthcare practitioners working on the front-line and thank them for their hard work and dedication in keeping us safe. The outbreak of Covid 19 strengthened my determination in my approach to the operational leadership of our organisation and supporting the Trustees with the strategic vision and aims of AfPP. I could not do any of this without the support of the dedicated and skilled HQ team, for which I thank them. They have dealt extremely well with remote working, uncertainty and change. We have worked hard to maintain good working relationships from afar, which has not always been easy, but we have done a great job of adapting to new ways of working.

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

### John Dade: 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 his current role in 2004 as a lecturer in Operating Department Practice at the University of Leicester. He still worked clinically until 2009 however, since then, 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 the University's AfPP Link Member for several years. He 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 at the Royal College of Anaesthetists, the 'ODP Project' at Health Education England and was involved alongside Dezita Taylor-Robinson in updating the 2021 HCPC ODP Standards of Proficiency

### Nick Baker: Trustee

Nick came from a former military background, changing careers in 1993. His Operating Theatre career has spanned 26 years so far. Starting as a Support worker in the CSSD department, Nick moved on to become a Theatre Support Worker before undertaking his training to become an ODP in Birmingham.

Nick has since gained an invaluable amount of experience working in various centres around the country including the Queen Elizabeth Hospital Birmingham and Addenbrookes in Cambridge.

Since moving to Scotland in 2013, Nick works in an Anaesthetic Role within NHS Tayside.
Nick is still dedicated and passionate about his profession and the wider perioperative roles, seeking to champion them at any opportunity.

In addition to his clinical role Nick has a keen interest and experience in training and education, spending some of his career as part of the Theatre Practice Education Team at one of his hospitals. Nicks experience also extended to being a guest lecturer and assessor as part of the ODP programme at Birmingham City University. He has also worked with Clinicians to create and run Scenario Training Programmes within his department, serving both education and audit requirements.

Nick has worked at Band 6 level in a number of Trusts, taking on team leader roles in a variety of specialities. Clinically, Nick enjoys the challenges of working within the CEPOD and Trauma areas of Theatres.
Starting out as a member of the AfPP, Nick became a Link Member before joining his Regional Team in Scotland. A Year or so later Nick then became the Regional Lead in early 2019.

The following year Nick was elected to the Board of Trustees. In September of 2020, Nick became the new Trustee for Scotland as part of the Board of Trustees. As well as becoming the AfPP Representative within CPOC (Centre for PeriOperative Care).

**Ruth Collins: 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 therefore 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.

**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, Resuscitation Officer in the NHS and private sector, as a Resuscitation Council (UK) instructor.

Julia is currently a senior lecturer in Operating Department Practice at the University of Huddersfield. Alongside this role, she holds an honorary contract with York Teaching Hospital as an MSc in Advanced Clinical Practice in breast surgery and oncoplastics which will directly benefit her ODP students and, is studying for a PhD in Applied Health Sciences through the University of Huddersfield.

Julia's most important role is being Mum to her four children, Molly (13), Alfie (12), Meggy (10) and Joe (9). Julia is a keen runner and previously trained for the London Landmarks Half Marathon, which she ran for breast cancer care in May 2021.

Julia has been an AfPP Trustee since 2021.

**Oliver Tierney: Trustee**

Oliver started with the in NHS 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.

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.

He has been an AfPP Trustee since 2021.

**Ros Moore: Non-elected Trustee**

Ros commenced her nursing career in 1981. She held posts in clinical medicine, paediatrics and surgery before taking up senior teaching and management posts in nurse education.

She returned to service as a professional development manager and then assistant director in an acute trust. After that she went to NHS Direct as Lead Nurse, helping to establish the service nationally. She then went on to become Professional Officer in the office of the CNO (England) where she led on a range of issues, including acute care, research and Modernising Nursing Careers.

She then became the first Director of Nursing, NHS Connecting for Health, a strategic role that saw her working closely with the Department of Health, Health Authorities and professional organisations to deliver the e-health agenda in England and to provide executive level leadership on nursing, midwifery and AHP issues inside and outside the organisation.

In January 2010 she was appointed to the post of Chief Nursing Officer for Scotland and Lead Director for HAI, Professional Regulation Care Support and Rights and all Policy pertaining to nursing, midwifery and the allied health professions. She stepped down from this post in December 2015 for family reasons and worked with Parish Nursing Ministries UK as its CEO, she then became Special Advisor to the CEO and stepped down from the role in March 2021. During her time with Parish Nursing Ministries, she worked to spread and sustain the movement across the UK.

She is also serving as a non-executive director at Barnsley NHS Foundation Trust and a lecturer with the Open University. She brings a wealth of strategic and policy experience to her position with the AfPP.
Ros was awarded Dr (Hons) by Leeds Beckett University in June 2015 for Services to the Profession.

**Kat Topley: Non-elected Trustee**

Kat Topley, MSc, Advanced Health Care Practice, Dip (Infection Control), Cert Ed, RGN, has many years' experience in healthcare. Specialising in infection prevention and control since 1995, Kat has held a range of clinical and senior positions within the NHS (Oxford University Trust) and independent sector (BUPA, Spire, BMI), also as a regional co-ordinator for the 2006-point prevalence survey in England.

Kat is a qualified lecturer with experience in curriculum development and teaching on undergraduate and postgraduate courses.

Kat has a special interest in surgical site infection and this has been a focus of her activity and current role within UK 3M PLC, Infection Prevention division. Kat is an active member of the Infection Prevention Society (IPS) and has a role on their scientific planning committee.

**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.

**Dawn Stott: Chief Executive Officer and Director of AfPP Limited**

Dawn has worked in healthcare for around 25 years in many different roles. During that time, she undertook an Open University Certificate in Management which provided the learning to underpin her knowledge and experience.

Dawn worked for a private hospital group in various roles and has managed a 9,000 patient GP practice in Headingley, Leeds. This provided her with an all-round understanding of healthcare from primary care commissioning through to secondary care intervention.

Her previous roles have included commissioning new hospital builds, commissioning new GP surgery builds, IT implementation programs, customer care training strategies and quality improvement initiatives. She has a strong interest in writing and is an active volunteer with the Prince's Trust mentoring young people starting out in their own new businesses.

Dawn joined AfPP in June 2009 as Director of Operations and moved into the role of CEO in October 2009.

**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 2021. 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**

| | |
|---|---|
| **Charity name:** | **The Association for Perioperative Practice** |
| **Charity registration number:** | **1118444** |
| **Company registration number:** | **6035633** |
| **Country of incorporation:** | **England** |
| **Registered office and Operational address** | **Daisy Ayris House, 42 Freemans Way, Harrogate HG3 1DH** |
| **Telephone:** | **01423 881300** |
| **Facsimile number** | **01423 880997** |
| **Website:** | **www.afpp.org.uk** |
| **Directors and Trustees:** | **John Dade (President)**<br>**Roslyn Moore**<br>**Kathryn Topley**<br>**Lisa Tierney**<br>**Nicholas Baker**<br>**Ruth Collins (appointed 4 January 2021)**<br>**Oliver Tierney (appointed 4 January 2021)**<br>**Julia Spencer (appointed 4 January 2021)**<br>**Tracey Williams (resigned 8 January 2021)**<br>**Dezita Taylor-Robinson (resigned 4 May 2021)** |
| **Key Management personnel Chief Executive** | **Dawn Stott** |
| **Subsidiary Name** | **AfPP Limited** |
| **Company registration number:** | **3102102** |
| **Subsidiary's Directors** | **John Dade**<br>**Dawn Stott**<br>**David Robinson**<br>**Ruth Collins (appointed 18 January 2021)**<br>**Tracey Williams (resigned 8 January 2021)** |
| **Bankers** | **National Westminster Bank**<br>**3 Cambridge Crescent, Harrogate HG1 1PE** |
| **Solicitors** | **Hempsons Solicitors**<br>**The Exchange, Station Parade, Harrogate HG1 1TS** |
| **Auditors** | **Saffery Champness LLP**<br>**Mitre House, North Park Road, Harrogate HG1 5RX** |

## 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 at 31 March 2021, 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 24 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 Company 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 21 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; however, the pandemic has meant face to face meetings have not been achievable. Virtual meetings have taken place to ensure our regional teams have been supported and kept up to date with ongoing AfPP business. 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 and students 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.

The Charity's residential event at the University of York is an opportunity for perioperative professionals delivering healthcare needs, regardless of the income of beneficiaries, to attend a forum of like-minded individuals. This event was, however, postponed in 2020 due to the pandemic and has been moved onto a virtual platform which will provide similar opportunities to network.

The Charity's journal provides widespread information to those in perioperative practice and an academic technical journal is available to members and non-members on subscription.

In January 2020, we launched our new Innovation People and Practice Magazine which replaced our Procurement Guide. The IPP is a stand-alone supplement which is published and despatched with the Journal of Perioperative Practice ten times per year. The IPP includes wellbeing features, interviews with practitioners and suppliers, articles on best practice and product innovation.

***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 York

Due to the pandemic our Residential Event at York University had to be postponed. Due to the severity of the pandemic the event will not now be held face to face until 2022. In 2021 a virtual conference will be held to support the educational needs of our members.

### Regional study days

Again, due to the pandemic we have not been able to hold in person regional study days. We have introduced a new way of delivering our education via webinars as described below. We hope to commence in person events as soon as possible.

### Webinars

As a result of the pandemic and with a need to continue to deliver high quality education that provides value for money, we worked with an industry partner to develop a programme of Saturday Lectures. These were initially provided free of charge to anyone wishing to join. A pricing structure has since been developed with a favourable rate for members and free of charge to students.

### Newsletter and publications

The Charity publishes a range of technical and professional journals, newsletters and books including The Journal of Perioperative Practice, the official journal of the AfPP. It promotes perioperative practice through publishing literature reviews, research-based articles, topical discussions, advice on clinical issues, current news items and product information. The Journal also encourages a sense of community among perioperative practitioners by providing a forum for debate.

### The Commercial Division

The business derived through our commercial arm has proved to be a very important income stream for the Association. However due to the pandemic and the restrictions on surgical intervention we have not been able to undertake our audit and accreditation work within the NHS and private sector. This has had a detrimental effect on our income streams. We are hopeful that this will improve once elective surgery recommences.

**Membership of AfPP**

The Charity is a membership organisation. Different classes of membership ensure that membership is open to all who have an interest or vocation in perioperative care. Registered and non-registered clinical staff have access to membership as do students.

Corporate members have no voting rights at General Meetings of the Company.

The membership is organised into Regional Teams which facilitate professional education, networking and communications.

At 31 March 2021 the Charity's membership was 6,789 (*2020: 6,845*).

***Student development***
All students are eligible for online membership. This category of membership allows access to all online resources including the archive of the Journal of Perioperative Practice articles, the CPD modules and our education offering.

***Indemnity Insurance***
We saw 1,514 members renew their insurance in 2020/21; this does not include new business which is being written daily.

***Professional Advisory Service***
The Professional Advisory Service (PAS) is a confidential service which aims to provide clinical, ethical and professional advice to all members. The aim of PAS is to provide clear, helpful, accurate and confidential advice to:

- facilitate the assurance of standards and best practice within perioperative practice
- promote the safety of patients in the perioperative environment by the provision of quality patient care
- promote professional conduct and practice across all perioperative disciplines.

**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 bring ideas and feedback to the table to ensure our members are getting the most out of 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 and, of course, 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 strongly pursued to ensure a greater voice in our professional arena.

Our trading arm will continue to be developed to facilitate learning for Trusts around whole teams, human factors, communication, leadership etc.

Following the Covid-19 outbreak the trustees and senior management team have monitored and updated controls and procedures in accordance with relevant UK government, Public Health England and Charity Commission guidance with the safety of staff and maintaining services to members the key priorities. Whilst the impact of Covid-19 continues to pose challenges, and uncertainties remain, the trustees are satisfied that they are taking all appropriate measures to mitigate any risks to the continuing operations of the charity.

## FINANCIAL REVIEW

### *Results of the Group*

The gross income of the Group amounted to £939,132 *(2020: £1,168,013)*. The Group has reported a deficit for the year of £(69,796). The reduction in income, and the deficit for the year, reflect the challenges faced as a result of the pandemic as detailed elsewhere in the Directors' Report.

### *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 2021 amounted to £776,714 *(2020: £846,510)* of which £776,714 *(2020: £846,510)* was unrestricted. However, the unrestricted funds include functional fixed assets (eg Goodwill, computer hardware, software and other equipment) of £391,762 *(2020: £353,466)* 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 2021 were £384,952 *(2020: £493,044)*.

The Charity seeks to achieve sufficient reserves to cover six months' expenditure on charitable activities (£500,000) plus the estimated costs of meeting all commitments on a winding-up of the organisation (£52,000); a total of £552,000. The trustees note that reserves freely available to spend decreased significantly during the year ended 31 March 2021. This reflects the deficit incurred in the year which is a direct result of the pandemic which is out of our control. This is not a cause for concern because we were in such a strong financial position prior to the pandemic. There has also been further investment during the year on our IT infrastructure. Reserves freely available to spend at 31 March 2021 fell below the level required to satisfy our reserves policy at that date. The trustees consider the reserves policy to be prudent and the shortfall against that policy at 31 March 2021 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 £831,940 *(2020: £1,041,298)* 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.

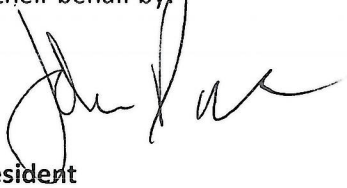
## STATEMENT OF DISCLOSURE TO AUDITORS

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 18 September 2021

and signed on their behalf by:-



**John Dade, 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 2021 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 2021 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. 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 Champness LLP

**Sally Appleton (Senior Statutory Auditor)**

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

6 October 2021

Saffery Champness 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)

**Income:**

| | Notes | Unrestricted Funds | Restricted Funds | 2021 Total | *2020 Total (note 7)* |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **Income:** | | | | | |
| Voluntary income: Donations and grants | 1 | 131 | - | 131 | *340* |
| Income from charitable activities | 2 | 831,940 | - | 831,940 | *1,041,298* |
| Investment income | 3 | 1,713 | - | 1,713 | *3,141* |
| Income from trading activities: | | | | | |
| Subsidiary - trading turnover and other income | 4 | 105,322 | - | 105,322 | *123,156* |
| Subsidiary - interest receivable | 4 | 26 | - | 26 | *78* |
| **Total income** | | **939,132** | **-** | **939,132** | *1,168,013* |
| **Expenditure** | | | | | |
| Charitable activities | 5 | 894,590 | - | 894,590 | *1,025,696* |
| Raising funds | 4 | 114,338 | - | 114,338 | *161,169* |
| **Total expenditure** | | **1,008,928** | **-** | **1,008,928** | *1,186,865* |
| **Net income/(expenditure) resources before other recognised gains or losses** | | (69,796) | - | (69,796) | *(18,852)* |
| **Transfer between funds** | 17 | - | - | - | - |
| **Net movement in funds** | | **(69,796)** | **-** | **(69,796)** | *(18,852)* |
| **Reconciliation of funds:** | | | | | |
| Total funds brought forward | | 846,510 | - | 846,510 | *865,362* |
| Total funds carried forward | | **776,714** | **-** | **776,714** | *846,510* |

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

| | Notes | Group 2021 | Group 2020 | Charity 2021 | Charity 2020 |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **Fixed assets** | | | | | |
| Intangible fixed assets | 8 | 12,000 | 15,000 | - | - |
| Tangible fixed assets | 9 | 379,762 | 338,466 | 367,933 | 323,567 |
| Investments | 11 | - | - | 70,058 | 70,058 |
| | | **391,762** | 353,466 | **437,991** | 393,625 |
| **Current assets** | | | | | |
| Stock | 10 | 30,247 | 23,830 | 28,604 | 22,330 |
| Debtors | 12 | 600,767 | 670,507 | 418,856 | 543,334 |
| Cash at bank in hand | | 394,156 | 515,148 | 377,498 | 474,195 |
| | | **1,025,170** | 1,209,485 | **824,958** | 1,039,859 |
| Creditors: amounts falling due within one year | 13 | (640,218) | (716,441) | (442,150) | (551,879) |
| **Net current assets** | | **384,952** | 493,044 | **382,808** | 487,980 |
| **Net assets** | | **776,714** | 846,510 | **820,799** | 881,605 |
| **The funds of the charity:** | | | | | |
| Unrestricted funds | 18 | 776,714 | 846,510 | 820,799 | 881,605 |
| Restricted funds | | - | - | - | - |
| **Total charity funds** | | **776,714** | 846,510 | **820,799** | 881,605 |

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 28-43 form part of these financial statements.

Approved by the board on 18 September 2021 and signed on its behalf by:

John Dade *Director/Trustee*

Company Registration No. 6035633

## Consolidated Statement of Cash Flows

| | Notes | 2021 | *2020* |
|---|---|---|---|
| | | £ | £ |
| **Cash used in operating activities** | 25 | (69,902) | *(16,697)* |
| **Cash flows from investing activities** | | | |
| Interest income | | 1,739 | *3,219* |
| Purchase of tangible fixed assets | | (52,829) | *(134,118)* |
| Acquisition of business | 20 | - | (32,500) |
| **Net cash used in investing activities** | | (51,090) | *(163,399)* |
| **Change in cash and cash equivalents and net debt in the reporting period** | | **(120,992)** | *(180,096)* |
| Cash and cash equivalents and net debt at the beginning of the year | | 515,148 | *695,244* |
| **Cash and cash equivalents and net debt at the end of the year** | | **394,156** | *515,148* |

## 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 assessment has included consideration of the impact of Covid-19 in the Charity's operations and further information is provided in the Directors Report. The directors continue to adopt the going concern basis of accounting in preparing the financial statements. Having carried out a review of the company'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 5. 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, excluding software with a cost £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.

***h) 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.

**Notes to the Consolidated Financial Statements**

***i) 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.

***j) Stock***

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

***k) 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

| | 2021 Restricted £ | 2021 Unrestricted £ | 2021 Total £ | *2020 Total £* |
|---|---|---|---|---|
| Donations from individuals | - | 131 | 131 | *340* |
| | - | 131 | 131 | *340* |

### 2 Income from charitable activities

| | 2021 Unrestricted £ | 2021 Total £ | *2020 £* |
|---|---|---|---|
| Membership | 705,785 | 705,785 | *728,597* |
| Study days and collaborative events | 8,430 | 8,430 | *24,739* |
| Residential income | 700 | 700 | *188,190* |
| Journal subscriptions | 2,250 | 2,250 | *1,316* |
| Journal advertising income | 92,710 | 92,710 | *62,654* |
| Publication sales | 22,065 | 22,065 | *35,802* |
| | **831,940** | **831,940** | *1,041,298* |

The amount of membership income deferred at 31 March 2021 is £304,954 *(2020: £307,607)* and this is included in accruals and deferred income at note 13 to these accounts.

### 3 Investment income – unrestricted

| | Group | | Charity | |
|---|---|---|---|---|
| | 2021 £ | *2020 £* | 2021 £ | *2020 £* |
| Investment income comprises the following:- | | | | |
| Bank interest received | 1,739 | *3,219* | 1,713 | *3,141* |
| | **1,739** | *3,219* | **1,713** | *3,141* |

## 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 audited accounts are summarised below.

| | 2021<br>£ | *2020*<br>*£* |
|---|---|---|
| Turnover and other income | 90,348 | *123,234* |
| Expenditure | 114,338 | *161,169* |
| Loss for the financial year | (23,990) | *(37,935)* |
| The assets and liabilities of the subsidiary were: | | |
| Fixed assets | 23,829 | *29,900* |
| Current assets | 215,251 | *213,809* |
| Current liabilities | (228,108) | *(208,747)* |
| Total net assets | 10,972 | *34,962* |
| Aggregate share capital and reserves | **10,972** | *34,962* |

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

## Notes to the Consolidated Financial Statements

### 5 Total resources expended

| | Basis of allocation | Charitable activities £ | Governance £ | 2021 Total £ | 2020 Total £ |
|---|---|---|---|---|---|
| **Costs directly allocated to activities** | | | | | |
| Staff costs | Staff time | 52,286 | - | 52,286 | *65,829* |
| Publications, Printing and postage | Direct | 123,912 | - | 123,912 | *107,589* |
| Residential costs | Direct | 3,169 | - | 3,169 | *156,000* |
| Study day costs | Direct | 4,939 | - | 4,939 | *19,529* |
| Marketing | Direct | 28,540 | - | 28,540 | *6,587* |
| Online education depreciation | Direct | 1,467 | - | 1,467 | *6,377* |
| Subscriptions | Direct | 8,148 | - | 8,148 | *7,348* |
| Membership expansion costs | Direct | 67,597 | - | 67,597 | *45,897* |
| Awards | Direct | 3,410 | - | 3,410 | *2,670* |
| Grants | Direct | (645) | - | (645) | 4,035 |
| | | 292,823 | - | 292,823 | *421,861* |
| **Support costs allocated to activities** | | | | | |
| Computer running costs | Usage | 39,370 | - | 39,370 | *34,480* |
| Board related costs | Usage | - | 7,310 | 7,310 | *36,249* |
| Staff costs | Staff time | 361,555 | 18,000 | 379,555 | *291,470* |
| Rent and rates | Usage | 36,312 | - | 36,312 | *33,861* |
| Light and heat | Usage | 3,460 | - | 3,460 | *3,226* |
| Insurances | Usage | 7,905 | - | 7,905 | *3,470* |
| Telephone | Usage | 9,733 | - | 9,733 | *8,717* |
| Sundries | Usage | 471 | - | 471 | *432* |
| Legal and professional | Usage | 6,583 | - | 6,583 | *2,905* |
| Depreciation | Usage | 6,997 | - | 6,997 | *10,637* |
| Loss on disposal of fixed asset | Usage | - | - | - | 1,575 |
| Irrecoverable VAT | Usage | 34,261 | - | 34,261 | *72,487* |
| Printing and stationery | Usage | 14,530 | - | 14,530 | *18,401* |
| Bank charges | Transactions | 21,291 | - | 21,291 | *21,282* |
| Staff recruitment costs | Usage | - | - | - | *5,346* |
| Staff travel | Transactions | (38) | - | (38) | *4,470* |
| Staff training | Transactions | 4,021 | - | 4,021 | *9,190* |
| Audit fees | Usage | 1,565 | 4,650 | 6,215 | *6,349* |
| Accountancy fees | Usage | - | 1,150 | 1,150 | *1,150* |
| Bad debts | Transactions | 6,807 | - | 6,807 | *8,006* |
| Office costs | Usage | 11,035 | - | 11,035 | *13,686* |
| Public relations | Usage | 4,799 | - | 4,799 | *16,446* |
| | | 570,657 | 31,110 | 601,767 | *603,835* |
| **Total resources expended** | | 863,480 | 31,110 | 894,590 | *1,025,696* |

## Notes to the Consolidated Financial Statements

### 6 Net incoming resources for the period

The net incoming resources for the period are after charging for the following expenditure:

| | Group | | Charity | |
|---|---|---|---|---|
| | **2021** | *2020* | **2021** | *2020* |
| | **£** | *£* | **£** | *£* |
| Depreciation | 11,535 | *18,115* | 8,464 | *17,014* |
| Operating lease rentals: | | | | |
| Land and buildings | 38,000 | *37,964* | 38,000 | *37,964* |
| Auditor's remuneration: | | | | |
| Audit fees | 8,430 | *8,430* | 6,215 | *6,349* |
| Tax compliance services | 1,000 | *1,000* | 1,000 | *1,000* |
| Accountancy and other services | 1,050 | *1,050* | 150 | *150* |

## Notes to the Consolidated Financial Statements

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

| | Notes | Unrestricted Funds | Restricted Funds | 2020 Total |
|---|---|---|---|---|
| | | £ | £ | £ |
| **Income:** | | | | |
| Voluntary income: Donations and grants | 1 | 340 | - | 340 |
| Income from charitable activities | 2 | 1,041,298 | - | 1,041,298 |
| Investment income | 3 | 3,141 | - | 3,141 |
| Income from trading activities: | | | | |
| Subsidiary - trading turnover | | 123,156 | - | 123,156 |
| Subsidiary - interest receivable | | 78 | - | 78 |
| **Total income** | | **1,168,013** | **-** | **1,168,013** |
| **Expenditure** | | | | |
| Charitable activities | 5 | 1,025,696 | - | 1,025,696 |
| Raising funds | | 161,169 | - | 161,169 |
| **Total expenditure** | | **1,186,865** | **-** | **1,186,865** |
| **Net income/(expenditure)** | | (18,852) | - | (18,852) |
| **Transfer between funds** | 17 | - | - | - |
| **Net movement in funds** | | **(18,852)** | - | (18,852) |
| **Reconciliation of funds:** | | | | |
| Total funds brought forward | | 865,362 | - | 865,362 |
| Total funds carried forward | | **846,510** | **-** | **846,510** |

## Notes to the Consolidated Financial Statements

### 8 Intangible fixed assets

| | Goodwill |
|---|---|
| **GROUP** | £ |
| **At cost** | |
| Balance brought forward | 15,000 |
| Additions | - |
| **Balance carried forward** | **15,000** |
| **Amortisation and impairment** | |
| Balance brought forward | - |
| Charge for the period | 3,000 |
| **Balance carried forward** | **3,000** |
| **Net book values** | |
| **As as 31 March 2021** | **12,000** |
| As as 31 March 2020 | 15,000 |

| | |
|---|---|
| **CHARITY** | |
| **At cost** | |
| Balance brought forward | - |
| Additions | - |
| Disposals | - |
| **Balance carried forward** | **-** |
| **Amortisation and impairment** | |
| Balance brought forward | - |
| Charge for the period | - |
| On Disposal | - |
| **Balance carried forward** | - |
| **Net book values** | |
| **As as 31 March 2021** | **-** |
| As as 31 March 2020 | - |

## Notes to the Consolidated Financial Statements

### 9 Tangible fixed assets

| GROUP | Building Improvements £ | *Software & computer equipment £ | Fixtures fittings & equipment £ | Plant & Machinery £ | Motor vehicle £ | 2021 Total £ |
|---|---|---|---|---|---|---|
| **At cost** | | | | | | |
| Balance brought forward | 13,034 | 513,079 | - | 14,000 | 2,000 | 542,113 |
| Additions | - | 52,829 | - | - | - | 52,829 |
| Disposals | - | - | - | - | - | - |
| **Balance carried forward** | **13,034** | **565,908** | **-** | **14,000** | **2,000** | **594,942** |
| **Accumlated depreciation** | | | | | | |
| Balance brought forward | 13,033 | 189,513 | - | 933 | 167 | 203,646 |
| Charge for the period | - | 8,463 | - | 2,613 | 458 | 11,534 |
| On Disposal | - | - | - | - | - | - |
| **Balance carried forward** | **13,033** | **197,976** | **-** | **3,546** | **625** | **215,180** |
| **Net book values** | | | | | | |
| **As as 31 March 2021** | **1** | **367,932** | **-** | **10,454** | **1,375** | **379,762** |
| As as 31 March 2020 | 1 | 323,566 | - | 13,067 | 1,833 | 338,466 |

*Website, computer equipment and online educational assets.

| CHARITY | | | | | | |
|---|---|---|---|---|---|---|
| **At cost or valuation** | | | | | | |
| Balance brought forward | 13,034 | 513,079 | - | - | - | 526,113 |
| Additions | - | 52,829 | - | - | - | 52,829 |
| Disposals | - | - | - | - | - | - |
| **Balance carried forward** | **13,034** | **565,908** | **-** | **-** | **-** | **578,942** |
| **Accumlated depreciation** | | | | | | |
| Balance brought forward | 13,033 | 189,513 | - | - | - | 202,546 |
| Charge for the period | - | 8,463 | - | - | - | 8,463 |
| On Disposal | - | - | - | - | - | - |
| **Balance carried forward** | **13,033** | **197,976** | **-** | **-** | **-** | **211,009** |
| **Net book values** | | | | | | |
| **As as 31 March 2021** | **1** | **367,932** | **-** | **-** | **-** | **367,933** |
| As as 31 March 2020 | 1 | 323,566 | - | - | - | 323,567 |

## Notes to the Consolidated Financial Statements

### 10 Stock

| | Group | | Charity | |
|---|---|---|---|---|
| | 2021 | *2020* | 2021 | *2020* |
| | £ | *£* | £ | *£* |
| Educational literature for resale | 13,185 | *12,775* | 13,185 | *12,775* |
| Consumables held by subsidiary | 1,643 | *1,500* | - | *-* |
| Costs incurred for future publications | 11,709 | *4,770* | 11,709 | *4,770* |
| Promotional goods - not for resale | 3,710 | *4,785* | 3,710 | *4,785* |
| | 30,247 | *23,830* | 28,604 | *22,330* |

### 11 Fixed asset investment

| | Group | | Charity | |
|---|---|---|---|---|
| | 2021 | *2020* | 2021 | *2020* |
| | £ | *£* | £ | *£* |
| **Cost** | | | | |
| Investment in the subsidiary - AfPP Limited | - | *-* | 121,465 | *121,465* |
| **Balance carried forward** | - | *-* | 121,465 | *121,465* |
| **Provision for diminution in value** | | | | |
| Balance brought forward | - | *-* | 51,407 | *51,407* |
| Charge for the year | - | *-* | - | *-* |
| **Balance carried forward** | - | *-* | 51,407 | *51,407* |
| **Balance carried forward** | - | *-* | 70,058 | *70,058* |

### 12 Debtors

| | Group | | Charity | |
|---|---|---|---|---|
| | 2021 | *2020* | 2021 | *2020* |
| | £ | *£* | £ | *£* |
| Amount due from the subsidiary | - | *-* | 15,041 | *44,186* |
| Trade debtors | 301,205 | *318,614* | 285,724 | *299,182* |
| Other debtors | - | *-* | - | *-* |
| Prepayments and accrued income | 299,562 | *351,893* | 118,091 | *199,966* |
| | **600,767** | *670,507* | **418,856** | *543,334* |

## Notes to the Consolidated Financial Statements

### 13 Creditors

| amounts falling due within one year | Group | | Charity | |
|---|---|---|---|---|
| | **2021** | *2020* | **2021** | *2020* |
| | **£** | *£* | **£** | *£* |
| Accruals and deferred income | 576,514 | *542,267* | 378,961 | *407,062* |
| Trade creditors | 40,348 | *142,238* | 39,833 | *112,881* |
| Other creditors | 12,274 | *21,797* | 12,274 | *21,797* |
| Other taxes and social security costs | 11,082 | *10,139* | 11,082 | *10,139* |
| | **640,218** | *716,441* | **442,150** | *551,879* |

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

| | **Membership** | **Other** |
|---|---|---|
| | **£** | **£** |
| ***Deferred income*** | | |
| Balance at 1 April 2020 | 307,607 | 138,640 |
| Amount deferred in the year | 304,954 | 60,570 |
| Amount released to SOFA | (307,607) | (138,640) |
| **Balance at 31 March 2021** | 304,954 | 60,570 |

### 14 Financial commitments

| | Group | | Charity | |
|---|---|---|---|---|
| | **2021** | *2020* | **2021** | *2020* |
| | **£** | *£* | **£** | *£* |
| **Land and buildings** | | | | |
| Operating leases which will expire: | | | | |
| Within one year | 15,000 | *36,000* | 15,000 | *36,000* |
| Between two and five years | - | *9,000* | - | *9,000* |
| | **15,000** | *45,000* | **15,000** | *45,000* |

At 31 March 2021 the Company was committed to making the above payments under non-cancellable operating leases in the year.

### 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 £12,025 for the Group and £12,025 for the Charity *(2020: Group £12,050; Charity £12,050).*

## Notes to the Consolidated Financial Statements

### 16 Staff costs

| | Group | | Charity | |
|---|---|---|---|---|
| | **2021** | *2020* | **2021** | *2020* |
| | **£** | *£* | **£** | *£* |
| Salaries and wages | 441,954 | *393,817* | 385,934 | *318,609* |
| Social security costs | 38,457 | *34,071* | 33,582 | *27,559* |
| Pension costs | 13,564 | *12,025* | 13,564 | *12,025* |
| | **493,975** | *439,913* | **433,080** | *358,193* |

During the year the charity recharged its subsidiary £60,985 *(2020: £81,540)* 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 £79,426 *(2020: £79,956)*.

The number of employees whose emoluments (salaries, wages and benefits in kind) fell within the following bands:

| | **2021** | 2020 |
|---|---|---|
| | **£'000** | £'000 |
| £70,000 - £79,999 | **1** | 1 |

During the year pension contributions on behalf of these staff amounted £5,177 *(2020: £4,214)*.

The average monthly head count was 14 staff *(2020: 13 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 | |
|---|---|---|---|---|
| | **2021** | *2020* | **2021** | *2020* |
| | **£** | *£* | **£** | *£* |
| Chief Executive | 1 | *1* | 1 | *1* |
| Member services | 3 | *3* | 3 | *3* |
| Events | 1 | *1* | 1 | *1* |
| Editorial | 1 | *1* | 1 | *1* |
| Marketing | 2 | *2* | 2 | *2* |
| Commercial | 1 | *1* | 1 | *1* |
| Finance | 2 | *2* | 2 | *2* |
| Management and administration | 3 | *2* | 3 | *2* |
| | **14** | *13* | **14** | *13* |

## Notes to the Consolidated Financial Statements

### 17 Analysis of movements in unrestricted funds

| | Balance 1 April 2020 £ | Incoming resources £ | Resources expended £ | Transfers £ | Funds 31 March 2021 £ |
|---|---|---|---|---|---|
| **General fund** | 846,510 | 939,132 | (1,008,928) | - | 776,714 |
| **Total** | **846,510** | **939,132** | **(1,008,928)** | **-** | **776,714** |

| Name of unrestricted fund | Description , nature and purposes of the fund |
|---|---|
| General fund | These are unrestricted reserves available for the charity's activities. |

### 18 Analysis of net assets between funds

| | Fixed assets £ | Current assets £ | 2021 Total £ |
|---|---|---|---|
| Fund balances at 31 March 2021 are represented by: | | | |
| - Unrestricted | 391,762 | 384,952 | 776,714 |
| - Restricted | - | - | - |
| **Group reserves** | **391,762** | **384,952** | **776,714** |

### 19 Capital and other commitments

| | Group | | Charity | |
|---|---|---|---|---|
| | **2021** | *2020* | **2021** | *2020* |
| | £ | £ | £ | £ |
| Contracted for but not provided in the financial statements | - | *17,816* | - | *17,816* |

## Notes to the Consolidated Financial Statements

### 20 Acquisition of business

In the prior year AFPP Limited acquired the trade and assets of a business. The fair value of the assets acquired was as follows:

| | Fair Value £ |
|---|---|
| Property plant and equipment | 16,000 |
| Inventories | 1,500 |
| Total identifiable net assets | 17,500 |
| Goodwill | 15,000 |
| Total consideration | 32,500 |

| Satisfied by: | £ |
|---|---|
| Cash | 32,500 |

### 21 Trustees' emoluments

Expenses relating to travel and subsistence costs amounting to £nil *(2020: £22,849)* were reimbursed to nil *(2020: nine)* Trustees who served during the year.

### 22 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.

## Notes to the Consolidated Financial Statements

### 23 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 who reports to the Board.

### 24 Related Party Transactions

Tracey Williams is an employee of University of Central Lancashire. During the year £2,209 *(2020: £12,955)* was paid to University of Central Lancashire.

During the year one *(2020: seven)* of the trustees of the Charity, was paid £1,109 *(2020: £4,092)* through the wholly owned subsidiary, AfPP Ltd for running events and training for the company. Of these amounts, £Nil *(2020: £nil)* was outstanding at the year end and included in trade creditors.

Donations from the Trustees to the Charity during the year were £Nil *(2020: £Nil).*

Management charges were paid to the Charity by its subsidiary during the year of £78,000 (*2020: £121,297*). At 31 March 2021 the subsidiary owed £15,041 (*2020: £44,186)* to the Charity.

Payments relating to the JPP Article Reviewer fees amounted to £30 (*2020: £90)* were paid to one (*2020: one*) trustee who served during the year.

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

| | 2021<br>£ | *2020*<br>*£* |
|---|---|---|
| Net (expenditure)/income for the reporting period | (69,797) | *(18,851)* |
| **Adjustment for:** | | |
| Depreciation charges | 11,534 | *18,114* |
| Amortisation charges | 3,000 | - |
| Loss on disposal of Fixed Assets | - | *1,575* |
| Interest income | (1,739) | *(3,219)* |
| (Increase) in stocks | (6,417) | *(9,156)* |
| Decrease/(increase) in debtors | 69,740 | *(70,068)* |
| (Decrease)/increase in creditors | (76,223) | *64,908* |
| **Net cash used in operating activities** | **(69,902)** | *(16,697)* |