

Company Registration Number - 09600079

The Charity Registration Number is :- 1166552

Higher Education Design Quality Forum

Report and Accounts

31 May 2020

Higher Education Design Quality Forum

Report and accounts for the year ended 31 May 2020

Contents

	Page
Chair's Report	1
Charity information	3
Trustees' Annual Report	3
Statement of directors' responsibilities	14
Independent Accountant's Report	16
<i>Funds Statements:-</i>	
Statement of Financial Activities	18
Movements in funds	19
Revenue Funds	19
Income and Expenditure account	20
Summary of funds	19
Balance sheet	21
Notes to the accounts	22

Higher Education Design Quality Forum

Company Registration Number - 09600079

Chair's Statement - not forming a part of the statutory Trustees' Annual Report

By the end of July, I had completed my three-year term as Chair of this amazing Forum! I was fortunate to have inherited a solid and stable organisation from the immediate past Chair Prof. Philip Ogden. Under his tenure we had become an independent registered charity and limited company. These were good foundations on which to build the forum further.

On taking Office, I articulated four priorities for action and I outline progress against each of these below:

- Improving the diversity of the Board of Trustees/Directors - This has been achieved with the appointment of Dr. Ghazwa Alwani-Starr, Emma Keyse, Heidi Corbett, Fiona Bell, Sasha Krstanovic and now Harvey Dowdy from the University of Lincoln.
- Strengthening our partnership with the Association of Directors of Estates (AUDE) - AUDE became Trustees and Founder Members and I was invited to contribute an HEDQF introductory essay on the development of university design, to the AUDE 25th Anniversary book. I'm delighted to report that after a year of discussions, in March 2020 a joint Memorandum of Understanding was agreed by the AUDE Executive, further cementing the mutually supportive relationship between our two organisations.
- Enhancing the HEDQF website and members' resources area - Thanks to the efforts of Heidi Corbett and Emma Keyse, Mandy Hooker and especially Rod McAllister, we now have a fully functioning and up to date website with improved functionality and with the potential to have a members' only resource area. The Trustees supported this major improvement in our capability making significant budget allocations in 18/19 and 19/20.
- Developing support for an ongoing research programme - It is perhaps the development of this aspect of what we do, that has given me the greatest pleasure. Thanks to the efforts of Dr. Caroline Paradise and Rupert Cook, there is now an agreed programme of research with a selection of short and long term projects. Again the Trustees supported this major improvement in our capability making significant budget allocations in 18/19 and 19/20 and there is now an ongoing recurrent commitment in our budget forecasts.

Other Highlights from my last 3 years as Chair include:

- Production of a 5 Year Strategic Plan
- Production of an Organisational Risk Register
- Production of a Vision and Values Statement
- Instigation of a 3-year membership offer

- Financial health of charity improved so now an estimated surplus of £88,000 and a long term investment policy agreed
- The appointment of an independently paid Administrator
- Two very successful Annual Conferences at the University of London and University of Edinburgh
- Two oversubscribed international study visits to Copenhagen and Barcelona
- Reference visits across the country including: Kent, Roehampton, Plymouth, Falmouth, East Anglia, Nottingham, Southampton, Bristol (UWE), Birmingham (BCU) and Edinburgh
- Publication of three research publications including: Learning Space Compass Framework, The Future of Learning Environments and the Social Learning Spaces Survey and Report
- Discussions are now well advanced and agreement in principle reached on running a European Higher Education Conference in conjunction with Step Connect.
- HEDQF now sponsor a student architectural design prize in conjunction with Sheffield University Dept of Architecture.

Our activities did not stop given exception circumstances of COVID-19, I produced a Chair's Easter Newsletter to keep members informed of how HEDQF is managing in a lock-down environment, Chaired HEDQF Exec mtg on impact of COVID-19 crisis on HEDQF activities and organised, took part in and promoted a HEDQG webinar on Coping with Covid - Impact and Response – Reflections from University Estates Departments as part of the Festival of Learning Spaces. Most importantly, I held a number of succession planning discussions regarding the appointment of a new Chair of HEDQF who will be elected at the AGM on 17 June 2020

As matters deteriorated, like many organisations our annual conference was cancelled but we have maintained member involvement and activities virtually as the year progressed. I am confident we have matured as an organisation over the last three years, becoming more professional, with greater reach, depth and purpose. This has been achieved through the joint efforts of Trustees, the Executive members and our Research and Conference & Events committees and I would like to thank to all those who have given of their time and expertise.

Julian S Robinson

Chair HEDQF 2018/19

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

The Trustees present their Report and Accounts for the year ended 31 May 2020, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Higher Education Design Quality Forum.

The charity is also known by its operating name, HEDQF

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1166552

Legal structure of the charity

HEDQF was established around twenty years ago as an initiative of the Royal Institute of British Architects (RIBA) in order to promote a stronger understanding of issues affecting its clients and to promote good design in a fast-changing sector with high public visibility and impact.

In 2014 the Forum decided, with the encouragement of the RIBA, to become independent, though with strong support for particular projects and initiatives.

HEDQF registered as a limited company on 20th May 2015 and became a charity on 14th April 2016.

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

The principal operating address, telephone number, email and web addresses of the charity are:-

c/o The HEDQF Treasurer
Fraser Brown MacKenna Architects
15-18 Featherstone Street
London EC1Y 8SL
Telephone 0207 251 0543 Email Address account@hedqf.org

The registered office of the charity for Companies Act purposes is:-

Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ

The Trustees in office on the date the report was approved were:-

Ghazwa Alwani-Starr (Chair)	Steven Jenkins
Tom Alexander	Emma Keyse
Julian Stuart Robinson	Aleksandra (Sasha) Krstanovic
Fiona Bell	Peter Mark
Ian Caldwell	Roderick McAllister
Rupert Cook	Caroline Paradise
Heidi Corbet	Trevor Wills (Deputy Chair)
(Giles) Stafford Critchlow	Sean Woulfe
Simon Fraser	John Plumridge
Ian Goodfellow (Deputy Chair)	Harvey Dowdy - appointed 17/06/20

The following persons served as Trustees during the year ended 31 May 2020 :-

The trustees who served as a trustee in the reporting period were as shown above, and there were no changes during the year, or in the period between the year end and the approval of the accounts.

Julian Stuart Robinson (Chair)	Ian Goodfellow (Deputy Chair)
Tom Alexander	Steven Jenkins
Ghazwa Alwani-Starr	Emma Keyse
Fiona Bell	Sean Woulfe
Ian Caldwell	Peter Mark
Rupert Cook	Roderick McAllister
Heidi Corbet	Phillip Ogden - Resigned 31/07/20
(Giles) Stafford Critchlow	Caroline Paradise
Simon Fraser	Trevor Wills (Deputy Chair)
Aleksandra (Sasha) Krstanovic	
John Plumridge - appointed 01/07/2019	

One-third (or the number nearest one-third) of the Trustees must retire at each AGM those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee shall be eligible for re-election for consecutive periods not exceeding in aggregate nine years from the date of his or her original appointment but thereafter a Trustee shall not be eligible for re-appointment until one year after his or her retirement.

All the trustees are also members of the charity.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The Objects of the Charity are for the public benefit, the advancement of design in architecture in the Higher Education sector, including but not limited by:

- (I) The promotion of high standards of architecture and design in the higher education built environment; and
- (II) Raising awareness and appreciation of the importance of high standards of higher education architecture and design.

The main activities undertaken in relation to those purposes during the year.

HEDQF exists to promote high-quality design in university campuses, buildings and facilities, in the knowledge that the quality of the estate enhances the student experience of teaching and learning, the effective pursuit of research and the process of public engagement.

The principle activities of the charity during the year focused on:

- Membership;
- Educational Research;
- Conferences & Events; and
- Publications.

The main activities undertaken during the year to further the charity's purpose for the public benefit and plans for the future.

The Forum pursues its aims through several means: visits to university buildings of particular interest in the UK and overseas; dissemination of information on best practice and latest thinking through workshops, films, seminars and debates; and an annual conference on a specific topic.

The Forum also undertakes and publishes research relevant to promoting high-quality design in higher education. Research focuses both on innovation (looking forward) and lessons to be learnt (looking back) from projects in terms of student satisfaction, research and teaching outcomes, and operational success over time.

The Trustees have considered HEDQF activities and achievements for 2018/19 and its plans for 2019/20 against the Public Benefit Guidance issued by the Charity Commission.

The Trustees are satisfied that this report on HEDQF's activities in 2018/18, and its plans for the future, demonstrate that, in fulfilling of its objects, the charity is exercising diligence in the discharge of its public obligations.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

The main achievements and performance of the charity during the year.

The main objectives of the charity are four-fold:

- Membership;
- Educational Research;
- Conferences & Events; and
- Publications.

HEDQF Membership Update

Membership of HEDQF continues to grow and the membership is more engaged in both the events being organized and in contributing to the work of HEDQF. A summary of current membership is 168 Member Organisations (54 HEI's - 32%, 114 Consultants/Contractors 68%).

There is no significant change in the proportional percentage between organisation types since November 2018.

The membership numbers have increased steadily for both HEI's and consultant/contractors through our event activities, our new website and social media activity increases, recommendations and word of mouth.

We have also been consolidating the membership list and accounts records to ensure fee payments are up to date, confirming status and editing if necessary for long term lapsed payments.

2 new HEI's have joined since September 2019 :

- Nottingham Trent University (to be invoiced)
- Winchester University

9 new consultant/contractor/others have joined since September 2019.

There are 82 Founder Members 48% of Total Membership (34 HEI's 41% of Founders & Consultants/ Contractors 59% of Founders).

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Educational Research

A research group co-chaired by Trustee Dr Caroline Paradise and Rupert Cook is continued to initiate research projects which focus on promoting positive outcomes of design on building users and exploring the success of completed built environment projects in use.

Involvement is open to all HEDQF members with an interest in research, promoting a mixture of representatives from higher education institutions as well as design and construction consultancies. The group has the specific objective to review Educational and Research themes appropriate to the charity.

In the last 12 months, the focus of the group has been to develop the research into the design and potential impact of future learning environments tangible as well as a method to capture the student voice, through consumer research techniques.

The research group meets once a quarter to review current activities and plan upcoming projects. On top of this there are dedicated working groups that meet more regularly to progress activities associated to their given project. The following will give a brief summary of the activities over the course of this year.

We also held a strategic definition workshop in July 2019 with key members of the research group plus representatives from AUDE (Association of University Directors of Estates) to discuss key areas of focus and outline different timeframes for research projects. This is something that we will endeavor to repeat on an annual basis, circumstances allowing.

We feel that it is important to acknowledge the impact of the global pandemic on the activities of the research group during this reporting period. Significant changes to working environments, felt across all sectors, has had an impact on progress of some of our projects and the cancellation of HEDQF annual conference has also impacted on our communication/dissemination plans. However, work on projects has continued and we feel confident that we will catch up with delayed programmes in the following year.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Student Life' wellbeing

Working with consumer insights and research company, YouthSight, who work specifically with UK student population, the research group have undertaken a survey to explore the wider experience of students at University. This has focused on the amenities across the campus beyond learning environments and how these have an impact on their sense of wellbeing and satisfaction.

Survey results and analysis were completed earlier in the year prior along with the writeup and graphic design production, with a plan to publish at the annual conference. This was put on hold at the start of the first national lockdown, so dissemination has been delayed. We are also working on a slightly amended write-up due to the changing circumstances that the Higher Education sector find themselves in currently.

Sustainable design and development

The research group also commenced another project in partnership with YouthSight to survey students on their views related to sustainability in response to a significant focus on Climate Change and the Climate Emergency. This survey of student aims to understand their views and commitment to sustainability. The opinion survey covers a range of facets, from building design to big picture issues that relate to sustainability.

The planned release for the results and report on this project will be in the following year. The research group intend to present initial findings at the next annual conference (pandemic depending) as well as coordinating some smaller events with the HEDQF marketing group.

Joint Research project with Wilmott Dixon and AUDE (Association of University Directors of Estates)

This is a joint piece of research instigated by Willmott Dixon (a Construction company active in the Higher Education sector) in collaboration with HEDQF (Higher Education Design Quality Forum) and AUDE. It is widely considered that a modern, relevant HE built environment leads to better 'student outcomes' including but not limited to academic achievement, higher levels of student retention, enhanced graduate employability, improved health and wellbeing, and an enriched and inclusive student experience.

However, no cohesive body of evidence exists to demonstrate the link between the quality of the HE built environment and improved student outcomes. The aim of this study is to understand the relationship and correlation between built environment on student outcomes. The proposed research will look at a number of HE built environment capital developments across the UK and examine their impact on student outcomes.

The HEDQF research group will be responsible for project managing the research project and coordinating the different stakeholders. We are currently looking to set up an advisory group to support this research project from a cross section of the industry, providing a broad range of perspectives.

The joint research team are also looking to commission an early career research assistant to support the first stage of the project which will include a literature review and scope definition exercise. The project will be jointly funded by Wilmott Dixon and HEDQF.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Proposed activities for 2020/21

- Dissemination of results/findings from Sustainable Campus and Student Life 'student voice' projects Autumn 2020.
- Impact of Covid-19 on student expectations in collaboration with AUDE, results proposed in January 2021.
- Commencement of a longer-term research project focusing on Building performance in use and the impact on student experience. The initial focus will be on student residential buildings.

Conferences & Events

A working group chaired by Ian Caldwell is focused on developing a programme of events and conferences. This group is well represented and is developing good relationships with HE institutions and other bodies.

HEDQF Annual Conference

The fifth HEDQF Annual Conference was held at The University of Edinburgh Informatics Forum on the 18th of June 2019 preceded by a reference visit to the Bayes Centre on 17th June.

The Informatics Forum by Bennetts Associates is adjacent to the newly-opened Bayes Centre, also designed by Bennetts Associates, which brings together academic staff and students working in the fields of Data Technology, Design Informatics, Maths and Robotics with start-up / spin-out companies and industrial collaborators and acts as a gateway into the university's campus at George Square.

Throughout the day delegates received presentations and joined in discussion on why wellness is important in higher education, the role that design has to play, and wellness tools being used by universities, and in other sectors.

Workshop Events

A good programme of reference visits, workshops and other events was in progress until early March 2020 when the impact of the current health situation was already becoming evident at the reference visit to the University of Northampton, where numbers were much lower than anticipated.

As with most organisations, it has not been possible to arrange any physical events since the initial Government lockdown in March 2020, and planned events including the 2020 annual conference, which was to be on the theme of the Zero-Carbon University, and reference visits to the University of Warwick and to Higher Education Institutions in Zurich have been postponed until at least May/June 2021, depending on Government guidance nearer the time.

Physical events have therefore had to be replaced with virtual webinars, in partnership with other organisations and members, with an initial focus on the implications for university campuses of safety measures for re-opening after lockdowns and on design lessons that might be learnt and applied to future university campus and building designs.

At each of the Reference Visits, presentations were provided by the university clients and building designers on the challenges of the projects and how they broke new ground, with opportunity to visit, review and discuss the projects and learn lessons for the future.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

The following key events were held in the last year:

- Debate and discussion on Case Studies from Europe, comparing trends and challenges in designing Higher Education buildings between the Netherlands and the UK, on 23rd July 2019.
- Debate and discussion on 'Opening Doors', with presentations and a visit to the King's College London Science Gallery on 29th October 2019.
- Debate and discussion on 'Unlocking the Potential of Underutilised Sites' with presentations and a visit to the Peckham Levels and Mountview in Peckham London, held on 28th November 2019.
- Workshop on repurposing 20th century education spaces for 21st learning and teaching strategies, held at Imperial College London on 9th January 2020, with a reference visit to recent refurbishment projects.
- Reference Visit to the new Student Centre at University College London on 4th February 2020
- Round-table discussion on delivering a world class student experience and on wellbeing, held at King's College London on 19th February 2020. A planned follow-up to be held in the Midlands has been postponed until at least summer 2021.
- Debate and discussion on 'Net Zero: Connecting estates strategies across the City, held in London on the 25th of February 2020.
- Reference Visit to the University of Northampton's new Waterside Campus on 5th March 2020.
- Virtual panel discussion on the socially sustainable campus, held on 22nd May 2020, asking the question 'How might university estates adapt in a more technologically-enabled future?'

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

The difference the charity's performance during the year has made to the beneficiaries of the charity.

The Trustees agreed that the public benefit from HEDQF's work through the Charity's promotion of high quality design and planning in buildings and facilities used for higher education.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

The Board consists of:

- a minimum of four Trustees and the maximum number of Trustees shall be twenty. There is a desire to balance the trustees in equal proportion to HEI and other members
- One-third (or the number nearest one-third) of the Trustees must retire at each AGM

Eligibility

- Elected trustees must be Subscribing Members of the Association. Co-opted trustees may, but are not required to, be Subscribing Members of the Charity.

The charity's organisational structure.

The Trustees normally meet four times per year to consider the business of the Charity. One of these meeting is the AGM. If appropriate, meetings may be held by means of a telephone conference.

Trustees also participate in the following committees that meet regularly as required:

- Research Committee
- Events & Conference Committee
- Membership Committee

The Charity's professional advisors.

Bankers	HSBC Bank Plc, 60 Queen Victoria Street , London, EC4N 4TR
Solicitors	Reema Mathur, Senior Associate, Charity & Social Enterprise Team Stone King, Boundary House, 91 Charterhouse Street London EC1M 6HR
Accountants	Christie & Co, Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Financial review

The charity's financial position at the end of the year ended 31 May 2020

The financial position of the charity at 31 May 2020 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2020	2019
	£	£
Net income	12,232	14,517
Unrestricted Revenue Funds available for the general purposes of the charity	82,395	70,163
Total Funds	82,395	70,163

Financial review of the position at the reporting date, 31 May 2020 .

All income received and expenditure incurred by the Higher Education Design Quality Forum has been in connection with the objects of the charity; "to advance higher education through high-quality design and planning of buildings and facilities."

The Higher Education Design Quality Forum receives income from annual membership fees and from ticket sales and sponsorship for events and conferences held throughout the year as well as some income from publication sales.

In 2020 income decreased due to a number of events and our annual conference being postponed due to the Covid pandemic.

Expenditure during the year related to administration and consultancy (legal and accountancy) fees associated with the day to day administration of the charity and costs relating to hosting and servicing events (prior to the lockdown), as well as financing our research programme.

The aim of the Board of Trustees is that annual membership fees will cover the costs of the charity's core objectives and that all conferences and events organized will be at least self-financing. The trustees met periodically throughout the year to review management accounts and consider the financial performance of the charity during the year to have been satisfactory.

The charity has no fixed assets.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Policies on reserves.

The Board of Trustees regularly reviews the accounts of the charity including the use of surplus funds. At the end of 2020 surplus funds total £82,395.

All surplus funds have an identified future use either as working capital to service costs over the next year (£20K) during which income will reduce as a result of accrued subscription fees; for servicing conference and events including planning for a future international conference (£20K) and to finance future research and development projects in development (£40K).

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Details of The Independent Examiner

R J Woolley FCCA,CTA

Chartered Certified Accountant

Crown House

York Road

Shiptonthorpe

York

YO43 3PF

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Higher Education Design Quality Forum

Company Registration Number - 9600079

Trustees' Annual Report for the year ended 31 May 2020

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 18 to 29.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 18 March 2021.

STEVEN JENKINS
Director and Trustee

Higher Education Design Quality Forum

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 May 2020

I report to the Trustees on my examination of the financial statements of the charitable company on pages 18 to 29 for the year ended 31 May 2020 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 22.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 14, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Higher Education Design Quality Forum

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP).

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

Signed:-

R J Woolley FCCA,CTA

Chartered Certified Accountant

Crown House
York Road
Shiptonthorpe
York

YO43 3PF

This report was signed on 18 March 2021

Higher Education Design Quality Forum - Statement of Financial Activities for the year ended 31 May 2020

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 May 2020, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Income & Endowments from:					
Donations & Legacies	A1	18,439	-	18,439	47,345
Charitable activities	A2	25,035	-	25,035	25,633
Investments	A4	117	-	117	93
Total income	A	43,591	-	43,591	73,071
Expenditure on:					
Charitable activities	B2	31,359	-	31,359	58,554
Total expenditure	B	31,359	-	31,359	58,554
Net income for the year		12,232	-	12,232	14,517
Net income after transfers	A-B-C	12,232	-	12,232	14,517
Net movement in funds		12,232	-	12,232	14,517
Reconciliation of funds:-	E				
Total funds brought forward		70,163	-	70,163	55,646
Total funds carried forward		82,395	-	82,395	70,163

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

The notes attached on pages 22 to 29 form an integral part of these accounts.

Higher Education Design Quality Forum - Statement of Financial Activities for the year ended 31 May 2020

Higher Education Design Quality Forum - Resources applied in the year ended 31 May 2020 towards fixed assets for Charity use:-

	2020 £	2019 £
Funds generated in the year as detailed in the SOFA	12,232	14,517
Net resources available to fund charitable activities	12,232	14,517

Movements in revenue and capital funds for the year ended 31 May 2020

Revenue accumulated funds

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Last year Total Funds 2019 £
Accumulated funds brought forward	70,163	-	70,163	55,646
Recognised gains and losses before transfers	12,232	-	12,232	14,517
	82,395	-	82,395	70,163
Closing revenue funds	82,395	-	82,395	70,163

Summary of funds

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Last Year Total Funds 2019 £
Revenue accumulated funds	82,395	-	82,395	70,163

The notes attached on pages 22 to 29 form an integral part of these accounts.

Higher Education Design Quality Forum - Statement of Financial Activities for the year ended 31 May 2020

**Higher Education Design Quality Forum
Income and Expenditure Account for the year ended 31 May 2020 as required by the Companies Act 2006**

	2020 £	2019 £
<i>Income</i>		
Income from operations	43,474	72,978
Investment income		
Interest receivable	117	93
Gross income in the year before exceptional items	43,591	73,071
Gross income in the year including exceptional items	43,591	73,071
<i>Expenditure</i>		
Charitable expenditure, excluding depreciation and amortisation	30,689	58,054
Governance costs	670	500
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	31,359	58,554
Net income before tax in the financial year	12,232	14,517
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	12,232	14,517
Retained surplus for the financial year	12,232	14,517

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 22 to 29 form an integral part of these accounts.

Higher Education Design Quality Forum - Balance Sheet as at 31 May 2020

	Note	SORP Ref	2020 £	2019 £
Current assets		B		
Debtors	8	B2	11,540	15,225
Cash at bank and in hand		B4	88,429	84,363
Total current assets			<u>99,969</u>	<u>99,588</u>
Creditors: amounts falling due within one year	9	C1	<u>(17,574)</u>	<u>(29,425)</u>
Net current assets			82,395	70,163
The total net assets of the charity			<u>82,395</u>	<u>70,163</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Unrestricted Funds

Unrestricted Revenue Funds	12	D3	82,395	70,163
Total charity funds			<u>82,395</u>	<u>70,163</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 17.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

STEVEN JENKINS

Trustee

Approved by the board of trustees on 18 March 2021

The notes attached on pages 22 to 29 form an integral part of these accounts.

Higher Education Design Quality Forum

Notes to the Accounts for the year ended 31 May 2020

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2019, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Risks and future assumptions

The trustees are not aware of any material financial, economic, political or reputational risks to which the charity would be exposed. As a Registered Charity, the charity is working for the public benefit. The ways in which it benefits the public are set out in more detail in the Trustees Annual Report.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Higher Education Design Quality Forum

Notes to the Accounts for the year ended 31 May 2020

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Membership subscriptions

The income and any associated Gift Aid or other tax refund from a membership subscription received by the charity in the nature of a gift, is accounted for on the same basis as a donation.

The income from a membership subscription received by the charity where the subscription purchases the right to services or benefits is recognised as income from charitable activities.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

Policies relating to assets, liabilities and provisions and other matters.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions are calculated on the conventional accruals basis applicable to the accounts of this type of organisation.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Fund Accounting

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

Higher Education Design Quality Forum

Notes to the Accounts for the year ended 31 May 2020

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity 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 on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications of financial instruments in relation to the charity's financial position.

5 The contribution of volunteers

The charity is not reliant on contribution of volunteers, as it was assisted by the services of an external paid administrator.

6 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

7 Deferred income - Unrestricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Membership subscriptions received in advance	12,000	(12,000)	9,200	9,200
Total	12,000	(12,000)	9,200	9,200

	2020	2019
	£	£
These deferrals are included in creditors	9,200	12,000

8 Debtors

	2020	2019
	£	£
Trade debtors	11,540	15,225

9 Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals	8,374	17,425
Deferred Income - Unrestricted & designated funds	9,200	12,000
	17,574	29,425

Higher Education Design Quality Forum

Notes to the Accounts for the year ended 31 May 2020

10 Income and Expenditure account summary

	2020 £	2019 £
At 1 June 2019	70,163	55,646
Surplus after tax for the year	12,232	14,517
At 31 May 2020	82,395	70,163

11 Particulars of how particular funds are represented by assets and liabilities

At 31 May 2020

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	99,969	-	-	99,969
Current Liabilities	(17,574)	-	-	(17,574)
	82,395	-	-	82,395

At 1 June 2019

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	99,588	-	-	99,588
Current Liabilities	(29,425)	-	-	(29,425)
	70,163	-	-	70,163

12 Change in total funds over the year as shown in Note 11 , analysed by individual funds

	Funds brought forward from 2019 £	Movement in funds in 2020 £	Transfers between funds in 2020 £	Funds carried forward to 2021 £
		See Note 13		
Unrestricted funds:-				
Unrestricted Revenue Funds	70,163	12,232	-	82,395
Total unrestricted funds	70,163	12,232	-	82,395
Total charity funds	70,163	12,232	-	82,395

13 Analysis of movements in funds over the year as shown in Note 12

	Income 2020 £	Expenditure 2020 £	Gains & Losses 2020 £	Movement in funds 2020 £
Unrestricted funds:-				
Unrestricted Revenue Funds	43,591	(31,359)	-	12,232

Higher Education Design Quality Forum

Notes to the Accounts for the year ended 31 May 2020

14 The purposes for which the funds as detailed in note 12 are held by the charity are:-

Unrestricted funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

15 Ultimate controlling party

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute such amount as may be required not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Higher Education Design Quality Forum

Detailed analysis of income and expenditure for the year ended 31 May 2020 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

16 Donations and Legacies

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Sponsorship income				
Sponsorship Income -donations less than £1000	704	-	-	4,500
ISG Central Services Ltd	-	-	-	2,500
Troup Bywater & Anders Limited	-	-	-	4,500
Gardiner & Theobald LLP	1,000	-	1,000	5,000
MACE Ltd	-	-	-	5,100
Overbury PLC	-	-	-	-
AKT II	1,000	-	1,000	5,000
Atkins Limited	-	-	-	2,500
Hawkins Brown Architects LLP	-	-	-	600
Bennets Associates	-	-	-	
Total sponsorship income	2,704	-	2,000	29,700
Members' Subscriptions as donations	15,735	-	15,735	17,645
Total Donations and Legacies	18,439	-	17,735	47,345

17 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	25,035	-	25,035	25,633
Total Primary purpose and ancillary trading	25,035	-	25,035	25,633

18 Total Income from charitable activities

	Current year Unrestricted Funds £ 2020	Current year Restricted Funds £ 2020	Current year Total Funds £ 2020	Prior Year Total Funds £ 2019
Total income from charitable trading	25,035	-	25,035	25,633

Higher Education Design Quality Forum

Detailed analysis of income and expenditure for the year ended 31 May 2020 as required by the SORP 2015

Total from charitable activities	A2	<u>25,035</u>	<u>-</u>	<u>25,035</u>	<u>25,633</u>
----------------------------------	----	---------------	----------	---------------	---------------

19 Investment income

		Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Bank Interest Receivable		117	-	117	93
Total investment income	A4	<u>117</u>	<u>-</u>	<u>117</u>	<u>93</u>

20 Expenditure on charitable activities - Direct spending

		Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Research costs and case studies		5,703	-	5,703	28,825
Total direct spending	B2a	<u>5,703</u>	<u>-</u>	<u>5,703</u>	<u>28,825</u>

21 Expenditure on charitable activities - Charitable trading

		Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Cost of goods and services for primary purpose trading		9,380	-	9,380	13,663
Total charitable trading costs	B2b	<u>9,380</u>	<u>-</u>	<u>9,380</u>	<u>13,663</u>

Higher Education Design Quality Forum

Detailed analysis of income and expenditure for the year ended 31 May 2020 as required by the SORP 2015

22 Support costs for charitable activities

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Administrative overheads				
Website and IT costs	180	-	180	4,860
Information and publications	1,840	-	1,840	-
Administration Fees	9,625	-	9,625	7,067
Professional fees paid to advisors other than the auditor or examiner				
Accountancy fees	3,600	-	3,600	3,150
Financial costs				
Bank charges	361	-	361	489
Total support costs	15,606	-	15,606	15,566

The basis of allocation of costs between activities is described under accounting policies

23 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Independent Examiner's fees	670	-	670	500
Total Governance costs	670	-	670	500

24 Total Charitable expenditure

		Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Total direct spending	B2a	5,703	-	5,703	28,825
Total charitable trading costs	B2b	9,380	-	9,380	13,663
Total support costs	B2d	15,606	-	15,606	15,566
Total Governance costs	B2e	670	-	670	500
Total charitable expenditure	B2	31,359	-	31,359	58,554