

# **Healthcare People Management Association**

## **Annual Report and Financial Statements year from 1 April 2021 to 31 March 2022**

Charity registration number: 1167883

# Healthcare People Management Association

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# Healthcare People Management Association

## Trustees' Report

The Trustees present the annual report together with the financial statements of the Charity for the year ended 31<sup>st</sup> March 2022.

### Reference and Administrative Details

<b>President</b>	Mr Dean Royles (appointed 1 April 2019)
<b>Trustees</b>	Mr Damian McAlister (appointed 1 July 2016 – appointed Chair 1 December 2020) Mrs Joanne Marshall (appointed 1 July 2016) Miss Deborah O'Dea (appointed 1 December 2017) Mrs Shelly Rubinstein (left 30 November 2021) Mr David Holmes - Deputy President (appointed 1 July 2016) Ms Deborah Tarrant – immediate past president (appointed 18 May 2018) Ms Janet Wilkinson – Deputy President (appointed 1 January 2019) Mrs Sarah Morley – Deputy President (appointed 5 May 2019) Mr Ismail Hafeji – Honorary Treasurer (appointed 1 October 2020) Ms Sheena Hobbs (appointed 1 March 2021) Mr Rory Hegarty (appointed 1 March 2021)

<b>Other Officers</b>	Mrs Nicky Ingham – Executive Director (appointed 17 July 2017)
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### National Council

#### Members - 1.4.21-31.3.22

Mrs Victoria Downing-Burn, Vice President - South West  
Mr Chris Carron, Vice President - Scotland  
Mr David Holmes, Vice President - West Midlands  
Mr Craig Desousa, Vice President – London, South Central and South East  
Mr Gareth Hardacre – Vice President Wales (appointed 1 April 2021)  
Mrs Jenny Allen and Mrs Laura Smith – Yorkshire & The Humber  
Ms Amanda Rawlings, Vice President - East Midlands  
Mrs Annesley Donald, Vice President - East of England  
Mrs Vivienne Toal, Vice President – Northern Ireland (left 30 November 2021)  
Mrs Jacqui Reid, Vice President – Northern Ireland (appointed 1 December 2021)  
Mrs Heather Barnett, Vice President - North West (left 31 August 2021)  
Mrs Michelle Cloney, Vice President – North West (appointed 1 September 2021)  
Mr Alan Shepherd - Vice President – North East and Cumbria (left 31 August 2021)  
Mrs Lynne Shaw – Vice President North East and Cumbria (appointed 1 September 2021)

# Healthcare People Management Association

<b>Principal Address</b>	PO Box 343 Lytham St Annes FY8 9JF
<b>Charity Registration Number</b>	1167883
<b>Independent Examiner</b>	Corrigan and Co Ltd Unit 9 Enniskillen Business Centre 21 Lackaghboy Road Enniskillen County Fermanagh Northern Ireland BT74 4RL

## Objectives and activities

### *Public benefit*

Healthcare People Management Association (HPMA) is a membership body representing all people professionals at every level within Workforce, OD and Human Resources in the health and care industries across the United Kingdom.

Its primary objectives are to promote and protect good health for the public benefit through developing and maintaining good practice in the science of people management, including bringing together all those working in human resources, workforce, people management and related people services within health and care services in a UK-wide network. Promoting excellence in people management, organisational development and leadership within health and care services and working in partnership with other organisations, health and care commissioners, and providers to benefit patients through people management, organisation development and leadership.

Additionally, undertaking studies and research into people management and related services within health and care services and publishing the useful results.

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.



# Healthcare People Management Association

## Trustees' Report

### Achievements and performance

The year ending 31<sup>st</sup> March 2022 has continued to be a challenging year for the charity given the immense impact that Covid19 had on the NHS and the entire workforce, however the charity continued to make progress on its 3-year strategy and our underpinning five key workstreams.

HPMA celebrated its 48<sup>th</sup> Year.

Healthcare organisations have never been so challenged with significant pressures on the service and in particular the workforce to deliver in a difficult climate with an ever-challenging workforce supply. However, this has provided a great opportunity for people professionals across all aspects of the workforce function to respond and drive transformational change, stepping into their rightful place at centre stage. HPMA has gone from strength to strength during 2021-2022 providing virtual opportunities for development to support the profession through the pandemic, whilst maintaining their personal development, building upon activity from previous years.

#### Key Achievements through 2021-22

- Continued targeted support to workforce leaders and their teams in relation to Covid19 throughout the year.
- Successful joint conference and HPMA Awards in December 2021 and October 2021 respectively.
- Supporting NHS England/Improvement with a national HR/OD review, directly influencing the review and the emergent recommendations. There was a delay on this during the year due to Covid19 and compulsory vaccination programme, which was then withdrawn nationally.
- Ongoing collaboration with Chartered Institute of Personnel and Development (CIPD), Healthcare People Management Association (HPMA), Public Services People Managers Association (PPMA) and Universities Human Resources (UHR) utilising the MoU, with several joint events for senior workforce leaders across the North of England.
- Increased number of events held virtually by the central team open to all members across the UK
- Increased visibility on social media and continued improvements to the website with investment in more dedicated specialist communication support during the year.
- Appointment of two new Trustees from a communications and engagement background to complement the skills of the current Trustees.
- One Trustee left at the end of their tenure; she made an excellent contribution to the development of the charity.
- Merger of the South-East, South-Central branches with the London branch providing a bigger footprint for our members with much better access.
- Development and launch of the HPMA members hub on the website supporting members to share, seek support and find UpToDate information on a range of topics.
- Launched our second piece of research into Employee Relations in the NHS during Covid19
- The Trustees supported investment in a new CRM system to support the increased, more targeted communications with members, alongside improved functionality to improve information regarding membership trends.
- The Trustees also supported the investment in an additional Programme Development Director for the North to lead the scoping of an Academy for the North which includes North West, North East and Cumbria and Yorkshire and Humber branches.
- The Executive Director commenced a review of our Strategy which was developed during the year but not formally launched due to Covid19, with VPs and Trustees so that our focus remains relevant and targeted.
- Increased membership both from a corporate and a commercial perspective.

Our vision as a Charity remains the same, which is 'Improving Health Through People' as it is vital more than ever that our wider healthcare workforce feel nurtured and cared for in relation to their wellbeing given the

## Healthcare People Management Association

challenges that Covid19 and the 'new normal' have presented. Happy staff means happy patients and families who received excellent care by staff who feel supported and cared for themselves. HPMa continues to set the culture for world class people management ensuring great care, supporting workforce professionals to deliver excellence in workforce delivery every single day.

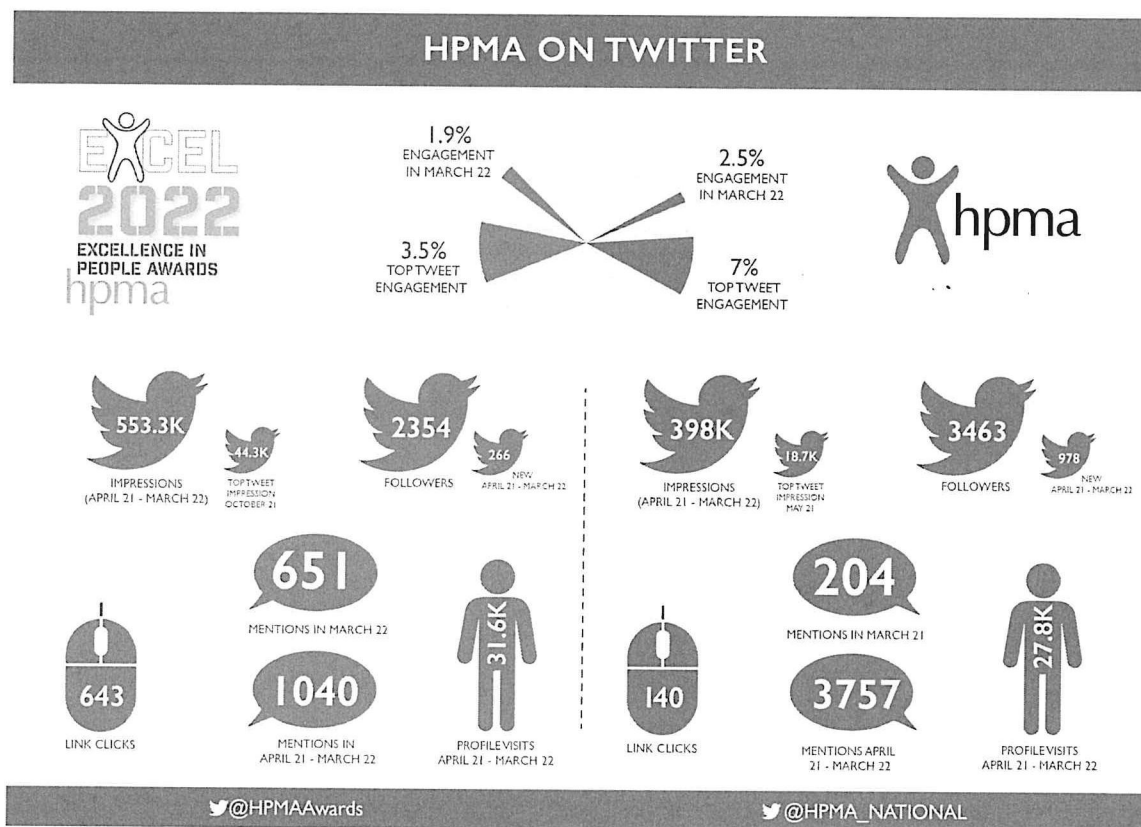
HPMA continued to focus on its five workstreams agreed by our membership during 2021-2022.

### Developing

HPMA have significantly increased the number of national events that are now run on a virtual platform, developing a core offer for members which will be built upon during 2022-2023. This has enabled most of the branches to take a 'pause' to focus on responding to the covid challenge. However, the branches remain committed to improving their offers to their local membership.

### Communications

Communications with our members have improved during the course of the year, however, there is still work to do, ensuring that information is kept up to date and that the information is used to determine the future direction and work for the charity. Specialist communications support has been brought into the charity to help with the development and promotion of our brand alongside increased visibility on social media, particularly twitter. The infographic below shows the year at a glance for both the awards handle and our national handle.



# Healthcare People Management Association

## Branch Achievements

All branches have found the past year very challenging given the pressure on the branch volunteers to respond to the Covid19 challenges, however, most branches have continued to host events and development for their members, making use of the virtual platforms which has increased the reach as compared to face to face events, which is great. Most branches reduced the number of organised events, hence the central team organised more national events to maintain momentum and meet the needs of our members. Branch membership has remained steady over the year; however, we have seen some organisations deciding not to renew and other new organisations join including several commercial members. In addition, we have two new Vice-Presidents who have taken on the role. This is refreshing and encouraging that there were people waiting to step into the role with immediate effect, thus minimising any significant impact to the branch.

Events that have been organised by branches have been successful and provided much needed support locally, encouraging new members to join branches which is always refreshing and injects new ideas to support branch development. The charity has benefited from the move to virtual events meaning an increased number of attendees being able to benefit from the development – ranging up to 400 attendees for some of the online webinars for both national and branch events.

## Our London Academy (London Branch) – Development of the Academy

- **Delivering the Academy Board core development programme**

The core development programme entitled 'Supporting People Professionals to Turn the People Plan into Reality' delivered a comprehensive range of events designed around the four pillars of the people plan. The content of the 2021/2022 core programme was specifically designed to equip people professionals with the skills, knowledge and behaviours to respond proactively to the challenges and opportunities set by the launch of the NHS People Plan.

We delivered in excess of 150 development events throughout the course of the year. This is the highest number of development events and the largest number of participants in our programme to date. In addition to this we have averaged the highest levels of satisfaction rates across our whole programme to date.

One of the particular highlights of the programme was the emphasis on development of our emerging workforce leaders employed in our junior bands. We increased development capacity for this group of colleagues, recognising that it is critical to prioritise development for our leaders of the future. We also enhanced our development provision of health and wellbeing and resilience training in light of the challenges being faced by people professionals supporting the covid response.

- **Delivering our aspirant programmes**

We were delighted to receive the Mills and Reeves award for the best learning and education intervention, for our aspirant programmes. Over the course of the year, we delivered our fourth aspirant Business Partner programme for 22 participants and the third year of our aspirant Deputy Workforce Director talent pool for 27 participants. These programmes have thrived, and we have continued to see alumni from our programme secure promotions throughout the course of the year.

- **Delivering our annual conference**

We delivered our annual conference in September. The title of the conference was '**Rejuvenate and Innovate, What is next for the People Profession**'. The conference was attended by over 150 colleagues through the course of the day and received excellent feedback.

## Healthcare People Management Association

- **Delivering our networking events**

Throughout the year we have delivered 9 Strategic Network events and 5 Deputy Director Network events. Both networks have played a vital role in providing support, information and development to colleagues throughout the covid pandemic. Despite enormous work pressures colleagues have prioritised these events and we have seen in excess of 70 participants on a number of our Strategic Network events. We believe that we have been able to demonstrate responsiveness and relevance in terms of the agenda and focus of these events and have been pleased to be able to support colleagues in the most challenging of times.

- **Launch of our 'Realising your Potential' resource hub**

We were excited to launch the HPMA London Academy resource hub earlier in the year, providing a wide range of information to support development and career planning for people professionals. The hub provides information on career pathways, functional areas across HR and OD, good quality career conversations and a range of prompts and tips for development planning. It has a strong focus on improving equality, diversity and inclusion for the profession and includes personal stories and inspiring descriptions of career pathways. The resource hub has been widely used by colleagues across our member organisations and has received excellent feedback.

- **Improving equality, diversity and inclusion for the people profession**

Our strong focus throughout the course of the year has been on taking forward a programme of work to improve equality, diversity, and inclusion for the people profession. Under the banner of #InclusiveHR, we have worked with colleagues to create a social movement for change to address the glass ceiling in the profession and to implement and embed anti-racist practice across the people function. We have created the five-step challenge to change and have spoken widely at conferences across the public sector. To date 35 organisations have signed up to adopt the five-step challenge and there are great examples of transformational change being implemented within some of our Trusts.

To support this work, we have commissioned and are delivering an anti-racist leadership programme for people professional leaders. This development programme is receiving excellent feedback on this programme, and we believe that this sets a blueprint for the profession to follow.

- **Growing the HPMA London Academy**

At the beginning of the 2021/22 year the HPMA London Academy merged with the South East and South-Central regions. This has meant a change to our Board, and we have been pleased to welcome new members from these regions who have played an active and vital role in shaping the work of the academy. This has also meant that we have invited a number of new organisations to the branch and the academy. In readiness for this we developed a new member welcome pack and have delivered a number of induction events outlining the HPMA national and academy offer.

### **East of England Branch – HRBP Programme**

The branch ran a HRBP programme for over 40 members. The intention of the programme was to provide learning and development in order to support Business Partners in reaching their true potential. It provided the opportunity for BPs from across the East of England branch to network in order to share best practice and innovate. The has evaluated well and the branch ran their first action learning set with the intention that they host these for small groups across the East of England region, going forward.

# Healthcare People Management Association

## Membership

Membership has remained relatively stable with around 220 organisations, approximately 78% of NHS organisations now being corporate members. The numbers of commercial members has risen steadily over the year, similar to that of previous years and this remains an area of focus for the coming year, alongside reengaging members who chose not to renew in 2021-22.

## National Awards

The National Awards have remained a success with 232 entries in 2021-22 as compared with 237 the previous year, which considering the pressure teams are under is a credit to our members. The entries have been of excellent quality providing the judges with a difficult decision in judging which is testament to the amazing work that our workforce professionals are undertaking with the sharing of world class practice across healthcare during a pandemic. Entries in the wellbeing category continued to receive the most entries.

Entries by category		
		Submitted
<u>Bevan Brittan award for wellbeing</u>		42
<u>Team of the year</u>		27
<u>Hill Dickinson award for education, learning and development initiative</u>		21
<u>Capsticks award for innovation</u>		20
<u>Mills &amp; Reeve award for leading in equality, diversity and inclusion</u>		20
<u>Deputy director of the year</u>		14
<u>Social Partnership Forum award for partnership working between employers and trade unions</u>		12
<u>Academi Wales award for excellence in organisational development</u>		11
<u>Browne Jacobson award for excellence in employee engagement</u>		12
<u>Hempsons rising star award</u>		11
<u>University of Bradford award for cross-sector working</u>		9
<u>Locum's Nest award for HR Analytics</u>		8
<u>HST talent acquisition strategy of the year award</u>		8
<u>Director of the year</u>		7
<u>Health Education and Improvement Wales (HEIW) award for working smarter</u>		6
<u>President's award for outstanding lifetime achievement</u>		4
		232



# Healthcare People Management Association

## Trustees' Report

### ***Key performance indicators***

To deliver its charitable purpose, HPMA brings a diverse range of people together to learn, share experiences and best practice on all aspects of human resources, workforce, organisational development, people management and transformational change, to name a few. The focus this year has been to increase the membership of the charity working with organisations and commercial members alike continuing to enable an increase the number of national and branch events.

The result has been a steady increase in the number of members, despite several organisations merging to create much larger health and care organisations and thus reducing our potential catchment. In relation to the number of events we have put on nationally and locally out of the London Academy totals over 120 providing a significant number of CPD hours for our members.

### **Financial review**

HPMA retained its corporate membership model for 2021-2022, considering the current financial challenges facing the sector, continuing to demonstrate value for money and maintain consistent membership.

Income from membership has increased to £379,747 (2021: £354,360), although our sponsorship and ticket sales have decreased as a result of the pandemic. We received £41,100 from the NHS EDI Funding Scheme and £2 from bank interest this year, and with sponsorship and events our total income reached £583,908 (2021: £546,781) for the year.

Other than Head Office salaries and expenditure on contractors, expenditure has been predominantly, specialist trainers and speakers for the events, purchasing virtual platforms in light of the move to delivery of events virtually which has meant a reduction in expenditure on venues and catering. It is worthy of note that our commercial partners have made huge contributions in the form of event sponsorship, content and other services offered pro bono or at much reduced rates, reflecting both the charitable nature of HPMA activities and the connection that many feel to HPMA's charitable objectives. We would like to convey our thanks to all those who have supported us during the year, as without their generosity, we would not have been able to undertake so much activity.

Expenditure continued to be tightly controlled as the Trustees have a high desire to ensure that as much spend as possible is focused on delivering HPMA's charitable objectives. The accounting system has developed in year and is providing more responsive support to branches and ensuring more robust financial governance.

### ***Principal funding sources***

Membership fees provided £379,747 (70%) and sponsorship fees and events income provided £163,059 (30%) of generated income. This excludes the gifts of assets, donated services, grants and interest received.

### ***Policy on reserves***

HPMA reserves have been slowly built up over many years and now stand at £477,539. All reserves are held in funds whose use is at the discretion of the Trustees if they are used to further the objects and aims of the charity. The reserves policy is set by the Trustees.

The Association's policy is to secure its viability beyond the immediate future. This requires income to be put aside, when this can be afforded, as a reserve against future uncertainties and opportunities. The following Reserves Policy has been adopted by the Trustees:

- All funds are unrestricted income funds. These are split into General fund and Branch funds.

# Healthcare People Management Association

## Trustees' Report

- The Branch funds are to be built up to be equal to or greater than one year's expenditure of the branch.
- Collectively, the funds are to be built up to be equal to or greater than one years' expenditure of total expenditure. None of the funds are in deficit.

## Structure, governance and management

### *Nature of governing document*

HPMA was incorporated as a Charitable Incorporated Organisation (CIO) on 28<sup>th</sup> June 2016. Its constitution and rules and byelaws govern the association. The registered name, and registered office and the names of the Trustees, other officers and National Council members are listed on page 1 of this report. The Board of Trustees are the legal Trustees and have control of the assets of the charity.

### *Recruitment and appointment of Trustees*

The composition and size of the Board of Trustees is reviewed regularly to assess the skills profile of the Board, relevant to its requirement to meet the needs of the Charity. The Board is responsible for appointing Trustees, who are recruited from as broad a network of personal contacts as possible.

Two new Trustees were appointed during the year providing increased diversity of input in to the charity and a broader range of skills given the strategic direction of the charity.

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### *Induction and training of Trustees*

All new Trustees are briefed on their responsibilities and their statutory obligations under charity law. In addition, all Trustees are encouraged to attend appropriate Trustee training courses, such as the one-day courses for the Chair, Investment Training for Trustees and Trustee Training Course. All Trustees are given the opportunity to meet key members of staff.

### *Organisational structure*

The Association is managed by a Board of Trustees, comprising of 12 Trustees in total. The Trustees receive no remuneration and elected members serve for between 1 and 3 years but can be re-elected at the Annual General Meeting. The Trustees are assisted by an Executive Committee and consult with Vice Presidents appointed to each branch.

Members are organised into 11 branches covering regions of the UK, 8 across England and 1 in each of the devolved nations. Each branch appoints a Vice President and they in turn represent the branch as members of the National Council. The National Council is the members' representative body inputting into activities, events, and other matters. All other branches have varied amounts of activity given the impact of the pandemic and this will be reviewed going forward to ensure that all branches improve their levels of development and activity to meet the emergent strategy.

The Board of Trustees will consult with the National Council on certain matters and remains ultimately responsible for all financial and statutory matters as well as providing oversight to the strategy and ensuring that activities are aligned with HPMA's charitable objectives.

# Healthcare People Management Association

## Trustees' Report

HPMA is committed to recruiting Trustees with the appropriate skills and talents. Vacancies for Trustees are advertised across the National Council and branch committees. Trustees receive an induction from the President, Executive Director and Honorary Treasurer and often attend national and branch events.

To manage the day to day activities of the charity, there is an Executive which consists of the President, Deputy Presidents, and the Executive Director. The President and Deputy Presidents are elected by the National Council and serve as both Trustees and members of the National Council to ensure continuity and the Executive Director attends both meetings.

The Trustees would like to take this opportunity to thank all the Vice Presidents, members of the National Council and members of the branch committees for all that they do on a voluntary basis on top of an extremely challenging day job.

### ***Major risks and management of those risks***

#### ***Risks and risk management***

The charity regards the management of risk as a key issue. A risk register is maintained and is reviewed regularly throughout the year by the Executive Committee and is presented at each of the meetings of the Board of Trustees.

Quarterly management accounts and related information are produced and with regular scrutiny by branch committees and the national council, this ensures that the information that the Trustees receive is assured. Financial resilience is the greatest challenge which has been discussed and recognised by the Trustees.

This relates to the stability and sustainability of income, which during the last year has improved. Equally HPMA monitors the risk associated with overspend and HPMA operates with a largely variable cost base. If income was not received then expenditure can be very quickly reduced.

The other primary risk for the charity relates to its reputation as an association supporting workforce professionals and is carefully managed when events are organised, speakers booked, and content confirmed. HPMA remains focused on its role in education and professional development and is now makes informed statements in response to national workforce issues. HPMA has a code of conduct in place and yet has had no cause to enforce it.

### **Going concern**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The annual report was approved by the Trustees of the Charity on 2<sup>nd</sup> December 2022 and signed on its behalf by:



Mr Damian McAlister



# Healthcare People Management Association

Chair of Trustees

## Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 Charities 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that 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 the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The Trustees 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.

Approved by the Trustees of the Charity on 2<sup>nd</sup> December 2022 and signed on its behalf by:



Mr Damian McAlister  
**Chair of Trustees**

# Healthcare People Management Association

## Independent Examiner's Report

### Healthcare People Management Association

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2022 which are set out on pages 13 to 20.

#### **Responsibilities and basis of report**

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

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants (A.C.C.A), which is one of the listed bodies.

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

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

  
.....  
Clare Jones BA (Hons) FCAA of  
Corrigan & Co Limited  
Certified Accountants

Unit 9 Enniskillen Business Centre  
21 Lackaghboy Road  
Enniskillen  
Co. Fermanagh  
Northern Ireland  
BT74 4RL

Date: 02/12/22

# Healthcare People Management Association

## Statement of Financial Activities

### For Year to 31 March 2022

(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 31 March 2022 £
<b>Income and Endowments from:</b>			
Interest received		2	2
Grants, gifts and donations	3	41,100	41,100
Income from charitable activities	4	542,806	542,806
Total Income		583,908	583,908
<b>Expenditure on:</b>			
Charitable activities	5	(583,046)	(583,046)
Taxation - overprovision		---	---
Total Expenditure		(583,046)	(583,046)
Net movement in funds		862	862
<b>Reconciliation of funds</b>			
Total funds brought forward		476,677	476,677
Total funds carried forward		477,539	477,539
	Note	Unrestricted funds £	Total 31 March 2021 £
Income and Endowments from:			
Grants, gifts and donations	3	30,000	30,000
Income from charitable activities	4	546,781	546,781
Gift of assets from a previous organisation		---	---
Total Income		576,781	576,781
Expenditure on:			
Charitable activities	5	(380,432)	(380,432)
Taxation – overprovision		---	---
Total Expenditure		(380,432)	(380,432)
Net movement in funds		196,349	196,349
Reconciliation of funds			
Total funds carried forward	11	476,677	476,677

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2022 is shown in note 4 on page 18.

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## Balance Sheet

31 March 2022

	Note	31 March 2022 £	31 March 2021 £
<b>Fixed assets</b>			
Tangible assets	2	22,952	727
<b>Current assets</b>			
Debtors and prepayments	8	23,186	84,993
Cash at bank and in hand		475,847	417,475
Stock and work in progress		83,649	100,909
		<hr/> 605,634	<hr/> 604,104
<b>Creditors: Amounts falling due within one year</b>	9	(128,095)	(127,427)
Net assets		<hr/> 477,539	<hr/> 476,677
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<hr/> 477,539	<hr/> 476,677
<b>Total funds</b>	11	<hr/> 477,539	<hr/> 476,677

The financial statements on pages 13 to 20 were approved by the Trustees, and authorised for issue on 2<sup>nd</sup> December 2022 and signed on their behalf by:



.....  
Mr Damian McAlister (Chair)  
Trustee

# Healthcare People Management Association

## Notes to the Financial Statements

### 1 Accounting policies

#### Statement of compliance

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### Basis of preparation

Healthcare People Management Association 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 notes.

These financial statements are presented in pound sterling and are rounded to the nearest pound.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### Membership fees and sponsorship income

Membership income is recognised on a daily accruals basis. Any income received in advance will be deferred until the next period. Sponsorship income is recognised once the sponsored event has occurred.

#### Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

#### Donated services and facilities

Where services or facilities are provided to the Charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

# Healthcare People Management Association

## Notes to the Financial Statements

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **Charitable activities**

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings and reimbursed expenses.

### **Taxation**

The Charity 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 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 to charitable purposes.

The tax liability included in these financial statements relates to the predecessor organisation.

### **Trade debtors**

These are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

They are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment is established when there is objective evidence that they will not be able to collect all amounts due according to the original terms of the receivables.

### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

# Healthcare People Management Association

## Notes to the Financial Statements

### Trade creditors

These are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

They are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

### Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the Charity.

## 2 Tangible fixed assets

	Office Equipment £	Total £
<b>COST</b>		
At 1 April 2021	928	928
Additions	27,524	27,524
Disposals	---	---
At 31 <sup>st</sup> March 2022	<u>28,452</u>	<u>28,452</u>
<b>DEPRECIATION</b>		
At 1 April 2021	201	201
Charge for the year	5,299	5,299
On disposals	---	---
At 31 <sup>st</sup> March 2022	<u>5,500</u>	<u>5,500</u>
<b>NET BOOK VALUE</b>		
At 31 <sup>st</sup> March 2022	22,952	22,952
At 1 <sup>st</sup> April 2021	<u>727</u>	<u>727</u>

## 3 Income from donations and legacies

	Unrestricted funds		
	General £	Total 31 March 2022 £	Total 31 March 2021 £
Donations and legacies;			
Donated facilities and services	---	---	---
Grants, including capital grants;			
Grant from NHS - EDI Funding	41,100	41,100	30,000
	<u>41,100</u>	<u>41,100</u>	<u>30,000</u>

# Healthcare People Management Association

## Notes to the Financial Statements

### 4 Income from charitable activities

	Unrestricted funds		Total
	General	31 March 2022	31 March 2021
	£	£	£
Sponsorship and events income	163,059	163,059	192,421
Membership subscriptions	379,747	379,747	354,360
Other income	---	---	---
	542,806	542,806	546,781

### 5 Expenditure on charitable activities

	31 March 2022	Total
	£	31 March 2021
	£	£
Wages and salaries	172,799	95,513
Contractors and consultancy	40,900	48,206
Marketing and publicity	3,949	3,195
Events and awards expenses	292,202	179,922
Rent of office space	15,167	2,332
Telephone and internet	9,672	6,165
Governance costs	14,760	13,100
General expenses	6,376	7,616
Charitable donations	1,500	---
Bad debt provision	1,191	---
Bank charges	180	134
Bookkeeping	19,051	24,086
Depreciation	5,299	163
	583,046	380,432

### 6 Trustees remuneration and expenses

During the year the Charity made no transactions with Trustees:



# Healthcare People Management Association

## Notes to the Financial Statements

Expenses were recharged to HPMA for travel and subsistence.

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

### 7 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	165,547	88,872
Social security costs	7,252	6,641
	<hr/>	<hr/>
	172,799	95,513
	<hr/>	<hr/>

No employee received emoluments of more than £60,000 during the year.

### 8 Debtors and prepayments

	31 March 2022 £	31 March 2021 £
Trade debtors less bad debt provision	22,626	84,465
Accrued income	---	---
VAT recoverable	---	---
Prepayments	560	528
	<hr/>	<hr/>
	23,186	84,993
	<hr/>	<hr/>

### 9 Creditors: amounts falling due within one year

	31 March 2022 £	31 March 2021 £
<b>Creditors</b>		
Trade creditors	32,750	7,818
Other taxation and social security	2,324	380
Taxation	---	---
Accruals and deferred income	92,349	113,441
Other creditors	672	5,788
	<hr/>	<hr/>
	128,095	127,427
	<hr/>	<hr/>

### 10 Contingent liabilities

There are no contingent liabilities at year ended 31<sup>st</sup> March 2022.

# Healthcare People Management Association

## Notes to the Financial Statements

### 11 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources Expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
<b>Unrestricted general funds</b>				
General funds	476,677	583,908	(583,046)	477,539