



The Fourth Annual Report of The Society for Radiological Protection Benevolent Fund

October 2021

A Charitable Incorporated Organisation (CIO)

This report relates to the calendar year 2020

Registered with the Charity Commission
Registration Number: 1172201

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Preamble

Introduction

The Society for Radiological Protection Benevolent Fund (SRP BF) was founded in 2017 when it was registered in England & Wales as a Charitable Incorporated Organisation (CIO) with the Charities Commission.

The Commission requires all registered charities to prepare an Annual Report. This document fulfils that requirement for the calendar year 2020.

What is the purpose of the SRP Benevolent Fund?

The “object” of the SRP BF is to provide for the relief of financial hardship amongst those who are, or who have been, members of the Society for Radiological Protection (SRP). Additionally, relief is also provided for those who are dependents of members or former members, and those who are not members of the Society but who work, or have worked, in radiological protection. Such non-members would also include their dependents. The relief is normally provided by the making of financial grants, but other forms of relief will be considered on a case-by-case basis.

The fund’s processes include a confirmation of eligibility for relief based on confirming the applicant’s work history and evidence of hardship. The cooperation of SRP is required for this.

What is the Society for Radiological Protection?

The SRP became a registered charity in 1973 and later became incorporated by Royal Charter. The Society’s full objectives are detailed in the Charter but can be summarised as:

- To promote the science and art of radiation protection
- To disseminate knowledge and support relevant education
- To promote high professional standards to the public benefit.

The ubiquitous nature of the uses of radiation (both ionising and non-ionising) require their field of activity to cover safety aspects of radiation in medicine, industry, the nuclear power cycle, education and research. There are also cross cutting issues such as regulatory control, accidents, prevention of terrorism and emergency response.

The Society has a programme of scientific meetings, workshops and seminars covering the full range of radiation protection and topical issues and also publishes the internationally respected Journal of Radiological Protection.

More information on the work of the SRP is available from the Society’s own website, www.srp-uk.org.

The Annual Report of the SRP Benevolent Fund

The Society for Radiological Protection Benevolent Fund ("the SRP Benevolent Fund") was entered on the Register of Charities (kept by the Charity Commission ("the Commission")) on 22 March 2017. This followed appointment of the Founding Trustees and a period of preparation of an application, made in accordance with guidance provided by the Commission.

Registration with the Commission is a requirement of the Charities Act 2011.

In official documents of the SRP Benevolent Fund, the abbreviated terms "SRP BF" or "the fund" may be used when appropriate. Management of the fund is the responsibility of the "Trustees".

Where can I contact the SRP Benevolent Fund?

The principal office of the fund is in England at:

The SRP Benevolent Fund,
DS009,
Dartington Space,
Dartington Hall,
Devon, TQ9 6EN

This is an administrative office without the presence of any of the Trustees. Any physical post, such as notices and applications can be sent to this address for forwarding to the Trustees.

In recognition of the nature of the work of the fund, a 24h telephone point of contact has been established. This is staffed by a contractor. The telephone number is:

020 363 79910

Further, recognising that most people use electronic communication, an email address has been established. This is:

info@rp-bf.org

Emails to this address are copied to all Trustees, to ensure a reasonably resilient system is in place.

Finally, the fund has a web presence at:

<https://rp-bf.org/>

The costs of the telephone contractor and the web presence and associated email address is covered by an industrial sponsor until at least March 2022. Therefore, no charitable funds are expended on these services, although this could change after the prescribed period. The funds provided by the sponsor are treated as a "restricted fund" in the annual accounts of the fund, which are provided separately.

How can I make a donation to the SRP Benevolent Fund?

Please contact any of the Trustees using the mechanisms described above, or see our website at <https://rp-bf.org>. We do not currently publish details of our bank account.

The Trustees

The Trustees of the fund in this reporting period were:

Chris Englefield (Chairman)

Robert Kerr (Acting Treasurer from May 2019)

Simon Clark (Secretary)

Philip Morgan-Brown

Each of these Trustees is also an active member of SRP. The personal profiles of the current Trustees are provided on the SRP Benevolent Fund website at <https://rp-bf.org/the-trustees/>. Click on each name listed at this URL to see more details. This webpage constitutes the "Register of Trustees" that we are legally required to maintain and keep in the public domain.

Trustees have overall control of the charity and are legally responsible for making sure it's doing what it was set up to do. Trustees are volunteers but they are legally required to use their skills and experience to support their charities, helping them achieve their aims.

The fund is currently short of its requisite number of Trustees but action is being taken to correct this.

Could I be a Trustee of the fund?

We would welcome new trustees. Anyone could apply to be a trustee of the fund provided they are a member of SRP and meet certain legal requirements. These requirements are detailed by the Charities Commission and can be found at <https://www.gov.uk/guidance/charity-trustee-whats-involved>. Additionally, the Constitution says that Trustees joining after the Founding Trustees must be appointed by SRP Council. Consequently, a candidate must at least be known to them.

The Trustees can also invite advisers and experts to assist them, as they see fit. These people would not have the legal responsibilities of a Trustee, but they would be helping the fund in its work. We are developing a process to apply to the recruitment of future Trustees. We are also preparing an information pack to support future Trustees.

What is the fund's "Constitution"?

The Constitution was carefully drafted and submitted to the Charities Commission by the founding Trustees. The Commission has approved it as the governing framework of the SRP BF. The Constitution is not immutable, but any changes to it must precede any actions by the Board of Trustees that are not otherwise enabled by the Constitution.

The Constitution of the SRP Benevolent Fund has primacy over any other Rules, Bylaws or policies of the fund.

What other information is available?

The fund is only required to publish its name, registration number, object, contact details, the names of Trustees and an annual report that includes details of the annual accounts.

Following publication of this report, all of these will be available at <https://rp-bf.org/>.

However, in order to ensure compliance with the Charities Act and specific requirements of the Commission, the Trustees are developing a suite of internal procedures under a policy framework. We have decided not to publish all of these documents. The reasons are as follows:

- a. the policies and processes and the general running of the fund have to meet the requirements of the Commission. The Commission can demand any document and the Trustees are obliged to provide it.
- b. if we reach a gross annual income in excess of £25 000, then we are required to have our accounts independently examined or audited.
- c. the personal status of any applicants or beneficiaries may be very sensitive since the work of the fund is to support those in financial distress. We have a duty to protect the privacy and sensitive information of all applicants, and recipients (beneficiaries) of our grants. To keep these records in the public domain would not be in compliance with Data Protection legislation, nor the rights to privacy of affected individuals.
- d. The trustees will comply with the law on confidentiality and will put protective measures in place commensurate with the risk. Not publishing the internal documents of the fund helps minimise the risk of data protection breaches. The risk of information security failures will be minimised at every opportunity. The names of beneficiaries will only be published on the website or elsewhere when the person in question has given their written consent.

All procedures will be drafted and operated in accordance with guidance provided by the Commission.

Does the fund have an equality and diversity statement?

Yes. The Trustees of the SRP Benevolent Fund are committed to eliminating unjustified discrimination, and promoting equality of opportunity for all its Trustees, potential Trustees and beneficiaries. The Trustees are committed to creating and maintaining an organisation free from discrimination or harassment and where everyone is treated with fairness, dignity

and respect and where inclusion is the norm.

The purpose of this policy is to promote equality and fairness throughout the work of the SRP Benevolent Fund and not to discriminate on grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sexual orientation, or trade union membership/activity. The eligibility criteria for accessing the fund reflect this approach as they are based on the applicant's previous employment and need.

Does the fund have a dignity, health, safety and environmental protection statement?

Yes. The Trustees of the SRP Benevolent Fund are committed to establishing and maintaining high levels of dignity, health and safety and environmental protection in their work.

How do the Trustees approach their management role?

The Trustees take a "Risk Management" approach. Risk management is the process whereby the Trustees can methodically address the risks attached to activities of the SRP Benevolent Fund. The ultimate goal of the risk management approach is to enable the fund to achieve its object and adhere to the Constitution and subordinate policy and processes whilst ensuring sustainable benefits to the fund. The health and safety of Trustees is included within this scope. Risks will be assessed in these terms and managed in accordance with guidance provided by the Commission.

Trustees are professionals in their field of radiological protection. This is a very risk informed discipline, and so Trustees are very familiar with this way of working.

Do Trustees accept Sponsorship of events and running costs?

Yes. The Trustees are committed to minimising their running costs in order to protect the funds for more important beneficial purposes. Therefore, the Trustees are content to accept sponsorship (in the form of financial or other support) from third party individuals or organisations. However, the decision to do so in each case must be made by a quorum of Trustees and be formally recorded as a note that is communicated to all Trustees.

How will the management of funds held work in practice?

The funds held by the fund will be managed in accordance with the Savings and Investment policy statement. It will be reviewed annually by the Trustees.

How will funds be used?

The Fund will disburse the income of the fund:-

- a. towards the promotion of the object.
- b. remuneration of trustees' reasonable expenses. The funds' running costs are being supported until at least March 2021 and it is hoped this will continue after that.

What about Travel and Subsistence?

Trustees are expected to make every effort to minimise their costs in contributing to the work of the Fund. These costs are supported by our industrial sponsor for the period given above.

When a claim for travel and subsistence is necessary, the guidance in use by SRP at the time the expense was incurred will be adopted by the Trustees of SRP Benevolent Fund.

When are Meetings of Trustees held?

Routine meetings will normally be scheduled for three times per year, at least two of which will be using electronic means. This complies with guidance provided by the Commission.

Any Trustee may call a meeting of the charity trustees, either in writing or by electronic means via the registered office as detailed above. Failure to hold such a meeting within a reasonable time, determined as 3 months, must be reported to the Charities Commission.

How are decisions made about allocation of grants?

Grants from the SRP BF will be awarded only in accordance with the law, the object of the fund and the processes described by the Trustees to implement the Constitution. In order to do this, some degree of examination of the financial position of applicants for grants will be required. This will need the cooperation of applicants and the provision of suitable evidence. In addition, some evidence of need may be requested.

What annual reporting will be undertaken?

The Trustees will comply with the requirements of the most recent version of charities legislation, currently the Charities Act 2011. This includes details regarding the keeping of accounting records, to the preparation and scrutiny of statements of account, and the preparation of annual reports and returns.

An annual report will be provided to the Council of SRP normally not less than six weeks before that Society's AGM.

How can I make a complaint or a suggestion?

The Trustees will provide a mechanism for complaints and suggestions for improvements to the business of the fund. This mechanism will protect the identity of the originator, unless they waive this right in writing. The outcomes will be published on the SRP BF website within 6 months of receipt of the comments.

Where can I find the Annual Accounts?

The Annual Accounts for the SRP Benevolent Fund are published in a separate document that may be downloaded from the Fund's website: <https://rp-bf.org/>.

What has the Fund been doing in this reporting period?

No requests for support were received during this financial year however the fund remained available should it have been called upon.

The 2020/21 global corona virus pandemic has significantly affected the work of the fund and the way Trustees operate.

Our usual major fund-raising event is the Annual General Meeting and Conference of the Society for Radiological Protection. This was cancelled.

Further, active fund-raising in this period in the form of cash collections or raffles has not been possible and alternative means of fund raising were required. Consequently, we launched an awareness and fund-raising campaign in March 2020 which raised several hundred pounds. We also established a new fund-raising mechanism: charitable giving via "Amazon Smile". Details of how to use this are provided in the paragraphs below.

AmazonSmile is a website operated by Amazon.co.uk that lets customers enjoy the same convenient shopping features as on amazon.co.uk. The difference is that when customers shop through the URL smile.amazon.co.uk, AmazonSmile will donate 0.5% of the net purchase price (excluding VAT, returns and shipping fees) of eligible purchases to the charitable organisations selected by customers.

When first visiting smile.amazon.co.uk, you will be prompted to select a charitable organisation. Only purchases made through smile.amazon.co.uk are eligible to generate donations.

There is no cost to charitable organisations or to Amazon customers. There is no charge to the fund to participate and no fees are deducted from the donation amount.

If you already have an Amazon account, you can begin shopping instantly. All you need to do to get started is to visit smile.amazon.co.uk.

- Log in to your Amazon account
- Search "The Society for Radiological Protection Benevolent Fund" in the 'Pick your own charity' search bar
- Select "The Society for Radiological Protection Benevolent Fund"
- You'll receive an email from Amazon and you're ready to shop!

If every SRP member made their normal Amazon purchases over a year (say, on average having a value of £200 each) this would raise in excess of £2000 for the fund.

The running costs of the SRP BF continue to be provided by Isognos Ltd. This avoids the use of funds raised for charitable purposes being used for administration costs.

As a strategic shift, the Trustees decided to try to enhance long-term giving rather than one-off donations. To date, only one person has signed up to monthly donations, but this is a start that can be built on.

Finally, although case law requires trustees to meet face-to-face once per annum, this was not possible this year due to covid measures and restrictions. Instead, Trustees met online via video conferencing type arrangements. We believe that many organisations will have made the same pragmatic arrangement in the circumstances. We experienced a number of

benefits of meeting like this and it became apparent that our running costs were reduced. This will help in the future once our industrial sponsorship is ended.

What are the plans for the future?

The Trustees will be drafting a workplan for the year to follow.

Acknowledgements and thanks

The Trustees would like to thank the following for their support to the fund in 2019:

Trustees who have retired from service to the Fund

Tessa Harris – Harris Associates

All donors, large and small who have helped boost our fund-raising.

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CHARITY COMMISSION
FOR ENGLAND AND WALES

THE SOCIETY FOR RADIOLOGICAL PROTECTION BENEVOLENT FUND

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Receipts and payments accounts

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For the period
from

Period start date
01/01/2020

To

Period end date
31/12/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising Events	-	-	-	-	-
Interest on deposit account	21	-	-	21	38
Donations, Legacies and Grants	780	243	-	1,023	203
Other receipts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	801	243	-	1,044	241
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	801	243	-	1,044	241
A3 Payments					
Cost of Charitable Activities	-	243	-	243	203
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	243	-	243	203
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	243	-	243	203
Net of receipts/(payments)	801	-	-	801	38
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,463	-	-	9,463	9,425
Cash funds this year end	10,264	-	-	10,264	9,463

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in bank	£10,264	-	-
		-	-	-
		-	-	-
	Total cash funds	10,264	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Signed electronically	R Kerr (Treasurer)	31/10/2021	
		C Englefield (Chair)	31/10/2021	