



Trustees' Annual Report for the period								
From		Period start date			To		Period end date	
		Day 01	Month 04	Year 2020			31	03

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Deborah Ghate	Chair		
2	Dr Thomas Jefford	Vice Chair/ Treasurer		
3	Prof Annette Boaz			
4	Claire Burns	Scotland/Groups		
5	Dr Andrew Walker	Knowledge Resources		
6	Emma Ross	Groups (w/ C Burns)		
7	Prof Nick Sevdalis	Scientific Lead		
8				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser

Name

Address

--	--	--

### Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees; posts advertised to membership via newsletter

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees are appointed to represent key professional constituencies relevant to the Society's mission. At the end of the year there were seven Trustees (six in England, one in Scotland) drawn from academia, voluntary and public sector practice and research, and the non-profit sector. All are aware of and have read the guidance documents prepared by the Charity Commission (and bodies such as NCVO) on good governance and best practice for charity trustees. The Board works to and is guided by our Constitution, alongside a more detailed Terms of Reference document (available on-line). It meets approximately every six weeks, by web or tele-conference or in person, when a brief up to date financial report is presented and financial matters are discussed and if necessary approved by Resolution. Full minutes are taken and approved and archived after each meeting. In addition the Board meet in person once annually at a full day meeting. The Board have developed and adopted written policies regarding GDPR and Safeguarding, in addition to other policies reflecting our specific mission. These are available on our website, [www.ukimplementation.org.uk](http://www.ukimplementation.org.uk)

**Summary of the objects  
of the charity set out in  
its governing document**

The advancement of the science and practice of implementation for the public benefit, by

- championing and promoting knowledge about the importance of high quality implementation for improving outcomes from services;
- building understanding of effective implementation by collating, developing and disseminating knowledge resources on implementation science, practice and policy;
- building capacity and skills by supporting, organising and hosting learning, training and education on implementation;
- establishing mechanisms, structures and networks that facilitate connections and share learning between those working in the field;
- supporting the development of the evidence base on effective implementation of services to people;

and

- supporting the mobilisation and application of implementation evidence and knowledge in policy and in practice in other appropriate ways;

where:

- Implementation refers to the process of putting a service, a policy, or a set of practices into application so that it achieves its intended outcomes to provide socially significant benefits to individuals and society;
- Implementation science is the systematic study and testing of implementation processes and innovations in order to increase knowledge about what is effective;

and

- Implementation practice is how we use that knowledge in the design and delivery of services for the public benefit on the ground.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

*Declaration:* The Trustees of the CIO conform that they have had regard to the Charity Commission’s public benefit guidance when exercising any powers or duties to which the guidance is relevant.

*Our main activities for the public benefit* during this reporting period were curtailed by national and local lockdowns during the Covid-19 2020 outbreak, when only virtual meetings were possible. They included:

- Administering a membership process for those individuals who wish to join the Society
- Continued work on a regularly updated website, [www.ukimplementation.org.uk](http://www.ukimplementation.org.uk) which is substantially open access, with news, information and knowledge resources for the public and professional audiences with an interest in implementation science across multiple sectors
- Publishing a quarterly bulletin for members and others with up to date news and information on implementation and improvement science-related topics in the UK and overseas
- A series of seven hosted ‘Reflect and Refresh’ on-line discussions on topics related to implementation science and practice during the pandemic, free of charge and open to members and invited guests

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

- Continued work on our a regularly updated website, [www.ukimplementation.org.uk](http://www.ukimplementation.org.uk), with news, information and resources for the public and professional audiences with an interest in implementation science across multiple sectors
- Publishing a quarterly bulletin for members with news and information on implementation and improvement science-related topics (e.g training courses, talks, conferences and other educational events, job, new publications)
- Hosted a series of seven participatory discussions on-line, free to attend, on topics of interest to students, researchers and practitioners across a wide range of public and voluntary services in the South East and the North of England, with a particular focus on responding to the challenges and innovation opportunities presented by the Covid-19 pandemic
- Planning for our second national '*Implementation Week*', partnering with a university to support a week of special events (one conference, one masterclass, one seminar, one workshop) to raise awareness of the importance of high quality evidence-informed implementation practice for improving outcomes from services to people in the UK. This is on hold during the Covid-19 crisis.
- Planning to support and participate in the first European Implementation Event (EIE), now scheduled for May 2021. Regular liaison with EIE board and also with the board of the Ireland and Northern Ireland Implementation Network.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

As we are new charity established without substantial funds, currently there are no formal reserves, and no reserves policy. Once the Society has secured sustainable funding (see below), the Board will adopt a formal policy on reserves.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

There is a modest positive balance in a current account, with regular but modest income from new subscriptions and the surplus proceeds from pay-for events in past years.

Revenues are used to fund administration costs of supporting a membership (one freelance part-time administrator plus expenses and materials); subsidising the costs of learning and networking events for members and to non-members; and to fund some limited professional services aimed at development of the Society's offer to members and others, and developing applications for funding.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
---	---

Full name(s)

Deborah Rose Ghate	Thomas Jason Jefford
--------------------	----------------------

Position (eg Secretary, Chair, etc)

Chair	Vice Chair
-------	------------

Date

11/05/21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The UK Implementation Society

1175244

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2020


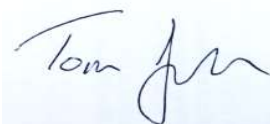
To

Period end date  
31/03/2021

### 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 £
<b>A1 Receipts</b>					
Membership Subscriptions	2,795	-	-	2,795	1,525
Donations		-	-	-	-
Events		-	-	-	4,083
Other	36	-	-	36	4
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,831</b>	<b>-</b>	<b>-</b>	<b>2,831</b>	<b>5,612</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,831</b>	<b>-</b>	<b>-</b>	<b>2,831</b>	<b>5,612</b>
<b>A3 Payments</b>					
Admin	1,506	-	-	1,506	2,752
Development and Prof Services	200	-	-	200	1,050
Website	246	-	-	246	193
Banking & Finance, Paypal	31			31	73
Stationery, postage, Courier, Print	-			-	221
Office & IT	244			244	412
Travel & Subsistence	-			-	892
Capital Expenditure	-			-	
Events - Catering	-	-	-	-	593
Events - Venue & Facilities Hire	-	-	-	-	515
Events - Materials	-	-	-	-	1,300
Regulatory, Subscriptions, Insurance	35	-	-	35	35
Other	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,261</b>	<b>-</b>	<b>-</b>	<b>2,261</b>	<b>8,036</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,261</b>	<b>-</b>	<b>-</b>	<b>2,261</b>	<b>8,036</b>
<b>Net of receipts/(payments)</b>	<b>570</b>	<b>-</b>	<b>-</b>	<b>570</b>	<b>- 2,424</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,678</b>	<b>-</b>	<b>-</b>	<b>3,678</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,247</b>	<b>-</b>	<b>-</b>	<b>4,247</b>	<b>- 2,424</b>

### 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 £
<b>B1 Cash funds</b>	Bank	4,247	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	4,247	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	 	Deborah Rose Ghate  Thomas Jason Jefford	14/04/2021  14/04/2021	