



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 10/6/20 To 31/10/21

Charity name: Research and Development Forum

Charity registration number: 1189876

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Providing education and learning in research and development for professionals and the public in the health and social care community in England, Scotland, Wales and Northern Ireland. This will have public benefit in improving the quality and effectiveness of health and social care research.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Due to the pandemic planned activities were suspended as organised events were either not permitted or unlikely to be attended by health and social care professionals or the public.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have regard to the guidance issued by the Charity Commission on public benefit. Planned activities will help to improve the quality of health and care research and it's management and the involvement of patients, service users and the public in research.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the period covered by this report The charity was unable to proceed with plans due to the pandemic.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	Fundraising will normally be from the surplus realised from providing relevant events. This has not been possible during the Covid pandemic.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity held no funds during the period covered by this report.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	The Charity will not incur costs prior to income derived from event surpluses.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Training events and other relevant events have been well attended in the past and enquiries about restarting events post-covid indicate that income will start to flow through in Q4 2022/Q1 2023.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Training events, Symposia, Workshops and an annual conference planned to restart in Q4 2022/Q1 2023.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Covid 19 continues to pose a level of risk due to potential restrictions on holding events and reduced attendances because of reluctance to attend face-to-face events resulting in lower than expected income.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Research and Development Forum Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>It is intended to increase the number of Trustees when disruption due to Covid 19 reduce.</p> <p>Membership of the community will be invited to express interest. Initially current Trustees will seek to identify potential Trustees to provide a Board with a broad range of skills and expertise.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>New Trustees will be directed to the Charity Commission's 'Roles and Responsibilities of Trustees' guidance and the;</p> <ul style="list-style-type: none"> • Constitution • Trustees Annual Report and Financial Statements • Minutes of the Trustees meetings <p>New Trustees will be allocated a mentor from the existing Trustees</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Research and Development Forum
Other name the charity uses	
Registered charity number	1189876

Charity's principal address

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	Maria Palmer	Chair		
2	Shona Haining	Secretary		
3	Nicola Williams	Treasurer		
4	Virginia Minogue	Governance Lead	10/06/2020 – 01/07/21	
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

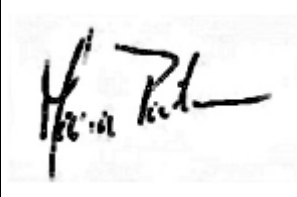
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dr Maria Palmer	
Position (eg Secretary, Chair, etc)	Chair	
Date	31/08/2022	