



## Trustees' Annual Report for the period

From: 1 November 2022 to 30<sup>th</sup> April 2024

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	The advancement of 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	With ongoing recovery from the COVID-19 pandemic, budget pressures in the health and care system and onboarding of new trustees, we have been cautious in our approach to planned events and expenditure throughout the reporting period. Plans are in early stage of development as to how to invest our funding to maximise our charitable objects, whilst still being sensitive to our environment.
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 the involvement of patients, service users and the public in research, and this is at the forefront of our decision making as a board of trustees.

### 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.		N/A

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## 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	<p>We have been cautious in our approach throughout the reporting period in relation to planned events and training opportunities. The annual conference is our biggest event and the 2023 conference was our most successful to date reaching over 800 delegates from across the UK health and care system.</p> <p>For the May 2024 conference, and for the first time, we have been able to offer CIO paid places to the working group chairs (volunteer roles). We have also introduced a paid for place for a new entrant to UK research and development to encourage attendance from under-represented groups.</p> <p>We are buying in specialist administrative and co-ordination support for the CIO from the health and care system. This is an annual provision of services agreement charged to the CIO.</p> <p>We are reviewing our training offer for the community to ensure it meets their needs.</p> <p>We increased the number of trustees to 6 in the reporting period, mitigating risk and increasing depth and breadth of knowledge of the community the charity is there to serve. We have in place a compact and skills matrix for the trustees and will be increasing the number of trustees in the next reporting period.</p>

## 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	<p>Fundraising will normally be from the surplus realised from providing relevant events. We have maximised this in the reporting period, transferring a high contingency from the trading arm due to the success of the 2023 conference.</p> <p>We have increased our expertise in financial management and oversight with the appointment of new trustees.</p>
Investment performance against objectives.	Para 1.41	N/A

Other.		N/A

**Financial review:**

Review of the charity's financial position at the end of the period.	Para 1.21	We have transferred a large contingency that had been held in the trading arm in the reporting period. This is the result of the success of the 2023 conference. Plans are in early stage of development as to how to invest our funding to maximise our charitable objects.
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	We will hold a reasonable level of reserve to cover unexpected/substantial disruption to activities. This was tested during the COVID-19 pandemic, and work is already underway to determine what is reasonable as part of our planning.
Amount of reserves held.	Para 1.22	£433,852
Reasons for holding zero reserves.	Para 1.22	N/A
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 and conferences continue to be well attended and we respond to the needs of the UK research and development community. We are also involved in national discussions with funders and policy makers to ensure we respond the needs of the wider system. This is part of our strategy to ensure the charity operates as a going concern.

**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	Surplus from training events, symposia, workshops, and an annual conference.
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	Events planned during late 2024 and into 2025 may not realise funds anticipated.
Other.		N/A

## Structure, governance and management:

Description of charity's trusts:		
Type of governing document.	Para 1.25	Research and Development Forum Constitution.
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation.
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>Open advertisement to the community to increase number of trustees to 6 in the first instance. The constitution allows up to 12 trustees and we plan to increase the number of trustees over time. This will be done in a staggered way to ensure continuity on the board and will become more targeted as we critically evaluate the skills needed to take the charity forward.</p> <p>All trustees were part of the recruitment and selection process for the new trustees, and also agreed the new Chair, who took on the role in October 2023.</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:</p> <ul style="list-style-type: none"><li>• Charity Commission's 'Roles and Responsibilities of trustees' guidance</li><li>• Constitution.</li><li>• Trustees annual report and financial statements.</li><li>• Minutes of the trustee meetings.</li><li>• Have access to dedicated SharePoint for charity business. We will be moving to Future NHS in the coming year as has increased functionality and accessibility.</li></ul>
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:

39 Mill Crescent  
Hebburn  
Tyne and Wear  
NE31 1UG

**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)
Maria Palmer	Chair	To May 2023	
Angela Topping	Chair	From October 2023	
Shona Haining	Secretary		
Nicola Williams	Treasurer	To May 2023	
Margaret Cooper	Treasurer	From June 2023	
Carolyn Maloney		From June 2023	
Sean Scott		From June 2023	
Dipak Patel		From June 2023	

**Corporate trustees – names of the directors at the date the report was approved:**

Director name	Dates acted if not for whole year

**Name of trustees holding title to property belonging to the charity:**

[illegible]

**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

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


**Exemptions from disclosure:**

Reason for non-disclosure of key personnel details:

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**Other optional information:**

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## Declarations:

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

Signed on behalf of the charity trustees:

Signature(s):

	
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Full name(s):

Angela Topping	
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Position:

Chair	
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Date:

2 <sup>nd</sup> December 2024	
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Research and Development Forum</b>	No (if any)
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## Receipts and payments accounts

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For the period from	Period start date 01.Nov.22	To	Period end date 30.Apr.24
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### 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>					
Transfer of funds from trading activities	366,257	-	-	366,257	70,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>366,257</b>	<b>-</b>	<b>-</b>	<b>366,257</b>	<b>70,000</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>366,257</b>	<b>-</b>	<b>-</b>	<b>366,257</b>	<b>70,000</b>
<b>A3 Payments</b>					
Expenses	2,143	-	-	2,143	69
External Services	193	-	-	193	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,336</b>	<b>-</b>	<b>-</b>	<b>2,336</b>	<b>69</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>2,336</b>	<b>-</b>	<b>-</b>	<b>2,336</b>	<b>69</b>
<b>Net of receipts/(payments)</b>	<b>363,921</b>	<b>-</b>	<b>-</b>	<b>363,921</b>	<b>69,931</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>363,921</b>	<b>-</b>	<b>-</b>	<b>363,921</b>	<b>69,931</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>		433,852	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	433,852	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details			
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details			
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Angela Topping	02.12.2024



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Research and Development Forum

On accounts for the year  
ended

2023/24

Charity no  
(if any)

1189876

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2024.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

\*accounting records were not kept in accordance with section 130 of the Act or

\*the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 3<sup>rd</sup> December 2024

Name:

Averil Armstrong

Relevant professional  
qualification(s) or body  
(if any):

Fellow Chartered Management Accountant (FCMA)

Address:

5 Dene Terrace West  
Wylam  
Northumberland  
NE41 8AZ

