



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2023 To 31 March 2024

Charity name: BACME (British Association of Clinicians in ME/CFS)

Charity registration number: 1193035

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The relief of sickness for public benefit by:</p> <ul style="list-style-type: none"><li>3.1 Championing clinically effective practice in treating ME/CFS and other primary fatigue conditions</li><li>3.2 Disseminating recent evidence and practice to clinical practitioners</li><li>3.3 Providing education and training for members using up-to-date evidence and best shared practice</li><li>3.4 Advocating for equity of access and excellence in the provision of services</li><li>3.5 Facilitating networking amongst clinicians, researchers and patients</li><li>3.6 Advocating for and promoting relevant research and to publish all useful results arising from any research supported</li></ul>
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	<p>BACME carried out its purposes for the public benefit and the relief of sickness through Board meetings, peer supervision and educational webinars, maintaining an up to date website, an annual conference, regular newsletters and collaboration with relevant organisations and</p>

		<p>patient groups.</p> <p>BACME membership is open to clinical professionals actively involved in providing or supporting ME/CFS services which provide health care to members of the public living with ME/CFS.</p> <p>BACME training events are primarily tailored for members. Conference is open to non-members who are professionals working in the field of ME/CFS. BACME provides a clear public benefit, the relief of sickness by supporting BACME members to deliver up to date, clinically effective treatment in the field of ME/CFS which reduces sickness by improving outcomes, quality of life and experiences for this patient group.</p> <p>All trustees have signed the statutory declaration regarding guidance issued by the charity commission on public benefit.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Each trustee attended training on the role of the trustee. This training is aligned with guidance issued by the Charity Commission on public benefit.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All BACME trustees are volunteers.
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	<p><b>Summary of BACME key achievements and performance relating to BACME objectives in the relief of sickness for the public benefit.</b></p> <p><b>1. Championing clinically effective practice</b></p> <ul style="list-style-type: none"> <li>- BACME delivered regular training events to members including peer supervision webinars (4 to 6 per year) and training webinars on topics (4 to 6 per year).</li> <li>- BACME Board members took part in three Department of Health and Social Care (DHSC) ME/CFS working groups (research; attitudes and education; and living with ME/CFS) in this way contributing to the DHSC delivery plan for ME/CFS.</li> <li>- BACME Board members, with other organisations, worked with NHS England and other organisations to provide feedback on 3 e-learning modules on ME/CFS.</li> </ul> <p><b>2. Dissemination of recent evidence &amp; practice</b></p> <ul style="list-style-type: none"> <li>- Peer Supervision &amp; topic based webinars</li> <li>- Newsletters &amp; Communications with BACME members</li> </ul> <p><b>3. Provision of education &amp; training</b></p>

		<ul style="list-style-type: none"> <li>- Peer review &amp; topic based webinars</li> <li>- Newsletters &amp; communications</li> </ul> <p><b>4. Advocating for equity &amp; excellence</b></p> <ul style="list-style-type: none"> <li>- All BACME activities</li> <li>- Operating at a Charitable Incorporated Organisation</li> <li>- National Services Survey</li> </ul> <p><b>5. Facilitating networking</b></p> <ul style="list-style-type: none"> <li>- Webinars</li> </ul> <p><b>6. Advocate, promote and disseminate research</b></p> <ul style="list-style-type: none"> <li>- Newsletters &amp; Communications</li> </ul> <p>The Annual General Report delivered in February 2024 shares BACME Board and Executive Team's key achievements for 2023. At the AGM in February 2024 Chair Anna Gregorowski thanked those on Board for their continued dedication, hard work, and passion and other members for their contribution to the successful and challenging journey this past year.</p> <p><b>Some achievements were highlighted:</b></p> <ul style="list-style-type: none"> <li>• Participation in national projects, most notably the Department of Health and Social Care working groups which each include BACME representation, contributing to the bigger picture for those living with ME/CFS across the UK.</li> <li>• The second BACME National Services Survey, led by Dr Vikki McKeever.</li> <li>• Developing BACME's plan on a page strategy for 2023-2025, with the aim of ensuring BACME remains sustainable, viable and relevant.</li> </ul> <p><b>National Services Survey, led by Dr Vikki McKeever:</b></p> <ul style="list-style-type: none"> <li>• provided an updated snapshot into the provision of specialist ME/CFS care across the UK.</li> <li>• identified examples of good practice and highlighted areas where improvements are needed.</li> <li>• data will be used to: <ul style="list-style-type: none"> <li>o contribute to political efforts focusing on improving the delivery of care to people living with ME/CFS;</li> <li>o advocate for resources; and</li> <li>o identify opportunities for further development of services and the provision of education and training.</li> </ul> </li> <li>• Key recommendations include ensuring: <ul style="list-style-type: none"> <li>o patient and carer experiences are used to inform development and service</li> </ul> </li> </ul>
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		<p>improvements;</p> <ul style="list-style-type: none"> <li>o a specialist ME/CFS pathway and service specification is developed and standardised;</li> <li>o the number and quality of specialist services, including in-patient facilities, are increased;</li> <li>o ME/CFS education and specialist training is improved;</li> <li>o clinicians are supported to conduct clinical research;</li> <li>o meaningful clinical outcome measures are developed in collaboration with people with lived experience;</li> <li>o services consistently deliver high quality care that is of benefit to patients;</li> <li>o care and support plans are in place; and</li> <li>o there is continued promotion of an awareness of ME/CFS, with BACME collaboratively working with ME/CFS patient charities to improve the provision of care to people living with ME/CFS across the UK.</li> </ul> <p>Anna thanked Vikki for expertly leading this work and to Board members who took part in this project and members and services who filled out the survey and assisted in additional ways.</p> <p><b>PPI Team, led by Ceri Rutter:</b></p> <ul style="list-style-type: none"> <li>• continued to meet monthly in 2023</li> <li>• contributed to the revised Severely Affected Guide</li> <li>• reviewed key documents</li> <li>• contributed to BACME communication through developing and refining responses to FAQs, and providing regular and high-quality pieces for BACME Bulletins</li> <li>• continued to seek new patient representatives, as part of working towards smooth succession planning (hope to secure a young adult patient representative later this year)</li> <li>• continued to contribute to key conference planning</li> <li>• shared examples of work, interviewed current members about their work and are developing an Oral History Project, to capture current and past work undertaken by practitioners in the ME/CFS field through recorded interviews (this forms part of an initiative to strengthen BACME's transparency).</li> </ul> <p>Anna thanked Rhonda Knight and Kirsty Northcott for their enormous and valuable contributions to the PPI Group over many years. She welcomed a new PPI representative, Sheila Miller, and indicated that Deputy Chair Board, Christine supported this workstream in 2023 and will continue to be part of this workstream.</p> <p><b>Education and Training, led by Charlie Adler</b></p>
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		<p><b>(previously Kirsty Northcott):</b></p> <ul style="list-style-type: none"> <li>• met quarterly in 2023</li> <li>• delivered six successful events in 2023: three peer supervision webinars; one conversation about care and support plans; a children and young person focused workshop; and a journal club.</li> </ul> <p>Anna explained this workstream saw a change in leadership in 2023, from Kirsty Northcott to Charlie Adler. She thanked Kirsty for her hard work in leading and transforming this workstream over many years and leaving a legacy of successful events and training models for use in the future.</p> <p>She thanked Charlie Adler for stepping seamlessly into the Education and Training Lead role, taking this on proactively and bringing her positive perspective to the role.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is dependent on membership income, and this has remained resilient. This year has seen a small reduction in balance, which is expected as there was no conference held, which is the other main source of income.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	BACME holds £8000 in reserve for all eventualities and aims for the bank Balance to remain above £14000 which is the reserve plus forecast annual expenditure.
Amount of reserves held	Para 1.22	As above
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### 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	BACME's principal source of funding is through membership fees . BACME currently has c200 professional members which generates an annual income in the region of £6000 BACME hold no materiel assets. BACME funds are used to pay for running costs of website, video conference platforms and self-employed BACME virtual administrators.
Investment policy and objectives including any social investment policy adopted	Para 1.46	BACME does not have funds to invest in anything other than delivery of its objectives.
A description of the principal risks facing the charity	Para 1.46	Loss of membership. Currently the Trustees do not consider this a significant risk.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	BACME constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	BACME is a CIO- Association
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>Trustees are appointed by an election process conducted at an AGM and in accordance with the BACME constitution.</p> <p>The following conditions are cited at section 12.2 of the BACME constitution;</p> <ul style="list-style-type: none"> <li>• Charity trustees must be a member of a professional body relevant to their professional role and deliver or support clinical care to people with ME/CFS. In the case of patient and carer representatives, trustees must have direct personal experience of the condition, either as a patient or carer and be affiliated with an ME/CFS service delivering care in line with BACME objects.</li> <li>• Charity trustees agree to uphold and support the BACME constitution.</li> <li>• Charity Trustees must hold current BACME membership and have been a BACME member for a minimum of 6 months prior to becoming a trustee</li> </ul>

### 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	Each new trustee attends BACME trustee training
The charity's organisational structure and any wider network with which the	Para 1.51	The Board has a Chair; Deputy Chair; PPI Lead; Education and Training Lead; Editorial Lead; and Treasurer. During this time period there were 4 PPI trustees including the PPI Lead and



charity works		
Relationship with any related parties	Para 1.51	BACME meets with 2 patient charities - Action for M.E. and the ME Association on a quarterly basis; BACME attended monthly Forward ME (coalition of ME/CFS charities) meetings in this time period.
Other		

## Reference and Administrative details

Charity name	BACME
Other name the charity uses	
Registered charity number	1193035
Charity's principal address	Paediatric and Adolescent Division 6 <sup>th</sup> floor central 250 Euston Road London NW12PG

### **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	Karen Anna Gregorowski	Chair		BACME AGM
2	Christine Mary Oliver	Deputy Chair		BACME AGM
3	David Vickers	Treasurer		BACME AGM
4	Ceridwen Rutter	Patient & Public Involvement executive		BACME AGM
5	Charlotte Joanna Adler	Training & Education executive		BACME AGM
6	Fiona McKechnie	Editorial Lead		BACME AGM
7	Les Parry	Non-executive Trustee (PPI)		BACME AGM
8	Marta Prytys	Non-executive Trustee		BACME AGM
9	Peter Gladwell	Non-executive Trustee		BACME AGM
10	Marina Townend	Non-executive Trustee		BACME AGM
11	Selwyn Richards	Non-executive Trustee		BACME AGM
12	Louise Humphrey	Non-executive Trustee		BACME AGM
13	Sheila Miller	Non-executive Trustee (PPI)		BACME AGM
14	Charley Wrey	Non-executive Trustee (PPI)		BACME AGM
16	Melissa Sargaison	Non-executive trustee	Elected at AGM January 2024	BACME AGM

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

[illegible]

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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

### 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)

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## 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's trustees

**Signature(s)**

Karen Anna Gregorowski

**Full name(s)**

Karen Anna Gregorowski

**Position (eg Secretary,  
Chair, etc)**

Chair

**Date**

28/01/2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
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## Receipts and payments accounts

CC16a

For the period from	4/1/2023 4/1/2023	To	Period end date 3/31/2024
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Balance forward	26,314	-	-	26,314	-
	-	-	-	-	-
Membership fees	5,570	-	-	5,570	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	31,884	-	-	31,884	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	31,884	-	-	31,884	-
<b>A3 Payments</b>					
Administration	6,065	-	-	6,065	-
Licence and fees	447	-	-	447	-
Miscellaneous	30	-	-	30	-
Meeting costs	1,537	-	-	1,537	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	8,079	-	-	8,079	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	8,079	-	-	8,079	-
<b>Net of receipts/(payments)</b>	23,805	-	-	23,805	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	23,805	-	-	23,805	-

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		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	23,810		-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
	David Vickers	David Vickers	1/26/2025	