THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

England & Wales · Charity number 257133

Details

Other names	I H E E M
Status	Registered
Legal form	Charitable company
Company number	00895080
Registered	1968-11-05
Register	View on the Charity Commission register

Contact

Address	2 Abingdon House Cumberland Business Centre Portsmouth PO5 1DS
Phone	02392823186
Email	office@iheem.org.uk
Website	www.iheem.org.uk

Activities

Objects: TO PROMOTE FOR THE PUBLIC THE ART AND SCIENCE OF HOSPITAL ENGINEERING AND ESTATE MANAGEMENT SO FAR AS APPLICABLE TO HEALTH CARE AND TO ADVANCE FOR THE PUBLIC BENEFIT RESEARCH (INCLUDING THE PUBLICATION OF THE USEFUL RESULTS OF SUCH RESEARCH) AND EDUCATION AND TRAINING THEREIN. (FOR FURTHER DETAILS SEE CLAUSE 3 OF MEMORANDUM AND ASSOCIATION)

Activities: Professional Institute for Engineers and Estate Managers who work in Healthcare

Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

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Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£1,200,104	£1,051,861	£1,234,219	9
2023-12-31	£963,441	£741,557	£1,085,976	9
2022-12-31	£915,273	£720,206	£864,092	8
2021-12-31	£520,234	£481,643	£669,025	8
2020-12-31	£350,997	£455,890	-	-

Trustees

Name	Role	Appointed
Alan Spraggon		2018-10-09
Alison Jane Ryan		2018-10-09
Claire Hennessy		2025-05-09
James Adam Chadwick		2021-05-01
James Leiper		2025-05-09
Martyn John William Jeffery		2021-11-23
NIGEL JAMES KEERY		2013-12-11
Paul Rodgers		2020-12-09
Peter James Davies		2021-11-15
Richard Douglas Harris		2021-11-23
Simon Paul Adamson		2022-10-04
Warren Duffy		2025-09-11
William O'Reilly		2025-05-09

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THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

England & Wales - Charity number 257133

Accounts

OUR VISION, YOUR FUTURE
ANNUAL REPORT 2024

IHEEM

A MESSAGE FROM THE PRESIDENT

Welcome to IHEEM's Annual Report, providing you with an update of the Institute's key activities and achievements over the past twelve months.

It is a privilege, after many years of service with the Institute, to accept the role of President for the coming two years. Over the course of my membership with IHEEM, I have been closely involved across a broad range of activities and responsibilities, dedicated throughout to serving the wider membership, and contributing to the progression of an Institute which acts in the best interests of all those connected to the healthcare engineering and estates management communities.

One of my priorities as President will be to continue in this vein, as I remain passionate about supporting and developing individuals, teams, and our workforce - current and future. It is vital that we are proactive in engaging and motivating people to not only choose or continue to work across our sector, but drive standards, innovate, and lead on ensuring the longevity and betterment of healthcare provision for all.

Nigel Keery OBE,
IHEEM President

I am proud to see the Institute taking great strides in its objectives to nurture a future generation of healthcare engineers, from delivering ground level STEM activities in schools, to driving major initiatives such as its support for the Big Bang Competition and Fair in 2025. Alongside these and other historical STEM activities such as leading the theme and judging for the Faraday Challenge in 2022, IHEEM has also seen growth in its apprentice membership, and continues to protect and vitalise this pathway for many young engineers on a national basis.

IHEEM remains incomparable in its position and offering to those embarking on a career in healthcare engineering or facilities management, from early career stages through to accreditation under professional registration or Authorising Engineer status. I look forward to collaborating and supporting the direction of the Institute and Head Office team, building on the extensive resources already offered in support of training, knowledge sharing, and professional development.

Nigel Keery

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Cover Photos:
New IHEEM office entrance
STEM competition winning entry
Lego engineeringz workshop
Presidency handover
Eddie McLaughlan Lifetime Achievement Award
Technical Platform Chairs at AE Conference
IHEEM Members' Lounge at Healthcare Estates
Healthcare Estates at Manchester Central

CHIEF EXECUTIVE STATEMENT

I am pleased to share with you the IHEEM Annual Report 2024. It details all activities and achievements from across the Institute over the past year, and presents our position as we draw our current 5 Year Business Plan period to a close.

Following another highly successful year for the Institute, the report details delivery against our annual and five year business objectives. These initiatives and associated works have been developed alongside the broader member engagement and support extended by the Institute, as well as meeting the corporate and operations needs of the IHEEM Council, its many branches, committees, and platforms.

Institute membership has continued on an upward trend and, since the commencement of our current five year business period, the overall IHEEM membership has risen 22%. In the past 12 months, notable rises can be seen in our company, university, and NHS affiliate membership, as well as apprentice and student membership, marking a positive and proactive engagement from all stakeholders of our future workforce.

It has been a year of productivity and expansion for the Institute's Platforms and Committees, with the establishment of three new specialist groups in the Mechanical Technical Platform, Medical Engineering Technical Platform, and Sustainability Advisory Platform, as well as the reconvening of our Professional Development Committee. The support and service of our Council, Platforms, Committees, Boards, and Working Groups is a credit to the contributing members and the industry excellence they represent across them, and I am grateful for their efforts and commitment to the Institute.

The launch of the IHEEM Mentor Scheme represented a major milestone in the growth of our offer to members in their professional development. Establishing a framework within which members can seek out an IHEEM trained mentor offers reassurance and support to individuals looking for guidance in apprenticeships, professional registration or authorising engineer accreditation, or broader career pathways. We are pleased to have integrated the MyIHEEM Mentor digital recording platform with our CPD system, also ensuring the process is secure and user-friendly for all members.

A notable moment for the Institute's Authorising Engineers in 2024 was seeing our 'Paper to Digital' work continue to progress, with the launch of our AE Audit Tool, in partnership with QuiqSolutions. I am proud to be able to offer IHEEM AEs exclusive and free use of this invaluable application, which facilitates regulatory compliance and assurance, offering reporting and analysis capabilities to ensure the highest standards are maintained in the healthcare environment.

The latter part of 2024 saw a full renovation of the IHEEM Head Offices, including integration of energy efficient solutions and the development of a state-of-the-art meeting and training facility, reflecting the Institute's commitment to its membership through modernisation, excellence, and sustainability. I am proud to see the Head Office team take ownership of a space that facilitates and recognises their hard work and commitment to the Institute, and to witness IHEEM transition into a new phase across all aspects of the operation, ensuring its continued membership growth and support.

The IHEEM Healthcare Estates Conference once again welcomed record numbers of to Manchester Central. It is rewarding to be a part of the continued growth of this two-day event, which offers those in the healthcare sector unparalleled opportunities to access an extensive programme of industry leading speakers, engage with suppliers and producers, and knowledge-share with a broad and varied network of likeminded professionals.

A personal highlight of the conference was announcing our commitment to sponsoring an award for, and exhibiting at, the national Big Bang event in 2025. In collaboration with EngineeringUK, the Institute launched its own award as part of the Big Bang Competition which invites young people between the ages of 11-18 to submit entries in the fields of science, technology, engineering. The 'IHEEM Innovation in Wellbeing and Healthcare Engineering Award' welcomes proposals of any idea which would contribute towards the betterment of healthcare provision or user experience.

Developing future leaders through strategic planning and valuable STEM delivery is more crucial now than ever, to the Institute and all wider, related workforces. In delivering in-school workshops, and our 'Engineering Heroes' poster design competition, which saw engagement with over 200,000 young people, IHEEM has taken positive steps in its commitment to supporting the national STEM agenda. It is testament to a collective vision and commitment to supporting, developing, and championing the next generation of industry leaders that IHEEM is increasingly recognised as an invaluable Institute for healthcare engineering and EFM professionals to engage with at all stages of their career development.

As we embark on the coming year, and set out our next 5 Year Business Plan, I am confident the Institute will go from strength to strength, continuing to improve on its offer to all individual and affiliate members, and valuable relationships with partners and key stakeholders. Reflecting on the past year with pride, I look forward to building on these many successes, ensuring a future for the Institute that serves and supports the IHEEM family into 2025 and beyond.

HEALTHCARE ESTATES CONFERENCE & EXHIBITION 2024

BUSINESS PLAN CORE OBJECTIVES 5 & 6

IHEEM KEY EVENTS & NETWORKING PROGRAMME 2024

Overall attendance at IHEEMs annual flagship conference and exhibition reached record levels with over 6,500 visitors attending Manchester Central over the two days. Exhibitor numbers remained high, with many IHEEM Company Affiliates benefitting from direct engagement with conference attendees.

3962 sq m floorspace 8.4% more than 2023

207 Speakers & Chairs 100% increase on 2023

6 Exhibition theatres free to attend

5 Key Themes

222 Exhibitors

6590 Visitors 15% more than 2023

"Great event and well hosted!"

"A fantastic event offering an extremely valuable platform for our team to demonstrate the benefits of our product family for the healthcare estate."

1297 Conference Delegates 17% more than 2023

117 Conference & Theatre Presentations

31 Hours CPD accredited content and made available free to IHEEM members online

"It was a really positive and well organised couple of days."

658 Guests hosted at the Healthcare Awards and Gala Dinner

TRAINING & DEVELOPMENT

BUSINESS PLAN CORE OBJECTIVES 1, 2, 4 AND 7

IHEEM PROFESSIONAL ACCREDITATION

Members were supported to achieve accreditation through the Institute across Professional Registration, notably with the Engineering Technician grade and non-standard routes to registration being more in demand. IHEEM Authorising Engineers were accredited in the fields of decontamination, electrical, ventilation and water.

The Institute also added membership and professional registration review training to its roster, allowing for an expanded pool of specialised reviewers and an expedited process for applicant members.

STEM DELIVERY

The Institute has continued in its commitment to inspire future leaders in the fields of healthcare engineering and estates management. Activity was broad ranging, extending to school workshops, attending national STEM events, competitions, and developing classroom resources to engage aspiring healthcare engineers of all ages. Former IHEEM President Alison Ryan delivered an inspiring careers talk to students followed by a LEGO-based practical challenge at Bedales School in Hampshire, whilst the Engineering Heroes poster design competition run by the Institute saw engagement with over 200,000 young people over a six week period.

BIG BANG FAIR

Delivered by EngineeringUK, The Big Bang Fair is the UK's biggest celebration of STEM for young people, taking place over three days at the Birmingham NEC. In 2024 IHEEM again attended the event which saw over 20,000 young people learn about developments, career opportunities and entry routes to a vast range of STEM-related industries and organisations.

Institute collaboration with EngineeringUK and support of the Big Bang programme will continue to grow into 2025 and beyond, as IHEEM announced its plans for exhibiting at the 2025 Fair, and sponsorship of a brand new award, as part of the Big Bang Competition, at this years' Healthcare Estates. The IHEEM Innovation in Wellbeing and Healthcare Engineering Award, will engage young people nationally from ages 8-18 in a challenge centred around health and wellbeing from an engineering perspective, with criteria and judging of the competition to be overseen by a select programme group of Institute members.

Annual Report 2024

IHEEM MENTOR SCHEME

This year has seen the delivery of two successful IHEEM Mentor training sessions and the establishment of the IHEEM Mentor scheme and mentor register. Free, full day training was extended to members looking to support individuals via a mentor-mentee relationship, and encompassed all aspects of effective models of mentoring, confidentiality, contracting, and Institute code of conduct. This development means members can be suitably connected to mentors who are able to support with their specific career needs and location, with the IHEEM training offering trust and reliability to mentees entering into a mentoring partnership.

IHEEM KNOWLEDGE PARTNERS

We continue to work closely with leading training providers to deliver members an extensive range of certified courses and qualifications to consider. Over 270 unique courses are available across myriad facets of engineering disciplines, and estates and facilities management. Through the HEJ Training and Development section and dedicated website listing, Knowledge Partners have the opportunity to share their expertise and relevance of their courses to members.

Book your course via the IHEEM website as a member to receive discounted course rates, and directly support the continued work and priorities of the Institute, at no extra cost to you.

IHEEM offers significant member discounts on an extensive programme of training opportunities. The Institute's online Learning Hub is easily accessed via iheem.org.uk, and details hundreds of healthcare engineering and estates management training courses offered by IHEEM's Knowledge Partners.

Head to iheem.org.uk/learning-hub/training-courses to find our extensive library of over 270 specialist courses.

Browse by discipline or our 12 leading training providers to find the perfect course to suit you or your team.

Submit your booking via the IHEEM website to receive your discount and support the Institute.

EQUALITY, DIVERSITY & INCLUSION

BUSINESS PLAN CORE OBJECTIVE 1

The IHEEM ED&I Committee met regularly throughout 2024 to highlight opportunities to improve Equality, Diversity & Inclusion within the IHEEM membership and across healthcare engineering and estates in general.

The Committee welcomed new members from a range of backgrounds, all of whom are IHEEM members and have a particular interest in improving ED&I. Recent new members include; Louise Clark from GPT Consult, David Stevens from East London NHS Foundation Trust, and Karen Blay, Director of EDI, Senior Lecturer in Digital Construction & Quantity Surveying at Loughborough University.

The working group elected Gareth Longley, who has been a member of the ED&I Committee for the past five years, as the new Chair. As part of his responsibility as Chair, Gareth was honoured to co-present the Diversity & Inclusion Award at the Healthcare Estates Conference to Amy Francis-Smith, a multi-award winning Senior Architect at Pinnegar Hayward Design, an accessible design specialist, and the outgoing Vice-President of the Birmingham Architectural Association.

The Committee worked with Pure Innovations to present on the Keynote Stage at Healthcare Estates 2024 around 'purposeful partnerships'. This presentation was delivered by ED&I Committee member, Lucy Rowe (NHS Estates Workforce, NHS England), Leah Coyle (Strategic Growth Manager, Pure Innovations) and included an excellent presentation from Luke Dodds (Domestic Assistant, Trafford General Hospital) who was placed in his role by Pure Innovations.

Members of the IHEEM ED&I Committee meeting in 2024

The Committee remains focussed and passionate on raising awareness of ED&I workplace challenges, and advising on ways to improve equality, diversity, and inclusion across the wider healthcare estate moving in to 2025 and beyond.

The D&I Award at Healthcare Estates 2024

IHEEM MODERNISATION PROGRAMME

BUSINESS PLAN CORE OBJECTIVES 8 & 9

Modernisation of IHEEM's brand identity and offer was seen across digital, print and physical presence in 2024. The core focus continued to be driving the standard and range of services available to members by supporting with enhanced professional development and broader, more streamlined access to Institute resources.

HEAD OFFICE REDEVELOPMENT

Ownership of the IHEEM Head Office premises was returned in November following an extensive five month redevelopment, which saw the building fully gutted, reconfigured, and modernised.

A redesigned Health Estate Journal was launched with a new look and feel to mirror the clean, modern branding also rolled out across wider Institute resources in 2024. The IHEEM Pocket Guides, website, and Healthcare Estates Members' Lounge designs have all been brought newly up to date. In addition to offering a more engaging and accessible reader experience, the welcome changes ensure the Institute's visual identity develops in line with its forward-thinking and dynamic outlook.

MYIHEEM PLATFORM

The MyIHEEM Mentor recording system was added to the MyIHEEM suite to support the newly launched Mentor Scheme, and allows members to digitally set up mentoring relationships and confidentially record details of meetings. The platform addition was carefully integrated with the existing CPD recording system, allowing members the option to pull across key non-confidential information to their CPD record and log the number of hours dedicated to mentor-mentee partnerships.

INTERNATIONAL IDENTITY

With a flagship presence at Healthcare Estates and exhibition representation across all IHEEM events, the visual identity of the IHEEM brand and offer continued to be streamlined and modernised to reflect the direction and values of the organisation. The Health Estate Journal extended the well-received new look and feel already seen in its Training and Development section, to encompass the full publication. The relaunch brings the stylings in line with newer print media published by the Institute, including Pocket Guides and Resource and Guidance documents, and was launched at Healthcare Estates 2024.

REGIONAL BRANCHES

BUSINESS PLAN CORE OBJECTIVES 3 AND 5

2024 was an active year for IHEEM's Regional Branches across the Institute's international networks, including site visits, AGMs and regular meetings, and valuable CPD and knowledge sharing events. Branch events are captured throughout the year in the IHEEM Health Estate Journal, with notable highlights below.

The work of the IHEEM Branch Chairs Committee continues to progress consistency in branding, messaging, and Branch delivery across the Institute, with new Committee members being welcomed, in line with Branch Governance changes throughout the year. More information on the full IHEEM Governance structure is also available in this report.

WEST MIDLANDS REGIONAL BRANCH

In February, Branch Council Representative Claire Hennessy, Stephen Hinckes, and David Arthurs from Birmingham Community Healthcare NHS Foundation Trust Estates and Facilities team hosted a presentation focussed on the Trust's Agile Working Project, a scheme to reconfigure the office spaces for the various teams based on site.

Attendees took part in a facility tour and interactive discussion to understand more about the engagement and collaboration with stakeholders, and see how the scheme had improved the working environment and team members' health and wellbeing.

The West Midlands Branch Annual Business Meeting was held in April at the Dudley Institute of Technology, with focussed discussion on apprentice opportunities through the college, as well as holding a vote for Branch positions as Phil Wade stood down as Branch Chair. Steve Lawley was voted in as the new Chair, with Andrew Rodgers as Vice Chair. The Branch took the time to thank Phil for his hard work at a local and national level.

Late 2024 saw West Midlands Branch meetings held in October and December at the Birmingham Government Hub, home of the Infrastructure Projects Authority (IPA). During these sessions, the IPA presented to IHEEM members on the support available for Major Projects and PFI Contract Management, and P-2-G and P-H-D presenting on the Centre of Best Practice DHSC asset survey specification.

Annual Report 2024

NORTHERN IRELAND BRANCH

The Northern Ireland Regional Branch hosted their Annual Business Meeting at the National Football Stadium at Windsor Park, where members discussed success of the previous year, plans for the year ahead, and highlighted future technical seminars. Branch members also enjoyed an informative tour of the stadium, learning about the history of the Irish Football Association.

The new IHEEM Branch Chair, Michael McCloskey, said, 'I look forward to taking on the role of the Northern Ireland Branch Chairman, our Committee are dedicated to providing guidance and development opportunities for engineers and estate managers in the healthcare sector. It is important that the Northern Ireland Branch continue to support its members and offer accessible CPD opportunities to enhance their knowledge and understanding. I look forward to working with the new Committee and to grow Institute membership within Northern Ireland'.

REGIONAL BRANCHES

BUSINESS PLAN CORE OBJECTIVES 3 AND 5

WALES REGIONAL BRANCH

Three well attended CPD events took place in 2024 at the Royal Welsh Showground, Builth Wells, hosted by NWSSP/SES and facilitated through the IHEEM Wales Regional Branch: The All-Wales Authorised Person (Decontamination) Forum, Endoscope Decontamination, and the NWSSSP-SES Engineering Day.

WALES CONFERENCE 2024
IHEEM Key Events and Networking Programme 2024

The Wales Conference and Exhibition was held for the first time at the International Convention Centre, Newport, with John Prendergast, Wales Regional Branch Chair, stating it had long been a Branch ambition to hold a conference and exhibition at the ICC. With support from Wales Regional Branch, IHEEM and NHS Wales Shared Services Partnership – Specialist Estates Services (NWSSP-SES) came together to deliver a hugely successful event, with Branch members directly supporting the event programme.

The conference title, Back to the Future, looked at lessons learnt from the past to deliver the healthcare estate of the future. The Gala Dinner Awards, held at the prestigious Celtic Manor Hotel, saw exceptional contributions to healthcare engineering and estates management in Wales recognised, with guests entertained by after-dinner speaker, Colin Jackson, CBE.

A TRIBUTE TO GRAHAM STANTON

During 2024, the Wales Regional Branch and Decontamination Technical Platform lost an integral member, Graham Stanton, who sadly passed away in April 2024. Graham was an active member of both groups for many years, and his commitment to improving patient care and safety throughout will forever be an outstanding legacy. Friends, colleagues, and the IHEEM family will miss Graham immensely. The Wales Branch, DTP, and Institute would like to thank him for all his unwavering dedication and support.

TECHNICAL & ADVISORY PLATFORMS, BOARDS OF REGISTRATION (AE)

BUSINESS PLAN CORE OBJECTIVES 2, 5, 7 AND 9

IHEEM TECHNICAL & ADVISORY PLATFORMS

This year saw the further establishment of IHEEM's newer platforms, as well as valuable ongoing contributions from longer established technical and advisory platforms and AE Boards. Spotlights below showcase the past year's activities from the Strategic Estates Management Advisory Platform, and Mechanical Engineering and Decontamination Technical Platforms.

An overview of the historical and planned works from all IHEEM platforms was also published in the Health Estate Journal, October 2024, as a preview to the Technical and Advisory Platform Drop-In Surgery held in the IHEEM Members' Lounge at Healthcare Estates. The Drop-In Surgery offered Conference attendees the opportunity to engage directly with IHEEM platform members, enquire about activities and initiatives undertaken by the groups, and joining processes.

STRATEGIC ESTATES MANAGEMENT ADVISORY PLATFORM

Over the past 12 months, the SEMAP management group met in person four times, in addition to smaller meetings called to respond to urgent issues as they arose. The wider platform membership, comprising 30 highly experienced healthcare estates professionals, also met three times in 2024, and welcomed several new members.

The role of SEMAP Chair has transitioned to Suzanne MacCormick from Paul Mercer, one of the initiators of the Platform, who adopts the Vice Chair position until February 2025 following extensive work in the establishment of the platform.

Three active workgroups now operate within SEMAP umbrella, with a fourth due to launch formally in 2025:

1. The strategic front end
2. PFI handback and reassessing capital/revenue imbalance
3. Healthcare planning
4. Digital

All subgroups centre delivery of healthcare excellence, each with their own remit and delivery objectives. Though all currently at different places in their mission, the workgroups aim to provide expert guidance, advice, and strategic approaches for healthcare system-wide issues and infrastructure projects, improving patient outcomes, efficiencies, and digital integration.

DECONTAMINATION TECHNICAL PLATFORM

The Decontamination Technical Platform (DTP) participated at Healthcare Estates, where the Board of Registration Chair presented on the training and registration of Authorised Persons and Competent Persons, and was available at the Drop-In Surgery in the IHEEM Members' Lounge.

During the year, members of the DTP worked on a collaborative review and update of what was formerly known as the Microbiology Advisory Committee (MAC) decontamination manual, to be rebranded as an introduction to the principles of decontamination, aimed at those new to the field.

Members of the DTP presented at various conferences during the year, and welcomed newly registered AE (D)s to the group. The group saw the loss of two very experienced AE(D)s, Graham Stanton and Wayne Spencer, both of whom contributed greatly to the advancement of decontamination practices, improving patient care and safety. Graham and Wayne were extremely active in the development of local standards of practice, and in the international sector on CEN and ISO Technical Committees, and their contributions to the field will be remembered for years to come.

MECHANICAL TECHNICAL PLATFORM

In collaboration with IHEEM North West Branch, the Mechanical Technical Platform (MTP) had a pre-launch tour of the Healthcare Innovation Facility at Union House in Altrincham. The visit encompassed a fully equipped operating room, ICU facility, and an array of ancillary healthcare products and technology, with one presentation focussed on the risk of working in confined spaces, safe systems of work, and working at height. Coverage of this event was featured in the May 2024 edition of the Health Estate Journal.

At the IHEEM Authorising Engineers Conference in July 2024, members from the MTP gave presentations on the following:

- Low carbon technologies and UK infrastructure upgrades
- Mechanical and pressure systems
- Clinical waste reduction and low carbon generation of steam

Moving forwards, the platform will support members by providing overviews of mechanical systems and best practice with respect to mechanical safety, technical 'watch points', best practice and lessons learnt. The platform will continue to deliver networking events where expertise, views and ideas can be shared, collaborate with other IHEEM Platforms, and feature case study information within the Health Estate Journal.

TECHNICAL & ADVISORY PLATFORMS, BOARDS OF REGISTRATION (AE)

BUSINESS PLAN CORE OBJECTIVES 2, 5, 7 AND 9

BOARDS OF REGISTRATION
Spotlight on Authorising Engineers (Electrical)

2024 continued to be a busy year for the Authorising Engineer (Electrical) Board of Registration, which welcomed a steady stream of applicants and one new AE onto the register. The necessarily high technical bar for this accreditation led to the Board of Registration examining how it can better provide a clear career path, setting out both the necessary skills, competence, knowledge, experience, and training required to become an AE (E), thus promoting the AE as a professional engineering career.

The Board have been utilising the new Digital AE tool for the first time this year, provided free to IHEEM registered AEs, working closely with the developers and the Institution to monitor how it performs in the field and during audits. So far, the reports are encouraging with very few teething issues reported.

In late 2024, IHEEM member Jason Fisher was appointed Chair of the Board of Registration for AE(E). He is a member of the IHEEM Electrical Technical Platform, represents IHEEM on the BSI JPELB/64 Technical Committee for BS767, is an Institute mentor, Professional Review Interviewer, and a registered AE(E). Of his new role, Jason says, 'I am immensely proud to have recently taken over as chair of the AE(E) BoR and am looking forward to an exciting future as we continue to grow, develop, and expand. I am grateful to my predecessor and friend, Mark Richards, who has chaired the BoR for seven years, and is a dedicated member of the Institute, and a source of wise counsel.'

AUTHORISING ENGINEERS CONFERENCE 2024
IHEEM Key Events and Networking Programme 2024

The Authorising Engineers Conference and Exhibition was once again held at Epsom Racecourse, with over 170 in attendance. Building on the previous year's theme of 'Delivering the Standard', the 2024 Conference saw speakers address 'Driving the Standard', and featured discussion on governance and assurance and the paper to digital audit work, the IHEEM Mentor Scheme, and competencies logbook for CPs and APs. For the first time, Chairs from all IHEEM Technical Platforms shared the stage to give updates on the work of their relevant groups and priorities for the coming year, answering questions from members and delegates interested in the progression of a broad range of disciplines within healthcare engineering.

AE PAPER TO DIGITAL AUDIT TOOL LAUNCH

One of the key sessions from the Authorising Engineers Conference was an update on the digital HTM/AE Audit Tool, given by Paul Kaye on behalf of IHEEM's development partner for the software, QuiqSolutions. Members of IHEEM platforms and Boards of Registration have given valuable input to the application, now available for free, exclusively to IHEEM AEs, with the tool including audit areas for AEs within Decontamination, Electrical, Fire Safety, Medical Gases, Water, and Ventilation.

AFFILIATE MEMBERS

BUSINESS PLAN CORE OBJECTIVE 7

Affiliate memberships continued an upwards trend in 2024, with many company affiliates attending and exhibiting with the Institute in 2024 at established events including Healthcare Estates, Authorising Engineers and Regional Conferences, as well as those more newly established such as the Innovation in Healthcare Conference. Event attendance offers an invaluable opportunity for to connect with, and to showcase products and services, to decision-makers and front-line workers from the healthcare engineering and estates management sector.

Companies and organisations took full advantage of the benefits that come with joining IHEEM, as the Institute continued to engage with its corporate members to take part in local and national activities. All company affiliates were showcased in the IHEEM Handbook, with several new members featuring in the HEJ's Institute News section.

Affiliate membership continued to increase across the board this year with well over 150 NHS organisations now linked directly to IHEEM, as well as University Affiliates seeing over a 25% rise in membership across the last 12 months.

The Institute would like to thank all its affiliate members for their support this year, especially those who generously provide sponsorship at IHEEM conferences and events and contribute in myriad ways to make these occasions a success and a worthwhile experience for all those who attend.

IHEEM Company Affiliates Exhibiting at various IHEEM Events 2024

GOVERNANCE

PRESIDENT

Nigel Keery

VICE PRESIDENT

Simon Adamson

BRANCH CHAIRS

East Anglia
Vacant
East Midlands
James Chadwick
Hong Kong
Dr P L Yeun
London and South East
Alan Gascoine
North East
Alan Spraggon
North West
Alistair Cameron
Northern Ireland
Jonny Haire
Republic of Ireland
Bill O'Reilly
Scotland
Eddie McLaughlan
Southern
Chris James
South West
Martyn Jeffery
Wales
John Prendergast
West Midlands
Steve Lawley
Yorkshire
Simon Adamson

COUNCIL MEMBERS

Alan Spraggon
Alistair Cameron
Alison Ryan
Bill O'Reilly
Claire Hennessy
James Chadwick
Jim Leiper
Martyn Jeffery
Nigel Keery
Dr P L Yeun
Paul Rodgers
Peter Davies
Richard Harris

TECHNICAL AND ADVISORY PLATFORM CHAIRS

Decontamination
Brian Kirk
Electrical
Paul Harris
Environmental Sustainability
Steven Heape
Fire Safety
Stephen Ball
Health and Safety
Ashley Morpeth
Mechanical Engineering
Alison Ryan
Medical Engineering
John Sandham
Medical Gas
Richard Maycock
Strategic Estate Management
Suzanne MacCormick
Ventilation
Andrew Poplett
Water
Mervyn Phipps

COMMITTEE CHAIRS

Audit and Remuneration
Wayne Carr
Conference and Exhibition
Claire Hennessy
Management and Finance
James Chadwick
Membership and Registration
Mark Richards
Professional Development
Cliff Howell
Technical Platforms
Alison Ryan
IHEEM Branches
James Chadwick

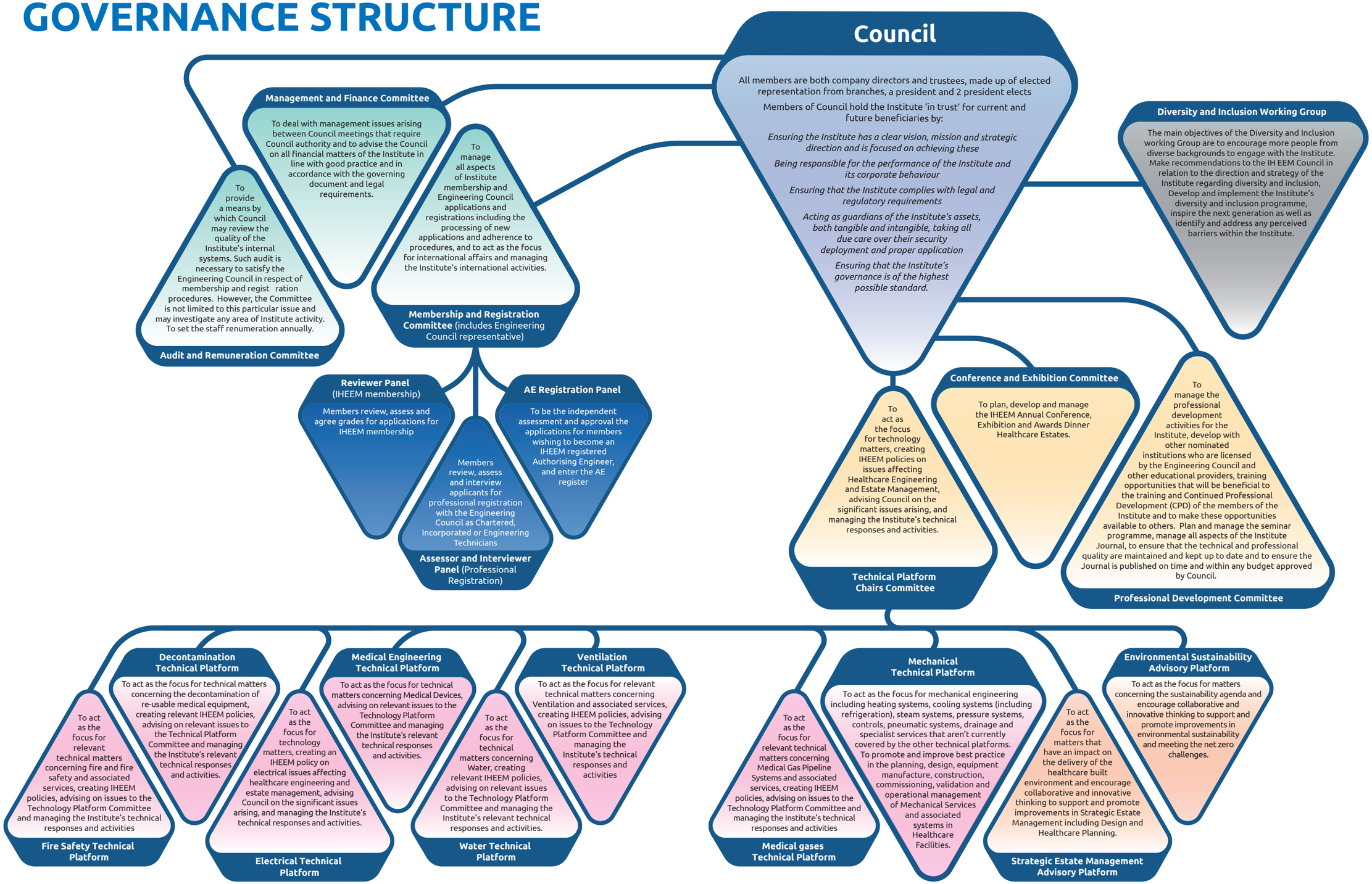
BOARD OF REGISTRATION (AUTHORISING ENGINEERS) CHAIRS

Decontamination
John Prendergast
Electrical
Jason Fisher
Medical Gas Pipeline Systems
Ian Sandford
Ventilation
Graham Taylor
Water
Paul Nolan

The Institute would also like to acknowledge and sincerely thank Eddie McLaughlan whose service to Council ended in 2024.

Annual Report 2024

GOVERNANCE STRUCTURE



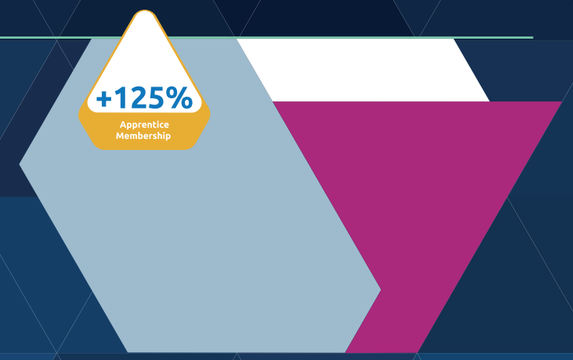
5 YEAR BUSINESS PLAN 2020-2024
ACHIEVEMENTS

SERVING OUR MEMBERSHIP

With a growing membership, the Institute continues to offer member value through support with professional registration, CPD, mentoring, and AE accreditation. The evolution of resources such as Pocket Guides, the Health Estate Journal, and the IHEEM website, reflects the Institute's commitment to driving the standard in the healthcare engineering and estates management sectors.

DEVELOPING FUTURE LEADERS

The future leaders of healthcare engineering are more important than ever. IHEEM's pledge to engage, inspire, and support the engineers of tomorrow extends to STEM delivery in schools, apprenticeship funding, engineering competitions, and direct involvement in national initiatives such as the Faraday Challenge and Big Bang Fair.



ENGAGING WITH NEW PARTNER ORGANISATIONS

The Institute's programme of events opens the door to forging connections with new partner organisations. Hosting and attending conferences, exhibitions, and knowledge sharing events, IHEEM is committed to extending its reach and continuing to grow the IHEEM family.

IHEEM

FIVE KEY THEMES
ACHIEVEMENTS

SUPPORTING EXISTING PARTNER ORGANISATIONS

Proactive promotion and support are integral to ensuring positive, long-lasting, and effective working relationships with our partner organisations, as evidenced by our growing company affiliate membership. Benefits extended to partners include exhibitor discounts, speaker and sponsorship opportunities, webinar and knowledge sharing member sessions.

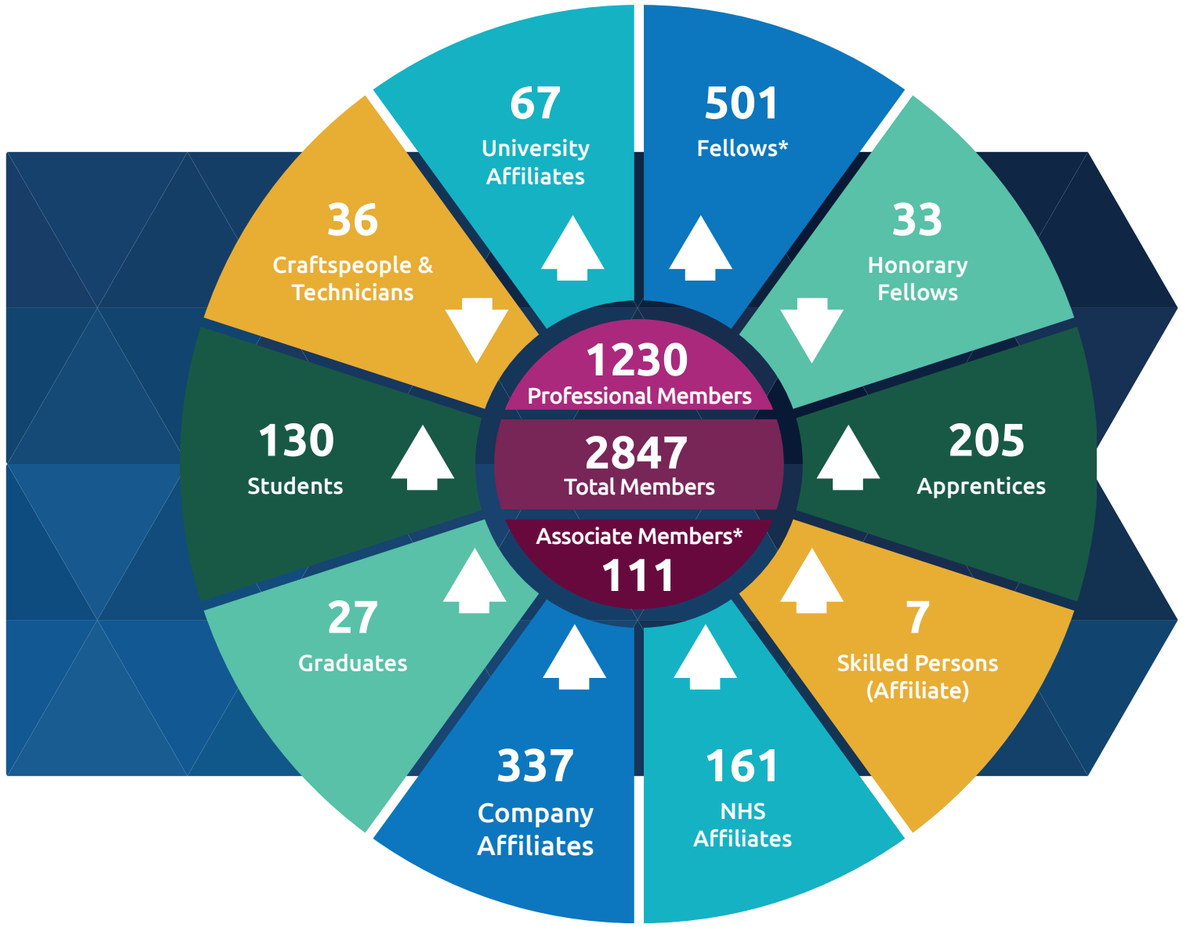
STRENGTHENING OUR NATIONAL AND INTERNATIONAL PROFILE

IHEEM continues to build its profile in the UK and abroad through international activity and events from our Hong Kong Branch, support of recognised awareness days such as National Healthcare Estates & Facilities Day, strengthening our partnership with the European Health Property Network EuHPN, to actively work closer and support the activities of WHO to increase the importance and awareness of the built environment and contribution to an Energy Roadmap for delivering net zero carbon emissions by 2024

A fully comprehensive review of IHEEM's 5 Year Business Plan 2020-2024 is due to be issued as a standalone publication in 2025.

IHEEM

MEMBERSHIP PROFILE 2024



Figures @ October 2024

* Includes Retired

△ Indicates a rise in figures from 2023

KNOWLEDGE PARTNERS & KEY STAKEHOLDERS

Engaging with our stakeholders and Knowledge Partners is fundamental to our success. By listening to and working in collaboration with all those organisations who share a passion for our industry, IHEEM can grow and develop to better serve our members.

IHEEM is proud to work with all our partners and stakeholders, some of whom are listed below:

ppltraining

Royal Academy of Engineering

SMPS
Salisbury Managed Procurement Services

spirax sarco

UCL
THE BARTLETT

UK Health Security Agency

FINANCIAL REPORT

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM				
Charitable activities				
Conferences	450,964	-	450,964	327,579
Seminars	108,608	-	108,608	216,115
Publications	7,030	-	7,030	6,900
Membership	372,460	-	372,460	358,370
Miscellaneous	20,651	-	20,651	5,020
Investment income	3,728	-	3,728	1,289
Total	963,441	-	963,441	915,273
EXPENDITURE ON				
Charitable activities				
Conferences	99,605	-	99,605	77,816
Seminars	177,392	-	177,392	229,213
Publications	2,957	-	2,957	2,668
Membership	427,399	-	427,399	398,817
Miscellaneous	8,056	-	8,056	11,692
Total	715,409	-	715,409	720,206
Net gains/(losses) on investments	-	-	-	-
NET INCOME	248,032	-	248,032	195,067
RECONCILIATION OF FUNDS				
Total funds brought forward	859,710	4,382	864,092	669,025
TOTAL FUNDS CARRIED FORWARD	1,107,742	4,382	1,112,124	864,092

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT (REGISTERED NUMBER: 895080)

BALANCE SHEET AT 31 DECEMBER 2023

	2023 £	2022 £
FIXED ASSETS		
Intangible assets	5,200	'-
Tangible assets	187,770	221,584
Investments	100	100
	193,070	221,684
CURRENT ASSETS		
Stocks	9,759	12,992
Debtors	472,431	396,525
Cash at bank	954,817	702,054
	1,437,007	1,111,571
CREDITORS		
Amounts falling due within one year	(517,953)	(469,163)
NET CURRENT ASSETS	919,054	642,408
TOTAL ASSETS LESS CURRENT LIABILITIES	1,112,124	864,092
NET ASSETS	1,112,124	864,092
FUNDS		
Unrestricted funds	1,107,742	859,710
Restricted funds	4,382	4,382
TOTAL FUNDS	1,112,124	864,092

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 06th March 2024 and were signed on its behalf by:

A Ryan - President

LOOKING FORWARD TO 2025

IHEEM Ireland & HSE in Partnership with UHEI Sector Conference
1st April, Croke Park

Innovation in Healthcare Conference
9th April, Uttoxeter Racecourse

Wales Regional Conference
7th and 8th May, The ICC and Celtic Manor Resort

Authorising Engineers Conference
8th July, Epsom Downs Racecourse

Healthcare Estates
21st and 22nd October, Manchester Central Convention Complex

Please check the IHEEM website for further details of events, training and development opportunities and CPD offers for 2025.

IHEEM ANNUAL REPORT 2024

IHEEM
Institute of Healthcare Engineering and Estate Management

For more information about
IHEEM or membership:

02392 823 186

office@iheem.org.uk

www.iheem.org.uk

www.linkedin.com/company/iheem

@IHEEM

January 2025
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REGISTERED COMPANY NUMBER: 00895080 (England and Wales)
REGISTERED CHARITY NUMBER: 257133

REPORT OF THE TRUSTEES AND AUDITED GROUP FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2024 FOR THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT (A COMPANY LIMITED BY GUARANTEE)

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2024

	Page
Report of the Trustees	3 to 10
Report of the Independent Auditors	11 to 13
Statement of Financial Activities	14
Balance Sheet	15
Cash Flow Statement	16
Notes to the Financial Statements	17 to 28

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

The charity's objectives

The charity's objectives reflect the mission of the charity. Each year trustees review objectives and activities to ensure that they continue to reflect the charity's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its guidance on education and training for public benefit.

Mission

The charity is a professional body and learned society serving the interests of those involved in and with responsibility for healthcare engineering and estate management including the design, procurement and maintenance of healthcare facilities and equipment. The charity is established for public benefit to promote the art and science of healthcare engineering and estate management and to advance research, education and training.

Activities

The charity's activities include supporting the career development of healthcare engineers, allied built environment professionals and facility managers, the publication of a regular professional journal, delivery of of educational seminars, and the holding of an annual flagship conference and exhibition enabling individual and affiliate members to network and share experiences, information and innovation

Each year the trustees review the charities objectives and activities to ensure that they continue to reflect the charity's mission. In carrying out this work the trustees have considered the Charity Commission's general guidance on public benefit.

Volunteers

Volunteers are an important resource in both the running of the charity and the management of its educational activities. Over 60 volunteers regularly give their time for the running and management of the governing council and its committees, with further volunteers giving their time to the running and management of branch activities and the programme of educational events. All trustees give their time freely. The Institute encourages all members to become involved in voluntary activities and to share their skills with others. Suggest we include some distinct reference to their role in ensuring appropriate governance and compliance with legal and regulatory requirements (this is stated in our published Governance Structure Chart)

Social investment policies

During 2025 the head office building went through a complete refurbishment. Throughout the build a key driver was the move towards net zero; to make the building as close to carbon neutral within an acceptable cost level. This has been achieved with the following attributes:
An air source mechanical heat recovery system removing the need for radiators and costly heating services; mood lighting, lighting levels with dimmer sensors; motion sensor lights throughout the building; new modern windows and doors with thematically sealed glazed units; removal of florescent tubes and installation of LED day lights. We are also committed Apprenticeships, The Healthcare Engineering Specialist Technician apprenticeship scheme achieved recognition on the National Apprenticeship Framework during 2021 as a funded programme, taking new students from Sept 2021. We continued our commitment to inspire future leaders in the fields of healthcare engineering and estate management. Activity was broad ranging, extending to school workshops, attending national STEM events and developing and delivering resources to aspiring young engineers.

ACHIEVEMENT AND PERFORMANCE

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

Charitable activities; how the charity's activities deliver public benefit

The charity carries out a wide range of activities in pursuance of its charitable objectives. The trustees, after taking into consideration the Charity Commission's general guidance on public benefit the activities summarised below provide benefit to the public and the wider community by ensuring its members have the capability to deliver a healthcare estates environment that is safe, efficient and effective.

Educational seminars

The charity held a range of technical and specialist seminars during the year supported by the IHEEM Technical Platforms, branches, partners and company affiliates.

In 2024 the below seminars/workshops and webinars were held on a range of key themes. Each of these attracted a good number of delegates and several also featured an event exhibitor:

Mar	East Midlands AGM (Webinar)
Apr	PSDS Seminar North East Branch (in person)
Apr	Heat Pump Applications in Healthcare (NE branch 1 day seminar)
May	Northern Ireland Regional conference (2 day conference)
May	Wales Regional Conference (2 day conference)
May	Chemical Free Water Treatment (webinar)
June	Estates and Facilities Day (partner)
June	Midland Metropolitan University Hospital (WM Branch visit)
July	Authorising Engineers Conference (1 day conference)
July	PAM Tool by QuiqSolutions (Webinar)
September	Innovation in Healthcare conference (1 day)
September	Digitalising the Estate (Webinar)
October	Healthcare Estates Conference (2 day conference)
October	IHEEM 80th Anniversary Event (evening)

Educational conference & exhibitions

In addition to the seminar programme, the Institute develops and delivers several conferences and exhibitions.

IHEEM's annual flagship conference, exhibition and awards dinner, 'Healthcare Estates' was held in October in Manchester. This years event was the largest in its history. We continue to receive extremely positive feedback with “the best ever” being the most common. Neither STEP nor IHEEM have received any formal complaints from attendees or exhibitors. We had just over 6,590 visitors to the event over the 2 days, (16% increase on 2023) 222 exhibitors 2024 and 658 guests at the Gala Awards. There were 49 conference presentations and 65 exhibition theatre presentations providing nearly 31 hours of certified CPD content. At certain times across the two days there were ten options for sessions that delegates could choose from.

Engineering Council

We continue to be categorised as low risk. Over the year we undertook 10% CPD sampling for those who hold professional registration. Our CRM system allows tracking of CPD sampling and full tracking of the Engineering Council application registration process for members seeking to apply.

The charity remains a strategic partner of Engineering UK and the Engineering Council. The charity's work centres on compliance with the Engineering Council audit and quality assurance requirements to hold the licence for assessing candidates for registration as an Engineering Technician, Incorporated Engineer and Chartered Engineer. The charity also supports the Engineering Council's work to promote society's confidence and trust in the engineering profession. The charity's engineers once registered are internationally recognised having demonstrated standards of competence and commitment for the engineering profession whose skills underpin provision and/or distribution of the necessities of civilised life concerning healthcare buildings, energy use, provision of safe water and sanitation, food, transport and communications. Other work with the Engineering Council involves the sampling of registered members Continuing Professional Development, the provision of training for interviewers, participation in the audit of other institutes and promoting the Engineering Register. The Chief Executive of IHEEM is now on the Board of Engineering UK as a representative for all the professional engineering institutes.

Branches
The charity has fourteen branches; thirteen branch areas are represented on the charity's governing council. Branch committees are populated by volunteers who give their time to the management of education activities, branch-based seminars, providing interview panels for Engineering Council registrants, and recruiting new members. Branch activity is at the forefront of the charity's activity in delivery of its objectives. During 2024 our branches continued to host webinars, site visits and played an active role at our flagship conference. Over 2024 branch branding starting to provide branches with their own unique identity. This is ongoing into 2025.

Journal
The quality educational publication 'Health Estate Journal' is distributed to all members ten times per year. The trustees manage the Journal through the Professional Development Committee that is constituted by members of the institute. The Journal remains attractive, popular and informative.

Website and IT Infrastructure Redevelopment
The Institute continues to invest in improvements in our IT system infrastructure. During 2024 we launched two applications under our CPD application: our mentoring recording system which allows members to digitally record details of meetings and our AP/CP competency log book. Our ‘Paper to Digital’ governance applications were provided free of charge to all our IHEEM registered authorising engineers following the conference in July.

International Federation of Hospital Engineering (IFHE)
The charity remains a committed member of IFHE. IFHE is a non-profit, non-governmental and independent organisation whose resources are used to foster and promote exchange of hospital engineering technology knowledge with the ultimate goal that people everywhere may receive better healthcare. The charity ceased to provide the administration service for the Federation during 2024.

Partnerships
Engaging with our stakeholders and Knowledge Partners is fundamental to our success. By listening to and working in collaboration with all those organisations who share a passion for our industry, IHEEM can grow and develop to better serve our members. We have over 300 unique courses across myriad facets of engineering disciplines available to our members via our website, delivered by our training providers. IHEEM is proud to work with all our partners and stakeholders and will continue to build these over 2025.

Governance of the Technical Platforms and Authorising Engineer Boards of Registration
IHEEMs Technical Platforms continue to provide feedback to national standards and guidance documents and research developed by organisations such as NHS England, British Standards Institution and The Nuffield Trust. All our technical platforms presented at our Authorising Engineers conference providing the room with full platform updates.

During 2024 the IHEEM we saw the further establishment of our newer platforms: The Mechanical Platform and the Medical Devices Technical Platforms, alongside the reestablishment of our Technical Platform for medical Gases. All our Platforms provided valuable updates at both our Authorising Engineers Conference and our Healthcare Estates Conference during the year.

Membership
On 31st December 2024 membership numbers for fee paying individuals was recorded as 1886, compared to 1860 individual members on 31st December 2023. This was supported by an increase in our free memberships aimed at students, apprentices and NHS tradespeople which increase to 623 on 31st December 2024, from 561 on 31st December 2023, an increase of 11%. These are seen as our future paying membership. We saw a further increase in our Company Affiliate Members (each having up to 4 nominated named non-voting members) to 343 recorded on 31st December 2024 from 305 on 31st December 2023, representing an increase of 12.5%. The total number of members (excluding the 4 nominated non-voting members for Company affiliates) on 31st December 2024 is recorded as 2852 compared to 2725 on 31st December 2023, an overall increase in membership for the year of 5%. Membership fee concessions are offered for graduate and apprentice members, retired or pensionable members, members of limited means of income, University Affiliate members, Apprentice Affiliate members and Student Affiliate members.

Awards
Recognition of public contribution to healthcare engineering and estate management and excellence in achievement is at the heart of the charity's work. The charity recognises individual achievements by providing a number of awards, medals and prizes. In 2024 we gave a Lifetime Achievement Award to Eddie McLaughlan having been an IHEEM member for 27 years. Eddie had served on Council for 6 years, been Chair of our Management and Finance Committee for the same period and Chair of our Technical Platform Committee for the preceding two years.

FINANCIAL REVIEW
Investment policy and objectives
The Memorandum of Association describes how monies of the Institute not immediately required for its purposes can be invested. The Trustees, having regard to the liquidity requirements of operating the Institute and the reserves policy set out below, have operated a policy of keeping available funds in an interest bearing deposit account. The invested funds held on deposit achieved an average rate of return of 3.5% against the Office for National Statistics, Consumer Price Index (CPI), for the year to December 2024 of 2.5%.

Reserves policy
The Institute maintains reserves which the Council deems appropriate for its efficient operation and for the generation of additional income on a prudent basis. Around 40% of the charity's income is generated through membership income received primarily in the first three months of the year and the remaining income is generated through the year from seminar activity and annual conferences. A level of free reserves of £250,000 equating to approximately six months management, administration is considered appropriate. The actual free cash reserves exceeded the required level and amounted to £784,565 a decrease of £170,352 on 2023. The decrease reflects the £348,231 expenditure on the refurbishment of the head office, offset by £170,352 surplus income generated by Healthcare Estates Conference in October 2024.

The Board of Trustees are also mindful of the volatile nature of membership numbers and the general decline in numbers in other similar Learned Bodies and this has a bearing on our reserve levels which may be above what would normally be expected. The Board of Trustees took the decision to invest circa £350k over 2024 on a full refurbishment of the Portsmouth head office to better represent our status as a professional engineering body. The refurbishment aimed to bring the office as close to carbon neutral as practicable.

FINANCIAL REVIEW

Principal funding sources

The Charity's income is derived from two main resources: membership subscriptions and educational events, including seminars and conferences (annual IHEEM conference/exhibition and branch conferences). Income through membership subscriptions totalled £403k (2023 = £372k). Events and training income totalled £704k (2023 = £568k). Event resources expended at £481k (2022 = £277k). The difference between years relates to the income generated by the bi-annual Northern Ireland Conference.

Educational events are an element in the charity's programme of activities; the trustees are keen to continue with this work that provides benefit to both the charity's members and the public.

Overall the charity produced a surplus of £81,428 (2023 = surplus of £221,884) on a turnover of £1,176,108.

Financial effect of significant events
IHEEM holds three major conferences each year which aim to produce an overall surplus. Actions are taken to minimise the risk of surpluses not being made through commercial arrangements with our Conference Organising Partners. Our Northern Ireland branch holds one conference biannually. In 2024 we had the one off investment of £340k on the refurbishment of the head office which moved cash reserves to fixed assets.

FUTURE PLANS

The charity completed it’s rolling Five Year Business Plan in 2024. A new five year plan will be developed over 2025 with an aim for release in 2026. This will focus the Institute priorities which includes extending the range of membership and improving membership services. Specifically, there is a major focus on developing and expanding out our specialist technical platforms and improving branch engagement. We are looking to continue to build on our future leaders strategy and aim to have a bursary programme in place across the devolved nations, Ireland and our Hong Kong branch.

The pandemic created new ways of working and accelerated our planned digital agenda. IHEEM now runs frequent webinars and records all its conference content, to make available as on demand recordings for members via our CPD system. The Institute continues to develop partnerships with external training providers to offer accredited appropriate training opportunities to our members, where possible at discounted rates. This work started in 2020, and continues to be further developed in 2025, building on the material available through our dedicated online Learning Hub.

It has also continued to implement enhancements to its ITC systems with improvements to our events on line booking application offering a better user experience and opening it up to exhibitors to book on line. Over 2025 we scoped a mentor directory for our new mentoring programme, this will allow it to self manage. A recent partnership with innex.ai will see A1 put at the for front of our website improving accessibility and enhancing user experience.

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The Institute's President and members of the Head Office team continue to attend IHEEM's branch network events to strengthen links with the regions. IHEEM has also co-operated and is working in partnership with other professional engineering bodies and the Royal Academy of Engineering, NHS England & NHS Improvement , Eastwood Park, Engineering UK, and worldwide allfiations to play it's part in delivering an effective and efficient healthcare service globally.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The full name of the charity is "The Institute of Healthcare Engineering and Estate Management" (IHEEM). The charity is a company limited by guarantee (Registered Number 895080) which was incorporated in 1967, is registered with the Charity Commissioners (Registration Number 257133) and is governed by its Memorandum and Articles of Association last updated on 8th October 2019. The full range of governing documents, Terms of Reference of the governing council and council committees, along with profiles of individual trustees is available on the charity's website at www.iheem.org.uk.

Recruitment and appointment of new trustees

At each annual general meeting one-third of the branch area based trustees must retire from office, selected from those who have been longest in appointment. Retiring trustees may offer themselves for reappointment, but must retire after a second period of appointment. The trustees have additional powers to appoint additional trustees should the number of trustees fall less than thirteen, but these trustees must retire at the next annual general meeting.

Organisational structure

The trustees meet together three times a year and are responsible for the control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

To assist in the smooth running of the charity the trustees have established a number of subordinate committees that help them oversee certain aspects of the charity's work. Committees are currently established for Audit and Remuneration, Conference & Exhibition, Professional Development, Management and Finance, Membership and Registration and Technology. The subordinate committees report back with their recommendations to the full meeting of the trustees. The charity has fourteen regional branches covering the UK, the Republic of Ireland and Hong Kong. The Management and Finance Committee oversee the operational management on behalf of the trustees, with day-to-day management delegated to a small secretarial and administrative staff that operates from leasehold premises in Portsmouth, Hampshire. Over 2021 the team has been operating remotely being home based, with minimal cover in the Portsmouth premises. We envisage a flexible approach between home and office working going forward.

Induction and training of new trustees

Following appointment, new trustees are introduced to their role and provided with copies of the Institute's Memorandum of Association, Articles of Association, trustees terms of reference and council committee terms of reference. New trustees are also provided with Charity Commission publications concerning risk, governance and public benefit. All new trustees are encouraged to attend a one day specialist charity governance course. This induction process ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

Key management remuneration

IHEEM's Audit & Remuneration Committee carries out a thorough annual review of staff pay and conditions using benchmarking with other similar organisations.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

895080 (England and Wales)

Registered Charity number

257133

Registered office

2 Abingdon House
Cumberland Business Centre
Northumberland Road
Portsmouth
Hampshire
PO5 1DS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees
Board of trustees and members of council

President:	N J Keery CEng FIHEEM	
Vice President:	S Adamson CEng	
Board:	A Cameron CEng FIHEEM	North West branch
	A J Ryan CEng FIHEEM	Ex President
	A Spraggon CEng MIHEEM	North East branch
	R Harris CEng FIHEEM	Southern branch
	P Rodgers FIHEEM	London branch
	N J Keery CEng FIHEEM	Northern Ireland branch
	J Chadwick IEng MIHEEM	East Midlands branch
	C Hennessy FIHEEM	West Midlands branch
	M Jeffery CEng MIHEEM	South West branch
	P Davies MIHEEM	Welsh branch
	J Leiper CEng MIHEEM	Scotland branch
	S Adamson FIHEEM	Yorkshire Branch

Chief Executive
Pete Sellars

Company Secretary
Tania Davies

Auditors
P Underwood, FCCA
MC Audit Limited
Chartered Accountants
Statutory Auditors
Station House
North Street
Havant
Hampshire
PO9 1QU

Solicitors
Saulet Townsend
Froddington House
Cumberland Business Centre
Northumberland Avenue
Portsmouth
PO5 1DS

Bankers
Metro Bank
One Southampton Row
London
WC1B 5HA

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Institute of Healthcare Engineering and Estate Management for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Morris Crocker Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on .... 04th February 2025 ..... and signed on its behalf by:

.....
Nigel Keery - President

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

Opinion

We have audited the financial statements of The Institute of Healthcare Engineering and Estate Management and its subsidiaries for the period ended 31 December 2024 on pages 11 to 28, which comprise the Consolidated Statement of Financial Activities, the Group and Charity Balance Sheets and Cashflow Statements and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard FRS 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 December 2024 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

Opinion on other matters prescribed by the Companies Act 2006

We have audited the financial statements of The Institute of Healthcare Engineering and Estate Management

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities set out on page 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

From discussion with management and those charged with governance information about the entity is documented to assess the activity within the organisation. We discuss management's assessment of risk in respect of irregularities, fraud and going concern.

Based on these discussions and our own assessments we determined that the key risk areas were income recognition in respect of cut off issues and management override concerning the size of the organisation.

We set financial statement materiality level based on the level of income. As a not for profit organisation raising income is its primary focus which is why income was used to determine the level of materiality. Our overall assessment of risk was used to determine performance materiality at an appropriate level.

Substantive audit tests were designed after assessing and performing walkthrough tests. The walkthrough testing confirmed documented systems which have been designed to act as a preventative measure against fraud and error which appear to be operating as documented. Substantive testing tested a sample of the population, representative of the population, to identify errors. The testing did not identify any material misstatements in areas tested.

Audit substantive tests concluded no material errors over the key risk areas of income recognition and management override.

The audit considers the organisation is not exposed to material risk of error as a result of assessing laws and regulations that are appropriate to the organisation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the group and the parent charity and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Paul Underwood (Senior Statutory Auditor)
for and on behalf of MC Audit Limited
Statutory Auditors
Station House
North Street
Havant
Hampshire
PO9 1QU
Date:

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING A CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT)
FOR THE PERIOD ENDED 31 DECEMBER 2024

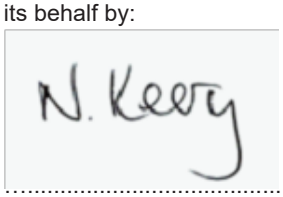
	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
INCOME FROM					
Charitable activities	4				
Conferences		407,978	-	407,978	450,964
Seminars		295,931	-	295,931	108,608
Publications		7,140	-	7,140	7,030
Subscriptions and entrance fees		403,070	-	403,070	372,460
Miscellaneous income		42,239	-	42,239	20,651
Investment income	5	19,750	-	19,750	3,728
Total		1,176,108	-	1,176,108	963,441
EXPENDITURE ON					
Charitable activities	6				
Conferences		98,689	-	98,689	102,220
Seminars		381,897	-	381,897	180,007
Publications		3,159	-	3,159	2,957
Membership		569,214	-	569,214	448,317
Miscellaneous		41,720	-	41,720	8,056
Total		1,094,680	-	1,094,680	741,557
Net income/(expenditure)		81,428	-	81,428	221,884
Taxation	10	-	-	-	-
Net movement in funds		81,428	-	81,428	221,884
RECONCILIATION OF FUNDS					
Total funds brought forward		1,081,594	4,382	1,085,976	864,092
TOTAL FUNDS CARRIED FORWARD		1,163,022	4,382	1,167,404	1,085,976

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT (REGISTERED NUMBER: 00895080)

CONSOLIDATED BALANCE SHEET
31 DECEMBER 2024

	Notes	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
FIXED ASSETS					
Tangible assets	14	484,602	187,769	484,602	187,769
Intangible assets	15	20,760	5,200	20,760	5,200
Investments	16	-	-	100	100
		505,362	192,969	505,462	193,069
CURRENT ASSETS					
Stocks	17	7,082	9,759	7,082	9,759
Debtors	18	460,224	446,284	484,049	446,284
Cash at bank and in hand		784,564	954,917	784,464	954,817
		1,251,870	1,410,960	1,275,595	1,410,860
CREDITORS					
Amounts falling due within one year	19	(589,828)	(517,953)	(589,828)	(517,953)
NET CURRENT ASSETS		662,042	893,007	685,767	892,907
TOTAL ASSETS LESS CURRENT LIABILITIES		1,167,404	1,085,976	1,191,229	1,085,976
NET ASSETS		1,167,404	1,085,976	1,191,229	1,085,976
FUNDS					
Restricted funds	22	4,382	4,382	4,382	4,382
Unrestricted funds	22	1,163,022	1,081,594	1,186,847	1,081,594
TOTAL FUNDS		1,167,404	1,085,976	1,191,229	1,085,976

The financial statements were approved by the Board of Trustees o 04th February 2025..... and were signed on its behalf by:



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Nigel Keery - Trustee

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE PERIOD ENDED 31 DECEMBER 2024

	Notes	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Cash flows from operating activities					
Cash generated from operations	22	177,879	264,137	177,879	264,137
		177,879	264,137	177,879	264,137
Cash flows from investing activities					
Dividends, Interest and rents from investments		19,750	3,728	19,750	3,728
Purchase of intangible fixed assets		(19,800)	(6,500)	(19,800)	(6,500)
Purchase of tangible fixed assets		(348,181)	(8,603)	(348,181)	(8,603)
Cash provided by (used in) investing activities		(348,231)	(11,375)	(348,231)	(11,375)
Change in cash and cash equivalents in the reporting period		(170,352)	252,762	(170,352)	252,762
Cash and cash equivalents at the beginning of the reporting period		954,917	702,154	954,817	702,054
Total cash at the end of the year		**784,565**	**954,916**	**784,465**	**954,816**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

Basis of Accounting
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going Concern
The Trustees have assessed the charity's ability to continue as a going concern. This assessment involved reviewing cash flow forecasts, current financial performance, and considering both internal and external factors that may impact future operations. Based on this evaluation, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Group financial statements
These financial statements consolidate the results of the charity and its wholly owned subsidiary, IHEEM Limited, on a line-by-line basis. In accordance with the exemptions under Section 408 of the Companies Act 2006, a separate Statement of Financial Activities and Income and Expenditure Account for the charity itself have not been presented.

The financial statements of IHEEM Limited, a wholly owned subsidiary of charitable company, were originally prepared to 31 August 2024, which differs from the parent charity's year-end of 31 December 2024.

For consolidation purposes, adjustments have been made to align the subsidiary's financial position and results with the group's reporting date of 31 December 2024. As there were no transactions in the subsidiary between 1 September 2024 and 31 December 2024, no further adjustments were required.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Fees for services (seminars, conferences, publications) are taken into account when the service is performed. Income received in advance of a service is deferred until the criteria for income recognition are met.

Investment income is included in the period in which the Charity is entitled to receipt.

Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

- The costs of charitable activities comprise those costs incurred in delivering the core services of the Charity.
- Governance costs relate to the general running of the Charity as opposed to the direct management inherent in delivery services. The costs reflect the governance infrastructure and are primarily associated with constitutional and statutory
- Support costs include central functions. Costs relating to a particular activity are allocated directly, while others are apportioned on an appropriate basis.

Irrecoverable VAT
Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Charitable activities
Charitable expenditure comprises those costs incurred by the charity in delivery of its activities of its services to beneficiaries. It excludes governance costs.

Governance costs
Governance costs included those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and any costs linked to the strategic management of the charity. They also include the costs of council meetings.

Allocation and apportionment of cost
Support costs are allocated to an activity on a basis of average time spent by staff in assisting the organising and administration of those functions.

1. ACCOUNTING POLICIES - continued

Allocation and apportionment of cost
Support costs are allocated to an activity on a basis of average time spent by staff in assisting the organising and administration of those functions.

Intangible assets
Intangible assets relates to computer software (Application) and is amortised over its estimated useful life, which is deemed to be 5 years.

Tangible fixed assets
All assets are originally recorded at cost. Items below £1,000 are not capitalised.

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Long leashold	- 1% on cost
Improvements to property	- 10% on reducing balance
Fixtures and fittings	- 33% on cost, 20% on cost and 10% on cost

Leasehold buildings have been revalued using the revaluation model

Stock
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
The charity is exempt from corporation tax on its charitable activities. Corporation tax is payable by the trading company on its taxable profits.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Investments
Fixed asset investments are included at cost.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments
The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

Trade and other debtors
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash at bank and in hand
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade, other creditors and provisions
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. FINANCIAL ACTIVITIES OF THE CHARITY

The financial activities shown in the consolidated statement includes those of the charity's wholly owned subsidiary, IHEEM Limited (Company Number: 10905009)

A summary of the financial activities undertaken by the charity is set out below:

	2024	2023
	£	£
Total income from charitable activities	1,174,933	963,441
Total expenditure on charitable activities	(1,069,680)	(741,557)
Net outgoing resources	105,253	221,884
Total funds brought forward	1,085,976	864,092
Total funds carried forward	1,191,229	1,085,976
Represented by:		
Restricted funds	4,382	4,382
Unrestricted funds	1,186,847	1,081,594
	1,191,229	1,085,976

3. INCOME FROM COMMERCIAL TRADING OPERATIONS

The charity's wholly owned trading subsidiary, IHEEM Limited (Company No: 10905009), which is incorporated in England and Wales, pays all of its profits to the charity. IHEEM Limited receives commission receips from Quicsolutions in relation to an agreement relating an applications. The following is an extract of the financial statements of IHEEM Limited (Company No: 10905009) for the period ended 31 December 2024:

	2024	2023
	£	£
Turnover and other operating income	1,175	-
Administrative expenses	(25,000)	-
Profit before tax	(23,825)	-
Corporation tax (see note 9)	-	-
Profit after tax	(23,825)	-
Profits distributed to the charity	-	-
Retained in subsidiary	-	-
The assets and liabilities of the subsidiary were:		
Current assets	100	-
Current liabilities	(23,825)	-
Net assets	(23,725)	-
Aggregate share capital and reserves	(23,725)	-

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

4. INCOME FROM CHARITABLE ACTIVITIES

		Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
	Activity				
Conferences	Conferences	407,978	-	407,978	450,964
Seminars	Seminars	295,931	-	295,931	108,608
Publications	Publications	7,140.00	-	7,140	7,030
Subscriptions and entrance fees	Membership	403,070	-	403,070	372,460
Miscellaneous income	Miscellaneous	42,239	-	42,239	20,651
		1,156,358	-	1,156,358	959,713

5. INVESTMENT INCOME

	2024 £	2023 £
Interest Received	19,750	3,728

All investment income is derived from cash deposits held within the United Kingdom.

6 CHARITABLE ACTIVITIES COSTS

	Direct expenditure (see note 7) £	Support costs (see note 8) £	Total 2024 £	Total 2023 £
Conferences	29,140	69,549	98,689	102,220
Seminars	312,348	69,549	381,897	180,007
Publications	3,159		3,159	2,957
Membership	12,821	556,393	569,214	448,317
Miscellaneous	41,720		41,720	8,056
	399,188	695,492	1,094,680	741,557

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024 £	2023 £
Branch Technical visit	6,335	1,111
Seminar costs	312,348	124,573
Conference costs	29,140	46,785
Publication costs	3,159	2,957
Members support costs	12,821	4,846
Miscellaneous costs	33,366	5,023
IFHE Subscription	2,019	1,922
	399,188	187,217

8. SUPPORT COSTS

	Management £	Governance costs £	Total 2024 £	Total 2023 £
Conferences	66,576	2,973	69,549	55,435
Seminars	66,576	2,973	69,549	55,434
Membership	532,606	23,787	556,393	443,471
	665,759	29,733	695,492	554,340

Activity	Basis of allocation
Management	Time
Governance costs	Time

Support costs, included in the above, are as follows:

Management

	Conferences £	Seminars £	Membership £	Total 2024 £	Total 2023 £
Wages	35,291	35,291	282,328	352,910	316,993
Social security	3,209	3,209	25,673	32,091	27,979
Pensions	1,130	1,130	9,037	11,297	7,370
Office costs	11,650	11,650	93,196	116,496	92,580
Meeting costs	369	369	2,948	3,686	8,299
Legal and professional fees	1,460	1,460	11,678	14,598	9,552
Irrecoverable VAT	4,407	4,407	35,257	44,071	7,784
Charitable donation	2,000	2,000	16,000	20,000	2,000
Bad debts	1,782	1,782	14,252	17,815	26,148
Amortisation of intangible fixed assets	424	424	3,392	4,240	1,300
Depreciation of tangible assets	4,202	4,202	33,620	42,024	42,418
Deficit on disposal of fixed assets	653	653	5,226	6,532	
	66,576	66,576	532,607	665,760	542,423
Governance costs					
Auditors' remuneration	597	597	4,776	5,970	5,441
Accountancy and legal fees	175	175	1,400	1,750	300
Cost of Council meetings	2,201	2,201	17,611	22,013	6,176
	2,973	2,973	23,787	29,733	11,917
	69,549	69,549	556,394	695,493	554,340

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

9. NET EXPENDITURE - GROUP

Net resources are stated after charging:	2024	2023
	£	£
Auditors' remuneration	5,970	5,441
Deficit on disposal of fixed assets	6,532	-
Amortisation of intangible fixed assets	4,240	1,300
Depreciation of tangible assets	44,816	42,416

10. TAXATION

The company is a registered charity and no provision is considered necessary for taxation. The trading subsidiary is registered for income taxation but did not have any profit this year and therefore there is no income tax expense.

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' Expenses

Trustees are reimbursed actual costs necessarily incurred in attending to the charity's business at council meeting. These mainly include travelling costs. The number of Trustees reimbursed was 5 (2023: 6) the total reimbursed was £4,315 (2023: £11,371).

12. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	352,910	316,993
Social security costs	32,091	27,979
Employers pension costs	11,297	7,370
	396,298	352,342

The average monthly number of employees during the year was as follows:

	2024	2023
Employees	9	9

2 employees received emoluments in excess of £60,000 (2023: 2).

Key management personnel

The key management personnel of the charitable company comprise the trustees, the Chief Executive Officer, and the Executive Manager. The total employee benefits of the key management personnel of the charitable company were £185,724 (2023: £174,373). This does not include remuneration for trustees, all of which is reported as per note 11.

The average number of employees whose annualised gross pay and benefits, excluding employer pension contributions, fell between the following bands:

	2024	2023
	Number	Number
£70,000 - £79,999		1
£80,000 - £89,999	1	
£90,000 - £99,999		1
£100,000+	1	

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2023 £
INCOME FROM			
Charitable activities			
Conferences	450,964	-	450,964
Seminars	108,608	-	108,608
Publications	7,030	-	7,030
Subscriptions and entrance fees	372,460	-	372,460
Miscellaneous income	20,651	-	20,651
Investment income	3,728	-	3,728
Total	963,441	-	963,441
EXPENDITURE ON			
Conferences	102,220	-	102,220
Seminars	180,007	-	180,007
Publications	2,957	-	2,957
Membership	448,317	-	448,317
Miscellaneous	8,056	-	8,056
Total	741,557	-	741,557
Net income/(expenditure)	221,884	-	221,884
Taxation	-	-	-
Net movement in funds	221,884	-	221,884
Total funds brought forward	859,710	4,382	864,092
TOTAL FUNDS CARRIED FORWARD	1,081,594	4,382	1,085,976

14. TANGIBLE FIXED ASSETS - GROUP & CHARITY

	Long leashold £	Improvements to property £	Fixtures & fittings £	Total £
COST				
At 1 January 2023	135,000	31,901	287,673	454,574
Additions	220,311	-	127,870	348,181
Disposals	-	(31,901)	-	(31,901)
At 31 December 2024	355,311	-	415,543	770,854
DEPRECIATION				
At 1 January 2023	31,050	25,144	210,611	266,805
Charge for year	1,227	225	43,364	44,816
Eliminated on disposals	-	(25,369)	-	(25,369)
At 31 December 2024	32,277	-	253,975	286,252
NET BOOK VALUE				
At 31 December 2024	323,034	-	161,568	484,602
At 31 December 2023	103,950	6,757	77,062	187,769

The leasehold property is shown above at a valuation carried out by the Council on 31st December 2000 on a current use basis. The historical cost of the property is £149,598.

15. INTANGIBLE FIXED ASSETS - GROUP & CHARITY

	Computer software £
COST	
At 1 January 2023	6,500
Additions	19,800
Disposals	-
At 31 December 2024	26,300
DEPRECIATION	
At 1 January 2023	1,300
Charge for year	4,240
Eliminated on disposals	-
At 31 December 2024	5,540
NET BOOK VALUE	
At 31 December 2024	20,760
At 31 December 2023	5,200

16. INVESTMENTS - CHARITY ONLY

	Group 2024	Group 2023	Charity 2024	Charity 2023
Unlisted Shares	£	£	£	£
IHEEM Limited	-	-	100	100
	-	-	100	100

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

IHEEM Limited
Registered office: 2 Abingdon House, Cumberland Business Centre, Portsmouth, Hampshire, PO5 1DS

Class of share: Ordinary shares
% holding: 100

	2024	2023
	£	£
Aggregate capital and reserves	(23,725)	100

17. STOCK

	Group 2024	Group 2023	Charity 2024	Charity 2023
	£	£	£	£
General stocks	7,082	9,759	7,082	9,759

18. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2024	Group 2023	Charity 2024	Charity 2023
	£	£	£	£
Trade debtors	443,605	435,461	443,605	435,461
Bad debts	(24,196)	(33,769)	(24,196)	(33,769)
Amounts owed by group undertakings	-	-	23,825	-
Other debtors	40,815	44,592	40,815	44,592
	460,224	446,284	484,049	446,284

19. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Trade creditors	33,569	11,211	33,569	11,211
Social security and other taxes	88,284	83,277	88,284	83,277
Deferred subscription income	443,111	402,237	443,111	402,237
Other creditors	18,954	15,242	18,954	15,242
Accrued expenses	5,910	5,986	5,910	5,986
	589,828	517,953	589,828	517,953

The charitable company holds funds on behalf of the Decontamination Technical Platform. These funds do not belong to the charitable company and therefore are recognised as a liability. The balance as at 31 December 2024 is £2,290 (2023: £2,290) and is included within other creditors.

Deferred income represents membership subscriptions invoiced in advance:

	Group 2024	Group 2023	Charity 2024	Charity 2023
Brought forward	402,237	371,118	402,237	371,118
Amount released to incoming resources	(402,237)	(371,118)	(402,237)	(371,118)
Amount deferred in the year	443,111	402,237	443,111	402,237
Carried forward	443,111	402,237	443,111	402,237

20. EMPLOYEE BENEFIT OBLIGATIONS

The charitable company operates a defined contribution scheme which is administered independently. The costs to the charitable company for the year was £11,297 (2023: £7,370). There was £962 due to the pension scheme administrator at the year end (2023: £NIL). The expected cost to the charitable company in the coming year is expected to be in line with that of 2024.

21. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

During the year, the charitable company incurred consultancy costs totalling £1,580 (2023: £NIL) from PNFM Consulting Ltd, a business partly owned by a trustee, P Fenton. At the year end, the charitable company owed £NIL (2023: £NIL) to PNFM Consulting Ltd. These transactions were on an arm's length commercial basis.

There were no related party transactions for the year ended 31 December 2024.

22. MOVEMENT IN FUNDS

	Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds	1,081,594	1,176,108	(1,094,680)	-	1,163,022
Restricted funds					
Northcroft Silver Medal Award Fund	1,086	-	-	-	1,086
Lucas Scholarship Fund	3,296	-	-	-	3,296
	1,085,976	1,176,108	(1,094,680)	-	1,167,404

Comparative for movement in funds

	Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds	859,710	963,441	(741,557)	-	1,081,594
Restricted funds					
Northcroft Silver Medal Award Fund	1,086	-	-	-	1,086
Lucas Scholarship Fund	3,296	-	-	-	3,296
	864,092	963,441	(741,557)	-	1,085,976

Northcroft Silver Medal Award Fund
Given to the author of the article thought to have contributed most to the fields of Healthcare Engineering and Estate Management within that year.
The article should not have appeared in any publication other than the Health Estate Journal, but may have been given at a branch meeting or at an Annual Conference of IHEEM.

Lucas Scholarship Fund
Members who have been seen to take active interest in the Institute or from established members who have played a significant part in the Institutes activities at branch or national level.
May include new members who have volunteered to sit on branch and national committees or working groups, submitted an article to the Journal or spoken at an IHEEM Event.
The award selection is made by the Membership Committee, the award is made to 2 members.
Nominations are accepted from branch officers.

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Fixed assets	505,362	-	505,362
Investments	100	-	100
Current assets	1,247,488	4,382	1,251,870
Current liabilities	(589,828)	-	(589,828)
	1,163,122	4,382	1,167,504

24. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Net movement in funds	81,428	221,884	105,253	221,884
Depreciation charge	44,816	42,416	44,816	42,416
Amortisation charge	4,240	1,300	4,240	1,300
Loss on disposal of fixed assets	6,532	-	6,532	-
Interest received	(19,750)	(3,728)	(19,750)	(3,728)
(Increase)/decrease in stocks	2,678	3,233	2,678	3,233
(Increase)/decrease in debtors	(13,940)	(49,758)	(37,765)	(49,758)
Increase/(decrease) in creditors	71,875	48,790	71,875	48,790
	177,879	264,137	177,879	264,137

25. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

26. LEGAL STATUS OF THE CHARITY

The charitable company is a limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

Our Ref:

Your Ref: PU/ADP/1INS01

12 Augustus 2025

Morris Crocker
Station House
North Street
Havant
Hampshire
PO9 1QU

Dear Sirs

The Institute of Healthcare Engineering and Estate Management

This representation letter is provided in connection with your audit of the financial statements of the charitable company (charity) for the year ended 31 December 2024 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material aspects, (or give a true and fair view) in accordance with United Kingdom Accounting Standards.

We confirm that the following representations are made on the basis of enquiries of the trustee directors, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1 We have fulfilled our responsibilities as trustee directors under the Companies Act 2006 for preparing financial statements, in accordance with the applicable financial reporting framework.

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We confirm that the selection and application of the accounting policies used in the preparation of the financial statements are appropriate, and we approve these accounts for the year ended 31 December 2024.

2 We confirm that all accounting records have been made available to you for the purpose of your audit, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustee directors' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain audit evidence and have provided any additional information that you have requested for the purposes of your audit.

3 We acknowledge that it is a criminal offence to make a false statement in this regard, and where any director either makes a false statement; is aware that the statement is false; is reckless in preventing this statement; or fails to take reasonable steps to prevent the directors' report from being approved, we acknowledge that each director will be guilty of a criminal offence.

4 We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.

5 We confirm that the methods, significant assumptions and data used by us in making accounting estimates, and the related disclosures, are appropriate to achieve recognition, measurement or disclosure that is in accordance with the applicable financial reporting framework.

6 We confirm that we have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

7 We confirm that the charity has no liabilities or contingent liabilities other than those disclosed in the financial statements.

8 We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting FRS102/ SORP].

9 We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.

10 We confirm that we are aware of the definition of a related party for the purpose of the accounting framework being applied in the preparation of the accounts.
We confirm that there have been no material transactions with related parties other than transactions with group undertakings which are not required to be disclosed.
We confirm that any related party relationships and transactions are set out as disclosed in the financial statements and that we are not aware of any further related parties or transactions.

11 We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.

12 We confirm that the charity neither had, at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustee directors, nor provided guarantees of any kind on behalf of the trustee directors.

13 We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.

14 We confirm that the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.

15 We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, except as explained to you and as disclosed in the financial statements.

16 We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the organisation.

There have been no deficiencies in internal control of which we are aware.

17 We confirm that there have been no actual or suspected instances of fraud involving trustee
We have disclosed to you our knowledge of fraud or suspected fraud affecting the charity, and any allegations of fraud or suspected fraud affecting the financial statements communicated to us by employees, former employees, analysts, regulators or others involving management or employees who have a significant role in internal control or others.

18 We confirm that disclosures in note 1 to the financial statements are an accurate reflection of our plans and the reasons for our confirmation of the charity's ability to continue operating.

19 We confirm that in our opinion the effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is included in the management letter.

20 We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.

21 We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that:

- so far as each trustee director is aware, there is no relevant audit information of which you as auditors are unaware; and

- each trustee director has taken all the steps that they ought to have taken as a trustee director to make themselves aware of any relevant audit information and to establish that you are aware of that information.

22 We acknowledge that it is a criminal offence to knowingly or recklessly make you as an auditor, a statement (oral or written) that conveys, or purports to convey, information or explanations that you require in your capacity as auditor, or are entitled to require, that is misleading, false or deceptive in a material particular.

23 We approve the audit adjustments as documented on Annex A attached to this letter.

Yours faithfully

The Institute of Healthcare Engineering and Estate Management

..... Date: 01.09.25.

Signed on behalf of the board of trustee directors

Appendix A: Financial Adjustments

Errors Noted During the Audit Which Were Not Adjusted

1. Being variance on VAT between the trial balance and HMRC VAT statement:

Dr		Expenditure(P/L)	£1,713.35	
	Cr	VAT		£1,713.35

2. Being difference in valuation on property:

Dr		Loss on revaluation (P/L)	£5,310.32	
	Cr	Fixed assets		£5,310.32

As a result of our audit, the following adjustment was made to the draft accounts presented for audit.

AUD1	**Being NI branch b/fwd balances**		
Dt	Fixtures & fittings cost	2,792.00	
Ct	Fixtures & fittings depn		2,792.00
Ct	Branch bank account		2,410.00
Dt	Other debtors	7,565.00	
Ct	Other creditors		1,440.00
Ct	Office costs		3,715.00

AUD2	**Being NI branch movement**		
Ct	Seminar income		178,725.00
Ct	Miscellaneous income		17,007.00
Dt	Seminar costs	109,399.00	
Dt	Miscellaneous costs	4,247.00	
Dt	Branch technical visit	6,335.00	
Dt	Accountancy	1,750.00	
Dt	Auditors remuneration	1,250.00	
Dt	Charitable donations	20,000.00	
Dt	Office costs	364.00	
Dt	Depreciation	42.00	
Dt	Fixtures & fittings additions	712.00	
Ct	Fixtures & fittings depn charge		42.00
Dt	Trade debtors	690.00	
Dt	Other debtors	31,605.00	
Ct	Trade creditors		10,050.00
Ct	Social security and other tax		4,374.00
Ct	Other creditors		1,699.00
Dt	Branch bank account	35,503.00	

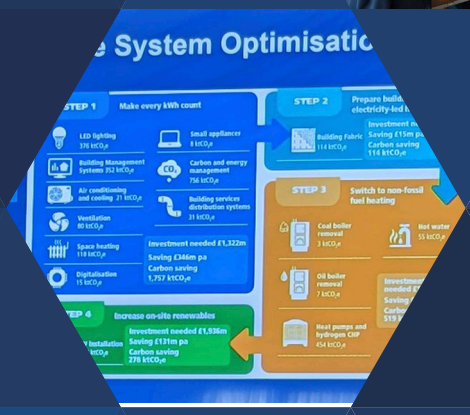
THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

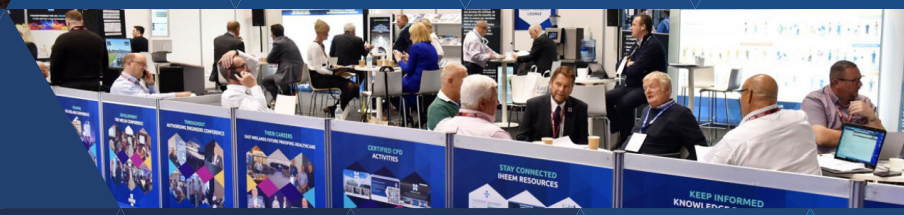
England & Wales - Charity number 257133

Accounts

OUR VISION, YOUR FUTURE
ANNUAL REPORT 2022

IHEEM
Institute of Healthcare Engineering and Estate Management





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Paul Fenton, IHEEM President

A MESSAGE FROM THE PRESIDENT

Welcome to IHEEM's Annual Report, providing you with an update of the Institutes key activities and achievements over the past twelve months.

This year IHEEM joined forces with a number of professional associations to develop and launch the first National Estates & Facilities Day which will be held annually on 15 June each year. I know that many of you took the opportunity in your organisations to celebrate the vital work delivered by our profession and the positive impact it has on patients and staff. I am immensely proud of all our individual and affiliate members who support and deliver critical services in the NHS and I will never tire of thanking and championing our dedicated workforce. IHEEM is committed to ensuring this event is a success every year and I look forward to seeing how you mark the occasion in 2023.

One of my priorities as President has been supporting and encouraging the next generation of healthcare efm professionals. Therefore, a major highlight for me was judging the 2022 Faraday Challenge Final at Alder Hey earlier this year as it was the embodiment of what I hoped we could achieve when I set out that priority. You can read more about the event in this report but I was truly inspired by the enthusiasm and innovation shown by all the students who took part. IHEEMs involvement in the programme has undoubtedly provided young people who have expressed an interest in engineering with a greater understanding of our sector and the key role that all our members – at all levels – have in improving the experience that patients have in hospital. During my involvement in the programme I have no doubt that I have met future healthcare engineers and efm specialists. I was therefore delighted that the New Hospital Programme accepted IHEEMs invitation to join the next phase of the programme and connect with each of the 5 finalists to work alongside their Chief Design team to turn their winning ideas into real tools to help children in hospital.

I was delighted to meet so many members, affiliates and IHEEM supporters at the much-anticipated return to a fully live Healthcare Estates in Manchester. And what a return it was - the largest event in its history. I was pleased to meet up with so many friends and colleagues once again. It reminded me how important networking and connecting can be for personal and professional development and how taking a short time out from the "day job" to relax and socialise with colleagues and peers can have a such a positive impact on your general wellbeing. Taking from the success of the past online conferences, most of the presentations at Manchester were recorded and are available online. If there was something that you missed, then I would encourage you to log onto the website and make full use of this facility.

It was also a privilege to attend and present at the IFHE International Conference in Toronto. The presentation that Pete Sellars and I made around the complex topic of Healthcare Planning was well received. The feedback we got from delegates supported our belief that developing a common language and approach is hugely important and is needed to improve the planning, design and construction of new and existing hospital services across many countries, not just in the UK. A number of countries wish to engage further with us on this topic including requests to engage and present at future online events. There is no doubt that this strengthens the Institutes drive to influence future healthcare planning.

As I end my term as President, I look back with enormous pride at all the achievements the Institute has made over the past two years, during what was an incredibly challenging time nationally and globally. Once again, I would like to thank the dedicated Head Office team who remain steadfast in their support and service to all our members. It has been a pleasure to work with such a strong and committed team, alongside the Chief Executive and my fellow Council Members and volunteers, all of whom continue to support IHEEM to fulfil its vision to continuously improve and develop the Institute for the benefit of our membership.

It has been an honour to serve as President and it is my pleasure to hand the baton to Alison Ryan who I know will be an excellent President and ambassador for the Institute.

Paul Fenton, MBE

CHIEF EXECUTIVE STATEMENT

I am delighted to present our 2022 IHEEM Annual Report. The Institute has enjoyed another busy and successful year where it has delivered a number of key objectives in line with our 5 Year Business Plan and annual business priorities.

When we published our last Annual Report, I hoped for a more settled 2022 following the uncertainty of the past two years. As I look back on this year, I am extremely proud of what the Institute has achieved and how having the opportunity to return to some of our usual activities such as in-person events, has been welcomed by all. This report clearly illustrates how we continue to meet the needs of our members and improve the quality and breadth of services that IHEEM provides.

Membership numbers have continued to rise with a projected overall increase of almost 12% since 2019. We have reversed the small decline in membership that was happening pre-pandemic and I have no doubt this is a clear reflection of the support IHEEM provides to all of its members. The Institute has also supported more members to achieve professional status than it has in the last 5 years. These include not only Chartered Engineers, some through the Individual Route, but also Engineering Technicians and Incorporated Engineers. Company Affiliate membership continues to grow which means that more organisations who are active within our sector, and supporting our industry, are taking advantage of IHEEMs offer. Almost half of the exhibitors at Healthcare Estates were IHEEM Company Affiliates and we will be exploring how we can improve our offer to all exhibitors in 2023.

We continue to work collaboratively with other professional bodies and national and international organisations. Our Technical Platforms have provided feedback to the national estates and facilities guidance programme and we held our first AE Conference for 2 years which saw IHEEM registered AEs attend alongside tradespeople and apprentices.

The pandemic brought to light IHEEM's vital role in facilitating networking so this year has seen a much welcome return to in-person meetings, conferences and events. We have successfully delivered a comprehensive programme of live events, both locally and nationally. There is no doubt that members have welcomed the opportunity to network and connect in person and we will continue to support our Branches to deliver events that link to topics which have the greatest impact on our sector. We listened carefully to our members, company affiliates and exhibitors and to make our events more inclusive and accessible we launched a

standard pricing structure for everyone wishing to attend our events. We also delivered substantial savings on each ticket for Healthcare Estates 2022.

One of my personal highlights of the year was the return of a fully live Healthcare Estates Conference and Exhibition at Manchester in October. This years event was the biggest in its history with record numbers of visitors, exhibitors and speakers. The feedback received has been extremely positive and nearly 80% of exhibition space for 2023 was sold in the following weeks. Although there were some last-minute challenges brought about by the national rail strike and COVID infections we were able to mitigate these quickly and the overall impact on visitors and speakers was minimal. The new IHEEM Members Lounge was a great success and added value to our members who attended the event. I would like to thank our partners STEP Exhibitions for their hard work and together we will build on this success to ensure we continue to make our flagship event as inclusive and relevant to you as possible.

Internally, Head Office has continued to deliver our business priorities and support our many committees, platforms and Boards of Registration. The investment to modernise our IT infrastructure now means we are able to process new membership applications, renewals and upgrades much more effectively. During the last two years of global uncertainty we did all we could to mitigate any financial and operational risk to the Institute. We have also moved towards improved transparency in terms of our Business Plan and Annual Reports and I know that our new President Alison Ryan will continue in that vein. I am pleased that we are now in a financial and operational position to begin to strengthen the internal resources needed to ensure we have the right skills and knowledge in place to continue to deliver our ambitious 5 Year Business Plan. We are also supporting our Head Office team in their own development.

The achievements set out in this report are a tribute to the commitment of our Head Office team. Their hard work, drive and determination are outstanding and I greatly value and appreciate all that they do. IHEEM also benefits from the support of its volunteers who make a significant contribution through their service to our Council, Committees, Platforms, Boards and Working Groups. I would like to thank them for their support.

This report sets out our many successes this year and demonstrates how the Institute has effectively planned and delivered particularly in its face-to-face engagement with the growing numbers of members, partners and stakeholders. It gives me great confidence for the future and I look forward to 2023 and beyond as we continue to deliver for all our members.

Pete Sellars

HEALTHCARE ESTATES CONFERENCE & EXHIBITION 2022

BUSINESS PLAN CORE OBJECTIVES 5 AND 6
IHEEM KEY EVENTS PROGRAMME 2022

Overall attendance to Healthcare Estates 2022 reached record levels for the two days in Manchester with over 5,000 visitors, delegates and exhibitors flocking to Manchester. Thank you to everyone who contributed and made this event a success.

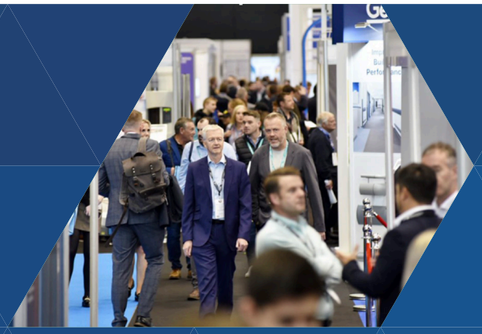
32 Hours CPD accredited and made available to IHEEM members online

61 Conference Presentations

129 Chairs and... Speakers

6 Free-to-attend Theatres & Zones

4 Key Themes



>5000 Visitors Across 2 days

612 Healthcare Awards Guests & Gala Dinner

>200 Exhibitors

2 New Exhibitor Awards

3 New Staff Workforce Awards

"A fantastic opportunity to build relationships with people in the industry and create a network of people all wanting to better the healthcare sector."

"Great to be back in person and to see how the sector is evolving and how we can all meet the needs in providing a quality NHS estate"

"Would definitely be an event I will be attending next year."

LEARNING & DEVELOPMENT

BUSINESS PLAN CORE OBJECTIVES 1, 2, 4 AND 7

IHEEM Learning Hub

Stay Connected. Keep Informed. Get Ahead.

IHEEM LEARNING HUB

Over 400 Vimeo recordings are now available online exclusively for IHEEM members to access.
All IHEEM conference marketing now clearly states which presentations are recorded and are CPD accredited. This has become standard practice for all of the Institutes key in person events and online webinars.
We have invested to ensure we have the right technical support in place to maintain the high quality production standards we achieved this year.

IHEEM CAREER ROUTE MAP

This unique digital tool provides information to support members in their career development.

Users can also access relevant job advertisements on the IHEEM Website.

IHEEM KNOWLEDGE PARTNERS

The Institute continues to deliver on its commitment to provide its members with access to a wide choice of professional and technical training opportunities through its growing Knowledge Partnerships.
Underpinning the IHEEM Career Route Map, there are now 90 learning and development courses available to our members from 6 providers including Health Facility Planning as well as technical training courses.

WORKFORCE

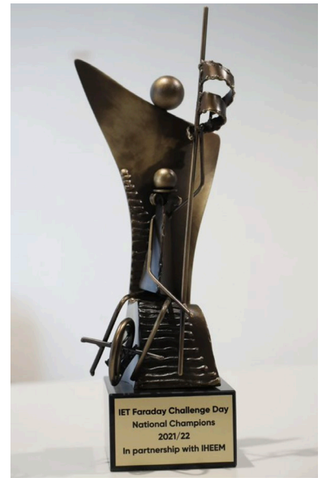
BUSINESS PLAN CORE OBJECTIVES 1, 3 AND 7
IHEEM KEY EVENTS PROGRAMME 2022

The Institute continues to actively invest its resources to support our members throughout their career journey.

Part of the IHEEM Presidents priorities saw particular focus on encouraging and developing the future healthcare engineers and efm workforce. A major part of this was the 2021/2022 Faraday Challenge which saw the Grand Final hosted by Alder Hey Childrens Hospital in June. It was the culmination of the competition involving 959 teams from 285 schools across England, Wales, Scotland and Ireland all of whom attended one of the 165 Challenge Days held during the season.

IHEEMs sponsorship of this event undoubtedly provided students with a greater understanding of the healthcare engineering sector and the key role that all of our members – at all levels- have in improving the experience that patients have in hospital.

The five teams who reached the final were subsequently offered the chance to have their winning designs turned into real tools to help children in hospital. The New Hospital Programme accepted IHEEMs invitation to engage with the finalists to give them the opportunity to influence hospital design which means that the outputs from the challenge will endure and develop in a unique and innovative way.



The winning team with IHEEM President Paul Fenton MBE and Childrens Commissioner for England Dame Rachel De Souza

DIVERSITY & INCLUSION

BUSINESS PLAN CORE OBJECTIVE 1

This years focus of the Diversity and Inclusion Working Group (D&I) has been Bullying, Harassment and Abuse.

Drawing from the NHS Staff Survey published in 2021 and the Chartered Institute of Personnel & Developments 2020 report "Managing Conflict in the Modern Workplace" they found while reported incidents of bullying, harassment and abuse in the NHS were low, those incidents were still weighted towards minority groups of staff: BAME, LGBTQ+ and people with disabilities. It was not possible to identify and develop figures specific to the healthcare engineering and estates workforce but there is no doubt that these behaviours are disproportionately felt by the above groups of staff and also by women.

The group held an interactive workshop at Healthcare Estates 2022 where these findings was discussed in an open and frank conversation with attendees. A number of lived experiences from people who had faced bullying, harassment and abuse was also presented which made for a sobering testament. These were not only from NHS staff but from external contractors who work within the sector.

The feedback from those who joined the session was extremely positive and the Working Group would like to thank everyone who took part and shared their moving and insightful experiences.

Although it would appear that some progress is being made in these areas, there is obviously still work to do and the group will consider this and the previous work that has been done in setting the agenda for 2023.

The Working Group also welcomed a new member in 2022: Lucy Rowe, the Young Persons and Diversity Manager from the National Estates and Facilities Team at NHS England.

The Working Group present at their workshop at Healthcare Estates 2022

IHEEM MODERNISATION PROGRAMME

BUSINESS PLAN CORE OBJECTIVES 8 & 9

Further modernisation of IHEEMs systems and procedures continued in 2022 with the objectives of improving the service to existing and new members and strengthening internal governance.

SYSTEMS MODERNISATION

The year has seen continued improvements to the CRM, CPD systems in addition to the ongoing development of the IHEEM website. Major upgrades to our on-line events booking system now provides exhibitors with a simple end to end process from online booking through to invoicing and billing providing improved customer experience. Work also started on the fully automated membership application process which is planned for completion in 2023.

DIGITAL DISPLAY BOARDS

IHEEM are now using two large digital boards at its own and other events. Unlike printed display material, which has a shorter lifespan, the new interactive boards will enable Head Office to provide bespoke and up to the minute information on IHEEM stands and with their touchscreen technology they can be used to gather live data eg: surveys, questionnaires etc quickly and efficiently.

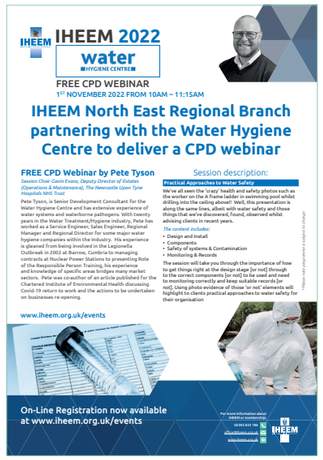
REGIONAL BRANCHES

BUSINESS PLAN CORE OBJECTIVES 3 AND 5

IHEEM Regional Branches have continued to utilise online capability and delivered a number of webinars including:

- Electrical Safety Within Healthcare Environments
- Workforce development, apprentices, IHEEM…and you!
- Practical Approaches to Water Safety

Some of our Branches have also arranged conducted tours of healthcare facilities and organisations providing support to our industry. They have also attended careers fairs to highlight and discuss with school leavers the wider ranging and varied career opportunities available in our sector.



Although the Hong Kong Branch were still dealing with ongoing COVID-19 restrictions they have continued to connect with members online and delivered two webinars: “Mega-Trends In Medical Technology Impacting on Operating Theatre Construction” and Fast Track Construction of BSL3&4 Laboratory & Airborne Isolation Wards” in response to the extensive healthcare infrastructure development pipeline. The Branch also maintained its links to mainland China and took part in their organised webinar in the Summer.

This year many of the Branches were able to plan their return to face to face meetings and events in 2022. Two notable conferences delivered this year were:

JOINT IHEEM NORTHERN IRELAND & REPUBLIC OF IRELAND CONFERENCE

IHEEM KEY EVENTS PROGRAMME 2022

May 2022 saw the joint IHEEM Northern Irish and Republic of Ireland Branch event held at Dublins Croke Park stadium. Postponed from 2020, the two-day conference, exhibition and awards entitled “Delivering Sustainable Healthcare Estates” attracted over 350 delegates and saw high-profile speakers including from Irelands Health Service Executive (HSE), Irish and Northern Irish healthcare providers and NHS England present in an absorbing and interactive conference. The two Branches worked in close collaboration and with IHEEM Head Office and the feedback from visitors and exhibitors was extremely positive and the opportunity to network and connect was very much welcomed. A report on the event can be found in the June edition of Health Estate Journal www.healthestatejournal.com

This event also saw the revitalisation of the Republic of Ireland Branch following a two year period when activities were interrupted by the pandemic. The branch is now chaired by Bill O’Reilly and if formally represented on IHEEM Council. A report on the new chair and the plans for the Branch was featured in the June edition of Health Estate Journal www.healthestatejournal.com

IHEEM MIDLANDS CONFERENCE

IHEEM KEY EVENTS PROGRAMME 2022

The first dedicated IHEEM Midlands Conference was held in June 2022. Titled “Future Proofing Healthcare” was held in Burton-on-Trent. Focussing on Net Zero carbon and the “post-pandemic world” it featured presentations from the National Sustainability and Estates and Facilities teams as well as speakers from industry and IHEEM Knowledge Partners. A report on the event was included in the August edition of Health Estate Journal www.healthestatejournal.com

TECHNICAL PLATFORMS & AUTHORISING ENGINEERS

BUSINESS PLAN CORE OBJECTIVES 2, 5, 7 AND 9

IHEEM TECHNICAL PLATFORMS

IHEEMs Technical Platforms continue to provide feedback to national standards and guidance documents and research developed by organisations such as NHS England, British Standards Institution and The Nuffield Trust.

In March IHEEM announced that its Architecture, Design & Built Environment (ADBE) Technical Platform was re-launched as the IHEEM Strategic Estate Management TP. The revitalised platform now has a focus on the strategic aspects of the healthcare estate including healthcare planning, capital development and a range of associated topics. It has a significantly increased membership that includes professionals from industry, academia and the NHS.

The Electrical Technical Platform has also called for new members this year to support its ambition to expand the breadth of representation and technical input into healthcare efm specific guidance in addition to British Standards.

IHEEM ETP presenting at Healthcare Estates 2022

Some of the IHEEM Technical Platforms took part in the Healthcare Estates Conference and the Strategic Estate Management TP held an interactive workshop entitled “Estates Strategy – The Forgotten Art?”

IHEEM AUTHORISING ENGINEERS

IHEEM KEY EVENTS PROGRAMME 2022

IHEEM and its members were delighted that the annual AE Conference returned in 2022. This one day event entitled “Making the Standard” was held at the prestigious Epsom Racecourse in July and attracted over 140 delegates including, for the first time, sponsored places for IHEEM tradespeople and apprentices as part of our commitment to support the next generation of efm leaders. The event was recorded and CPD accredited and made available for members to watch online. A full report on this event was featured in the August edition of Health Estate Journal www.healthestatejournal.com.

Articles by IHEEM Authorising Engineers are now clearly highlighted in the Health Estate Journal using the trademarked IHEEM AE logos that were introduced last year. This raises their individual profile and the professional status they hold within IHEEM.

A number of IHEEM Authorising Engineers also took part in this years Healthcare Estates Conference, presenting across several of the six technical theatres.

G Stanton, IHEEM AE(D) presenting at the AE Conference

D Harper, IHEEM AE(W) presenting at Healthcare Estates

COMPANY AFFILIATES

BUSINESS PLAN CORE OBJECTIVE 7

IHEEM Company Affiliate membership continues to grow as more organisations who support the healthcare engineering and estate management sector are connecting directly with IHEEM members and taking advantage of the Institutes offer which includes:

- **INCLUSION IN THE COMPANY AFFILIATE DIRECTORY ON THE IHEEM WEBSITE**
- **USE OF THE IHEEM LOGO ON ADVERTISING MATERIAL**
- **DISCOUNT ON COST OF A STAND AT HEALTHCARE ESTATES CONFERENCE & EXHIBITION**
- **OPPORTUNITIES TO PRESENT AT IHEEM BRANCH EVENTS**
- **ENTRY INTO THE IHEEM HANDBOOK SENT TO ALL MEMBERS**
- **DISCOUNT ON IHEEM PERSONAL MEMBERSHIP SUBSCRIPTIONS – AVAILABLE TO ALL COMPANY AFFILIATE EMPLOYEES**

Wherever possible IHEEM endeavours to involve our corporate members in our activities with opportunities to sponsor events and raise their profile.

Almost half the exhibitors at Healthcare Estates 2022 were IHEEM Company Affiliates and in 2023 we will be discussing their views on how we can better support them in the future.

IHEEM Company Affiliates Exhibiting at the IHEEM Dublin Conference & Healthcare Estates 2022

GOVERNANCE

PRESIDENT

Paul Fenton

VICE PRESIDENT & PRESIDENT ELECT

Alison Ryan
Nigel Keery

BRANCH CHAIRS

London & South East
Alan Gascoine

Southern
Greg Hansell

South West
Richard Knight

East Anglia
Vacant

West Midlands
Phil Wade

East Midlands
James Chadwick

North West
Alistair Cameron

Yorkshire
Simon Adamson

North East
Alan Spraggon

Scotland
Vacant

Wales
John Prendergast

Northern Ireland
Steven Johnston

Republic of Ireland
Bill O'Reilly

Hong Kong
Dr P L Yeun

COUNCIL MEMBERS

Alistair Cameron
James Chadwick
Peter Davies
Paul Fenton
Richard Harris
Martyn Jeffery
Nigel Keery
Eddie McLaughlan
Bill O'Reilly
Paul Rodgers
Alison Ryan
Alan Spraggon
Mark Williams
Dr P L Yeun

TECHNICAL PLATFORMS CHAIRS

Water
Mervyn Phipps

Ventilation
Andrew Poplett

Electrical
Paul Harris

Medical Gases
Vacant

Decontamination
Brian Kirk

Fire Safety
Mazin Daoud

Environmental Sustainability
Ian Hinitt

Medical Devices
Vacant

Strategic Estate Management
Paul Mercer

COMMITTEE CHAIRS

Audit and Renumeration
Wayne Carr

Conference and Exhibition
Claire Hennessy

Management and Finance
Eddie McLaughlan

Membership and Registration
Mark Richards

Professional Development
Carl McKenzie

Technology Platform
Eddie McLaughlan

BOARD OF REGISTRATION (AUTHORISING ENGINEERS) CHAIRS

Water
Paul Nolan

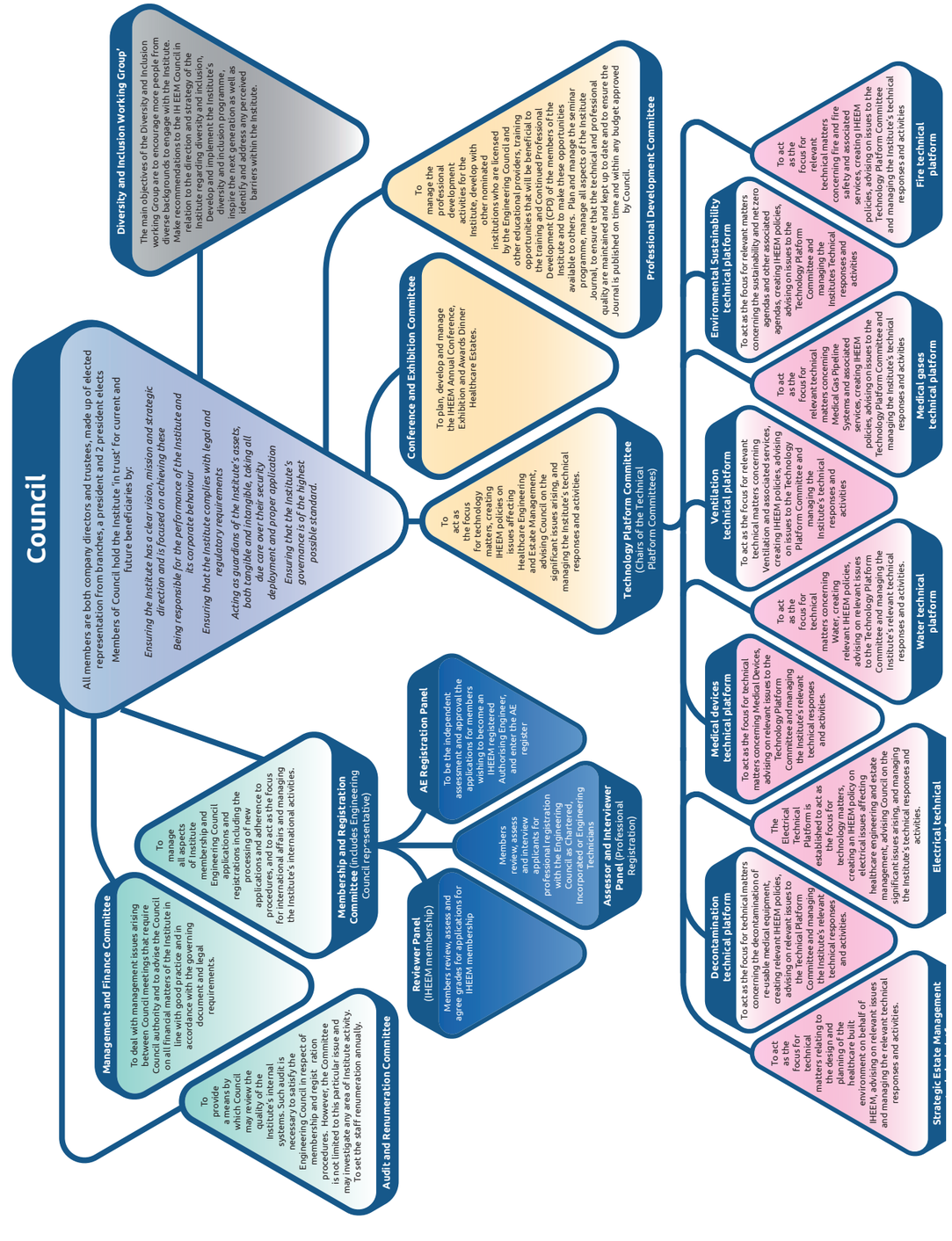
Ventilation
Graham Taylor

Electrical
Mark Richards

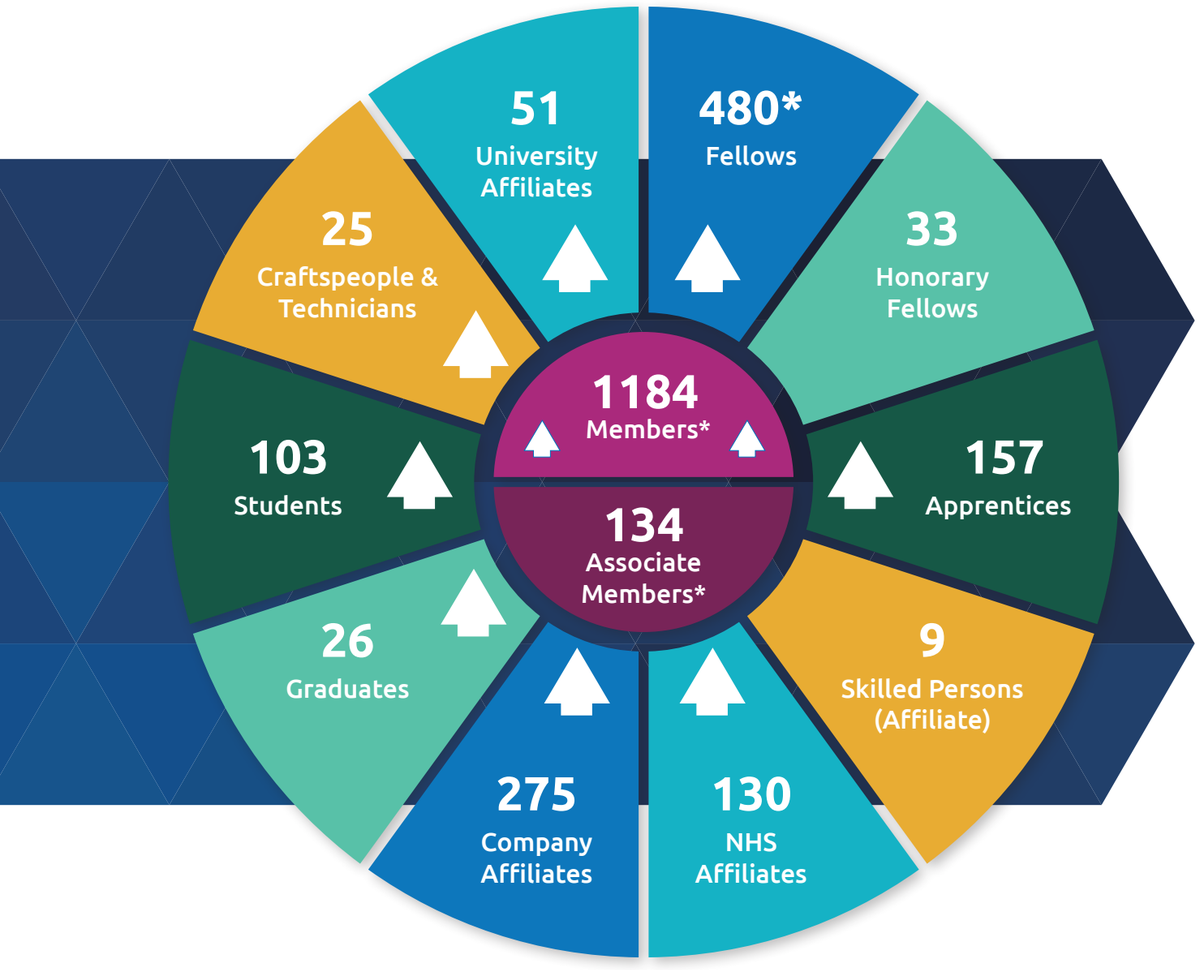
Medical Gases
Ian Sandford

Decontamination
Graham Stanton

GOVERNANCE STRUCTURE



MEMBERSHIP PROFILE 2022



Figures @ September 2022

* Includes Retired

△ Indicates a rise in figures from 2021

IHEEM 5-YEAR BUSINESS PLAN

Our Purpose

To continuously improve and develop the Institute, its services and the benefits we offer to ensure our members have the capability to deliver a healthcare estates environment that is safe, efficient and effective for patients staff and visitors

Our 5 Key Themes

1 - Serving Our Membership | 2 - Developing Future Leaders | 3 - Engaging with New Partner Organisations | 4 - Supporting Existing Partner Organisations | 5 - Strengthening our National and International Profile

Core Objectives	Deliverables
1 Consistently Grow and Develop Membership	1.1 Identify areas for growth and reach out to a wider audience with a focus on tradespeople and apprentices 1.2 Develop and implement a new members marketing strategy and toolkit 1.3 Establish a stronger and better balance of membership through IHEEM's Diversity & Inclusion Working Group 1.4 Continued management of membership applications and engineering / AE registrations 1.5 Improve the offer to members to provide relevant and current CPD activity and simplify recording activity 1.6 Create an environment for members to be successful in the 'non-standard route to Engineering Council UK accreditation'
2 Become a "trusted partner" to Government and Industry	2.1 Input at Board Level on the development of a national workforce strategy for efm professionals 2.2 Work closely with NHS England to input into and disseminate national efm policy and strategies 2.3 Support the NHSI Future Standards Group in the redevelopment of HBN and HTM standards 2.4 Work collaboratively with Archus UK for the further development and wider dissemination of technical guidance using existing platforms & infrastructure
3 Encourage the next generation of Engineers & Healthcare Estates & Facilities Management (efm) leaders	3.1 Work with branches to facilitate the development of an NHS national apprenticeship programme based on a standardised model that can be adopted by providers 3.2 Develop a programme of workshops linked to Science, Technology, Engineering and Mathematics (STEM) subjects for Year 7 & 8 secondary school students 3.3 Review and expand a register for all professional specialist efm services including Authorising Engineers
4 Collaborate with training providers and industry to provide and endorse specialist NHS course content	4.1 Work closely with NHS Trust affiliates to develop specific training courses for trade staff, technicians, and managers 4.2 Encourage training providers/industry to offer CPD accreditation as an incentive to IHEEM members
5 Develop technical seminars, events & conferences at branch and national levels to share best practice with members	5.1 Develop and promote branch and national conferences and technical platform seminars 5.2 Organise and deliver the IHEEM flagship annual conference and exhibition 5.3 Ensure content of technical seminars are CPD accredited in line with Engineering Council UK licencing requirements
6 Raise the profile of IHEEM Nationally and Internationally and become more professional in its approach and accountability to members and the Engineering Council UK	6.1 Explore and develop innovative ways to promote IHEEM to existing and new membership 6.2 Develop and launch a revised website 6.3 Establish and deliver an effective communication plan using acknowledged social media and business network devices 6.4 Be an active member of The International Federation of Hospital Engineering (IFHE) 6.5 Attend and exhibit at appropriate national and local events 6.6 Ensure professional affiliation licences are maintained and licencing requirements adhered to
7 Create an environment for members to engage and network with other healthcare associations and institutes	7.1 Strengthen engagement with industry, academia and professional bodies that are aligned to core efm functions to support members and raise the profile of efm as a profession
8 Undertake a commercial review of all IHEEM's business activities to ensure long-term viability and value for money	8.1 Review annual conference and develop a long-term strategy 8.2 Review all of the organisation's annual revenue costs (e.g. contracts, subscriptions, infrastructure) to ensure fitness for purpose and value for money) 8.3 Seek alternative income sources e.g. lottery, charitable trusts
Core Objective 9	
Develop and maintain effective governance & assurance across all business activities to meet both legal requirements and the corporate needs of IHEEM Head Office, Branches, Council and Technical Platforms	9.1 Develop a "hub and spoke" operating and resource model between Head Office and Branches to allow branches to engage and support the Institute's national plans 9.2 Maintain effective financial controls & management ensuring compliance with statutory and mandatory regulations 9.3 Develop a new Customer Relationship Management (CRM) system for improved membership applications 9.4 Produce a new Standard Operating Manual for all processes, procedures and standards required to ensure efficient and consistent performance of business functions 9.5 Review technical platform groups and develop an overarching operational framework 9.6 Organise and deliver IHEEM council/trustee training days 9.7 Develop a sustainability policy/statement for the Institute

KNOWLEDGE PARTNERS
& KEY STAKEHOLDERS

Engaging with our stakeholders and Knowledge Partners is fundamental to our success. By listening to and working in collaboration with all those organisations who share a passion for our industry, IHEEM can grow and develop to better serve our members.

IHEEM is proud to work with all our partners and stakeholders, some of whom are listed below:

The Institution of Engineering and Technology
Royal Academy of Engineering
Engineering Council
UCL THE BARTLETT
CEF CARBON + ENERGY FUND
TAHPI EDU
our health service
Europe
NHS England
STEM LEARNING
Eta Projects
Department of Health | An Roinn Sláinte | Männystrie O Poustie
GIG CYMRU NHS WALES | Partneriaeth Cydwasanaethau Shared Services Partnership
UK Health Security Agency
European Health Property Network
IMMERSE TRAINING
SMPS Salisbury Managed Procurement Services
Step Exhibitions
spirax sarco
ppltraining

FINANCIAL REPORT

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM				
Charitable activities				
Conferences	140,406	-	140,406	-
Seminars	19,734	-	19,734	7,653
Publications	6,450	-	6,450	4,370
Membership	345,220	-	345,220	324,680
Miscellaneous	7,853	-	7,853	12,908
Investment income	571	-	571	1,386
Total	520,234	-	520,234	350,997
EXPENDITURE ON				
Charitable activities				
Conferences	59,481	-	59,481	43,414
Seminars	45,342	-	45,342	47,333
Publications	4,500	-	4,500	2,518
Membership	366,930	-	366,930	358,350
Miscellaneous	5,390	-	5,390	4,275
Total	481,643	-	481,643	455,890
Net gains/(losses) on investments	-	-	-	-
NET INCOME	38,591	-	38,591	(104,893)
RECONCILIATION OF FUNDS				
Total funds brought forward	626,052	4,382	630,434	735,327
TOTAL FUNDS CARRIED FORWARD	664,643	4,382	669,025	630,434

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT (REGISTERED NUMBER: 895080)

BALANCE SHEET AT 31 DECEMBER 2021

	2021 £	2020 £
FIXED ASSETS		
Tangible assets	224,989	230,505
Investments	100	200
	225,089	230,705
CURRENT ASSETS		
Stocks	4,669	4,911
Debtors	365,555	339,805
Cash at bank	523,262	460,009
	893,486	804,725
CREDITORS		
Amounts falling due within one year	(449,550)	(404,996)
NET CURRENT ASSETS	443,936	399,729
TOTAL ASSETS LESS CURRENT LIABILITIES	669,025	630,434
NET ASSETS	669,025	630,434
FUNDS		
Unrestricted funds	664,643	626,052
Restricted funds	4,382	4,382
TOTAL FUNDS	669,025	640,434

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 1st March 2022 and were signed on its behalf by:

P J Fenton - President

LOOKING FORWARD TO 2023

SAVE THE DATE!

The Wales Conference
11th and 12th May 2023, Cardiff City Stadium

The Authorising Engineers Conference
11th July 2023, Epsom Downs Racecourse

Healthcare Estates
10th and 11th October, 2023, Manchester Central Convention Complex

NATIONAL HEALTHCARE ESTATES & FACILITIES DAY

15 JUNE 2023

Celebrating our Estates & Facilities heroes with new national day!

Please check the IHEEM website for further details of Events, Training and Development Opportunities and CPD offers for 2023

IHEEM ANNUAL REPORT 2022

IHEEM
Institute of Healthcare Engineering and Estate Management

For more information about
IHEEM or membership:

02392 823 186

office@iheem.org.uk

www.iheem.org.uk

www.linkedin.com/company/iheem

@IHEEM

December 2023
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REGISTERED COMPANY NUMBER: 895080 (England and Wales)
REGISTERED CHARITY NUMBER: 257133

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

FOR

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

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Report of the Independent Auditors	9 to 12
Statement of Financial Activities	13
Balance Sheet	14
Cash Flow Statement	15
Notes to the Cash Flow Statement	16
Notes to the Financial Statements	17 to 27

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

The charity's objectives

The charity's objectives reflect the mission of the charity. Each year trustees review objectives and activities to ensure that they continue to reflect the charity's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its guidance on education and training for public benefit.

Mission

The charity is a professional body and learned society serving the interests of those involved in and with responsibility for healthcare engineering and estate management including the design, procurement and maintenance of healthcare facilities and equipment. The charity is established for public benefit to promote the art and science of healthcare engineering and estate management and to advance research, education and training.

Activities

The charity's activities include supporting the career development of healthcare engineers, allied built environment professionals and facility managers, the publication of a regular professional journal, delivery of of educational seminars, and the holding of an annual flagship conference and exhibition enabling individual and affiliate members to network and share experiences, information and innovation

Each year the trustees review the charities objectives and activities to ensure that they continue to reflect the charity's mission. In carrying out this work the trustees have considered the Charity Commission's general guidance on public benefit.

Volunteers

Volunteers are an important resource in both the running of the charity and the management of its educational activities. Over 60 volunteers regularly give their time for the running and management of the governing council and its committees, with further volunteers giving their time to the running and management of branch activities and the programme of educational events. All trustees give their time freely. The Institute encourages all members to become involved in voluntary activities and to share their skills with others. Suggest we include some distinct reference to their role in ensuring appropriate governance and compliance with legal and regulatory requirements (this is stated in our published Governance Structure Chart).

Social investment policies

We have invested in sustainable measures such as a Solar PV scheme to reduce the carbon footprint associated with our Head Office facilities and are looking to make further energy reducing improvements and investments such as LED lighting and building insulation. We are also committed to an Apprentice within our Head Office establishment which represents around 21% of our FTE workforce. Following completion of her course our apprentice moved on. We continue our commitment to supporting apprenticeships and in August 2021 we employed a new apprentice in the role of Events and Marketing Support. The Healthcare Engineering Specialist Technician apprenticeship scheme achieved recognition on the National Apprenticeship Framework during 2021 as a funded programme, taking new students from Sept 2021. A focused drive to attract apprentices as members resulted in having 149 (21 up from 2020) apprenticeship members of the Institute at year end. During 2021 Council took the decision to be the IET Faraday Challenge theme partner for the academic year 2021/22, setting a Healthcare challenge to school students. The finals were held at Alder Hey Hospital in June 2022. The winning school presented on the event at our Healthcare Estates flagship conference in October 2022.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

ACHIEVEMENT AND PERFORMANCE

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

Charitable activities; how the charity's activities deliver public benefit

The charity carries out a wide range of activities in pursuance of its charitable objectives. The trustees, after taking into consideration the Charity Commission's general guidance on public benefit the activities summarised below provide benefit to the public and the wider community by ensuring its members have the capability to deliver a healthcare estates environment that is safe, efficient and effective.

Educational seminars

The charity held a range of technical and specialist seminars during the year supported by the IHEEM Technical Platforms, branches, partners and company affiliates. We saw the return to in person events, as well as the continues deliver through digital media. To date we have delivered 4049 hours of webinar CPD content.

In 2022 the below seminars/workshops and webinars were held on a range of key themes. Each of these attracted a good number of delegates and several also featured an event exhibitor:

January	January Electrical Safety within the Healthcare Environment (Webinar)
March	West Midlands Branch AGM 2022 (Webinar)
March	Developing a zero estate (Webinar)
April	Yorkshire AGM including Brandon Medical Visit (in person)
May	Delivering Sustainable Healthcare Estates (Webinar)
May	West Midlands branch site tour of new Walsall Emergency Dept (in person)
May	Ireland Regional Conference (2 day in person)
June	Faraday Challenge Finals - Alder Hey Hospital (1 day in person)
June	Future Proofing Healthcare Conference East Midlands branch (1 day in person)
June	Yorkshire Branch Powerstar factory visit (in person)
July	Authorising Engineers conference (1 day in person)
July	Making Public Buildings Low Carbon Heat Ready (webinar)
October	Healthcare Estates Conference (2 day in person)
December	IHEEM AGM

Educational conference & exhibitions

In addition to the seminar programme, the Institute develops and delivers several conferences. Over 2020 and 2021 these were digital only due to the pandemic. In 2022 we returned to in person events, the first conference being our Ireland regional conference bringing together healthcare from both the Northern and Republic of Ireland for the first time.

IHEEM's annual flagship conference, exhibition and awards dinner, 'Healthcare Estates' was held in October in Manchester. The event attracted over 5,000 delegates and visitors, with over 200 exhibitor stands. The conference delivered 61 presentations involving 129 chairs and speakers, offering 32 hours of certified CPD. All presentations were made available as on demand sessions via our website learning hub.

The Gala Awards dinner hosted 612 attendees, the biggest to date with 2 new award categories.

Engineering Council

We continue to be categorised as low risk. Over the year we undertook 10% CPD sampling for those who hold professional registration, and aim to do the same for 2023. Over CRM system has been enhanced to allow tracking of CPD sampling and full tracking of the Engineering Council application registration process for members seeking to apply.

The charity remains a strategic partner of Engineering UK and the Engineering Council. The charity's work centres on compliance with the Engineering Council audit and quality assurance requirements to hold the licence for assessing candidates for registration as an Engineering Technician, Incorporated Engineer and Chartered Engineer. The charity also supports the Engineering Council's work to promote society's confidence and trust in the engineering profession. The charity's engineers once registered are internationally recognised having demonstrated standards of competence and commitment for the engineering profession whose skills underpin provision and/or distribution of the basic necessities of civilised life concerning healthcare buildings, energy use, provision of safe water and sanitation, food, transport and communications. Other work with the Engineering Council involves the sampling of registered members Continuing Professional Development, the provision of training for interviewers, participation in the audit of other institutes and promoting the Engineering Register.

Branches
The charity has fourteen branches; thirteen branch areas are represented on the charity's governing council. The Council welcomed representation from the Republic of Ireland during 2022. Branch committees are populated by volunteers who give their time to the management of education activities, branch-based seminars, providing interview panels for Engineering Council registrants, and recruiting new members. Branch activity is at the forefront of the charity's activity in delivery of its objectives. During 2022 our branches hosted over 10 webinars, 3 site visits and the first East Midlands branch conference 'Future Proofing Healthcare'. This activity continues for 2023.

Journal
The quality educational publication 'Health Estate Journal' is distributed to all members ten times per year. The trustees manage the Journal through the Professional Development Committee that is constituted by members of the institute. The Journal remains attractive, popular and informative.

Website and IT Infrastructure Redevelopment
2022 saw the continued improvements to the CRM, CPD systems in addition to the ongoing development of the IHEEM website. Major upgrades to our on-line events booking system now provides exhibitors with a simple end to end process from online booking through to invoicing and billing providing improved customer experience. Work also started on the fully automated membership application process which is planned for.

IHEEM are now using two large digital boards at its own and other events. Unlike printed display material, which has a shorter lifespan, the new interactive boards will enable Head Office to provide bespoke and up to the minute information on IHEEM stands and with their touchscreen technology they can be used to gather live data eg: surveys, questionnaires etc quickly and efficiently.

International Federation of Hospital Engineering (IFHE)
The charity remains a committed member of IFHE. IFHE is a non-profit, non-governmental and independent organisation whose resources are used to foster and promote exchange of hospital engineering technology knowledge with the ultimate goal that people everywhere may receive better healthcare. The charity continued to provide the administration service for the Federation throughout the year.

Partnerships
Engaging with our stakeholders and Knowledge Partners is fundamental to our success. By listening to and working in collaboration with all those organisations who share a passion for our industry, IHEEM can grow and develop to better serve our members. IHEEM is proud to work with all our partners and stakeholders and will continue to build these over 2023.

Governance of the Technical Platforms and Authorising Engineer Boards of Registration
IHEEMs Technical Platforms continue to provide feedback to national standards and guidance documents and research developed by organisations such as NHS England, British Standards Institution and The Nuffield Trust.

In March IHEEM announced that its Architecture, Design & Built Environment (ADBE) Technical Platform was re-launched as the IHEEM Strategic Estate Management TP. The revitalised platform now has a focus on the strategic aspects of the healthcare estate including healthcare planning, capital development and a range of associated topics. It has a significantly increased membership that includes professionals from industry, academia and the NHS.

The Electrical Technical Platform through a new standardised process appointed 3 new members in 2022 to support its ambition to expand the breadth of representation and technical input into healthcare efm specific guidance in addition to British Standards. In October 2022 IHEEM Technical Platforms took part in the Healthcare Estates Conference and the Strategic Estate Management TP held an interactive workshop entitled "Estates Strategy - The Forgotten Art?"

Membership

In response to the challenges presented by the COVID-19 pandemic, IHEEM took the unprecedented decision in 2020 to cease chasing outstanding membership fees for six months, and therefore as a result not to lapse members due to lack of payment. This approach continued for 2021 and 2022. The charity's membership numbers reflect this decision. On 31st December 2022 membership numbers for fee paying individuals was recorded as 1864, compared to 1836 individual members on 31st December 2021, an increase of 1.5%. This was supported by an increase in our free memberships aimed at students, apprentices and NHS tradespeople which increase to 499 On 31st December 2022, from 450 on 31st December 2021, an increase of 11%. These are seen as our future paying membership. We saw a further increase in our Company Affiliate Members (each having up to 4 nominated named non-voting members) to 286 recorded on 31st December 2022 from 256 on 31st December 2021, representing an increase of 12%. The total number of members (excluding the 4 nominated non-voting members for Company affiliates) on 31st December 2022 is recorded as 2649 compared to 2542 on 31st December 2021, an overall increase in membership for the year of 3.4%. Membership fee concessions are offered for graduate and apprentice members, retired or pensionable members, members of limited means of income, University Affiliate members, Apprentice Affiliate members and Student Affiliate members.

Awards

Recognition of public contribution to healthcare engineering and estate management and excellence in achievement is at the heart of the charity's work. The charity recognises individual achievements by providing a number of awards, medals and prizes. In 2022 we gave a Lifetime Achievement Award to Steven Palmer, having been an IHEEM member for just under 40 years and contributed as an active Chair and member to the Membership and Registration Committee and our representation from membership officer with the Engineering Council The other awards will re-establish in 2023.

FINANCIAL REVIEW

Investment policy and objectives

The memorandum association describes how monies of the Institute not immediately required for its purposes can be invested. The Trustees, having regard to the liquidity requirements of operating the Institute and the reserves policy set out below, have operated a policy of keeping available funds in an interest bearing deposit account. The invested funds held on deposit achieved an average rate of return of 0.87% against the Office for National Statistics, Consumer Price Index (CPI), for the year to December 2021 of 9.2%.

Reserves policy

The Institute maintains reserves which the Council deems appropriate for its efficient operation and for the generation of additional income on a prudent basis. Around 39% of the charity's income is generated through membership income received primarily in the first three months of the year and the remaining income is generated through the year from seminar activity and annual conferences, with 36% of income being paid to the Institute in December. A level of free reserves of £250,000 equating to approximately six months management, administration is considered appropriate. The actual free reserves exceeded the required level and amounted to £664,643 an increase of £38,591 on 2021. The increase reflects the income for the Healthcare Estates Conference in October 2022.

The Board of Trustees are also mindful of the volatile nature of membership numbers and the general decline in numbers in other similar Learned Bodies and this has a bearing on our reserve levels which may be above what would normally be expected. The recent pandemic supports the requirement for Charities to hold sufficient reserves to allow them to operate through difficult circumstances more in line with 12 months running rather than the previous six months.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

FINANCIAL REVIEW

Principal funding sources

The Charity's income is derived from two main resources: membership subscriptions and educational events, including seminars and conferences (annual IHEEM conference/exhibition and branch conferences). Income through membership subscriptions totalled £358k (2021 = £345k). Events and training income totalled £543k (2021 = £160k). Event resources expended at £307k (2021 = £105k). The difference between years relates to the income generated by Healthcare Estates conference. The first full in person event since 2019.

Educational events are an element in the charity's programme of activities; the trustees are keen to continue with this work that provides benefit to both the charity's members and the public.

Overall the charity produced a surplus of £195,067 (2021 = surplus of £38,591) on a turnover of £915,273. This is due to the income generated from Healthcare Estates Event 2023.

Financial effect of significant events

IHEEM holds three major conferences each year which aim to produce a surplus. Actions are taken to minimise the risk of surpluses not being made through commercial arrangements with our Conference Organising Partners. Our Northern Ireland branch holds one conference bi annually.

The Institute reserves allowed IHEEM to operate and cover it's minimal operational costs for 2021.

FUTURE PLANS

The charity has a rolling Five Year Business Plan in place, which includes extending the range of membership and improving membership services. Specifically, there is a major focus on encouraging apprentices to take advantage of the free membership it offers and to provide activities and resources to attract and retain younger members and to increase our offer to company affiliates.

The pandemic created new ways of working and accelerated our planned digital agenda. IHEEM now runs frequent webinars and records all its conference content, to make available as on demand recordings for members via our CPD system. The Institute continues to develop partnerships with external training providers to offer accredited appropriate training opportunities to our members, where possible at discounted rates. This work started in 2020 , and continues to be further developed in 2023, building on the material available through our dedicated online Learning Hub.

It has also continued to implement enhancements to its ITC systems with improvements to our events on line booking application offering a better user experience and opening it up to exhibitors to book on line. Over 2022 we scoped the full automation in the journey through the membership application process to further improve the customer experience. This will be delivered during 2023.

During 2022 we investigated establishing the Experiential Route to Professional Registration to enable those without the training qualifications to be able to register as Incorporates or Chartered Engineers based on their range of relevant experience. However, a number of major concerns and challenges emerged around the requirements and skills set required on the individual case panels and the focus around academia given the complex nature of healthcare engineering compared to core engineering requirements. Following conclusion of the feasibility and viability work undertaken, Council agreed that this highly complex and potentially cost prohibitive route was not appropriate or suitable both for the Institute and its members. We will be looking into further learning for 2023 including whether it would be better to support our members through the non-standard rather than experiential route.

The Institute's President and members of the Head Office team continue to attend IHEEM's branch network events to strengthen links with the regions. IHEEM has also co-operated and is working in partnership with other professional engineering bodies and the Royal Academy of Engineering, NHS England & NHS Improvement , Eastwood Park, IFHE Europe and Worldwide to play it's part in delivering an effective and efficient healthcare service globally.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The full name of the charity is "The Institute of Healthcare Engineering and Estate Management" (IHEEM). The charity is a company limited by guarantee (Registered Number 895080) which was incorporated in 1967, is registered with the Charity Commissioners (Registration Number 257133) and is governed by its Memorandum and Articles of Association last updated on 8th October 2019. The full range of governing documents, Terms of Reference of the governing council and council committees, along with profiles of individual trustees is available on the charity's website at www.iheem.org.uk.

Recruitment and appointment of new trustees

At each annual general meeting one-third of the branch area based trustees must retire from office, selected from those who have been longest in appointment. Retiring trustees may offer themselves for reappointment, but must retire after a second period of appointment. The trustees have additional powers to appoint additional trustees should the number of trustees fall less than thirteen, but these trustees must retire at the next annual general meeting.

Organisational structure

The trustees meet together three times a year and are responsible for the control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

To assist in the smooth running of the charity the trustees have established a number of subordinate committees that help them oversee certain aspects of the charity's work. Committees are currently established for Audit and Remuneration, Conference & Exhibition, Professional Development, Management and Finance, Membership and Registration and Technology. The subordinate committees report back with their recommendations to the full meeting of the trustees. The charity has fourteen regional branches covering the UK, the Republic of Ireland and Hong Kong. The Management and Finance Committee oversee the operational management on behalf of the trustees, with day-to-day management delegated to a small secretarial and administrative staff that operates from leasehold premises in Portsmouth, Hampshire. Over 2021 the team has been operating remotely being home based, with minimal cover in the Portsmouth premises. We envisage a flexible approach between home and office working going forward.

Induction and training of new trustees

Following appointment, new trustees are introduced to their role and provided with copies of the Institute's Memorandum of Association, Articles of Association, trustees terms of reference and council committee terms of reference. New trustees are also provided with Charity Commission publications concerning risk, governance and public benefit. All new trustees are encouraged to attend a one day specialist charity governance course. This induction process ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

Key management remuneration

IHEEM's Audit & Remuneration Committee carries out a thorough annual review of staff pay and conditions using benchmarking with other similar organisations.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

895080 (England and Wales)

Registered Charity number

257133

Registered office

2 Abingdon House
Cumberland Business Centre
Northumberland Road
Portsmouth
Hampshire
PO5 1DS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

Trustees
Board of trustees and members of council

President:	President: P Fenton MBE CEng FIHEEM	
Vice President:	A J Ryan C Eng FIHEEM	
	N J Keery CEng FIHEEM	
Board:	A Cameron CEng FIHEEM	North West branch
	A J Ryan CEng FIHEEM	Yorkshire branch
	A Spraggon CEng MIHEEM	North East branch
	R Harris CEng FIHEEM	Southern branch
	P Rodgers FIHEEM	London branch
	N J Keery CEng FIHEEM	Northern Ireland branch
	J Chadwick IEng MIHEEM	East Midlands branch
	M Williams CEng MIHEEM	West Midlands branch
	M Jeffery CEng MIHEEM	South West branch
	P Davies MIHEEM	Welsh branch
	E Mclaughlan CEng MIHEEM	Scotland branch
	Ian Hinitt CEng FIHEEM	Ex president - Resigned 4 October 2022
	S P Anderson CEng FIHEEM	Yorkshire branch - Appointed 4 October 2022

Chief Executive
Pete Sellars

Company Secretary
Tania Davies

Auditors
Morris Crocker Limited
Chartered Accountants
Statutory Auditors
Station House
North Street
Havant
Hampshire
PO9 1QU

Solicitors
Saulet Townsend
Froddington House
Cumberland Business Centre
Northumberland Avenue
Portsmouth
PO5 1DS

Bankers
Barclays Bank Plc
Marble Arch Corporate Banking Group
P O Box 32016
Edgware Road
London, W2

STATEMENT OF TRUSTEES' RESPONSIBILITIES
The trustees (who are also the directors of The Institute of Healthcare Engineering and Estate Management for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Morris Crocker Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 7/8/2023 and signed on its behalf by:

A. R

.....
A Ryan - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

Opinion

We have audited the financial statements of The Institute of Healthcare Engineering and Estate Management (the 'charitable company') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

From discussion with management and those charged with governance information about the entity is documented to assess the activity within the organisation. We discuss management's assessment of risk in respect of irregularities, fraud and going concern.

Based on these discussions and our own assessments we determined that the key risk areas were income recognition in respect of cut off issues and management override concerning the size of the organisation.

We set financial statement materiality level based on the level of income. As a not for profit organisation raising income is its primary focus which is why income was used to determine the level of materiality. Our overall assessment of risk was used to determine performance materiality at an appropriate level.

Substantive audit tests were designed after assessing and performing walkthrough tests. The walkthrough testing confirmed documented systems which have been designed to act as a preventative measure against fraud and error which appear to be operating as documented. Substantive testing tested a sample of the population, representative of the population, to identify errors. The testing did not identify any material misstatements in areas tested.

Audit substantive tests concluded no material errors over the key risk areas of income recognition and management override.

The audit considers the organisation is not exposed to material risk of error as a result of assessing laws and regulations that are appropriate to the organisation.

Management assessed there is no going concern risk. The audit undertook a review of budgets, management accounts and the review of board minutes and came to the same conclusion as management.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Paul Underwood (Senior Statutory Auditor)
for and on behalf of Morris Crocker Limited
Chartered Accountants
Statutory Auditors
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 12 September 2023

THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	3				
Conferences		327,579	-	327,579	140,406
Seminars		216,115	-	216,115	19,734
Publications		6,900	-	6,900	6,450
Membership		358,370	-	358,370	345,220
Miscellaneous		5,020	-	5,020	7,853
Investment income	2	1,289	-	1,289	571
Total		915,273	-	915,273	520,234
EXPENDITURE ON					
Charitable activities	4				
Conferences		77,816	-	77,816	59,481
Seminars		229,213	-	229,213	45,342
Publications		2,668	-	2,668	4,500
Membership		398,817	-	398,817	366,930
Miscellaneous		11,692	-	11,692	5,390
Total		720,206	-	720,206	481,643
NET INCOME		195,067	-	195,067	38,591
RECONCILIATION OF FUNDS					
Total funds brought forward		664,643	4,382	669,025	630,434
TOTAL FUNDS CARRIED FORWARD		859,710	4,382	864,092	669,025

The notes form part of these financial statements

BALANCE SHEET
31 DECEMBER 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	221,584	224,989
Investments	12	100	100
		221,684	225,089
CURRENT ASSETS			
Stocks	13	12,992	4,669
Debtors	14	396,525	365,555
Cash at bank		702,054	523,262
		1,111,571	893,486
CREDITORS			
Amounts falling due within one year	15	(469,163)	(449,550)
NET CURRENT ASSETS		642,408	443,936
TOTAL ASSETS LESS CURRENT LIABILITIES		864,092	669,025
NET ASSETS		864,092	669,025
FUNDS	17		
Unrestricted funds		859,710	664,643
Restricted funds		4,382	4,382
TOTAL FUNDS		864,092	669,025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on .....7.1.8.1.2.0.2.3..... and were signed on its behalf by:

A. R

.....
A Ryan - Trustee

The notes form part of these financial statements

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	215,103	92,948
Net cash provided by operating activities		215,103	92,948
Cash flows from investing activities			
Purchase of tangible fixed assets		(37,600)	(30,366)
Sale of fixed asset investments		-	100
Interest received		1,289	571
Net cash used in investing activities		(36,311)	(29,695)
Change in cash and cash equivalents in the reporting period		178,792	63,253
Cash and cash equivalents at the beginning of the reporting period		523,262	460,009
Cash and cash equivalents at the end of the reporting period		702,054	523,262

The notes form part of these financial statements

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2022

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income for the reporting period (as per the Statement of Financial Activities)	195,067	38,591
Adjustments for:		
Depreciation charges	41,005	35,882
Interest received	(1,289)	(571)
(Increase)/decrease in stocks	(8,323)	242
Increase in debtors	(30,970)	(25,750)
Increase in creditors	19,613	44,554
Net cash provided by operations	215,103	92,948

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.22 £	Cash flow £	At 31.12.22 £
Net cash			
Cash at bank	523,262	178,792	702,054
	523,262	178,792	702,054
Total	523,262	178,792	702,054

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Trustees consider that there are no material uncertainties regarding the charitable company's ability to continue as a going concern.

The trustees have paid particular attention to the likely effects on the charity of the Covid-19 outbreak and remain confident that the organisation has sufficient resources to enable the charity to continue as a going concern for the foreseeable future.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Fees for services (seminars, conferences, publications) are taken into account when the service is performed. Income received in advance of a service is deferred until the criteria for income recognition are met.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT
Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Charitable activities
Charitable expenditure comprises those costs incurred by the charity in delivery of its activities of its services to beneficiaries. It excludes governance costs.

Governance costs
Governance costs included those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and any costs linked to the strategic management of the charity. They also include the costs of council meetings.

Allocation and apportionment of costs
Support costs are allocated to an activity on a basis of average time spent by staff in assisting the organising and administration of those functions.

Tangible fixed assets
Fixed asset additions and replacements of furniture and equipment totalling over £1,000 pa are written off over their estimated useful life, using a 25% depreciation rate on written down value.

The leasehold property has been revalued by the council at 31st December 2000 on a current value basis. With effect from 2001 depreciation is provided so as to write off the lease over its useful life.

In accordance with the provisions of the SORP the Trustees have elected not to incorporate further revaluations of the property in the financial statements.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Leasehold improvements are written off over their estimated useful life using a deprecation rate of 10% p.a. on written down value.

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments
Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sale proceeds and their market value at the start of the year or their subsequent cost, and are charged or credited to the statement of financial activities in the year of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on market value at the end of the year.

Financial instruments
The charitable company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

Trade and other debtors
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

continued...

1. ACCOUNTING POLICIES - continued

Investments

Trade and other creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit interest	1,289	571

All investment income is derived from assets held in the United Kingdom.

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2022	2021
		£	£
Conferences	Conferences	327,579	140,406
Seminars	Seminars	216,115	19,734
Publications	Publications	6,900	6,450
Subscriptions and entrance fees	Membership	358,370	345,220
Miscellaneous income	Miscellaneous	5,020	7,853
		913,984	519,663

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Conferences	28,334	49,482	77,816
Seminars	179,735	49,478	229,213
Publications	2,668	-	2,668
Membership	2,990	395,827	398,817
Miscellaneous	11,692	-	11,692
	225,419	494,787	720,206

continued...

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Branch Technical visit	5,575	192
Seminar costs	179,735	-
Conference costs	28,334	14,141
Publication costs	2,668	4,500
Members support costs	2,990	4,195
Miscellaneous costs	3,806	2,897
IFHE Subscription	2,311	2,301
	225,419	28,226

6. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Conferences	47,628	1,854	49,482
Seminars	47,624	1,854	49,478
Membership	380,997	14,830	395,827
	476,249	18,538	494,787

Activity	Basis of allocation
Management	Time
Governance costs	Time

Support costs, included in the above, are as follows:

Management

	Conferences	Seminars	Membership	2022 Total activities	2021 Total activities
	£	£	£	£	£
Wages	25,711	25,710	205,680	257,101	266,271
Social security	2,083	2,083	16,663	20,829	22,625
Pensions	549	548	4,386	5,483	7,805
Office costs	8,632	8,633	69,061	86,326	73,810
Meeting costs	1,722	1,721	13,771	17,214	49
Legal and professional fees	970	970	7,759	9,699	680
Irrecoverable VAT	742	741	5,930	7,413	10,538
Charitable donation	500	500	4,000	5,000	15,000
Bad debts	2,679	2,680	21,437	26,796	11,749
Foreign exchange difference	(27)	(28)	(220)	(275)	-
Depreciation of tangible assets	4,067	4,066	32,530	40,663	35,883
	47,628	47,624	380,997	476,249	444,410

continued...

6. SUPPORT COSTS - continued

Governance costs

	Conferences	Seminars	Membership	2022 Total activities	2021 Total activities
	£	£	£	£	£
Auditors' remuneration	573	573	4,584	5,730	4,721
Accountancy and legal fees	50	50	398	498	250
Cost of Council meetings	1,231	1,231	9,848	12,310	4,036
	1,854	1,854	14,830	18,538	9,007

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	5,730	4,721
Depreciation - owned assets	41,005	35,882

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

Trustees are reimbursed actual costs necessarily incurred in attending to the charity's business at council meeting. These mainly include travelling costs. The number of Trustees reimbursed was 5 (2021: 1) the total reimbursed was £4,888 (2021: £98).

9. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	257,101	266,271
Social security costs	20,829	22,625
Other pension costs	5,483	7,805
	283,407	296,701

The average monthly number of employees during the year was as follows:

2022	2021
8	8

Two employees received emoluments in excess of £60,000.

Key management personnel

The key management personnel of the charitable company comprise the trustees, the Chief Executive Officer, and the Executive Manager. The total employee benefits of the key management personnel of the charitable company were £162,085 (2021: £154,113). This does not include remuneration for trustees, all of which is reported as per note 8.

continued...

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Conferences	140,406	-	140,406
Seminars	19,734	-	19,734
Publications	6,450	-	6,450
Membership	345,220	-	345,220
Miscellaneous	7,853	-	7,853
Investment income	571	-	571
Total	520,234	-	520,234
EXPENDITURE ON			
Charitable activities			
Conferences	59,481	-	59,481
Seminars	45,342	-	45,342
Publications	4,500	-	4,500
Membership	366,930	-	366,930
Miscellaneous	5,390	-	5,390
Total	481,643	-	481,643
NET INCOME	38,591	-	38,591
RECONCILIATION OF FUNDS			
Total funds brought forward	626,052	4,382	630,434
TOTAL FUNDS CARRIED FORWARD	664,643	4,382	669,025

continued...

11. TANGIBLE FIXED ASSETS

	Long leasehold £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 January 2022	135,000	31,901	241,471	408,372
Additions	-	-	37,600	37,600
At 31 December 2022	135,000	31,901	279,071	445,972
DEPRECIATION				
At 1 January 2022	28,350	23,559	131,474	183,383
Charge for year	1,350	835	38,820	41,005
At 31 December 2022	29,700	24,394	170,294	224,388
NET BOOK VALUE				
At 31 December 2022	105,300	7,507	108,777	221,584
At 31 December 2021	106,650	8,342	109,997	224,989

The leasehold property is shown above at a valuation carried out by the Council on 31st December 2000 on a current use basis. The historical cost of the property is £149,598.

12. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 January 2022 and 31 December 2022	100
NET BOOK VALUE	
At 31 December 2022	100
At 31 December 2021	100

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

IHEEM Ltd
Registered office: 2 Abingdon House, Cumberland Business Centre, Portsmouth, Hampshire, PO5 1DS
Nature of business: Dormant

Class of share:	% holding
Ordinary shares	100

	2022 £	2021 £
Aggregate capital and reserves	100	100

continued...

13. STOCKS

	2022	2021
	£	£
Finished goods	12,992	4,669

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	409,910	342,534
Bad Debt Provision	(25,304)	(11,869)
Other debtors	11,919	34,890
	396,525	365,555

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	6,562	4,878
Social security and other taxes	68,299	35,595
Deferred subscription income	371,118	353,239
Other creditors	16,488	45,648
Accrued expenses	6,696	10,190
	469,163	449,550

The charitable company holds funds on behalf of the Decontamination Technical Platform. These funds do not belong to the charitable company and therefore are recognised as a liability. The balance as at 31 December 2022 is £2,290 (2021: £2,290) and is included within other creditors.

Deferred income represents membership subscriptions received in advance

	2022	2021
	£	£
Brought forward	353,239	324,118
Amount released to incoming resources	(353,239)	(324,118)
Amount deferred in year	371,118	353,239
Carried forward	371,118	353,239

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Fixed assets	221,584	-	221,584	224,989
Investments	100	-	100	100
Current assets	1,107,189	4,382	1,111,571	893,486
Current liabilities	(469,163)	-	(469,163)	(449,550)
	859,710	4,382	864,092	669,025

continued...

17. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	664,643	195,067	859,710
Restricted funds			
Northcroft Silver Medal Award Fund	1,086	-	1,086
Lucas Scholarship Fund	3,296	-	3,296
	4,382	-	4,382
TOTAL FUNDS	669,025	195,067	864,092

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	915,273	(720,206)	195,067
TOTAL FUNDS	915,273	(720,206)	195,067

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	626,052	38,591	664,643
Restricted funds			
Northcroft Silver Medal Award Fund	1,086	-	1,086
Lucas Scholarship Fund	3,296	-	3,296
	4,382	-	4,382
TOTAL FUNDS	630,434	38,591	669,025

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	520,234	(481,643)	38,591
TOTAL FUNDS	520,234	(481,643)	38,591

continued...

18. EMPLOYEE BENEFIT OBLIGATIONS

The charitable company operates a defined contribution scheme which is administered independently. The costs to the charitable company for the year was £5,483 (2021: £7,805). There was £1,028 due to the pension scheme administrator at the year end (2021: £580). The expected cost to the charitable company in the coming year is expected to be in line with that of 2022.

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

20. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

21. LEGAL STATUS OF THE CHARITY

The charitable company is a limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

continued...

22. CONFERENCE AND SEMINAR ANALYSIS

Income	Head Office £	Welsh Branch £	N.Ireland Branch £	Other Branches £	Branches Total £	TOTAL £
Conference Activity						
Conference Delegate Income	-	-	-	-	-	-
Step Exhibition Contribution	327,529	-	-	-	-	327,529
Total Conference Income	327,529	-	-	-	-	327,529
Seminar Activity						
Seminar income	200,685	4,450	5,000	5,980	15,430	216,115
	200,685	-	5,000	5,980	15,430	216,115
Expenditure						
Conference Activity						
Conference 2022	18,158	10,176	-	-	10,176	28,334
Direct Conference Expenses	18,158	10,176	-	-	10,176	28,334
Support Costs (Note 6)	49,482	-	-	-	-	49,482
Total Conference Expenditure	67,640	10,176	-	-	10,176	77,816
Seminar Activity						
EM branch	10,322	-	-	-	-	10,322
Wales exhibition and conference	-	-	-	-	-	-
AE conference	23,520	-	-	-	-	23,520
Seminar expenses	-	-	-	-	-	-
Irish conference	145,893	-	-	-	-	145,893
Seminar mind matters	-	-	-	-	-	-
Direct Seminar Expenses	179,735	-	-	-	-	179,735
Support Costs (Note 6)	49,478	-	-	-	-	49,478
Total Seminar Expenses	229,213	-	-		-	229,,213
Conference (Surplus)						249,713
Seminar (Deficit)						(13,098)

morris crocker
chartered accountants
charity specialists

Management Letter

Prepared for

The Institute of Healthcare, Engineering and Estate Management

31 December 2022

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This Management Letter has been prepared by Morris Crocker for the sole use of The Institute of Healthcare, Engineering and Estate Management. The matters raised in this document are only those which came to our attention during our audit work. Every care has been taken to ensure that the information provided here is as accurate as possible. Our written consent must first be obtained before this document, or any part of it, is disclosed to a third party.

Introduction

In accordance with International Standard on Auditing (UK and Ireland) 260 (October 2012), "Communication of Audit Matters to those Charged with Governance", we have produced this report for the attention of those charged with governance. This Management Letter has been produced to summarise our audit conclusions.

Our work on the audit of the financial statements for the year ended 31 December 2022 of The Institute of Healthcare, Engineering and Estate Management is now complete and we have issued an unqualified auditor's report on …….

Our opinion is in three parts. We provide an opinion on whether:

- the financial statements give a true and fair view of the state of The Institute of Healthcare, Engineering and Estate Management affairs as at 31 December 2022 and of its incoming resources and resources expended for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities;

- the financial statements have been properly prepared in accordance with the Companies Act 2006.

We would like to take this opportunity to express our thanks for the assistance and support we have received from the charitable company's staff who we worked with during our audit.

Key Findings

Full details of all the audit findings and our recommendations are as follows:

Key Findings and Recommendations:

There were no key findings and recommendations.

Minor Findings & Recommendations:

Branch bank accounts

Observation	During the audit work it was identified that there is no internal governance in place with regards to the branch accounts. The IHEEM head office have no access to the Northern Ireland, Republic of Ireland, Wales, Southern, South West and North East branches.
Implication	If fraudulent activity occurred IHEEM would have no recourse to address it which is a risk to both the institute and the branch bank signatories. The branches are left exposed with no insurance policy in place.
Recommendation	We recommend IHEEM head office is given access to all branch accounts.
Response	
Action Date	

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Weaknesses in Internal Controls Identified:

There were no weaknesses in internal controls identified.

Errors Noted During the Audit Which Were Not Adjusted

There were no uncorrected errors.

Audit Scope and Objectives

Morris Crocker is the appointed independent external auditor under the Companies Act 2006.

In carrying out our audit we have regard to the responsibilities of the trustees to prepare financial statements which give a true and fair view of the entity's state of affairs as at 31 December 2022 and of its incoming resources and resources expended and cash flows for the financial year, as well as to ensure that they have been properly prepared in accordance with the Companies Act 2006.

Our examination of the financial statements for the year ended 31 December 2022 was carried out in accordance with International Standards on Auditing (UK and Ireland) (October 2012) issued by the Auditing Practices Board. We have a professional responsibility to report if the financial statements do not comply in any material respect with the standards issued or adopted by the Accounting Standards Board.

Our audit procedures are designed primarily to provide an opinion on whether the financial statements provide a true and fair view of the charitable company's position as at 31 December 2022 and the incoming resources and resources expended for the year then ended.

As part of our audit we also review the financial information contained in the Report of the Trustees and elsewhere to ensure it is consistent with the financial statements.

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Audit Approach

Our approach is primarily risk-based. We collect information by having discussions with staff and reviewing key documents to improve our understanding of the charitable company's operations. This enables us to form a preliminary view of the strengths and weaknesses of the overall control environment. We also review the information systems controls and the controls operating for specific account balances. We then use this information to identify the significant risk areas. We review management controls and test their design, operation and effectiveness in order to determine those from which we can gain assurance and those where we need to direct more audit focus.

We undertake audit procedures on all account areas, focusing on where we have identified a significant risk of error, and evaluate results to support our audit opinion. We review accounting systems and management controls operated by the charitable company only to the extent we consider necessary for the effective performance of our audit. The results of all these aspects of the audit are brought together and evaluated to consider the impact on our opinion.

The matters detailed in this Management Letter arose from our normal audit procedures that were undertaken in accordance with International Standards on Auditing (UK and Ireland) (October 2012) issued by the Auditing Practices Board. The responsibility for the implementation and monitoring of internal and management controls rests with The Institute of Healthcare, Engineering and Estate Management. Our work did not involve a detailed review of all aspects of the systems and cannot be regarded as a comprehensive statement of all weaknesses that might exist, or of all improvements that might be made.

As part of our audit we report to management those matters that we consider merit their attention and recommend appropriate remedial action. However, management remains responsible for implementing these and our recommendations should be assessed for their full impact before they are implemented.

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Areas of Audit Risk

Our audit plan highlighted material risks for specific audit emphasis. Our findings against each of the identified risks are set below:

Risk Identified	**Response**
Income recognition and deferred income	*We carried out system walkthrough testing, income systems appear to be working adequately. We carried out proof in total testing, with no issues noted. We reviewed the after-date receipts and the deferred income schedules to ensure that cut-off had been correctly applied. Income did not appear to be materially misstated.*
Management override	*We reviewed a sample of journal entries to ensure they were correct. No evidence of management override was identified.*

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Matters Specifically Required to be Communicated to Those Charged with Governance

Fraud

We require management to acknowledge in writing its responsibility for internal controls to present and detect fraud.

We also require management to disclose to us:

- The results of their assessment of the risk that financial statements may be materially misstated as a result of fraud;
- Their knowledge of fraud or suspected fraud affecting the charitable company involving management, employees or others; and
- Their knowledge of any allegations of fraud, or suspected fraud communicated by employees, former employees, analysts, regulators or others which may have an impact on the financial statements.

Effectiveness of Communications

International Standard on Auditing (UK and Ireland) 260 (October 2012) requires us to review the effectiveness of communications between the auditors and those charged with governance.

Throughout our audit we have ensured that communications have been effective. We had an audit planning meeting with Tania Davies before our audit fieldwork commenced.

In addition, the audit team liaised with finance staff at the charitable company throughout the course of the audit which ensured that all issues arising were dealt with at the earliest opportunity.

Overall, we consider that communications between Morris Crocker and The Institute of Healthcare, Engineering and Estate Management have operated effectively throughout the audit.

Material Weaknesses in Internal Control

A material weakness in the accounting and internal control systems is a deficiency in design or operation which could adversely affect the charitable company's ability to record, process, summarise and report financial and other relevant data, and which might result in a material misstatement in the financial statements.

As external auditors, our communications of matters include only those audit matters of governance interest that have come to our attention as a result of the performance of the audit.

During our audit we reviewed the accounting systems and management controls operated by the charitable company only to the extent we consider necessary for the effective performance of the audit. As a result, our review may not have detected all weaknesses that exist or all improvements that could be made.

No material weaknesses in the accounting and control systems have been identified by us during our audit of the financial statements.

Other Audit Matters of Governance Interest

International Standard on Auditing (UK and Ireland) 260 (October 2012) also requires us to communicate to those charged with governance any other audit matters of governance interest to be raised in this report.

There are no other matters of governance interest to be raised in this report.

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Qualitative Aspects

Under International Standard on Auditing (UK and Ireland) 260 (October 2012), we are required to give our views about the qualitative aspects of the charitable company's accounting practices and financial reporting.

Significant Accounting Policies, Practices and Financial Reporting

The accounting requirements of charity law, the SORP and United Kingdom Accounting Standards permit a degree of choice in some areas as to the specific accounting policies and practices that may be adopted by an entity.

We have considered the appropriateness of the accounting policies and practices adopted by the charitable company. The accounting policies adopted are appropriate. No accounting policies or practices requiring change have been identified by us during our audit of the financial statements.

Timing of Transactions

The timing of transactions tested did not highlight any significant issues.

Material Uncertainties

There were no material uncertainties highlighted during the course of the audit.

Unusual Transactions

There were no unusual transactions within the financial statements highlighted during the course of audit.

Significant Matters Arising in Connection with Related Parties

During the course of the audit no significant matters involving related parties were identified.

Presentational Matters

During the course of the audit no non–financial and presentation issues were identified.

Areas of Significant Estimation and Judgement by the Charitable company

We consider the appropriateness of any significant accounting estimate and judgements throughout our audit.

There were no significant accounting estimates or areas of judgement.

Review of Information in the Report of the Trustees

We have reviewed the Report of the Trustees for consistency with the financial statements and our understanding of the charitable company's operations. There were no issues arising from this review.

Significant Disagreements with Management

There were no such disagreements.

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Letter of Representation

The charitable company's management have provided us with a letter of representation under guidance issued by the Auditing Practices Board (See Appendix D).

Emerging Issues

As part of our audit process we try and update you on any legal tax and accounting issues which may affect your organisation in the near future. Details are in Appendix B.

If you wish to discuss any issues raised in this report please contact Paul Underwood on 023 9248 4356 or at pu@morriscrocker.co.uk.

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Appendix A: Financial Adjustments

As a result of our audit, the following adjustment was made to the draft accounts presented for audit.

1) Being branch adjustments

Dr		Branch technical visit	£5,575	
Dr		Office costs	£363	
Dr		Accountancy	£250	
Dr		Audit	£750	
Dr		Conference costs	£10,176	
Dr		Meeting costs	£7,615	
Dr		Creditors	£9	
Dr		VAT	£1,088	
	Cr	Bank		£21,299
	Cr	Deposit interest		£77
	Cr	Seminar income		£4,450

2) Being provision for bad debts

Dr		Bad debt provision	£XXX	
	Cr	Trade debtors		£XXX

3) Being adjustment for ROI bank exchange rate as at 31 December 2022

Dr		Bank	£275	
	Cr	Foreign exchange difference		£275

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Appendix B: Emerging Issues

Charity Act 2022

Headline Changes:

- If a fundraising appeal fails, charities will be able to spend small donations on another project.
- Unincorporated charities (e.g. trusts) will be able to amend their constitution more easily.
- Changes to the tests for charitable companies to amend their objects.
- Charities will have more flexibility when getting advice on the sale of land.
- Charities will be able to borrow from permanent endowment and invest it more freely
- Charities will be able to make small 'ex gratia' payments without getting consent from the Charity Commission
- Legacies will be less likely to get lost after incorporations and mergers
- There will be an easier solution if trustee appointments have not been made correctly

More information can be found on https://www.legislation.gov.uk/ukpga/2022/6/contents

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Appendix C: Financial Summary

Income resources

Incoming resources have increased to £915k (2021: £520k) being an increase of £395k which represents a 76% increase.

- Conference income has increased to £328k (2021: £140k). Due to the lifting of the Coronavirus restrictions the 2021 conference was a hybrid event which was ran with some attendee's face to face and some online whereas this year this was back to its full capacity.

- Seminar income has increased to £216k (2021: £20k). This is due to the increase in the number of seminars during the financial year including the large Irish Conference totalling £146k.

- Income from publications has increased by £0.5k.

- Membership income has increased by £13k compared to 2021, this is due to the increase in membership numbers and a 2% increase in membership rates.

- Miscellaneous income has decreased by £2.8k and Investment income has increased by £0.7k.

Resources expended

Expenditure has increased to £693k (2021: £482k) being an increase of £211k which represents a 44% increase.

- Conference costs have increased by £16k. Direct conference costs have increased by £14k. Seminar costs have increased to £227k (2021: £45k). Direct seminar costs have increased by £180k and seminar support costs have increased by £1k. This is due to the large Irish Conference held this financial year. The cost of publications has decreased to £3k (2021: £5k), this is due to an error made on the 2021 original planner resulting in this being charged twice.

- Membership costs have increased to £377k (2021: £367k). Direct membership costs have decreased by £1k which is due to members support costs decreasing by £1k. Miscellaneous costs have increased by £6k due the increase in the branch technical visit by £6k.

- Support costs have increased to £468k (2021: £453k). Staff costs have decreased by £13k, due to the vacancies throughout the financial year. Office costs have increased by £13k, largely due the increase in staff expenses such as travel and training. There are bad debts of £XXX included this year compared to £12k in 2021. Meeting costs have increased by £17k, there were more face-to-face meetings this year following the lift on Covid restrictions. Legal and professional fees have increased from £1k in 2021 to £10k in 2022, this includes £8k of consultancy fees this year.

- Governance costs have increased to £19k (2021: £9k). This is due to the increase in cost of council meetings from £4k in 2021 to £12k in 2022.

Fixed assets

Fixed assets have decreased to £222k (2021: £225k) being a decrease of £3k being a 1% decrease.

- Movement in tangible assets is made of additions purchased during the year amounting to £38k, which includes costs for the new membership system and touch screens. There was depreciation of £41k this financial year.

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Current assets

Current assets have increased to £1,138k (2021: £893k) being an increase of £245k which represents a 27% increase.

- Cash at the bank has increased to £702k (2021: £523k) being an increase of £179k. This increase is as expected with the surplus in the year of £222k.

- Stock has increased to £13k (2021: £5k).

- Debtors have increased to £423k (2021: £366k). Trade debtors are £410k in 2021 compared to £343k in 2022. There has been an increase in membership income which is also reflected in the increase in invoices raised as at the year end. Other debtors have decreased from £35k to £12k, this is due to £24k of seminar expenses paid in advance last year relating to the Irish conference.

Creditors

Creditors have increased to £469k (2021: £450k) being an increase of £19k which represents a 4% increase.

- Trade creditors have increased to £7k (2021: 5k).

- Social security and other taxes have increased to £68k (2021: £36k), this is largely due to an increase in the VAT liability compared to 2021.

- Deferred subscription income has increased to £371k (2021: £353k) in 2021. This is due to the rise in membership numbers and fees.

- Other creditors have decreased to £16k (2021: £46k) there was deferred seminar income of £29k in 2021 compared to £nil in 2022. Accruals have decreased to £7k (2021: £10k).

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APPENDIX D: Letter of Representation from Management

Morris Crocker
Station House
North Street
Hvant
Hampshire
PO9 1QU

Dear Sirs

The Institute of Healthcare, Engineering and Estate Management

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your audit of the charitable company's financial statements for the year ended 31 December 2022.

GENERAL

1 We have fulfilled our responsibilities as trustee directors under the Companies Act 2006 for preparing financial statements in accordance with applicable law and applicable United Kingdom Accounting Standards, for being satisfied that they give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and trustee meetings, have been made available to you.

2 The financial statements are free of material misstatements, including omissions.

3 We believe that the effects of uncorrected misstatements are immaterial both individually and in total.

INTERNAL CONTROL AND FRAUD

4 We acknowledge our responsibility for the design and implementation of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

ASSETS AND LIABILITIES

5 The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.

6 We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

7 We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

ACCOUNTING ESTIMATES

8 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

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LOANS AND ARRANGEMENTS

9 The charitable company has not granted any advances or credits to, or made guarantees on behalf of, trustee directors other than those disclosed in the financial statements.

LEGAL CLAIMS

10 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

LAWS AND REGULATIONS

11 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

RELATED PARTIES

12 Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of company law or accounting standards.

SUBSEQUENT EVENTS

13 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

GOING CONCERN

14 We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

AUDIT ADJUSTMENTS

15 We approve the audit adjustments as documented in Annex A attached to this letter.

Yours faithfully
The Institute of Healthcare, Engineering and Estate Management

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THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

England & Wales - Charity number 257133

Accounts

IHEEM

Institute of Healthcare Engineering and Estate Management

OUR VISION YOUR FUTURE

Annual Report 2020

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A Message from the President

Welcome to IHEEM's Annual Report which aims to provide you with an update of IHEEM's activity over the past 12 months.

Against the unprecedented backdrop of the global coronavirus pandemic, the Institute has continued to support our members whilst being conscious of not diverting them from their valuable work providing products and services to keep NHS frontline staff and patients safe. One of the key outputs from IHEEM's response to COVID-19 has been its close working with the international arms of the Institute and this has brought into focus how much there is to learn from other parts of the world in relation to the challenges that affect our profession globally. I am confident that this sharing of information, experience and knowledge will continue in the long-term.

Despite the challenges that we have all faced during 2020, the Institute has had a fulfilling and successful year which has seen membership numbers rise and new applications regularly submitted. It is extremely encouraging to see that our profession recognises the value of membership to a professional organisation.

Looking back for a moment, I would like to remind everyone of the Healthcare Estates Conference, Exhibition & Awards in 2019 which was the largest, and, in my view the best, to date. We hosted over 4000 delegates and it was a truly international event with visitors from many different countries.

The decision to defer the live event in 2020 was undoubtedly the right decision to make. However, the success of our online "Digital Week" event in October 2020 is a firm indication that there is an appetite for our members to engage in a new and different way as part of what is now deemed "the new normal".

One programme that I am especially proud of is the work we are doing for future leaders and the STEM agenda, which links to one of the key themes I introduced at the start of my term as President. At the beginning of 2020, we went into schools and directly engaged with over 200 students, through a series of workshops and presentations, which you can read more about in this report. There are also 74 students currently taking advantage of our offer of free IHEEM membership. I believe the Institute now provides something for people at every stage in their career including apprentices, tradespeople and those who wish to follow the non-standard route to accreditation.

Finally, I would like to take this opportunity to thank our Chief Executive and everyone at Head Office, I am proud to work alongside such a strong, committed and passionate team. I am also grateful to all our volunteers who devote their valuable time each year to help us fulfil our vision. As I end my term as President, I look to the future of IHEEM with optimism and inspiration.

Chief Executive Statement

I am delighted to be introducing the IHEEM Annual Report 2020; my first as CEO. Earlier this year we published IHEEM's first 5 Year Business Plan which set out the Institute's core objectives and key deliverables. A copy of the "At a Glance Business Plan" is provided in this report.

I believe that whilst the healthcare efm industry remains an attractive sector, there is no doubt that it continues to face significant change and challenge. That is why it is vital for the Institute to have a clear strategic focus, alongside robust financial controls and innovative investment so that it can effectively meet the evolving needs and expectations of its membership.

The outbreak of Coronavirus is still a major global concern and we continue to monitor developments very closely. From the very start, the safety and wellbeing of our members, staff and volunteers has been our overriding priority but we have also done all we can to ensure business continuity and have worked tirelessly to mitigate any operational and financial risks.

We took the decision to put on hold the recruitment to vacant positions at Head Office because of the uncertainty. We have also reviewed and strengthened our corporate governance and professional standing and will continue to monitor and update this as the Institute develops.

We deferred the live 2020 Healthcare Estates Conference & Exhibition but in its place ran our first online and on-demand digital conference. The feedback has been extremely positive and confirms that this new way of engaging was valuable and worthwhile. I would like to thank everyone who supported it including all the speakers, chairs and of course those who registered and watched.

I firmly believe that, throughout the pandemic, we have remained relevant to the members that we serve. We immediately began to provide knowledge, information and regular updates on best practice and lessons learned from across the world. We also developed toolkits to support critical services such as oxygen and medical gas supplies and we harnessed digital technology to allow us to engage and provide that knowledge and information in new and inventive ways.

One of the universal lessons of the COVID-19 crisis has been the vital importance of strong and resilient networks and our Technical Platforms have provided specialist advice to Government via NHS England and NHS Improvement, SAGE and have also supported the Royal Academy of Engineering in their response.

Alongside this vital work, we have started our modernisation programme with the development of our IT infrastructure as well as the launch of our new website which features a new Learning Hub, Knowledge Portal and our new automated CPD recording system.

We are also establishing new partnerships and developing a new annual online-digital programme. These are all significant advances for the Institute and support our commitment to improve our offer to members and company affiliates and to provide accessible and affordable routes to development and opportunity.

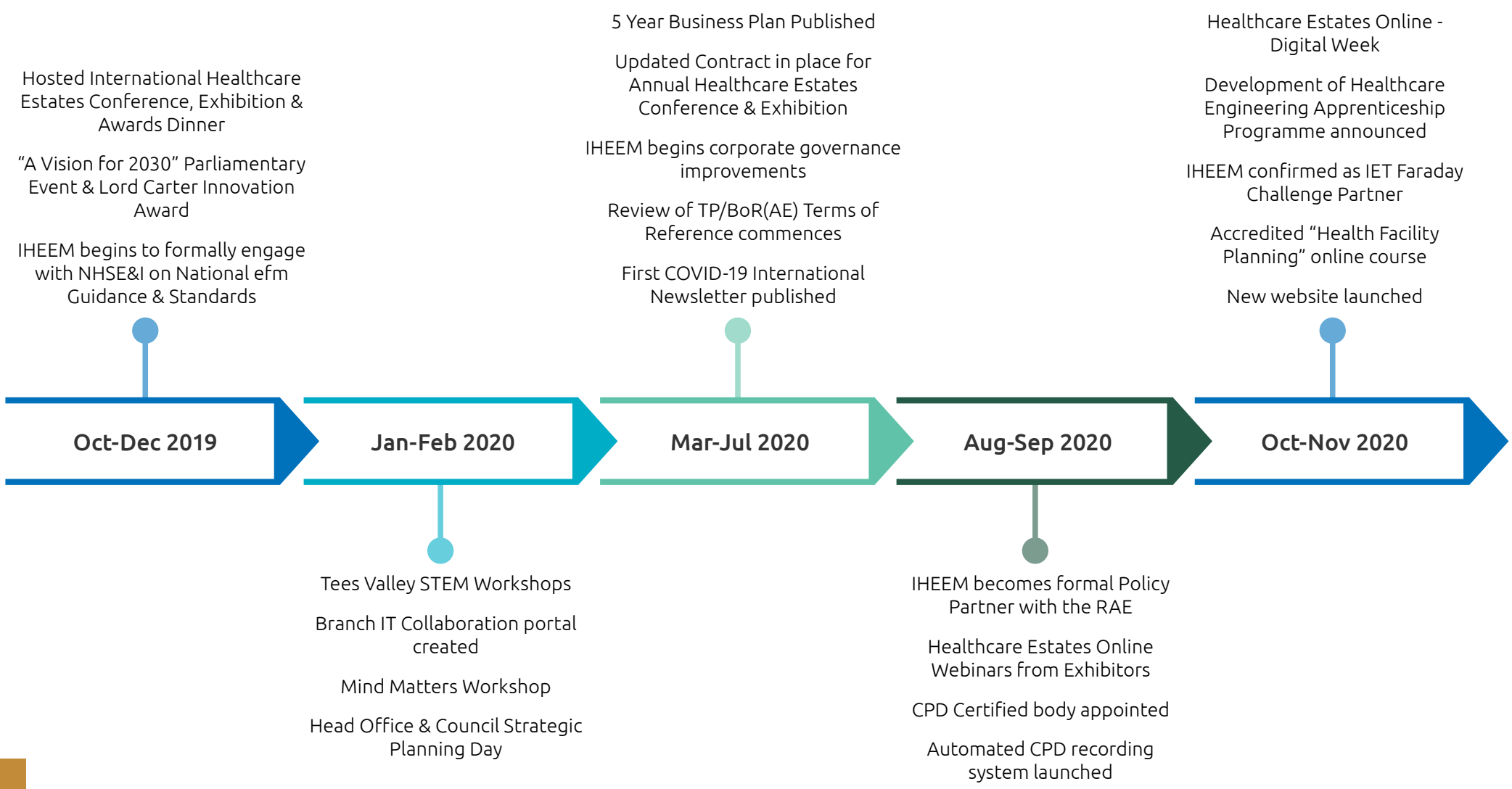
There is little doubt that conditions are challenging right now. However, IHEEM has existed for over 75 years and will be accustomed to operating through periods of social and economic uncertainty.

I am positive that the Institute will emerge from the impact of recent events even stronger and will continue to serve our members in both traditional and modern ways to meet their personal and professional needs and aspirations.

I would like to thank our President, Council Members and volunteers for their support and dedication. I would especially like to thank the Head Office team for their work this year and for their support to me and all those who engage with the Institute.

This report gives me great confidence for the future and I very much look forward to 2021 and beyond and continuing to deliver the priorities and commitments we set out earlier this year in our 5 Year Business Plan.

Timeline of Key Activity



IHEEM Response to COVID-19

Business Plan Core Objectives 2, 6 and 7

The Institute's swift and continued response to the global pandemic dominated its business activity for a large part of 2020. The primary focus was to ensure the safety and well-being of its staff and volunteers and in the case of live events, delegates and exhibitors whilst achieving the right balance in terms of business continuity and support to its global members, the national efm team and the wider engineering community.

Issued IHEEM Operational Policy outlining immediate investment to facilitate Head Office remote working; all meetings and events to be deferred or held online; early negotiation with venues to eliminate financial penalties.

Issued national and international call-outs to IHEEM's individual and corporate membership for technical and professional support to both NHS England & Improvement and World Health Organisation. Over 150 responses were forwarded via IHEEM's dedicated mailbox.

Developed free toolkits to support front-line engineering staff eg: Medical Gas Oxygen Demand Tool & Medical Gas Cylinder Management and Tracking Tool.

Published fortnightly international newsletter sharing intelligence, best practice and personal experience to its 5,000 global membership across 45 countries.

Established a Specialist Technical Panel to provide fast response to national and local calls for specialist advice and guidance on technical challenges raised by COVID-19.

IHEEM formally recognised as part of the RAE response to UK Government in identifying and sourcing engineering advice and expertise.

Developed and published IHEEM Technical Factsheets on key topics eg: Reprocessing of PPE (Respirators) and Fire Safety.

Worked closely with national efm team and devolved administrations to disseminate key messages to the sector.

IHEEM's Technical Platforms (on page 14) continue to play a significant part in the Institute's ongoing support to the COVID-19 pandemic and many of the webinars during Digital Week (page 8) focussed on the local, national, and international response.

2020 Healthcare Estates Online

Business Plan Core Objective 5

In response to the need for engaging and connecting with the national and international healthcare efm community, the Institute developed a programme of digital events, webinars and online resources under the banner of *Stay Connected. Keep Informed. Get Ahead.*

The programme, including the **Digital Week** held 5-9 October, offered exclusive free content, presentations from high profile keynote speakers and resources to learn and share knowledge and experiences during this challenging period for our sector.

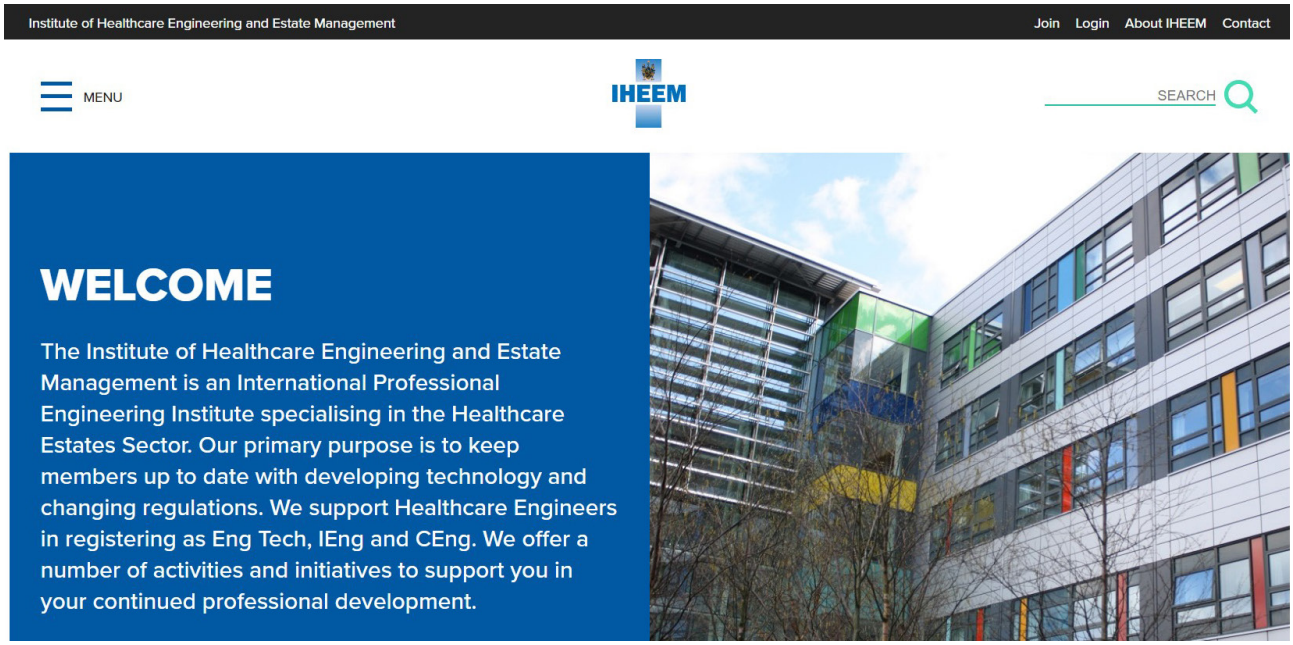
The event was extremely successful and provides the foundation to develop and take forward IHEEM's Digital Programme into 2021 and beyond (page 23)

Thank you to everyone who contributed and made this event a success!

New IHEEM Website

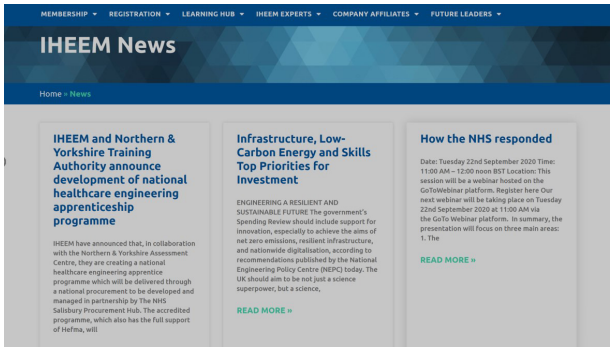
Business Plan Core Objectives 1, 6 and 9

The new website was launched in October 2020 and feedback has been positive in terms of its content and usability. This meets the Institute's goal to provide its members with an easier way to access details about IHEEM's services and browse up-to-date information, knowledge and CPD training offers and supports its commitment to improving the offer to both our individual members and company affiliates.



Key Features

- Learning Hub – Knowledge, Information, Training, Career Development;
- Career Map (in partnership with HEFMA);
- Future Leaders and STEM resources;
- Technical Guidance and Industry News;
- Authorising Engineers – new IHEEM Expert Directory "Find An Expert";
- Company Affiliate Directory – dedicated information, marketing and promotion material.



Learning & Development

Business Plan Core Objectives 1, 2, 4 and 7

The new Learning Hub is a "one stop shop" within the IHEEM website where members can access a wide range of resources to support their education and training needs.

In addition, there were two major developments in 2020, working in tandem, to support members CPD requirements and improve IHEEM's offer to members:

Partnership with CPD Certification Body

The Institute is committed to delivering as much CPD content as possible to support its members in their career development and learning. Partnering with the **CPD Certification Service** ensures that all the CPD material IHEEM offers meets qualitative standards and has been through a rigorous and impartial assessment process. Wherever possible all training courses and resources will be CPD certified.

Development of a new Knowledge Portal

A brand new feature of the Learning Hub is the **IHEEM Knowledge Portal** (See *IT Modernisation Programme* page). This digital library allows members to access a wide range of material including:

- National and International Standards and Guidance
- IHEEM's own Factsheets and Practitioners Guidance
- Practical Case Studies
- Personal Narratives

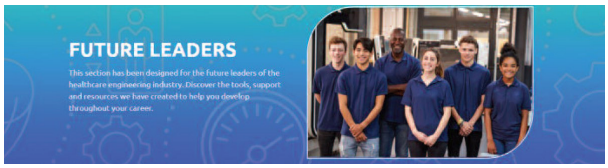
A number of new training and career development opportunities were also announced in October 2020:

- **9 Day Health Facility Planning Course** – Introduces the specialised aspects of health facility planning and design to candidates with an interest in developing their skills to take on infrastructure projects in public and private healthcare sectors. The first course, held in November 2020, sold-out and a further 4 sessions are planned for 2021.
- **IHEEM Coaching & Mentoring Programme** – Training for appropriately experienced members to support others through the non-standard route to accreditation (IEng/CEng).
- **IHEEM Assessor & Reviewer Training** - Teach members how to assess professional registration applications by looking at qualifications, experience and CPD against the required standards.
- **IHEEM Professional Registration Interviewer Training** – Training to acquire the skills required to participate in conducting a structured interview for a professional registration candidate.

Developing Future Leaders

Business Plan Core Objectives 1 and 3

(STEM) Science, Technology, Engineering & Mathematics



Encouraging new entrants, and particularly future leaders, into healthcare engineering and estates management, and wider STEM roles, is an ongoing priority for IHEEM. It is one of the Institute's ***Five Key Themes*** and will be a focus for the term of the President Elect Paul Fenton. IHEEM now offers free Student Affiliate Membership and there are 74 students currently registered who are enjoying the wide range of benefits that this brings.

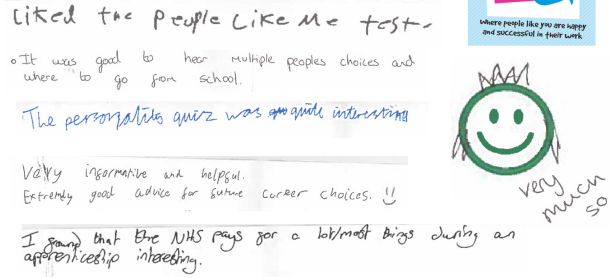
In January 2020, Monira Kaouech, the Institute's STEM Ambassador, spent a week holding "People Like Me" workshops and presentations in schools and colleges in the North East of England. She was supported by efm healthcare professionals already in the field, including Alan Spraggon, Estates Manager at South Tyneside and Sunderland Healthcare Group and IHEEM Council member and six apprentices from the Northern and Yorkshire NHS Assessment Centre and the "Engineering Together – The North East Community of Professional Engineering" partnership.

The workshops gave young students a flavour of a career in healthcare engineering and estate management, the associated construction supply chain, and of engineering in the wider context.

There is now a dedicated "Future Leaders" section within the new IHEEM website. This includes case studies from healthcare engineers and apprentices and a set of career maps that outline the different options available within the sector. There is also a STEM Learning Hub and a Skills Hub both of which provide support and resources to students such as CV writing and interview techniques.

In October 2020 IHEEM were delighted to announce that they would be the IET Education Theme Partner for the 2021/22 season of the Faraday Challenge. Based on a real-world problem, the challenge brings together STEM subjects in an engaging way and encourages the development of young peoples problem solving and communication skills. The Institute is currently working with the devolved administrations to devise a problem that the young competitors will seek to address and the solution to which will benefit healthcare engineering.

What the students said



Apprentices

In October 2020 IHEEM announced that, in collaboration with the **Northern and Yorkshire NHS Assessment Centre**, it is creating a national healthcare engineering apprentice programme which will be delivered through a national procurement to be developed and managed in partnership by The NHS Salisbury Procurement Hub.

The accredited programme, which also has the full support of HEFMA, will be based on the successful apprenticeship scheme that has been running in the North East for over 40 years. The four years of matched funding that IHEEM committed to providing earlier in the year (£30k/
per annum) will now form part of this partnership arrangement.

Diversity and Inclusion

The "About Us" section within the new IHEEM website highlights what the Institute is actively doing through its Diversity and Inclusion working group, as well as providing useful information, resources and helpful links to other websites and external resources.

In addition, this Working Group focuses on identifying and addressing perceived barriers within the Institute and wider engineering profession. In November 2019 IHEEM held a round-table event at the ETA Projects in London which brought together IHEEM's STEM ambassador, female engineers and estates professionals.

Topics under discussion were encouraging people from diverse genders and ethnic minorities into the sector and how enthusiastic female engineers can make a real impact in attracting new recruits into the profession.

This year's focus provided an opportunity to highlight lesbian, gay, bisexual, transgender and questioning (LGBTQ+) engineers alongside current and historic barriers to inclusion and presenting positive examples and tools that can help to develop a more inclusive culture within engineering for LGBTQ+ engineers.

Unfortunately, many of the events that IHEEM were scheduled to support were postponed due to the COVID-19 pandemic. However, the Working Group has taken the decision to extend this focus into next year, where it will become an important component of IHEEM's new 2021 Digital Programme (page 23).

Regional Branches

Business Plan Core Objective 3 and 5

There is no doubting the impact COVID-19 has had on the planned face-to-face activity undertaken by IHEEM Branches and there remains careful consideration in balancing the need to keep connected with members, whilst recognising that many are still fully occupied with the demands of their day job.

Prior to the health crisis, Branches, supported by company affiliates in some cases, delivered a number of seminars and technical presentations across a wide range of topics including:

- Water Management & Safety;
- Health & Safety;
- Business Focussed Maintenance;
- Engineering Smart Hospitals;
- UPS/IPS Systems for Healthcare;
- Biomedical Waste Management;
- Patient Response Systems;
- Synergy to the design and enhancement of the patient room;
- "A Deep Dive into NHS Estates" – Best Practice in Estates Management & Compliance;
- Medical Locations, Medical IT Systems and Uninterruptable Power Supplies;
- Sustainability & Climate Change;
- Stress & Resilience;
- CEF Energy Infrastructure Scheme at Wythenshawe Hospital;
- Preventing Corrosion in Heating & Cooling Systems;
- Medical Locations, Medical IT Systems and Uninterruptable Power Supplies.

Head Office is working closely with the Branches to provide additional support e.g. data and document management, business and financial management support, so that they can be incentivised to be more active locally. Branches now have their own dedicated web-space in the new IHEEM website where they can communicate directly with members and keep them up-to-date with events and activities.

A new monthly live **Branch of the Month** webinar was announced in November 2020, with the aim of providing updates for both individual and company affiliate members on current and planned activity, as well as taking questions and discussion topics from the audience. The webinars will also be available to watch on-demand via the IHEEM Learning Hub for members only.

All IHEEM branches will play a key part in the IHEEM 2021 Digital Programme (page 23) as well as developing new ways to engage locally and provide opportunities to network, develop and share knowledge with their members.

Technical Platforms

Business Plan Core Objectives 2, 5, 7 and 9

IHEEM's Technical Platforms have played a vital role in the Institute's response and support to the COVID-19 pandemic (page 7). The IHEEM Specialist Technical Panel was quickly established to respond to a number of requests for technical input from the UK Government and SAGE, as well as other engineering bodies such as the Royal Academy of Engineers (RAE) across a wide range of engineering challenges that had arisen during the pandemic.

The Panel, formed from the Chairs of each platform and led by Pete Sellars, also provided engineering support to the World Health Organisation through its international links to IFHE and IFHE-EU. It also produced a series of IHEEM COVID-19 Factsheets on topics such as PPE Reprocessing and Fire Safety.

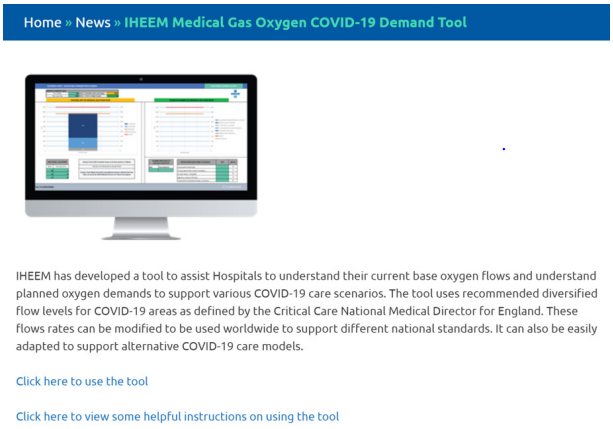
As a member of the NHS England & NHS Improvement's Future Standards Working Group, the Technical Platforms have also provided comment and feedback to several draft national standards and guidance documents, including the ministerial priorities around the **Health Infrastructure Plan** (HIP) such as the Digital Blueprint and Patient Flow as well as a number of Health Building Notes (HBNs).

Along with the IHEEM Branches, the Technical Platforms will have a key role in the 2021 Digital Programme (page 23) as well as the providing articles and sharing specialist knowledge and information to members via the IHEEM Quarterly Newsletter, which was launched in November 2020.

The terms of reference and management arrangements of the Technical Platforms and the Boards of Registration (AE) are currently under review.

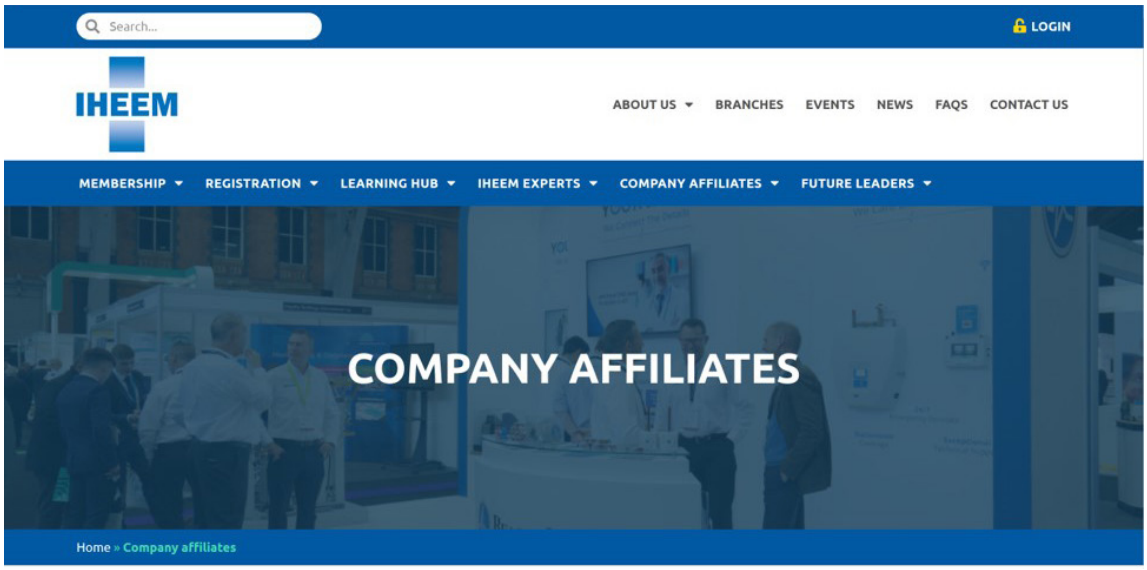
An internal Working Group has been established to provide recommendations and ratification to the Council on a number of issues, which, when resolved, will ensure appropriate governance and assurance is in place to meet the licensing requirements set out by the Engineering Council UK in 2019, as well as ensuring consistency and transparency across all aspects of the working arrangements of Technical Platforms and Boards of Registration(AE).

Once the review is completed a revised Terms of Reference will be developed and published on the IHEEM website.



Company Affiliates

Business Plan Core Objective 7



IHEEM received a tremendous response from its company affiliates to support NHS England and NHS Improvement during the COVID-19 pandemic. Over 150 offers of products, services and skills from its personal and company memberships were received.

The new IHEEM website has a dedicated Company Affiliate webpage allowing them, for the first time, to engage directly with members and the wider healthcare efm sector and to showcase the wide range of goods and services they offer.

Wherever possible, we will involve our corporate members in our activities, and there will be opportunities to sponsor online and digital events, as 'live' events have been sponsored in the past.

IT Infrastructure Modernisation

Business Plan Core Objectives 8 and 9

The capital investment, which began in 2019, to improve the outdated and unreliable IT systems used by IHEEM, is a vital component in strengthening the Institute's governance around data and documentation handling, management and storage. It also enables the Head Office to provide Branches and Committees with the support they need.

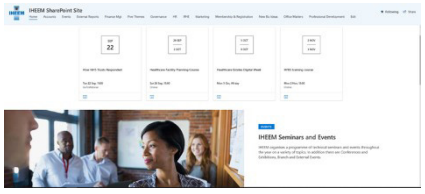
Improvements include:

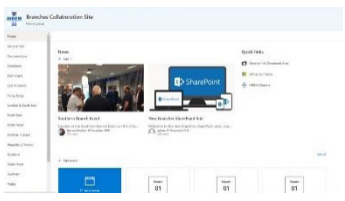
- Bespoke membership database – improved application and renewals process for new and existing members;
- Improved and fully integrated accounts system including simple direct debit payment collection;
- Use of Cloud technology for future proofing and staff efficiency;
- Remote working facilities for Head Office staff to enable business continuity (Covid-19 Operational Policy).

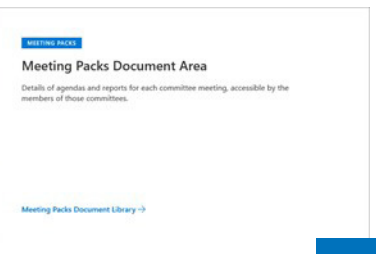
A major IT initiative in 2020 was the development and launch of the new bespoke "MyIHEEM CPD" section embedded into the new IHEEM website.

The "MyIHEEM CPD Account" is a new automated system that allows members to easily record all their reflective learning in one place. A key benefit of the new system is that it allows users to share their record with third parties to confidentially review and comment (but not change) via one or more unique links. Users can also complete their CPD record live whilst at a certified IHEEM event via a mobile device. (Learning & Development, page 10).

The improvement of the Institute's recording systems has also been a focus of 2020, including the integration of registration processes into the bespoke membership database. September 2020 saw IHEEM's Engineering Council Registration undergo a successful virtual audit - the first using this medium - and were delighted that the Institute's CPD assessment processes were formally recognised as being far in excess of that required and acknowledged as a model of good practice. Head Office is now reviewing its policies to ensure they are up to date and relevant.







Governance

President

Ian Hinitt

Vice President & President Elect

Paul Fenton

Council Members

Alistair Cameron
Paul Fenton
Alan Gascoine
Ian Hinitt
Chris James
Nigel Keery
Stephen Lloyd
Eddie McLaughlan
Greg Markham
Bill Millar
Alison Ryan
Alan Spraggon
Phil Wade

Committee Chairs

Audit & Remuneration - **Richard Boyce**
Conference & Exhibition - **Claire Hennessy**
Diversity & Inclusion - **Kim Shelley**
Management & Finance - **Eddie McLaughlan**
Membership & Registration - **Steven Palmer**
Professional Development - **Carl McKenzie**
Technology Platform - **Bill Millar**

Branch Chairs

East Midlands - **James Chadwick**
Hong Kong - **Dr P L Yuen**
London & South East - **Alan Gascoine**
North East - **Alan Spraggon** (Vice Chair)
North West - **Alistair Cameron**
Northern Ireland - **Anthony Trimble**
Republic of Ireland - **Bill O'Reilly**
Scotland - **Harry Waugh**
South West - **Richard Knight**
Southern - **Greg Hansell**
Wales - **Graham Jones**
West Midlands - **Phil Wade**
Yorkshire - **Chris Davies**

Technical Platforms Chairs

Architecture & Design of the Built Environment - **Paul Mercer**
Decontamination - **Brian Kirk**
Electrical - **Mark Richards**
Fire Safety - **Maz Daoud**
International - **Harry Waugh**
Medical Gas - **Mike Ralph**
Medical Devices - **TBA**
Sustainability - **Ian Hinitt** (to be established)
Ventilation - **Andrew Poplett**
Water - **Mervyn Phipps**

Membership Profile 2020

@ September 2020

* includes retired

At a Glance Business Plan

Our Purpose

To continuously improve and develop the Institute, its services and the benefits we offer to ensure our members have the capability to deliver a healthcare estates environment that is safe, efficient and effective for patients staff and visitors

Our 5 Key Themes

1 - Serving Our Membership

2 - Developing Future Leaders

3 - Engaging with New Partner Organisations

4 - Supporting Existing Partner Organisations

5 - Strengthening our National and International Profile

Core Objectives

1 Consistently Grow and Develop Membership

2 Become a "trusted partner" to Government and Industry

3 Encourage the next generation of Engineers & Healthcare Estates & Facilities Management (efm) leaders

4 Collaborate with training providers and industry to provide and endorse specialist NHS course content

5 Develop technical seminars, events & conferences at branch and national levels to share best practice with members

6 Raise the profile of IHEEM Nationally and Internationally and become more professional in its approach and accountability to members and the Engineering Council UK

7 Create an environment for members to engage and network with other healthcare associations and institutes

8 Undertake a commercial review of all IHEEM's business activities to ensure long-term viability and value for money

Deliverables

1.1 Identify areas for growth and reach out to a wider audience with a focus on tradespeople and apprentices

1.2 Develop and implement a new members marketing strategy and toolkit

1.3 Establish a stronger and better balance of membership through IHEEM's Diversity & Inclusion Working Group

1.4 Continued management of membership applications and engineering / AE registrations

1.5 Improve the offer to members to provide relevant and current CPD activity and simplify recording activity

1.6 Create an environment for members to be successful in the "non-standard route to Engineering Council UK accreditation"

2.1 Input at Board Level on the development of a national workforce strategy for efm professionals

2.2 Work closely with NHS England to input into and disseminate national efm policy and strategies

2.3 Support the NHSI Future Standards Group in the redevelopment of HBN and HTM standards

2.4 Work collaboratively with Archus UK for the further development and wider dissemination of technical guidance using existing platforms & infrastructure

3.1 Work with branches to facilitate the development of an NHS national apprenticeship programme based on a standardised model that can be adopted by providers

3.2 Develop a programme of workshops linked to Science, Technology, Engineering and Mathematics (STEM) subjects for Year 7 & 8 secondary school students

3.3 Review and expand a register for all professional specialist efm services including Authorising Engineers

4.1 Work closely with NHS Trust affiliates to develop specific training courses for trade staff, technicians, and managers

4.2 Encourage training providers/industry to offer CPD accreditation as an incentive to IHEEM members

5.1 Develop and promote branch and national conferences and technical platform seminars

5.2 Organise and deliver the IHEEM flagship annual conference and exhibition

5.3 Ensure content of technical seminars are CPD accredited in line with Engineering Council UK licencing requirements

6.1 Explore and develop innovative ways to promote IHEEM to existing and new membership

6.2 Develop and launch a revised website

6.3 Establish and deliver an effective communication plan using acknowledged social media and business network devices

6.4 Be an active member of the International Federation of Hospital Engineering (IFHE)

6.5 Attend and exhibit at appropriate national and local events

6.6 Ensure professional affiliation licences are maintained and licencing requirements adhered to

7.1 Strengthen engagement with industry, academia and professional bodies that are aligned to core efm functions to support members and raise the profile of efm as a profession

8.1 Review annual conference and develop a long-term strategy

8.2 Review all of the organisation's annual revenue costs (e.g. contracts, subscriptions, infrastructure) to ensure fitness for purpose and value for money)

8.3 Seek alternative income sources e.g. lottery, charitable trusts

Core Objective 9

Develop and maintain effective governance & assurance across all business activities to meet both legal requirements and the corporate needs of IHEEM Head Office, Branches, Council and Technical Platforms

9.1 Develop a "hub and spoke" operating and resource model between Head Office and Branches to allow branches to engage and support the Institute's national plans

9.2 Maintain effective financial controls & management ensuring compliance with statutory and mandatory regulations

9.3 Develop a new Customer Relationship Management (CRM) system for improved membership applications

9.4 Produce a new Standard Operating Manual for all processes, procedures and standards required to ensure efficient and consistent performance of business functions

9.5 Review technical platform groups and develop an overarching operational framework

9.6 Organise and deliver IHEEM council/trustee training days

9.7 Develop a sustainability policy/statement for the Institute

Knowledge Partners & Key Stakeholders

Engaging with stakeholders and our Knowledge Partners is fundamental to our success. By listening to and working in collaboration with them we can grow and develop to better serve our membership.

We are proud to work with all our partners and stakeholders some of whom are listed below:

NHS England and NHS Improvement

University of Cambridge

Northern and Yorkshire NHS Assessment Centre NHS

GIG CYMRU NHS WALES Partneriaeth Cydwasanaethau Shared Services Partnership

Engineering Council

HEFMA Health Estates & Facilities Management Association

EuHPN

Europe

STEM Learning

Health Facilities Scotland

SMPS Salisbury Managed Procurement Services

TAHPI EDU

Eastwood Park training

IET The Institution of Engineering and Technology

Department of Health | An Roinn Sláinte | Männystrie O Poustie

our health service

ARCHUS optimise • implement • achieve

Royal Academy of Engineering

Financial Report

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Charitable activities				
Conferences	134,913	-	134,913	228,319
Seminars	29,983	-	29,983	45,237
Publications	6,286	-	6,286	4,947
Membership	305,550	-	305,550	293,971
Miscellaneous	9,263	-	9,263	10,415
Investment income	3,586	-	3,586	4,594
Total	**489,581**	**-**	**489,581**	**587,021**
EXPENDITURE ON				
Charitable activities				
Conferences	63,598	-	63,598	93,112
Seminars	66,261	-	66,261	79,911
Publications	2,131	-	2,131	1,429
Membership	404,211	-	404,211	349,920
Miscellaneous	28,169	-	28,169	8,825
Total	**564,370**	**-**	**564,370**	**533,197**
Net gains/(losses) on investments	-	-	-	-
NET INCOME	**(74,789)**	**-**	**(74,789)**	**53,824**
RECONCILIATION OF FUNDS				
Total funds brought forward	805,734	4,382	810,116	756,292
TOTAL FUNDS CARRIED FORWARD	**730,945**	**4,382**	**735,327**	**810,116**

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT (REGISTERED NUMBER: 895080)

BALANCE SHEET AT 31 DECEMBER 2019

	2019 £	2018 £
FIXED ASSETS		
Tangible assets	182,313	144,333
Investments	200	200
Total	**182,513**	**144,533**
CURRENT ASSETS		
Stocks	2,834	983
Debtors	325,601	36,713
Cash at bank	623,721	728,426
Total	**952,156**	**766,122**
CREDITORS		
Amounts falling due within one year	(399,342)	(100,539)
NET CURRENT ASSETS	**552,814**	**665,583**
TOTAL ASSETS LESS CURRENT LIABILITIES	735,327	810,116
NET ASSETS	735,327	810,116
FUNDS		
Unrestricted funds	730,945	805,734
Restricted funds	4,382	4,382
Total funds	**735,327**	**810,116**

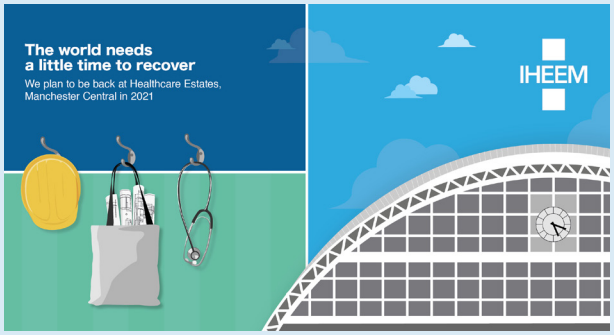
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 14 July 2020 and were signed on its behalf by:

I Hinitt - President

Looking Forward to 2021

IHEEM Healthcare Conference, Exhibition and Gala Awards 19-20 October 2021, Manchester



The 2021 conference will once again provide healthcare estates professionals with an opportunity to discuss and share best practice, knowledge, experience and views across the wide range of current and future issues faced by everyone in the sector.

The Institute will continue to offer the highest calibre of speakers from the NHS, other professional bodies as well as academia and industry.

IHEEM Dublin Conference 2021 – Delivering Sustainable Healthcare Estate

IHEEM 2021
CROKE PARK, DUBLIN
JOINT CONFERENCE, EXHIBITION & AWARDS DINNER
NORTHERN IRELAND & REPUBLIC OF IRELAND
MONDAY 1ST & TUESDAY 2ND NOVEMBER

2021 Digital Events Programme

An exciting new digital events programme is currently under development and will be launched in early 2021. Supported by IHEEM's own Conference Committee, each month will have a theme against which events will be held or supported by IHEEM and where possible will be made available on-demand and CPD accredited.

This programme part of IHEEM's commitment to support its individual members and company affiliates to **Stay Connected. Keep Informed. Get Ahead** and to echo the "blended learning" approach now favoured by academic organisations since COVID-19 that mixes face-face events with online resources.

Further details will be provided in HEJ and on IHEEM's website as they become available.

Please check the IHEEM website for further details of Events, Training and Development Opportunities and CPD Offers for 2021

IHEEM

Institute of Healthcare Engineering and Estate Management

For more information about IHEEM or Membership:

02392 823 186

office@iheem.org.uk

www.iheem.org.uk

www.linkedin.com/company/iheem

@IHEEM

November 2020

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Produced in partnership with ARCHUS LTD, an advisory, investment and development organisation, with a focus on and sharing the values of its health and social care infrastructure clients.

REGISTERED COMPANY NUMBER: 895080 (England and Wales)
REGISTERED CHARITY NUMBER: 257133

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

FOR

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT

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FOR THE YEAR ENDED 31 DECEMBER 2020

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THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

The charity's objectives

The charity's objectives reflect the mission of the charity. Each year trustees review objectives and activities to ensure that they continue to reflect the charity's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its guidance on education and training for public benefit.

Mission

The charity is a professional body and learned society serving the interests of those involved in and with responsibility for healthcare engineering and estate management including the design, procurement and maintenance of healthcare facilities and equipment. The charity is established for public benefit to promote the art and science of healthcare engineering and estate management and to advance research, education and training.

Activities

The charity's activities include the mentoring and career development of healthcare engineers, allied built environment professionals and facility managers, the publication of a professional journal, the holding of educational seminars, and the holding of an annual educational conference.

Each year the trustees review the charities objectives and activities to ensure that they continue to reflect the charity's mission. In carrying out this work the trustees have considered the Charity Commission's general guidance on public benefit.

Volunteers

Volunteers are an important resource in both the running of the charity and the management of its educational activities. Over 60 volunteers regularly give their time for the running and management of the governing council and its committees, with further volunteers giving their time to the running and management of branch activities and the programme of educational events. All trustees give their time freely. The Institute encourages all members to become involved in voluntary activities and to share their skills with others.

Social investment policies

We have invested in sustainable measures such as a Solar PV scheme to reduce the carbon footprint associated with our Head Office facilities and are looking to make further energy reducing improvements and investments such as LED lighting and building insulation. We are also committed to an Apprentice within our Head Office establishment which represents around 21% of our FTE workforce. We are delighted our apprentice completed her course as is now in a new role within the Institute and is undertaking professional training and examinations in her chosen career. We are looking to employ a finance apprentice in the coming year. We are providing support for industry led apprenticeship schemes and we introduced an Innovation Award to recognise efforts within our sector to improve efficiency or reduce waste and costs of healthcare across the NHS. A focused drive to attract apprentices as members resulted in having 128 apprenticeship members of the Institute at year end. Over 2020 we developed and delivered workshops to 74 students as part of the STEM agenda and future workforce. We have a registered STEM ambassador within the Institute, this work will further develop of 2021.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

ACHIEVEMENT AND PERFORMANCE

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

Charitable activities; how the charity's activities deliver public benefit

The charity carries out a wide range of activities in pursuance of its charitable objectives. The trustees, after taking into consideration the Charity Commission's general guidance on public benefit the activities summarised below provide benefit to the public and the wider community.

Educational seminars

The charity held a range of seminars during the year supported by the IHEEM Technical Platforms, partners and company affiliates. Due to the pandemic these were delivered through digital media.

During 2020, a number of seminars/workshops and webinars were held on a range of key themes. Each of these attracted a good number of delegates and several also featured an event exhibitor.

Feb (face to face)	AE (D) Framework (with Eastwood Park)	Gloucestershire
Feb (face to face)	Mind Matters workshop (dealing with stress)	Eastleigh
Feb (face to face)	Council Strategic Planning day	Eastleigh
May (webinar)	1 webinar part of our digital seminars	On line
June (webinars)	2 webinars lead by company affiliates	On line
July (webinars)	5 webinars lead by company affiliates	On line
August (webinars)	3 webinars lead by company affiliates	On line
September (webinars)	8 webinars lead by company affiliates	On line
October (webinars)	24 webinars part of Healthcare Estates digital week	On line
December (webinars)	South West Branch event	On line

The charity's branches additionally host a range of specialist educational seminar events.

Educational conference & exhibitions

In addition to the seminar programme, there are several conferences and exhibitions that the Institute organises. For 2020 due to the pandemic these were deferred to the last quarter of 2021 and early 2022.

IHEEM's annual flagship conference, exhibition and awards dinner, 'Healthcare Estates' was due to be held in October in Manchester. The event attracted attracts over 4,000 delegates and visitors and over 250 exhibitor stands. For 2020 this was replaced by a series of 24 webinars with 93 UK and international speakers over five days covering the themes of Policy, Workforce, Science and Technology, Design and International with over 3,000 registrations from 33 countries. These are available as on demand sessions via our new website learning hub.

Engineering Council

September 2020 was our first audit review following our licence renewal in 2019. The review acknowledged the amount of work that has taken place over 2020. The following training was undertaken in line with our licencing requirements:

Oct (Teams)	Assessor refresher training (14 participants)	On line training
Oct (Zoom)	EC-Individual Route to Assessment (6 participants)	On line training
Nov (Zoom)	EC-CPD assessing (2 participants)	On line training
Nov (Zoom)	EC-Recognition of qualifications (2 participants)	On line training
Dec (Teams)	New Assessor training (15 participants)	On line training

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

The charity remains a strategic partner of Engineering UK and the Engineering Council. The charity's work centres on compliance with the Engineering Council audit and quality assurance requirements to hold the licence for assessing candidates for registration as an Engineering Technician, Incorporated Engineer and Chartered Engineer. The charity also supports the Engineering Council's work to promote society's confidence and trust in the engineering profession. The charity's engineers once registered are internationally recognised having demonstrated standards of competence and commitment for the engineering profession whose skills underpin provision and/or distribution of the basic necessities of civilised life concerning healthcare buildings, energy use, provision of safe water and sanitation, food, transport and communications. Other work with the Engineering Council involves the sampling of registered members Continuing Professional Development, the provision of training for interviewers, participation in the audit of other institutes and promoting the Engineering Register.

Branches

The charity has fourteen branches; twelve branch areas are represented on the charity's governing council. Branch committees are populated by volunteers who give their time to the management of education activities, branch-based seminars, providing interview panels for Engineering Council registrants, and recruiting new members. Branch activity is at the forefront of the charity's activity in delivery of its objectives. During 2020 the Institute put in place the infrastructure for branches to host and deliver live and pre-recorded webinars as part of their offer. In the first month of 2021 branches have delivered five live events, including a three session series on medical gases during the pandemic.

Journal

The quality educational publication 'Health Estate Journal' is distributed to all members ten times per year. The trustees manage the Journal through the Professional Development Committee that is constituted by members of the institute. The Journal remains attractive, popular and informative.

Website and IT Infrastructure Redevelopment

Over the last twelve months IHEEM has continued to enhance its membership database to bring in governance management, and In October 2019 launched a new modern website In October 2020, enabling IHEEM to meet key objectives in promoting the Institute as the leading voice in the healthcare estates sector, and a bespoke Continued Professional Development (CPD) system to enable easy capture and recording of CPD material and reflective learning. This has been designed to support members throughout their career journey.

International Federation of Hospital Engineering (IFHE)

The charity remains a committed member of IFHE. IFHE is a non-profit, non-governmental and independent organisation whose resources are used to foster and promote exchange of hospital engineering technology knowledge with the ultimate goal that people everywhere may receive better healthcare. The charity continued to provide the administration service for the Federation throughout the year. Pete Sellars, our own CEO' continues in his presidency of IFHE Europe, the IFHE worldwide presidency was handed over to Italy in January 2021, deferred from October 2020. Over the pandemic the Institute, took the lead in partnership with the IFHE to produce and disseminate a fortnightly newsletter sharing intelligence, best practice and personal experience across its 5000 global membership across 40 countries.

Partnerships

The Institute has a number of key knowledge partnerships in place. Over 2020 we developed and strengthen our alliances with NHSEI team, working and supporting them with their communications to the sector around the pandemic and Hefma on the workforce strategy. We will continue to develop these over 2021.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

Membership

In response to the pandemic, IHEEM took the unprecedented decision in 2020 to cease chase outstanding membership fees for six months, and therefore as a result not to lapse members due to lack of payment. The charity's membership numbers reflect this decision. On 31st December 2020 membership numbers for fee paying individuals was recorded as 1773, compared to 1811 individual members on 31st December 2019, a decrease of 2.09%. This was offset by an increase in our free memberships aimed at students, apprentices and NHS tradespeople which increase to 390 On 31st December 2020, from 354 on 31st December 2019, an increase of 10.2%. These are seen as our future paying membership. We saw a further increase in our Company Affiliate Members (each having up to 4 nominated named non-voting members) to 247 recorded on 31st December 2020 from 231 on 31st December 2019, representing an increase of 6.9%. Overall there was little change in overall in membership (14 members). The total number of members (excluding the 4 nominated non-voting members for Company affiliates) on 31st December 2020 is recorded as 2410 compared to 2396 on 31st December 2019. Membership fee concessions are offered for graduate and apprentice members, retired or pensionable members, members of limited means of income, University Affiliate members, Apprentice Affiliate members and Student Affiliate members.

Awards

Recognition of public contribution to healthcare engineering and estate management and excellence in achievement is at the heart of the charity's work. The charity recognises individual achievements by providing a number of awards, medals and prizes. We had no Awards in 2020 due to the pandemic, these will be re-established for 2021.

FINANCIAL REVIEW

Investment policy and objectives

The memorandum association describes how monies of the Institute not immediately required for its purposes can be invested. The Trustees, having regard to the liquidity requirements of operating the Institute and the reserves policy set out below, have operated a policy of keeping available funds in an interest bearing deposit account. The invested funds held on deposit achieved an average rate of return of 0.3% against the Office for National Statistics, Consumer Price Index (CPI), for the year to December 2020 of 0.5%.

Reserves policy

The Institute maintains reserves which the Council deems appropriate for its efficient operation and for the generation of additional income on a prudent basis. Around 65% of the charity's income is generated through membership income received primarily in the first three months of the year and the remaining income is generated through the year from seminar activity and annual conferences. A level of free reserves of £250,000 equating to approximately six months management, administration is considered appropriate. The actual free reserves exceeded the required level and amounted to £626,052 a reduction of £109,275 on 2019. The decrease represents two areas of spend, and may be used to support the operational costs for 2021 if the pandemic continues.

- The Institute's investment in modernising the IT infrastructure including the development of a membership database, bespoke CPD system and launch of a new website.
- Funding this deficit on the operational costs for 2020 due to the deferral of all conferences to 2021, creating a loss of approximately £150k in 2020.

The Board of Trustees are also mindful of the volatile nature of membership numbers and the general decline in numbers in other similar Learned Bodies and this has a bearing on our reserve levels which may be above what would normally be expected.

FINANCIAL REVIEW

Principal funding sources

The Charity's income is derived from two main resources: membership subscriptions and educational events, including seminars and conferences (annual IHEEM conference/exhibition and branch conferences). Income through membership subscriptions totalled £325k (2019 = £306k). Events and training income totalled £21k (2019 = £165k). Event resources expended at £82k (2019 = £130k). The difference between years relates to the income and expenditure on events for 2020 results from providing free webinars and learning material to our members as opposed to having a number of conferences to which delegates would pay to attend. This was a conscious decision taken by the Board to continue to engage with our members and provide valuable learning opportunities throughout the pandemic when face to face events were deferred until late 2021.

Educational events is an element in the charity's programme of activities; the trustees are keen to continue with this work that provides benefit to both the charity's members and the public.

Overall the charity produced a deficit of £104,893 (2019 = deficit of £74,789) on a turnover of £350,997. This is due to the loss of income generated from having to defer all face to face conferences and events in 2020.

Financial effect of significant events

IHEEM holds two major conferences each year which aim to produce a surplus. Actions are taken to minimise the risk of surpluses not being made through commercial arrangements with our Conference Organising Partners. Our Northern Ireland branch holds one conference bi annually.

The impact of deferring these conferences to late 2021 has resulted in the deficit seen above. The pandemic was unprecedented, the Institute reserves allowed IHEEM to operate and cover it's minimal operational costs for 2020.

FUTURE PLANS

The charity has a rolling five year strategic plan covering the period up to 2022 which includes extending the range of membership and improving membership services. Specifically, there is a major focus on recruiting apprentices and providing activities to attract and retain younger members.

The pandemic has created new ways of working and brought forward our digital agenda. IHEEM is now looking to run frequent webinars and adopt a hybrid approach to all its conferences, having both a face to face and digital presence. The Institute is developing partnerships with external training providers to offer accredited appropriate training opportunities to our members, where possible at discounted rates. This work started in 2020 and will be further developed in 2021, building the material available through our learning hub.

It has also implemented a substantial upgrade to its ITC systems and website. 2020 saw the release of a new bespoke CPD recording system for our members linked to our training events and seminars agenda, the launch of a new modern website and additional enhancements to our new membership database to enable more effective governance recording. We have now removed on site servers from our operation. Early indications support a cash rate of return on investment of 2 years, and substantial staff resource benefit. Over the next twelve months IHEEM anticipates further enhances to all of it's new IT systems to provide a further improved customer experience.

During 2021 we will be looking to implement the new management arrangements for our Technical Platforms and Boards of Registration for our authorising engineers aimed at strengthening governance within the processes. The work that the Technical Platforms undertake is a vital component of IHEEM's current and future work to strengthen IHEEMs position as the leading healthcare engineering and estates professional body in the UK and internationally. The Institute is actively creating a number of opportunities for our TPs to grow and raise the importance of the work at a national level through influencing policy, standards and guidance as well as producing our own IHEEM best practice guidance for the benefit of our UK and global membership.

The Institute's President and members of the head office team continue to attend IHEEM's branch network events to strengthen links with the regions. IHEEM has also co-operated and is working in partnership with other professional engineering bodies and the Royal Academy of Engineering, National Health Service Improvements (NHSI), Eastwood Park, IFHE Europe and Worldwide to play it's part in delivering an effective and efficient healthcare service.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The full name of the charity is "The Institute of Healthcare Engineering and Estate Management" (IHEEM). The charity is a company limited by guarantee (Registered Number 895080) which was incorporated in 1967, is registered with the Charity Commissioners (Registration Number 257133) and is governed by its Memorandum and Articles of Association last updated on 8th October 2019. The full range of governing documents, Terms of Reference of the governing council and council committees, along with profiles of individual trustees is available on the charity's website at www.iheem.org.uk.

Recruitment and appointment of new trustees

At each annual general meeting one-third of the branch area based trustees must retire from office, selected from those who have been longest in appointment. Retiring trustees may offer themselves for reappointment, but must retire after a second period of appointment. The trustees have additional powers to appoint additional trustees should the number of trustees fall less than thirteen, but these trustees must retire at the next annual general meeting.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The trustees meet together three times a year and are responsible for the control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

To assist in the smooth running of the charity the trustees have established a number of subordinate committees that help them oversee certain aspects of the charity's work. Committees are currently established for Audit and Remuneration, Conference & Exhibition, Professional Development, Management and Finance, Membership and Registration and Technology. The subordinate committees report back with their recommendations to the full meeting of the trustees. The charity has fourteen regional branches covering the UK, the Republic of Ireland and Hong Kong. The Management and Finance Committee oversee the operational management on behalf of the trustees, with day-to-day management delegated to a small secretarial and administrative staff that operates from leasehold premises in Portsmouth, Hampshire. Over 2020 the team has been operating remotely being home based, with minimal cover in the Portsmouth premises. We envisage this approach continuing going forward.

Induction and training of new trustees

Following appointment, new trustees are introduced to their role and provided with copies of the Institute's Memorandum of Association, Articles of Association, trustees terms of reference and council committee terms of reference. New trustees are also provided with Charity Commission publications concerning risk, governance and public benefit. All new trustees are encouraged to attend a one day specialist charity governance course. This induction process ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

Key management remuneration

IHEEM's Audit & Remuneration Committee carries out a thorough annual review of staff pay and conditions using benchmarking with other similar organisations.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

895080 (England and Wales)

Registered Charity number

257133

Registered office

2 Abingdon House
Cumberland Business Centre
Northumberland Road
Portsmouth
Hampshire
PO5 1DS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

Trustees
Board of trustees and members of council

President:	President: P Fenton MBE CEng FIHEEM	
Vice President:	A J Ryan C Eng FIHEEM	
	N J Keery CEng FIHEEM	
Board:	A Cameron CEng FIHEEM	North West branch
	A J Ryan CEng FIHEEM	Yorkshire branch
	A Spraggon CEng MIHEEM	North East branch
	C James IEng MIHEEM	Southern branch
	A D Gascoine IEng FIHEEM	London branch
	N J Keery CEng FIHEEM	Northern Ireland branch
	W S H Millar CEng FIHEEM	East Midlands branch
	P J Wade EngTech MIHEEM	West Midlands branch
	G Markham CEng FIHEEM	South West branch
	S T Lloyd	Welsh branch
	E Mclaughlan CEng MIHEEM	Scotland branch
	Ian Hinitt CEng FIHEEM	Ex president

Chief Executive
Pete Sellars

Company Secretary
Tania Davies

Auditors
P Underwood, FCCA
Morris Crocker Limited
Chartered Accountants
Statutory Auditors
Station House
North Street
Havant
Hampshire
PO9 1QU

Solicitors
Saulet Townsend
Froddington House
Cumberland Business Centre
Northumberland Avenue
Portsmouth
PO5 1DS

Bankers
Barclays Bank Plc
Marble Arch Corporate Banking Group
P O Box 32016
Edgware Road
London, W2

STATEMENT OF TRUSTEES' RESPONSIBILITIES
The trustees (who are also the directors of The Institute of Healthcare Engineering and Estate Management for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Morris Crocker Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 15/04/2021 and signed on its behalf by:

.....
P J Fenton - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

Opinion

We have audited the financial statements of The Institute of Healthcare Engineering and Estate Management (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

From discussion with management and those charged with governance information about the entity is documented to assess the activity within the organisation. We discuss managements assessment of risk in respect of irregularities, fraud and going concern.

Based on these discussions and our own assessments we determined that the key risk areas were income recognition in respect of cut off issues concerning membership income and management override concerning the size of the organisation.

We set financial statement materiality level based on the level of income at £10,300. As a not for profit organisation raising income is its primary focus which is why income was used to determine the level of materiality. Our overall assessment of risk was used to determine performance materiality of £9,200.

Substantive audit tests were designed after assessing and testing systems and controls. The systems and controls which have been designed to act as a preventative measure against fraud and error were operating as documented. Substantive testing tested a sample of the population, representative of the population, to identify errors. The testing did not identify any material misstatements in areas tested.

Audit substantive tests concluded no material errors over the key risk areas of income recognition and management override.

The audit considers the organisation is not exposed to material risk of error as a result of assessing laws and regulations that are appropriate to the organisation.

Management assessed there is no going risk. The audit undertook a review of budgets, management accounts and the review of board minutes and came to the same conclusion as management.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Paul Underwood (Senior Statutory Auditor)
for and on behalf of Morris Crocker Limited
Chartered Accountants
Statutory Auditors
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 27 April 2021

THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	3				
Conferences		-	-	-	134,913
Seminars		7,653	-	7,653	29,983
Publications		4,370	-	4,370	6,286
Membership		324,680	-	324,680	305,550
Miscellaneous		12,908	-	12,908	9,263
Investment income	2	1,386	-	1,386	3,586
Total		350,997	-	350,997	489,581
EXPENDITURE ON					
Charitable activities	4				
Conferences		43,414	-	43,414	63,598
Seminars		47,333	-	47,333	66,261
Publications		2,518	-	2,518	2,131
Membership		358,350	-	358,350	404,211
Miscellaneous		4,275	-	4,275	28,169
Total		455,890	-	455,890	564,370
NET INCOME/(EXPENDITURE)		(104,893)	-	(104,893)	(74,789)
RECONCILIATION OF FUNDS					
Total funds brought forward		730,945	4,382	735,327	810,116
TOTAL FUNDS CARRIED FORWARD		626,052	4,382	630,434	735,327

The notes form part of these financial statements

THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT (REGISTERED NUMBER: 895080)

BALANCE SHEET
31 DECEMBER 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	11	230,505	182,313
Investments	12	200	200
		230,705	182,513
CURRENT ASSETS			
Stocks	13	4,911	2,834
Debtors	14	339,805	325,601
Cash at bank		460,009	623,721
		804,725	952,156
CREDITORS			
Amounts falling due within one year	15	(404,996)	(399,342)
NET CURRENT ASSETS		399,729	552,814
TOTAL ASSETS LESS CURRENT LIABILITIES		630,434	735,327
NET ASSETS		630,434	735,327
FUNDS	17		
Unrestricted funds		626,052	730,945
Restricted funds		4,382	4,382
TOTAL FUNDS		630,434	735,327

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24/03/2021 and were signed on its behalf by:

.....
P J Fenton - Trustee

The notes form part of these financial statements

THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	(88,398)	(51,467)
Net cash used in operating activities		(88,398)	(51,467)
Cash flows from investing activities			
Purchase of tangible fixed assets		(76,753)	(67,409)
Sale of tangible fixed assets		53	10,585
Interest received		1,386	3,586
Net cash used in investing activities		(75,314)	(53,238)
Change in cash and cash equivalents in the reporting period		(163,712)	(104,705)
Cash and cash equivalents at the beginning of the reporting period		623,721	728,426
Cash and cash equivalents at the end of the reporting period		460,009	623,721

The notes form part of these financial statements

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(104,893)	(74,789)
Adjustments for:		
Depreciation charges	28,560	29,427
Profit on disposal of fixed assets	(53)	(10,583)
Interest received	(1,386)	(3,586)
Increase in stocks	(2,077)	(1,851)
Increase in debtors	(14,204)	(288,888)
Increase in creditors	5,655	298,803
Net cash used in operations	(88,398)	(51,467)

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
Net cash			
Cash at bank	623,721	(163,712)	460,009
	623,721	(163,712)	460,009
Total	623,721	(163,712)	460,009

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Trustees consider that there are no material uncertainties regarding the charitable company's ability to continue as a going concern.

The trustees have paid particular attention to the likely effects on the charity of the Covid-19 outbreak and remain confident that the organisation has sufficient resources to enable the charity to continue as a going concern for the foreseeable future.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Fees for services (seminars, conferences, publications) are taken into account when the service is performed. Income received in advance of a service is deferred until the criteria for income recognition are met.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT
Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Charitable activities
Charitable expenditure comprises those costs incurred by the charity in delivery of its activities of its services to beneficiaries. It excludes governance costs.

Governance costs
Governance costs included those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and any costs linked to the strategic management of the charity. They also include the costs of council meetings.

Allocation and apportionment of costs
Support costs are allocated to an activity on a basis of average time spent by staff in assisting the organising and administration of those functions.

Tangible fixed assets
Fixed asset additions and replacements of furniture and equipment totalling over £1,000 pa are written off over their estimated useful life, using a 25% depreciation rate on written down value.

The leasehold property has been revalued by the council at 31st December 2000 on a current value basis. With effect from 2001 depreciation is provided so as to write off the lease over its useful life.

In accordance with the provisions of the SORP the Trustees have elected not to incorporate further revaluations of the property in the financial statements.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Leasehold improvements are written off over their estimated useful life using a deprecation rate of 10% p.a. on written down value.

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments
Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sale proceeds and their market value at the start of the year or their subsequent cost, and are charged or credited to the statement of financial activities in the year of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on market value at the end of the year.

Financial instruments
The charitable company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

Trade and other debtors
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment

Cash and cash equivalents
Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

continued...

1. ACCOUNTING POLICIES - continued

Investments

Trade and other creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method

2. INVESTMENT INCOME

	2020	2019
	£	£
Deposit interest	1,386	3,586

All investment income is derived from assets held in the United Kingdom.

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020	2019
		£	£
Conferences	Conferences	-	134,913
Seminars	Seminars	7,653	29,983
Publications	Publications	4,370	6,286
Subscriptions and entrance fees	Membership	324,680	305,550
Miscellaneous income	Miscellaneous	12,908	9,263
		349,611	485,995

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Conferences	85	43,329	43,414
Seminars	4,006	43,327	47,333
Publications	2,518	-	2,518
Membership	11,728	346,622	358,350
Miscellaneous	4,275	-	4,275
	22,612	433,278	455,890

continued...

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Branch Technical visit	353	23,107
Seminar costs	4,006	18,460
Conference costs	85	15,798
Publication costs	2,518	2,131
Members support costs	11,728	13,639
Miscellaneous costs	1,270	3,122
Awards	-	8,677
IFHE Subscription	2,314	2,288
Grants to/(from) branches	338	(348)
	22,612	86,874

6. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Conferences	42,603	726	43,329
Seminars	42,600	727	43,327
Membership	340,810	5,812	346,622
	426,013	7,265	433,278

Activity	Basis of allocation
Management	Time
Governance costs	Time

Support costs, included in the above, are as follows:

Management

	Conferences	Seminars	Membership	2020 Total activities	2019 Total activities
	£	£	£	£	£
Wages	26,016	26,016	208,127	260,159	236,638
Social security	2,542	2,542	20,340	25,424	18,730
Pensions	845	845	6,759	8,449	8,517
Office costs	6,813	6,812	54,498	68,123	83,424
Meeting costs	207	207	1,657	2,071	21,184
Legal and professional fees	524	523	4,186	5,233	41,481
Irrecoverable VAT	1,592	1,592	12,737	15,921	9,976
Bad debts	1,208	1,207	9,658	12,073	1,760
Depreciation of tangible assets	2,856	2,856	22,848	28,560	29,427
	42,603	42,600	340,810	426,013	451,137

continued...

6. SUPPORT COSTS - continued

Governance costs

	Conferences	Seminars	Membership	2020 Total activities	2019 Total activities
	£	£	£	£	£
Auditors' remuneration	574	574	4,592	5,740	6,835
Accountancy and legal fees	36	37	292	365	950
Cost of Council meetings	116	116	928	1,160	18,574
	726	727	5,812	7,265	26,359

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Auditors' remuneration	5,740	6,835
Depreciation - owned assets	28,508	18,844
Auditors' remuneration - Non audit	365	2,705

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

Trustees are reimbursed actual costs necessarily incurred in attending to the charity's business at council meeting. These mainly include travelling costs. The number of Trustees reimbursed was 3 (2019: 7) the total reimbursed was £1,078 (2019: £7,127).

9. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	260,159	236,638
Social security costs	25,424	18,730
Other pension costs	8,449	8,517
	294,032	263,885

The average monthly number of employees during the year was as follows:

2020	2019
8	9

One employee received emoluments in excess of £60,000.

Key management personnel

The key management personnel of the charitable company comprise the trustees, the Chief Executive Officer, and the Executive Manager. The total employee benefits of the key management personnel of the charitable company were £150,228 (2019: £106,572). This does not include remuneration for trustees, all of which is reported as per note 8.

continued...

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Conferences	134,913	-	134,913
Seminars	29,983	-	29,983
Publications	6,286	-	6,286
Membership	305,550	-	305,550
Miscellaneous	9,263	-	9,263
Investment income	3,586	-	3,586
Total	489,581	-	489,581
EXPENDITURE ON			
Charitable activities			
Conferences	63,598	-	63,598
Seminars	66,261	-	66,261
Publications	2,131	-	2,131
Membership	404,211	-	404,211
Miscellaneous	28,169	-	28,169
Total	564,370	-	564,370
NET INCOME/(EXPENDITURE)	(74,789)	-	(74,789)
RECONCILIATION OF FUNDS			
Total funds brought forward	805,734	4,382	810,116
TOTAL FUNDS CARRIED FORWARD	730,945	4,382	735,327

continued...

11. TANGIBLE FIXED ASSETS

	Long leasehold £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 January 2020	135,000	31,901	136,847	303,748
Additions	-	-	76,753	76,753
Disposals	-	-	(2,495)	(2,495)
At 31 December 2020	135,000	31,901	211,105	378,006
DEPRECIATION				
At 1 January 2020	25,650	21,602	74,183	121,435
Charge for year	1,350	1,031	26,127	28,508
Eliminated on disposal	-	-	(2,442)	(2,442)
At 31 December 2020	27,000	22,633	97,868	147,501
NET BOOK VALUE				
At 31 December 2020	108,000	9,268	113,237	230,505
At 31 December 2019	109,350	10,299	62,664	182,313

The leasehold property is shown above at a valuation carried out by the Council on 31st December 2000 on a current use basis. The historical cost of the property is £149,598.

12. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 January 2020 and 31 December 2020	200
NET BOOK VALUE	
At 31 December 2020	200
At 31 December 2019	200

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Healthcare Building and Engineering Limited
Registered office: 2 Abingdon House, Cumberland Business Centre, Portsmouth, Hampshire, PO5 1DS
Nature of business: Dormant

Class of share:	% holding
Ordinary shares	100

	2020 £	2019 £
Aggregate capital and reserves	100	100

continued...

12. FIXED ASSET INVESTMENTS - continued

IHEEM Ltd
Registered office: 2 Abingdon House, Cumberland Business Centre, Portsmouth, Hampshire, PO5 1DS
Nature of business: Dormant

Class of share:	% holding
Ordinary shares	100

	2020	2019
	£	£
Aggregate capital and reserves	100	100

13. STOCKS

	2020	2019
	£	£
Finished goods	4,911	2,834

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	320,232	303,189
Bad Debt Provision	(12,073)	-
Other debtors	31,646	22,412
	339,805	325,601

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	3,326	31,947
Social security and other taxes	22,170	20,343
Deferred subscription income	324,118	310,805
Other creditors	49,363	28,021
Accrued expenses	6,019	8,226
	404,996	399,342

The charitable company holds funds on behalf of the Decontamination Technical Platform. These funds do not belong to the charitable company and therefore are recognised as a liability. The balance as at 31 December 2020 is £2,290 (2019: £2,290) and is included within other creditors.

Deferred income represents membership subscriptions received in advance

	2020	2019
	£	£
Brought forward	310,805	47,711
Amount released to incoming resources	(310,805)	(47,711)
Amount deferred in year	324,118	310,805
Carried forward	324,118	310,805

continued...

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fixed assets	230,505	-	230,505	182,313
Investments	200	-	200	200
Current assets	800,343	4,382	804,725	952,156
Current liabilities	(404,996)	-	(404,996)	(399,342)
	626,052	4,382	630,434	735,327

17. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	730,945	(104,893)	626,052
Restricted funds			
Northcroft Silver Medal Award Fund	1,086	-	1,086
Lucas Scholarship Fund	3,296	-	3,296
	4,382	-	4,382
TOTAL FUNDS	735,327	(104,893)	630,434

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	350,997	(455,890)	(104,893)
TOTAL FUNDS	350,997	(455,890)	(104,893)

continued...

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	805,734	(74,789)	730,945
Restricted funds			
Northcroft Silver Medal Award Fund	1,086	-	1,086
Lucas Scholarship Fund	3,296	-	3,296
	4,382	-	4,382
TOTAL FUNDS	810,116	(74,789)	735,327

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	489,581	(564,370)	(74,789)
TOTAL FUNDS	489,581	(564,370)	(74,789)

18. EMPLOYEE BENEFIT OBLIGATIONS

The charitable company operates a defined contribution scheme which is administered independently. The costs to the charitable company for the year was £8,449 (2019: £8,517). There was £668 due to the pension scheme administrator at the year end (2019: £817). The expected cost to the charitable company in the coming year is expected to be in line with that of 2020.

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

20. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

continued...

21. LEGAL STATUS OF THE CHARITY

The charitable company is a limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

22. CONFERENCE AND SEMINAR ANALYSIS

Income	Head Office £	Welsh Branch £	N.Ireland Branch £	Branches Total £	TOTAL £
Conference Activity					
Conference Delegate Income	-	-	-	-	-
Step Exhibition Contribution	-	-	-	-	
Total Conference Income	-	-	-	-	-
Seminar Activity					
Seminar income	6,810	843	-	843	7,653
	6,810	843	-	843	7,653
Expenditure					
Conference Activity					
Conference 2020	85	-	-	-	85
Direct Conference Expenses	85	-	-	-	85
Support Costs (Note 6)	43,329	-	-	-	43,329
Total Conference Expenditure	43,414	-	-	-	43,414
Seminar Activity					
Electric seminar	2,500	-	-	-	2,500
Wales exhibition and conference	80	-	-	-	80
AE conference	95	-	-	-	95
Seminar expenses	25	-	-	-	25
Irish conference	236	-	-	-	236
Seminar mind matters	1,070	-	-	-	1,070
Direct Seminar Expenses	4,006	-	-	-	4,006
Support Costs (Note 6)	43,327	-	-	-	43,327
Total Seminar Expenses	47,333	-	-	-	47,333
Conference (Deficit)					(43,414)
Seminar (Deficit)					(39,680)

FINAL AUDIT COMMUNIQUÉ

FOR THE YEAR ENDED

31 DECEMBER 2020

FOR

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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Introduction

1 Our work on the audit of the financial statements for the year ended 31 December 2020 of The Institute of Healthcare Engineering and Estate Management is now complete and we have issued an unqualified auditor's report on 27 April 2021.

2 Our opinion is in three parts. We provide an opinion on whether:

- the financial statements give a true and fair view of the state of The Institute of Healthcare Engineering and Estate Management's affairs as at 31 December 2020 and of its incoming resources and resources expended for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities;
- the financial statements have been properly prepared in accordance with the Companies Act 2006.

3 In accordance with International Standard on Auditing (UK and Ireland) 260 (October 2012), "Communication of Audit Matters to those Charged with Governance", we have produced this report for the attention of those charged with governance. This final audit communiqué has been produced to fulfil those requirements.

Key Findings

4 We identified the following minor issues arising from our audit:

- No expense form on file for T Davies

5 Full details of all the audit findings and our recommendations can be found in Annexes B and D.

6 There were no uncorrected errors.

7 We would like to take this opportunity to express our thanks for the assistance and support we have received from the charitable company's staff with whom we came into contact during our audit.

Audit Scope and Objectives

8 Morris Crocker is the appointed independent external auditor under the Companies Act 2006.

9 In carrying out our audit we have regard to the responsibilities of the trustee directors to prepare financial statements which give a true and fair view of the entity's state of affairs at 31 December 2020 and of its incoming resources and resources expended and cash flows for the financial year, as well as to ensure that they have been properly prepared in accordance with the Companies Act 2006.

10 Our examination of the financial statements for the year ended 31 December 2020 was carried out in accordance with International Standards on Auditing (UK and Ireland) (October 2012) issued by the Auditing Practices Board. We have a professional responsibility to report if the financial statements do not comply in any material respect with the standards issued or adopted by the Accounting Standards Board.

11 Our audit procedures are designed primarily to provide an opinion on whether the financial statements provide a true and fair view of the charitable company's position as at 31 December 2020 and the incoming resources and resources expended for the year then ended.

12 As part of our audit we also review the financial information contained in the Report of the Trustees and elsewhere to ensure it is consistent with the financial statements.

Audit Approach

13 Our approach is primarily risk based. We collect information by having discussions with staff and reviewing key documents to improve our understanding of the charitable company's operations. This enables us to form a preliminary view of the strengths and weaknesses of the overall control environment. We also review the information systems controls and the controls operating for specific account balances. We then use this information to identify the significant risk areas. We review management controls and test their design, operation and effectiveness in order to determine those from which we can gain assurance and those where we need to direct more audit focus.

14 We undertake audit procedures on all account areas, focusing on where we have identified a significant risk of error, and evaluate results in order to support our audit opinion. We review accounting systems and management controls operated by the charitable company only to the extent we consider necessary for the effective performance of our audit. The results of all these aspects of the audit are brought together and evaluated to consider the

impact on our opinion.

15 The matters detailed in this final audit communiqué arose from our normal audit procedures that were undertaken in accordance with International Standards on Auditing (UK and Ireland) (October 2012) issued by the Auditing Practices Board. The responsibility for the implementation and monitoring of internal and management controls rests with The Institute of Healthcare Engineering and Estate Management. Our work did not involve a detailed review of all aspects of the systems and cannot be regarded as a comprehensive statement of all weaknesses that might exist, or of all improvements that might be made.

16 As part of our audit we report to management those matters that we consider merit their attention and recommend appropriate remedial action. However, management remains responsible for implementing these and our recommendations should be assessed for their full impact before they are implemented.

Areas of Audit Risk

17 Our audit plan highlighted two material risks for specific audit emphasis. Our findings against each of the identified risks are set out in Annex E.

Matters Specifically Required to be Communicated to Those Charged with Governance

Fraud

18 We require management to acknowledge in writing its responsibility for internal controls to present and detect fraud.

19 We also require management to disclose to us:

- The results of their assessment of the risk that financial statements may be materially misstated as a result of fraud;
- Their knowledge of fraud or suspected fraud affecting the charitable company involving management, employees or others; and
- Their knowledge of any allegations of fraud, or suspected fraud communicated by employees, former employees, analysts, regulators or others which may have an impact on the financial statements.

Effectiveness of Communications

20 International Standard on Auditing (UK and Ireland) 260 (October 2012) requires us to review the effectiveness of communications between the auditors and those charged with governance.

21 Throughout our audit we have ensured that communications have been effective. We had an audit planning meeting with Tania Davis before our audit fieldwork commenced.

22 In addition, the audit team liaised with finance staff at the charitable company throughout the course of the audit which ensured that all issues arising were dealt with at the earliest opportunity.

23 Overall, we consider that communications between Morris Crocker and The Institute of Healthcare Engineering and Estate Management have operated effectively throughout the audit.

Material Weaknesses in Internal Control

24 A material weakness in the accounting and internal control systems is a deficiency in design or operation which could adversely affect the charitable company's ability to record, process, summarise and report financial and other relevant data, and which might result in a material misstatement in the financial statements.

25 As external auditors, our communications of matters include only those audit matters of governance interest that have come to our attention as a result of the performance of the audit.

26 During our audit we reviewed the accounting systems and management controls operated by the charitable company only to the extent we consider necessary for the effective performance of the audit. As a result, our review may not have detected all weaknesses that exist or all improvements that could be made.

27 No material weaknesses in the accounting and control systems have been identified by us during our audit of the financial statements.

Other Audit Matters of Governance Interest

28 International Standard on Auditing (UK and Ireland) 260 (October 2012) also requires us to communicate to those charged with governance any other audit matters of governance interest to be raised in this report.

29 There are no other matters of governance interest to be raised in this report.

Qualitative Aspects

30 Under International Standard on Auditing (UK and Ireland) 260 (October 2012), we are required to give our views about the qualitative aspects of the charitable company's accounting practices and financial reporting.

Significant Accounting Policies, Practices and Financial Reporting

31 The accounting requirements of company law, the SORP and United Kingdom Accounting Standards permit a degree of choice in some areas as to the specific accounting policies and practices that may be adopted by an entity.

32 We have considered the appropriateness of the accounting policies and practices adopted by the charitable company. The accounting policies adopted are appropriate. No accounting policies or practices requiring change have been identified by us during our audit of the financial statements.

Timing of Transactions

33 The timing of transactions tested did not highlight any significant issues.

Material Uncertainties

34 There were no material uncertainties highlighted during the course of the audit.

Unusual Transactions

35 The financial statements were not unduly affected by unusual transactions.

Significant Matters Arising in Connection with Related Parties

36 During the course of the audit no significant matters involving related parties were identified.

Presentational Matters

37 During the course of the audit no non–financial and presentation issues were identified.

Areas of Significant Estimation and Judgement by the Charitable Company

38 We consider the appropriateness of any significant accounting estimate and judgements throughout our audit.

39 There were no significant accounting estimates or areas of judgement.

Review of Information in the Report of the Trustee Directors

40 We have reviewed the Report of the Trustees for consistency with the financial statements and our understanding of the charitable company's operations. There were no issues arising from this review.

Significant Disagreements with Management

41 There were no such disagreements.

Letter of Representation

42 The charitable company's management have provided us with a letter of representation under guidance issued by the Auditing Practices Board (See Annex H).

If you wish to discuss any issues raised in this report please contact Paul Underwood on 023 9248 4356 or at pu@morriscrocker.co.uk.

ANNEX A: Financial Adjustments

As a result of our audit, the following adjustments were made to the draft accounts presented for audit.

1) Being adjustment to irrecoverable VAT

Dr		Irrecoverable VAT	£15,737	
	Cr	VAT		£15,737

2) Being adjustment for the audit accrual

Dr		Auditors remuneration	£4,330	
	Cr	Accruals		£4,330

3) Being branch adjustments

Dr		Branch technical visit	£353	
Dr		Office costs	£283	
Dr		Meeting costs	£840	
Dr		Accountancy	£1,300	
Dr		Grants to/from branches	£338	
Dr		Other debtors	£480	
Dr		Bank	£4,402	
Dr		Creditors	£1,007	
	Cr	Deposit interest		£54
	Cr	Miscellaneous income		£8,106
	Cr	Seminar income		£843

4) Being disposal of photocopier

Dr		Profit/Loss on disposal	£53	
Dr		Disposal of asset – Depreciation	£2,442	
	Cr	Disposal of asset - Cost		£2,495

5) Being provision for bad debts

Dr		Bad debt provision	£12,073	
	Cr	Trade debtors		£12,073

ANNEX B: Key Findings and Recommendations

There were no key findings or recommendations.

ANNEX C: Errors Noted During Audit Which Were Not Adjusted

There were no errors noted during the audit which were not adjusted.

ANNEX D: Minor Findings and Recommendations

1) No expense form on file for T Davies

Observation	No expense claim form was available for Tania Davies expenses in May 2020.
Implication	There is a possibility that payments could be made incorrectly.
Recommendation	Obtain a copy of all approved expense forms and keep these on file.
Response	
Action Date	

ANNEX E: Audit Findings Regarding Identified Risks

Risk identified	Response
Income recognition and deferred income	We carried out system walkthrough testing, income systems appear to be working adequately. We carried out proof in total testing, with no issues noted. We reviewed the after-date receipts and the deferred income schedules to ensure that cut-off had been correctly applied. Income did not appear to be materially misstated.
Management override	We reviewed a sample of journal entries to ensure they were correct. No evidence of management override was identified.

ANNEX F: Weaknesses in Internal Controls Identified

There were no weaknesses in internal controls identified.

ANNEX H: Analytical Review

INCOME

Income has decreased from £489,581 in 2019 to £350,997 in 2020. Conference income has decreased by £134,913 due to the Coronavirus pandemic there was no conference this year and the STEP contract was terminated in January 2020. Seminar income has decreased by £22,330; this is due to a decrease in the number of seminars this year as expected due to the lockdown measures in place.

Income from publications has decreased by £1,916, additional efforts were made in 2019 increase the advertising on the wall planners. Membership income has increased by £19,130 compared to 2019, this is due to the increase in membership rates and numbers. Miscellaneous income has increased by £3,645. Investment income has decreased by £2,201, there was less cash held in deposit accounts over the year.

EXPENDITURE

Expenditure has decreased from £564,370 in 2019 to £455,890 in 2020. Conference costs have decreased by £20,184. Direct conference costs have decreased by £15,713, due to the pandemic there were no large conferences this year. Seminar costs have decreased from £66,261 in 2019 to £47,333 in 2020, there were less seminars in 2020 due to the Coronavirus pandemic. Direct seminar costs have decreased by £14,454 and seminar support costs have decreased by £4,474. The cost of publications has increased from £2,131 in 2019 to £2,518 in 2020.

Membership costs have decreased from £404,211 in 2019 to £358,350 in 2020. Direct membership costs have decreased by £10,588 which is due to members support costs decreasing by £1,911 and awards which have decreased from £8,677 in 2019 to £nil in 2020, the President's address event made a loss last year as expenditure increased. Miscellaneous costs have increased by £23,894 the Northern Ireland technical visit costs have decreased from £23,107 in 2019 to £353 in 2019, £19,203 was included in 2019 for the technical trip.

Support costs have decreased from £477,496 in 2019 to £433,278 in 2020. Staff costs have increased by £23,521, due to the bonuses paid in 2020. Office costs have decreased by £15,301, largely due to staff recruitment costs in 2019 for £12,436. Three vacancies were put on hold in 2020 due to the Coronavirus pandemic. Computer costs have increased by 31% this year due to the additional IT maintenance required this year for website and server labour.

There are £12,073 of bad debts included this year compared to £1,760 in 2019. Additional costs for irrecoverable VAT this year for £15,921 compared to £9,976 in 2019. Meeting costs have decreased by £19,113, 2019 included costs for Manchester which didn't go ahead in 2020.

Governance costs have decreased from £26,359 in 2019 to £7,265 in 2020. This is due to the decrease in council meetings from £18,574 in 2019 to £1,160 in 2020. There were additional costs for council initiatives last year and expenditure for the engineering talent awards totalling £5,065.

FIXED ASSETS

The net book value of fixed assets has increased from £182,513 in 2019 to £230,705. Additions totalled £76,753 which is largely for the new database system. The total depreciation charged for the year is £28,508.

ANNEX G: Analytical Review

CURRENT ASSETS

Current assets have decreased from £952,156 in 2019 to £804,725. Cash at bank has decreased by £163,712 compared to 2019. This includes a decrease to branch bank balances of £687. Stock has increased from £2,834 compared to £4,911 in 2020.

Debtors have increased from £325,601 in 2019 to £339,805 in 2020. Trade debtors are £320,232 in 2020 compared to £303,189 in 2019 there has been an increase in membership income which is also reflected in the increase in deferred income. Other debtors have increased from £22,412 in 2019 to £31,646 in 2020, this is due to additional prepayments for the Dublin conference which was postponed in 2020 and rearranged for November 2021.

CREDITORS

Creditors have increased from £399,342 in 2019 to £404,996 in 2020. Trade creditors have decreased by £28,621, there were two large balances outstanding as at the end of last year for Equal Engineers Ltd and Senior Internet Ltd. Social security and other taxes has increased by £1,827, and this is largely due to an increase in the VAT liability compared to 2020. As mentioned above the largest increase in creditors is due to the increase in deferred subscription income from £310,805 in 2019 to £324,118. Other creditors have increased from £28,021 in 2019 to £49,363 in 2020, this is due to the seminar income collected in advance totalling £31,487 in 2020 compared to £5,850 in 2019. There has been a decrease in accruals this year of £2,207.

ANNEX I: Letter of Representation from Management

Our Ref: PU/NCL/1INS01

Your Ref:

13 April 2021

Morris Crocker
Station House
North Street
Hvant
Hampshire
PO9 1QU

Dear Sirs

The Institute of Healthcare Engineering and Estate Management

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your audit of the charitable company's financial statements for the year ended 31 December 2020.

GENERAL

1 We have fulfilled our responsibilities as trustee directors under the Companies Act 2006 for preparing financial statements in accordance with applicable law and applicable United Kingdom Accounting Standards, for being satisfied that they give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and shareholders meetings, have been made available to you.

2 The financial statements are free of material misstatements, including omissions.

3 We believe that the effects of uncorrected misstatements (as set out in the appendix to this letter) are immaterial both individually and in total.

INTERNAL CONTROL AND FRAUD

4 We acknowledge our responsibility for the design and implementation of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

ASSETS AND LIABILITIES

5 Stock is not stated at an amount in excess of net realisable value.

6 The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.

7 We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

8 We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

9 We have no plans to abandon product lines or other plans that will result in any excess or obsolete stock.

ACCOUNTING ESTIMATES

10 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

LOANS AND ARRANGEMENTS

11 The charitable company has not granted any advances or credits to, or made guarantees on behalf of, trustee directors other than those disclosed in the financial statements.

LEGAL CLAIMS

12 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

LAWS AND REGULATIONS

13 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

RELATED PARTIES

14 Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of company law or accounting standards.

SUBSEQUENT EVENTS

15 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

GOING CONCERN

16 We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

AUDIT ADJUSTMENTS

17 We approve the audit adjustments as documented in Annex A attached to this letter.

Yours faithfully
The Institute of Healthcare Engineering and Estate Management

.....
Signed on behalf of the board of trustee directors

Date: .....