

OUR VISION, YOUR FUTURE

ANNUAL REPORT 2024



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.

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

**Nigel Keery OBE,
IHEEM President**



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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

6590 Visitors
15% more
than 2023

"Great event and well hosted!"

1297 Conference
Delegates
17% more
than 2023

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

117 Conference
& Theatre
Presentations

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

6 Exhibition
theatres
free to
attend

5 Key
Themes

222 Exhibitors

"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.

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

Members of the IHEEM ED&I Committee meeting in 2024

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.

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.

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 NWSSP-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.

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

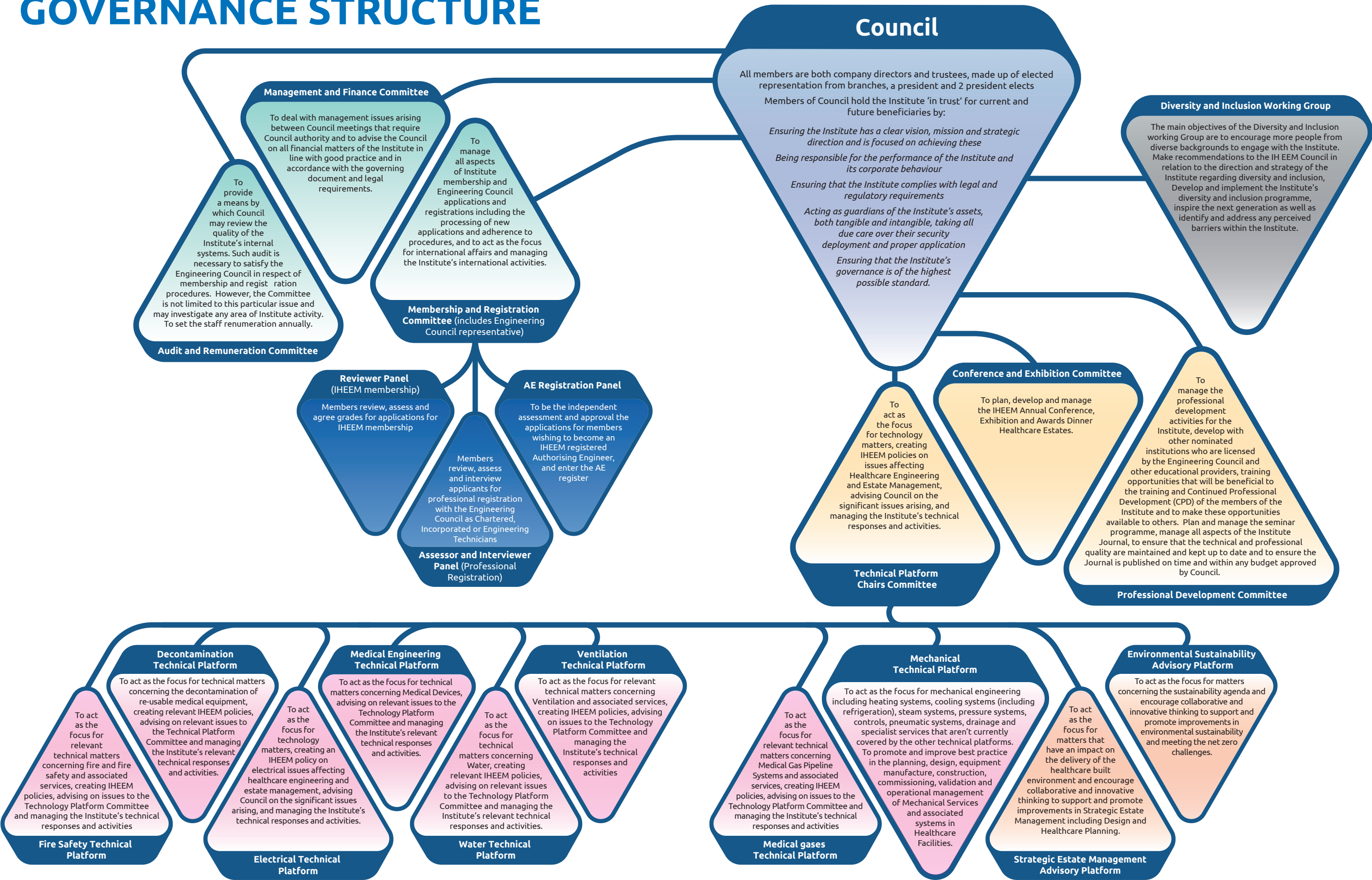
Paul Nolan

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

IHEEM Company Affiliates Exhibiting at various IHEEM Events 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.

+125%

Apprentice Membership

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.

+163%

University/Academic Partner Membership

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.

+41%

Company Affiliate Membership

Royal Academy of Engineering

UCL The Bartlett

UK Health Security Agency

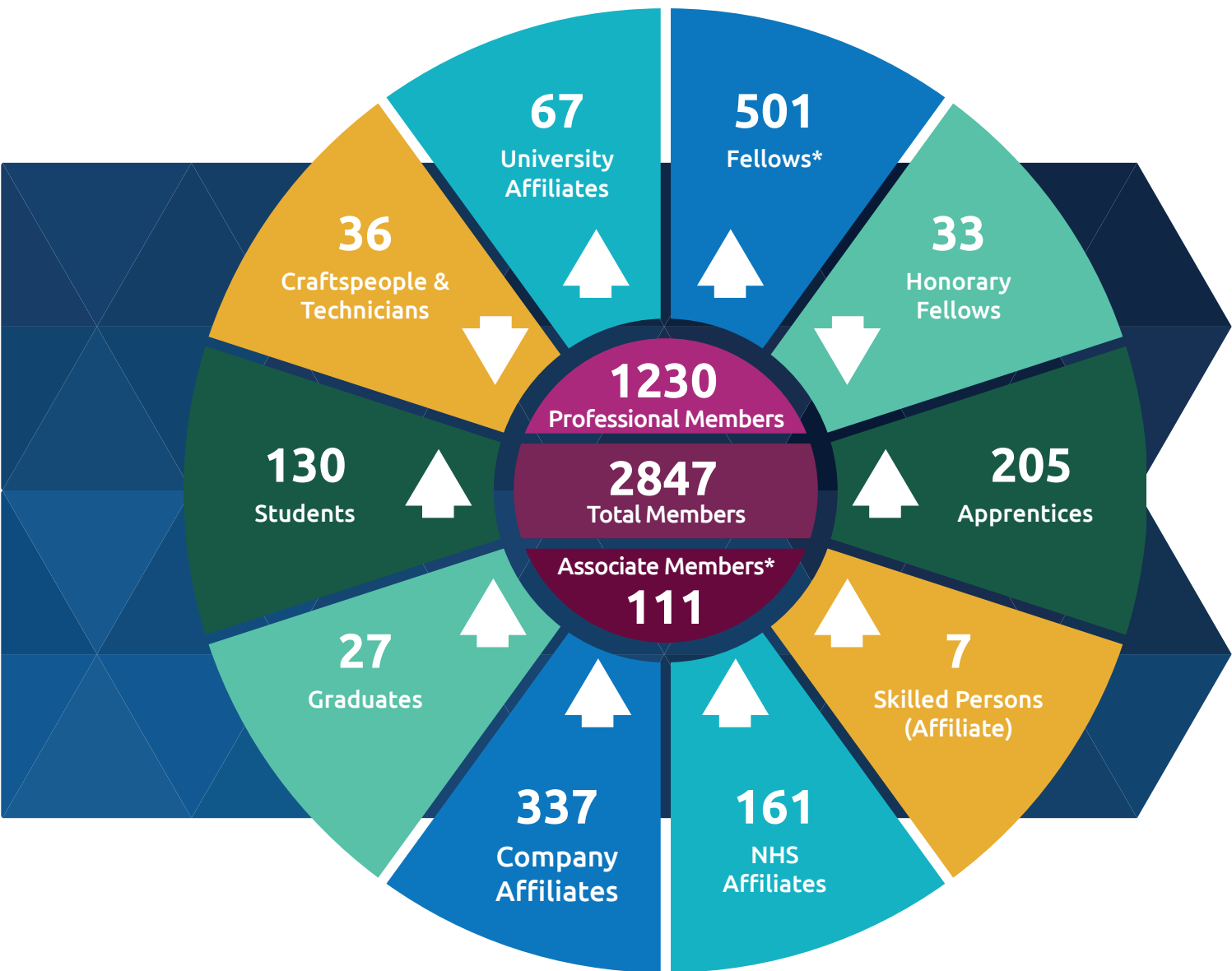
Step Exhibitors

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.

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:



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
	<u>193,070</u>	<u>221,684</u>
CURRENT ASSETS		
Stocks	9,759	12,992
Debtors	472,431	396,525
Cash at bank	<u>954,817</u>	<u>702,054</u>
	1,437,007	1,111,571
CREDITORS		
Amounts falling due within one year	(517,953)	(469,163)
	<u>919,054</u>	<u>642,408</u>
NET CURRENT ASSETS		
	<u>1,112,124</u>	<u>864,092</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		
	<u>1,112,124</u>	<u>864,092</u>
NET ASSETS		
	<u>1,112,124</u>	<u>864,092</u>
FUNDS		
Unrestricted funds	1,107,742	859,710
Restricted funds	<u>4,382</u>	<u>4,382</u>
TOTAL FUNDS	<u>1,112,124</u>	<u>864,092</u>

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



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



IHEEM ANNUAL REPORT 2024



For more information about
IHEEM or membership:

02392 823 186



office@iheem.org.uk



www.iheem.org.uk



www.linkedin.com/company/iheem



[@IHEEM](https://twitter.com/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**

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Balance Sheet	15
Cash Flow Statement	16
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**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT**

**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 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.

**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

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 80 th 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 INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

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.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

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.

**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

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 its 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 front of our website improving accessibility and enhancing user experience.

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 affiliations to play its part in delivering an effective and efficient healthcare service globally.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT**

**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

**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

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.

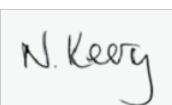
In so far as the trustees are aware:

- 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.

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

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

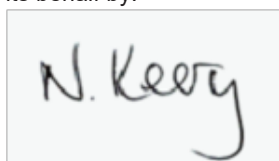
	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
INCOME FROM					
Charitable activities	4				
Conferences		407,978	-	407,978	450,964
Seminars		295,931	-	295,931	108,608
Publications		7,140	-	7,140	7,030
Subscriptions and entrance fees		403,070	-	403,070	372,460
Miscellaneous income		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
		<u>505,362</u>	<u>192,969</u>	<u>505,462</u>	<u>193,069</u>
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
		<u>1,251,870</u>	<u>1,410,960</u>	<u>1,275,595</u>	<u>1,410,860</u>
CREDITORS					
Amounts falling due within one year	19	(589,828)	(517,953)	(589,828)	(517,953)
NET CURRENT ASSETS		<u>662,042</u>	<u>893,007</u>	<u>685,767</u>	<u>892,907</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>1,167,404</u>	<u>1,085,976</u>	<u>1,191,229</u>	<u>1,085,976</u>
NET ASSETS					
		<u>1,167,404</u>	<u>1,085,976</u>	<u>1,191,229</u>	<u>1,085,976</u>
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		<u>1,167,404</u>	<u>1,085,976</u>	<u>1,191,229</u>	<u>1,085,976</u>

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



.....
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
		<u>177,879</u>	<u>264,137</u>	<u>177,879</u>	<u>264,137</u>
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		<u>(348,231)</u>	<u>(11,375)</u>	<u>(348,231)</u>	<u>(11,375)</u>
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		<u>784,565</u>	<u>954,916</u>	<u>784,465</u>	<u>954,816</u>

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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 leasehold	- 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.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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 receipts 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)	-

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

**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 £
	<u>Activity</u>				
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
		<u>1,156,358</u>	<u>-</u>	<u>1,156,358</u>	<u>959,713</u>

5. INVESTMENT INCOME

	2024 £	2023 £
Interest Received	<u>19,750</u>	<u>3,728</u>

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
	<u>399,188</u>	<u>695,492</u>	<u>1,094,680</u>	<u>741,557</u>

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	<u>2,019</u>	<u>1,922</u>
	<u>399,188</u>	<u>187,217</u>

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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
	<u>665,759</u>	<u>29,733</u>	<u>695,492</u>	<u>554,340</u>

<u>Activity</u>	<u>Basis of allocation</u>
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	
	<u>66,576</u>	<u>66,576</u>	<u>532,607</u>	<u>665,760</u>	<u>542,423</u>

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
	<u>2,973</u>	<u>2,973</u>	<u>23,787</u>	<u>29,733</u>	<u>11,917</u>
	<u>69,549</u>	<u>69,549</u>	<u>556,394</u>	<u>695,493</u>	<u>554,340</u>

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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
	<u>44,816</u>	<u>42,416</u>

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
	<u>396,298</u>	<u>352,342</u>

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

	2024	2023
Employees	<u>9</u>	<u>9</u>

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

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

14. TANGIBLE FIXED ASSETS - GROUP & CHARITY

	Long leasehold £	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

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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
	<u>589,828</u>	<u>517,953</u>	<u>589,828</u>	<u>517,953</u>

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	<u>443,111</u>	<u>402,237</u>	<u>443,111</u>	<u>402,237</u>

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.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

**NOTES TO THE FINANCIAL STATEMENTS
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
<u>Restricted funds</u>					
Northcroft Silver Medal Award Fund	1,086	-	-	-	1,086
Lucas Scholarship Fund	3,296	-	-	-	3,296
	<u>1,085,976</u>	<u>1,176,108</u>	<u>(1,094,680)</u>	<u>-</u>	<u>1,167,404</u>

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
<u>Restricted funds</u>					
Northcroft Silver Medal Award Fund	1,086	-	-	-	1,086
Lucas Scholarship Fund	3,296	-	-	-	3,296
	<u>864,092</u>	<u>963,441</u>	<u>(741,557)</u>	<u>-</u>	<u>1,085,976</u>

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)
	<u>1,163,122</u>	<u>4,382</u>	<u>1,167,504</u>

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

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

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
	<u>177,879</u>	<u>264,137</u>	<u>177,879</u>	<u>264,137</u>

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

<u>AUD2</u>	<u>Being NI branch movement</u>		
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	