

Registered Charity Number: 1123424

CLINICAL HUMAN FACTORS GROUP

**TRUSTEE'S ANNUAL REPORT
RECEIPTS AND PAYMENT ACCOUNT AND
STATEMENT OF ASSETS AND LIABILITIES**

Financial Year Ending 31st March 2017

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2017

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registered Number: 1123424

Governing Document: Trust Deed

Registered Office: 6 Dudley Close
North Marston
Buckinghamshire
MK18 3RA

Trustees Maria Ahmed (resigned 31st August 2017)
Martin Bromiley
Nicola Davey
Christopher Frerk
Matthew Sargeant
Lynne Caley (appointed 1 April 2016)
Rhona Flin (appointed 22nd May 2016)

Treasurer: Christopher Frerk

Bankers: Lloyds TSB Bank
Winslow
Buckinghamshire

Independent Examiner: Brenda Peers-Ross
29 Draft Road
Selsey
Chichester
W Sussex
PO20 0PW

REPORT OF THE BOARD OF TRUSTEES

FOR YEAR ENDING 31st MARCH 2017

Structure, Governance & Management

The Clinical Human Factors Group is an independent campaign group managed by a board of Trustees, which aims to stimulate dialogue and demonstrates through concrete action how a better understanding of the role of human factors can have a significant impact on safety, quality and productivity of health.

Trustees are appointed at the Annual General Meeting of the Clinical Human Factors Group. Trustees retire from office at this meeting by rotation based on length of service as trustees. Trustees who have retired can be reappointed if the vacancy has not been filled.

The board of trustees consist of healthcare professionals, managers, service users, services experts.

The Trustees operate under its Charity Trust Deed.

Objectives and Activities – Public benefit

The Clinical Human Factors Group will work for the advancement of education among Healthcare Staff (including managers, policy makers and allied hospital staff) of Clinical Human Factors so as to directly preserve and protect public health.

REPORT OF THE BOARD OF TRUSTEES

FOR YEAR ENDING 31st MARCH 2017

The Trustees of Clinical Human Factors Group present their report for year ending 31st March 2017.

Achievements and Performance

CHFG has remained focussed on our mission of promoting an understanding of human factors in healthcare and holding the system to account for its actions in respect of this vision.

Our work continued around our three manifesto goals; i) promoting human factors education and training, ii) building high reliability organisations and iii) promoting intelligent regulation and independent investigation.

Much of our effort this year went into working towards the introduction of a truly independent Healthcare Safety Investigation Branch which will investigate and ensure useful lessons are learned from some of the more serious adverse events in healthcare

<https://www.gov.uk/government/publications/improving-safety-investigations-in-healthcare>

We have also been clear regarding the necessity for “safe space” legislation in this area and accordingly we submitted a paper to the Department of Health regarding this

We ran a successful Open Seminar in Oxford in October 2016 facilitating face to face discussions and sharing of ideas amongst healthcare professionals and Human Factors experts.

We are developing a preliminary report looking at Human Factors in Primary Care

The CHFG website www.chfg.org was updated and maintained as a source of information and contacts. CHFG members were kept in touch with developments in human factors in healthcare through this website and via E-newsletters and blogs.


REPORT OF THE BOARD OF TRUSTEES

FOR YEAR ENDING 31st MARCH 2017

Reserves Policy

The current reserve policy is to maintain sufficient cash flow for known commitments and replacement of certain assets. The aim is to work towards generating a General Fund amounting to six months of anticipated running costs. The majority of income is by way of grants and donations received at various times during the year.

Approved by the Board of Trustees at a committee meeting held on 15th January 2018, and signed on their behalf.



Christopher Frerk Trustee

Brenda Peers-Ross

29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

To the Members:

CLINICAL HUMAN FACTORS GROUP

Registered Charity Number: 1123424

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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

We have Independently Examined the Receipts and Payments Account and Statement of Assets and Liabilities on Pages 6 - 8, for financial year ending 31st March 2017.

Respective responsibilities of Members and Examiner

As members you are responsible for the preparations of the Accounts. The charity's trustees to consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(b) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b)
- to state, whether particular matters have come to my attention

Basis of Independent Examiner's Report

Our examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with Regulation 11 of the Charities Accounts Regulation 2006.. An examination includes a review of the accounting records kept by the charity and an comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and

- to prepare accounts which accord with the accounting records and to comply with general accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulation
 - have not been met or
- (2) to which in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

B Peers-Ross

Brenda Peers-Ross FMAAT ACIE

Date: 29th January 2018

RECEIPTS AND PAYMENTS ACCOUNT

For the Period 31st March 2017

	Notes	Unrestricted £	Restricted £	2017 £	2016 £
Receipts					
Voluntary income - donations	1	6,816	-	6,816	7,241
Grants	2	16,766	-	16,766	12,500
Other income Conferences etc.		200	-	200	600
Total receipts for the Year		23,782	-	23,782	20,341
Payments					
Charitable activities					
Website		176	-	176	1,598
Secretarial and admin support		12,772	-	12,772	6,294
Professional fees		-	-	-	7,356
Design, printing, publications		-	-	-	630
Other expenses including room hire		204	-	204	958
Consultant		-	-	-	7,800
Marketing, publicity		-	-	-	357
Conferences & seminars		2,095	-	2,095	2,110
Governance costs					
Independent Examination		175	-	175	175
Trustees travel etc.		3,334	-	3,334	1,971
Total Payments for the Year		18,756	-	18,756	29,249
Surplus/(Deficit) in year		5,026	-	5,026	(8,908)
Reconciliation of funds:					
Total funds brought forward		22,767	411	23,178	32,086
Total funds carried forward	4	27,793	411	28,204	23,178

STATEMENT OF ASSETS AND LIABILITIES

For the Period 31st March 2017

As At 31st March 2017

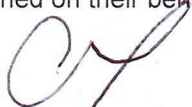
	Notes	Unrestricted £	Restricted £	2017 £	2016 £
Assets:					
Cash at bank and in hand	3	27,793	411	28,204	23,178
Debtors		8,295	-	8,295	-
		36,088	411	36,499	23,178
Liabilities					
Creditors: other		-	-	-	1,800
Creditors: accrual IE 2017		176	-	176	176
		176	-	176	1,976
Net Assets		35,912	411	36,323	21,202

Represented by:

Unrestricted/Designated Reserves

General Reserve	35,912	411	36,323	21,202
	35,912	411	36,323	21,202

Presented and approved by the Trustees at a committee meeting held on 15th January 2018,
and signed on their behalf.



Christopher Frerk

Trustee

NOTES TO THE ACCOUNTS

For the Period 31st March 2017

	Unrestricted £	Restricted £	2017 £	2016 £
Note 1				
Donations				
Health Care - Nicola Davey	100	-	100	200
Conference donation via paypal	1,500	-	1,500	-
Various donations via PayPal	336	-	336	-
Sir Henry Floyd	2,905	-	2,905	-
Speakers fee donated	147	-	147	-
Euro control	1,231	-	1,231	-
Ashgate Publishing Ltd	-	-	-	200
Various donations	532	-	532	650
Broadgreen Hospital	-	-	-	300
Helen Hart	-	-	-	24
Verathon	-	-	-	500
Chris Frerk	65	-	65	367
The Stewarts Law Foundation	-	-	-	5,000
Total receipts for the Year	6,816	-	6,816	7,241

Note 2 Grant

The Health Foundation	16,766	-	16,766	12,500
	16,766	-	16,766	12,500

Note 3**Cash at Bank**

Lloyds Bank Account Number: 00578773	27,793	411	28,204	23,178
	27,793	411	28,204	23,178

Note 4**Restricted funds**

	Opening Balance 01.04.16	Incoming Resources	Recourses Expended	Closing Balance 31.03.17
Penokra Finance	411	-	-	411
	411	-	-	411

Penokra funds are to be used for supporting "compassion in healthcare" promoting the work of individuals and teams who have demonstrated exception compassion in delivery of healthcare services. No Movement in restricted funds this year.