

**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 31<sup>st</sup> March 2013**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

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**LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity Registered Number:** 1123424

**Governing Document:** Trust Deed

**Registered Office:** 6 Dudley Crescent  
North Marsden  
Buckinghamshire  
MK18 3RN

**Trustees** Maria Ahmed (appointed December 2013)  
Martin Bromley  
Nicola Davey  
Christopher Frerk  
Matthew Sargeant  
Harold Thimbleby (resigned December 2013)

**Treasurer:** Christopher Frerk

**Bankers:** Lloyds TSB Bank  
Winslow  
Buckinghamshire

**Independent Examiner:** Brenda Peers-Ross  
17 Pritchard Close  
Northampton  
NN3 5BW

## **REPORT OF THE BOARD OF TRUSTEES**

**FOR YEAR ENDING 31<sup>st</sup> MARCH 2013**

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### **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 31<sup>st</sup> MARCH 2013

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The Trustees of Clinical Human Factors Group present their report for year ending 31<sup>st</sup> March 2013.

#### **Achievements and Performance**

Throughout the year the CHFG has remained true to its mission of promoting an understanding of human factors in healthcare.

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

We ran our fourth successful "Open Seminar" at Addenbrookes Hospital in Cambridge sharing the latest knowledge and developments in human factors in healthcare. The groundwork for the 5<sup>th</sup> seminar (scheduled for mid-2013) was started.

The CHFG website [www.chfg.org](http://www.chfg.org) was maintained as a source of useful information and contacts. CHFG members were kept in touch with developments in human factors in healthcare via E-newsletters and blogs.

Trustees and advocates were key contributors to the Francis Report and to a Department of Health Human Factors Reference Group.

We provided advice on human factors safety science to the General Medical Council and Nursing and Midwifery Council and supported the National Quality Board with expertise around Human Factors. Trustees and advocates gave expert input to help the development of the Horizon Television Programme 'How to avoid mistakes in surgery'

CHFG also started the development of several resources for Boards and frontline workers:

- a) 'Implementing human factors in healthcare – Taking further steps' *How to Guide Volume 2*
- b) Case studies and Implementation Tips (A5 guide)
- c) Getting to grips with the human factor – Strategic actions for safer care.

The coming year will provide further opportunities for human factors to be embedded in healthcare and we plan to become more focussed on areas where we can have the biggest impact on our three manifesto aims.



**REPORT OF THE BOARD OF TRUSTEES**

**FOR YEAR ENDING 31<sup>st</sup> MARCH 2013**

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**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 amount 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 7<sup>th</sup> January 2014,  
and signed on their behalf.**



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**Christopher Frerk      Trustee**

# **Brenda Peers-Ross**

*17, Pritchard Close  
Northampton  
NN3 5BW*

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 to 8,, for financial year ending 31<sup>st</sup> March 2013.

### **Respective responsibilities of Members and Examiner**

As members you are responsible for the preparations of the Accounts; you have to consider that an audit does not apply. It is our responsibility to state, on the basis of procedures, whether particular matters have come to our attention.

### **Basis of Independent Examiner's Report**

Our examination was carried out in accordance with general accounting practice. An examination includes a review of the accounting records kept by the organisation and an examination 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 Members concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the Accounts.

### **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 adequate accounting records
  - to prepare accounts which accord with the accounting records and to comply with general accounting requirements

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: 24<sup>th</sup> January 2014

RECEIPTS AND PAYMENTS ACCOUNT

For the Period 31st March 2013

	Notes	Unrestricted £	Restricted £	2013 £	2012 £
<b>Receipts</b>					
Voluntary income - donations	1	5,305	-	5,305	5,180
Grants	2	73,800	-	73,800	-
<b>Total receipts for the Year</b>		<b>79,105</b>	<b>-</b>	<b>79,105</b>	<b>5,180</b>
<b>Payments</b>					
<b>Charitable activities</b>					
Website		382	-	382	252
Secretarial support		3,757	-	3,757	-
Professional fees		68,644	-	68,644	1,361
Room hire		-	-	-	1,744
Conferences & seminars		4,526	-	4,526	-
<b>Governance costs</b>					
Trustees travel etc		1,800	-	1,800	1,932
<b>Total Payments for the Year</b>		<b>79,109</b>	<b>-</b>	<b>79,109</b>	<b>5,289</b>
<b>Surplus/(Deficit) in year</b>		<b>(4)</b>	<b>-</b>	<b>(4)</b>	<b>( 109)</b>
Balance b/fwd 1st April 2012		14,089	-	14,089	14,198
<b>Balance at 31st March 2013</b>		<b>14,085</b>	<b>-</b>	<b>14,085</b>	<b>14,089</b>


## STATEMENT OF ASSETS AND LIABILITIES

For the Period 31st March 2013

As At 31st March 2013

		Unrestricted £	Restricted £	2013 £	2012 £
	Notes				
<b>Assets:</b>					
Cash at bank and in hand		14,085	-	14,085	14,089
Debtors		-	-	-	-
	3	<b>14,085</b>	<b>-</b>	<b>14,085</b>	<b>14,089</b>
<b>Liabilities</b>					
Creditors IE 2013		175	-	175	-
		<b>175</b>	<b>-</b>	<b>175</b>	<b>-</b>
<b>Net Assets</b>		<b>14,260</b>	<b>-</b>	<b>14,260</b>	<b>14,089</b>
<b>Represented by:</b>					
<b>Unrestricted/Designated Reserves</b>					
General Reserve		14,235	-	14,235	14,089
		<b>14,235</b>	<b>-</b>	<b>14,235</b>	<b>14,089</b>

Presented and approved by the Trustees at a committee meeting held on 7th January 2014.

  
 Christopher Frerk

Trustee



## NOTES TO THE ACCOUNTS

For the Period 31st March 2013

	Unrestricted £	Restricted £	2013 £	2012 £
<b>Note 1</b>				
<b>Donations</b>				
MPS	4,000	-	4,000	-
Frerk Anesthes	300	-	300	-
Conference members	215	-	215	-
Ashgate	200	-	200	-
Frerk Maastricht	590	-	590	-
<b>Total receipts for the Year</b>	<b>5,305</b>	<b>-</b>	<b>5,305</b>	<b>5,180</b>
<b>Note 2 Grant</b>				
<b>The Health Foundation</b>	73,800	-	73,800	-
	<b>73,800</b>	<b>-</b>	<b>73,800</b>	<b>-</b>
<b>Note 3</b>				
<b>Cash at Bank</b>				
Lloyds Bank Account Number: 00578773	14,085	-	14,085	14,089
	<b>14,085</b>	<b>-</b>	<b>14,085</b>	<b>14,089</b>