

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 2014

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2014

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 (appointed December 2013) Martin Bromiley Nicola Davey Christopher Frerk Matthew Sargeant
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 31st MARCH 2014

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 2014

The Trustees of Clinical Human Factors Group present their report for year ending 31st March 2014.

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 fifth and sixth successful "Open Seminars" at the Buxton Health and Safety Laboratories and at Resource for London. The CHFG website 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.

CHFG hosted our first national conference in March 2014 in Birmingham with an international line up of speakers expert in the field of healthcare safety

CHFG completed the development and publication of the following resources for Hospital Trust Boards and frontline healthcare workers:

- a) 'Implementing human factors in healthcare - Taking further steps' How to Guide Volume 2
- b) Case studies and Implementation Tips (A5guide)
- c) Getting to grips with the human factor – Strategic actions for safer care.

These resources were promoted directly to senior figures in healthcare planning and are freely available via the CHFG website.

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 31st MARCH 2014

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 2nd December 2014, and signed on their behalf.



Christopher Frerk Trustee

CLINICAL HUMAN FACTORS GROUP

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STATEMENT OF ASSETS AND LIABILITIES

For the Period 31st March 2014

As At 31st March 2014

	Notes	Unrestricted £	Restricted £	2014 £	2013 £
Assets:					
Cash at bank and in hand	3	18,669	-	18,669	14,085
Debtors		-	-	-	-
		18,669	-	18,669	14,085
Liabilities					
Creditors IE 2014		175	-	175	175
		175	-	175	175
Net Assets		18,494	-	18,844	13,910
Represented by:					
Unrestricted/Designated Reserves					
General Reserve		18,494	-	18,494	13,910
		18,494	-	18,494	13,910

Presented and approved by the Trustees at a committee meeting held on 2nd December 2014.

Christopher Frerk

Trustee

NOTES TO THE ACCOUNTS

For the Period 31st March 2014

	Unrestricted £	Restricted £	2014 £	2013 £
Note 1				
Donations				
MPS	-	-	-	4,000
Frerk Anesthes	-	-	-	300
Conference members	-	-	-	215
Ashgate Publishing Ltd	700	-	700	200
Various donations	256	-	256	-
Healthcare Conferences Ltd	100	-	100	-
BAE Systems	500	-	500	-
South Eastern Health & Social Services Trust	350	-	350	-
Other	28	-	28	-
Phil Ashwell	100	-	100	-
Imperial College	400	-	400	-
Obstetric Anaesthetists' Association	200	-	200	-
Frerk Maastricht	-	-	-	590
Total receipts for the Year	2,634	-	2,634	5,305
Note 2 Grant				
The Health Foundation	32,896	-	32,896	73,800
	32,896	-	32,896	73,800
Note 3				
Cash at Bank				
Lloyds Bank Account Number: 00578773	18,669	-	18,669	14,085
	18,669	-	18,669	14,085