

**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 2015**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2015**

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**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  
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 31<sup>st</sup> MARCH 2015**

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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 2015**

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The Trustees of Clinical Human Factors Group present their report for year ending 31<sup>st</sup> March 2015.

#### **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 three successful "Open Seminars" at the Design School Loughborough, Sheffield Hallam University and the Queen Elizabeth Hospital Birmingham. 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.

We hosted our second national conference **Integrating Human Factors in Healthcare** in Westminster (London) in December 2014, providing the latest updates on improving patient safety and quality of service within the healthcare system to an audience of senior healthcare professionals and policy influencers. CHFG "what good looks like" publications.

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 2015**

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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 19th November 2015, and signed on their behalf.**

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**Christopher Frerk     Trustee**

RECEIPTS AND PAYMENTS ACCOUNT

For the Period 31st March 2015

	Notes	Unrestricted £	Restricted £	2015 £	2014 £
<b>Receipts</b>					
Voluntary income - donations	1	8,564	2,050	10,614	2,634
Grants	2	28,295	-	28,295	32,896
Other income Conferences etc.		10,508	-	10,508	143
<b>Total receipts for the Year</b>		<b>47,367</b>	<b>2,050</b>	<b>49,417</b>	<b>35,673</b>
<b>Payments</b>					
<b>Charitable activities</b>					
Website		2,715	-	2,715	543
Secretarial and admin support		6,504	-	6,504	4,290
Professional fees		1,200	-	1,200	-
Design, printing, publications		3,754	-	3,754	6,040
Other expenses including room hire		284	161	445	82
Consultant		480	-	480	6,610
Marketing, publicity		679	-	679	-
Conferences & seminars		17,892	1,478	19,370	9,634
<b>Governance costs</b>					
Independent Examination		175	-	175	175
Trustees travel etc.		678	-	678	3,715
<b>Total Payments for the Year</b>		<b>34,361</b>	<b>1,639</b>	<b>36,000</b>	<b>31,089</b>
<b>Surplus/(Deficit) in year</b>		<b>13,006</b>	<b>411</b>	<b>13,417</b>	<b>,4584</b>
Balance b/fwd. 1st April 2014		18,669	-	18,669	14,085
<b>Balance at 31st March 2015</b>	4	<b>31,675</b>	<b>411</b>	<b>32,086</b>	<b>18,669</b>

## STATEMENT OF ASSETS AND LIABILITIES

For the Period 31st March 2015

As At 31st March 2015

	Notes	Unrestricted £	Restricted £	2015 £	2014 £
<b>Assets:</b>					
Cash at bank and in hand	3	31,675	411	32,086	18,669
Debtors		100	-	100	-
		<b>31,775</b>	<b>411</b>	<b>32,186</b>	<b>18,669</b>
<b>Liabilities</b>					
Creditors: other		3,976	-	3,976	-
Creditors: accrual IE 2015		175	-	175	175
		<b>4,151</b>	<b>-</b>	<b>4,151</b>	<b>175</b>
<b>Net Assets</b>		<b>27,624</b>	<b>411</b>	<b>28,035</b>	<b>18,494</b>
<b>Represented by:</b>					
<b>Unrestricted/Designated Reserves</b>					
General Reserve		27,624	411	28,035	18,494
		<b>27,624</b>	<b>411</b>	<b>28,035</b>	<b>18,494</b>

Presented and approved by the Trustees at a committee meeting held on 19th November 2015,  
and signed on their behalf.

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 Christopher Frerk

Trustee

## NOTES TO THE ACCOUNTS

For the Period 31st March 2015

	Unrestricted £	Restricted £	2015 £	2014 £
<b>Note 1</b>				
<b>Donations</b>				
Health Care - Nicol Davey	100	-	100	-
Yorkshire & Humber Clinical Skills Simulation	1,000	-	1,000	-
Penokra Finance - Frances Jaye	-	2,000	2,000	-
Brian Jaye	-	50	50	-
Ashgate Publishing Ltd	200	-	200	700
Various donations	-	-	-	256
Healthcare Conferences Ltd	-	-	-	100
BAE Systems	-	-	-	500
South Eastern Health & Social Services Trust	-	-	-	350
Other	-	-	-	28
Phil Ashwell	-	-	-	100
Imperial College	270	-	270	400
Obstetric Anaesthetists' Association	-	-	-	200
Anaesthetists in Management	5,994	-	5,994	-
The Stewarts Law Foundation	1,000	-	1,000	-
<b>Total receipts for the Year</b>	<b>8,564</b>	<b>2,050</b>	<b>10,614</b>	<b>2,634</b>

**Note 2 Grant**

<b>The Health Foundation</b>	28,295	-	28,295	32,896
	<b>28,295</b>	<b>-</b>	<b>28,295</b>	<b>32,896</b>

**Note 3****Cash at Bank**

Lloyds Bank Account Number: 00578773	31,675	411	32,086	18,669
	<b>31,675</b>	<b>411</b>	<b>32,086</b>	<b>18,669</b>

**Note 4****Restricted funds**

	Opening Balance	Incoming Resources	Recourses Expended	Closing Balance
Penokra Finance	-	2,050	(1,639)	411
	<b>-</b>	<b>2,050</b>	<b>(1,639)</b>	<b>411</b>

Penokra funds are to be used for supporting "compassion in healthcare" promoting the work of individuals and teams who have demonstrated exceptional compassion in delivery of healthcare services.