

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 2016

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registered Number: 1123424

Governing Document: Trust Deed

Registered Office:

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 31st MARCH 2016

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 2016

The Trustees of Clinical Human Factors Group present their report for year ending 31st March 2016.

Achievements and Performance

CHFG has remained true to its 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 has 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.

We ran a successful Open Seminar in Birmingham and a healthcare- focussed Human Factors conference in Manchester. 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 via E-newsletters and blogs.

CHFG have worked on a regular basis with a number of politicians including, for the last two years, the Secretary of State for Health and helped design and prepare policies around developing a learning and just culture in the NHS (announced in March 2016). We produced a new resource "Human Factors in Healthcare; common terms" which explains the terminology used in the science of Human Factors and Ergonomics and how it relates to everyday practice in healthcare.

We influenced the 2015 Parliamentary Admin Select Committee Inquiry into Complaints and Failure in the NHS to include a focus on the role of independent investigation and gave evidence to two reviews on this topic in 2015

We have continued to spread knowledge regarding the potential of incorporating human factors in healthcare through dissemination of the CHFG "What good looks like" publication


REPORT OF THE BOARD OF TRUSTEES

FOR YEAR ENDING 31st MARCH 2016

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 30th January 2017,
and signed on their behalf.



Christopher Frerk Trustee

Brenda Peers-Ross

*17, Pritchard Close
Northampton
NN3 5BW*

To the Members:

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CLINICAL HUMAN FACTORS GROUP
Registered Charity Number: 1123424

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 March 2016.

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 MCIE

Date: 31st January 2017

RECEIPTS AND PAYMENTS ACCOUNT

For the Period 31st March 2016

	Notes	Unrestricted £	Restricted £	2016 £	2015 £
Receipts					
Voluntary income - donations	1	7,241	-	7,241	10,614
Grants	2	12,500	-	12,500	28,295
Other income Conferences etc.		600	-	600	10,508
Total receipts for the Year		20,341	-	20,341	49,417
Payments					
Charitable activities					
Website		1,598	-	1,598	2,715
Secretarial and admin support		6,294	-	6,294	6,504
Professional fees		7,356	-	7,356	1,200
Design, printing, publications		630	-	630	3,754
Other expenses including room hire		958	-	958	445
Consultant		7,800	-	7,800	480
Marketing, publicity		357	-	357	679
Conferences & seminars		2,110	-	2,110	19,370
Governance costs					
Independent Examination		175	-	175	175
Trustees travel etc.		1,971	-	1,971	678
Total Payments for the Year		29,249	-	29,249	36,000
Surplus/(Deficit) in year		(8,908)	-	(8,908)	,13417
Balance b/fwd. 1st April 2015		31,675	411	32,086	18,669
Balance at 31st March 2016	4	22,767	-	23,178	32,086

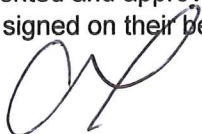
STATEMENT OF ASSETS AND LIABILITIES

For the Period 31st March 2016

As At 31st March 2016

		Unrestricted £	Restricted £	2016 £	2015 £
	Notes				
Assets:					
Cash at bank and in hand	3	22,767	411	23,178	32,086
Debtors		-	-	-	100
		22,767	411	23,178	32,186
Liabilities					
Creditors: other		1,800	-	1,800	3,976
Creditors: accrual IE 2016		176	-	176	175
		1,976	-	1,976	4,151
Net Assets		20,791	411	21,202	28,035
Represented by:					
Unrestricted/Designated Reserves					
General Reserve		20,791	411	21,202	28,035
		20,791	411	21,202	28,035

Presented and approved by the Trustees at a committee meeting held on 30th January 2017,
and signed on their behalf.



Christopher Frerk

Trustee

NOTES TO THE ACCOUNTS

For the Period 31st March 2016

	Unrestricted £	Restricted £	2016 £	2015 £
Note 1				
Donations				
Health Care - Nicol Davey	200	-	200	100
Yorkshire & Humber Clinical Skills Simulation	-	-	-	1,000
Penokra Finance - Frances Jaye	-	-	-	2,000
Brian Jaye	-	-	-	50
Ashgate Publishing Ltd	200	-	200	200
Various donations	650	-	650	-
Broadgreen Hospital	300	-	300	-
Helen Hart	24	-	24	-
Verathon	500	-	500	-
Chris Frerk	367	-	367	-
Imperial College	-	-	-	270
Anaesthetists in Management	-	-	-	5,994
The Stewarts Law Foundation	5,000	-	5,000	1,000
Total receipts for the Year	7,241	-	7,241	10,614

Note 2 Grant

The Health Foundation	12,500	-	12,500	28,295
	12,500	-	12,500	28,295

Note 3**Cash at Bank**

Lloyds Bank Account Number: 00578773	22,767	411	23,178	32,086
	22,767	411	23,178	32,086

Note 4**Restricted funds**

	Opening Balance	Incoming Resources	Recourses Expended	Closing Balance
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.