



**Faculty of Forensic & Legal Medicine**  
of the Royal College of Physicians

**Accounts and Report for the year ended**  
**31<sup>st</sup> December 2016**

**Registered Charity No. 1119599**

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## Report of the trustees for the year ended 31<sup>st</sup> December 2016

The Trustees present their annual report and financial statements of the Faculty of Forensic and Legal Medicine for the year ended 31 December 2016. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Faculty's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities (2015) Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### Objectives and activities

The Faculty has the following objectives:

- To promote for the public benefit, the advancement of education and knowledge in the field of forensic and legal medicine in all its classes ("Forensic and Legal Medicine").
- To develop and maintain for the public benefit the good practice of Forensic and Legal Medicine by ensuring the highest professional standards of competence and ethical integrity.

The activities the Faculty is allowed to pursue are:

- To set professional standards for admission to membership of the Faculty.
- To promote training and research in Forensic and Legal Medicine for the public benefit.
- To conduct examinations and award certificates and diplomas.
- To establish lectures in Forensic and Legal Medicine and award prizes and scholarships.
- To disseminate, in any appropriate way, information on matters affecting Forensic and Legal Medicine.
- To hold such meetings and courses as may be desirable in order to promote the work of the Faculty.
- To advise on matters affecting Forensic and Legal Medicine.
- To represent the specialty of Forensic and Legal Medicine on appropriate councils and committees.
- To secure and maintain recognition as the body responsible for professional standards in Forensic and Legal Medicine.
- To liaise with other bodies concerned with Forensic and Legal Medicine.
- To promote international communication in the field of Forensic and Legal Medicine.
- To undertake and execute any charitable trusts which may lawfully be undertaken by the Faculty.

## Trustees' Report (*continued*)

### Objectives and activities (*continued*)

- To invest the monies of the Faculty not immediately required for its purposes.
- To accumulate income for as long as the law allows.
- In furtherance of the objects of the Faculty to establish, support and aid any charitable associations or institutions and to subscribe and guarantee money for their charitable purposes.
- To borrow and raise money for the purposes of the Faculty.
- Subject to such consents as may be required by law, to operate bank accounts, buy and sell land, take leases, enter into contracts, employ staff or agents, effect insurance policies, provide pensions and generally conduct the affairs of the Faculty.

### Achievements and performance

The Trustees confirm that they have complied with the duty contained in section 17 of the Charities Act 2011 to have due regard to the guidance issued by the Charity Commission on public benefit.

In 2016 the Faculty:

- Held its tenth Annual General Meeting on 06 May 2016 in London.
- Was admitted to membership of the Academy of Medical Royal Colleges.
- Established with the Joint Royal Colleges of Physicians a Specialty Advisory Committee on Forensic & Legal Medicine.
- Continued to prepare a submission for Forensic and Legal Medicine to become a specialty in its own right.
- Maintained its charitable status.
- Appointed the ninth David Jenkins Professor, Professor Paul Matthews
- Continued to be consulted by a wide variety of governmental and non-governmental bodies up to and including Ministerial level and responded to consultations or submitted responses on matters relating to Forensic and Legal Medicine. Consultation responses included standards in custodial health care and sexual offence examination, child sexual abuse and the operation of the Mental Capacity Act.

## Trustees' Report (*continued*)

### Achievements and performance (*continued*)

- Collaborated closely with and issued joint statements with the Forensic Science Regulator on matters of Forensic & Legal Medicine and Forensic Science
- Worked with key groups, including NHS England, and relevant medical Royal Colleges to promote the Faculty's quality standards in both general forensic and sexual offence medicine.
- Worked with Her Majesty's Joint Inspectorate to revise a tripartite Memorandum of Understanding
- Continued to press those responsible for commissioning of police custodial healthcare to ensure that minimum standards for all purposes in Forensic and Legal Medicine are included in commissioning standards
- Conducted a comprehensive review of our examinations portfolio
- Saw an increase in our membership in all categories except for Membership by examination. The reduction in applications for this examination is a reflection of the fact that this is not currently required standard for working in this discipline
- Delivered a wide range of postgraduate training days, on Drink and Drug Driving, Child Safeguarding, Best Practice Sexual Offence Examination to support the continuing professional development needs of both members and non-members.
- Collaborated with British Medical Association on developing standards for healthcare professionals working with victims of torture, and examinations for such professionals
- Continued to publish the Journal of Forensic and Legal Medicine, which is of international standing.
- Successfully applied for a Suitable Person to provide revalidation of members of the FFLM.
- Utilised the availability of a Suitable Person to widen the reach of potential sources of membership.
- Reviews and modified Standing Orders to future proof regarding possible new membership categories
- Continued to liaise with the General Medical Council with regard to revalidation. Continued to engage with the General Medical Council regarding credential should legislation change.
- Continued to develop further educational tools including a second series of webinars of Forensic & Legal Medicine topics

## Trustees' Report (*continued*)

### Achievements and performance (*continued*)

- Continued to develop and review guidance, recommendations and quality standards on all aspects of Forensic and Legal Medicine, and ensured that this was thoroughly disseminated, and available on our website.
- Issued joint guidance with other bodies, including the Royal College of Pediatrics and Child Health, and the Royal College of Emergency Medicine.
- Engaged with the Care Quality Commission, and members of both Houses of Parliament regarding Forensic and Legal Medicine issues.
- Continued to press for the delivery of a comprehensive death certification system involving Medical Examiners;
- Developed new qualifications in forensic photography
- Worked closely with the United Kingdom Association of Forensic Nurse and Paramedics and with the College of Paramedics.
- Aimed to reduce costs and improve meeting attendance by better use of technology including teleconferencing and WebEx.
- Developed a more active press and public relations profile, and increased the use of social media to disseminate information and opinion on matters relevant to the Faculty's work.

### Financial review

The Faculty's work is reliant on income from its charitable activities. The main income is derived from Membership and the provision of related educational and publication services. A breakdown of the total income from charitable activities of £439,867 (2015 - £411,615) is provided in note 3 to the accounts.

The Faculty continues to meet its financial objectives in generating a small surplus and is financially sound with the balance sheet showing total charity funds of £703,156.

### Investment policy and performance

In deciding the level of investments, the trustees initially assessed the level of funds required to ensure that there would be sufficient cash funds to meet its on-going charitable activities and retains sufficient liquid cash to meet its liabilities as and when they arise.

## Trustees' Report (*continued*)

### Investment policy and performance (*continued*)

In conjunction with its investment advisors the trustees regularly review the level of investment and performance. They are instructed to invest to maximise the total return within the constraints of a medium to low risk investment portfolio.

The charity is a long-term investor and hence has a long-term time horizon for the investment (specifically 10+ years). The chosen risk profile is medium to low risk and on professional advice the charity continues to hold a mix of asset classes specifically equities, bonds, alternatives and cash. A total return strategy is employed, i.e. the goal is to maximise the level of combined return from capital gains and income at the appropriate level of risk. All income generated is re-invested. As the investment strategy is executed through funds only, there is substantial diversification of investments. The portfolio rose by 12.54% in 2016 net of fees versus the benchmark of 2.27%.

### Risk Management

The Trustees have considered the major risks to which the charity is exposed and systems have been established to mitigate these risks. The principal risks faced by the Faculty lie in the performance of investments otherwise the Faculty is not otherwise exposed to any other significant financial risks and inherent operational risks of its Charitable Activities.

### Risk Management

The security of the Faculty's investments and bank balances is mitigated by retaining expert investment managers and having a diversified portfolio. The accounts are held with a reputable institution.

### Reserves Policy

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to between one and two years of unrestricted charitable expenditure. Furthermore, the trustees retain sufficient cash on a short-term deposit account to meet its liabilities as they fall due. The net current assets held at 31 December 2016 was £135,303. The trustees consider that this level will provide sufficient funds to meet the requirements of the Faculty and ensure that support and governance costs are covered.

The balance held as unrestricted funds at 31 December was £643,259, of which £561,182 are regarded as free reserves, after allowing for funds tied up in tangible and intangible fixed assets. Actual 12-month cash payments totalled £425,217. The current level of reserves is therefore higher than is needed and meets the reserves policy. Longer term investments are held in accordance with the Investment Policy which allows trustees to transfer amounts from the disposal of investments in the case of urgent need.

## Trustees' Report (*continued*)

### Structure, Governance and Management

The Faculty was constituted by the Royal College of Physicians of London, which, under the Bye-Laws deriving from its Royal Charter, can create faculties. The Faculty's specific governing document is its Standing Orders, approved by the College. The Faculty is part of the College, but is free within the terms of its Standing Orders to manage its particular business.

The Trustees are the members of the Board. The officers of the Faculty are elected by and from the Faculty and become ex-officio members of the Board. Members of the Board are elected by and from the Faculty membership, or nominated by the Board. College representatives are nominated by the Royal College of Physicians of London, and the lay representatives are recruited via the College's Patient and Carer Network. There is an induction process for new trustees, which includes an initial meeting with other trustees and senior staff, and a briefing from the Chair of Trustees. Trustees are encouraged to attend relevant trustee training events.

The administration of the Faculty is managed on a day to day basis by full time members of staff. The pay of senior staff is renewed annually and benchmarked against similar sized charities and membership organisations.

### Key management personnel remuneration

The trustees consider the board of trustees but in particular the Treasurer Dr Daniel Haines and Dr Michael Wilks as the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year. Details of trustee expenses are disclosed in note 7 to the accounts and related party transactions are disclosed in note 18 to the accounts.

Trustees are required to disclose all relevant interests and register them with the Charity Commission and in accordance with the Faculty's policy withdraw from decisions where a conflict of interest arises.

## Trustees' Report (*continued*)

### Reference and administrative information

#### **Board of Trustees**

Dr Jason Payne-James (President)

Dr Michael Wilks (Registrar)

Dr Daniel Haines (Treasurer)

Dr Bernadette Butler (Academic Dean) from 06 May 16

Professor Ian Wall (Academic Dean) to 06 May 16

Dr Andrew Wilkinson (Vice President, Forensic Medicine) from 06 May 16

Dr Peter Green (Vice President, Forensic Medicine) to 06 May 16

Professor Alexander Forrest (Vice President, Medical Coroners) from 06 May 16

Professor Paul Marks (Vice President, Medical Coroners) to 06 May 16

Dr John Holden (Vice President, Medico-Legal Advisers) from 06 May 16

Professor Carol Seymour (Vice President, Medico-Legal Advisers) to 06 May 16

Dr Will Anderson

Dr Catherine White

Dr Sarah Redvers

Mr Clive Constable

#### Co-opted Members:

Dr Cathy Cooke

Dr Alex Gorton

Dr Ruhya Patel

#### Lay Members:

Mr Phil Willan

Dr Michael Robertson

#### **Administrative and Principal Office**

Suite 416, 1 Alie Street, London, E1 8DE

Registered Charity Number: 1119599

#### **Auditors**

MHA MacIntyre Hudson, Euro House, 1394 High Road, London N20 9YZ

#### **Accountants**

Professional Consultancy Services Ltd, Kingfishers, High Road, Broxbourne, Herts EN10 7BT

#### **Bankers and Investment Managers**

C Hoare and Company, 37 Fleet Street, London EC4P 4DQ

#### **Solicitors**

Field Fisher Waterhouse, 35 Vine Street, London EC3N 2AA

## Trustees' Report (*continued*)

### Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP 2015 (FRS102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' annual report was approved on 18 April 2017 and signed on behalf of the board of trustees by:

Michael Wilks  
CHAIR of TRUSTEES



Faculty of Forensic & Legal Medicine  
of the Royal College of Physicians

**Treasurer's Report**

Financial Accounts for the year ended 31<sup>st</sup> December 2016

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I am pleased to present my report for the year ended 31<sup>st</sup> December 2016 which shows that we have achieved a surplus of £71,074 from our unrestricted funds and small deficit of £93 from our restricted funds of which £49,667 related to surpluses arising from our investments. Therefore, we increased our funds by £70,981.

Our income from charitable activities showed a fall in income from our membership of 5% from £239,822 from £227,927. Conference income was more than doubled to £61,981 from £30,145 last year, whilst our educational income fee saw an 8% increase to £128,250.

Royalty income from publications and journals fell slightly by £1,634 to £21,608 whilst the publication costs remained fixed at £4,524 to continue to provide a strong contribution to our results.

Overall the total running costs were £7,324 higher than the previous year at £426,510 with membership costs down by more than £58,000 because last year's figures did include employment termination costs. We recovered some costs on business rates which helped bring down establishment expenses to £20,238. General travelling costs were also lower at £4,299 and we continue to invest in development of our website and IT resulting in an increase in general administrative expenses to £40,750 from £30,533. Legal and professional fees also decreased to £5,914 whilst depreciation charges on fixed assets increased to £11,976 from £4,997. The new assets brought into use at the end of previous year are now giving rise to a full year's depreciation charge.

We held a much bigger conference this year which resulted in conference costs of £51,480 and as we continue to develop our Educational services these costs have inevitably increased to £109,674 from £71,854.

All other income and costs continue to fall in line with the previous year's figures and overall are within our expectations for the year.

We continue to invest in improvements to our website and the sum of £5,247 shown under "Website under Construction" was incurred during the year and further investment planned in 2017. There was no additional capital expenditure in the year in respect of fixed assets.

## Faculty of Forensic and Legal Medicine

The market value of investments increased at year-end to £485,776 from £433,588 and cash held for investments also increasing to £31,835 from £30,879. The historical cost of the investments held at year end stood at £435,014 last year £404,423.

The surplus contributed to an increase in net current assets of £30,046 to £135,303 and total charity funds increased at the end of the year from £632,175 to £703,156.

The policy in recent years of increasing subscriptions in line with the Consumer Prices Index has allowed subscription income to keep pace with membership costs. This in turn has allowed the Faculty to remain committed and focused on its objectives, including the development for the public benefit of the good practice of forensic and legal medicine. Because the CPI inflationary increase is only 1.3% this year we recommend a small increase in membership fees of all the categories as follows:

	2017	2016
Honorary Fellows	-	-
UK Fellows	£523.00	£498.00
Retired Fellows	£247.00	£235.00
Overseas Fellows	£261.00	£249.00
UK Members	£523.00	£498.00
Retired Members	£247.00	£235.00
Overseas Members	£261.00	£249.00
Licentiate	£339.00	£323.00
Overseas Licentiate	£170.00	£161.50
UK Affiliates	£239.00	£228.00
Overseas Affiliates	£120.00	£114.00
Associate	£157.00	£149.50
Nurse Affiliate	£104.00	£99.00
Paramedic Affiliate	£104.00	£99.00
Student Affiliate	£26.00	£25.00
Retired Fellows/Members relinquished LTP	£113.00	£107.50

Comparable rates for 2017 include:

FRCF	£533.00
FRCGP	£509.00
FFOM	£544.00
FRCPath	£532.00

The Faculty remains on a sound financial footing. This will enable us to finance the increase in our staff numbers to support the increasing demand for our educational and examination activities.

Dr Daniel Haines  
Hon Treasurer

Date 18 April 2017