



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

**Accounts and Report for the year ended  
31<sup>st</sup> December 2015**

**Registered Charity No. 1119599**

## Index

	<b>Page</b>
<b>1. Trustees' Report</b>	<b>2 - 6</b>
<b>2. Treasurer's Report</b>	<b>7 - 8</b>
<b>3. Independent Auditor's Report</b>	<b>9</b>
<b>4. Statement of Financial Activities</b>	<b>10</b>
<b>5. Balance Sheet</b>	<b>11</b>
<b>6. Notes to the Financial Statements</b>	<b>12 - 17</b>

# Report of the trustees for the year ended 31<sup>st</sup> December 2015

The Trustees present their annual report and financial statements of the Faculty for the year ended 31 December 2015. 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: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14.

## Objectives and activities

The Faculty has the following objects:

- 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.

## Trustees' Report (*continued*)

Objectives and activities ( <i>continued</i> )
--

- 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.
- 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.

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.

## Trustees' Report (*continued*)

### Achievements and performance

In 2015 the Faculty:

- Held its ninth Annual General Meeting on 01 May 2015 in Bournemouth.
- Maintained its charitable status.
- Appointed the ninth David Jenkins Professor, Professor Guy Ruttly
- Continued to be consulted by a number of governmental and non-governmental bodies and responded to consultations or submitted responses on matters relating to Forensic and Legal Medicine. Consultation responses included policing and mental health, female genital mutilation, child abuse and neglect and the Law Commission consultation on unfitness to plead.
- Worked with key groups, including NHS England, to promote the Faculty's quality standards in both general forensic and sexual offences medicine.
- We have continued to ensure that minimum standards in Forensic and Legal Medicine are promoted to the relevant groups responsible for commissioning and providing police custody health care
- Up until the Home Secretary's puzzling and disappointing decision to abandon the transfer of police custodial healthcare to the NHS, we had tried to ensure that those standards would have been incorporated in any future commissioning specification. The Faculty will continue to promote those standards to those relevant decision makers including the Police and Crime commissioners.
- We continued to promote and develop the FFLM examinations: the MFFLM examination for general forensic medicine, sexual offences medicine and for medico-legal advisers and maintained the DipFHID examinations and held educational training courses to support the continuing professional development needs of both members and non-members of the Faculty.
- Continued to publish the Journal of Forensic and Legal Medicine, which is of international standing.
- Continued to liaise with the General Medical Council with regard to credentialing and revalidation.

## Trustees' Report (*continued*)

### Achievements and performance

- Completed an office move from Islington to Aldgate.
- Developed a new website.
- Started to offer a Webinars as a new way of e-learning
- A new President, Treasurer and Registrar took office at the Annual General Meeting on 1 May 2015.
- Continued to develop guidance on all aspects of Forensic and Legal Medicine; they are published and disseminated to practitioners, politicians, policy leads, decision makers, providers of relevant service and to other stakeholders who directly affected by such guidance
- Had direct communication with government ministers at the highest level and with the Health Select Committee of the House of Commons
- Discussed with the Care Quality Commission new inspection criteria for custody healthcare
- Engaged with members of the House of Lords, who have placed written questions regarding matters of Forensic and Legal Medicine.
- Engaged with members of the House of Commons
- Continued to press for the delivery of a comprehensive death certification system involving Medical Examiners
- Agreed with the Department of Health to formally apply for Specialist recognition for Forensic and Legal Medicine.
- Continue to provide Introductory Training Courses in Clinical Forensic Medicine in conjunction with the College of Policing.
- Delivered a substantial number of postgraduate training days on Drink and Drug Driving, Child Safeguarding and Sexual Offence examination
- Developed an initiative to lead to a new qualifications in forensic photography
- Developed an initiative to provide appropriate training for those working with victims of torture.
- Developed a very close working relationships with the UKAFNP and College of Paramedics, with agreement between us on standards of training and practice.
- Attempted to reduce costs by better use of technology, and teleconferencing
- Updated our substantial library of guidance and recommendations; all FFLM publications are available on our new website.

- Examples of key achievements include:
  - Successfully placing articles about the Faculty in trade and national press
  - Development of a formal PR strategy
  - Successfully running a wide range of examinations, with an increased number of applicants.

Our key performance indicators are summarised in the table below:

	Outcome 2016	Target 2016	Outcome 2014	Target 2014
Fulfil the objective of the Faculty as stated to the Charity commission we believe that the above confirms that we are addressing and raising standards of all aspects of Forensic and Legal Medicine and continue to push for the recognition of Forensic and Legal Medicine as a defined specialty		x		
ISO9001		x		

#### 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 £411,615 (2014 - £441,868) 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 £632,175.

#### 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.

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 high levels of stock market volatility and the continuing uncertainty regarding world economic prospects and the stability of certain banks continues to make the management of investments difficult. The charity is a long-term investor and the trustees, on professional advice, continue to hold a mixed portfolio of equities, bonds, cash and other investments designed to provide a level of stable income and the possibility of investment gains. The equity component of the investment portfolio is weighted with medium to small appetite for investment risk with the main exposure to investments in the leading advanced industrial economies with a history of paying dividends.

The total return on all investments, before fees, for 2015 was 3.7% (4.8% in 2014) against a target return of 8.5% (capital growth with dividends and yield reinvested). This compares with the FTSE All-Share Index benchmark of 7.6%.

## **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 and inherent operational risks of its Charitable Activities.

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 reputable institutions.

### **Requirement**

The inherent operational risks of its Charitable Activities (Need to explain operational risks and any mitigating factors)

The Faculty is not otherwise exposed to any other significant financial risks.

## **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 2015 was £105,257. 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 £572,185, of which £478,855 are regarded as free reserves, after allowing for funds tied up in tangible and intangible fixed assets. Actual 12 month cash payments totalled £418,248. 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.



## **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. The administration of the Faculty is managed on a day to day basis by full time members of staff.

## **Key management personnel remuneration**

The trustees consider the board of trustees but in particular the Treasurer Dr Daniel Haynes 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 and related party transactions are disclosed in note 7 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.

## Reference and administrative information

### **Board of Trustees**

Dr Jason Payne-James (President) Dr J Victoria Evans (until 01 May 2015)  
Dr Michael Wilks (Registrar)  
Dr Peter Schutte (until 01 May 2015)  
Dr Daniel Haines (Treasurer)  
Dr Michael Devlin (until 01 May 2015)  
Professor Ian Wall (Academic Dean)  
Dr Peter Green (Vice President, Forensic Medicine)  
Professor Paul Marks (Vice President, Medical Coroners)  
Professor Carol Seymour (Vice President, Medico-Legal Advisers)  
Dr Will Anderson  
Dr Catherine White  
Dr Sarah Redvers  
Mr Clive Constable

### Co-opted Members:

Dr Cathy Cooke  
Dr Alex Gorton  
Dr Ruhy 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' responsibilities in relation to the financial statements

The Faculty trustees are responsible for preparing the trustees' annual report and 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 Faculty trustees to prepare financial statements for each financial 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;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable 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 to operate.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees and signed on their behalf by:

Daniel Haines  
CHAIR of TRUSTEES