



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

**Accounts and Report for the year ended
31st December 2017**

Registered Charity No. 1119599

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Report of the trustees for the year ended 31st December 2017

The Trustees present their annual report and financial statements of the Faculty of Forensic and Legal Medicine for the year ended 31 December 2017. 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.
- 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 2017 the Faculty:

- Held its eleventh Annual General Meeting on 05 May 2017 in Belfast.
- Was admitted to membership of the Academy of Medical Royal Colleges.
- Established with the Joint Royal Colleges of Physicians a Specialty Advisory Committee in Forensic & Legal Medicine of the Joint Royal College of Physicians Training Board, in line with all other medical specialties.
- Continued to prepare a submission for Forensic and Legal Medicine to become a specialty in its own right.
- Maintained its charitable status.
- Appointed the tenth David Jenkins Professor, Dr Priya Singh.

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*)

- Issued press releases on the standards of police custody healthcare, reforms of death certification, deaths in police custody, and made preparations for a video outlining the FFLM's role.
- 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 appropriate and safe 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(MFFLM) by examination. The reduction in applications for this examination may be a reflection of the fact that this is not currently mandatory for working in the Forensic and Legal Medicine 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 and on the BMA Medico-legal Committee.
- Continued to publish the Journal of Forensic and Legal Medicine, which is of international standing.
- Continued to provide a Suitable Person for revalidation of members of the FFLM who do not have a Responsible Officer.

Trustees' Report (*continued*)

Achievements and performance (*continued*)

- Utilised the availability of a Suitable Person to widen the reach of potential sources of membership.
- Reviewed and modified Standing Orders to future-proof regarding possible new categories of membership of the Faculty.
- Continued to liaise with the General Medical Council with regard to revalidation
- Continued to develop further educational tools including a second series of webinars on Forensic & Legal Medicine topics.
- Developed our Introductory Course on forensic medicine, and delivered a version of it to doctors contracted with the Metropolitan Police Service.
- Continued to develop and review and update 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 Academy of Royal Medical Colleges, Royal College of Paediatrics and Child Health, and the Royal College of Emergency Medicine and other Colleges and Faculties as appropriate.
- 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 including joint working with Royal College of Pathologists and Chief Coroner.
- Developed new qualifications in forensic photography.
- Worked closely with the United Kingdom Association of Forensic Nurses and Paramedics and with the College of Paramedics to bring the ASET and LFFLM examinations into alignment.
- Aimed to reduce costs and improve meeting/Committee/ Working Party/Board attendance by use of updated technology including teleconferencing and WebEx.
- Developed a more active press and public relations profile, and increased the use of social media and a regular weekly Bulletin of the Faculty to disseminate information and opinion on matters relevant to the Faculty's work.

Trustees' Report (*continued*)

Financial review

The Faculty's work is reliant on income from its charitable activities. The main income is derived from its membership and the provision of related educational and publication services. A breakdown of the total income from charitable activities of £439,200 (2016 - £439,867) is provided in note 3 to the accounts.

The Faculty continues to meet its financial objectives and although it sustained a loss of £19,395 it remains financially sound with the balance sheet showing total charity funds of £683,761.

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 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 6.74% in 2017 net of fees versus the benchmark of 2.27%.

Major Risks

The Trustees have considered the major risks to which the charity is exposed, and systems have been established to mitigate these risks. The principal risk facing the charity remains reputational risk. This is mitigated by the high standards of the charity, policies, and procedures, along with robust policies in relation to examination. The other 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.

Trustees' Report (*continued*)

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 their liabilities as they fall due. The net current assets held at 31 December 2017 was £87,299. 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 2017 was £624,801 of which £551,140 are regarded as free reserves, after allowing for funds tied up in tangible and intangible fixed assets. Actual 12-month cash payments totaled £487,193. 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 ('RCP 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 'RCP London'. The Faculty is part of the College, and 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/fellowship, 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 and AoRMC'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, in particular the President Professor Carol Seymour, the Treasurer, Dr Daniel Haines, and Registrar, 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 (predominantly travelling 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, to withdraw from decisions where a conflict of interest arises.

Trustees' Report (*continued*)

Reference and administrative information

Board of Trustees

Professor Carol A. Seymour (President) from 05 May 2017
Dr Jason Payne James (President) 01 May 2015 to 05 May 2017
Dr Michael Wilks (Registrar) from 01 May 2015
Dr Daniel Haines (Treasurer) from 01 May 2015
Dr Bernadette Butler (Academic Dean) from 06 May 16
Dr Andrew Wilkinson (Vice President, Forensic Medicine) from 06 May 16
Professor Alexander Forrest (Vice President, Medical Coroners) from 06 May 16
Dr John Holden (Vice President, Medico-Legal Advisers) from 06 May 16
Dr Will Anderson
Dr Priya Iyer from 27 June 2017
Dr Catherine White
Mr Clive Constable
Dr Nicholas Swift
Dr Andrew Goddard from 27 June 2017
Dr Winnie Maguire from 16 May 2014

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 506 & 507, 1 Alie Street, London, E1 8DE

Registered Charity Number: 1119599

Independent Examiners

Brendan Sharkey FCA
MHA MacIntyre Hudson, New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ

Accountants

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

Bankers and Investment Managers

C Hoare & Co, 37 Fleet Street, London, EC4P 4DQ
Cazenove Capital Management, 31 Gresham Street, London, EC2V 1QA

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 17 April 2018 and signed on behalf of the board of trustees by:

Michael Wilks
Registrar



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

Treasurer's Report

Financial Accounts for the year ended 31st December 2017

I present my report for the year ended 31st December 2017 which shows that we were unable to match the surpluses achieved last year unfortunately, we have sustained a loss of £18,458 from our unrestricted funds and additional deficit of £937 from our restricted funds. These losses were above our expectations of a break-even position and we benefited from net gains. £30,011 arising from our investments. Overall our funds increased by £10,616.

Our total income from charitable activities showed a very small fall to £439,200 from £439,867 comprising of membership fees rising to £231,513 from £227,927; Conference income increased by 7.1% to £66,696 but offset with a fall in income from educational income of £8,366 to £119,884.

Royalty income from publications and journals fell slightly by £540 to £21,068 whilst the related publication costs remained fixed at £4,524 to continue to provide a strong contribution to our finances. We are also pleased to see that our investment strategy continues to deliver good returns on our investment with income of £9,140, up on last year of £7,957.

Overall the total expenditure on Charitable activities increased from £407,358 to £473,672 as shown in note 5 to the financial statements. Membership costs were higher by almost £64,000 mainly due to higher unexpected legal fees of over £30,000 relating to HR matters, £8,700 of professional fees in obtaining ISO 9001 accreditation, subscriptions charges were just over £13,000 higher as we met the full 1 year's cost of Academy of Medical Royal Colleges membership and PR literature and brochure costs were £8,500 higher as we increase continue to develop our marketing strategy. We have also seen modest increases in staffing and other administrative and general expenses.

We saw a fall in conference costs this year to £37,795 from £51,480 and as we continue to develop our Educational services these costs have inevitably increased further to £125,732 from £109,674 of which £20,000 of costs relate to training for the Joint Royal Colleges of Physicians Training Board – Specialty application support.

Other expenditure includes room hire costs of £5,493 which are more than £4,000 higher than the previous year. We have incurred these higher costs because we did not have facilities to hold meetings in our own office premises.

All our other income and costs are broadly in line with the previous year's figures.

The market value of investments increased at year-end to £522,801 from £485,776 whilst cash held for investment was down slightly to £29,709. The historical cost of the investments held at year end stood at £453,178.

The unexpected loss sustained during the year has contributed to a fall in net current assets to £87,299 and consequently total charity funds have also decreased to £683,761. Whilst the financial position at present remains sound we currently expect to see our cash reserves declining in the short to medium term until we achieve our Specialty Status. At that point in time we expect to see an increase in new applications and consequential rise in our income from examination fees.

In view of the fall in our reserves and to meet our future objectives we have decided to increase our membership fees by 5% for 2018.

	2018	2017
Honorary Fellows	-	-
UK Fellows	£549.00	£523.00
Retired Fellows	£259.00	£247.00
Overseas Fellows	£274.50	£261.00
UK Members	£549.00	£523.00
Retired Members	£259.00	£247.00
Overseas Members	£274.50	£261.00
Licentiate	£355.00	£339.00
Overseas Licentiate	£177.50	£170.00
UK Affiliates	£250.00	£239.00
Overseas Affiliates	£125.00	£120.00
Associate	£165.00	£157.00
Nurse/ Paramedic Affiliate	£109.00	£104.00
Student Affiliate	£27.00	£26.00
Retired Fellows/Members relinquished LTP	£118.00	£113.00

Comparable rates for 2018 include:

FRCP	£543.00
FRCGP	£509.00
FFOM	£560.00
FRCPath	£543.00

Dr Daniel Haines
Hon Treasurer

Date 17 April 2018
Independent Examiners Report

Independent Examiner's Report to the Trustees of the Faculty of Forensic and Legal Medicine

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2017 which are set out on pages 12 to 40.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

Signed

Brendan Sharkey FCA
MHA MacIntyre Hudson

New Bridge Street House
30-34 New Bridge Street
London
EC4V 6BJ

Date