

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	The Royal College of Podiatry		
Year ended:	31 December 2021		
List no:			
Head or Main Office address:	Quartz House		
	207 Providence Square		
	Mill Street		
	London		
Postcode	SE1 2EW		
Website address (if available)	www.rcpod.org.uk		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	Steve Jamieson		
Telephone Number:	020 7234 8630		
Contact name for queries regarding the completion of this return	Mark Sargeant		
Telephone Number:	020 7234 8623		
E-mail:	mark.sargeant@rcpod.org.uk		

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: returns@certoffice.org

For Unions based in Scotland: ymw@tcyoung.co.uk

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Return of Members

(see notes 10 and 11)

Number of members at the end of the year					
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
	8,344	491	101	176	9,112
Total	8,344	491	101	176	A 9,112

Number of members at end of year contributing to the General Fund

9,112

Number of members included in totals box 'A' above for whom no home or authorised address is held:

Change of Officers

Please complete the following to record any changes of officers during the twelve months covered by this return

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change
Chairman of Council	Matthew Fitzpatrick	Michelle Scott	18 November 2021
Council Member	Alan Borthwick	Jane McAdam	26 June 2021
Council Member	Emma McConnachie		03 January 2021
Council Member	Christopher Morris- Roberts	Adam Smith	26 June 2021
Council Member	Emma Supple		26 June 2021

State whether the union is:

a. A branch of another trade union?

Yes		No	x
-----	--	----	---

If yes, state the name of that other union:

b. A federation of trade unions?

Yes		No	x
-----	--	----	---

If yes, state the number of affiliated unions:

and names:

Officers in post

(see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held and date elected
Michelle Scott	Chairman of Council
Stuard Baird	Council Member
Allister Campbell	Council Member
Matthew Cichero	Council Member
George Dunn	Council Member - elected 26th June 2021
Matthew Fitzpatrick	Council Member
Martin Fox	Council Member - elected 26th June 2021
Thomas Kelly	Council Member
Jane McAdam	Council Member - elected 26th June 2021
Michael O'Neill	Council Member
Adam Smith	Council Member - elected 26th June 2021
Alison Wishart	Council Member

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		4,057,868
From Members: Other income from members (specify)		
Members Services (external affairs & member magazine)		73,019
Clinical & Education		111,419
Total other income from members		184,438
Total of all income from members		4,242,306
Investment income (as at page 12)		5,748
Other Income		
Income from Federations and other bodies (as at page 4)	398,482	
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		398,482
Total income		4,646,536
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		2,052,790
Administrative expenses (as at page 10)		2,363,392
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
Total expenditure		4,416,182
Interfund Transfers OUT		
Surplus (deficit) for year		230,354
Amount of general fund at beginning of year		4,690,304
Amount of general fund at end of year		4,920,658

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Commercial Activities	88,239
Annual Conference including Exhibition income	310,243
Total federation and other bodies	398482
Any Other Sources	
Total other sources	
Total of all other income	398,482

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	163,991
Trade Unions & Employment Activities	99,088	Advisory Services	
		Other Cash Payments	
Representation – Non Employment Related Issues		Education and Training services	
		Clinical Education	166,538
		Local & Regional Branch Activity	42,615
		The College of Podiatry Magazine	234,404
		Annual Conference	332,556
Communications communications	64,903	Negotiated Discount Services	
		Other Benefits and Grants (specify)	
Dispute Benefits		Membership services & insurance	1,112,686
carried forward	163,991	Total (should agree with figure in General Fund)	2,052,790

(See notes 21 and 23)

Fund 2		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

Fund 3		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

(See notes 21 and 23)

Fund 4		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

Fund 5		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

(See notes 21 and 23)

Fund 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 7		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 21 and 23)

Fund 8		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 9		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1		To be completed by trade unions which maintain their own political fund	
	Income		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
		Total other income as specified	
		Total income	
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
	Expenditure A (as at page i)		
	Expenditure B (as at page ii)		
	Expenditure C (as at page iii)		
	Expenditure D (as at page iv)		
	Expenditure E (as at page v)		
	Expenditure F (as at page vi)		
	Non-political expenditure (as at page vii)		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as <u>Balance Sheet</u>)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	
Political fund account 2		To be completed by trade unions which act as components of a central trade union	
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

Political fund account expenditure (a)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

Name of political party in relation to which money was expended	Total amount spent during the period £
Total	

Political fund account expenditure (b)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

Expenditure of money on the provision of any services or property for use by or on behalf of any political party	
Name of political party to which payment was made	Total amount paid during the period
£	
Total	

Political fund account expenditure (c)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£
Total			

Political fund account expenditure (d)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	

Political fund account expenditure (e)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

Name of political party	£
Total	

Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations (consolidation) act 1992

For expenditure not falling within section 72 (1) the required information is-

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one		£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one		£

Total expenditure

(c) the total amount of all other money expended		£

Total expenditure

Total of all expenditures

Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		1,803,967
Salaries and Wages included in above	1,737,979	
Auditors' fees		28,000
Legal and Professional fees		111,938
Occupancy costs		66,940
Stationery, printing, postage, telephone, etc.		117,082
Expenses of Executive Committee (Head Office)		113,652
Expenses of conferences		7,175
Other administrative expenses (specify)		
Bank Charges		4,607
VAT Disallowed		21,113
Annual Awards for Podiatry		12,023
Provision for Bad Debts		-3,726
AGM		4,989
Corporation Tax		-2,583
Other Outgoings		
Depreciation - computers and furniture		78,215
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		2,363,392
Charged to:	General Fund (Page 3)	2,363,392
Total		2,363,392

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits		Total £
			Pension Contributions £	Other Benefits	
				Description	
Chair of Council	NIL				
Other Members of Council	NIL				
General Secretary & Chief Excecutive	109,039	13,828	8,723		131,590

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
Mangrove insurance interest			5,748
			5,748
		Total investment income	5,748
		Credited to:	
		General Fund (Page 3)	5,748
		Political Fund	
		Total Investment Funds	5,748

Balance sheet as at

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		2,449,582
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ())		120
	Unquoted		
	Total Investments		120
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		676,537
	Cash at bank and in hand		2,266,579
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Captive Insurance Deposit (Mangrove Account)		1,261,332
	Total of other assets		4,204,448
		Total assets	6,654,150
4,690,304	General fund (page 3)		4,920,658
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Creditors: Due within on year		696,063
	Creditors: Provisions for Liabilities and Charges		1,037,430
		Total liabilities	1,733,493
		Total assets	6,654,150

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year		2,652,140	1,131,074			3,783,214
Additions			19,371			19,371
Disposals						
Revaluation/Transfers						
At end of year		2,652,140	1,150,445			3,802,585
Accumulated Depreciation						
At start of year		265,215	1,009,573			1,274,788
Charges for year		53,043	25,172			78,215
Disposals						
Revaluation/Transfers						
At end of year		318,258	1,034,745			1,353,003
Net book value at end of year		2,333,882	115,700			2,449,582
Net book value at end of previous year		2,386,925	121,500			2,508,425

Analysis of investments

(see notes 58 and 59)

		All Funds Except Political Funds £	Political Fund £
Quoted	Equities (e.g. Shares)		
	Unity Trust Shares	120	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)	120	
	Market Value of Quoted Investment		
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
Other unquoted investments (to be specified)			
	Total unquoted (as Balance Sheet)		
	Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?

Yes <input style="width: 40px; height: 20px;" type="checkbox"/>	No <input style="width: 40px; height: 20px;" type="checkbox"/>
---	--

If YES name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)

Are the shares which are controlled by the union registered in the names of the union's trustees?

Yes <input style="width: 40px; height: 20px;" type="checkbox"/>	No <input style="width: 40px; height: 20px;" type="checkbox"/>
---	--

If NO, state the names of the persons in whom the shares controlled by the union are registered.

Company name	Names of shareholders

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	4,242,306		4,242,306
From Investments	5,748		5,748
Other Income (including increases by revaluation of assets)	398,482		398,482
Total Income	4,646,536		4,646,536
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	4,416,182		4,416,182
Funds at beginning of year (including reserves)	4,690,304		4,690,304
Funds at end of year (including reserves)	4,920,658		4,920,658
Assets			
Fixed Assets			2,449,582
Investment Assets			120
Other Assets			4,204,448
		Total Assets	6,654,150
Liabilities		Total Liabilities	1,733,492
Net Assets (Total Assets less Total Liabilities)			4,920,658

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income			
Expenditure (including decreases by revaluation of assets)			
Total Expenditure			
Funds at beginning of year (including reserves)			
Funds at end of year (including reserves)			
Assets			
Fixed Assets			
Investment Assets			
Other Assets			
Total Assets			
Liabilities			
Total Liabilities			
Net Assets (Total Assets less Total Liabilities)			

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?	No
If Yes How many ballots were held: <input style="width: 50px;" type="text"/>	
For each ballot held please complete the information below:	
Ballot 1	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> ³
	1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Ballot 2	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> ³
	1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Ballot 3	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> ³
	1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballots and Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see note 81)

***Categories of Nature of Trade Dispute**

- A: terms and conditions of employment, or the physical conditions in which any workers require to work;
- B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;
- C: allocation of work or the duties of employment between workers or groups of workers;
- D: matters of discipline;
- E: a worker's membership or non-membership of a trade union;
- F: facilities for officials of trade unions;
- G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO

No

If **YES**, for each industrial action taken please complete the information below:

Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

use a continuation page if necessary

Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

Notes attached in Annual Report which has been submitted with the AR21

Accounting policies

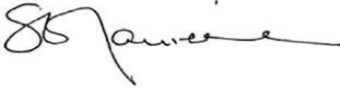

(see notes 84 and 85)



Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here

Secretary's Signature:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Steve Jamieson	Name:	Michelle Scott
Date:	22 June 2022	Date:	22 June 2022

Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	Y	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	Y	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	Y	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	Y	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	Y	No	
A member statement is: (see Note 80)	Enclosed	Y	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	Y	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	Y	No	

Checklist for auditor's report

(see notes 90 and 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
- b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)

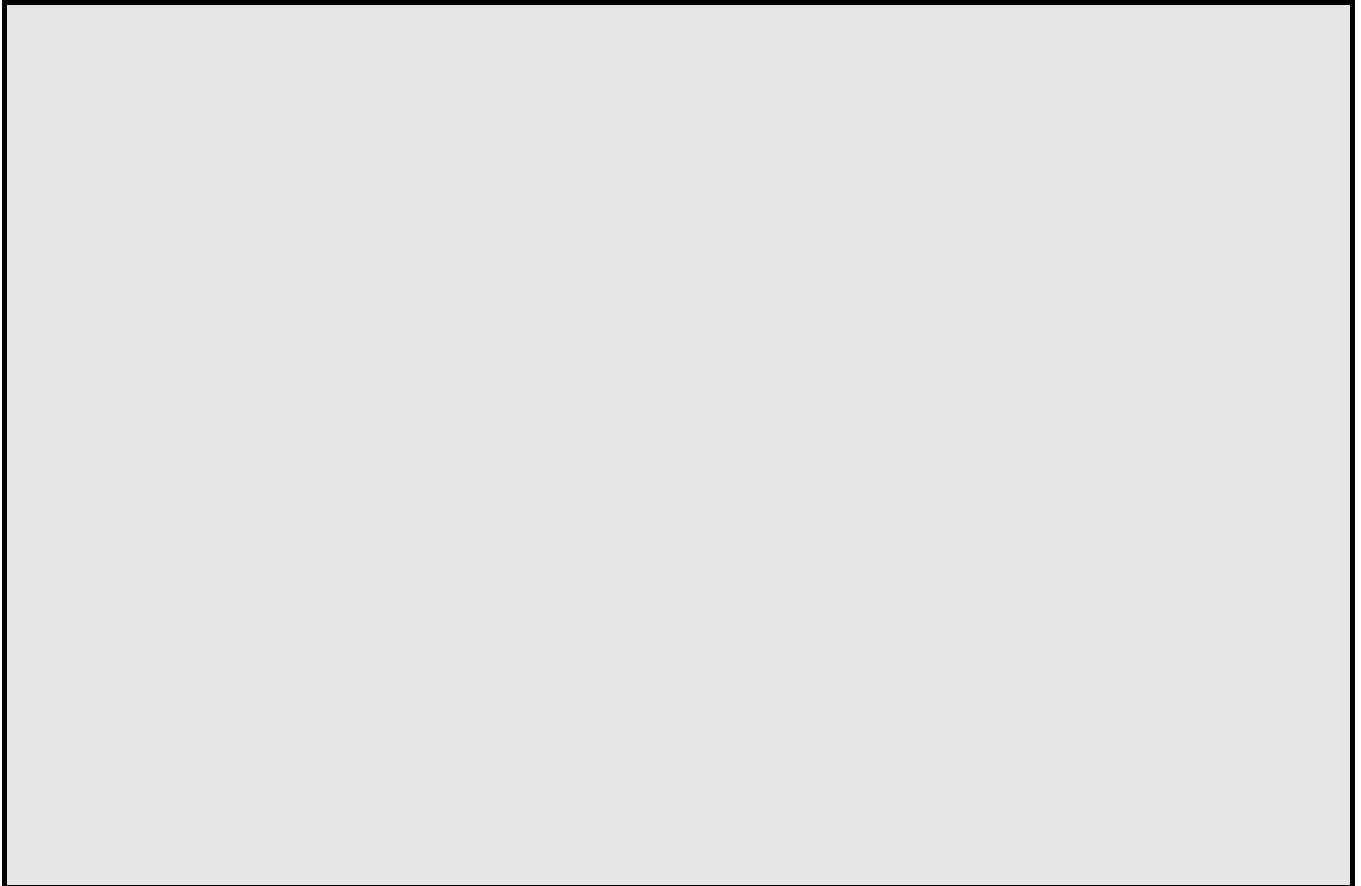
Please explain in your report overleaf or attached

3. Your auditors or auditor must include in their report the following wording:

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)



Signature(s) of auditor or auditors:	<input type="text" value="RSM UK"/>	<input type="text"/>
Name(s):	<input type="text" value="Nicholas Staddn"/>	<input type="text"/>
Profession(s) or Calling(s):	<input type="text" value="Audit Partner"/>	<input type="text"/>
Address(es):	<input type="text" value="RSM UK Audit LLP"/>	<input type="text"/>
	<input type="text" value="25 Farringdon Street"/>	<input type="text"/>
	<input type="text" value="London"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text" value="EC4A 4AB"/>	<input type="text"/>
Date	<input type="text" value="29th June 2022"/>	<input type="text"/>
Contact name for inquiries and telephone number:	<input type="text" value="Simran Tiwana (Audit Manager) 0203 201 8802"/>	<input type="text"/>

N.B. When notes to the account are referred to in the auditor's report a copy of those notes must accompany this return.

RSM UK Audit LLP

25 Farringdon Street
London
EC4A 4AB
T +44 (0)20 3201 8000
F +44 (0)20 3201 8001
rsmuk.com

Our ref: NS/CA/1067948
Your ref:

The Directors of The College of Podiatry
Quartz House
207 Providence Square
Mill Street
SE1 2EW

29 June 2022

Dear Sirs

Financial statements of The College of Podiatry ('the Trade Union') for the year ended 31 December 2021

Further to our audit report dated 17 June 2022 included in the Trade Union's financial statements for the year ended 31 December 2021, we have nothing to report in respect of the following matters where section 36 of Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- (a) the Trade union has not kept proper accounting records; or
- (b) the Trade Union has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; or
- (c) the Trade Union's accounts to which the report relates do not agree with the accounting records.

Yours faithfully

RSM UK Audit LLP

RSM UK Audit LLP

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

Membership audit certificate

made in accordance with section 24ZD of the Trade Union and Labour Relations (Consolidation) Act 1992

(See notes 97 to 103)

At the end of the reportign period proceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

No

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

Membership audit certificate

Section one

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

- 1 In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

Yes / No

- 2 In the opinion of the assurer has he/she obtained the inforamation and explanations necessary for the performance of his/her functions?

Yes / No

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate

Section two

For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

Yes

If "No" Please explain below:

[Large greyed-out area for explanation]

Signature	M.Sargeant
Name	Mark Sargeant
Office held	Director of Finance & Corporate Services
Date	30/06/2022



Annual Report and Accounts

Royal College of Podiatry

2021

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Royal College of Podiatry

Legal and administrative information

Registered company number:

400709

Registered office

Quartz House, 207 Providence Square,
Mill Street, London SE1 2EW

Company Secretary

Steve Jamieson

Quartz House, 207 Providence Square,
Mill Street, London SE1 2EW

Auditors

RSM UK Audit LLP

Chartered Accountants

25 Farringdon Street, London EC4A 4AB

Bankers

Unity Trust Bank plc

Nine Brindleyplace, Birmingham B1 2HB

Solicitors

Russell-Cooke LLP

2 Putney Hill, London SW15 6AB

Thompsons

Congress House, Great Russell Street,
London WC1B 3LW

Radcliffes LeBrasseur

85 Fleet Street

London EC4Y 1AE

Members of the Council of the Royal College of Podiatry

Chairman of Council:

Michelle Scott (Appointed from 18.11.21)

Matthew Fitzpatrick (resigned as Chairman 18.11.21)

Past Chairman

George Dunn

Council

BAIRD, Stuart

BORTHWICK, Alan (resigned 26.06.21)

CAMPBELL, Allister

CICHERO, Matthew

DUNN, George

FITZPATRICK, Matthew

FOX, Martin

KELLY, Thomas

McADAM, Jane (Appointed 26.06.21)

McCONNACHIE, Emma

(Resigned 03.01.21)

MORRISS-ROBERTS, Christopher

(Resigned 26.06.21)

O'NEILL, Michael

SCOTT, Michelle

SMITH, Adam (Appointed 26.06.21)

SUPPLE, Emma (Resigned 26.06.21)

WISHART, Alison

Principal activities of the College

The College is the professional body and recognised trade union for chiropodists and podiatrists. It is a company limited by guarantee, registered number 400709 incorporated in England and Wales. The College is established for the promotion and regulation of the profession of chiropody and podiatry and of all matters affecting chiropodists and podiatrists.

Directors

The members of Council, who are not remunerated, are the directors of the College. All those holding the position of director during the year ended 31 December 2021 are shown opposite.

A Message from the Chairman



I am pleased to introduce our Annual Report for the year starting in January 2021 and ending in December 2021. Before I do, I would first like to thank the outgoing Chairman of Council, Matthew Fitzpatrick, for his support during the handover. It was an enormous honour when I was made Chairman-elect by Council, and it was a privilege when Matthew formally passed the role to me at the end of his tenure at the Annual Conference in Liverpool in November 2021.

2021 provided professional bodies like ours with enormous challenges. On a positive note, it was the year that saw the return of face-to-face events and a chance for my colleagues in the profession to finally get back together as one community at our Annual Conference; but it was also punctuated by the threat of the Omicron variant of COVID-19. I want to thank all those podiatrists who so speedily adapted their practice to accommodate the Plan B restrictions that came into force at the end 2021.

All the work we do as a professional body is determined by our strategy. Most of our responsibilities are met by conducting what we refer to as 'business as usual' activities which account for most of our time. They include professionally supporting podiatrists through membership services and trade union activity, clinical and educational support and services, and policy and public affairs work to further the impact and recognition of this profession at national and devolved government level.

We consulted with members in 2021 about the possibility of opening the College's associate membership category to those from other professions. We asked members to share their views about this important topic. I want to thank all of those who took part. Council assessed members' views alongside other considerations and has now agreed on a way forward. The college is to continue its work to open its associate membership to new groups in 2022.

The College continues to grow its profile and the support it offers to its membership. In 2021, we started planning new CPD courses and events. The first Leadership Programme took place and produced its first ever cohort of next generation podiatry leaders.

Our Employment Relations team was your voice in NHS Pay negotiations in all four countries and on the Isle of Man.

It is heartening that the College's partnerships with Industry continue to grow, bridging the gap between the professional body and those companies our members work and have relationships with day to day.

I would like to thank Lord Kennedy of Southwark, who continues to support the College in all its endeavours and strives to use his positive influence to ensure that the foot health agenda can be discussed at the highest levels within both houses.

Finally, I would like to thank my colleagues on the Council, all of our committee members and all of our staff for their hard work during the year.

A handwritten signature in black ink that reads "M. Scott". The signature is written in a cursive style and is positioned above a horizontal line.

Michelle Scott
Chairman of Council
Royal College of Podiatry

A Message from the Chief Executive



Preparing the introduction to the annual report allows me to reflect on the past year; as time has elapsed, I can also take on a fresh perspective. It provides all of us at the Royal College of Podiatry (RCPOD) with the chance to assess our accomplishments and the work we did to overcome challenges.

It seems a long time ago now, but 2021 started in lockdown, and it finished with the news of a new dominant variant of COVID-19. In between, the College gained Royal status from Her Majesty The Queen - an honour of which we are all immensely proud. We re-embraced something resembling the normality we once knew by hosting our first in-person annual conference in two years. We also published landmark reports, structures and policies; these include a detailed *Careers Framework* and, in conjunction with Health Education England (HEE), a roadmap to practice for podiatrists as first contact practitioners.

My opening tribute is to those working in the NHS and private practice. To carers of all kinds and the keyworkers of every stripe for their service and dedication. I hope this report on the 2021 calendar year gives you a flavour of what the College achieved and paints a picture of what we want to accomplish in 2022. We continue to adapt to the new realities and opportunities created by the pandemic for the organisation and the profession.

Thank you to all RCPod members. The bestowment of Royal status on the College is just the last in a long line of changes to modernise the organisation and make it fit for purpose as a 21st-century AHP professional body. It must always be the case that everything we do supports a group of outstanding healthcare professionals in their everyday practice. It is also emollient on the College to guide and direct the profession through the numerous challenges to stay viable. Whether you work in the NHS, the independent sector, academia or research, thank you for the work you do for patient care and for the support you give to your professional body.

I was pleased to see so many of our members at the 2021 annual conference in Liverpool. Not only was it an inspiring three days that demonstrated all the different ways that coming together as one community to learn together can aid practice and development,

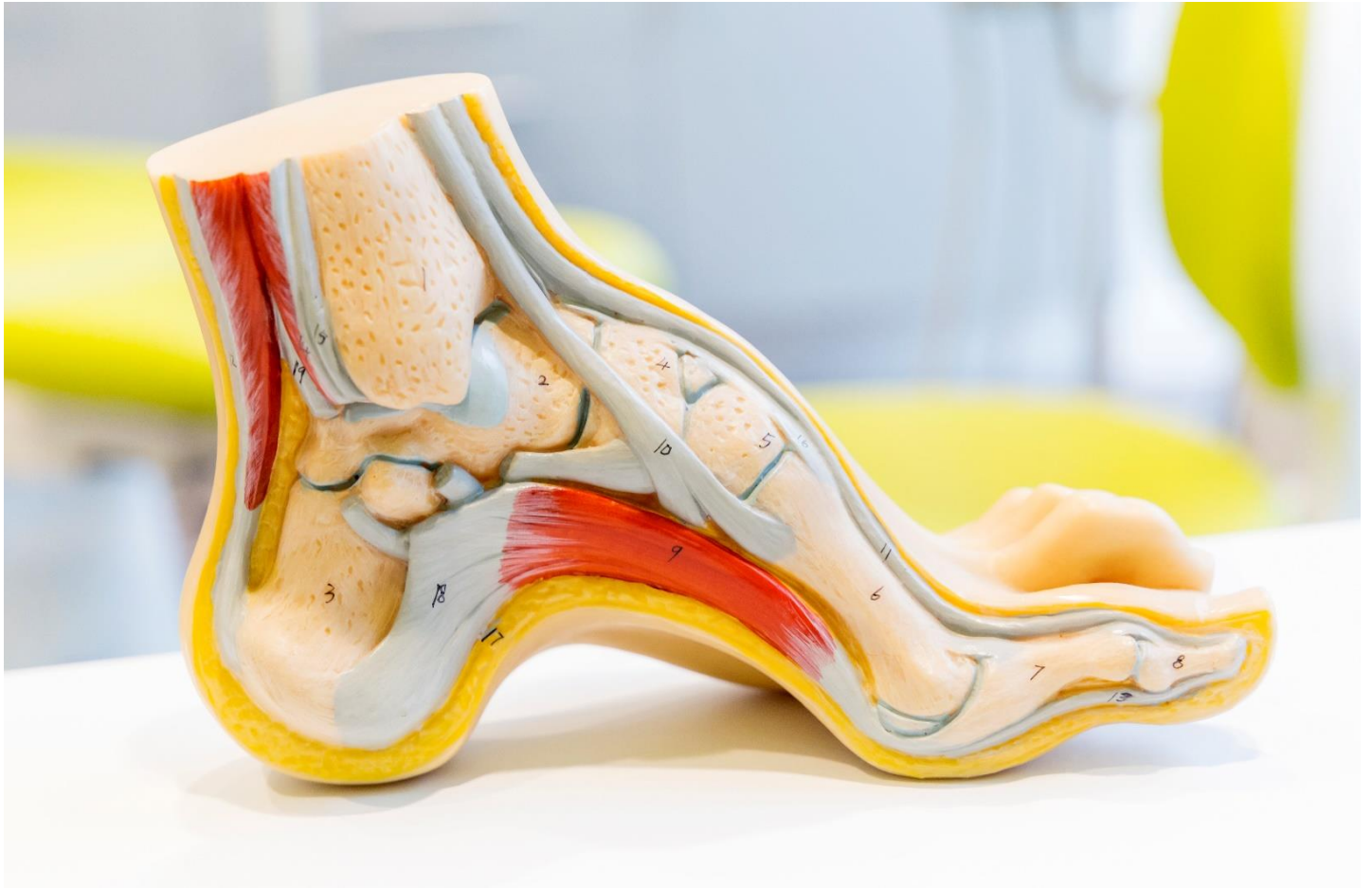
but it also restored hope and re-energised many professional and personal relationships. Considering the challenges we faced to hold this event, I am delighted that the on-site attendance was over 1,100 people.

It was a special event for many other reasons, not least the formal launch of the *Saks Report*. In 2020, we approached Professor Mike Saks and asked him to Chair a cross-profession strategy group of some of the UK's most reputable professionals working in the field of podiatry. Not only does the report provide the profession with a blueprint of the future to work to, but it has also informed the College's new three-year organisational strategy for 2022-2025.

Professor Saks' recommendations have informed our thinking, and our new strategic objectives focus on **recruitment and retention, perception, influencing, research and leadership**. These are the key themes, and they are to be underpinned by a renewed emphasis on **corporate responsibility**. In 2022, RCPod publishes the new strategy. With it, we set the future direction of the organisation.

A robust approach towards corporate responsibility is a vital part of any organisation. A big part of that is to continue the work we have done to date to improve and develop Equality, Diversity and Inclusion (EDI) within the organisation and profession. In 2022, the College will engage staff and key stakeholders in consultation about EDI; it has commissioned a specialist to research these themes to identify the current strengths and weaknesses in this area and what the College needs to do to improve.

In 2021, the College undertook an engagement exercise and consultation with the membership about the potential proposals to widen the current associate membership category to those from other professions. We anticipated that it would draw a strong response, and over 900 of our members took part.



Council assessed members' views alongside other considerations and has now agreed on a way forward. The College is to continue its work to open its associate membership to new groups in 2022. I want to thank all those who took part in the consultation or attended one of the many engagement events held to answer our members' questions.

Those who know me know that I want our profession to be seated at the top tables of UK healthcare decision-making in all four countries. The College continues to have members and staff on the committees of HEE and the four-nation equivalents, looking at the profession's workforce problems and raising its profile. The College also has positions on many stakeholder groups such as the Allied Health Professions Federation (AHPF), NHS England and Improvement and Public Health England.

In 2021, the College completed an HEE invitation to tender document to support the implementation of the HEE Standards for the Foot Health Workforce by establishing a system to accredit education and training programmes and assess individual practitioners against the standards. I am pleased to say that HEE awarded the contract to do this crucial work to the College; a vote of trust in our ability to oversee the enforcement of high standards across the whole foot health workforce.

First and foremost, the College is a membership organisation. Our members need us most in direct support, service, and provision. The College's Employment Relations team has worked hard dealing with many cases around terms and conditions and has recovered £300,000 in compensation for members.

I want to finish by reinforcing the College's continued commitment to providing value for money to its members. By improving membership services, access to CPD, trade union support and aiding podiatrists at every level in their professional practice for the benefit of patients. It is also the time to realise our next strategy in full so that the College can lead the work on the generational changes that need to occur to secure the profession and its future.

Steve Jamieson
Chief Executive Officer and General Secretary
Royal College of Podiatry

Corporate Social Responsibility

Good Corporate Social Responsibility (CSR) is when an organisation acts to re-engineer its operational activities to create a positive impact on society, reducing the drain on the environment and, as a result, helping to boost the economy. The Royal College will undertake a new CSR plan to implement alongside each of the strategic themes; to create a culture that embeds the principles of equality, diversity, representation, inclusion, sustainability, and good governance in everything it does.

Work has already commenced. As a result, we are close to becoming a paperless office, assisting in saving the trees and the planet by using less paper and less printing.

All our important documents are now stored within a secure cloud in a pdf format to avoid printing. We have moved all our financial paperwork into a PDFs which involved working closely with our suppliers to produce and receive pdf invoices, remittances, and staff and council expense claims. Staff play slips are also in PDF, as is this document you are reading; it is available as a download from our website.

The Podiatrist, our membership magazine, is sent bi-monthly to reduce paper usage. Our newsletters now contain more information to compensate for the months that the magazine is not published. We decided to get rid of all polywrapping or unnecessary envelopes or covers. The magazine is sent to members by 'naked mailing', further helping to reduce waste and single-use plastics.

We have reduced travel across the organisation resulting in fewer emissions. We have incurred less expenditure because approximately 50% of our committee meetings now happen virtually. Finally, The Royal College recently requested an independent audit to review equality, diversity, and inclusion in the organisation. The aim is to improve these critical areas and grow the Royal College. It must always be an organisation that correctly reflects our members and their patients.

Report on Trade Union Activities in 2021

The work of the trade union continued to grow during the year despite COVID-19. We continued to expand our influence and protect and support members. Crucially we further developed our range of support for members outside the NHS, whether they are employees, the self-employed or employers.

Our network of representatives continues to expand. We have re-engineered our training programme to help make them better equipped to support members in the rapidly changing world of work.

Supporting members

Our case management system shows that, in the last year, we gave support to over 650 members. That doesn't include the additional support our reps provided. Aid ranges from sickness absence, partner disputes, self-employment queries, disciplinarys and legal action around employment to disputes around contracts and how to protect businesses.

Our professional support officers continued to help members deal with work issues, including HCPC referrals, which we saw an increase in 2021.

Influencing

We continue to build on our influence as a trade union. Martin Furlong, Head of Employment Relations got re-elected to the TUC General Council; he now has a more active role in their work – especially around improving rights for the self-employed. Katie Harwood, Professional Officer got elected again to the TUC Women's Committee.

We continue to play an active role in the work of the NHS Trade Unions, with notable successes around flexible working and protecting terms and conditions affected by COVID-19. Pay talks resulted in settlements across the UK, although the outlook is for a difficult few years.

NHS Pensions continued to be a big issue, with Graham Pirie (in Scotland) and Gerry O'Dwyer (England and Wales and Northern Ireland) continuing to protect our members through their roles on the relevant pensions advisory boards.

Podiatric Surgeons

We appointed two representatives to give advice and support to our Podiatric Surgeons, and we will work with them to ensure they have the tools to support the employment issues that this group faces.

Equality

Diana Scott-Brown, Employment Relations Officer led the work of our Equality Diversity and Inclusion group along with the group's new Chair Sally Gates. The EDI group continues to go from strength to strength. We will continue to develop Equality Reps, especially to work with our branches. A highlight of the year was a very successful session at our conference in Liverpool discussing the importance of equalities in education methods.

The changing world of employment – to be self-employed or not

This year saw a landmark legal case involving Uber drivers that again redefined the rules around being self-employed, which many of our members are. We continue to work with the TUC and our legal advisers to promote self-employment. We also want to ensure that members can access the correct information. So that they can know their status as either a self-employed worker or as an employer. This will be a challenge for us in the coming years as further changes emerge.

The world of work will be materially affected by COVID-19. Whether the future is hybrid working, remote working or the situation before March 2020, we continue to work with other organisations such as Unions 21 to understand the challenges and ensure that we are ready for them.

Sustainability and the environment

Sustainability and becoming carbon neutral came to the fore in 2021. Along with partners such as the TUC, and internal working with the Policy and Public Affairs team, we began developing strategies about the effect this will have on the world of work. We will shortly produce a corporate responsibility strategy for the organisation.

Employment Support Committee

We continue to work with the Employment Support Committee to develop our work and progress our three-year plan. Under Allister Campbell's Chairship, it is developing new ways to support our members at work. We thank each member of the Committee for their diligence and hard work during a trying year.



Martin Furlong

Head of Employment Relations

Clinical Leadership and Educational review

Report 2021

Despite the uncertainty of the pandemic, the agility and responsiveness of the Clinical Leadership and Educational (CLE) team, committees, staff, and volunteers have meant that there has been significant activity and progress on many workstreams. We maintained and enhanced the team's primary business to support undergraduates, develop clinical strategy, and professional development for the membership.

Summer Festival of Learning

The team branched into hosting online conferences for the first time, including a one-day CPD event for members called the Summer Festival of Learning. Around 1,200 delegates attended, and eminent speakers covered several topics. These included vascular podiatry, dermatology and complex regional pain syndrome. The Summer Festival of Learning was also available on demand. The feedback from delegates was excellent, and the College plans to run a similar event in the winter of 2022/23.

Annual Conference 2021

The College hosted its first face-to-face conference in over two years in November 2021 at the ACC Liverpool. Members accessed 19 hours of CPD activity through a mixture of plenary talks, concurrent sessions, and workshops over three days.

Continuing Professional Development

Away from online conferences, RCPod extended its mandatory training and partnership with eIntegrity, which helps to ensure patient safety and clinical effectiveness. In January 2020, we partnered with eIntegrity e-Learning Community Interest Company, and renewed the arrangement in 2021. All the programmes available through eIntegrity are the same programmes accessed within the NHS. In May 2021, We issued 4,587 licenses to members. Of those, 3,358 have accessed the core mandatory training package (12 courses). 1,102 accessed the antimicrobial resistance package, and 1,102 accessed the dementia package.

Developing core updates and a blended approach to learning

As part of our CPD strategy, we secured a custom-built learning management system. We called it the Teaching And Learning Update System (TALUS). This system is moodle-based, and it integrates with the website via a single sign-on system. It provides the functionality to create podiatry-specific interactive "core" updates on practice areas. It also supports the delivery of lengthy

programmes and converting them into a blended method to support a more flexible approach to learning. Members can now access several online CPD offers. These include interactive courses such as care of the older person, record keeping and consent, and diabetes. There are journal-based CPD inserts, including neuropathy, medicines and verrucae. We also produce webinar content, including infection management. As mentioned earlier in this report, TALUS also allows us to host online conference content on-demand. In 2022, several new core updates are going to be launched, including the topic of verrucae as an interactive quiz game, a 'do you hear what I hear module' on doppler insonation and a core local anaesthetics update.

Enhanced scope

The team spent a significant amount of time developing a suite of modules that combined either face to face, online or blended learning. We restarted our face-to-face Foot in Diabetes module, and 24 delegates attended in a COVID-19-secure venue in Derbyshire in October 2021. Simultaneously, we delivered a blended version via TALUS for the East of England region.

We provided our first MSK offering, The Basic Principles of Biomechanics, in Autumn 2021. Investigations and Interventions followed. Both courses had 24 delegates, and we created them in a blended approach. We were delighted to launch the Skin Surgery Course. This is a six-month course combining lectures and cadaveric work, written and Objective Structured Clinical Examination assessments followed by mentoring in practice. We redesigned the vascular module to make it a blended approach, providing the practical element across the four nations of the UK in 2022.

Targeted Projects

Public Health

Following funding for a Public Health Project Officer post, Keri Hutchinson worked across the UK, both inside and outside of the profession, to ensure that podiatrists get recognition for their work within the public health sphere.

Part of the role involved advocating and maximising the impact of the time that clinicians spend with their patients through Making Every Contact Count and brief intervention initiatives. The Public Health Project Officer also worked to develop a podiatry-specific motivational interviewing course. Part of the work involved working with AHP colleagues on the Greener NHS initiative, sustainability agenda and the AHP response document. Related output was a blog on how environmental issues impact our work as podiatrists and

setting up the SUSNET podiatry page after consultation with the Greener NHS Clinical Fellow.

Other activities included representing podiatry on the UK Falls Prevention Board and the AHP Public Health Strategic Board. It also involved being on the Prescribing Student Advisory Group, whose work included writing an article for *The Podiatrist* in November 2021 about their plan.

Most recent work includes contributing to the standardisation of Public Health CPD. Undergraduate AHP learning in Public Health (the College updated a 2017 document) and representing podiatry when developing the ACP framework for AHPs in Public Health (due to launch in 2022).

Musculoskeletal (MSK)

Our work in specific clinical areas in 2021 included developing and progressing MSK podiatry initiatives and workstreams under the supervision of the Clinical Director, to the benefit of the organisation, its members, and key strategic partners. The MSK project started in 2019, and it is due to run for three years. Two days per month of clinical secondment time resource the project. Dr Helen Branthwaite leads this work, developing a good relationship with the Arthritis Musculoskeletal Alliance. Dr Branthwaite also secured access to the HEE Best MSK health stream. This directly feeds into members about the project, promoting the best form of service provision for MSK health. We launched the MSK capability framework in October 2021, followed by speciality frameworks for areas like sports.

MSK CPD modules we developed include:

- Level 5 of practice, Basic Principles of Biomechanics, 20 CPD points
- Level 6 of practice, Specialities in Musculoskeletal Podiatry, 10 CPD points
- Level 6 of practice, Investigations and Interventions Musculoskeletal Podiatry, 20 CPD points.

Chartered Scientist

In 2012, we received a licence from the Science Council to award Chartered Scientist (CSci) status. In 2021, we achieved permission to confer Registered Scientist (RSci) status and Registered Science Technician (RSciTech) status on those members who make a successful application. Professional Registration with the Science Council provides independent recognition of a practitioner's professional achievements. It is confirmation that the practitioner maintains the exact standards required to join the global community of professional scientists. It also allows practitioners to maintain their fitness to practice by adhering to the Science Council rules and regulations and the HCPC's standards of practice.

Medicines and Medical Devices

There was a lot of activity regarding medicines in 2021. Brexit meant that Medical Device Regulations (MDR) did not come into law as expected across the U.K and only applied in Northern Ireland. We developed guidance about interpreting MDR in podiatry. We also held events for members in Northern Ireland on the topic. We redesigned the data collection tool, PASCOS; we will use this to collate data on MSK incidence and practice. We have been working with the Royal Pharmaceutical Society on a document about extending the scope for non-medical prescribers. We have also worked with NHSE/I and with the Commission for Human Medicine on access to controlled drugs for podiatry; this work continues. In the summer of 2021, the Patient Safety Agency (PSA) advised the College of its intention to produce an alert about multiuse bottles of phenol. The Medicines Committee reviewed the guidance and the available evidence and agreed to support it. We shared information with members via all College communication channels. The College has updated its nail surgery guidelines and is looking at CPD and alternatives to support the change in practice.

Journal of Foot and Ankle Research

In 2021, the *Journal of Foot and Ankle Research* received 249 submissions, an increase of 7% up from 232 in 2020. The journal accepted 65 articles in 2021, an increase of 39% up from 51 in 2020. The 2020 Impact Factor (released in 2021) was 2.303, compared to the 2019 score of 1.598. The average time from submission to the first decision was 30 days. The average time from submission to acceptance was 98 days. A virtual Editorial Board meeting took place in November 2021. Topics explored include author funding for APCs, support for new and emerging themes within podiatry and increasing the diversity of the Editorial Board. Spotlighting foot and ankle research emerging from regions such as Latin America and supporting researchers from lower - and middle-income countries to publish foot and ankle research were also discussed. Continuing its links and support for members of the Rodo, the *JFAR* editorial team published two articles in *The Podiatrist*. *JFAR* research reviews regularly feature in the publication.

Royal College of Podiatry archive

In 2022, the Strategic Communications and Influencing Committee will discuss hosting the entire back catalogue of RCPod journals online. The Centre for the History of Podiatric Medicine has catalogued almost 2,000 items.

The Centre for the History of Podiatric Medicine (ChoPM) has also worked on:

- building PDF lists of catalogued items
- conserving and scanning items when appropriate
- collating and listing information on the history of RCPod
- regularly checking the CHPoM email mail account. Continue responding to enquiries/emails and offers of donations – one enquiry was from a university in Japan.

- providing content and documents for the following:
 - “International Woman’s Day”
 - 75th Anniversary celebrations and Annual Conference 2021
- writing for *The Podiatrist* - most recently, CHoPM has published a piece regarding the discovery of the LFH engraved certificate plate.

(Podiatry) A Roadmap to Practice. We have a network of podiatrists who work as First Point of Contact Practitioners to enable them to learn from these new roles. We are also working closely with NHS England/NHS Improvement to help to publicise the jobs with the newly formed Primary Care Networks. We are also involved in conversations in Northern Ireland, Scotland and Wales to ensure that podiatry is at the forefront of AHP care within primary care.

Undergraduate education

We supported Higher Education Institutions (HEIs) during the pandemic, being responsive and flexible to the continually changing scenario with undergraduate education. The CLE team met with programme leads regularly. We liaised with the necessary regulatory and statutory bodies to sustain programmes and ensure that teaching could continue. There were no delays to graduations. We conducted approval visits in a virtual format. In the past 12 months, we offered three programmes reapproval. Conversations have begun with two further providers keen to offer podiatry programmes in England. HEIs have undertaken a significant amount of work to ensure that they can provide a blended approach to theoretical learning and clinical placements. We have continued to liaise with arms-length bodies, the Council of Deans for Health and the HCPC in the developments relating to a new model of programme approval. This has been piloted and is rolling out over the next 12 months.

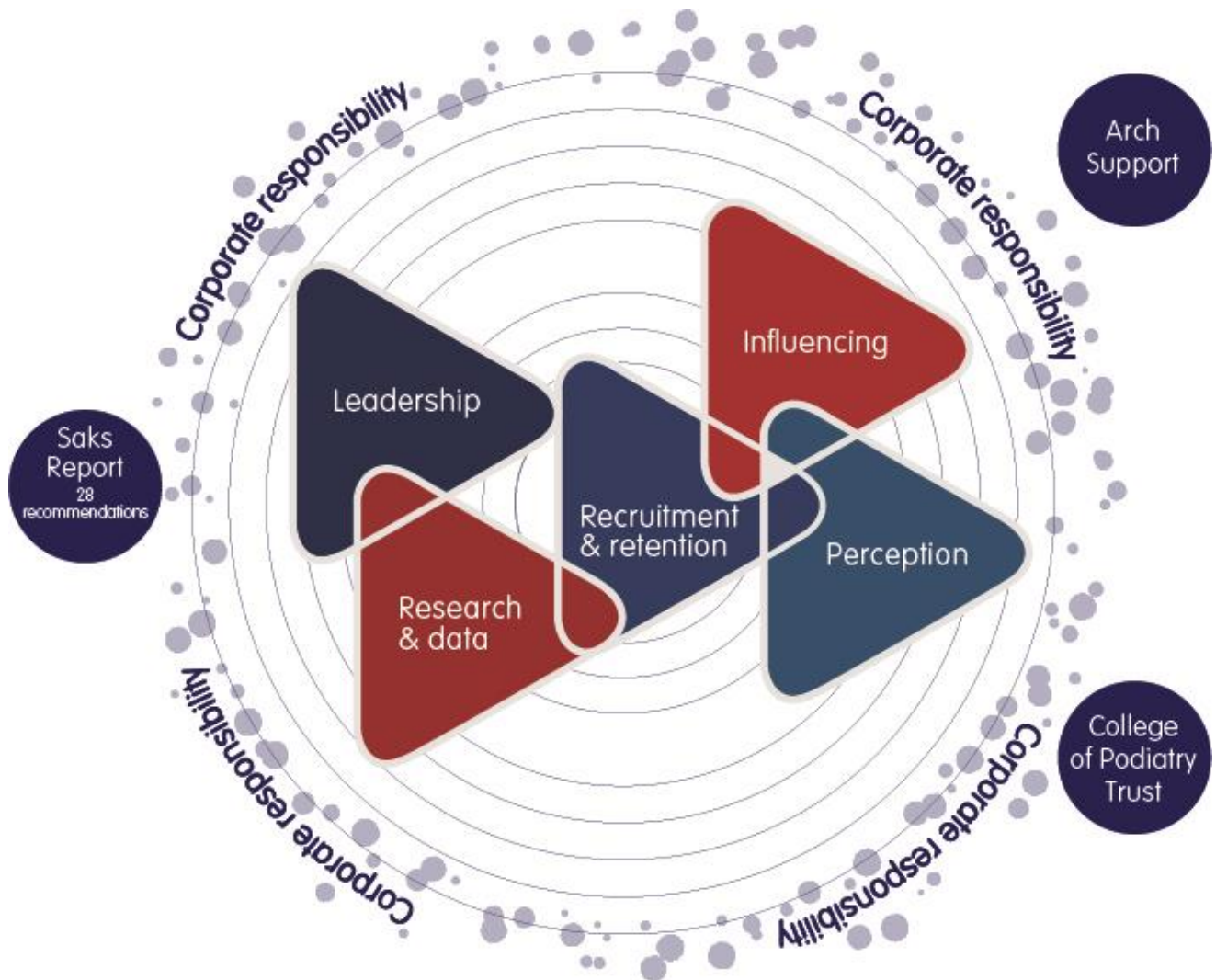
Apprenticeship agenda

The apprenticeship plan has made slow, consistent progress over the past 12 months. There are now five approved providers for the BSc (Hons) podiatry degree-apprenticeship route spread out across England. We worked to adapt the Advanced Clinical Practitioner (ACP) MSc route at the postgraduate level to deliver podiatric surgery training through the apprenticeship route. This is being offered solely by Huddersfield University. Further work is ongoing to develop support workforce routes and enhanced practice apprenticeships to sit beneath the ACP routes. These may be available from 2024 onwards. We have established an apprenticeship working group to look at the outputs and guidance we produce. This ensures members have support and guidance engaging with apprenticeships, both in the NHS and the private sector over the coming years. The funding band for the degree apprenticeships have been reassessed alongside work to review the End-Point Assessment (EPA) by the Institute for Apprenticeships & Technical Education. Podiatry continues to sit in Band B, offering £24,000 of training cost funding over 48 months maximum.

First Point of Contact Practitioner roles

We have been working to ensure that people receive speedy care and referral through first point of contact provision within primary care. This follows the publication of policy positions on *Podiatry’s Role within Primary Care* and *Podiatrists as First Point of Contact Practitioners*. We have been working with HEE to publish *First Contact Practitioners and Advanced Practitioners in Primary Care:*

Strategic Plan



Financial Review

Financial statements

The Council of The Royal College presents its report and financial statements for the year ended 31 December 2021. The College's primary financial statements are on pages 19-20.

Financial results the Royal College of Podiatry

Income

Total income for the year amounted to £4.6m (2020: £4.5m). This is an increase of £138,000 compared to 2020, which is due to the Annual Conference taking place in 2021 raising the income of £310,000 (2020: £38,000), partly offset by a reduction of £84,000 in membership subscriptions due to losing a net of 27 members, and a reduction in members paying the full subscription rate due to moving into the non-practising or retired status. The College has also seen a reduction of £71,000 in education income due to fewer face-to-face courses than anticipated. To assist members during the pandemic, the membership fees for 2021 remained at the same rate as 2020 membership fees.

Total Membership (excluding retired and student members)



Expenditure

Total operating expenditure for the year at £4.4m (2020: £4.4m) resulting in a small increase of £14,000. This increase is mainly a result of an additional £219,000 conference expenditure in 2021, as there was no in person conference in 2020. These costs have been offset by reduced activity and events due to the COVID-19 pandemic. Firstly, staffing overall has been reduced by £73,000 as a result of the Office Students Project, this project promoted AHPs within schools and came to an end in March 2021. Taking this project out of the equation saw an increase in substantive staff costs of £99,000 due to temporary staff and training costs. Other savings include £123,000 on Corporate Costs encompassing reduced costs on running the headquarters office and external meetings that have taken place using video conference technology.

Branch expenditure has increased as a result of activity starting to revert to a new normal from September 2021 onwards, where we have seen branch events and meetings take place.

The Royal College branches reported a combined opening balance of £416,000 in January 2021. During the year, the branches generated £88,000 of income, and incurred £107,000 of expenditure, resulting in a balance of £397,000 as at 31 December 2021.

The overall financial performance of The Royal College in 2021 after tax, is a surplus of £230,000 (in 2020: a surplus of £101,000). The balance sheet total net assets for 2021 is £4,920,658 (2020: £4,690,000), an increase to the balance sheet of £230,000.



Mark Sargeant

Director of Finance and Corporate Services

Report of Council

Liability insurance

Insurance for liabilities (neglect, error and omissions) incurred by the members of Council in carrying out their duties has been and will be, maintained by The College. All members of Council were, and will continue to be, insured in respect of actions for defamation while acting within the scope of their duties as members of Council.

Qualifying third party indemnity provision

A qualifying third-party indemnity provision is in force in The College's Articles of Association for the benefit of one or more of the Directors of the College and was in force during the financial year to which this report relates.

Custodian Trustee

The College of Podiatry is the Custodian Trustee of Arch Support (previously named The Benevolent Fund of the Society of Chiropodists).

The College of Podiatry Trust

The College of Podiatry is the sole Member under the Companies Act 2006 of The College of Podiatry Trust, a company limited by guarantee, number 2836276; a charity registered in England and Wales, registered number 1145855; and a charity registered in Scotland, registered number SC043965.

Risk management

The Directors have instituted procedures and processes to identify, examine and monitor the major strategic, business and operational risks and uncertainties that the College faces, such as pandemics, as noted in the going concern section below. The necessary systems have been established to enable regular reports to be produced to them to ensure that action is taken to mitigate the effect of the identified risks.

Examples of risks identified and for which mitigation plans are in place include loss of operational use of the College's premises for an extended period: disruption to business-critical ICT systems and equipment; a sudden and significant decline in subscribing members; major health pandemics and adverse changes in government policy relating to the Allied Health sector and/or the wider health economy.

Directors' responsibilities

Company law requires the members of the Council, as the Directors of the College to prepare financial statements for each financial year which give a true and fair view of the

College's state of affairs alongside the surplus or deficit of the College for that period. The accounts are prepared under the Generally Accepted Accounting Policy in the United Kingdom (UK GAAP).

In preparing those financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

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

The Directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the College, and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the College and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the Directors is aware, there is no relevant audit information of which the company's auditors are unaware, the Directors have each taken all the steps that they ought to have taken as Directors to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Going concern

The Members of Council, as Directors of the College, have set out above a review of financial performance and the College's reserves position. In their view, the College has adequate financial resources and Council remains well placed to manage business risks including the fallout from COVID-19. Many of the College's activities had been moved to digital back in 2020, however we have been able to put on our annual conference in November 2021. Courses are now a mix of

online and in person, such as record keeping, foot in diabetes, and IR35 guidance for private practitioners.

The College continues to grow its social media presence and improve the perception of podiatry, alongside our five-year commercial strategy that has seen an increase in product endorsements and partnership working. Council's planning process, including financial projections, has taken into consideration the current social and economic climate and its potential impact on the various sources of income and planned expenditure.

Council has a reasonable expectation that the College has adequate resources to continue in operational existence for the twelve months from the accounts being signed off. The Members of Council believe there are no material uncertainties that call into doubt the College's ability to continue, as healthcare is always going to be required in the form of podiatry, albeit in a slightly different way post pandemic.

The College prepared several best- and worst-case forecasts for the 2021 and 2022 financial years, along with budget assumptions for the 2022 and 2023 financial years. These forecasts considered various sensitivities and based on this review and the Council and Finance Committee are satisfied they have sufficient funds for at least the next 12 months after signing the accounts. The accounts have been prepared therefore on the basis that the College is a going concern.


Auditors

RSM UK Audit LLP is deemed to be re-appointed under section 487(2) of the Companies Act 2006. In the preparation of this report, advantage has been taken of the small company's exemption under Section 415A of the Companies Act 2006.

Approved and authorised by Council on 15th June 2022 and signed on its behalf by:



Michelle Scott Chairman



Steve Jamieson Chief Executive & General Secretary



Alison Wishart Member of Council and
Chair of Finance Committee

Independent Auditor's Report

to the Members of the Royal College of Podiatry

Opinion

We have audited the financial statements of The College of Podiatry (the 'company') for the year ended 31 December 2021 which comprise the Income and Expenditure Accounts, Balance Sheet, Statement of Changes in Funds, Cashflow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors Report, which includes the Financial Review prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the financial report included within the Directors Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the financial review. Included within the Directors Report.

- We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Directors

As explained more fully in the Directors responsibilities set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team:

- obtained an understanding of the nature of the sector, including the legal and regulatory framework that the charitable company operates in and how the charitable company is complying with the legal and regulatory framework;
- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;

- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud

As a result of these procedures we consider the most significant law or regulation identified and that has a direct impact on the financial statements is GDPR legislation. During the course of the audit we did not identify any breach of GDPR legislation.

The most significant laws and regulations that have an indirect impact on the financial statements are those in relation to the Care Act 2014. We performed audit procedures to inquire of management whether the charitable company is in compliance with these law and regulations and inspected correspondence with regulatory authorities.

The audit engagement team identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments, evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business, challenging judgments and estimates.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

NICHOLAS SLADDEN (Senior Statutory Auditor)
For and on behalf of RSM UK Audit LLP, Statutory Auditor
Chartered Accountants
25 Farringdon Street
London
EC4A 4AB

Income and Expenditure Account

Year ended 31 December 2021

	Notes	2021		2020	
		£	£	£	£
Income					
Membership Services including subscriptions			4,057,868		4,141,866
Clinical Educational			111,419		182,397
External Affairs and Member Magazine			73,019		52,373
Conference activity	3		310,243		37,697
Commercial activity			88,238		88,576
			4,640,788		4,502,909
Expenditure					
Staff and associated costs	6	1,775,674		1,681,429	
Office for Students Project- staff costs		28,293		200,004	
Membership Services and Trade Union	10	1,214,015		1,243,545	
Clinical and Educational cost		166,538		131,479	
External Affairs and Member Magazine		297,065		327,772	
Conference expenditure	3	332,556		114,027	
Corporate Expenditure	11	562,009		711,914	
Branch Expenditure		42,615		(4,921)	
			4,418,765		4,405,250
Operating Surplus			222,023		97,659
Investment income			5,748		6,805
Surplus before taxation			227,771		104,464
Corporation tax			2,583		(3,294)
Surplus for the financial year			230,354		101,170

Royal College of Podiatry
Balance Sheet
 As at 31 December 2021

Registered Company Number 400709

	Notes	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible assets	13	2,449,582		2,508,426	
Investments	14	120		120	
			2,449,702		2,508,546
Current Assets					
Debtors	15	676,537		359,885	
Cash on deposit in relation to Captive Insurance		1,261,332		1,179,818	
Cash on deposit with National Savings		4,862		25,025	
Cash at bank and in hand		2,261,717		2,326,364	
		4,204,448		3,891,092	
Creditors					
Amounts falling due within one year	16	696,063		821,491	
Provisions for liabilities and charges	17	1,037,430		887,843	
		1,733,493		1,709,334	
Net Current Assets			2,470,956		2,181,758
Net assets			4,920,658		4,690,304
Funds					
Accumulated fund			496,324		289,474
Fixed asset fund			2,449,582		2,508,426
Reserve fund			1,577,663		1,476,216
Branch financing fund			397,088		416,188
			4,920,658		4,690,304

These accounts have been prepared in accordance with the provisions of the small companies' regime within part 15 of the Companies Act 2006. Approved and authorised by Council on 15th June 2022 and signed on its behalf by:



Michelle Scott Chairman



Steve Jamieson Chief Executive & General Secretary



Alison Wishart Member of Council and Chair of Finance Committee

The notes on pages 21 to 28 form part of the accounts.

Statement of Changes in Funds

For the year to 31 December 2021

	Accumulated fund £	Fixed asset fund £	Reserve fund £	Branch fund £	Total £
Balance at 1 January 2021	289,474	2,508,426	1,476,216	416,188	4,690,304
Period ended 31 December 2021					
Transfers	-	-	-	-	-
Surplus/(deficit) of income for the year	230,354	-	-	-	230,354
Transfer to/(from) under Article 70	(23,504)	(58,844)	101,447	(19,100)	-
Balance at 31 December 2021	496,324	2,449,582	1,577,663	397,088	4,920,658

Accumulated fund

Cumulative income and expenditure net of transfers to other reserves.

Fixed asset fund

The fixed asset fund is aligned to the reported value of the net book value of the underlying assets as shown in note 15.

Reserve fund

Under Article 70 of the College's Articles of Association, Council must keep a Reserve fund, and so a transfer of £101,447 was made (2020: £103,547) being 2.5 per cent of the College's income.

Branch fund

The branch financing fund represents the balances held by the Branches.

Statement of Cash Flows

For the year to 31 December 2021

	Notes	2021 £	2020 £
Cash flows used in operating activities	20	311,588	507,684
Taxation		2,583	(3,294)
Net cash (used in)/from operating activities		314,171	504,390
Cash generated used in investing activities:			
Dividends received		5,748	6,805
Purchase of tangible fixed assets		(19,371)	(130,134)
Net cash generated from/(used in) investing activities		(13,623)	(123,329)
Increase/(decrease) in cash		300,549	381,061
Cash and cash equivalents brought forward		3,531,208	3,150,146
Cash and cash equivalents carried forward		3,831,757	3,531,207

Notes to the Accounts

Year ended 31 December 2021

1 ACCOUNTING POLICIES

Company information

The Royal College of Podiatry is a private company limited by guarantee and incorporated in England and Wales. The registered office is Quartz House, 207 Providence Square, Mill Street, London SE1 2EW.

The company's principal activities are disclosed in the Directors' Report.

Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006. The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £. The company constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared on the historical cost convention. The principal accounting policies are set out below.

Going concern

At the time of approving the financial statements, the directors had a reasonable expectation that the company had adequate resources to continue in operational existence for the foreseeable future on the basis of the forecasts and budgets prepared for 2022 and 2023 as outlined in the Directors' Report. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

Consolidation

The College of Podiatry is exempt from the requirements to prepare group accounts by virtue of section 405(2) of the Companies Act 2006. These financial statements therefore present information about the College as an individual undertaking and not about its group. In the opinion of the Trustees the income and net assets of Arch Support and The College of Podiatry Trust are not material in the context of these accounts and therefore consolidated accounts have not been prepared. Details of these subsidiaries are given in note 21.

a) Membership subscriptions

Membership subscriptions are stated at the amount received for the year of membership.

b) Depreciation and Amortisation

Depreciation is provided on all tangible fixed assets above £1,000 in value to write off the cost, less estimated residual value of each asset over its expected useful life. Amortisation is provided on all intangible assets above £10,000 in value to spread the cost over that asset's useful life. The estimated useful lives are as follows:

Land	Nil	Computers and furniture	4 years
Leasehold buildings	50 years	Website	5 years

c) Investments

Investments are held at cost as the Directors do not feel any movement in these investments (to reflect fair value) would be significant to the financial statements.

d) Branches

Branch results are included in these accounts by recognising within income the amount raised locally by branches netted against the balance of expenditure incurred locally in running branch programmes not otherwise covered by centrally allocated funding. In 2021, The branches reported a combined opening balance of £416,000 (2020: £385,000). During the year the branches expenditure totalled £107,000 (2020: £136,000), of that, £3,000 (2020: £67,000) came from centrally allocated funds and £85,000 (2020: £68,000) from the branch operational activity. The branches balance as at 31 December 2021 is £397,000.

e) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less. The cash held on the balance sheet detailed as being held 'in relation to the captive insurance' is not available for use by The College.

Notes to the Accounts (continued)

Year ended 31 December 2021

f) Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102 to all of its financial instruments. Financial instruments are recognised when the company becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

g) Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at cost unless the arrangement transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

h) Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

i) Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

j) Termination benefits

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

k) Leases

Leasing agreements that do not transfer to the company substantially all of the risks and rewards incidental to ownership are classified as 'operating leases' and the annual rentals are charged to profit and loss on a straight-line basis over the lease term.

l) Captive insurance scheme

The College self-insures potential insurance claims through a captive insurance scheme. It has invested in 2 redeemable preference shares in its own cell of a protected cell company and has de facto control of the assets and liabilities of the cell. The College accounts for the cell as an intermediate payment arrangement, recording the assets and liabilities, expenses and any investment income of its cell as its own, and payments made into the scheme are eliminated. Cash held by the scheme is separately identified in the balance sheet. There is a small amount of prepayments and accrued interest in relation to the scheme within debtors. The scheme uses these assets as required in order to fulfil the members' insurance. The scheme prepares separate accounts and the related liabilities of the scheme at the balance sheet date are shown in note 18 and provisions in relation to the scheme are shown in note 19. The net expense of the scheme can be seen in the captive insurance scheme expense in the income and expenditure account.

m) Provisions

The College provides for the estimated liability that it expects to be required to settle arising from claims that have been reported but not settled. The estimated liability is discounted where the effect of the time value of money is material. When evaluating the impact of these unsettled claims, the Directors take advice from the Captive Insurance Scheme providers who take into account the probability of success of any such claims. The College also considers the likelihood of potential claims being received in the future in respect of

work completed by the members before 31 December 2021 – i.e. incurred but not reported. Provision is made for such potential claims, where material, taking into account historical data regarding the likelihood of a claim being received and average cost per case. The estimate of these provisions, by their nature, is judgmental.

n) Taxation

The corporation tax liability is calculated using the prevailing tax rate covering the accounting period. The taxation position of the company is similar to that of other not-for-profit organisations. Tax is payable on interest received, chargeable gains and on those parts of the surplus which arise from trading, less any deficits arising.

Notes to the Accounts (continued)

Year ended 31 December 2021

2 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the company's accounting policies, the Directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. The estimates and assumptions which have significant risk of causing a material adjustment to the carrying amount of assets and liabilities are outlined below.

Insurance provisions

The provisions detailed in note 1.(m) above are estimates provided by Mangrove Insurance Brokers based on their knowledge of similar claims.

3 ANNUAL CONFERENCES (digital and in person)

The Annual Conference is managed by Profile Productions Ltd ('the conference organiser') on behalf of The College. The College also ran a smaller digital event in 2020 in-house alongside a contracted provider, however, one did not take place in 2021. The Annual Conference produced a net deficit of £22,313 (2020: £76,330 deficit). The 2020 figure include a digital event plus cancellation fees for the annual conference that didn't take place.

	2021	2020
	£	£
Income from Digital Conference	-	37,697
Income from the Annual Conference	310,243	-
Expenditure from Digital Conference	-	(22,425)
Expenditure from the Annual Conference	(332,556)	(91,602)
	(22,313)	(76,330)
	(22,313)	(76,330)

4 OPERATING SURPLUS

	2021	2020
	£	£
Operating surplus for the year is stated after charging:		
Depreciation	78,215	69,683

5 AUDITOR'S REMMUNERATION

	2021	2020
	£	£
Fees payable to the company's auditors and its associates		
For audit services		
Audit of the company's financial statements	28,000	27,500
For other services		
Tax compliance services	4,000	4,000
All other non-audit services	56	1,056
	32,056	32,556

Notes to the Accounts (continued)

Year ended 31 December 2021

6 STAFFING

	2021	2020
	£	£
Wages and salaries	1,455,650	1,531,935
Redundancies	-	21,979
Social Security costs	164,803	170,637
Pension costs	117,527	121,123
Total staff costs*	1,737,979	1,845,674
*Includes staff costs for Office for Students three-year project that commenced April 2018	28,293	200,004
Staff advertising and fees	275	6,739
Temporary staff	30,593	7,245
Secondment	4,338	-
Staff training and staff welfare	30,782	21,775
	1,803,967	1,881,433

7 STAFFING

	2021	2020
Average number of staff	33	38
Of which includes Office for Students project staff	3	5
The average number of employees employed within the following categories:		
Services to members	22	27
Support staff	11	11
Number of full-time equivalents	30.69	34.39
Number of full-time equivalents employed within the following categories:		
Services to members	21.88	25.58
Support staff	8.81	8.81

8 REMUNERATION OF KEY MANAGEMENT PERSONNEL

	2021	2020
	£	£
Gross salary	351,379	346,417
Employer's National Insurance contributions	43,613	42,977
Employer Pension	28,110	27,713
	423,101	417,107

Notes to the Accounts (continued)

Year ended 31 December 2021

9 PENSION COMMITMENTS

The College operates a defined contribution scheme. The assets of the scheme are held separately from those of the College in an independently administered fund. Contributions to the scheme are charged to the income and expenditure account.

10 MEMBERSHIP SERVICES AND TRADE UNION

	2021	2020
	£	£
Membership services including insurance	1,112,686	1,137,620
Trade Union direct expenditure	95,328	88,746
Other employment relations and professional support	6,076	17,178
	1,214,090	1,243,545

11 CORPORATE EXPENDITURE

	2021	2020
	£	£
Council costs	101,519	66,454
Corporate Governance and AGM	50,832	99,000
CEO office and HR	11,901	25,327
Commercial activity including annual awards	19,198	-
Rent and rates for building occupancy	66,940	65,618
Office running costs including information technology and insurance	117,082	180,239
Depreciation costs on building, information technology, and furniture	78,215	69,683
Professional fees and consultancy	62,273	90,381
Audit fees	28,000	27,500
Taxation services	4,056	5,056
Irrecoverable VAT	21,113	59,467
Bank charges	4,607	6,436
Provision for bad debts	(3,726)	16,753
	562,009	711,914

12 TAXATION

The total tax charged included in the Income and Expenditure Account was tax payable on identified trading activities in the financial year 2020, calculated separately for corporation tax return.

Notes to the Accounts (continued)

Year ended 31 December 2021

13 FIXED ASSETS

	Leasehold property £	Computers and furniture £	Intangible assets £	Total £
Cost				
1 January 2021	2,652,140	714,555	416,519	3,783,214
Additions in the year	-	1,821	17,550	19,371
31 December 2021	2,652,140	716,376	434,069	3,802,585
Depreciation				
1 January 2021	265,215	717,013	292,560	1,274,788
Charge for the year	53,043	(1,652)	26,823	78,215
31 December 2021	318,258	715,361	319,383	1,353,003
Net book value				
31 December 2021	2,333,882	1,015	114,686	2,449,582
31 December 2020	2,386,925	(2,458)	123,959	2,508,426

14 INVESTMENTS

The College holds 40 Ordinary Shares in Unity Trust Bank plc at a cost of £120 (2020: £120).

15 DEBTORS

	2021 £	2020 £
Trade debtors	13,581	51,231
VAT due	-	-
Sundry debtors and prepayments	662,956	308,654
	676,537	359,885

Notes to the Accounts (continued)

Year ended 31 December 2021

16 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	130,446	128,256
Taxation and Social Security	47,763	50,156
Vat owed	13,086	239
Other Creditors - Projects	24,081	283,162
The College of Podiatry Trust	-	13,809
Insurance Scheme Creditors	69,850	58,413
Conference Creditors	22,860	375
Accruals and deferred income	385,095	275,550
Pension	2,882	11,531
	696,063	821,491

17 PROVISIONS FOR LIABILITIES AND CHARGES

	2021	2020
	£	£
The College's captive insurance scheme has provisions for claims as follows:		
Provisions for claims reported	568,934	627,021
Incurred but not reported provision	468,496	200,000
Unearned premium reserve	-	60,822
	1,037,430	887,843

The College has unearned premium reserves of £303,844 that relate to 2022 financial activity, not incorporated into these figures, as they belong in the 2022 expenditure reports.

18 OPERATING LEASE

The College does not hold any operating leases.

19 RELATED PARTY TRANSACTIONS

The College typically makes a payment to the Chairman's employers by way of compensation for loss of time devoted to College business. In the case of the former Chairman, Matthew Fitzpatrick until November 2021 (£20,000) and following this our current chairman Michelle Scott (£12,500) the "related party" transactions amounted to a total of £32,500 for 2021 (2020: £32,606). No members of Council were remunerated during the current or previous year apart from the transactions mentioned above. The only other related party transactions were between the two subsidiaries:

Arch Support

Arch Support, a charity registered in England and Wales, number 205684. The net movement on the fund was an increase of £127,241 (2020: Increase of £24,452) giving total reserves of £1,574,474 (2020: £1,447,233).

The trustees of the Arch Support are appointed by Council, and include four Directors of The College. All management, legal, and out of pocket expenses are paid for from the Arch Support Fund.

The College of Podiatry Trust

The College of Podiatry Trust, a charity registered in England and Wales, number 1145855, Scotland, number SCO43965, and a company limited by guarantee, number 02836276.

The College of Podiatry is the sole member under the Companies Act 2006 of the College of Podiatry Trust. There was no financial support in 2020 due to no activity taking place within the charity. This is a result of postponing the overseas educational project plans due to the COVID-19 travel restrictions. The previous year the funding transferred to the charity was also zero due to re-structuring the organisational priorities. (2020: £0).

Notes to the Accounts (continued)

Year ended 31 December 2021

20 CASH GENERATED FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Deficit for the year after tax	230,354	101,170
Depreciation	78,215	69,683
Dividends	(5,748)	(6,805)
Corporation tax	(2,583)	3,294
Decrease/(increase) in receivables	(316,652)	(65,386)
(Decrease)/Increase in current liabilities	(125,428)	49,687
Increase/(Decrease) in provisions	453,431	356,041
Cash generated from operations	311,588	507,684

21 COMPANY LIMITED BY GUARANTEE

The College of Podiatry Trust is a company limited by guarantee, the guarantors being every member of The College of Podiatry Trust, whose liability is limited to one pound.

RSM UK Audit LLP

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Our ref: NS/CA/1067948
Your ref:

The Directors of The College of Podiatry
Quartz House
207 Providence Square
Mill Street
SE1 2EW

29 June 2022

Dear Sirs

Financial statements of The College of Podiatry ('the Trade Union') for the year ended 31 December 2021

Further to our audit report dated 17 June 2022 included in the Trade Union's financial statements for the year ended 31 December 2021, we have nothing to report in respect of the following matters where section 36 of Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- (a) the Trade union has not kept proper accounting records; or
- (b) the Trade Union has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; or
- (c) the Trade Union's accounts to which the report relates do not agree with the accounting records.

Yours faithfully

RSM UK Audit LLP

RSM UK Audit LLP

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Notes

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