

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	The College of Podiatry		
Year ended:	31 December 2019		
List no:	547T		
Head or Main Office address:	Quartz House, 207 Providence Square, Mill Street.		
	London		
Postcode	SE1 2EW		
Website address (if available)	www.cop.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@cop.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
Male	2,192	125	82	9	2,408
Female	6,319	360	237	29	6,945
Other	5				5
Total	8,516	485	319	38	A 9,358

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

9,358

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
Member of Council	Karen Reed		25 February 2019
Member of Council	Helen Baillie-Gutteridge		08 March 2019
Member of Council	Michelle Scott	Allister Campbell	29 June 2019
Member of Council	Jacqueline Schofield		29 June 2019
Member of Council	John Callaghan	Matthew Cichero	29 June 2019
Member of Council	Martin Nunn		29 August 2019

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

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
Matthew Cichero	Member of Council
Helen Baillie-Gutteridge	Member of Council
Stuart Baird	Member of Council
Alan Borthwick	Member of Council
John Callaghan	Member of Council
Allister Campbell	Member of Council
Debbie Delves	Member of Council
George Dunn	Chair of Council
Matthew Fitzpatrick	Member of Council
Martin Fox	Member of Council
Thomas Kelly	Member of Council
Emma McConnachie	Member of Council
Christopher Morriss-Roberts	Member of Council
Martin Nunn	Member of Council
Michael O'Neill	Member of Council
Lynne Parsons	Member of Council
Robert Peat	Member of Council
Karen Reed	Member of Council
Jacqueline Schofield	Member of Council
Michelle Scott	Member of Council
Emma Supple	Member of Council
Alison Wishart	Member of Council

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		4,241,164
From Members: Other income from members (specify)		
Membership services		100,399
Clinical & Education		104,182
Total other income from members		204,581
Total of all income from members		4,445,745
Investment income (as at page 12)		9,585
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	660,153	
Total of other income (as at page 4)		660,153
Total income		5,115,483
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		2,326,753
Administrative expenses (as at page 10)		2,764,389
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
Total expenditure		5,091,142
Interfund Transfers OUT		
Surplus (deficit) for year		24,341
Amount of general fund at beginning of year		4,557,331
Amount of general fund at end of year		4,581,672

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Total federation and other bodies	
Any Other Sources	
The College of Podiatry Magazine	98,274
Trading Activities	112,700
Annual Conference	449,179
Total other sources	660,153
Total of all other income	660,153

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	377,305
Trade Union & Employment Activities	180,936	Advisory Services	
		Other Cash Payments	
Representation – Non Employment Related Issues		Education and Training services	
		Clinical Education	147,048
		Local & Regional Branch Activity	127,728
		The College of Podiatry Magazine	166,977
		Annual Conference	410,766
Communications			
Communications	196,369	Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Membership Insurance	1,096,929
carried forward	377,305	Total (should agree with figure in General Fund)	2,326,753

(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 (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 (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	

Political fund account expenditure (f)

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

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

Name of organisation or 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	1,745,678
Salaries and Wages included in above	1,670,322
Auditors' fees	25,000
Legal and Professional fees	132,457
Occupancy costs	126,877
Stationery, printing, postage, telephone, etc.	240,246
Expenses of Executive Committee (Head Office)	136,704
Expenses of conferences	16,618
Other administrative expenses (specify)	
Bank Charges	5,354
VAT Disallowed	85,529
Annual Awards for Podiatry	13,424
Meeting Room Expenses	10,097
AGM	11,548
Other Outgoings	
Depreciation - Computers and Furniture	214,857
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
tretert	
Total	2,764,389
Charged to:	General Fund (Page 3)
	2,764,389
Total	2,764,389

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		Value £
Chair of Council	NIL					
Other Members of Council	NIL					
General Secretary & Chief Executive	104,400	13,223	8,352		125,975	

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			9,585
			9,585
		Total investment income	9,585
		Credited to:	
		General Fund (Page 3)	9,585
		Political Fund	
		Total Investment Funds	9,585

Balance sheet as at

31 December 2019

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		2,447,975
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ())		120
	Unquoted		
	Total Investments		120
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		294,499
	Cash at bank and in hand		2,040,847
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Captive Insurance Deposit (Mangrove Account)		1,109,299
	Total of other assets		3,444,645
		Total assets	5,892,740
4,557,331	General fund (page 3)		4,581,672
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Creditors: Due within one year		771,804
	Creditors: Provisions for Liabilities and charges		531,802
	Total liabilities		1,303,606
		Total assets	5,892,740

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	1,000,940			3,653,080
Additions						
Disposals						
Revaluation/Transfers						
At end of year		2,652,140	1,000,940			3,653,080
Accumulated Depreciation						
At start of year		159,129	831,118			990,247
Charges for year		53,043	161,815			214,858
Disposals						
Revaluation/Transfers						
At end of year		212,172	992,933			1,205,105
Net book value at end of year		2,439,968	8,007			2,447,975
Net book value at end of previous year		2,493,011	169,822			2,662,833

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

No

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

No

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	4,445,745		4,445,745
From Investments	9,585		9,585
Other Income (including increases by revaluation of assets)	660,153		660,153
Total Income	5,115,483		5,115,483
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	5,091,142		5,091,142
Funds at beginning of year (including reserves)	4,557,331		4,557,331
Funds at end of year (including reserves)	4,581,672		4,581,672
Assets			
Fixed Assets			2,447,975
Investment Assets			120
Other Assets			3,444,645
		Total Assets	5,892,740
Liabilities		Total Liabilities	1,311,068
Net Assets (Total Assets less Total Liabilities)			4,581,672

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

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?	<input type="text" value="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"/>

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

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

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

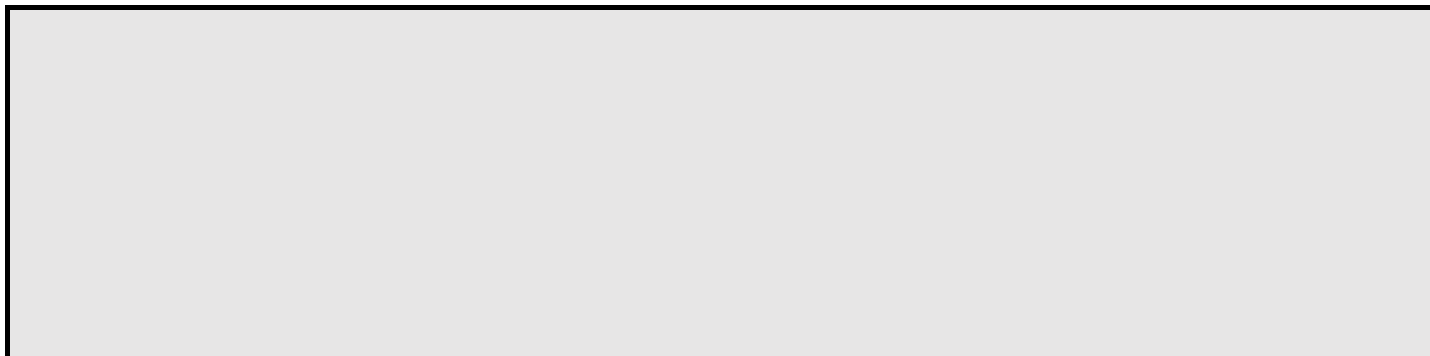
(see notes 82 and 83)

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

As part of attached Annual Report

Accounting policies

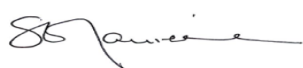

(see notes 84 and 85)



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:	
			<small>(or other official whose position should be stated)</small>
Name:	Steve Jamieson	Name:	George Dunn
Date:	04 November 2020	Date:	04 November 2020

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)

Financial statements of The College of Podiatry ('the Trade Union') for the year ended 31 December 2019
Further to our audit report dated 5 November 2020 included in the Trade Union's financial statements for the year ended 31 December 2019, 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

Signature(s) of auditor or auditors:

Name(s):

Profession(s) or Calling(s):

Address(es):

Postcode

Date

Contact name for inquiries and telephone number:

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/JM/1067948/cg
Your ref:

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

27 November 2020

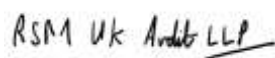
Dear Sirs

Financial statements of The College of Podiatry ('the Trade Union') for the year ended 31 December 2019

Further to our audit report dated 5 November 2020 included in the Trade Union's financial statements for the year ended 31 December 2019, 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

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Corporate Finance LLP, RSM Legal LLP, RSM Restructuring Advisory LLP, RSM Risk Assurance Services LLP, RSM Tax and Advisory Services LLP, RSM UK Audit LLP, RSM UK Consulting LLP and Baker Tilly Creditor Services LLP are limited liability partnerships registered in England and Wales, with registered numbers OC325347, OC402439, OC325349, OC389499, OC325348, OC325350, OC397475 and OC390886 respectively. RSM Employer Services Limited, RSM UK Tax and Accounting Limited and RSM UK Management Limited are registered in England and Wales with numbers 6463594, 6677561 and 3077999 respectively. RSM Northern Ireland (UK) Limited is registered in Northern Ireland at Number One Lanyon Quay, Belfast, BT1 3LG with number NI642821. All other limited companies and limited liability partnerships are registered at 6th Floor, 25 Farringdon Street, London, EC4A 4AB. The UK group of companies and LLPs trading as RSM is a member of the RSM network. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practises in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Legal LLP is authorised and regulated by the Solicitors Regulation Authority, reference number 626317.

Baker Tilly Creditor Services LLP is authorised and regulated by the Financial Conduct Authority for credit-related regulated activities, financial services register number 619258.

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 and Corporate Service, and Data Protection Officer
Date	04-Nov-20

Annual Report and Accounts

The College of Podiatry

2019

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The College of Podiatry Report and Accounts for the Year Ended 31 December 2019

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The COLLEGE
of PODIATRY

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The College of Podiatry

The College of Podiatry

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

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 2019 are shown opposite.

Members of the Council of The College of Podiatry

Chairman of Council

George Dunn

Past Chairman

Debbie Delves

Vice-Presidents

Alan Borthwick

Thomas Kelly

Emma McConnachie

Emma Supple

Council

Matthew Cichero (appointed 29.06.19)

Helen Baillie-Gutteridge (resigned 08.03.19)

Stuart Baird

Alan Borthwick

John Callaghan (resigned 29.06.19)

Allister Campbell (appointed 29.06.19)

Debbie Delves

George Dunn (Chairman)

Matthew Fitzpatrick

Martin Fox

Thomas Kelly

Emma McConnachie

Christopher Morriss-Roberts

Martin Nunn (resigned 29.08.19)

Michael O'Neill

Lynne Parsons (resigned 14.01.20)

Robert Peat

Karen Reed (resigned 25.02.19)

Jacqueline Schofield (resigned 29.06.19)

Michelle Scott (resigned 29.06.19)

Emma Supple

Alison Wishart

A Message from the Chairman



During 2019 we made a significant change at our AGM by adopting revised and renewed Articles of Association which included reducing the number of Council members to 12. This shall be achieved over the next 2 voting rounds and will culminate in a more business-like, functional and strategic Council, more prepared to meet the challenges in the rapidly changing world we inhabit. This followed detailed consultation with members of Council and was then presented to members. Further to this, we have taken on board additional suggestions as to our Councils function and working which are coming to the AGM this year.

The organisational development plan has continued, with further embedding of the Committee structures within their service lines. Additionally, the College has been taking the lead in major pieces of work to develop the profession in partnership with other AHPs and partners across the health system. As the largest foot and lower limb related health organisation, we are taking a lead role in the Health Education England Foot Health Consortium to give the best results both for our patients and for podiatry in the future. In addition, the College's membership figures have maintained similar levels over the last three years, which testifies to the hard work of the team in developing services for members and representing the profession at the highest level.

We continue to play a full part in the Allied Health Professionals Federation, making our voice heard and supporting the wider AHP community. In addition to the role we play within the UK, this year the College also led on the creation of a new international network, the Global Podiatry Network, to increase opportunities for collaboration, sharing knowledge and increasing members' opportunities overseas.

While these developments are positive and reflect the strengths of the College, we know we cannot rest on our laurels. Our profession still faces significant challenges, and we must continue to tirelessly promote podiatry and its effectiveness to the public, our health colleagues and in Parliament.

The diligence and professionalism of our members, across the NHS and private practice, are making a big impact on patients and communities across the United Kingdom. We are unusual as a health profession in that we span public, commercial, academic and private provision in this way, but it is important that we recognise the impact that we make together, through the range of our specialisms, regardless of our professional setting. The impact our members have on public health is inspirational and helps to drive forward the work we do in the College to support them.

Our Conference in Harrogate was a great opportunity to bring together podiatrists from across our profession. The event was a huge success, attracting 1,300 attendees. The Conference was opened by Lord Kennedy, our President, and the keynote speaker was Lord Winston inspiring us with the message of continued evolution and change, which as we well know, our profession is continually evolving with many changes seem across all media. Our next planned annual conference 'in person' is going to take place in July 2021 in Liverpool, and we hope to have another memorable and quality event. In the meantime, we shall be hosting a digital podiatry event in November 2020 which will have high-quality speakers and CPD content.

The College owes a special debt to several individuals who have made a significant contribution this year, and I would like to thank them for their efforts, advice and continued diligence in assisting



the College in developing and taking the case for podiatry forward. A special mention must go to our President, Lord Kennedy who has provided his time and expertise in assisting us. Also, Lord Kennedy hosted our Awards Lunch in Westminster and it was a true privilege and pleasure to award so many podiatrists who have excelled in their profession.

As I write this 2019 report we are currently in the middle of a pandemic which has shaken the world and caused huge healthcare challenges. I would like to thank every nurse, healthcare worker, key workers from delivery drivers to shop assistants for all their hard work during COVID-19. Podiatrists were called upon to assist the NHS in various front-line roles and I'm very proud of everyone one of you.

During COVID-19 The College has risen to the task and kept our membership informed of all the Government guidance to healthcare in a timely and clear manner and supporting those who have found times difficult.

Although we have had to postpone our annual conference in November 2020, which will now take place in July 2021, we have started plans for a virtual event in November 2020 which will contain CPD and various keynote speakers to engage with our membership.

The College has continued its committee and Council meetings during COVID-19 via video conference calls and the staff are continuing to meet the aims and objectives of the organisation, supporting members, whilst balancing family and carer commitments during this uncertain time.

I would like to thank our dedicated staff for providing excellent services to members, and to all those members who provide time willingly as committee members or advisors, to advance the profile of the College.

On a personal note, this will be my last message to you as Chairman of the College. I would like to thank you for your engagement, constructive challenge and your understanding as we go through so many changes to make the College work in a more modern environment and I would like to wish my successor, Matthew Fitzpatrick all the best for his time as Chair, and know he will give his last drop of devotion to the role and to this profession.

George Dunn
Chairman

A Message from the Chief Executive



As CEO I have been reflecting on the year we have just had, everything we have achieved and what we are planning for in the future, which has taken a very different approach following COVID-19. I fully agree with our Chairman's words around the sterling job our NHS, health workers, carers, and key workers have achieved during the pandemic. I hope this report on the 2019 calendar year will give you a flavour of what we have achieved, and share with you our vision for the coming year. Obviously, there have been many changes in the health, cultural, political and economic worlds in 2019, which have taken an even bigger change in 2020 due to COVID-19.

I firstly have to say a big thank you to all our members who have supported the direction of travel and all the changes we have been able to make this year. This has only been possible because of the work we've done together to modernise the College and make it fit for purpose.

It does seem that, whilst some things seem like a stuck record, there has also been much change especially in our world of podiatry. It feels like all the work we've done to modernise our College is making a real impact on what we do and what it means to be a podiatrist in the NHS, the independent and academic sector.

We launched a new members forum to replace the delegate assembly and now resolutions from member groups covering issues across patient care and support for members go straight to Council to be incorporated in our business plan for the coming year. This means work from the member grassroots now has a direct impact on what we do.

We have looked hard at the perennial issue of finance, and for ways to save money by holding tenders with our suppliers, refining our expenses policy and investing in audiovisual systems to support remote meetings which are even more essential during the pandemic. As well as looking for savings this year we've grown our commercial work with new partnerships and sponsorships and, as a result, increased our income which will be invested in member services.

So we believe we are in good shape to take on the challenges we face now and in the future although greater care will be required as we face an uncertain economy and a potential second wave of COVID-19.

In the November 2019 edition of Podiatry Now the editorial challenged us to have an honest debate about what we're facing as a profession. I also believe in tackling challenges and that sometimes, challenges become opportunities. These include recruitment and retention, workforce and the image of the profession.

This year we have been successful in obtaining financial support from Health Education England and NHS England to develop a clear communication strategy to improve the uptake of students applying for a university programme in podiatry. As we go to press, we are also aware that the NHS has given a grant to people wishing to study for the profession which we hope will make an impact in the numbers of students.

We're now seen as a key allied health professional group and we deserve recognition as health providers and are better placed at the top table of policymaking and influencing across the four devolved countries. We have also worked with the major health bodies, collaborating across the UK on ground-breaking initiatives and in doing so, re-positioning our status in health and social care policy.



Last year I was delighted when we developed new podiatric surgery training for England together with the University of Huddersfield. We are so pleased that the HCPC has approved an annotation route for podiatric surgeons and our members can now register for their additional skills and qualifications. We have also worked with the Science Council to develop new categories of membership.

We spent more time on support for our independent practices with a raft of initiatives, all part of retaining our workforce and keeping people motivated and valued at work. At the College of Podiatry we have added strands on equality and diversity and employment and management support.

Work on our new website is well underway and we are improving the look and navigation for use on all devices. The new website has several new features and we hope that it is one that all members can be proud of. I would like to thank all of our members for their feedback and financial support.

Looking to the future, we have to continue to build and maintain our profile and we need YOU, our members, to help us shout about the incredible profession that podiatry is, how we can manage and treat our patients' complex needs and how we can meet the health needs of our communities in the coming years with the added complexities that COVID-19 brings with PPE, socially distancing, and even more care taken on cleanliness and hygiene.

Finally, I would like to say thank you to George Dunn who steps down as Chair in September 2020. George has been a great advocate for the profession of podiatry and a real support to me as CEO. I wish him health and happiness in his next venture.

Steve Jamieson
Chief Executive

Report on Trade Union Activities in 2019

Annual Report and Accounts 2019

Trade Union and Employment Support

The last 12 months have proved challenging but rewarding for the Employment Relations team.

We replaced two outgoing members of staff by employing Diana Scott-Brown and Wayne Geoghegan. Both have brought a wealth of trade union experience from the finance and transport sectors and are now well-established members of the team and have taken to podiatry well.

Whilst we won slightly less for members in Personal Injury cases during the year, around £600,000, the number of members using this service and benefiting from it has increased and we will continue to fight for members who have suffered an injury in their workplaces.

2019 also saw us continue to increase the support we give to members outside the NHS and we have plans for a major extension to this service in the coming year.

Workplace representatives

Our workplace representatives, be they union representatives, health and safety advisers, union learning or even green representatives, continue to be the bedrock of our trade union work. We increased the number of reps that we have and following an in-depth survey of their needs and will be looking to add more training options to improve members' services.

We have also embedded our workplace reps structure into the committee structure by setting up our new Employment Support Committee (ESC). Now, a number of members of the committee are elected from the workplace reps and we have successfully introduced elections for the seats on the ESC reserved for private practice members.

Employment Relations Officers

Our Employment Relations Officers continue to deal with the more complex personal cases and collective issues with great determination and success. A trend in 2019 was an increase in bullying and harassment cases which reflects the general trend across the NHS. In the private sector, the trend was of more cases of members being unclear of their contractual position on leaving their employment. As a result, we intend to publish more guidance on contracts and continue to advise members of the problems around Associate and zero-hours contracts.

The biggest change we saw was the number of Podiatric Surgeons who approached us for advice. As a result, we are working with the faculty to identify workplace representatives for this group.

Professional Practice Officers

Our Professional Practice Officers continue to give advice to members from all parts of the organisation on a wide range of topics, from General Data Protection Regulations (GDPR), consent, employment issues, and insurance issues and referrals, to the Health and Care Professions Council (HCPC). This year saw a further increase in cases where there was a direct link between them suffering from mental health issues and being referred to the HCPC. We continue therefore to work to develop ways of helping members deal with stress in the workplace and produce toolkits to help them find the help that they need.

Our involvement at the TUC

We continue to play an important role in the wider trade union movement and during 2019 we successfully won seats on the TUC General Council, the Women's Committee, and for the first time ever, successfully had a member, Poppy Brown, elected to the Disabled Workers Committee. We also had a very successful time at the TUC Congress in 2019 where two of our motions were unanimously supported as well as being involved in the devolved TUCs as well.

The next 12 months promise to be a year of continued improvement and exciting times as we move forward with a new three-year strategy.



Martin Furlong

Head of Employment Relations

Clinical and Educational Report 2019

Clinical Leadership & Educational review

There has been significant activity and progress on many workstreams in 2019. In 2017, podiatry was designated as a vulnerable profession based on a perfect storm of a reduction in student numbers applying for undergraduate podiatry courses and the age profile of the profession. This creates a clear and present danger to the viability of the profession. The potential worst case scenario is that there may not be a critical mass of podiatrists to meet the demands of the population in the future.

The College of Podiatry has been working collaboratively with Health Education England (HEE) since 2017 to try and address the serious concern around the future of podiatry.

There are three lenses that it has been working on:

Supply;
Image and influencing;
Retention.

Supply looks at the pipeline into the profession and includes workstreams around routes into the profession, support workforce and urgent action around maintaining current university provision. Much of this lens dovetails with the Strategic Interventions in Health Education Disciplines (SIHED) which will be described later in this report. The second lens is Image and Influencing which looks at how to raise awareness of the role of podiatry with key decision-makers, other health care practitioners and the general public. It involves work around professionalising the profession and includes podiatry impact stories, a career framework, promotion of clinical academic careers and developing the routes to advanced clinical practice. The final lens is called Retention which looks at reducing attrition from the profession and has workstreams involving mentorship and preceptorship and return to practice. Many of the work streams have involved members contributing to task and finish groups and the whole project is led by a strategic oversight board.

SIHED

The College of Podiatry has received funding from the Office for Students to provide leadership in delivering a significant part of the Strategic Interventions in Health Education Disciplines (SIHED) programme in partnership with the Society of Radiographers, the British and Irish Orthoptic Society and the British Association of Prosthetists and Orthotists.

The SIHED programme launched in March 2018 and is expected to run for three years with a budget of £1 million per year. In 2020 this programme was opened up to other AHP professions. The SIHED programme aims to: increase awareness of allied health disciplines,

increase understanding of and demand for small specialist allied health disciplines, strengthen and diversify the delivery of the small and specialist disciplines covered by this initiative, develop a better understanding of the mature student market for nursing, midwifery and allied health. The first major piece of work was a social media campaign using a range of social media including Twitter, Instagram and Facebook aimed at school-aged children and their parents called, "I see the difference" which promoted the impact that the professions had on the general public.

Apprenticeship agenda

Apprenticeships in healthcare have progressed quite significantly in the last 12 months. Podiatry now has two universities (University of Brighton and Huddersfield University) providing HCPC and the College of Podiatry approved degree-apprenticeship programmes. A further three are due for approval in the next calendar year (University of East London, Salford University and Plymouth University). The HEE-led national procurement process for the South-East of England (Kent, Surrey and Sussex) awarded the provision for the NHS in those regions to University of Brighton and University of East London. They are now working with NHS employers in the South-East to develop a conveyor belt of provision. National procurement for NHS employers has recently concluded and the successful providers will be notified in the next few weeks. HEE and the College of Podiatry are developing a toolkit for employers to help them to implement podiatry apprenticeships effectively. A fast-track MSc pre-registration apprenticeship route is included with the national procurement process adding an opportunity for graduates who wish to change career.

Diabetes Commissioning Tool Kit

The College worked with Insight Health Economics and Molnlyke Health Care to update the Commissioning Toolkit for Diabetes <https://www.improvingdiabeticfootcare.com/>. This joint project developed an online toolkit resource that supports Clinical Commissioning Groups (CCGs) and Strategic Transformation Partnerships (STPs) in England to commission improved services for diabetic foot disease.

The new updated version, which draws data from the national diabetes audit, the quality outcomes framework, the national diabetic foot audit and the National inpatient audit was launched on World Diabetes Day, 14 November, just prior to the Annual Conference in Harrogate.

Medicines review project

The College has continued its work as part of the Chief Professions Officers Medicines Mechanisms Programme which is exploring the access and use of a range of medicines across many Allied Health professions. As part of this work, the College is currently working with NHS England to explore expanding the number of controlled drugs that podiatrist independent prescribers can access. Recent agreements between devolved administrations across the UK have concluded and this work is due to progress to national consultation with stakeholders.

Medicines and Medical Devices

The Medicines and Medical Devices Committee (MMDC) has provided guidance to members on interpretation of the HCPC statement on Advertising Prescription Only Medicines following the announcement by the HCPC of the targeted approach to be taken by the HCPC, in conjunction with the Advertising Standards Agency and Committee for Advertising Standards. Whilst aimed at the advertising of Botox products, the requirements of the Human Medicines Regulations (2012) apply to all Prescription Only Medicines.

The EU Regulation on Medical Devices 2017/745 (MDR) fully apply from 26 May 2020. This has real implications for podiatry services providing custom made medical devices, such as orthoses. The MMDC is currently seeking expert advice on the interpretation of the amended regulations with a view to providing guidance to members.

The MMDC is consulting the Medicines and Healthcare Products Regulatory Agency (MHRA) on the status of advanced practitioners practising prescribing outside the accepted scope of practice of podiatry. The MHRA has stated that independent prescriber podiatrists must confine their prescribing practices to activities that can be justified as within the scope of a podiatrist.

At present podiatrists are able to access 1% terbinafine for sale and supply as a Pharmacy Only medicine. It has been noted that some products are now available as POM as well as P. The MHRA has advised that the conditions for P supply require that preparations other than spray solutions must be for the treatment of tinea pedis and tinea cruris, maximum strength 1%, and a pack size of 15gms, and for persons aged 16 and over.

On the matter of the use of liquefied phenol in its various forms, notably, EZ swab form as a medical device, the MHRA has stated that “the advice is that the MHRA would always recommend the use of CE marked medical devices when available”.

The MMDC, through the Clinical Director, has written to the HCPC to bring to its attention a number of instances in which members have been erroneously refused recognition for their POM-A annotation. The HCPC has agreed a new set of guidelines when dealing with queries from members of the College of Podiatry seeking recognition of their POM-A status.

Continuing Professional Development (CPD)

Mandatory Training and Partnership with E-Integrity Mandatory training helps to ensure patient safety and clinical effectiveness. The College has developed a new partnership with eIntegrity e-Learning Community Interest Company. The College has successfully negotiated access to 5,000+ licenses for its members to have access to the eIntegrity platform. E-Integrity licences the Health Education England e-Learning for Healthcare (HEE e-LfH) programmes. All the programmes available through eIntegrity are the same programmes that are accessed within the NHS. HEE e-LfH has developed Statutory and Mandatory e-learning modules designed around the UK Core Skills Training Framework – which includes nationally agreed learning outcomes and training delivery standards in key areas, such as infection control, safeguarding, manual handling and data security.

These quality assured e-learning programmes include the 10 statutory and mandatory training topics for all staff who work in health and social care settings in the UK. This has only been available for members working in the NHS Trusts through their annual licence fee but with the College’s new partnership it has been able to offer access to these key modules to all of its members from 1 January 2020.

Vascular Module

The College launched its two-day vascular module in October 2019 in London. This module captured level D (specialist podiatrist) and E (advanced podiatry practitioner) knowledge, skills and behaviours. A course giving podiatrists the practical as well as the theoretical knowledge to support practitioners in their management of these patients. Further courses are planned for 2020 in which we hope to run online webinars instead of face-to-face due to the COVID-19 restrictions.

Advanced Local Anaesthetics (LA) Course

The College launched an advanced LA course to equip members with the theoretical knowledge and mentoring opportunity to update or develop their anaesthetic practice. Two courses were planned for 2020, but these will be postponed until a later date when the Government reduces the restrictions for meeting during the pandemic.

Foot in Diabetes Module

This module captured level D (specialist podiatrist) and E (advanced podiatry practitioner) knowledge, skills and behaviours, giving the delegates the opportunity to explore both the basic and specialised approaches to diabetes foot care as appropriate. The College ran five modules across the United Kingdom in 2019. In total, over 200 delegates have now completed the course. The College is now receiving commissions from CCGs and Health boards to use the course to underpin the Diabetes Transformation monies released by NHS England.

Leadership Academy

The College received funding from Health Education England to develop a leadership course which feeds into an academy of leaders

moving forwards. The aim of the academy is to provide future healthcare leaders with an educational platform which fulfils their expectations from both an operational and strategic perspective. It is designed to develop advocacy for the College and the profession. The learner develops their own leadership toolkit throughout the programme and is to be able to apply the newly acquired skills in practice. As part of the academy, The College of Podiatry will help learners understand how leadership behaviours affect the culture and climate that they and their colleagues and teams work in. The programme was developed in collaboration with Real Healthcare Solutions Ltd. to support early-career leaders encouraging them to reflect what they do and how their behaviour will affect the experiences of patients and service users, the quality of care provided, interactions with other stakeholders including industry and the reputation of the organisation itself. The first course ran in June 2019 and was recruited to by a competitive process. Tangible outputs from 2019 include a number of successful business cases including a new consultant podiatry post and a branding update for a private practice, two peer-reviewed articles and two national podium presentations.

Forensic podiatry

A task and finish group of The College has been working with the Chartered Society of Forensic Science on behalf of the Forensic Science Regulator supporting the writing of the Forensic Standards documentation. After two years of development and a wide consultation, on 12 December the Government, under the auspices of the Forensic Science Regulator, produced the first code of practice for forensic gait analysis <https://www.gov.uk/government/publications/forensic-gait-analysis-code-of-practice>

The College would like to thank the contribution of its members; specifically, Ms Selina Reidy, Dr Sarah Reel, Mr Jai Saxelby, Mr Jeremy Walker and Professor Wesley Vernon. Work will commence soon on the next documents which are barefoot analysis and shoe analysis. On completion, these will also be sent to the regulator for consultation, approval and publication.

Health and Care Professions Council (HCPC) annotation of podiatric surgery

The College worked with Health Education England, the HCPC and the University of Huddersfield to develop a process for annotation of podiatric surgeons on the HCPC register. The course for annotating existing podiatric surgeons and the Masters of Podiatric surgery for new trainees both received HCPC approval in September 2019. This is a culmination of a number of years work and is a major step forward for podiatric surgery and the profession.

The College would like to thank the Faculty of Podiatric Surgery, in particular the Dean, Ms Suzanne Taylor, Vice Dean Mr Jim Pickard and Mr Ben Yates. The College would also like to thank Dr Andrew Bridgen from the University of Huddersfield and Mr Mike Curtis from Health Education England. Recognition should also be given to the internal team led by Dr Paul Chadwick along with the Head of Education Mr James Coughtrey, Mrs Kim Bryan and Ms Alison Hart.

Podiatric Surgery now has a route through to annotation in Scotland and England.

Targeted Projects

The College worked with its Faculties and Committees to reallocate resources to specific projects. These projects were developed based on business cases supported by a review of national policy and educational priorities.

It continued with the vascular project led by Mr Martin Fox, which is developing the role of podiatry in the management of vascular disease, and the fruits of this work are already being felt including a memorandum of understanding with the vascular society, elevation of the Atrial fibrillation agenda, and focussed education. The College appointed Dr Helen Branthwaite as lead on the MSK project which is designed to focus attention on developing the MSK agenda for the profession. The College has re-joined the arthritis and musculoskeletal alliance (ARMA) and raising the agenda around first point of contact podiatrists. Ms Keri Hutchinson was appointed as Public Health Lead. Public Health is one of the organisation's five strategic pillars. Keri will be working to develop the strategy around this key national priority for the profession. The College also supported enhancement and developments to the PASCOM and PODMO20 data collection tools.

English Diabetic Footcare Network

Within the four nations of the United Kingdom there are national strategic foot groups for Diabetes within Scotland, Northern Ireland, and Wales. These groups provide national focus to the work around diabetic foot disease, share best practice, and reduce duplication. In England, the development of sustainability and transformation partnerships (STPs) and the bids for NHSE Diabetes Fund for MDT Transformation with its focus on foot disease has led to the development of innovations in practice and new ways of working. However, there was no robust mechanism for sharing these new ways of working across England and the wider United Kingdom. Consequently, developments and duplication of work have occurred at regional level among the 12 NHSE clinical networks without their benefit being felt more widely. A scoping exercise was carried out by The College of Podiatry and Diabetes UK and a real thirst for a national network was identified.

The aim of the group was to develop an English-wide network to provide a focus for strategic developments, share best practice and advise relevant stakeholders for e.g. Department of Health, NHS England, NHS Innovation, Strategic Clinical Networks, Diabetes United Kingdom etc on all matters relating to service delivery and improvements in England for diabetes-related foot disease. The network would feed into the national programme and support Foot in Diabetes UK in its wider UK role. The network is currently a coalition of the 12 local Strategic Clinical Networks, relevant multidisciplinary health professionals and academics led by the podiatrists under the banner of the College of Podiatry. The first meeting was held in London at the College of Podiatry in March.

There were representatives from nine of the twelve Strategic Clinical Networks (SCNs) and other attendees included representatives from Foot in Diabetes UK, Association of British Diabetologists and academic institutions. The SCNs represented were London, South East, South West, West Midlands, Wessex, Northern DF Network, East of England, Thames Valley and North West. Consultant Podiatrist Richard Leigh was voted in as Chair. Work continues in key areas such as root cause analysis, peer review and workforce.

Journal of Foot and Ankle Research

The Journal of Foot and Ankle Research: Annual Report to College of Podiatry.

The Journal of Foot and Ankle Research (JFAR) is a unique member benefit being the official journal of The College of Podiatry and The Australian Podiatry Association; The Canadian Federation of Podiatric Medicine is an affiliate member. The Editors-in-chief are Professor Catherine Bowen (UK) and Professor Keith Rome (Aus) supported by Dr Anita Williams (Deputy Editor UK) and Dr Andrew Buldt (Aus). The editors are further supported by associate editors Dr Gordon Hendry and Dr Stewart Morrison (UK), Dr Cylie Williams and Dr Daniel Bonano (Aus). Following review of the Journal governance, the Editorial Board was refreshed in 2019, with some members stepping down and new members appointed, such that the Board now consists of 47 elected members.

An Editorial Board meeting was held at the College of Podiatry conference in Harrogate in November 2019 in which the editors of Podiatry Now (UK) and Stride (Aus) were also invited. A key outcome from the strategic discussions were to work together on producing a quarterly research update for each of the sister publications that is a short summary of two or three publications from JFAR. In addition, the editorial team will continue to provide information and presentations as required for key College of Podiatry and Australasian Podiatry Association events.

JFAR remains a highly rated journal within the foot and ankle field, with a reported usage of 557,773 Downloads; 1,392 Altmetric Mentions and a two-year citation impact factor of 1.604, and a five-year impact factor of 2.309. Each paper incurs an article processing charge of £1,370, reduced for members of The College of Podiatry by 17% (making it £1,137), the fee being paid by The College of Podiatry as a member benefit for accepted UK papers. At the time of writing, there are 26 papers in the system awaiting review and processing from an international field: UK x4, Aus x8, Europe x5 (Poland x1, Vienna x1, Spain x1, Switzerland x1, France x 1), Canada x1, China x6, Korea x1, Japan x2. The speed of turnaround from papers being submitted is 44 days to first decision for reviewed manuscripts only; 27 days to first decision for all manuscripts; 105 days from submission to acceptance; 15 days from acceptance to publication.

Centre for the History of Podiatric Medicine (CHoPM 2019)

In 2019, CHoPM continued to catalogue material and it has over 1,500 entries now, with several boxes in storage still to go through.

Items that are in binders are being sorted, but in the main, they are not catalogued. PDF lists of catalogued items can now be produced by search.

This year, CHoPM also undertook research to support Prisoner of War (PoW) documentation. It continued to answer enquires and respond to offers of donations and it wrote a regular column for the members' journal, Podiatry Now.

Annual Conference

The archive was represented again on a stand at the Annual Conference. The theme focussed on the second world war. Documents from the archive on PoW examinations in podiatry were shown and two articles about it were published in Podiatry Now. This proved to be very popular and a talking point. Many delegates had read the articles, and some had even shown them to their children who were studying the second world war in school. It had many repeat visits as well as from people who had heard about the exhibition via word of mouth.

Going Forward

CHoPM hopes to update its technology resources this year and it is planning to attend the Annual Conference at the ACC in Liverpool. Delegates at the 2019 Annual Conference suggested that it would benefit from more of a presence on the College's website, so it is looking forward to seeing what can be arranged. It also looks forward to producing a new run of archive/CHoPM postcards with up to date information.

Future work and plans

The College of Podiatry wants to maintain its status as the leading professional organisation chiropodists and podiatrists. It wants its members to be leaders in their field with the knowledge and skills that will raise the credibility of podiatry even higher. To achieve this, the College's members need the opportunities, infrastructure, and quality resources to maintain and improve on their clinical skills and operational processes. The Directorate developed a strategy for increasing the provision of continuing professional development. During 2019 it started to implement this strategy. The strategy focussed on three areas. In these three areas, it has achieved the primary goal of securing mandatory training for all members and has increased its suite of enhanced areas and plan for more during 2020. The first part of 2020 included working with the website team to develop a learning management platform to deliver online CPD. The plan is to launch three modules which will be free for members. The Directorate will also focus a lot of resource on recruitment into the profession. As a result of COVID-19, the new website and learning management platform projects have been delayed by a couple of months, but went live in September 2020. We have also seen a higher intake of recruitment into the profession in 2020 via increased university places, in comparison to 2019, which is very promising.

Report of Council

Financial statements

The Council of The College presents its report and financial statements for the year ended 31 December 2019. The College's primary financial statements are shown on pages 16-19.

Relationship between The College of Podiatry and The College of Podiatry Trust

During 2018 the organisation went through a naming and branding change from The Society of Chiropodists and Podiatrists to The College of Podiatry. This strategic change approved at the June 2018 AGM also included bringing together the key Clinical and Educational activities (previously held in the charitable trust) under the main trade union and professional entity (newly named The College of Podiatry). The College of Podiatry Trust is still active but had no activity during 2019. Plans had been put in place to allow the Trust to focus on small overseas educational projects in 2020, however, as the pandemic took hold these projects have been postponed until we have clearer guidelines for overseas travel.

The College of Podiatry Trust is a wholly-owned subsidiary of The College of Podiatry. The activities relating to the Trust and its charitable aims were charged either directly to the Trust or through The College. Funds in relation to these activities are provided in the main by The College through a grant. During 2019 this was £Nil (2018: £275,380).

Please note; for the 2018 financial year, the Trust operated for the first six months only, due to the change of organisational structure to one organisation, The College of Podiatry. During 2019 the Trust did not have an operations.

Financial results The College of Podiatry Income

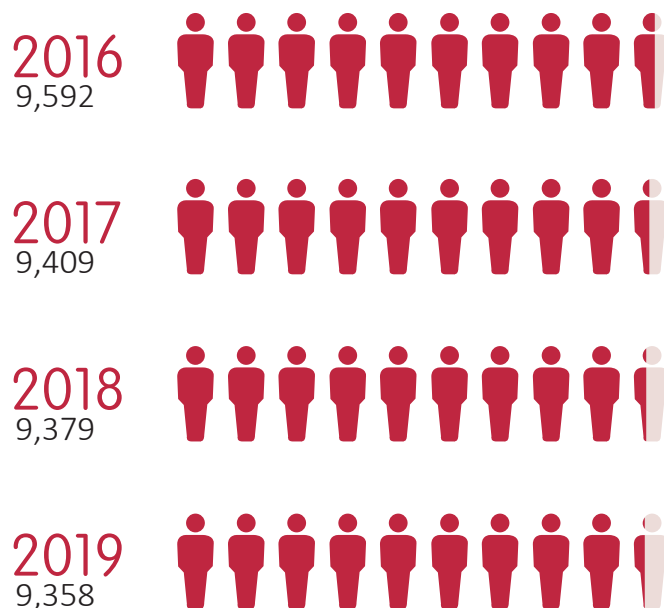
Total income for the year amounted to £5.1m (2018: £4.6m), an increase of £505,000 compared to 2018 which is mainly due to £449,000 of Annual Conference income previously shown within our event organiser Profile Productions financial accounts. The income and expenditure of the Annual Conference is held within a College of Podiatry bank account, so this is now clearly declared within the accounts, compared with just the profit element in prior years.

Membership only fell by a very small number in 2019 but due to the slight increase in insurance for podiatric surgeons, it has kept the member income around the same level. The membership fees for 2018 and 2019 remained at the same rate.

The 2018 grant income from The College of Podiatry Trust was not present in 2019 due to a change of direction for the Trust and zero activity. The loss of income of £107,000 has been filled

by diversifying the College's income streams around partnership working with other organisation on successful PR campaigns, highly attended College CPD modules around Diabetic foot, vascular conditions, Laser Therapy, and Basic Life Support to name a few. An introduction of new member benefits started to yield commission into the College such as financial advice and lease cars. There are many more member benefits in the pipeline for 2020 financial year. The College has an approved five-year commercial strategy and is currently on track in its first year.

Total Membership (excluding retired and student members)



Expenditure

Total expenditure was £5.1m (2018: £4.8m) an increase of £317,000 which is due to £410,000 Annual Conference expenditure as mentioned earlier in the report. If we take the conference expenditure out of the equation for the purposes of comparison, the result is reduction in expenditure of £50,000 compared to 2018 financial year. This is a result of the cost savings programme that was implemented across the organisation in June 2018, such as comprehensive tender processes, a new travel management system, improved audio-visual technology for remote meetings and an organisational culture of finding best value.

There was a small increase in staff costs in 2019, this was mainly due to an externally funded project to promote recruitment of young adults into allied health professions. The project funding was partly used to recruit a project team including outreach officers who are driving this campaign called 'I See The Difference'.

The College invested in technology in 2019 which included a replacement programme of laptops, a further increase in our internet bandwidth and an increase in our server capacity to host our data. This investment along with the previously mentioned audio-visual technology has put us in good stead for some key IT projects in 2020 to build a new website and a learning management system to provide high-quality CPD to our members. This technology also held the organisation in a very strong position to work with the COVID-19 pandemic and all staff were able to work from home without services to members being impacted.

The final position for 2019 financial year is a surplus of £24,000 (in 2018: a deficit of £158,000). The balance sheet total net assets for 2019 is £4,589,134 (2018: £4,564,793), an increase of £24,000.

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 on page 13. 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.

Branches

In 2019, the branches reported a combined opening balance of £464,000. During the year the branches received £47,000 branch levy from the College and generated £211,000 of income by the branches themselves. Total branch expenditure combined of £337,000. Resulting in a balance of £385,000 as at 31 December 2019.

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 in order 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 COVID-19. Many of the College's activities have been moved to digital such as our November Conference for 2020. Courses have been turned into webinars, such as record keeping and IR35 guidance for private practitioners. Where a loss of income will result postponing our 2020 annual conference in person, this has been more than offset in savings from meeting expenses, such as travel and accommodation costs for council and committees. The College has budgeted to generate income from sponsorship of its digital Conference in November and expanding our frequency of digital communications to members during the pandemic, to keep them well informed of Government changes to healthcare guidelines. The College has grown in its social media presence with more followers than ever during the pandemic and we hope this holds us in good stead for 2021 alongside our five-year commercial strategy that has already seen an increase in product endorsements during the summer of 2020. 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 during the current pandemic. There is a possibility that some private practices could go out of business due to lack of income during COVID-19, especially if there is a 'second wave' of the virus. However, so far we have seen businesses start to pick up in this area since July 2020. The college has prepared forecasts for the 2 years ended 31/12/21 and considered various sensitivities and based on this review and the action they have taken they 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.

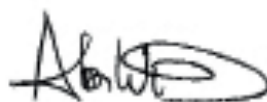
In the preparation of this report, advantage has been taken of the small company's exemption under Section 415A of the Companies Act 2006.

Approved and authorised by Council on 24 August 2020 and signed on its behalf by:



Mr George Dunn

Member of Council



Miss Alison Wishart

Member of Council and
Chair of Finance Committee



Mr Steve Jamieson

Chief Executive & General Secretary

Independent Auditor's Report

to the Members of The College of Podiatry

Opinion

We have audited the financial statements of The College of Podiatry (the 'company') for the year ended 31 December 2019 which comprise the income and expenditure account, the balance sheet, statement of changes in funds, the statement of cash flows and notes to the financial statements, including a summary of 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 company's affairs as at 31 December 2019 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and the 1992 Act
- 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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 directors are responsible for the other information. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which 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 directors' 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 statement set out on page 12, the directors 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 directors 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 directors are responsible for assessing the 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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' 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.

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 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 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 company and the 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

5 November 2020

Income and Expenditure Account

Year ended 31 December 2019

	Notes	2019		2018	
		£	£	£	£
Income					
Membership subscriptions			4,241,164		4,235,556
College of Podiatry magazine			98,274		112,838
Clinical & Education			104,182		80,239
Membership services and miscellaneous			100,399		26,953
Trading activities			112,700		9,764
Annual Conference	3		449,179		25,186
Overheads and staff support to The College of Podiatry Trust			-		107,360
			5,105,898		4,600,679
Expenditure					
The College of Podiatry magazine		166,977		173,954	
Staff and associated costs	6	1,603,820		1,598,356	
Office for Students Project- staff costs	6	141,858		59,615	
The College of Podiatry Trust grant		-		275,380	
Clinical costs		147,048		55,323	
Establishment	10	341,734		354,538	
Administrative and information technology	11	355,017		299,802	
Lobbying, public relations and communications		196,369		142,469	
Annual Conference	3	410,766		-	
Trade union activities	12	180,936		167,735	
Membership insurance		1,096,929		1,275,068	
Corporate costs	13	321,960		261,920	
Branches and Regional Branch expenses		127,728		109,537	
			5,091,142		4,773,877
Operating Surplus			14,756		(173,198)
Investment income			9,585		7,492
Surplus/(deficit) before taxation			24,341		(165,706)
Corporation tax			-		7,462
Surplus for the financial year			24,341		(158,244)

The College of Podiatry
Balance Sheet
 As at 31 December 2019

Registered Company Number 400709

	Notes	2019		2018	
		£	£	£	£
Fixed assets					
Tangible assets	15	2,447,975		2,662,833	
Investments	16	120		120	
			2,448,095		2,662,953
Current assets					
Debtors	17	294,499		261,488	
Cash on deposit in relation to captive insurance		1,109,299		1,262,426	
Cash on deposit with National Savings		23,596		521,386	
Cash at bank and in hand		2,017,251		1,404,462	
		3,444,645		3,449,762	
Creditors					
Amounts falling due within one year	18	771,804		844,114	
Provisions for liabilities and charges	19	531,802		703,808	
		1,303,606		1,547,922	
Net current assets			2,141,039		1,901,840
Net assets			4,589,134		4,564,793
Funds					
Accumulated fund			383,725		171,011
Fixed asset fund			2,447,975		2,662,833
Reserve fund			1,372,669		1,266,640
Branch financing fund			384,765		464,309
			4,589,134		4,564,793

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 24 August 2020 and signed on its behalf by:



George Dunn
Chairman



Alison Wishart
Member of Council



Steve Jamieson
Chief Executive & General Secretary

The notes on pages 20 to 27 form part of the accounts.

Statement of Changes in Funds

For the year to 31 December 2019

	Accumulated fund £	Fixed asset fund £	Reserve fund £	Branch fund £	Total £
Balance at 1 January 2019	194,667	2,895,749	1,160,751	471,870	4,723,037
Period ended 31 December 2018					
Deficit of income for the year	(158,244)	-	-	-	(158,244)
Transfer to/(from) under Article 75	134,588	(232,916)	105,889	(7,561)	-
Balance at 31 December 2018	171,011	2,662,833	1,266,640	464,309	4,564,793
Period ended 31 December 2019					
Surplus of income for the year	24,341	-	-	-	24,341
Transfer to/(from) under Article 75	188,373	(214,858)	106,029	(79,544)	-
Balance at 31 December 2019	383,725	2,447,975	1,372,669	384,765	4,589,134

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 71 of the College's Memorandum and Articles of Association, Council is requested each year to set aside the equivalent of two and a half per cent of membership subscriptions received in the year into a Reserve fund, a transfer of £106,029 (2018: £105,889).

Branch fund

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

Statement of Cash Flows

For the year to 31 December 2019

	Notes	2019 £	2018 £
Cash flows used in operating activities	22	(47,713)	373,364
Net cash used in operating activities		47,713	373,364
Cash generated from investing activities			
Dividends received		9,585	7,492
Net cash generated from investing activities		9,585	7,492
Decrease in cash		(38,128)	380,856
Cash and cash equivalents brought forward		3,188,274	2,807,418
Cash and cash equivalents carried forward		3,150,146	3,188,274

Notes to the Accounts

Year ended 31 December 2019

1 ACCOUNTING POLICIES

Company information

The 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 '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 accounts, the directors have a reasonable expectation that the company had adequate resources to continue in operational existence for the foreseeable future, this includes prudent forecasting as a result of COVID-19 (as per page 13 under the going concern section). Since July 2020 we are seeing a return to business for a large number of NHS and private practice Podiatrists, which are saving limbs and avoiding the use of hospital beds as a result. 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.

a) Income, including membership subscriptions

Membership subscriptions are stated at the amount received for the year of membership. Other income sources recognised for this year included CPD educational income, conference income from delegate fees and sponsorship, plus trading income from our commercial activities such as partnership working and endorsements. These income streams are allocated using the matching principle. If an income stream relates to a future year, it will be deferred into that relevant year and not included in the current year accounts.

b) Depreciation

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. 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.

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 2019

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, including trade, other receivables, cash and bank balances, are initially recognised at transaction price unless the assets are subsequently carried at an amortised cost using an effective interest method in conjunction with present value measurements of future receipts.

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 two 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 are 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 2019 – 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 judgemental.

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 2019

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 PROFILE PRODUCTIONS LTD.

The Annual Conference is managed by Profile Productions Ltd ('the Conference organiser') on behalf of The College. The net surplus of £38,413 (2018: £24,900, included within the financial statements of The College) belongs to The College and is included as Annual Conference income within the income and expenditure account. The surplus was the result of:

	2019	2018
	£	£
Income of the Conference received by the Conference organiser	449,179	441,808
Expenditure incurred by the Conference organiser in relation to the Conference	(410,766)	(416,908)
Sub-total	38,413	24,900
Over accrued from previous year	-	286
Total	38,413	25,186

4 OPERATING DEFICIT

Operating deficit for the year is stated after charging

	2019	2018
	£	£
Depreciation	214,858	220,416
Loss on disposal of assets	-	12,500

5 AUDITORS' REMUNERATION

Fees payable to the company's auditors and its associates

For audit services

Audit of the company's financial statements	25,000	24,250
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For other services

Tax compliance services	3,500	3,550
All other non-audit services	1,985	4,552

	30,485	32,352
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Notes to the Accounts (continued)

Year ended 31 December 2019

6 STAFF AND ASSOCIATED COSTS

	2019	2018
	£	£
Wages and salaries	1,401,676	1,365,077
Social Security costs	156,475	138,741
Pension costs	112,171	108,689
Total staff costs*	1,670,322	1,612,507
*Includes staff costs for Office for Students three year project that commenced April 2018	141,858	59,615
Staff advertising and fees	16,720	5,895
Temporary staff	25,769	14,510
Staff training and staff welfare	32,867	25,059
	1,745,678	1,657,971

7 STAFFING

	2019	2018
Average number of staff	36	37
Of which includes Office for Students project staff	4	2
The average number of employees employed within the following categories:		
Services to members	27	29
Support staff	9	8
Number of full-time equivalents	33	34
Number of full-time equivalents employed within the following categories:		
Services to members	28	27
Support staff	5	7

8 REMUNERATION OF KEY MANAGEMENT PERSONNEL

	2019	2018
	£	£
Gross salary	337,342	342,170
Employers National Insurance contributions	32,815	42,580
	370,157	384,750
Termination payments	-	-

The College considers its key management personnel to be its Board of Directors and Senior Management Team.

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.

Notes to the Accounts (continued)

Year ended 31 December 2019

10 ESTABLISHMENT COSTS

Rent and rates	
Lighting, heating, cleaning, repairs and insurance	
Depreciation – computers and furniture	

2019	2018
£	£
42,120	40,119
84,757	81,504
214,857	232,915
341,734	354,538

11 ADMINISTRATION EXPENSES

Office running costs including Information Technology	
Telephony	
Audit fee	
Accountancy and taxation services	
Professional charges	
Bank charges	

2019	2018
£	£
235,068	243,387
4,744	5,577
25,000	24,250
5,485	8,812
79,366	11,764
5,354	6,012
355,017	299,802

12 TRADE UNION

Trade union direct expenditure	
Other Employment Relations direct expenditure	
Private Practice Committee direct expenditure	

2019	2018
£	£
126,576	117,185
49,655	46,567
4,705	3,983
180,936	167,735

13 CORPORATE COSTS

Expenses for Council and Chairman	
Compensation to employer of Council Chairman	
AGM expenses	
Professional Conduct	
CEO office expenditure	
Conference expenses	
VAT disallowed	
Annual awards	
Corporate governance structure changes	
International affairs	
Provision for bad debts	
Meeting room expenses	

2019	2018
£	£
41,740	48,531
30,443	36,094
11,548	11,202
514	2,700
64,007	20,757
16,618	4,531
85,529	77,362
13,424	22,955
47,606	29,941
-	832
434	(415)
10,097	7,430
321,960	261,920

Notes to the Accounts (continued)

Year ended 31 December 2019

14 TAXATION

Analysis of the tax charge

The tax charge on the surplus on ordinary activities for the year was as follows:

Current tax:

UK corporation tax on surplus for the year

Overprovision relating to prior years

Total current tax

	2019	2018
	£	£
	4,625	-
	(6,500)	(6,500)
	(1,875)	(6,500)

Factors affecting the tax charge for the year:

In recent years the UK Government has reduced the rate of UK corporation tax with the latest rates substantively enacted by the reporting date being 19% effective from 1 April 2017 and 17% effective from 1 April 2020. The deferred tax liabilities reflect these rates.

The total tax charged for the year included in the Income & Expenditure Account can be reconciled to the profit before tax multiplied by the standard rate of tax as follows:

Company deficit on ordinary activities before tax

Net income not taxable

Taxable income

	2019	2018
	£	£
	24,341	(157,877)
	-	-
	24,341	(157,877)

Company profit on ordinary activities multiplied by the standard rate of corporation tax in the UK of 19% (2018: 19%).

Adjustments in relation to prior years

Tax charge/(credit)

	4,625	-
	(6,500)	(6,500)
	(1,875)	(6,500)

15 TANGIBLE ASSETS

Cost

1 January 2019

Disposals

31 December 2019

Depreciation

1 January 2019

Charge for the year

Disposals

31 December 2019

Net book value

31 December 2019

31 December 2018

	Leasehold property	Computers and furniture	Total
	£	£	£
	2,652,140	1,000,940	3,653,080
	-	-	-
	2,652,140	1,000,940	3,653,080
	159,129	831,118	990,247
	53,043	161,815	214,858
	-	-	-
	212,172	992,933	1,205,105
	2,493,968	8,007	2,447,975
	2,493,011	169,822	2,662,833

Notes to the Accounts (continued)

Year ended 31 December 2019

16 INVESTMENTS

The College holds 40 Ordinary Shares in Unity Trust Bank plc at a cost of £120 (2018: £120).

17 DEBTORS

Trade debtors
VAT due
Arch Support
Insurance scheme debtors
Sundry debtors and prepayments

2019	2018
£	£
79,667	124,664
31,633	12,476
8,383	1,174
-	29,759
174,816	93,415
294,499	261,488

18 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors
Taxation and Social Security
Corporation tax
Other creditors- projects
The College of Podiatry Trust
Insurance Scheme Creditors
Accruals and deferred income
Pension

2019	2018
£	£
175,614	183,741
48,209	47,179
-	-
176,571	167,763
13,809	13,809
73,038	63,390
271,333	356,983
13,230	11,249
771,804	844,114

19 PROVISIONS FOR LIABILITIES AND CHARGES

The College's captive insurance scheme has provisions for claims as follows:

Provisions for claims reported
Incurred but not reported provision

2019	2018
£	£
281,802	636,967
250,000	66,841
531,802	703,808

20 OPERATING LEASE

The College has no committed annual payments in relation to operating leases (£0: 2018).

21 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 current Chairman, George Dunn "related party" transaction amounted to £41,803 for 2019 (2018: £13,512).

No members of Council were remunerated during the current or previous year apart from the transaction mentioned above. The only other related party transactions were between the two subsidiaries.

Notes to the Accounts (continued)

Year ended 31 December 2019

21 RELATED PARTY TRANSACTIONS (continued)

Arch Support (previously known as The Benevolent Fund of The Society of Chiropodists)

Arch Support, a charity registered in England and Wales, number 205684. The net movement on the fund was an increase of £168,291 (2018: decrease of £41,906) giving total reserves of £1,422,781 (2018:£1,254,490).

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 2019 due to no work taking place within the charity. This is a result of the educational functions of the charity merging into The College of Podiatry operations when it become one organisation in July 2018. The previous year the funding transferred to the charity was (2018: £275,380)

Contribution paid by The College of Podiatry to The College of Podiatry Trust

Overhead and staff support charged by the College to the Trust

No amounts are outstanding at the balance sheet date.

	2019	2018
	£	£
Contribution paid by The College of Podiatry to The College of Podiatry Trust	-	275,380
Overhead and staff support charged by the College to the Trust	-	107,350

22 CASH GENERATED FROM OPERATING ACTIVITIES

Surplus for the year after tax

Depreciation

Dividends

Loss on disposal of fixed assets

PAYE refund

Corporation tax

(Increase)/decrease in receivables

(Decrease)/increase in current liabilities

(Decrease)/increase in provisions

Cash generated from operations

	2019	2018
	£	£
Surplus for the year after tax	24,341	(158,244)
Depreciation	214,858	220,416
Dividends	(9,585)	(7,492)
Loss on disposal of fixed assets	-	12,500
PAYE refund	-	962
Corporation tax	-	(7,462)
(Increase)/decrease in receivables	(33,011)	197,626
(Decrease)/increase in current liabilities	(72,310)	64,410
(Decrease)/increase in provisions	(172,006)	50,648
Cash generated from operations	(47,713)	373,364

23 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.

24 POST BALANCE SHEET EVENT

During 2020 financial year the COVID-19 pandemic has changed the way The College has operated in regards to moving more digital to keep its members informed or professional changes and advancements. There has been a change in it's income and expenditure pattern but there have been savings that have offset some of the income loss from our events and conferences for example. More detail can be found under the Going Concern section of this report on page 13.

Further information:

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