

# 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:	31st December 2020				
List no:	547T				
Head or Main Office address:	Quartz House, 207 Providence Square, Mill Street.				
	London				
Postcode	SE1 2EW				
Website address (if available)	<a href="http://www.cop.org.uk">www.cop.org.uk</a>				
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 72348630				
Contact name for queries regarding the completion of this return	Mark Sargeant				
Telephone Number:	020 72348623				
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](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto: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	2,082	114	27	108	2,331
Female	6,157	354	95	196	6,802
Other	3		2	1	6
<b>Total</b>	8,242	468	124	305	A 9,139

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

9,139

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

9,139

## 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	Debbie Delves	Michelle Scott	26.09.20
Chairman	George Dunn	Matthew Fitzpatrick	26.09.20
Member of Council	Lynne Parsons		14.01.20
Member of Council	Robert Peat		06.08.20

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:



# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		4,141,866
<b>From Members:</b> Other income from members (specify)		
Membership Services		150,007
Clinical & Education		32,390
<b>Total other income from members</b>		182,397
<b>Total of all income from members</b>		4,324,263
<b>Investment income (as at page 12)</b>		6,805
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	178,646	
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		178,646
<b>Total income</b>		4,509,714
<b>Interfund Transfers IN</b>		
<b>Expenditure</b>		
Benefits to members (as at page 5)		1,811,902
Administrative expenses (as at page 10)		2,596,642
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
<b>Total expenditure</b>		4,408,544
<b>Interfund Transfers OUT</b>		
Surplus (deficit) for year		101,170
Amount of general fund at beginning of year		4,589,134
Amount of general fund at end of year		4,690,304

## Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
<b>Federation and other bodies</b>	
The College of Podiatry Magazine	52,373
Trading Activities	88,576
Annual Conference	37,697
<b>Total federation and other bodies</b>	<b>178,646</b>
<b>Any Other Sources</b>	
<b>Total other sources</b>	
<b>Total of all other income</b>	<b>178,646</b>

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		<b>brought forward</b>	191,354
Trade Union & Employment Activities	105,925	Advisory Services	
		Other Cash Payments	
Representation – Non Employment Related Issues		Education and Training services	
		Clinical Education	131,479
		Local & Regional Branch Activity	-4,921
		The College of Podiatry Magazine	242,343
		Annual Conference	114,027
Communications communications	85,429	Negotiated Discount Services	
		Other Benefits and Grants (specify)	
Dispute Benefits		Membership insurance	1,137,620
<b>carried forward</b>	191,354	<b>Total (should agree with figure in General Fund)</b>	1,811,902

(See notes 21 and 23)

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

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



(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

## Political fund account

(see notes 24 to 33)

£

£

<b>Political fund account 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
	<b>Income</b>		
	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**

	<b>Expenditure A</b> (as at page i) <b>Expenditure B</b> (as at page ii) <b>Expenditure C</b> (as at page iii) <b>Expenditure D</b> (as at page iv) <b>Expenditure E</b> (as at page v) <b>Expenditure F</b> (as at page vi) <b>Non-political expenditure</b> (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**

<b>Income</b>	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	
<b>Expenditure</b>	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	





## **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))	£
<b>Total</b>			











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

(see notes 34 and 35)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		1,881,433
Salaries and Wages included in above	1,845,674	
Auditors' fees		27,500
Legal and Professional fees		178,797
Occupancy costs		85,596
Stationery, printing, postage, telephone, etc.		177,014
Expenses of Executive Committee (Head Office)		91,931
Expenses of conferences		4,842
Other administrative expenses (specify)		
Bank Charges		6,436
VAT Disallowed		59,467
Annual Awards for Podiatry		
Meeting Room Expenses		4,480
AGM		6,169
Corporation Tax		3,294
<b>Other Outgoings</b>		
Depreciation - computers and furniture		69,683
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
tretert		
<b>Total</b>		2,596,642
Charged to:	General Fund (Page 3)	2,596,642
<b>Total</b>		2,596,642



# 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			6,805
			6,805
		Total investment income	6,805
		Credited to:	
		General Fund (Page 3)	6,805
		Political Fund	
		Total Investment Funds	6,805



## Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year		2,652,140	1,000,940			3,653,080
Additions			130,134			130,134
Disposals						
Revaluation/Transfers						
At end of year		2,652,140	1,131,074			3,783,214
<b>Accumulated Depreciation</b>						
At start of year		212,172	992,933			1,205,105
Charges for year		53,043	16,640			69,683
Disposals						
Revaluation/Transfers						
At end of year		265,215	1,009,573			1,274,788
<b>Net book value at end of year</b>		2,386,925	121,501			2,508,426
<b>Net book value at end of previous year</b>		2,439,968	8,007			2,447,975



# Analysis of investments

(see notes 58 and 59)

<b>Quoted</b>	All Funds Except Political Funds £	Political Fund £
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		
<b>Unquoted</b>		
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		



# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	4,324,263		4,324,263
From Investments	6,805		6,805
Other Income (including increases by revaluation of assets)	178,646		178,646
<b>Total Income</b>	4,509,714		4,509,714
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	4,408,544		4,408,544
<b>Funds at beginning of year</b> (including reserves)	4,589,134		4,589,134
<b>Funds at end of year</b> (including reserves)	4,690,304		4,690,304
<b>Assets</b>			
Fixed Assets			2,508,426
Investment Assets			120
Other Assets			3,891,092
		<b>Total Assets</b>	6,399,638
<b>Liabilities</b>		<b>Total Liabilities</b>	1,709,334
<b>Net Assets (Total Assets less Total Liabilities)</b>			4,690,304

# Summary sheet

(see notes 62 to 73)

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

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>		
If Yes How many ballots were held: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>		
For each ballot held please complete the information below:		
<b>Ballot 1</b>		
Number of individual who were entitled to vote in the ballot		
<b>Number of votes cast in the ballot</b>		
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
		<b>1-3 should total "Number of votes cast"</b>
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		
<b>Ballot 2</b>		
Number of individual who were entitled to vote in the ballot		
<b>Number of votes cast in the ballot</b>		
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
		<b>1-3 should total "Number of votes cast"</b>
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		
<b>Ballot 3</b>		
Number of individual who were entitled to vote in the ballot		
<b>Number of votes cast in the ballot</b>		
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
		<b>1-3 should total "Number of votes cast"</b>
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 & 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

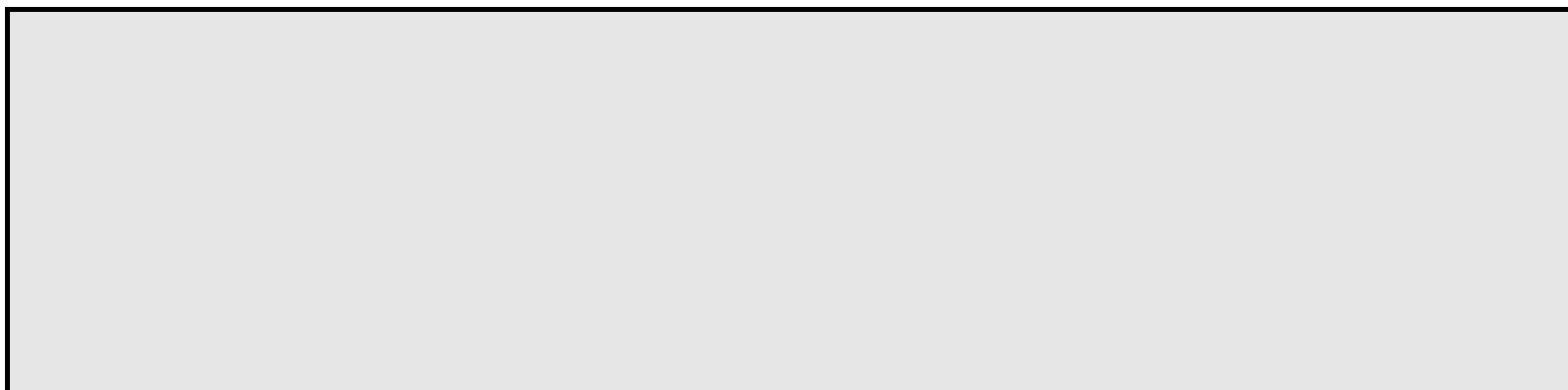
(see notes 82 and 83)

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

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

# Accounting policies

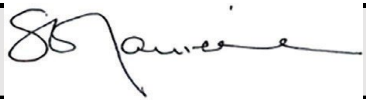

(see notes 84 and 85)



## Signatures to the annual return

(see notes 86 & 87)

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

Secretary's Signature:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Steve Jamieson	Name:	Matthew Fitzpatrick
Date:	25.05.2021	Date:	25.05.2021

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

# Annual Report and Accounts

The College of Podiatry

# 2020

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The COLLEGE  
of PODIATRY

Published in May 2021

by

The College of Podiatry

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The College of Podiatry

# The College of Podiatry

## Legal and administrative information

### Registered company number:

400709

### Registered office

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

### Company Secretary

Steve Jamieson

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

### Auditors

RSM UK Audit LLP

Chartered Accountants

25 Farringdon Street, London EC4A 4AB

### Bankers

Unity Trust Bank plc

Nine Brindleyplace, Birmingham B1 2HB

### Solicitors

Russell-Cooke LLP

2 Putney Hill, London SW15 6AB

Thompsons

Congress House, Great Russell Street,  
London WC1B 3LW

Radcliffes LeBrasseur

85 Fleet Street

London EC4Y 1AE

## 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 2020 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

Stuart Baird

Alan Borthwick

Allister Campbell

Matthew Cichero

Debbie Delves (resigned 26.09.20)

Matt Fitzpatrick (Chairman from 26.09.20)

Martin Fox

Thomas Kelly

Emma McConnachie

Christopher Morriss-Roberts

Michael O'Neill

Lynne Parsons (resigned  
14.01.20)

Robert Peat (resigned 06.08.20)

Michelle Scott (appointed 26.09.20)

Emma Supple

Alison Wishart

# A Message from the Chairman



As we reflect on 2020 and the challenges it has brought to all of us, we may have feelings of frustration, both personally and professionally. Firstly, I want to thank the outgoing Chair, George Dunn, for his support in the handover and his continued advice. The role of Chair is a big job and one I knew would be daunting. It is not until you do this role that you truly understand that.

The usual transition of the Chair's role was pushed back three months to allow for the College's AGM to be arranged and held according to its articles of association. The College had to cancel many of the fantastic events it delivers each year. Face-to-face meetings, networking and social gatherings have been replaced with calls on Teams, Zoom & Skype. The way that the profession and members have had to adapt their clinical lives has been both rapid and radical. This has been the same for the staff at the College and the support they provide to members every day. The preparation and planning for this were executed excellently by the Executive Team and it has meant an almost seamless delivery of operational services.

The College has had to adapt how it delivers vital information in a fast-changing landscape. The ability to collate and publish pandemic information and advice was demonstrated daily, and then weekly, with the COVID newsletters. I know so many members benefited, and continue to do so, from this material as we all continue to navigate through the pandemic and the post-COVID world. The return to 'normal' is not going to be something that comes soon, if at all, but it is a 'normal' that the College will continue to support you through as members.

The Council has maintained, along with all the supporting committees and boards, to meet throughout this time to ensure that the business of the College is executed to the high standards that you expect. In some ways, the move to work 'virtually' has driven each of us to engage a little more and utilise the flexibility and responsive nature of these new communication methods. I am, like all of you, keen to get back to face-to-face meetings where we can, not only to undertake the business of the College

but also to engage in ways that help to take our profession forward. The ability to meet fellow podiatrists in academic conferences, discuss cases over lunch, browse the trade fair and have time to catch up with friends is key to our successes as a College. I am sure we will experience them again soon.

Virtual technology delivered our first-ever digital conference in November 2020. Over 2,500 delegates participated. It was amazing to see so many members engage with the content via the chat functions, asking questions and sharing experiences as our speakers, some of them of international renown, delivered their fantastic sessions. As we continue to prepare for events in person, the College is committed to maintaining the delivery of CPD. As part of the upcoming summer season (when the College's AGM will also take place) there will be another virtual conference, the Summer Festival of Learning, with a packed program of new and exciting learning for members to participate in.

The College has and will remain focused on developing its presence in the wider health economy to provide a point of reference for members and the public about foot and lower limb health. Over the past year, we have continued to engage with Health Education England (HEE) on their Standards for Foot Health (non-regulated) Practice and were pleased to hear the thoughts and feelings from so many members on what should be reflected in this document. The College hopes this will enable the whole foot health family to agree on standards of care that can be reflected in practice and ultimately move towards regulation. It is not only for the NHS or in England. As the leading professional body for all the devolved nations, the College will make sure it is representing each country and any regional nuances in its delivery.



The College's financial position has not escaped the challenges of the past year. I would like to thank the College's Director of Finance and Corporate Services, Mark Sargeant, and the Finance Committee, along with the staff at the college, who have all worked to deliver a final budget position that is better than we thought it would be. In addition, we have not raised our membership fees this year. This is a further testament to the work of all involved.

The College has continued to deliver excellent clinical education outside of the usual annual conferences, with online courses and the website's Learning Management System (LMS) becoming more useful each day. Clinical Director, Paul Chadwick, and the Education Team have worked tirelessly to keep their aim of high-quality CPD for members a key element of their output.

The Membership Team, led by Claire Angus, have worked hard to deliver a new membership pack and their work with branches has kept you informed. The Professional Officers and the Employment Relations team have ensured that members are kept up to date and given reassurance as they navigated the uncharted waters of COVID and much more.

Supporting and leading the whole team is Steve Jamieson, the College's Chief Executive, who has steered the ship with drive and passion for the profession. He also chaired the Allied Health Professions Federation (AHPF) this year. The College has been able

to use that group and their advantages to help its work lobbying the government on behalf of all AHPs around PPE, access to vaccines, testing and workplace risk assessments. I look forward to the rest of my time as Chair being able to work with Steve to continue taking the College forward both nationally and internationally.

I would also like to thank Lord Kennedy of Southwark who continues to support the College so wonderfully. Having his voice and wisdom is vital and ensures that the important agenda of foot health is discussed at the highest level within government.

My message ends with something that I would not have expected to do when I became Chair last year. I hope all of you will have read or heard the news of the College's successful award of Royal status. This has been a long time coming and so much work has been put in to achieve it. We shared this with all of you in March. As a Royal College, we look forward to being able to celebrate in person to continue to push forward the inspirational work the Royal College of Podiatry and its members do day in day out.

**Matthew Fitzpatrick**  
Chairman

# A Message from the Chief Executive



This has been a momentous time. Nobody could have imagined the way that we have all been living and working over the past twelve months. My report is very different this year as we reckon with how we managed the changes in health and social care during the COVID 19 pandemic. As a staff within The College of Podiatry, we adapted to work from home. Our focus from the outset was to offer support and guidance to our members who were continuing to work in the NHS, private and academic sectors.

This report is usually an annual opportunity to celebrate our successes and share our commitment to further development in the year ahead. But of course, 2020 has turned out to be a very different year, and so this year's report must have a different focus.

As you can imagine, the challenges of the last 12 months have stretched everybody to the limit. The College has shown incredible resilience and I want to pay tribute to the entire staff team. They have all raised so magnificently to the challenges faced by our members. I have always been very proud to lead the College, but never more so than now. The world has changed but our aim remains the same; to deliver outstanding services to our 10,000 members. In 2021, the College will mark its 75th anniversary. We are determined to celebrate this significant milestone in the history of the organisation.

There is no doubt that the world will be in flux for some while to come. The new normal will not look exactly like what we had known. The continued presence of COVID-19 complicates our service delivery, but it will provide opportunities for us to do things very differently. We are, however, approaching the future full of determination and ambition. We are proud of the outstanding support we have provided to our members. We have an excellent team and a strong platform from which to adapt our operations to fit the changing landscape. We are confident that the tenacity and resilience that helped us to manage the last few months so well will enable us to address the challenges of the future successfully.

This year, we said goodbye to the monthly journal *Podiatry Now* and we replaced it with a new-look *professional* magazine,

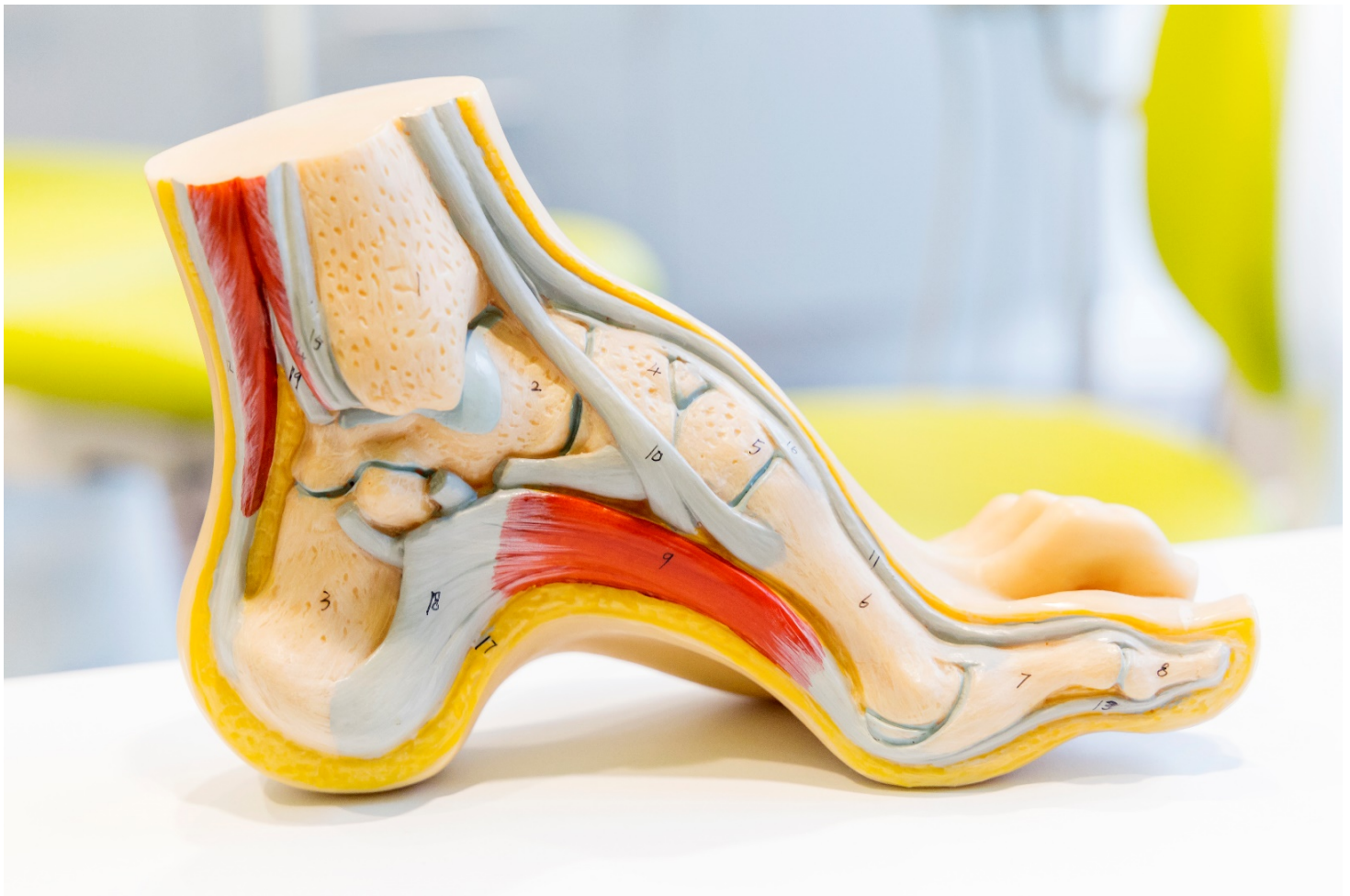
The Podiatrist. A survey of our members in 2020 about what a new publication should look like revealed several things, but principally that members wanted a professional magazine that met the needs of working podiatrists. The feedback has been overwhelmingly positive.

Talking about encouraging feedback, we have been overjoyed with our new website which was developed with the help of our members who participated in our web development group. Once again, we listened to our members and acted on their many requests for a website that met all their needs. Positive responses have been coming into our staff team from members about the things that they like. Work continues to make it the best it can be.

Those who know me know that I want our profession to have a seat at many of the top tables of decision-making. In this important and defining year, this has been no exception. We now have members and staff on the committees of Health Education England (HEE) looking at our workforce problems and developing standards for foot health professionals. We also have seats at the table of many stakeholder groups such as the Allied Health Professions Federation (AHPF), NHS England, Public Health England, Health Education England and the Foot Health Consortium. The College is also strongly represented on the General Council and Women's Group of the TUC.

Our Employment Relations team has been looking at what more we can do to be there for our members at work, aiming to keep them in the profession so that they can provide excellent patient care. I am proud that the team has won over five hundred thousand pounds in





in compensation for members in the NHS and those working independently. We have seen a rise in these claims, meaning more members know the ways that we can help them. We have strong evidence showing that members who come straight to us get better results.

The membership team has continued to improve and initiate new benefits for members. This included launching access for members to a 24/7 counselling helpline and other wellbeing support to help people during the pandemic. We now offer subscription payment holidays, and I am pleased to say that this opportunity has been taken up by approximately 450 members. The team's successes also include providing access for all members to 12 mandatory courses of online training, including infection control, safeguarding and conflict resolution through our partnership with e-integrity.

The past year has produced many fine achievements in difficult circumstances, and I am proud of how this organisation met them. Everything I have described here cannot happen without the ongoing support of our members.

As we look towards the future, we have so much to be excited about. Our successful application to become The Royal College of Podiatry heralds a new chapter in our story. I would like to share with you an extract of the letter which I received from the Cabinet Office informing the organisation of the decision:

"Permission to use the title Royal is granted by the Sovereign, acting on the advice of her Ministers. The College has a long history, proud heritage and embodies high standards, reflected in its significant national and international standing.

I am therefore pleased to inform you that a favourable recommendation was made by Ministers to Her Majesty The Queen for the College to be renamed 'The Royal College of Podiatry' and the Queen has been pleased to approve this request."

Being bestowed Royal status is a positive piece of news to end my report. My hopes for the next year include seeing an increased return to normality and the continued health of the College's members, staff and colleagues. The College will continue to adapt as the roadmap out of lockdown unfolds and remain flexible to the potential challenges that members might face in the months ahead.

**Steve Jamieson**  
Chief Executive

# Report on Trade Union Activities in 2020

## Trade Union and Employment Support

The pandemic dominated 2020, which dramatically impacted all our plans and preparation and threw up new and never encountered issues and challenges. However, the team coped superbly, and we were able to achieve great things for our members. Our active role in the TUC meant we directly influenced the Government over the introduction of its Job Support initiatives such as the Furlough Scheme and support for small business through the various grants and loans. In the NHS we moved quickly to agree on essential changes to members terms and conditions to enable the NHS to continue to function and protect staff. Together, with our colleagues in the other NHS unions, we moved to weekly meetings with the NHS Employers and Ministers and used these meetings to lobby on behalf of podiatrists. We moved to remote working seamlessly and ensured that the support members received during the crisis was maintained to the usual high standard. We said goodbye to Wayne Geoghegan (Case Worker) who has moved to a new role with the British Medical Association (BMA) and welcomed to the team the very experienced Gerry O'Dwyer (Employment Relations Officer). Gerry worked for many years at the Royal College of Nursing (RCN) and has quickly settled into the team and become our pensions expert – vital at a time when members' pensions have been under threat. We have continued to develop our offer to those in the private sector and this resulted in a sharp rise in the number of queries and calls we received from members in private practice. This will continue as we roll out more services and support across all areas – a process underpinned but our three-year plan. Big strides were made in our equalities work with our Equality, Diversity, and Inclusion Group growing in influence and this will become more visible in our work over the next year. Work to date has included contributing towards a College statement on the Black Lives Matter movement in the summer of 2020.

## 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. The effects of the pandemic have meant that we have had to adapt rapidly to give the reps more support online and this was a success. However, the burnout factor within the NHS has also affected our reps. We will therefore be concentrating on giving our reps all the support they need over the next year to rebuild our network and continue to offer a high level of support to all our volunteers. Also, in 2021 we aim to roll out significant numbers of Equality Reps across the profession.

## 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 2020 was an increase in cases around ill-health and the long-term effects this has on our members and this was especially so in the NHS. We also saw a rise in issues in the private sector around the employment status of members. The introduction of IR35 reform and changes in the legal framework around employment is providing challenges for the profession. We will continue to work with stakeholders to ensure a high level of support for members in these areas.

## Professional Practice Officers

Again, COVID-19 impacted the work of the Professional Practice Officers. To reflect on the constantly changing situation, we switched to a much more proactive system of updates and emails to members and Katie Collins and Margaret Kennedy, our Professional Officers were answering hundreds of calls from worried members. This continued for most of the year as the virus waxed and waned and calls ranged from the very real questions of how members' businesses were to survive in March through to how the vaccine rollout would work at the end of the year. It was a roller coaster year and of course, the day-to-day work continued with more work around clinical standards featuring as well the continuing HCPC casework. Early in 2019, Sharon Gray went on maternity leave and her role was covered by Margaret Kennedy whose calmness and clear approach helped members through these challenging times.

## Our involvement at the TUC

During 2020 we successfully won seats on the TUC General Council and the Women's Committee. Like everyone else in 2020, most of the TUC activity went online, including the Trade Union Congress, and we played an active and positive role. The highlight of our TUC year was Frances O'Grady, General Secretary of the TUC, speaking at our virtual conference and we continue to work with her and the TUC team to further the aims of the profession. The next twelve months we move forward with our new three-year strategy



**Martin Furlong**

Head of Employment Relations

# Clinical Leadership

## Report 2020

### Clinical Leadership & Educational (CLE) review

2020 was a year overshadowed and impacted by the pandemic. Despite this, and because of the agility and responsiveness of the CLE team, committees, staff, and volunteers there has again been significant activity and progress on many work streams across the year.

The three-year collaboration with Health Education England (HEE) workforce project was completed in July of 2020. This project, which started following the announcement in 2017 that designated podiatry as a vulnerable profession. This designation created a clear and present danger to the viability of the profession with a real concern that there may not be a critical mass of podiatrists to meet the demands of the population in the future.

There were three sub-projects to the work:

- *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 dovetailed with the Strategic Interventions in Health Education Disciplines (SIHED) which will be described later in this report.
- The second component is *Image and Influencing*, which looked at how to raise awareness of the role of podiatry with key decision-makers, other health care practitioners and the 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 workstreams have involved members contributing to task and finish groups and the whole project was led by a strategic oversight board.

### SIHED

In 2018, The College of Podiatry received funding from the Office for Students (OfS) 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 ran for three years with a budget of £1 million per year. The programme completed in March of 2021.

In 2020 this programme was opened to other AHP professions. The SIHED programme aimed 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 and;
- Develop a better understanding of the mature student market for nursing, midwifery and allied health.

The first piece of work created *I See The Difference* campaign was a valuable brand for marketing Allied Health Professions which will be continued when the Council of Deans of Health take over management of the ISTD website. The SIHED team adapted the project's marketing and communications strategies early on in response to the data received about the performance of the I See the Difference campaign. Time spent on redeveloping the website and focusing on the most effective marketing channels greatly increased the reach and level of engagement from audiences. This has had a significant bearing on the overall success of the SIHED project, alongside other stakeholders, in increasing awareness and demand for AHP courses. The outreach programme changed course dramatically during 2020 when schools closed due to the pandemic. Moving outreach sessions enabled the team to reach more engaged audiences across a wider geographical area than was possible through the schools and events-based programme. It became possible to deliver more on-demand and tailored content for schools, and the opportunity arose to introduce volunteer AHPs to speak as part of the sessions. The team rapidly developed skills in presenting online and most of the webinars were recorded so the content can be re-used. The success of the outreach programme, in its face-to-face and online versions, prompted the creation of three e-learning modules to support volunteer Allied Health Professionals to conduct outreach work. The modules are to be published on HEE's e-Learning for Health platform, free to use for any AHP, and learning outcomes are admissible to HCPC for the purposes of a CPD audit. The outreach team developed a series of lesson plans and other resources to populate an online library of resources on the ISTD website to support careers advisors and teachers into the future. A 'lessons learned' booklet and video to disseminate this learning was produced. The successes in increasing recruitment to the AHPs during the SIHED programme have been achieved because of many

bodies working together. In developing the ISTD website to include updates, deliberately created a platform for other stakeholders' content that can reach a substantial audience through the marketing undertaken. We also cooperated with HEE on its 'World of Work' Show film about the AHPs and promoted that content through outreach work and on the ISTD website.

## Undergraduate Education

The College supported Higher Education Institutions during the pandemic and was responsive and flexible to the continually changing scenario regarding undergraduate education. The team met with programme leads on a regular basis and liaised with the necessary regulatory and statutory bodies to ensure programmes were sustained and teaching could continue. Graduations were not delayed, and approval visits were conducted in a virtual format.

## Apprenticeship Agenda

Apprenticeships in healthcare have progressed quite significantly in the last twelve months. Podiatry now has two universities (University of Brighton and Huddersfield University) providing HCPC and College 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 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 and Web-based Diabetes Foot Screening Tool

The College worked with Insight health economics and Mölnlycke Health Care to update the *Commissioning Toolkit for Diabetes* and convert it for use in the new website where it sits on the public front page at <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 draws data from the national diabetes audit, the quality outcomes framework, the national diabetic foot audit and the national in-patient audit.

With support from The URGO Foundation, The College converted its diabetic foot screening app into a web-based platform for use on the new website. Specific thanks to Christian Pankhurst, Orthotist and Vice-Chair of Foot in Diabetes UK who led the update of the content with other clinicians and patients. This has future-proofed the system which was previously susceptible to continued updates from operating service updates within smart-phones. It is available on the public side of the website so it can be used by clinicians and for people with diabetes.

## Medicines and Medical Devices

The Advisory Council on the Misuse of Drugs Technical Committee considered the case put forward by NHS England on behalf of the College of Podiatry regarding the reinstatement of Home Office authority approval to support access to the schedule five drugs codeine phosphate, co-codamol and co-dydramol on 22 February.

We await the recommendations from the Technical Committee (which makes recommendations to the main ACMD and then Home Office Minister) but remain optimistic that the proposals for continuity in access will be agreed upon. The documentation to support the meeting was prepared over a period of a year. The Medicines and Healthcare products Regulatory Medical Devices Regulations (MDR) has now advised that, following the end of the transition period on leaving the EU, the new EU Regulation on Medical Devices 2017/745 (MDR) will not be implemented in Great Britain, but will be implemented in Northern Ireland on 26 May 2021. A separated MDR working group has been working on this throughout 2020 and 2021 and is prepared to support the membership with templates, PASCOM capacity for recording necessary data and guidance on what is required. This was widely available to the membership by mid-April 2021. The public consultation results of the Chief Professions' Officers Medicines Mechanisms project (to increased access to controlled drugs by IP podiatrists to include Pregabalin, Gabapentin, Tramadol and Morphine Sulphate) is presently being analysed, with a final report likely to be submitted to the CPO NHS England Medicines Programme Board in late May 2021 for sign off. Should it be signed off, the project will proceed to preparations for submission to the Commission on Human Medicines and the Advisory Council on the Misuse of Drugs Technical Committee once again. NHS England and NHSI National Patient Safety have requested support from the College of Podiatry to move towards endorsing the use of liquified phenol via medical device format only, given recent patient safety incidents involving liquified phenol in bottles. The Medicines and Medical Devices has provided rapid advice to members during the pandemic and was an integral part of supporting the profession. Queries included the use of ibuprofen in light of COVID-19, queries on the use of local analgesics and the COVID-19 vaccine, steroid injections and COVID-19.

## Continuing Professional Development

### Part 1: Mandatory Training and Partnership with E- Integrity

Mandatory Training helps to ensure patient safety and clinical effectiveness. In January 2020 we developed a new partnership with eIntegrity e-Learning Community Interest Company. The College successfully negotiated access to 5,000+ licenses for our members to have access to the e-integrity platform. EIntegrity licenses 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. During 2020, a specific COVID-19 update was delivered through e-Integrity. Over 23,000 courses have been accessed via this method by private practice members.

### CPD: Strategy Part 2 Developing core updates and a blended approach to learning

As part of the CPD strategy, the College secured a custom-built learning management system. This is a moodle-based system and integrates with the new website via a single sign-on system. It provides the functionality to create podiatry specific interactive “core” updates on areas of practice whilst also supporting the delivery of the longer programmes and converting them into a blended approach to support a more flexible approach to learning. The system which has been named Teaching And Learning Update System (TALUS) was launched in October 2020. The first core modules from a programme of study around the “podiatric care of the older person” were launched in the fourth quarter of 2020. The first three modules were peripheral arterial disease in the older person, neurological changes in the older person and dermatology in the ageing skin. MSK in older people and polypharmacy will be launched in the first part of 2021 completing the course. Each module comprised 30 - 40 minutes of interactive learning with knowledge check questions throughout. The learners will also be signposted to other learning opportunities throughout, increasing the extent of the CPD. An assessment will be available and a “badge” of completion at the end of all five modules.

In the second quarter of 2021, an interactive record-keeping course will be launched. This will be case-based on five commonly occurring professional/litigation complaints e.g., consent, verrucae. The learning is based on the podiatrist being “in the dock” and having to explain their actions using their notes. Asking questions about what to do next pointing out common errors along the way.

Since November 2020, the CLE has been working on converting elements of the face-to-face modules below into online content.

### CPD Strategy Part 3 Enhanced Scope

Our face-to-face course delivery was suspended in early March. We did deliver our first Foot in Diabetes Module in Cardiff and had 36 delegates at the end of February. A further suite of courses planned to include foot in diabetes, vascular, leadership, advanced local anaesthetics, low-level laser were all postponed to 2021. During 2020, the College team has been working on developing further areas for longer programmes. These include motivational interviewing, skin surgery and musculoskeletal (MSK) podiatry. All courses will be delivered in a blended approach using the TALUS system in 2021.

### CPD and Clinical Subgroup during Covid-19 Pandemic

The College supported members with the delivery of online CPD from the start of the pandemic. There were College webinars launched on a weekly basis during the first wave, on a range of subjects including dermatology, professional guidance and MSK. The College also collaborated with D-Foot international and The Australian Diabetes Podiatry group to share content, thus increasing access to CPD and developing guidance to support management during the pandemic. As a response to the evolving situation in March 2020, a clinical sub-group was developed to respond to clinical issues raised during the pandemic to respond to member requests for support and deliver clinical guidance. Issues included re-deployment, prescribing, clinical parameters for opening practice and COVID toe.

## Targeted Projects Development

### Vascular podiatry: Final Report

The vascular project which started in 2017 was completed in 2020. The vascular strategy project ran for three years, resourced with one day per month of clinical secondment time. The aim was to develop and progress vascular podiatry initiatives and workstreams within the College of Podiatry, under the supervision of the Clinical Director, to the benefit of the organisation, our members and key lower limb vascular strategic partners. This was led by Mr Martin Fox.

### Activities and achievements

Development of a relationship with the Vascular Society of Great Britain and Northern Ireland to promote a partnership approach between COP and VSGBI. This led to inputting on VSGBI publications on Peripheral Arterial Disease and Critical Limb Ischaemia, ensuring inclusion and recognition of the key role of podiatrists in assessing, diagnosing and management of lower limb vascular disease. Re-signing of the Memorandum of Understanding between the COP and the VSGBI on a common approach to tackling peripheral arterial disease. Gaining a College seat at the Cardiovascular Leadership Forum meeting hosted by PHE – building relationships with national

CVD strategic leads (e.g. Professor Jamie Waterall) and raising awareness of the key role of podiatry in detecting and signposting the 10 year CVD priorities such as hypertension and atrial fibrillation. Championing PAD and diabetes-related foot disease at the forum as a key disease area for cardiovascular strategic consideration. Speaker slots at the Vascular All Party Parliamentary Committee and editorial input on the VAPPG publications on peripheral arterial disease, including suggesting the PAD publication title theme of 'Saving Limbs, Saving Lives' co-authoring of a national survey on the current vascular assessment practice of UK podiatrists, published in JFAR, highlighting the need for podiatrists to change and improve vascular skills and practice, to meet best practice guidelines and the growing population need.

### **MSK Project**

We appointed Dr Helen Branthwaite as lead on the MSK project in late 2019. This is a 2- year project designed to focus attention on developing the MSK agenda for the profession. We have re-joined the arthritis and musculoskeletal alliance (ARMA) and raised the agenda around first point of contact podiatrists, producing a position statement supported by key clinicians in the area. Helen has developed strong links with MSK UK and has supported a growing NHS manager support group. Planning for two MSK educational modules is underway with one being fully developed for the profession.

### **Public Health Project**

Ms Keri Hutchinson was appointed as Public Health Lead. Public Health is one of the five organisations strategic pillars. Keri has been developing a strategy around this key national priority for the profession. She has also secured motivational interviewing training for members. The College also supported enhancement and developments to the PASCOP and PODMO20 data collection tools.

### **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. Following the development of the course for annotating existing podiatric surgeons and the Masters of Podiatric Surgery, the vast number of Fellows of the Faculty of Podiatric Surgery has now completed the annotation process and demonstrate they meet the 19 standards of the HCPC for podiatrists practising podiatric surgery. The College also had the last three members successfully passing the Fellowship exam in podiatric surgery who are eligible to take up the annotation course.

### **Journal of Foot and Ankle Research**

The Journal of Foot and Ankle Research (JFAR) continues to be 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. There have been no changes to the management of the journal in 2020. The Editors in Chief have continued this year as 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 a review of the journal's governance, the Editorial Board was refreshed in 2019, with some members stepping down and new members appointed, so that the Board now consists of 47 elected members.

Because of the Covid pandemic (2020), the annual Editorial Board meeting and journal review with BMC-Springer was held virtually, 23 November 2020 (N= 21 attendees). An unexpected and good effect of hosting a virtual event was that more members of our Editorial Board were able to attend from Australia, New Zealand and Europe offering a vibrant and diverse discussion.

Key aspects highlighted from the BMC-Springer report to the board were:

1. Submissions seem to be levelling out at around 200 per year.
2. Around a quarter of submissions and half of publications originate in Australia and the UK.
3. Turnaround times are good at 30 days to the first decision and around 100 days from submission to acceptance.
4. The Impact Factor seems to have levelled out at around 1.6.
5. The journal continues to be well downloaded.
6. [Presentation updated] Downloads originate in all parts of the world, but with a strong focus on Australia and UK

Following the Board meeting, the Editorial Board was refreshed with six new members added who are experts in the field and seven members stepping down. Letters were written to all reviewers thanking them for their important contributions to developing the field of foot and ankle research.

Both the CoP and APodA had raised questions this year about the increase in APC in 2021. The reasons for the increase were discussed at meetings with both CEOs and finance office directors and the CoP clinical director. BMC-Springer worked with both organisations towards an acceptable solution regarding article processing charge (APC) sponsorship in which BMC-Springer have agreed to maintain APCs for the CoP and APodA at the rate agreed as per the contract of 2019.

Regardless of the APC cap contract agreement, both professional bodies have seen growth in the number of requests for supporting APCs. The Editors in Chief have worked with the CoP clinical Director

on establishing a new process for requesting support from the College of Podiatry towards triaging and tracking of payments of article processing charges which appears to be working well.

## Centre for the History of Podiatric Medicine (CHoPM 2018)

### Archive in 2020

The focus for this year was intended to be an upgrade to the archive webpages and this proved to be the case. The Centre worked closely with David Van Sertima on the setup and development of the archive's pages and other content. Thus, we now have eight pages of content as well as several journals uploaded to the members' area of the website. They will continue to work with Emma Pegg and Martin O'Connor on web content.

Work continues cataloguing material onto MODES. Several boxes in storage still to be catalogued further Items in SECOL binders are sorted but in the main, not catalogued. PDF lists of catalogued items can now be produced using various search criteria. CHoPM has also: Continued to answer enquires and respond to offers of donations – more have come in since the new website was launched.

- Continued to write articles for "Podiatry Now/The Podiatrist." Most recently submitted an article on the discovery of the London Foot Hospital engraved certificate plate. Also had an article published in the June edition of the 'Diabetic Foot Journal' regarding the POW/examinations/diabetes.
- New archive laptop – a new laptop (HP ProBook) was purchased in February – running Windows 10. The latest version of MODES (1.5) has been installed. This means the centre has two laptops running MODES – the idea being that the older one will remain at Quartz House as a backup or for use by staff.
- Have been involved in the research and planning of the 75th-anniversary celebrations.
- Have been asked to join the "Research Repository Group". One online meeting so far.

## Future work and plans

The College of Podiatry wants to maintain its status as the leading professional organisation for podiatrists. We want our members to be leaders in their field with the knowledge and skills that will raise the credibility of podiatry even higher. To achieve this, our 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. In 2020, we started to implement this strategy. The strategy focussed on three areas. In these areas, we have achieved the primary goal of securing mandatory training for all members and have increased

our suite of enhanced areas with a plan for more during 2021. The directorate is developing key core updates, including diabetes and dermatology.

With the SIHED project ending, the Directorate will also focus a lot of resource on recruitment into the profession and careers within podiatry. A cross-organisational working group with relevant stakeholders will be developed to ensure the College has the necessary resources to maintain the uptick in university places seen in 2020.

On the back of the report on technology in health care by Eric Topolin 2019, the College is developing a strategy on technology-enhanced care and technology-enhanced learning within the profession. A task and finish group will meet to produce recommendations that will feed into the next strategic plan. The group will be chaired by Dr Sandra MacRury a consultant diabetologist from NHS Highlands.

# Financial Review

## Financial statements

The Council of The College presents its report and financial statements for the year ended 31 December 2020. The College's primary financial statements are shown on pages 18-21.

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

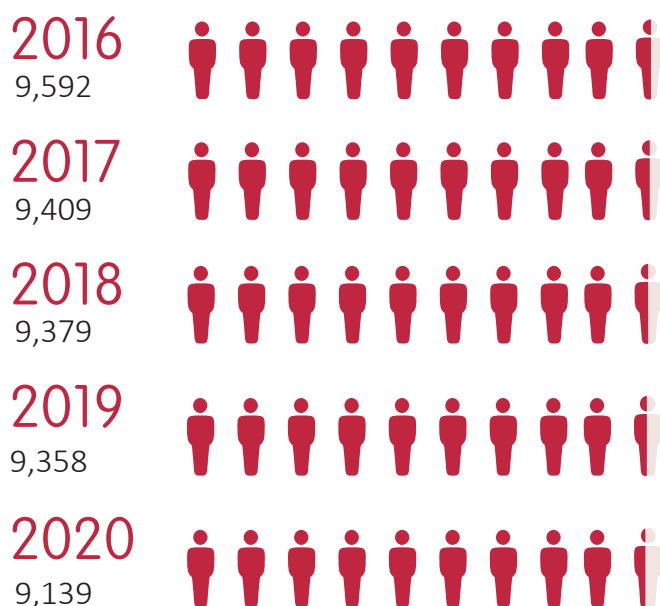
During 2018 the organisation went through a naming and branding change from The Society of Chiropodists and Podiatrists to The College of Podiatry. This strategic change approved at the June 2018 AGM also included bringing together the key Clinical and Educational activities (previously held in the charitable 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 and 2020. 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 concerning these activities are provided in the main by The College through a grant. During 2019 and 2020 this was £Nil (2018: £275,380). During 2019 and 2020 the Trust did not have any operational activity.

## Financial results The College of Podiatry

### Income

Total income for the year amounted to £4.5m (2019: £5.1m), a decrease of £603,000 compared to 2019 which is mainly due to a reduction of £411,000 of Annual Conference income from cancelling the event due to the COVID-19 pandemic. The College also saw a £99,000 drop in member subscription income due to a reduction of members. There was also a drop in income from classified sales from the member magazine and a reduction in CPD practical training both due to the pandemic, however, there was an increase in commercial income in line with the commercial strategy which produced successful income streams from product endorsement, sponsorship, and partnership working. Membership numbers in December 2020 fell by 219 compared to December 2019. This is due to a combination of retiring members and financial constraints brought on by the pandemic. The membership fees for 2020 and 2021 remained at the same rate to assist members during this difficult time, along with payment holidays during the middle of the year.

## Total Membership (excluding retired and student members)



## Expenditure

Total expenditure for the year at £4.4m (2019: £5.1m) resulting in a decrease of £686,000. This decrease is caused by cancelled and reduced activity and events due to the pandemic. The key reductions in expenditure are from cancelling the Annual Conference (£297,000), reduced branch activity and more efficient ways of branches using technology (£133,000), a reduction of costs for Trade Union member representation and lobbying and parliamentary costs combined (£186,000), plus reduced physical meetings and travel across the organisation (£152,000) due to both reduced activity and an increase in technology usage. There was an increase in staff costs in 2020 due to additional headcount required for an externally funded project to promote the 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' which ended in March 2021. Permanent staff costs also increased due to reaching the next point on the agreed salary scales for an extra year of development and knowledge.

The College implemented two large projects during the year in the form of a new website and an online learning management system. The latter includes online webinars and development for members. These projects have been partly by the branches in tandem with the College which also included branch representatives on the working groups. These new assets are now live and will be continuously developed to maintain the best use of IT functionality. The assets have been included in the fixed asset note and will be depreciated over the useful economic life of the product.



The College invested in technology in 2019 which included a replacement programme of laptops, new audio-visual software, and an increase in our internet bandwidth. To add to this, in 2020 the laptop replacement programme continued and in February 2021 a further increase in server capacity to host more data at improve speeds and enhanced security for cyber protection. This technology has 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 College branches reported a combined opening balance of £385,000 in January 2020. During the year, the branches received £67,000 branch levy from the College and generated £100,000 of income by the branches themselves. The branches incurred £136,000 of expenditure, resulting in a balance of £416,000 as at 31 December 2020.

The overall financial performance of The College in 2020 is a surplus of £101,000 (in 2019: a surplus of £24,000). The balance sheet total net assets for 2020 is £4,690,304 (2019: £4,589,134), an increase of £101,000.



**Mark Sargeant**

Director of Finance and Corporate Services

# Report of Council

## Liability insurance

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

## Qualifying third party indemnity provision

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

## Custodian Trustee

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

## The College of Podiatry Trust

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

## Risk management

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

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

## Directors' responsibilities

Company law requires the members of the Council, as the Directors of the College to prepare financial statements for each financial year which give a true and fair view of the College's state of affairs alongside the surplus or deficit of the College for that period. The accounts are prepared under the

Generally Accepted Accounting Policy in the United Kingdom (UK GAAP).

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

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

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

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

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

## Going concern

The Members of Council, as Directors of the College, have set out above a review of financial performance and the College's reserves position. In their view, the College has adequate financial resources and Council remains well placed to manage business risks including 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 in 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 seen an increase in product endorsements during 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 struggle due to lack of income during COVID-19, especially if there is a 'new wave' of the virus.

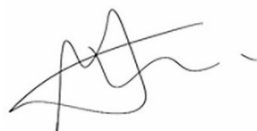
The College prepared several best- and worst-case forecasts for the 2020 and 2021 financial years, along with budget assumptions for the 2022 and 2023 financial years. These forecasts considered various sensitivities and based on this review and the Council and Finance Committee are satisfied they have sufficient funds for at least the next 12 months after signing the accounts. The accounts have been prepared therefore on the basis that the College is a going concern.

## Auditors

RSM UK Audit LLP is deemed to be re-appointed under section 487(2) of the Companies Act 2006.

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

Approved and authorised by Council on 25<sup>th</sup> May 2021 and signed on its behalf by:



**Matthew Fitzpatrick** Chairman



**Steve Jamieson** Chief Executive & General Secretary



**Alison Wishart** Member of Council and Chair of Finance Committee

# Independent Auditor's Report

## to the Members of The College of Podiatry

### Opinion

We have audited the financial statements of The College of Podiatry (the 'company') for the year ended 31 December 2020 which comprise the Income and Expenditure Accounts, Balance Sheet, Statement of Changes in Funds, Cashflow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2020 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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

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

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at

least twelve months from when the financial statements are authorised for issue.

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

### Other information

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

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

We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

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

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

### 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; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report.

## Responsibilities of Directors

As explained more fully in the directors' responsibilities statement set out on page 1, 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.

## Auditor's responsibilities for the audit of the financial statements

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

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

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient

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

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

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

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

- obtained an understanding of the nature of the industry and sector, including the legal and regulatory framework that the company operates in and how the company is complying with the legal and regulatory framework;
- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, the Companies Act 2006 and tax compliance regulations.

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

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.

*RSM UK Audit LLP*

NICHOLAS SLADDEN (Senior Statutory Auditor)

For and on behalf of RSM UK Audit LLP, Statutory Auditor

Chartered Accountants

25 Farringdon Street

London

EC4A 4AB

Date *1 June 2021*

# Income and Expenditure Account

Year ended 31 December 2020

	Notes	2020		2019	
		£	£	£	£
<b>Income</b>					
Membership subscriptions			4,141,866		4,241,164
College of Podiatry magazine			52,373		98,274
Membership services and miscellaneous			150,007		100,399
Clinical and Education			32,390		104,182
Trading activities			88,576		112,700
Conference income	3		37,697		449,179
			4,502,909		5,105,898
<b>Expenditure</b>					
The College of Podiatry magazine		242,343		166,977	
Staff and associated costs	6	1,681,429		1,603,820	
Office for Students Project- staff costs	6	200,004		141,858	
Clinical and Educational cost		131,479		147,048	
Establishment cost	10	155,279		341,734	
Administrative and information technology	11	289,634		355,017	
Lobbying, public relations and communications		85,429		196,369	
Conference expenses	3	114,027		410,766	
Trade union activities	12	105,925		180,936	
Membership insurance and legal fees		1,137,620		1,096,929	
Corporate costs	13	267,002		321,960	
Branches and Regional Branch expenses		(4,921)		127,728	
			4,405,250		5,091,142
Operating Surplus			97,659		14,756
Investment income			6,805		9,585
Surplus before taxation			104,464		24,341
Corporation tax			(3,294)		-
Surplus for the financial year			101,170		24,341

The College of Podiatry  
**Balance Sheet**  
 As at 31 December 2020

Registered Company Number 400709

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	15	2,508,426		2,447,975	
Investments	16	120		120	
			2,508,546		2,448,095
<b>Current Assets</b>					
Debtors	17	359,885		294,499	
Cash on deposit in relation to Captive Insurance		1,179,818		1,109,299	
Cash on deposit with National Savings		25,025		23,596	
Cash at bank and in hand		2,326,364		2,017,251	
		3,891,092		3,444,645	
<b>Creditors</b>					
Amounts falling due within one year	18	821,491		771,804	
Provisions for liabilities and charges	19	887,843		531,802	
		1,709,334		1,303,606	
<b>Net Current Assets</b>			2,181,758		2,141,039
<b>Net assets</b>			4,690,304		4,589,134
<b>Funds</b>					
Accumulated fund			289,474		383,725
Fixed asset fund			2,508,426		2,447,975
Reserve fund			1,476,216		1,372,669
Branch financing fund			416,188		384,765
			4,690,304		4,589,134

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 25<sup>th</sup> May 2021 and signed on its behalf by:



**Matthew Fitzpatrick** Chairman



**Steve Jamieson** Chief Executive & General Secretary



**Alison Wishart** Member of Council and Chair of Finance Committee

The notes on pages 23 to 30 form part of the accounts.



# Statement of Changes in Funds

For the year to 31 December 2020

	<b>Accumulated fund £</b>	<b>Fixed asset fund £</b>	<b>Reserve fund £</b>	<b>Branch fund £</b>	<b>Total £</b>
<b>Balance at 1 January 2020</b>	383,725	2,447,975	1,372,669	384,765	4,589,134
<b>Period ended 31 December 2020</b>					
Transfers	-	-	-	-	-
Surplus/(deficit) of income for the year	101,170	-	-	-	101,170
Transfer to/(from) under Article 71	(195,421)	60,451	103,547	31,423	-
<b>Balance at 31 December 2020</b>	<b>289,474</b>	<b>2,508,426</b>	<b>1,476,216</b>	<b>416,188</b>	<b>4,690,304</b>

#### 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 Articles of Association, Council must keep a Reserve fund, and so a transfer of £103,547 was made (2019: £106,029) being 2.5 per cent of the College's income.

#### Branch fund

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

# Statement of Cash Flows

For the year to 31 December 2020

	Notes	2020 £	2019 £
<b>Cash flows used in operating activities</b>	22	507,684	(47,713)
Taxation		(3,294)	-
<b>Net cash from/(used in) operating activities</b>		504,390	47,713
<b>Cash generated used in investing activities:</b>			
Dividends received		6,805	9,585
Purchase of tangible fixed assets		(130,134)	-
<b>Net cash generated from/(used in) investing activities</b>		(123,329)	9,585
<b>Increase/decrease in cash</b>		381,061	(38,128)
<b>Cash and cash equivalents brought forward</b>		3,150,146	3,188,274
<b>Cash and cash equivalents carried forward</b>		3,531,207	3,150,146

# Notes to the Accounts

Year ended 31 December 2020

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

### Going concern

At the time of approving the financial statements, the directors had a reasonable expectation that the company had adequate resources to continue in operational existence for the foreseeable future on the basis of the forecasts and budgets prepared for 2021 and 2022 as outlined in the Directors' Report. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

### Consolidation

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

#### a) Membership subscriptions

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

#### b) Depreciation and Amortisation

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

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

#### c) Investments

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

#### d) Branches

Branch results are included in these accounts by recognising within income the amount raised locally by branches netted against the balance of expenditure incurred locally in running branch programmes not otherwise covered by centrally allocated funding. In 2020, The branches reported a combined opening balance of £384,765 (2019:£464,309). During the year the branches expenditure totalled £135,537 (2019: £336,957), of that, £67,411 (2019: £46,778) came from centrally allocated funds and £68,126 (2019:£210,634) from the branch operational activity. The branches close with a balance of £416,188 as at 31 December 2020.

#### 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 2020

**f) Financial instruments**

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

**g) Basic financial assets**

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

**h) Classification of financial liabilities**

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

**i) Basic financial liabilities**

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

**j) Termination benefits**

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

**k) Leases**

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

**l) Captive insurance scheme**

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

**m) Provisions**

The College provides for the estimated liability that it expects to be required to settle arising from claims that have been reported but not settled. The estimated liability is discounted where the effect of the time value of money is material. When evaluating the impact of these unsettled claims, the Directors take advice from the Captive Insurance Scheme providers who take into account the probability of success of any such claims. The College also considers the likelihood of potential claims being received in the future in respect of work completed by the members before 31 December 2020 – i.e. incurred but not reported. Provision is made for such potential claims, where material, taking into account historical data regarding the likelihood of a claim being received and average cost per case. The estimate of these provisions, by their nature, is judgmental.

**n) Taxation**

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

# Notes to the Accounts (continued)

Year ended 31 December 2020

## 2 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

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

### Insurance provisions

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

## 3 ANNUAL CONFERENCES (digital and in person)

The Annual Conference is managed by Profile Productions Ltd ('the conference organiser') on behalf of The College. The College has also started to run an annual digital conference which is run in house alongside a contracted provider. The net deficit of £37,697 (2019: £38,413, net surplus - included within the financial statements of the College) belongs to The College and is included as Conference income/Expenses within the Income and Expenditure Account. The deficit was the result of:

	<b>2020</b>	<b>2019</b>
	£	£
Income from Digital Conference (delegates and sponsorship)	37,697	449,179
Expenditure incurred by the Conference organiser in relation to the Conference	(22,425)	-
Expenditure incurred by Profile Productions in relation to the cancelled Annual Conference	(91,602)	(410,766)
	<b>(76,330)</b>	<b>38,413</b>
	<b>(76,330)</b>	<b>38,413</b>

## 4 OPERATING SURPLUS

### Operating surplus for the year is stated after charging:

	<b>2020</b>	<b>2019</b>
	£	£
Depreciation	69,683	214,858

## 5 AUDITOR'S REMMUNERATION

Fees payable to the company's auditors and its associates

### For audit services

Audit of the company's financial statements	27,500	25,000
---------------------------------------------	--------	--------

### For other services

Tax compliance services	4,000	3,500
All other non-audit services	1,056	1,985
	<b>32,556</b>	<b>30,485</b>

## Notes to the Accounts (continued)

Year ended 31 December 2020

### 6 STAFFING

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	1,531,935	1,401,676
Redundancies	21,979	-
Social Security costs	170,637	156,475
Pension costs	121,123	112,171
Total staff costs*	<b>1,845,674</b>	<b>1,670,322</b>
*Includes staff costs for Office for Students three-year project that commenced April 2018	200,004	141,858
Staff advertising and fees	6,739	16,720
Temporary staff	7,245	25,769
Staff training and staff welfare	21,775	32,867
	<b>1,881,433</b>	<b>1,745,678</b>

### 7 STAFFING

	<b>2020</b>	<b>2019</b>
Average number of staff	<b>38</b>	<b>36</b>
Of which includes Office for Students project staff	<b>5</b>	<b>4</b>
The average number of employees employed within the following categories:		
Services to members	27	27
Support staff	11	9
Number of full-time equivalents	34.39	33
Number of full-time equivalents employed within the following categories:		
Services to members	25.58	28
Support staff	8.81	5

### 8 REMUNERATION OF KEY MANAGEMENT PERSONNEL

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Gross salary	346,417	337,342
Employer's National Insurance contributions	42,977	32,815
Employer Pension	27,713	-
	<b>417,107</b>	<b>370,157</b>

## Notes to the Accounts (continued)

Year ended 31 December 2020

### 9 PENSION COMMITMENTS

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

### 10 ESTABLISHMENT COSTS

	<b>2020</b>	<b>2019</b>
	£	£
Rent and rates	65,618	42,120
Lighting, heating, cleaning, repairs and insurance	19,978	84,757
Depreciation - computers and furniture	69,683	214,857
	<b>155,279</b>	<b>341,734</b>

### 11 ADMINISTRATION EXPENSES

	<b>2020</b>	<b>2019</b>
	£	£
Office running costs including Information Technology	155,361	235,068
Telephony	4,900	4,744
Audit fee	27,500	25,000
Accountancy and taxation services	5,056	5,485
Professional charges	90,381	79,366
Bank charges	6,436	5,354
	<b>289,634</b>	<b>355,017</b>

### 12 TRADE UNION

	<b>2020</b>	<b>2019</b>
	£	£
Trade union direct expenditure	88,747	126,576
Other Employment Relations direct expenditure	12,415	49,655
Independent Practice Group direct expenditure	4,763	4,705
	<b>105,925</b>	<b>180,936</b>

## Notes to the Accounts (continued)

Year ended 31 December 2020

### 13 CORPORATE COSTS

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Expenses for Council and Chairman	13,886	41,740
Compensation to employer of Council Chairman	52,568	30,443
AGM	6,169	11,548
Professional Conduct Committee	150	514
CEO Office and HR	25,327	64,007
Conference expenses and Global Podiatry Network	4,842	16,618
VAT disallowed	59,467	85,529
Annual awards	-	13,424
Corporate Governance	83,360	47,606
Provision for bad debts	16,753	434
Meeting room expenses	4,480	10,097
	<b>267,002</b>	<b>321,960</b>

### 14 TAXATION

The total tax charged included in the Income and Expenditure Account was tax payable on identified trading activities in the financial year 2019, calculated separately for corporation tax return.

### 15 FIXED ASSETS

	<b>Leasehold property</b>	<b>Computers and furniture</b>	<b>Intangible assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
1 January 2020	2,652,140	714,555	286,385	3,653,080
Additions in the year	-	0	130,134	130,134
Disposals	-	-	-	-
31 December 2020	<b>2,652,140</b>	<b>714,555</b>	<b>416,519</b>	<b>3,783,214</b>
<b>Depreciation</b>				
1 January 2020	212,172	706,548	286,385	1,205,105
Charge for the year	53,043	10,465	6,175	69,683
Disposals	-	-	-	-
31 December 2020	<b>265,215</b>	<b>717,013</b>	<b>292,560</b>	<b>1,274,788</b>
<b>Net book value</b>				
31 December 2020	2,386,925	(2,458)	123,959	2,508,426
31 December 2019	2,439,968	8,007	-	2,447,975



## Notes to the Accounts (continued)

Year ended 31 December 2020

### 16 INVESTMENTS

The College holds 40 Ordinary Shares in Unity Trust Bank plc at a cost of £120 (2019: £120).

### 17 DEBTORS

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade debtors	51,231	79,667
VAT due	-	31,633
Arch Support	-	8,383
Sundry debtors and prepayments	308,654	174,816
	<b>359,885</b>	<b>294,499</b>

### 18 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	128,256	175,614
Taxation and Social Security	50,156	48,209
Vat owed	239	-
Other Creditors - Projects	283,162	176,571
The College of Podiatry Trust	13,809	13,809
Insurance Scheme Creditors	58,413	73,038
Conference Creditors	375	-
Accruals and deferred income	275,550	271,333
Pension	11,531	13,230
	<b>821,491</b>	<b>771,804</b>

### 19 PROVISIONS FOR LIABILITIES AND CHARGES

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Provisions for claims reported	627,021	281,802
Incurred but not reported provision	200,000	250,000
Unearned premium reserve	60,822	-
	<b>887,843</b>	<b>531,802</b>

## Notes to the Accounts (continued)

Year ended 31 December 2020

### 20 OPERATING LEASE

The College does not hold any operating leases.

### 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 former Chairman, George Dunn until September 2020 and following this our current chairman Matthew Fitzpatrick "related party" transaction amounted to £32,606 for 2020 (2019: £41,803). 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:

#### Arch Support

Arch Support, a charity registered in England and Wales, number 205684. The net movement on the fund was an increase of £24,452 (2019: Increase of £168,292) giving total reserves of £1,447,750 (2019: £1,422,782).

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

#### The College of Podiatry Trust

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

The College of Podiatry is the sole member under the Companies Act 2006 of the College of Podiatry Trust. There was no financial support in 2020 due to no activity taking place within the charity. This is a result of postponing the overseas educational project plans due to the COVID-19 travel restrictions. The previous year the funding transferred to the charity was also zero due to re-structuring the organisational priorities. (2019: £0).

### 22 CASH GENERATED FROM OPERATING ACTIVITIES

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Deficit for the year after tax	101,170	24,341
Depreciation	69,683	214,858
Dividends	(6,805)	(9,585)
Corporation tax	3,294	-
Decrease/(increase) in receivables	(65,386)	(33,011)
Increase/(Decrease) in current liabilities	49,687	(72,310)
(Decrease) in provisions	356,041	(172,006)
<b>Cash generated from operations</b>	<b>507,684</b>	<b>(47,713)</b>

### 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.

## Further information:

The College of Podiatry  
Quartz House  
207 Providence Square  
Mill Street  
London SE1 2EW  
Tel: 020 7234 8620  
Email: [contact@cop.org.uk](mailto:contact@cop.org.uk)  
Web: [www.cop.org.uk](http://www.cop.org.uk)

# Checklist for auditor's report

(see notes 90 and 96)

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

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

Please explain in your report overleaf or attached.

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

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

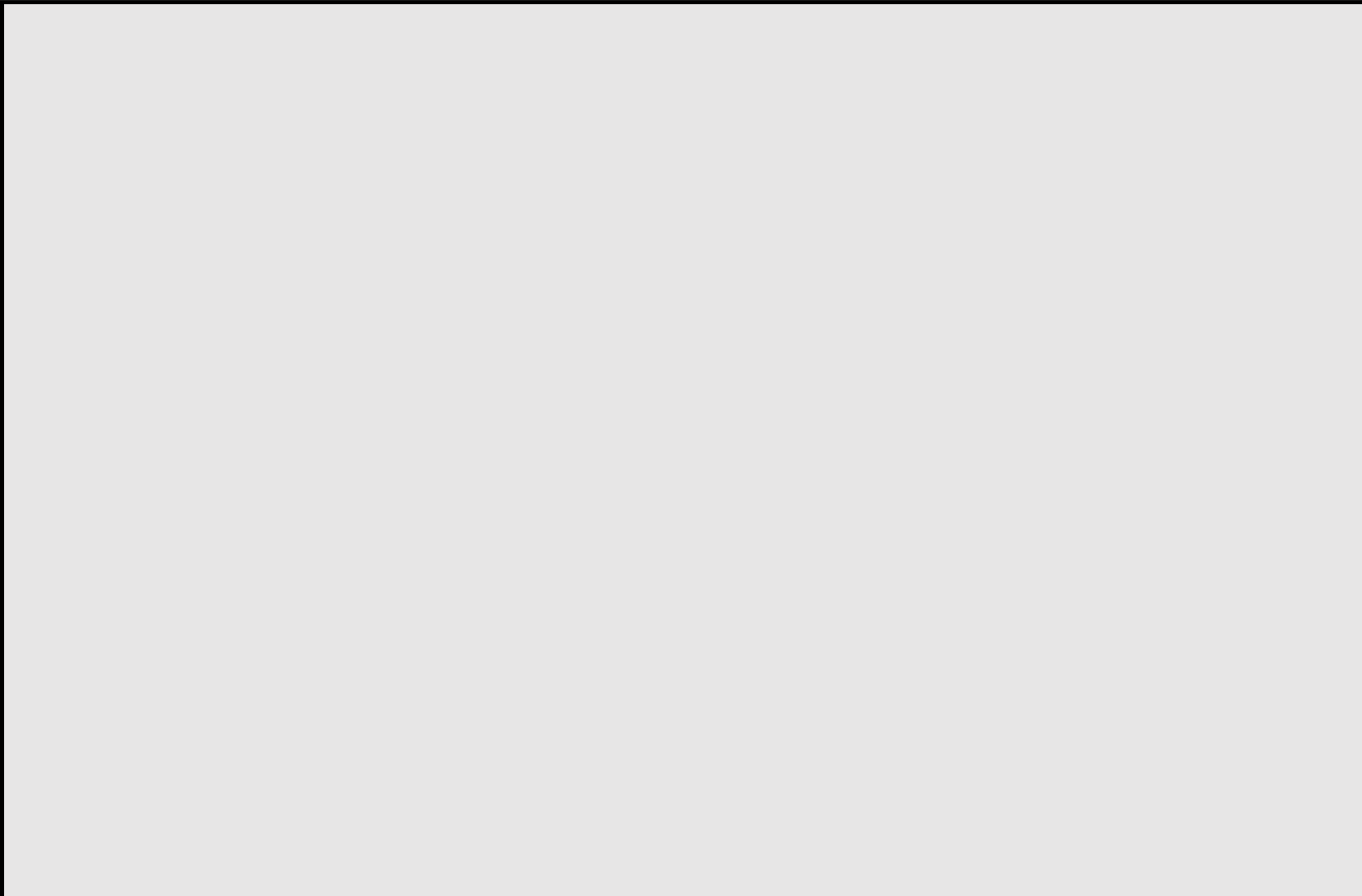
Please explain in your report overleaf or attached

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

**In our opinion the financial statements:**

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

**Auditor's report (continued)**



Signature(s) of auditor or auditors:	RSM UK (see attached letter)	
Name(s):	RSM UK Audit LLP	
Profession(s) or Calling(s):	Auditors	
Address(es):	25 Farringdon Street	
	London	
	Postcode EC4A 4AB	
Date	08/06/2021	
Contact name for inquiries and telephone number:	Nick Sladden (Tel. 0203 201 8313)	

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

**RSM UK Audit LLP**

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

Our ref: NS/CA/1067948  
Your ref:

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

8 June 2021

Dear Sirs

**Financial statements of The College of Podiatry ('the Trade Union') for the year ended 31 December 2020**

Further to our audit report dated 1 June 2021 included in the Trade Union's financial statements for the year ended 31 December 2020, we have nothing to report in respect of the following matters where section 36 of Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

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

Yours faithfully

*RSM UK Audit LLP*

**RSM UK Audit LLP**

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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	25.05.2021