Trustees’ Annual Report and Financial Statements for the year ending 31st March 2015

Approved by AfN Council 30th September 2015
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Administrative Details

Name of the Charity
Association for Nutrition

Registered Office
28 Portland Place, London W1B 1LY, UK

Registered Charity Number 1136624
A not-for-profit organisation, registered as company limited by guarantee

Registered Company Number 6488331

Trustees & Directors at 30 September 2015
Prof A A Jackson (President and Chair of Council)
Prof J Buttriss
Prof J Cade (Chair, Registration Committee)
Dr A Dangour (Hon. Treasurer) (from 1 January 2015)
Dr B Ellahi
Dr D Gale (lay member of Council)
Dr J P Landman
Dr L Levy (from 1 January 2015)
Prof J Lovegrove
Dr J Murphy
Mr D Pamment (lay member of Council)
Dr C E Robertson
Prof R W Welch

Other Trustees during period ending 31 March 2015
Dr C Leonard (to 31 December 2014)
Miss M Mwatsama (to 31 December 2014)
Prof M J Wiseman (Hon. Treasurer) (to 31 December 2014)

Chief Executive & Company Secretary
Ms L Milliner

Bankers
NatWest Bank, Charing Cross, London Branch, PO Box 113
Cavell House, 2a Charing Cross Road, London, WC2H 0PD

Independent Examiner
Mr S M Foster, FCA of Maurice J Bushell & Co, 3rd Floor, 120 Moorgate, London, EC2M 6UR
Foreword

In this, my penultimate year as AfN President, I commend to you this annual report from AfN Trustees. When I reflect on the journey I have had the privilege to lead the profession on, from a discipline routed in the science laboratory to one with established public benefit and breadth of activity, this is indeed a significant point in our shared history. Our finances are sound; we hold the confidence of government in our activities, as evidenced by the recent investment by Public Health England in the development of new competence standards for those who carry an important responsibility to deliver nutrition advice to the public in fitness, leisure and catering; our register continues to grow and the education base which supports the production of nutrition science to inform practice is of international significance. The establishment of ‘Registered Nutritionists in Practice’ demonstrates the importance of a collegial and supportive profession, determined to illustrate the contribution Registrants make to improve the nutritional health of the nation. Our manifesto call ‘Better Nutrition: Better Health’ drew ministers’ and politicians’ attention from all political parties to our central concern, the contribution of a qualified workforce committed to scientifically sound evidence-based nutrition practice and shared ethical standards.

It was never certain whether voluntary regulation would hold fast; certainly some critics of our ambition, to professionalise the discipline of nutrition science and hold its activities open to public accountability, were not at all keen we should succeed. In this, our sixth year of operation, our aim continues to be to protect and benefit the public by promoting nutrition and public health, and championing high standards of practice in the nutrition profession. Our work not only underlines that the profession of nutrition is founded on an evidence-base of sound science, but also that the profession serves to protect and educate the public. Our aim now is to continue to grow the register, increase awareness of our aims and objectives and develop our regulatory functions as we work towards our strategic aim, statutory protection of title.

I would like to take this opportunity to thank our Registrants for their patience and support, our wonderful Chief Executive and her staff team for their commitment to the AfN, and to the Trustees and many volunteers whose work is outlined in this report. It’s been a splendid year, and we have much to celebrate.

Professor Alan Jackson CBE RNutr, FFAfN
AfN President
Annual Report of the Trustees
(Company Directors)

The Trustees of the Association, who are the company directors for the purposes of company law, present their report and financial statements for the year ended 31 March 2015, prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006, the Charities Act 2011 and the SORP charity reporting requirements (2005) for small charities.

Objectives and Activities for the Public Benefit

**Association for Nutrition** (AfN) defines and advances standards of evidence-based practice across the field of nutrition and at all levels within the workforce. We protect and benefit the public by:

- **Championing Registered Nutritionists** whose entry onto the UK Voluntary Register of Nutritionists (UKVRN) is an assurance that they meet our rigorous standards of competence and professionalism.
- **Recognising high quality, relevant nutrition training** through our Course Accreditation, CPD Endorsement and Certification schemes.
- **Raising our profile** to protect the public and raise demand for, and recognition of, the contribution of Registered Nutritionists and the wider health and social care workforce in nutrition.

**Our Charitable Objects Are:**

- To promote the health of the public by the promotion and maintenance of high standards of practice among and the regulation of nutritionists;
- To advance the study and practice of nutritional science and medicine;
- To advance the education of the public and to promote research for the public benefit in the field of nutrition, health and allied subjects.

**Our Vision**
Nutritional health of all through evidence-based nutrition practice.

**Our Values**
A trusted, capable and transparent regulator protecting the public with integrity and professionalism.

**Governance**
The Association for Nutrition is a charitable company limited by guarantee, having no share capital. Members have a liability not exceeding £1 each. Members of Council are the members, trustees and directors of Association for Nutrition. The charitable company is governed by Articles of Association and a Code of Governance and Standing Orders. Association for Nutrition holds an annual AGM with a three year cycle of Council elections. The Council met four times in the year to 31 March 2015. Council is advised by standing committees of Council and ad hoc working groups. All trustees give of their time freely and no trustee remuneration was paid in the year. Trustees are required to disclose all relevant interests and register them with the Chief Executive and, in accordance with Association for Nutrition policy, withdraw from decisions where a conflict of interest arises.
Summary of Achievements

Championing Registered Nutritionists

- **Supported for Nutrition Professionals** to protect the public, ensuring their capacity to practice safely and effectively, with access to relevant registration benefits.
- **Development of an additional Register Specialism for Registered Nutritionists (Healthcare)** aimed primarily at GMC registered professionals in medicine.
- **Confirmation from HM Revenue and Customs (HMRC) of Tax Relief of Registrant Subscriptions** Our name now appears in the HMRC list of approved bodies and advice has been issued to Registrants to claim tax relief.
- **Award of Four Fellowships** to Registered Nutritionists who have made an outstanding contribution to the furtherance of nutrition science, education and practice at a national and international level.

Recognising High Quality, Relevant Nutrition Training

- **Endorsement of 17 CPD courses** to support Registrants’ career development and competence for the protection of the public.
- **Accreditation of 13 undergraduate & postgraduate courses**, successful completion of which leads to Direct Entry to UKVRN at Associate (ANutr) level.
- **Certification of 6 nutrition courses/training programs aimed at wider health & social care workforce in nutrition** recognising and supporting evidence-based standards in course delivery and content of nutrition training for the wider workforce
- **Development of new Competence Frameworks in Nutrition for Fitness, Leisure and Catering** in partnership with Public Health England, extending the reach of the Workforce Competence Model in Nutrition (AfN 2012) to improve the competence of those working at Levels 1-4 in Fitness, Leisure and Catering to guide food choice.

Raising Our Profile

- **AfN Manifesto Call ‘Better Nutrition, Better Health’** in advance of the General Election, a call to action for politicians to make nutrition-related health a key priority for the next parliament.
- **The Advertising Standards Agency consideration of two complaints made by AfN regarding misleading claims made by companies about their qualifications.**
- **Annual Discourse** with invited audience of stakeholders, professionals and public to illustrate the contribution of Registered Nutritionists across physical activity, nutrition and public health.
- **Promotion of UKVRN to the Public, Industry and Employers** with attendance at 4 major conferences, 14 inter-professional events, 10 government briefings and 10 university liaison events; responding to 8 public consultations and authoring 13 articles, and social media (2453 Twitter followers, 1461 Facebook likes)
Volunteer Engagement

Volunteers are central to our work and achievements and we value enormously the contribution volunteers make to further our charitable activities. Volunteers provide expert advice, application of judgement and contribute to all aspects of our work. Many of our volunteers are Registrants, but some are not, and we are extremely grateful for the time and effort volunteers freely give us and on which we are so reliant to deliver our ambitious programme of work.

Volunteers serve as committee members, regional representatives, assessors, and as members of working groups; assist with general administration; help us at events and at conferences; represent us at meetings, conferences and discussions with external organisations and help us to manage our social media. All committee members, assessors and members of working groups are formally appointed according to our Governance Rules and are required to disclose all relevant interests and register them with the Chief Executive and in accordance with the Association’s policy withdraw from decisions or activity where a conflict of interest arises. Regional representatives and other volunteers are required to sign a volunteer contract and are required to disclose all relevant interests and register them with the Chief Executive.

Standing Committees of Council

Registration Committee
Prof J Cade, Chair
Prof H Hartwell, Deputy Chair
Ms Ruth Buttigieg (from 04 June 2014)
Dr J Cockroft
Ms A Kennedy (to 04 Dec 2014)
Prof Simon Langley Evans (from 01 Jan 2015)
Dr Clare Leonard (to 08 Aug 2014)
Prof G McNeill
Dr C Norris
Dr S Ray
Ms Laura Street (from 01 Jan 2015)
Dr R Sumner (to 01 June 2015)
Dr H Theobald (12 June 2013 to 31 Oct 2014)

Accreditation Committee
Prof J Lovegrove, Chair, from 4th Dec 2012
Mr M Clapham
Dr B Ellahi
Dr P Grabowski (from 01 Jan 2015)
Dr L Jackson, lay member (to 12 March 2015)
Ms A Kennedy (to 04 Dec 2014)
Dr H Lightowler (from 01 Jan 2015)
Prof D McCarthy
Mr R McBurney
Dr Penelope Nestel (from 01 Jan 2015)
Prof R W Welch

Business Planning & Governance Committee
Dr C Robertson, Chair
Prof M Wiseman
Prof J Cade
Prof J Lovegrove
Prof H Hartwell
Prof A A Jackson ex officio

Fellows’ Nomination Committee
Prof A A Jackson, Chair
Prof J Buttriss
Prof N Finer
Prof N Lowe
Prof M Wiseman
**Nation & Regional Representatives**

**Wales**
Ms G Bussell (to)

**Northern Ireland**
Miss G Faulkner

**South West**
Ms S Bernard (to)
Ms Z Griffiths (from)

**South East**
Dr J Landman (to 14 October 2014)
Dr A Hill from 5 March 2015

**London**
Mr D Tchilingirian

**Scotland**
Mrs C Hislop & Dr R Chester

**West Midlands**
Miss C Campbell

**East Midlands**
Dr J Landman from 14 October 2014
Dr A Hill from 5 March 2015

**North West**
Mrs A Porter

**East**
Mrs S Scotland

**Volunteers**

Miss S Kehoe (Social Media)
Miss E Sanders (Intern; Stakeholder Mapping & Engagement)

**Assessors**

**Course Accreditation Assessors**

Dr J Armstrong  Mrs C Symonds  Dr T Hollands
Dr F Caple  Dr I Tewfik (from 27 August 2014)  Dr T Hurst
Prof C Edwards  Dr G McNeill  Prof L Kennedy
Dr B Ellahi  Dr S Mushtaq  Dr M Kiely
Miss A Hall (from 31 Oct 2014)  Dr J O’Reilly  Dr L Levy
Ms A Kennedy (to 04 Dec 2014)  Mrs J Paxman  Dr P Mason
Dr O Kennedy (from 25 July 2014)  Dr C Pettinger  Prof G McNeill
Prof S Langley-Evans  Dr M Ritchie (from 02 September 2014)  Prof D McCarthy
Mrs T Lewarne  Prof H Hartwell  Mrs E Messenger (to 22 May 2014)

**Registration Assessors**

Dr P Amuna (to 22 May 14)  Prof J Donnelly  Dr M Kiely
Mr N Bennett  Dr S Drummond  Dr L Levy
Ms S Bernard  Dr B Ellahi  Dr P Mason
Ms T Brown  Dr E Eve  Ms V McConkey
Prof J Cade  Dr L Gatenby  Prof G McNeill
Dr J Cockroft  Mrs C Glazzard  Mrs E Messenger (to 22 May 2014)
Ms G Cowburn  Dr M Ha  Ms S Montel
Dr H Crawley  Dr C Hankey  Dr C Norris
Dr K Currell (to 04 December 2014)  Prof H Hartwell  Dr E Opara
Miss J Davies  Mrs C Hislop  Mrs H Peace
Mrs F Dickens  Dr T Hollands  Prof L Kennedy

Dr T Hurst
Course Certification Assessors
Miss S Ball  Ms K Johnson  Dr G Mendoza
Ms A Chughtai  Dr J Landman  Prof H McQueen
Mrs A Ellison-Webb  Mrs C McLeod  Dr J Murphy
Mrs V Watson  Ms F Uhegbe

CPD Assessors
Dr J Cockroft  Dr E Opara
Ms C MacLeod  Mrs H Rippin
Miss M Mwatsama  Dr C Robertson
Dr C Norris  Prof R W Welch
Review of Activities for Public Benefit

Championing Registered Nutritionists

The UKVRN

1.1 At the heart of the AfN is the UK Voluntary Register of Nutritionists (UKVRN). The purpose of the UKVRN is to recognise and encourage high standards of professional training in nutrition. Only individuals who meet the high standards in evidence based science and professional practice of nutrition can join and remain on the Register. The UKVRN protects the public by recognising and encouraging high standards of education and practice in nutrition.

1.2 Governance of the UKVRN enables us to set proficiency and competency criteria, promote continuing professional development and safe conduct for the benefit of the public. All nutritionists registered with the UKVRN must have a knowledge and understanding of defined core competencies in nutrition normally usually a BSc (Hons) or MSc in a nutritional science (recognised by us as meeting our standards for course accreditation,) or equivalent and abide by our Standards of Ethics, Conduct and Performance. Registrants may use the letters RNutr after their name to designate their professional status; for Associate Registrants the designation is ANutr.

1.3 We continue to invest in growing the Register through active promotion of the benefits of registration to the public, employers, industry and stakeholders.

Register totals at 31 March 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Nutritionist (ANutr)</td>
<td>598</td>
</tr>
<tr>
<td>Registered Nutritionist (RNutr)</td>
<td>890</td>
</tr>
<tr>
<td>Fellow (FAfN)</td>
<td>20</td>
</tr>
<tr>
<td>Retired (RNutr Retired)</td>
<td>2</td>
</tr>
<tr>
<td>Voluntary suspension</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total Active Registrants at 31 March 2015</strong></td>
<td><strong>1526</strong> (9.78 % increase)</td>
</tr>
</tbody>
</table>

Applications to 31 March 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANutr Direct Entry</td>
<td>285</td>
</tr>
<tr>
<td>ANutr Portfolio Entry</td>
<td>16</td>
</tr>
<tr>
<td>RNutr Portfolio Entry only</td>
<td>37</td>
</tr>
<tr>
<td>ANutr to RNutr transfers</td>
<td>17</td>
</tr>
<tr>
<td><strong>Total number of applications</strong></td>
<td><strong>355</strong> (219 in 2013-14)</td>
</tr>
<tr>
<td>Applications refused</td>
<td>0</td>
</tr>
</tbody>
</table>

1.4 Our focus continues to be to maintain public, profession and stakeholder confidence in the UKVRN Registration in protecting the public from unsafe practice and facilitating the promotion of the skills of Registered Nutritionists to employers, the public and wider workforce. Our development, maintenance and promotion of the UKVRN for the benefit of the public helps us move towards meeting our strategic aim; statutory protection and the requirements for Professional Standards Authority Accredited Voluntary Register status.

Awards of Fellowship
2.1 Fellowship of the AfN recognises the sustained and ongoing contribution of Registered Nutritionists working at a national or international level through the award of Fellowship. Fellows are Registrants of the Association. To 31st March 2015 the following nominations for Fellowship were approved by Council;

   Prof Parveen Yaqoob
   Prof Alison M Gallagher
   Prof Susan A Lanham-New
   Professor Andy Ness

Development of Additional Register Specialism, ‘Healthcare’.

3.1 In spring 2014, in response to growing demand from medically qualified professionals, AfN began development of a new registration category with the provisional working title of ‘healthcare specialism’.

3.2 Medically qualified professionals (including doctors, dentists and nurses) are increasingly required to give expert nutrition advice as a routine part of their job. Some individuals although already statutorily regulated, have built up substantial nutrition experience, and are keen to achieve recognition by the UK Voluntary Register of Nutritionists (UKVRN) becoming Registered Nutritionists.

3.3 AfN Registration Committee considered the proposal to develop a sixth specialism, which would define nutrition competences for health professionals within clinical settings. The Committee and Council agreed such a specialism would benefit both Public and Profession, providing appropriate credit for specialist knowledge and experience acquired outside dietetics.

3.4 A working group was established which would report to the Registration Committee, with membership comprised of:

Professor Janet Cade RNutr (Public Health) FAfN
AfN Registrar, Professor of Nutritional Epidemiology & Public Health, University of Leeds

Dr Sheldon Cooper MSC MD FRCP RNutr, Co-Chair
GMC and AfN registered, Consultant Gastroenterologist and Clinical Nutrition Lead at the Dudley Group NHS Foundation Trust

Dr Sumantra Ray MBBS (Hons) DNHE MPH MD FACN RNutr (Public Health) Co-Chair
GMC and AfN registered, Registration Committee, MRC Senior Clinician Scientist in Human Nutrition Research; NDNS UK Lead Clinician; NNEdPro Chairman/Programme Leader, Cambridge University Hospitals/School of Clinical Medicine

Dr Adam Collins RNutr
AfN Registered, Senior Tutor in Nutrition and Dietetics, University of Surrey

Dr Lisa Jackson BSc (Nutrition), MBBS London, MRCGP DCH DFFP Dip. Therapeutics
GMC Registered, GP, East Norwich Medical Partnership

Dr Colin Michie, MA. FRCPC. FLS. FRIPH RNutr
GMC registered Paediatrician at Ealing Hospital Integrated Care Organisation and member of the Academy Nutrition Group.

Ms Sophie Till, Medical Student, University of Sheffield

Sarah Manuel, AfN Registration and Accreditation Manager, to provide administrative support.
3.5 The Working Group began by scoping the project and agreeing terms of reference. It undertook a review of the existing core competencies to ensure AfN’s approach was consistent for the sixth specialism including brainstorming exercises to determine tasks and milestones. Approval from the Registration Committee and Council are integral to each stage of the process, so the working group reported on a regular basis throughout 2014/2015.

3.6 AfN anticipates a clinical nutrition specialism will be particularly relevant to qualified health professionals regulated via the GMC, GDC, NMC, GOC, GCC and GOsC, who provide dietary advice to their patients in clinical healthcare settings. The first group of healthcare workers focused on will be doctors.

3.7 AfN introduced this project in three published articles: ‘Developing a New Specialism’ in the May edition of CN magazine and ‘Scoping a New Specialism’ in The Nutrition Society Gazette, alongside the AfN’s monthly e-newsletter to our registrants. Additionally, AfN Chief Executive introduced the proposals to the Academy Nutrition Group of the Academy of Medical Royal Colleges and the Royal College of Paediatrics and Child Nutrition. AfN has held preliminary discussions with the General Medical Council regarding whether such a specialism would be suitable for recognition under its proposed credentialing scheme should that go ahead.

3.8 We aim to launch the clinical specialism in 2015/16. Feedback on the proposals to date has been overwhelmingly supportive.

HMRC Income Tax Relief

4.1 HM Revenue and Customs (HMRC) announced membership subscriptions were eligible for income tax relief on Wednesday 26th November, under Section 344 of the Income Tax (Earnings and Pensions) Act 2003 with effect from 6th April 2013. The Association for Nutrition’s name now appears in the list of HMRC approved bodies.

4.2 Registrants were advised to include their UKVRN renewal fees (referred to by HMRC as ‘membership subscriptions’) on their application for self-assessment to receive relief at their current rate of income tax. A press release was issued and drew widespread attention (and congratulations) from stakeholders.

Responding to Queries from the Public

5.1 The registration team acts as the first line of contact for the Association for Nutrition, responding to enquiries on a wide range of issues including nutrition study, routes to registration and how to find a nutritionist. The Registration team also advises students and graduates about joining the Register. In the year to 31 March 2015, 845 email queries were answered by the Registration team, in addition to telephone enquiries and queries from registrants.

Email queries received to 31 March 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>351</td>
</tr>
<tr>
<td>Careers, course choice &amp; CPD</td>
<td>111</td>
</tr>
<tr>
<td>General Query, incl. finding a nutritionist</td>
<td>130</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>592</strong></td>
</tr>
</tbody>
</table>
Recognising High Quality, Relevant Nutrition Training

Course Accreditation

6.1 Successful graduates of courses accredited by AfN continue to benefit from direct entry to the UKVRN. All AfN Accredited meet AfN Standards and Core Competencies (published in 2012). AfN Accredited Courses benefit from a unique numbered AfN logo, giving the public and the profession confidence graduates will have a knowledge and understanding of the scientific basis of nutrition and an understanding of a professional conduct, including the AfN’s Standards of Ethics and Professional Conduct.

6.2 At 31st March 2015 45 undergraduate courses and 25 postgraduate courses were AfN Accredited, three of which were overseas.

6.3 Applications from course providers for Accreditation and Reaccreditation are received by Accreditation Committee biannually. Application forms, guidance notes and information on Accreditation is published on the AfN website. Applications undergo a rigorous assessment process before being considered by Accreditation Committee for approval.

6.4 By 31 March 2015 13 applications from previously accredited and unaccredited courses were approved by AfN Accreditation Committee for AfN Course Accreditation;

Undergraduate Courses;
- **BSc (Hons) Human Nutrition**, London South Bank University
- **BSc (Hons) Nutritional Sciences**, Manchester Metropolitan University
- **BSc (Hons) Food Marketing and Nutrition**, Newcastle University
- **BSc (Hons) Nutrition and Public Health**, Sheffield Hallam University
- **BSc (Hons) Nutrition, Dietetics and Lifestyle**, Sheffield Hallam University
- **BSc (Hons) Human Nutrition (Nutrition and Exercise Science)**, University of Westminster

Postgraduate Courses;
- **MSc Nutrition in Practice**, Leeds Beckett University
- **MSc Nutrition for Global Health**, London School of Hygiene and Tropical Medicine
- **M.Med.Sci in Human Nutrition**, University of Sheffield
- **MSc Public Health (Nutrition pathway)**, University of Southampton
- **MSc Human Nutrition**, University of Surrey
- **MSc Nutritional Medicine**, University of Surrey
- **MSc Sport and Exercise Nutrition**, University of Westminster

6.5 During the period 1 April 2014 to 31 March 2015, 180 queries were received regarding our course accreditation processes from prospective students and course providers.

Continuing Professional Development (CPD)

7.1 AfN CPD Endorsement recognises a variety of learning activities which meet our Standards for CPD Endorsement, providing high quality professional-level training and education aimed at maintaining and advancing registrants knowledge, skills and
competence. During the period 1 April 2014 to 31 March 2015, AfN Endorsed CPD included conferences, workshops and webinars. All endorsed course providers receive a unique numbered logo which they are permitted to use in their marketing. Details of endorsed activities appear on our website, e-newsletter and social media sites.

7.2 To 31 March 2015, a total of 17 applications for CPD Endorsement were received and approved. AfN Endorsed learning activities held before 31 March 2015 included:

- **School Food and Working with the Media**, Nutritionists in Industry, 4th June 2014
- **Irish Sector Meeting: Changing Dietary Behaviour: Physiology through to Practice**, The Nutrition Society, 18-20 June 2014
- **25th Anniversary Caroline Walker Trust Lecture, Eating our way to Healthy Old Age**, Caroline Walker Trust, 10th July 2014
- **Summer Conference 2014**, The Nutrition Society, 14th - 17th July 2014
- **Scientific Writing for Publication workshop**, The Nutrition Society, 25th July 2014
- **Obesity and Weight Management – Scientific update**, SENSE/Nutritionists In Industry, 15 September 2014
- **Food Matters Live 21014**, 18-20 November 2014
- **Evidence based nutrition in a range of settings**, AfN Regional Network – North West, 22 November 2014
- **International Sports Exercise and Nutrition conference 2014 (ISENC)**, 16-18 December 2014
- **The Counterweight Programme: An opportunity for health professionals to learn and deliver an off the shelf evidence based weight management programme**, Counterweight LTD, 20 January 2015
- **New Frontiers in Fibre**, British Nutrition Foundation, 29 January 2015
- **Using and Interpreting Systematic Reviews**, The Nutrition Society, 17 February 2015
- **Why Wait to talk about Weight?** Nutrinsight, Repeated Event
- **Statistics for Nutrition Research**, The Nutrition Society, Repeated Event

### Course Certification

**Certification**

8.1 AfN Course Certification aims to recognise and support standards in course delivery and content of nutrition training for the wider health and social care workforce which meet Workforce Competence Model in Nutrition (AfN 2012).

8.2 All certified course providers receive a unique numbered logo which they are permitted to use in their marketing materials. Certified courses are listed on the ‘Wider Workforce’ area of the AfN website and details appear in our e-newsletter and social media sites. Course certification assessors are asked to provide constructive feedback where appropriate in order to promote areas of improvement and help course providers extend their training further. This has been positively received by training providers.
8.3 Since 1st April 2014, the following courses/ training programmes have been awarded AfN Course Certification:

**Bin the Bottle and 5 a day training days**, Newham Early Start Community Nutrition Team

**Paediatric Nutrition Study Days**, Newham Early Start Community Nutrition Team

**Healthy Eating Study Days for Children's Centre and Nursery Staff**, Newham Early Start Community Nutrition Team

**Early Years Nutrition**, North East London NHS Foundation Trust (NELFT)

**Nutrition training course**, Diet Specialist

**Healthy Eating and Wellbeing**, The Learning Academy

As of 31st March 2015, 18 courses have been awarded AfN Certification.

8.4 An annual monitoring procedure has been introduced to ensure certified courses continue to meet AfN Certification Standards and have not undergone any significant changes. Training providers are required to submit an annual monitoring report and retention fee to retain AfN Course Certification. In addition a welcome e-pack for certified course providers was launched in June 2014 and includes:

- Welcome email
- AfN Course Certification unique logo.
- Marketing Guidelines – outlining use of terminology, use of logo etc.
- Links to information details on T&C’s & Annual Monitoring Process.
- Web listing form.

**Workforce Competence Framework for Catering, Leisure and Fitness**

8.5 In March 2015 Public Health England (PHE) asked AfN to develop a competence framework in nutrition for the non-professional workforce in catering, leisure and fitness sectors. The new competence framework will sit alongside AfN’s Workforce Competence Model in Nutrition (AfN 2012) (which benchmarks nutrition competence for non-professionals in health & social care) against which individual skill and training in nutrition in the catering, leisure and fitness workforce will be assessed, using the AfN’s established Certification schemes. The aim is to provide focus, coherence and direction across each sector in reducing nutrition-related health inequalities and will form part of an evidence package on sugar developed by Public Health England. This document, together with the Scientific Advisory Committee on Nutrition’s Carbohydrate and Health report, will inform the government’s thinking on sugar.

8.6 The project commenced on 1st March 2015 and will report to Public Health England in September 2015.

**Raising Our Profile**

**Influencing Government and Stakeholders**

**SACN Draft Carbohydrates and Health Report**

9.1 On 24th June 2014 the UK Scientific Advisory Committee on Nutrition (SACN) published its draft Carbohydrates and Health report, with important recommendations for changes to the Government’s nutrition advice to the public. In anticipation of the report AfN
authored an article in ‘The House’ magazine, the weekly publication for the Houses of Parliament, in which we outlined the contribution, scope of practice and relevance of Registered Nutritionists in improving nutritional health of the Nation. This was a great opportunity to champion Registered Nutritionists to MPs and members of the House of Lords. A copy can be viewed on our website here; http://www.associationfornutrition.org/Portals/0/Public/Newsletters/AssociationforNutritionTheHouse.pdf

9.2 Prior to the release of the report there was considerable speculation in the national and trade press about the impact of sugar in the diet and the relationship between the scientists advising Government and the food industry. In response, we provided a briefing note to UKVRN Registrants reminding those asked to comment to a range of stakeholders, including the public, employers, clients and colleagues, health improvement teams, food manufacturers, food service providers and industry and to local and national press of the need to remain objective and balanced in their views. Heightened public and press interest in both the report and action plan gave opportunity for UKVRN Registrants to demonstrate their scientific credibility, objectivity and advocacy for evidence-based nutrition, in addition to promoting the importance of expert advice from Registered Nutritionists as opposed to unqualified individuals.

9.3 Registered Nutritionists played an important role in the formation of the draft Carbohydrates and Health report. AfN UKVRN registrants involved in the SACN review of carbohydrates and health included:

SACN Carbohydrates Working Group (& Main Group Members)
Professor Ian Macdonald RNutr, Honorary Fellow of AfN (Chair of Working Group)
Professor Julie Lovegrove RNutr, Fellow of AfN
Dr David Mela RNutr
Professor Alan Jackson RNutr, Founding Fellow of AfN (Previous Chair of SACN)

Members of SACN
Dr Ann Prentice OBE RNutr, Fellow and Honorary Fellow of AfN (Chair of SACN)
Professor Susan Lanham-New RNutr, Fellow of AfN
Professor Hilary Powers RNutr
Professor Christine Williams RNutr

SACN Secretariat
Dr Alison Tedstone RNutr, Founding Fellow of AfN
Dr Louis Levy RNutr, Fellow of AfN
Vicki Pyne RNutr
Rachel Elsom RNutr
Dr Sheela Reddy RNutr, Founding Fellow of AfN
Dr Marie-Ann Ha RNutr

Carbohydrates and cardio-metabolic health review team
Dr Victoria Burley RNutr (Team Lead)
Dr Charlotte Evans RNutr
Ms Charlotte Woodhead ANutr

9.4 Alongside the SACN draft Carbohydrates and Health report PHE published its sugar reduction strategy, which referenced the impact and importance of AfN Course
Accreditation, Certification and Endorsement schemes and workforce competence model in improving the capacity of both the professional and wider workforce in guiding food choice.

AfN Manifesto Call; Better Nutrition, Better Health

10.1 A business plan objective in advance of the general election was to influence the political manifesto arena. ‘Better Nutrition, Better Health: A manifesto call from the Association for Nutrition’ was launched on 20th January 2015, a call to action for politicians to make nutrition-related health a key priority for the next parliament. At its heart was a request for the next Government to commit to;

- Ensuring consistent, accurate and evidence based nutrition practice across the healthcare team, from professional to frontline worker, to improve nutrition-related health outcomes for public, patients and service users.
- Ring-fence public health funding at local authority level for the duration of the next parliament, with a clear focus on improving nutrition-related health outcomes and reducing diet-related ill health.
- Ensuring appropriate professional regulation for nutrition, alongside the current requirement for dietetics, to protect the public from unsafe practice by introducing protection of title for nutritionists.

10.2 To accompany the call, template letters and emails were produced for Registrants to contact constituency MPs/Parliamentary Candidates calling for their support. A press release was also developed and circulated. A page was produced on the AfN website containing the call, template letters/emails to MPs and Parliamentary Candidates and details on how to find constituency MP/Candidates. A call to support Better Nutrition – Better Health, and a link to the template letters/emails was then included within the January Registrants Newsletter. Posts were also made on the AfN Facebook and Twitter accounts. The Twitter post was retweeted by 22 Registrants and AfN copied in on tweets to 5 constituency MPs/Candidates. The Facebook post on the AfN page was viewed by 591 individuals and was shared 22 times on individual’s wall.

10.3 The manifesto call was circulated to the Manifesto writers/teams for all the main political parties in the UK (Conservative, Labour, Liberal Democrats, Green Party, UKIP, Plaid Cymru, SNP, SDLP, SF and DUP). In addition it was circulated to Ministers and Shadow Ministers who currently have a role in health, or who have actively partaken in health-related debates or activities. Better Nutrition, Better Health was also sent to the Health Select Committee and to Members of the Fit & Healthy Childhood, Obesity and Food and Health Forum All-Party Parliamentary Groups. In total Better Nutrition, Better Health was circulated to 121 parliamentarians, peers and political party staff.

House Of Commons Health Select Committee ‘The impact of physical activity and diet on health’

11.1 Written evidence was submitted by AfN to the Health Select Committee review, which was included in the final report published 25th March 2015 (Evidence IDH001).

11.2 Dr Glenys Jones, AfN Communications and Marketing Manager attended three public meetings (oral evidence sessions) of the House of Commons Health Select Committee: ‘The impact of physical activity and diet on health’ held on 3rd February; 10th February; and 25th February 2015, including evidence provided by Registered Nutritionist
and Founding Fellow of AfN, Dr Alison Tedstone (Director of Diet and Obesity, Public Health England) at the session held on 10th February 2015.

All-Party Parliamentary Group

12.1 To broaden our influence in Government AfN joined the All Party Parliamentary Group (APPG) on a Fit and Healthy Childhood in January 2015. Dr Glenys Jones represented AfN at the group’s meetings on 21st January, 25th February and 18th March 2015. AfN made submissions to the group’s reports on ‘The Early Years’ and ‘Food in Schools and the Teaching of Food’, in regards to the role of appropriately skilled and qualified nutrition professionals and the need for a competent and qualified wider workforce. Registered Nutritionist Dr Emma Derbyshire along with a dietetic colleague provided the group’s Clerk with support on the nutrition aspects of the final published report.

12.2 Dr Glenys Jones also represented AfN at the APPG on School Food, on 25th February, at the invitation of group member and Registered Nutritionist, Rosemary Molinari, who provides nutrition support to the group’s activities.

Responding to Public Consultations

13.1 The following consultations were prepared, submitted and where possible published on AfN website;
- AfN response to Department for Education's consultation on the introduction of GCSE Food and Nutrition. (20 November 2014)
- AfN Response to Department of Health's consultation on regulation of Public Health Specialists. (8 October 2014)
- NICE Draft Guideline Consultation Implementing Vitamin D guidance (24 June 2014)
- HE Quality Assurance Agency; UK Frameworks on Higher Education
- UKPHR consultation on CPD, submitted (April 2014)
- Five PARN surveys
- Higher Education Data and Information Improvement Programme (HEDIIP)
- Law Commission Proposals for Regulation of Health & Social Care Professionals, (2nd April 2014)

Advertising Standards Authority: College for Nutrition/ Fitness Industry Training

14.1 Following investigation, the Advertising Standards Authority (ASA) upheld our complaint to the ASA that claims made by Fitness Industry Training (UK) Ltd misleadingly implied that consumers would receive a recognised qualification if they took part in Fitness Industry Training’s "Level 5 Advanced Diploma" course. The ASA's final adjudication was published on 10th December 2015 in which the ASA have told Fitness Industry Training (UK) Ltd not to misleadingly imply their qualifications were accredited or recognised by an official organisation.

14.2 The ASA considered consumers would interpret Fitness Industry Training’s claim "Level 5 Advanced Diploma", in the context of claims such as "REGISTERED NUTRITIONIST" and "Accredited By: The College for Nutrition", to mean that the qualification was accredited, and recognised as being of an "advanced" level, by an independent awarding body and listed on Ofqual’s register of recognised qualifications.
14.3 The ASA noted it did not have evidence to demonstrate the College for Nutrition was an official awarding organisation. The ASA further noted College for Nutrition was not listed as an organisation on Ofqual's register and had not seen evidence to demonstrate that the award had been benchmarked against level descriptors by Ofqual. The ASA concluded the advert on Fitness Industry Training’s website was misleading and must not appear in its current form. To read the Advertising Standards Authority final adjudication please go to: http://www.asa.org.uk/Rulings/Adjudications/2014/12/Fitness-Industry-Training-(UK)-Ltd/SHP_ADJ_276555.aspx#.VlgVh7kgXcs

14.4 The Advertising Standards Authority also upheld all five issues raised by the Association for Nutrition regarding claims made by The College for Nutrition. Following investigation, the ASA upheld Association for Nutrition’s complaint that five claims made by The College of Nutrition were misleading and could not be substantiated. The ASA was concerned by The College for Nutrition’s lack of substantive response and apparent disregard for the Code, breaching CAP code (unreasonable delay) and have informed the College of Nutrition of need to respond in the future to any further enquires. To read the Advertising Standards Authority final adjudication please go to: http://www.asa.org.uk/Rulings/Adjudications/2014/11/The-College-for-Nutrition-Ltd/SHP_ADJ_280194.aspx#.VHWs51Jybcs

14.5 Following the ASA rulings, Association for Nutrition Chief Executive Leonie Milliner said in a press release;

‘We are delighted the Advertising Standards Authority upheld our complaints. We will take action if we find companies misleading consumers about the nature of their activities or qualifications. It is important purchasers of on-line nutrition courses are not mislead about the nature of the course, qualifications or quality assurance arrangements. We advise individuals or companies selecting introductory courses in nutrition to choose courses certified by Association for Nutrition, and remind those considering a career in nutrition courses offered by College for Nutrition or Fitness Industry Training do not lead to AfN UKVRN Registration.’

Nutrition Careers Advice from Public health England

15.1 On 16th October 2015 Public Health England's Chief Nutritionist Alison Tedstone RNutr FAfN published a blog on the qualifications and experience required to be a Registered Nutritionist, helping to reinforce the need for appropriately qualified and professional workforce. https://publichealthmatters.blog.gov.uk/2014/10/16/how-to-become-a-registered-nutritionist/

External Relations

16.1 Council, in December 2014, approved terms of reference for members of Council or others who represent AfN to key external organisations. Council noted the distinction between organisations with whom AfN has regular communications with, seeks to influence, or undertakes joint events or initiatives, and organisations where formal representation on a Council, Committee or Working Group exists.

16.2 Organisations were formal links exist are;

- Prof M Wiseman is the AfN representative on the Academy Nutrition Group of the Academy of Medical Royal Colleges and represents the ANG on the AfN 6th Register Specialism Working Group
Ms M Mwatsama is the AfN observer on NS Council.
Dr. L Jackson is Chair of 2x PHE reference groups (eatwell plate & 5-a day)
Chief Executive Leonie Milliner represents AfN on the RCGP Nutrition Stakeholder Committee. (Until March 2015)
Dr. C E Robertson represented AfN on IFST Working Groups.

Promotion of UKVRN to the Public, Wider Workforce and Employers

17.1 Our attendance at conferences, events and lectures included;

**Major Conferences**
- NS Postgraduate Meeting, Nottingham (1st September 2014)
- Food Matters Live at London Excel (17th -20th November 2014)
- Joint NII/ AfN Conference with ‘Moving Up, Mapping Careers in Nutrition.’ (18th November 2014)

**Inter-professional Meetings and Events**
- Academy of Medical Royal Colleges Academy Nutrition Group (15th May 2014)
- BDA Launch House of Lords, ‘Trust a Dietician’ week, (10th June 2014)
- UKPHR Registrar Professor Nairn Wilson (25th June 2014)
- GMC Inter-regulatory group & MRC meeting (30th June 2014)
- AfN & BDA, President/ Chair, Birmingham (30th June 2014)
- AfN/ NII meeting (21st May 2014 and 5th August 2014)
- AfN BNF, Roy Ballam (29th September)
- HEDIIP (Higher Education Data Improvement Programme) (Workshop 30th September 2014)
- Nutrition Committee of the Royal College of Paediatrics and Child Health
- AfN/ IFST working group (13th October 2014)
- Meeting with Nutricentre Advisory Board (22nd January 2015)
- RCGP Nutrition Stakeholder Group (17th March 2015)
- Hospital Food Forum (3rd April 2015)

**Influencing Government**
- Public Health England stakeholder launch of draft Carbohydrates & Health Report (26th June 2014)
- PHE Sugar Reduction Stakeholder consultation event (3rd June 2014)
- Meeting with Public Health England (17th September 2014)
- Public Health England: Pre-Tender Briefing on Whole System Approach to Tackling Obesity Briefing Event (8th October 2014)
- Meeting with Clr Jonathan McShane, London Borough of Hackney/ LGA (13th January 2015)
- Meeting with HCPC to discuss statutory protection of title (4th February 2015)
- Meeting with Suzanne Rastrick, Chief Allied Health Professions Officer, (9th March 2015)
- Science Council and Parliamentary Outreach Services (17th March 2015)
- Parliamentary Outreach Services, Public Bills Seminar (3rd April 2015)
- PARN Professional Body Sector review launch (10th April 2015)
University Liaison
- Oxford Brookes University (8th September 2014 and 28th April 2015)
- Greenwich University (7th March 2014)
- London Metropolitan University (12th March 2015)
- Roehampton University Career Fair, London (17th March 2015)
- Bristol Nutrition Research Unit (15th October 2014)
- University of Hertfordshire (11th November 2014)
- King’s College (12th November 2014),
- London Metropolitan University (12 February 2015)
- Bournemouth University (5th February 2014)
- University of Greenwich (6th March 2015)

AfN Authored Articles, Press, Media & Registrant Communications
- 10 CN magazine (articles)
- 2 NS Gazette (articles)
- 1 House Magazine (article)
- Fellow’s e-newsletter (2 newsletters)
- Registrants email newsletter, (12 monthly editions)
- Managing requests for Registered Nutritionists to contribute to various media outlets including The Grocer, Daily Mail, Food Navigator and Channel 4.

Social Media
- Twitter followers by 31st March 2015: 2453 (2014; 1795)
- Facebook likes by 31st March 2015: 1461 (2014; 796)

Developing our Regional Impact

18.1 Our network of Regional Representatives provide the focus for developing regional network activity, mentoring, continuing professional development, local events and networking on a volunteer (unpaid) basis. Led and supported by Dr Glenys Jones, AfN Communications and Marketing Manager (as of Jan 2015), the work of AfN Regional Representatives has demonstrated the potential and appetite for active promotion and fostering of professional expertise at local and national level. Although the range and impact of our Regional Network activity has varied tremendously across the country, our National & Regional Representatives have worked extremely hard to develop local events, give talks and lectures, represent AfN at policy briefings and consultative events, and provide mentoring opportunities and a local point of contact for press and media.

National & Regional Activity

Scotland (107 UKVRN registrants in region: 58 ANutr, 49 RNutr, 0 RNutr FAfN)
Regional Representatives: Claire Hislop RNutr (Public Health) and Richard Chessor RNutr (Sports & Exercise), supported by Ruth Buttigieg, ANutr.

Northern Ireland (27 UKVRN registrants in region: 15 ANutr, 12 RNutr, 0 RNutr FAfN)
Regional Representative: Gemma Faulkner ANutr.

Wales (22 UKVRN registrants in region: 12 ANutr, 10 RNutr, 0 RNutr FAfN)
Regional Representative: Position vacant
Gaynor Bussell, RNutr (Public Health) stood down as the Regional Representative in early 2014, but agreed to continue providing the annual lecture to Cardiff Metropolitan University students regarding her experience as a Public Health Nutritionist and the benefits of AfN-UKVRN registration, in November 2014.

**East** (87 UKVRN registrants in region: 39 ANutr, 44 RNutr, 4 RNutr FAfN)
Regional Representative: Position vacant

**East Midlands** (76 UKVRN registrants in region: 46 ANutr, 29 RNutr, 1 RNutr FAfN)
Regional Representative: Dr Hayley Marson RNutr (Food)

**London** (305 UKVRN registrants in region: 184 ANutr, 177 RNutr, 4 RNutr FAfN)
Regional Representatives: Susannah Haynes ANutr and David Tchilingirian RNutr (Public Health).
A Representatives meeting was held on 13th May 2014 to discuss future activities.

**North East** (31 UKVRN registrants in region: 16 ANutr, 15 RNutr)
Regional Representative: Dr Mark Russell RNutr (Sports & Exercise).

**North West** (76 UKVRN registrants in region: 47 ANutr, 28 RNutr, 1 RNutr FAfN)
Regional Representative: Aliya Porter RNutr (Public Health)
North West CPD Events were held on 17th March 2014 and 22nd November 2014 (both events were awarded AfN CPD endorsement). A Network social meeting was held on 23rd September 2014.

**South East** (201 UKVRN registrants in region: 86 ANutr, 112 RNutr, 3 RNutr)
Regional Representative: Dr Alison Hill RNutr (Sports and Exercise)
Dr Jacqueline Landman RNutr (Public Health) FFAfN FAfN stood down in October 2014, with Dr Alison Hill taking over the role.

**South West** (72 UKVRN registrants in region: 33 ANutr, 39 RNutr, 0 RNutr FAfN)
Regional Representative: Sarah Bernard RNutr

**West Midlands** (30 UKVRN registrants in region: 12 ANutr, 18 RNutr, 0 RNutr FAfN)
Regional Representative: Colleen Campbell RNutr (Food)

**Yorkshire & The Humber** (87 UKVRN registrants in region: 47 ANutr, 40 RNutr, 1 RNutr FAfN)
Regional Representative: Kate Austin RNutr (Public Health), Dr Charlotte Evans RNutr (Public Health) and Dr Lisa Gatenby RNutr (Public Health).
Kate Austin was on maternity leave from November 2014, with Charlotte Evans and Lisa Gatenby taking on the role of Regional Representative during the maternity leave period.
A Yorkshire and Humberside Regional Meeting was held on 8th July 2014 and an introduction to the new Reps was circulated in January 2015.

**Annual Discourse**

19.1 With an invited audience of stakeholders, professionals and public we illustrated, in our Annual Discourse which immediately following our AGM on 2nd December 2014, the contribution of Registered Nutritionists to improving the nutritional health of the nation. Chaired by Prof Alan Jackson, speakers included Anita Bean, a Registered Nutritionist
(Sports and Exercise) for Good Housekeeping and author of more than 20 books on nutrition for sport and fitness; Richard Chessor, a Registered Nutritionist (Sports and Exercise) responsible for co-ordinating nutrition services throughout all of Scottish Rugby and one of two AfN Regional Representatives for the AfN Scottish Section; Professor David McCarthy, a Registered Nutritionist (Public Health), Professor of Nutrition and Health at London Metropolitan University and member of AfN Accreditation Committee and Dr Mike Brannan, Adults Lifecourse Lead within the Health and Wellbeing Directorate at Public Health England.

19.2 The Annual Discourse focused on ‘Physical Activity, Nutrition and Public Health’ and the subsequent discussion illustrated the scope of a profession aligned to a common ethical code and set of values. The speakers demonstrated how their particular contributions as Registered Nutritionists help tackle some of society’s most pressing issues; and the value of Registered Nutritionists and a skilled wider nutrition workforce in improving the nutritional health of the nation. Presentations concluded with an opportunity for the audience to ask panellists questions, followed by informal networking, kindly sponsored by 9bar.

Registrant Communications

20.1 In preparation for our attendance at Food Matters Live in November 2014, we reissued all our print material to a refreshed graphic design and with updated content. We purchased two new banners and prepared print material, including a course listing booklet, ‘by distinction’ flyer and A5 Annual Discourse postcard.

20.2 In 2014-15 we issued twelve e-newsletters to registrants, keeping registrants up-to-date with the latest news, Endorsed CPD and opportunities for networking and getting involved in AfN Activity.

20.3 Once a year we ask registrants for their views on our activity, through an on-line registrant’s questionnaire. This year we conducted a registrant’s questionnaire in January 2015; 174 registrants completed an on-line survey. Through the survey we learnt more about our registrants’ demographics, our customer service, CPD, website & social media uptake. We sought registrants’ opinion on which areas AfN should focus on for 2015-2016, with engaging with the media, professional bodies and policy makers, and responding to policy and practice consultations coming out as the top priorities. We also sought opinions on what aspects of our website should be enhanced first and received clear guidance on the areas of focus, with attention for 2015-16 being given to providing more examples of registrant’s work, clearer guidance on CPD, portfolio preparation and on developments regarding protection of title.

Social Media

21.1 Use of social media to engage Registrants and the wider community continues to becoming increasingly important. As of 31st March 2015 our Twitter following is 2453 (increase of 658, 37% increase since 2014), our Facebook likes are 1461 (increase of 665, 84% increase since 2014).
Governance

Council

22.1 Elections for new Trustees were held at our AGM on 2nd December 2014. There were four vacancies for Council members/Trustees for a term of office commencing 1st January 2014 for a period of three years. One nomination was received. The following Registrant was therefore elected to Council uncontested;

Dr Louis Levy

22.2 In addition, Council approved the co-opted appointment of Dr Alan Dangour as Trustee and Council member for a term of office of one year, from 1st Jan 2015 to 31st Dec 2015.

22.3 There were three vacancies for Honorary Officers (President, Honorary Treasurer and Honorary Secretary) for a term of office commencing 1st Jan 2015 for a period of one year. One nomination for each post was received. Therefore the following nominations were elected to Council uncontested:

President – Prof A A Jackson
Honorary Treasurer – Dr A Dangour
Honorary Secretary – Dr C Robertson

22.4 A new Council member/Trustee briefing was held on 12th February 2015. A ‘Trustee Training Needs Analysis’ was also undertaken in January 2015.

22.5 Council approved its policy on Register of Interests, Gifts and Hospitality and Managing Conflicts in February 2014, and all Trustees, staff, volunteers, members of Standing Committees, Working Groups and assessors register interests, gifts and hospitality with AfN Chief Executive.

22.6 Council is supported by five Standing Committees;

- Business Planning & Governance Committee
- Accreditation Committee
- Registration Committee
- Certification Committee
- Fellows’ Nomination Committee

22.7 Committee terms of reference and membership was agreed by Council in December 2014. The Committee ‘year’ runs from 1st January, membership is subject to performance and attendance requirements and is renewed annually up to a maximum of six years’ service.

22.8 In the period to 31st March 2015 there were four Council meetings, in June 2014, October 2014, December 2014 and February 2014.

<table>
<thead>
<tr>
<th>Trustee Attendance at Council</th>
<th>Attendance 2014-15</th>
<th>Attendance 2013-14</th>
</tr>
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<tbody>
<tr>
<td>Prof A A Jackson</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Prof J Buttriss</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Prof J Cade</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Dr J P Landman</td>
<td>1</td>
<td>2</td>
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</tbody>
</table>
Development of a Business Plan

23.1 At its meeting in June 2014 AfN Council approved a five year business plan and financial forecast to 2018-19, in which Council outlined its long terms strategy to:
- **Grow** the Register
- **Grow** Certification
- **Raise** our public profile

23.2 The business plan was developed by AfN Trustees at a series of Council strategy seminars involving AfN Trustees and senior staff. Consultation included Standing Committees and key stakeholders. The plan will be reviewed annually by Council and a formal review will be undertaken in 2018-2019.

23.3 The process began with a review of the organisation’s Vision, Mission and Values and an understanding of the business and regulatory environment in which we operate. We used standard business-planning tools to analyse our organisational strengths and weaknesses, the external opportunities and threats we face, our resource capability and our products and services in terms of markets and customers. This process revealed we differ from commercial companies in our obligation as a registered charity and in our role as voluntary regulator with strategic ambition to achieve statutory protection of title. Our strength is our highly qualified Registrant base working with authority and impact around the world; our weakness our limited capacity to respond to emerging opportunities due to our size and our reliance on volunteers. As part of this analysis we also considered the charitable impact of our activities and how best to fulfil our responsibility as voluntary regulator to work in the public interest to protect the public.

Finance & Administration

24.1 The following staff joined the team during the period to 31 March 2015;
- Glenys Jones, Communications and Marketing Manager

In addition, Ellie Sanders ANutr joined the team for three weeks in August 2013 for a summer internship, undertaking a research project on stakeholder mapping and engagement to inform the growth of our register in relation to Sports and Exercise.

24.2 The following staff left the team during the period to 31 March 2015;
- Cathy Salisbury, Certification Manager
- Alice Cameron, Communications and Marketing Manager
24.4 The trustees and managers were provided with regular detailed management accounts for each activity stream. The budgeting procedures have been improved and an ethical investment policy approved by Council in December 2014.

24.5 A formal risk management review process was initiated and the risk register was approved by Council. A business continuity plan is being developed. Following a decision in 2013 confirming from HM Revenue and Customs (HMRC) that our membership income is exempt from VAT, we were also very pleased to receive confirmation from HMRC the Association for Nutrition’s name now appears in the list of HMRC approved bodies for tax relief of registrant subscriptions.

Financial Review

25.1 Our income for the year ending 31st March 2015 increased by 22% to £257,564. This was driven by an increase in membership fees and accreditation fee income. We also earned an initial £10,537 from a project commissioned by Public Health England which will be completed in 2015-2016.

25.2 Our expenditure decreased by 11% to £235,720. This was mainly due to savings in respect of staff costs and office rent. We continue to seek savings or reductions to our core costs through competitive tendering for servicing such as photocopying and print.

25.3 For the first time since our formation we have generated a surplus on our core activities without a subsidy. The net surplus for the year of £21,844 has been added to our reserves in accordance with our reserves policy. At the year end, 31st March 2015, our reserves were £100,311, just exceeding our target of £100,000.

25.4 The charity is fully solvent. The net assets include £144,375 of bank balances. The balance sheet includes £137,378 of deferred income which will be taken into the 2015-16 accounts.

Reserves Policy

Approved by AfN Council, 16th June 2015:

The charity needs to hold Reserves in order to cover monthly variations in its income; any shortfalls below annual budget of expected income; to meet any unexpected expenditure and to enable it to invest in the future growth of the services being provided, in order to fulfil our long-term growth objectives.

The charity’s business plan set a target of achieving £100,000 of Reserves. This has now been achieved, so the 2015-16 Budget was set on a break even basis.

The trustees believe that a policy of retaining reserves of £100,000 will be adequate to cover the charity’s needs for the foreseeable future.

The policy is kept under regular review by the Business, Planning and Governance Committee as budgets are updated, and formally reviewed and approved by all the trustees at least once a year. The next review will take place in June 2016.
Investment policy

We hold our surplus funds on bank deposit with either a mainstream provider, i.e. one of the UK national banks or, if financially to our benefit, (either by offering lower risk or higher returns), a mainstream UK-based provider of ethical deposit accounts.

We hold our surplus funds with our main bankers while interest rates remain very low - on the basis that market forces will mean there is little difference in the rates between the main providers and also that the administrative cost of setting up a new account is significant; unless it can be demonstrated that a mainstream UK-based provider of ethical deposit accounts can offer either lower risk or higher returns, in which case we will place surplus funds with such a provider. Approval to open a new account with a mainstream UK-based provider of ethical deposit accounts requires agreement of the BP&G committee.

The position is reviewed by the finance manager on quarterly basis, in consultation with the Chief Executive and Treasurer. The finance manager then has authority to move funds within existing accounts as appropriate and necessary.

A full review is prepared for consideration by BP&G and Council annually, to include consideration of alternative providers and forms of investment.

Future Plans

Our activity for 2015-16 will remain focused around our three strategic aims agreed by the Trustee's in their Business Plan to 2018, to champion UKVRN Registered Nutritionists; to support the wider workforce in nutrition and recognise high quality, relevant nutrition training through our Course Accreditation, CPD Endorsement and Certification schemes by growing the Register, growing Certification and Raising our Public Profile, with the intention that by 2018 we will;

- Advance standards of evidence-based practice
- Grow Course Certification
- Introduce Individual Certification
- Engage with Stakeholders
- Protect the Public

The Trustees' Annual Report was approved by the Council of Trustees

on...30 September...2015

Leonie Milliner, Company Secretary
Independent Examiner’s Report to the Trustees

I report on the financial statements of the charitable company for the year ended 31st March 2015, which are set out on pages 29 to 35.

Respective Responsibilities of Trustees and Examiners
The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity’s trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity’s gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW. Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to: examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner’s Report
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a ‘true and fair view’ and the report is limited to those matters set out in the statement below.

Independent Examiner’s Statement
In connection with my examination, no matter has come to my attention:
- which gives me reasonable cause to believe that, in any material respect, the requirements:
  (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen M. Foster, FCA
Maurice J. Bushell & Co.
3rd Floor,
120 Moorgate,
London,
EC2M 6UR

Date: 21st November 2015

[Signature]

Stephen Foster, Independent Examiner
## Association for Nutrition
### 2014-15 Financial Statements

**Statement of Financial Activities for the Year Ended 31 March 2015**

### INCOMING RESOURCES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted Funds £</th>
<th>Restricted Funds £</th>
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<td><strong>incoming resources from charitable activities:</strong></td>
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</tr>
<tr>
<td><strong>Other incoming resources:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL INCOMING RESOURCES</strong></td>
<td></td>
<td></td>
<td>257,564</td>
<td>-</td>
</tr>
</tbody>
</table>

### RESOURCES EXPENDED

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted Funds £</th>
<th>Restricted Funds £</th>
<th>2015 Total £</th>
<th>2014 Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charitable activities</td>
<td>6</td>
<td>227,841</td>
<td>-</td>
<td>227,841</td>
</tr>
<tr>
<td>Governance costs</td>
<td>7</td>
<td>7,879</td>
<td>-</td>
<td>7,879</td>
</tr>
<tr>
<td><strong>TOTAL RESOURCES EXPENDED</strong></td>
<td></td>
<td></td>
<td>235,720</td>
<td>-</td>
</tr>
</tbody>
</table>

### NET INCOMING/(OUTGOING) RESOURCES

<table>
<thead>
<tr>
<th>Unrestricted Funds £</th>
<th>Restricted Funds £</th>
<th>2015 Total £</th>
<th>2014 Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>21,844</td>
<td>-</td>
</tr>
<tr>
<td>Funds brought forward as at 1 April</td>
<td>78,467</td>
<td>-</td>
<td>78,467</td>
</tr>
<tr>
<td>Funds carried forward at 31 March</td>
<td></td>
<td></td>
<td>100,311</td>
</tr>
</tbody>
</table>
## Association for Nutrition
**2014-15 Financial Statements**  
**Company No.: 06488331**

### BALANCE SHEET
As at 31 March 2015

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

#### TANGIBLE FIXED ASSETS
- Fixed assets 8  
  - 2015: £1,973  
  - 2014: £5,121

#### CURRENT ASSETS
- Debtors 9  
  - 2015: £103,091  
  - 2014: £11,924
- Cash at bank and in hand  
  - 2015: £144,375  
  - 2014: £100,299

#### CURRENT LIABILITIES
- Creditors: Amounts falling due within one year  10  
  - 2015: (£149,128)  
  - 2014: (£38,877)

#### NET CURRENT ASSETS
- 2015: £98,338  
- 2014: £73,346

#### NET ASSETS
- 2015: £100,311  
- 2014: £78,467

### Financed by:
- Restricted funds
- Unrestricted funds 11  
  - 2015: £100,311  
  - 2014: £78,467

### TOTAL FUNDS
- 2015: £100,311  
- 2014: £78,467

The trustees acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and  
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the financial year in question the company was entitled to exemption under section47 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with s.476 of the Companies Act 2006.

The financial statements were approved by the Board of Trustees on 30 September 2015:

---

Dr A Dangour, Honorary treasurer

on behalf of the trustees.
Notes
(forming part of the financial statements)

1 PRINCIPAL ACCOUNTING POLICIES
The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of accounting
The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund Accounting
(i) Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
(ii) Restricted funds are subject to specific conditions imposed by the donor as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

(c) Incoming Resources
All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount has been physically received or can be quantified with reasonable accuracy.

(d) Resources Expended
Expenditure is recognised on an accruals basis as a liability is incurred, and includes irrecoverable VAT.

(i) Resources expended on charitable activities comprises expenditure related to the direct furtherance of the charity’s objectives. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with the use of resources.
(ii) Governance costs are those incurred in connection with the management of the charity’s assets, organisational administration and compliance with constitutional and statutory requirements.

(e) Tangible fixed assets and depreciation
Tangible fixed assets costing over £500 (including any incidental expenses of acquisition) are capitalised. Depreciation is provided at rates calculated to write off the cost on a straight line basis over their expected useful economic life. The rates of depreciation applied to each class of asset are:

IT & Office equipment - 33% straight line

(f) Investment income
Investment income arises from interest receivable on funds held in interest bearing bank accounts.
## 2 Incoming resources from charitable activities

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2015</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research project</td>
<td>10,537</td>
<td>-</td>
<td>10,537</td>
<td>-</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>140,262</td>
<td>-</td>
<td>140,262</td>
<td>131,250</td>
</tr>
<tr>
<td>Accreditation and CPD Fees</td>
<td>101,313</td>
<td>-</td>
<td>101,313</td>
<td>68,049</td>
</tr>
<tr>
<td>Certification</td>
<td>2,117</td>
<td>-</td>
<td>2,117</td>
<td>4,049</td>
</tr>
<tr>
<td>Events and other Income</td>
<td>2,555</td>
<td>-</td>
<td>2,555</td>
<td>1,955</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>256,784</strong></td>
<td><strong>-</strong></td>
<td><strong>256,784</strong></td>
<td><strong>205,343</strong></td>
</tr>
</tbody>
</table>

## 3 Voluntary income

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2015</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donation</td>
<td>30</td>
<td>-</td>
<td>30</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
<td><strong>-</strong></td>
<td><strong>30</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>

## 4 Investment income

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2015</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank interest receivable</td>
<td>750</td>
<td>-</td>
<td>750</td>
<td>240</td>
</tr>
</tbody>
</table>

## 5 Other Incoming Resources

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2015</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent receivable from sub-letting offices</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>5,672</td>
</tr>
</tbody>
</table>
Association for Nutrition  
2014-15 Financial Statements

Notes
(forming part of the financial statements)

### 6 Charitable activities

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2015</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project and IT costs</td>
<td>7,801</td>
<td>-</td>
<td>7,801</td>
<td>7,798</td>
</tr>
<tr>
<td>Meetings, Conferences and Events</td>
<td>3,543</td>
<td>-</td>
<td>3,543</td>
<td>10,900</td>
</tr>
<tr>
<td>Marketing and Promotions</td>
<td>6,746</td>
<td>-</td>
<td>6,746</td>
<td>1,287</td>
</tr>
<tr>
<td>Staff Costs</td>
<td>153,754</td>
<td>-</td>
<td>153,754</td>
<td>163,397</td>
</tr>
<tr>
<td>Rent</td>
<td>36,410</td>
<td>-</td>
<td>36,410</td>
<td>44,326</td>
</tr>
<tr>
<td>Office overheads</td>
<td>12,273</td>
<td>-</td>
<td>12,273</td>
<td>13,701</td>
</tr>
<tr>
<td>Professional fees</td>
<td>4,166</td>
<td>-</td>
<td>4,166</td>
<td>5,122</td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,148</td>
<td>-</td>
<td>3,148</td>
<td>8,879</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>227,841</strong></td>
<td>-</td>
<td><strong>227,841</strong></td>
<td><strong>255,410</strong></td>
</tr>
</tbody>
</table>

### 7 Governance costs

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2015</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee and AGM meeting costs</td>
<td>7,179</td>
<td>-</td>
<td>7,179</td>
<td>6,554</td>
</tr>
<tr>
<td>Independent Examination</td>
<td>700</td>
<td>-</td>
<td>700</td>
<td>700</td>
</tr>
<tr>
<td>Trustee training</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>224</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,879</strong></td>
<td>-</td>
<td><strong>7,879</strong></td>
<td><strong>7,778</strong></td>
</tr>
</tbody>
</table>
Association for Nutrition
2014-15 Financial Statements

Notes
(forming part of the financial statements)

8 FIXED ASSETS

Cost
As at 1 April 2014 31,280
Additions -
Total cost at 31 March 2015 31,280

Depreciation
At 1 April 2014 26,159
Charge for the year 3,148
At 31 March 2015 29,307

Net book value as at 31 March 2015 1,973
Net book value as at 31 March 2014 5,121

9 Debtors

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Debtors</td>
<td>99,549</td>
<td>8,209</td>
</tr>
<tr>
<td>Staff loans</td>
<td>3,542</td>
<td>3,415</td>
</tr>
<tr>
<td>Prepayments</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>103,091</td>
<td>11,924</td>
</tr>
</tbody>
</table>

10 Creditors: amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade creditors</td>
<td>3,133</td>
<td>4,755</td>
</tr>
<tr>
<td>Tax and social security</td>
<td>3,521</td>
<td>3,052</td>
</tr>
<tr>
<td>Accruals and deferred income</td>
<td>142,474</td>
<td>31,070</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>149,128</td>
<td>38,877</td>
</tr>
</tbody>
</table>
Association for Nutrition
2014-15 Financial Statements

Notes
(forming part of the financial statements)

11 Unrestricted funds

<table>
<thead>
<tr>
<th></th>
<th>At 1 April 2014</th>
<th>Income 2015</th>
<th>Expenditure 2015</th>
<th>At 31 March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td>£78,467</td>
<td>£257,564</td>
<td>(£235,720)</td>
<td>£100,311</td>
</tr>
</tbody>
</table>

12 Analysis of net assets by fund

<table>
<thead>
<tr>
<th></th>
<th>Restricted Funds</th>
<th>General Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Tangible assets</td>
<td>-</td>
<td>1,973</td>
<td>1,973</td>
</tr>
<tr>
<td>Debtors</td>
<td>-</td>
<td>103,091</td>
<td>103,091</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>-</td>
<td>144,375</td>
<td>144,375</td>
</tr>
<tr>
<td>Current liabilities</td>
<td>-</td>
<td>(149,128)</td>
<td>(149,128)</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>100,311</td>
<td>100,311</td>
</tr>
</tbody>
</table>

13 Staff numbers and costs

The average number of full time equivalent persons employed by the charity during the year was:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3.8</td>
<td>3.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>134,222</td>
<td>141,673</td>
</tr>
<tr>
<td>Social security costs</td>
<td>9,523</td>
<td>12,663</td>
</tr>
<tr>
<td>Employer pension contributions</td>
<td>7,014</td>
<td>6,737</td>
</tr>
<tr>
<td>Total</td>
<td>150,759</td>
<td>161,073</td>
</tr>
</tbody>
</table>

No employee received emoluments of more than £60,000 p.a..

9 trustees (2014:9) received a total of £4,227 (2014: £4,227) in respect of travel expenses.