



Association for Nutrition

Trustees' Annual Report and Financial Statements for the year ending 31st March 2016

Approved by Council Monday 4th October 2016

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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 4th October 2016

Dr M Ashwell (President (from 1st Jan 2016) and Chair of Council (from 26th May 2016))

Prof J Buttriss

Dr A Dangour (Hon. Treasurer)

Prof B Ellahi

Dr D Gale (lay member of Council)

Ms C Hislop (from 1st January 2016)

Dr J Landman

Dr L Levy

Prof J Lovegrove

Prof G McNeill (Registrar) (from 1st January 2016)

Prof M J Wiseman (from 1st January 2016)

Mr D Pamment (lay member of Council)

Dr C Robertson (Hon. Secretary)

Prof R Welch (deceased 27 August 2016)

Other Trustees during period ending 31 March 2016

Prof A Jackson (President and Chair of Council) (to 31 December 2015)

Prof J Cade (Chair, Registration Committee) (to 31 December 2015)

Dr J Murphy (to 31 December 2015)

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

Foreword

First, I must thank Prof A Jackson CBE RNutr FFAfN, who came to the end of his term of office as AfN President in December 2015, for his outstanding contribution to the establishment of the Association for Nutrition. Under Prof Jackson's six years committed leadership, the nutrition profession has become one with established public benefit and breadth of activity. At the outset 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 sure we would succeed.

However, I find as newly elected President that our finances are sound and our future is secure and exciting. We hold the confidence of government in our activities, as evidenced by the investment by Public Health England in the development of new competence standards for those who carry a responsibility to deliver nutrition advice to the public in fitness, leisure and catering. Our register continues to grow and the accredited education base which supports the production of nutrition scientists to inform practice is of international renown.

It is therefore with great pride I witnessed the decision by AfN Council in December 2015 to award Prof Jackson the title 'Emeritus Founding President,' in recognition of this personal and professional commitment to the Association for Nutrition.

In this our seventh 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 and in the wider nutrition workforce. Our work not only underlines that the profession of nutrition is founded on an evidence-base of sound science, but it also serves to protect and educate the public. Our aim continues to be 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 great 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.

Dr M Ashwell, OBE FAFN RNutr (Public Health)
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 2016, 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 (2015), FRSSE version 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 its Articles of Association and subsidiary Rules. 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 2016. 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

- **Protected the public** in the promotion and maintenance of high standards of practice through the regulation of UKVRN Registered Nutritionists; building their capacity to practice safely and effectively, with access to relevant registration benefits.
- **Development of an additional specialist area of competence for Registered Nutritionists** aimed primarily at recognising the additional nutritional competence gained by GMC registrants at specialty registrar or consultant level.
- **Development of concept proposals for monitoring & recording Registrant's Continuing Professional Development** through which Registrants can maintain their ongoing competence, demonstrate fitness to practice and monitor compliance.
- **Award of two 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 activities** to support Registrants' career development and competence for the protection of the public.
- **Accreditation or reaccreditation of 18 undergraduate & postgraduate programmes**, successful completion of which leads to Direct Entry to UKVRN at Associate level.
- **Certification of 5 nutrition courses 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

- **Promotion of UKVRN to the public, industry and employers** with attendance at 7 major conferences, 6 inter-professional events, 5 government briefings and 8 university liaison events; responding to 3 public consultations, authoring 12 articles, and actively engaging in social media (3654 Twitter followers, 3237 Facebook likes).
- **16 Registered Nutritionists contributed to the SACN Carbohydrates and Health Report** published on 17 July 2015. AfN provided a summary of the Government's recommendations to Registrants on the morning of the report's release. Registrants also provided media support, with a round-up of expert responses issued to 143 media contacts, providing context to the recommendations.
- **The Advertising Standards Agency upheld a complaints made by AfN** regarding misleading claims made by a company about their qualifications.
- **Annual Discourse** with invited audience of stakeholders, professionals and public illustrated the contribution of Registered Nutritionists across physical activity, nutrition and public health.

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; help us at events and conferences; represent us at meetings, conferences and discussions with external organisations. 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.

Main Committees of Council

Registration Committee

Prof J Cade, Chair (to 31 Dec 2015)
 Prof G McNeill, Chair (from 1 Jan 2016)
 Prof H Hartwell, Deputy Chair
 Mrs R Ashaye
 Dr J Cockroft
 Prof S Langley Evans
 Dr C Norris
 Dr S Ray
 Ms L Street

Certification Committee

Prof H Hartwell, Chair
 Dr J Landman, Deputy Chair
 Dr J Murphy
 Ms W Milligan
 Ms A Ellison Webb
 Ms E Revel (from 1 Dec 2015)
 Prof H McQueen, lay member
 Mr J Blackshaw
 Mr R Burton, lay member

Fellows' Nomination Committee

Prof A Jackson, Chair (to 31 Dec 2015)
 Dr M Ashwell, Chair (from 1st Jan 2016)
 Prof J Buttriss
 Prof N Finer
 Prof N Lowe
 Prof M Wiseman

Accreditation Committee

Prof J Lovegrove, Chair
 Prof R Welch, Deputy Chair (deceased 27 August 2016)
 Mr M Clapham
 Dr B Ellahi
 Dr P Grabowski
 Dr L Jackson, lay member (to 12 March 2015)
 Dr H Lightowler
 Prof D McCarthy
 Mr R McBurney
 Dr J Murphy (from 16 Dec 2015)
 Dr P Nestel

Business Planning & Governance Committee

Dr C Robertson, Chair
 Prof J Cade (to 31 December 2015)
 Dr A Dangour (Hon. Treasurer)
 Prof H Hartwell
 Prof G McNeill, (from 1 January 2016)
 Prof J Lovegrove
 Prof A Jackson ex officio (to 31 December 2015)
 Dr M Ashwell ex officio (from 1 January 2016)

Nation & Regional Representatives

Scotland

Ms C Hislop &
Dr R Chester

London

Ms F Uhegbu &
Ms C Stirling-Reed

South West

Ms Z Griffiths

South East

Dr A Hill

Wales

Ms L Tucker

East Midlands

Dr H Marson

North West

Mrs A Porter

North East

Position Vacant

Northern Ireland

Dr G Faulkner

Yorkshire & the Humber

Ms K Austin, Dr C Evans &
Ms L Gatenby

East

Ms V Manocha

West Midlands

Ms C Campbell

Assessors

Accreditation Assessors

Dr J Armstrong

Dr F Cople

Prof C Edwards

Dr B Ellahi

Ms A Hall

Dr O Kennedy

Prof S Langley-Evans

Mrs T Lewarne

Mrs C Symonds

Dr I Tewfik

Prof G McNeill

Dr S Mushtaq

Dr J O'Reilly

Mrs J Paxman

Dr C Pettinger

Dr M Ritchie

Dr L Ryan

Prof G McNeill

Prof D McCarthy

Prof R Welch

Mr R McBurney

Registration Assessors

Mr N Bennett

Ms S Bernard

Ms T Brown

Prof J Cade

Dr J Cockroft

Ms G Cowburn

Dr H Crawley

Ms J Davies

Mrs F Dickens

Prof J Donnelly

Dr S Drummond

Dr B Ellahi

Dr E Eve

Dr L Gatenby

Mrs C Glazzard

Dr M Ha

Prof H Hartwell

Mrs C Hislop

Dr T Hollands

Dr T Hurst

Dr L Levy

Dr P Mason

Ms V McConkey

Prof G McNeill

Ms S Montel

Dr C Norris

Dr E Opara

Mrs H Peace

Prof L Kennedy

Course Certification Assessors

Ms S Ball

Dr D Bailey (from 16 Dec 2015)

Ms A Khan

Mrs A Ellison-Webb

Mrs V Watson

Ms K Johnson

Dr J Landman

Mrs C McLeod

Ms F Uhegbu (to 1 Feb 2016)

Dr A Hill (from 16 Dec 2015)

Dr G Mendoza

Prof H McQueen

Dr J Murphy

CPD Assessors

Dr J Cockroft

Ms C MacLeod

Ms M Mwatsama

Dr C Norris

Dr E Opara

Mrs H Rippin

Dr C Robertson

Prof R Welch (deceased 27 August 2016)

Review of Activities for Public Benefit

Championing Registered Nutritionists

The UKVRN

1.1 Our prime purpose is to promote the health of the public through the promotion and maintenance of high standards of scientifically sound evidence-based nutrition practice and the regulation of nutritionists. Central to this is the UK Voluntary Register of Nutritionists (UKVRN). The UKVRN protects the public by recognising and encouraging high standards of education and practice in nutrition. Only individuals who meet established standards in evidence based science and the professional practice of nutrition can join and remain on the Register.

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, which is normally a BSc (Hons) or MSc in a nutritional science (recognised by us as meeting our standards for programme accreditation) 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 Registered 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, and by demonstrating the contribution of UKVRN Registrants to the nutritional health of all through evidence-based nutrition practice

Register totals at 31 March 2016

Associate Nutritionist (ANutr)	1046
Registered Nutritionist (RNutr)	644
Fellow (FAfN)	23
Retired (RNutr Retired)	6
Voluntary suspension	18
Total Active Registrants at 31 March 2016	1696 (11 % increase)
(Register Totals 31 st March 2015)	1526

Applications to 31 March 2016

ANutr Direct Entry	375
ANutr Portfolio Entry	16
RNutr Portfolio Entry only	46
ANutr to RNutr transfers	22
Total number of applications	459 (355 in 2014-15)
Applications refused	5

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 2016 the following nominations for Fellowship were approved by Council:

Dr P Nestel
Prof K Younger

Development of Additional Register Specialism, 'Healthcare'.

3.1 The Healthcare Specialism Working Group was established by Registration Committee with approval by Council on 16th May 2014. The Working Group (initially called 'Clinical') was established following representation from medically qualified Registrants connected with work undertaken by the General Medical Council (GMC) on 'credentialing' of competences which had the potential to include nutrition.

3.2 The purpose of the working group was to make recommendations to Council for an additional specialist area of competence for the UK Voluntary Register of Nutritionists (UKVRN) for Registered Nutritionists who are also qualified healthcare professionals with a UK statutory Healthcare Regulator.

3.3 The Healthcare Specialism Working Group met five times (16th May 2014; 27th June 2014; 29th April 2015; 11th Aug 2015 and 12th September 2016). Following Registration Committee's consideration of the proposed core competencies for Registered Nutritionist (Healthcare) on 15th July 2015, Council approved a draft for public and stakeholder consultation on 30th September 2015.

3.4 The results of the public and stakeholder consultation (which ran from 17th February to 13th April 2016) were considered by the Working Group and, where appropriate, incorporated into its proposals. As a result of feedback, eligibility requirements have been tightened, the proposed core competences strengthened, phasing adjusted and the proposed title changed from Registered Nutritionist (Healthcare) to Registered Nutritionist (Healthcare-Medical).

3.5 Membership of the Healthcare Specialism Working Group is:

Prof J Cade RNutr (Public Health) FAFN (to 1st Jan 2016),

Professor of Nutritional Epidemiology & Public Health, University of Leeds

Dr S Cooper MSc MD FRCP RNutr, Co-Chair, Consultant Gastroenterologist and Clinical Nutrition Lead at the Dudley Group NHS Foundation Trust

Prof S Ray MBBS (Hons) DNHE MPH MD FACN RNutr (Public Health) Co-Chair, MRC Senior Clinician Scientist; Lead Clinician UK NDNS; Chair, NNEdPro Global Centre for Nutrition and Health

Prof M Wiseman RNutr (Public Health),

Medical and Scientific Adviser, World Cancer Research Fund

Dr A Collins RNutr,

Senior Tutor in Nutrition and Dietetics, University of Surrey

Dr L Jackson BSc (Nutrition), MBBS London, MRCGP DCH DFFP, Dip Ther.
GP, East Norwich Medical Partnership (to 1st Jan 2016)
Dr C Michie, MA. FRCPCH. FLS. FRIPH RNutr
Consultant Paediatrician, Ealing Hospital Integrated Care Organisation

Concept proposals for Monitoring & Recording Registrant's Continuing Professional Development

4.1 Registrants are obliged under the Standards of Ethics, Conduct and Performance to '*Keep up to date with developments in his/her field of work.*' (Standard 4). Maintaining professional competence as part of their commitment to professionalism also underpins the following Standards:

Standard 2 – Maintain high standards of scientific integrity in his/her nutrition career.

Standard 3 – Work with scope of practice.

Standard 4 – Keep up to date with developments in his/ her field of work.

Standard 8 – Be objective, fair balanced and proportionate in professional statements or recommendations made.

Standard 13– Comply with relevant legislation.

4.2 AfN CPD Endorsement was launched in 2012 and sets standards for the endorsement (approval) of short courses and online learning designed to assist Registrants remain up to date or enhance their professional capability. To date over 80 short and on-line training and education courses aimed at qualified professionals, including courses run by the Nutrition Society, have met AfN standards for evidence-based nutrition science and agreed standards for learning.

4.3 The next phase is to introduce a method for Registrants to record their Continuing Professional Development (CPD), through which Registrants can maintain their ongoing competence and demonstrate their fitness to practice, and a scheme for monitoring compliance.

4.4 Concept proposals for monitoring & recording Registrant's CPD were developed by Registration Committee and Accreditation Committee and approved by Council on 10th February 2016. Plans include:

- AfN database/ website to provide an opportunity to record & monitor Registrant's CPD
- A three year cycle of CPD recording & monitoring, with Registered Nutritionists expected to undertake a range of CPD activities each year evidenced in a reflective portfolio, equivalent to approximately 30 learning hours a year or 90 learning hours over the three year cycle.
- Annual emails will be generated to remind Registrants to log their CPD and random sampling of Registrant's reflective portfolios to begin at the end of year 3.
- To support the audit of randomly sampled reflective portfolios, CPD assessors will need to be recruited and trained.
- Associate Nutritionists will be expected to evidence their commitment to and understanding of CPD at transfer, however, Associate Nutritionists who have been registered for more than three years will be expected to undertake to record and reflect upon their continuing professional development to ensure they still meet the competence requirements for Associate Nutritionist.

4.5 Registrants were informally consulted as part of the annual Registrant's questionnaire in June 2016. In addition two workshops were held with Registrants to explore the viability of the concept proposals and their technical implementation. Further operational details are being developed by the staff team for consideration by Registration Committee as part of the renewal of IT in capacity 2016-17 prior to public consultation/ pilot testing.

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 2016, 693 email queries were answered by the registration team, in addition to telephone enquiries and queries from registrants.

Email queries received to 31 March 2016

Registration	322
Careers, course choice & CPD	233
General Query, incl. finding a nutritionist	138
Total	693

Recognising High Quality, Relevant Nutrition Training

Programme Accreditation

6.1 Successful graduates of programmes accredited by AfN continue to benefit from direct entry to the UKVRN. All AfN Accredited Programmes meet AfN Standards and Core Competencies (published in 2012). AfN Accredited Programmes 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 2016 47 undergraduate courses and 26 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 2016 the following 18 applications from previously accredited and unaccredited undergraduate and postgraduate programmes were approved by AfN Accreditation Committee:

Undergraduate Programmes:

- BSc (Hons) Health, Nutrition and Exercise**, University of Bedfordshire
- BSc (Hons) Nutrition**, University of Hertfordshire
- BSc (Hons) Nutrition**, King's College London
- BSc (Hons) Nutrition**, Liverpool Hope University
- BSc (Hons) Nutrition**, Oxford Brookes University
- BSc (Hons) Nutrition**, University of Worcester

BSc (Hons) Nutrition, Queen Margaret University
BSc (Hons) Nutrition, University of Hertfordshire
Bachelor of Nutrition Science (BNutSc), Monash University
BSc (Hons) Human Nutrition, Bath Spa University
BSc (Hons) Nutrition and Food Science/ with Industrial Training, University of Reading

Postgraduate Programmes:

MSc Nutritional Sciences, University of Nottingham
MSc Nutrition with Public Health Management, Sheffield Hallam University
MSc Applied Human Nutrition, Oxford Brookes University
MSc Clinical Nutrition and Health, Glasgow Caledonian University
MSc Human Nutrition, University of Chester
MSc Nutrition, Kings College London
MSc Nutrition and Food Science, University of Reading

6.5 During the period 1 April 2015 to 31 March 2016, approximately 180 queries were received regarding our programme accreditation processes from prospective students and course providers.

Development of AfN Accreditation Standards

7.1 Following a 'Standards Development Workshop' on 4th March 2015 led by Accreditation Committee, revised Programme Accreditation Core Competence Requirements, Standards and Procedures were developed by the Committee for Undergraduate (*UK levels 4-6*) and taught Postgraduate (*UK level 7+*) education and training of Associate Nutritionists.

7.2 The proposed outcomes, standards and procedures were subject to two consultations, first, an informal consultation with programme leaders, accreditation assessors and committee members from 10th November 2015 to 11th January 2016 and second, following revisions, a full public and stakeholder consultation from 14th March 2016 to 23rd May 2016.

7.3 The results of both consultations were considered in detail by Accreditation Committee at its meetings on 2nd March 2016 and 30th June 2016 and by AfN Council at its meeting on 30th September 2015. In addition, Accreditation Committee members were asked to provide detailed commentary and suggested revisions by email between each meeting and again following the meeting of 30th June 2016.

7.4 The document brings together the existing *Core Competency Requirements* for Associate Nutritionists (Outcomes), with new *Standards*, which describe the expected context for the delivery of the initial education and training and revised *Procedures* for the receipt and assessment of applications from course providers for accreditation, including submission requirements, annual review and appeals. The document represents a significant step forward in the robustness of our offering to universities and confidence in our ability to manage applications and appeals.

Continuing Professional Development (CPD)

8.1 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 1st April 2015 to 31st March 2016, 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.

8.2 To 31st March 2016, a total of 17 applications for CPD Endorsement were received and approved. AfN CPD Endorsed learning activities held before 31st March 2016 included:

2015 Irish Section Meeting: 'Nutrition at key life stages: new findings, new approaches, The Nutrition Society, 17th -19th June 2015

AfN Yorkshire and Humberside Regional Event, 13th April 2015

Nutrition Through the Lifestages, AfN Regional Network North West, 28th November 2015

Hot topics in Nutrition Regulations and Public Health, Nutritionist in Industry Group, 9th June 2015

Tips and tools for child feeding, Loughborough University, 22nd June 2015

Nutrition Society Summer Meeting July 2015: The Future of Animal Products in the Human Diet: Health & Environmental Concerns, The Nutrition Society, 6th -9th July 2015

Using the Media, Social Media, Blogging and Vlogging to Promote Your Work, The Nutrition Society, 6th July 2015

Childhood Obesity Training Course – Brief Intervention, Weight Management Centre & Discovery Learning, 21st July 2015 (Repeated Event)

Making the Most of Micronutrients, NII/SENSE, 10th September 2015

Recipe Analysis: Maximising Accuracy, Nutrition and Wellbeing Ltd, 9th/11th/18th September 2015 (Repeated Event)

The Sugar Reduction Summit – Sugar, Sweetness and Obesity, Smooth Events, 7th December 2015

Maternal obesity in pregnancy: consequences for mother and child, AfN Scotland Regional Reps, 21st October 2015

2015 Winter Conference organized jointly with the Royal Society of Medicine 'Roles of sleep and circadian rhythms in the origin and nutritional management of obesity and metabolic disease', Nutrition Society jointly with the Royal Society of Medicine, 8th -9th December 2015

Relational Nutrition for Counsellors and Therapists, Well Founded, 13th October 2015 (Repeated Event)

Nutrition and lifestyle factors in healthy ageing, AfN Scotland Regional Reps, 2nd December 2015

Nutritional Genomics: Essential basics for nutrition and healthcare professionals, The Nutrition Society, 13th January 2016

SENSE 20th Anniversary Meeting: 20 Years Back – 20 Years Forward, SENSE, 1st March 2016

Course Certification

Certification

9.1 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).

9.2 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.

9.3 Since 1st April 2015, the following courses/ training programmes have been awarded AfN Course Certification:

School Nutrition Study Day, Newham Early Start Community Nutrition Team
Food Champion Programme (mentoring element), Kent Community Health NHS
Food Policy Workshop/ Raising the Issue of Weight Workshop, Newham Early Start Community Nutrition Team
Train the Trainer Cooking in the Curriculum, Newham Early Start Community Nutrition Team
Applied Nutrition & Supplementation, Nutrition Academy

9.4 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. To 31st March 2016, five courses have undergone Annual Monitoring.

Workforce Competence Frameworks for Catering, Leisure and Fitness

10.1 In March 2015 Public Health England (PHE) asked AfN to develop two competence frameworks in nutrition for the non-professional workforce in catering, leisure and fitness sectors. The intention was for the new competence frameworks to extend the impact of AfN's existing Workforce Competence Model in Nutrition (AfN 2012) which benchmarked nutrition competence for non-professionals in health & social care against which individual skill and training in nutrition in the catering, leisure and fitness workforce can be assessed, using the AfN's established Certification schemes. The aim was to provide focus, coherence and direction across each sector in reducing nutrition-related health inequalities and formed part of the evidence package published by Public Health England to support its 'Carbohydrates and Health' report in October 2015.

10.2 The project was funded by Public Health England and conducted by Association for Nutrition. No other sources of funding were received in relation to the delivery, research or output related to the development of the project. The project commenced on 1st March 2015. Preparatory work was carried out from December 2014 scoping the sector workforces, job roles and identifying stakeholders in preparation for the project's commencement.

10.3 The workforce competence frameworks were developed following extensive qualitative and quantitative research engagement with stakeholders and workforce at Levels 1 to 4, including an analysis of nutrition knowledge, qualifications, training, job roles and person specifications and an assessment of public trust and confidence.

10.4 They describe the expected level of competence in nutrition aligned to qualifications and credit framework (QCF) Levels 1 to 4 (now replaced by the Regulated Qualifications Framework (RQF)). The framework also describes professional boundaries for safe practice at

each Level and a Code of Practice. Each framework includes three competencies, supported by a number of competence topics and knowledge statements. The final Workforce Competence Frameworks in Nutrition were developed with significant input from stakeholders across both sectors and verified directly with the workforce, alongside public consultation.

10.5 The competence frameworks were designed to be both progressive and cumulative, so that competence achieved at Level 2 also includes and builds upon achievement of competence at Level 1; competence achieved at Level 3 includes and builds upon achievement of competence at Levels 1 and 2; and competence achieved at Level 4 includes and builds upon achievement of competences at Levels 1, 2 and 3.

10.6 The competence frameworks are supported by a glossary of key terms and use competence descriptors derived from an analysis of National Occupation Standards (NOS), Qualifications & Credit Framework (QCF),¹ Miller's Triangle² and Bloom's Taxonomy of Educational Objectives. They are based on the principle that individuals should meet all of the competency topics for their respective Level (QCF Levels 1 to 4) & sector (within catering, front of house *or* back of house).

10.7 The three competencies for Fitness and Leisure are: (alongside the Code of Practice)

1. Fundamentals of Human Nutrition
2. Improving Health and Wellbeing
3. Nutrition monitoring and Data Collection Techniques

10.8 The three competencies for Catering are: (alongside the Code of Practice)

1. Fundamentals of Human Nutrition
2. Improving Health and Wellbeing
3. Food Allergies, intolerances and dietary requirements

10.9 Central to ensuring the new competence frameworks assist all who work or volunteer in fitness, leisure and catering who have a responsibility to use or offer nutrition information become demonstrably more competent was the development of an associated quality assurance framework. The development of Standard Operating Procedures by Certification Committee, comprising of guidelines for training providers applying for Certification, guidelines for Certification Assessors responsible for ensuring the quality of the nutrition content of courses to be awarded certification, application and assessment forms, and an internal AfN quality assurance strategy, underpinned a pilot study to test the proposed quality assurance arrangements for short courses aimed at the wider workforce at Levels 1-4 in fitness, leisure and catering.

10.10. Twelve training providers were selected to participate in a pilot of the new competence frameworks in fitness and leisure, and catering. Three providers have successfully achieved certification of their courses, with two courses certified on the fitness and leisure framework (Level 3) and one certified on the catering framework (Level 1). The remaining nine providers are currently undergoing the course certification application and assessment process. The pilot study is due to finish end of August 2016 and following analysis of feedback (from providers and assessors), the new scheme opened to receive applications in September 2016.

¹ see: <http://www.nidirect.gov.uk/index/information-and-services/education-and-learning/careers/education-and-training/guide-to-qualifications/qualifications-what-the-different-levels-mean.htm>

² see: <http://winbev.pbworks.com/f/Assessment.pdf>

10.11 To facilitate assessment of the pilot applications and an increasing number of applications applying to the current Certification Scheme, a stronger focus has been given to expanding the team of certification assessors. On 29th February 2016 a training workshop was held for new and experienced certification assessors to provide briefing on their role and to give a background and overview of the Certification Scheme and its development to encompass the new competence frameworks. Presentations were received from Public Health England, Newham Early Start (course provider), and Ms A Ellison-Webb (course assessor). Workshop attendees also included members of AfN Certification Committee and Dr M Ashwell, AfN President.

Raising Our Profile

Influencing Government and Stakeholders

Quality Assurance Agency (QAA) Subject Benchmark

11.1 The Quality Assurance Agency (QAA) has commenced its 5 year review of its 'Agriculture, Horticulture, Forestry and Food Science and Technology' subject benchmark statement. Chief Executive Ms L Milliner was invited to sit on the review group as an employer representative for nutrition and Prof B Ellahi as the academic representative.

11.2 Both Ms L Milliner and Prof B Ellahi contributed to the 'travelling draft' of the proposed new 'Agriculture, Horticulture, Forestry, Food, Nutrition and Consumer Sciences' benchmark in which nutrition now has its own section, including the introduction of significant new nutrition content and nutrition in the subject benchmark title. The benchmark was published in July 2016 following extensive public and employer consultation.

SACN Carbohydrates and Health Report

12.1 The SACN report on Carbohydrates and Health was published on 17 July 2015 and gained significant media coverage. AfN provided a summary of the outcomes and the Government's recommendations to Registrants promptly on the morning of the report's release. Registrants also provided media support, with a round-up of expert responses issued to 143 media contacts under the same embargo as the PHE release, providing context to the recommendations.

12.2 A significant number of Registered Nutritionists played an important role in the formation of the Carbohydrates and Health report. AfN UKVRN registrants involved in the SACN review included:

SACN Carbohydrates Working Group (& Main SACN Group Members)

Prof I Macdonald RNutr, Honorary Fellow of AfN (Chair of Working Group)
Prof A Jackson RNutr, Founding Fellow of AfN (Previous Chair of SACN)
Prof J Lovegrove RNutr, Fellow of AfN

Members of Main SACN Group

Dr A Prentice OBE RNutr, Fellow and Honorary Fellow of AfN (Chair of SACN)
Prof C Williams RNutr
Prof J Lovegrove RNutr, Fellow of AfN

Prof A Jackson RNutr, Founding Fellow of AfN (Previous Chair of SACN)
Prof S Lanham-New RNutr, Fellow of AfN
Prof I Macdonald RNutr, Honorary Fellow of AfN (Chair of Working Group)
Prof H Powers RNutr

SACN Secretariat

Dr A Tedstone RNutr, Founding Fellow of AfN
Dr L Levy RNur, Fellow of AfN
Ms V Pyne RNutr
Ms R Elsom RNutr
Dr S Reddy RNutr, Founding Fellow of AfN
Dr M-A Ha RNutr

Carbohydrates and cardio-metabolic health review team

Dr V Burley RNutr (Team Lead)
Dr C Evans RNutr
Ms C Woodhead ANutr

All-Party Parliamentary Group

13.1 AfN joined the All Party Parliamentary Group (APPG) on a Fit and Healthy Childhood in January 2015 to broaden our influence in Government. Dr G Jones, Ms M Brown and Ms E Finn represented the AfN at the group's meetings in July, September and October. Registrants Dr E Derbyshire and Mrs C Stirling-Reed have also actively participated in this group. This year's focus has predominately been on physical activity and play, the AfN and Registrants have ensured that the nutrition message has remained within these discussions. Dr G Jones and Ms E Finn also attended the Health Select Committee evidence sessions on childhood obesity on 13th, 19th and 20th October, providing support for registrants providing evidence and representation of the AfN.

Responding to Public Consultations

14.1 The following consultations were prepared, submitted and where possible published on AfN website:

- SACN - Draft Report on Vitamin D and Health
- GMC - Generic Professional Capabilities
- DfE -Reformed GCSE and A Level Subject Content.

Advertising Standards Authority: College for Nutrition/ Fitness Industry Training

15.1 Following investigation, on 15th June 2016 the Advertising Standards Authority (ASA) upheld complaints raised by the Association for Nutrition (AfN) and members of the public against Scott Austin Ltd t/a The Nutrition School. In its ruling, ASA agreed Scott Austin Ltd t/a "The Nutrition School" misleadingly implied the school was endorsed by a number of independent third party bodies, their courses were accredited by an official awarding organisation and recognised across the industry, breaching CAP Codes Rules 3.1 and 3.50.

15.2 Following the ruling we issued a press statement and continued to remind visitors to our website that those considering studying nutrition should make sure the course they

choose is recognised by AfN and listed on our website, and that only courses recognised by AfN meet our rigorous standards for course content and education standards.

15.3 This ruling followed three earlier rulings published by the ASA, one regarding 'College of Nutrition' ASA ruling A14-280 194/CD, and two regarding 'Fitness Industry Training,' A14-276555 and A15-293641.

External Relations

16.1 A letter was sent to Ms L Cooper at HEE regarding RNutr eligibility for research awards for non-medical healthcare professions (ICA HEE/NIHR Integrated Clinical Academic Programme for non-medical healthcare professions.) Information to support an appeal to the CACSG was also provided.

Promotion of UKVRN to the Public, Wider Workforce and Employers

17.1 Our attendance at conferences, events and lectures during the period 1st April 2015 – 30th March 2016 included:

Major Conferences/Meetings

- NS Postgraduate Meeting, Cambridge (8th September 2015)
- Nutrition Society Summer Conference, Nottingham (6-9th July 2015)
- ISENC, Northumbria (15-17th December 2015)
- NNEdPro International Summit, Cambridge (8-10th August 2015)
- Food Matters Live 2015, London (17th -19th November 2015)
- Joint NII/ SENSE Annual Meeting, London (11th September 2015)
- UK Active Annual Summit, London (5th November 2015)

Inter-professional Meetings and Events

- Food Champions Training Event (15th May 2015)
- BDA House of Lords reception, 'Trust a Dietician' week. (9th June 2015)
- Austrian Nutrition Society (2nd September 2015)
- CCGB World Cup Launch (16th September 2015)
- Nutrition Society, AfN, Society of Biology and Biochemistry Society (2nd September 2015)
- Biosciences KTN (28th October 2015)

Project related Meetings and Events

- Fitness Industry Scotland (18th May 2015)
- REPS (20th May 2015)
- CIMSPA (11th August 2015)
- Griffiths Menzies University (10th December 2015)
- Stakeholder Reference Group Meeting (23rd May, 15th June 2015)
- Stakeholder Verification Workshop (23rd June 2015)

Influencing Government

- Public Health England stakeholder launch of Carbohydrates & Health Report (16th July 2015)
- Fit & Healthy Childhood APPG (21st July, 16th September, 28th October 2015)
- Westminster Health Forum (10th December 2015)
- Health Select Committee Evidence Sessions (13th, 19th, 20th October 2015)

- Parliamentary Reception on Sugar Awareness (2nd December 2015)

University Liaison

- Oxford Brookes University (8th December 2015)
- London Metropolitan University (8th March 2016)
- King's College (11th November 2015),
- London Metropolitan University (12 February 2015)
- Bournemouth University (6th May 2015)
- St Mary's University (2nd October 2015)
- Southampton Solent University (20th November 2015)
- Cardiff Metropolitan University (28th January 2016)

AfN Authored Articles, Press, Media & Registrant Communications

- 10 CN magazine (articles)
- 1 NS Gazette (articles)
- 1 Politics First Magazine (article)
- Registrants email newsletter, (12 monthly editions)
- Managing requests for Registered Nutritionists to contribute to various media outlets including The Grocer, Daily Mail, Food Navigator, Five News, Sky News, BBC, ITV and Channel 4.

Developing our Regional Impact

18.1 Our network of volunteer National and Regional Representatives work hard to develop local events, give talks and lectures, represent the AfN at policy briefings and consultative events, and provide mentoring opportunities and a local point of contact for press and media. The range of activities undertaken in the different regions varies due to the differing needs and demands of the different regions. The networks provide a focus for developing mentoring, continuing professional development and networking. Supported by the AfN staff, the work of AfN Regional Representatives demonstrates the potential and appetite for active promotion and fostering of professional expertise at local and national level.

National & Regional Activity

Scotland (135 UKVRN registrants)

Regional Representatives: Mrs C Hislop RNutr (Public Health) and Mr R Chessor RNutr (Sports & Exercise), supported by Mrs R Ashaye, ANutr.

Northern Ireland (29 UKVRN registrants)

Regional Representative: Ms G Faulkner ANutr.

Wales (30 UKVRN registrants)

Regional Representative: Mrs E Tucker RNutr (Food)

East (127 UKVRN registrants)

Regional Representative: Mrs V Manocha ANutr

East Midland (81 UKVRN registrants)

Regional Representative: Dr H Marson RNutr (Food)

London (403 UKVRN registrants)

Regional Representatives: Ms F Uhegbu ANutr and Mrs C Stirling-Reed RNutr (Public Health).

North East (36 UKVRN registrants)

Regional Representative: Position Vacant

North West (120 UKVRN registrants)

Regional Representative: Mrs A Porter RNutr (Public Health)

South East (254 UKVRN registrants)

Regional Representative: Dr A Hill RNutr (Sports and Exercise)

South West (93 UKVRN registrants)

Regional Representative: Ms Z Griffiths RNutr (Public Health)

West Midlands (49 UKVRN registrants)

Regional Representative: Ms C Campbell RNutr (Food)

Yorkshire & The Humber (97 UKVRN registrants)

Regional Representative: Mrs K Austin RNutr (Public Health), Dr C Evans RNutr (Public Health) and Dr L Gatenby RNutr (Public Health).

Annual Discourse

19.1 With an invited audience of stakeholders, professionals and public we explored, in our Annual Discourse which immediately followed our AGM on 1st December 2015, the contribution of Registered Nutritionists to improving the nutritional health of the nation in 'Farm to Fork: The impact of Registered Nutritionists across the food chain,'

19.2 Chaired by AfN President Prof A Jackson, speakers included Mrs D Allen RNutr (Animal) Ruminant Nutritionist & Director, Quality Nutrition Management Ltd who spoke about the role of the farm nutritionist, influencing animal health and welfare and end product quality: Prof R Welch, RNutr (Nutrition Science), Emeritus Professor of Food Science and Nutrition, University of Ulster who gave a glimpse into the unravelling of complex associations between cereal consumption and health: Dr A Ash, RNutr (Food), Senior Scientist, Institute of Food Research, who's talk was entitled 'Influencing the food we eat: structuring food emulsions to modify texture and perception.' Dr G Mendoza, RNutr (Sport & Exercise) Sports Nutritionist: The Nutrition Academy who introduced his work to improve the standard of nutrition education in the leisure industry and Dr A Dangour, RNutr (Public Health) Reader, London School of Hygiene and Tropical Medicine, Senior Research Fellow, UK Department for International Development, who's talk was entitled 'Bringing together healthy eating and sustainability to benefit both public health and the environment.'

19.3 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 2015-16 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. Notifications were also issued to reports, including the SACN report on Carbohydrates and Health and the Government recommendations for carbohydrate intakes.

20.2 Once a year we ask registrants for their views on our activity, through an on-line Registrant's questionnaire. This year's survey focused on Registrant's CPD undertakings and recording, in addition to Registrants' feedback on AfN work and standard demographic information. A summary of findings and comparative to previous years is available in the Registrant's Area of the AfN website.

Social Media

21.1 Use of social media to engage Registrants and the wider community continues to become increasingly important. As of 30th March 2016 our Twitter following is 3654 (increase of 1202, 49% increase since 2015), our Facebook likes are 3237 (increase of 1776, 122% increase since 2015).

Governance

Council

22.1 Elections for new Trustees were held at our AGM on 1st December 2015. There were six vacancies for Council members/ Trustees for a term of office commencing 1st January 2016 for a period of three years. Sixteen nominations were received. A ballot was therefore held, conducted on behalf of the Association for Nutrition by Electoral Reform Services Ltd and the following Registrants were elected to Council:

Dr M Ashwell
Mrs C Hislop
Dr A Dangour
Prof J Lovegrove
Prof G McNeill
Prof M J Wiseman

22.3 There were three vacancies for Honorary Officers (President, Honorary Treasurer and Honorary Secretary) for a term of office commencing 1st Jan 2016 for a period of one year. One nomination for each of the posts of Honorary Treasurer and Honorary Secretary was received. Therefore the following nominations were elected uncontested:

Honorary Treasurer – Dr A Dangour
Honorary Secretary – Dr C Robertson

22.4 Two nominations for the post of President were received and a ballot held. The following nomination was elected:

President - Dr M Ashwell

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 main Committees, Working Groups and assessors register interests, gifts and hospitality with AfN Chief Executive.

22.6 Council is supported by six main committees:

- Business Planning & Governance Committee
- Accreditation Committee
- Registration Committee
- Certification Committee
- Fellows' Nomination Committee
- Finance Committee (established 1st January 2016)

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. Telephone briefings were held with all newly-elected trustees in January 2016 and a Trustee Induction pack prepared.

22.8 In the period to 31st March 2016 there were four Council meetings; in June 2015, September 2015, December 2015 and February 2016.

<i>Trustee Attendance at Council</i>	<i>Attendance 2015-16</i>	<i>Attendance 2014-15</i>
Prof A A Jackson	3 (out of 4)	2 (out of 4)
Dr M Ashwell	0 (out of 1)	-
Prof J Buttriss	2 (out of 4)	3 (out of 4)
Prof J Cade	2 (out of 4)	3 (out of 4)
Dr A Dangour	4	4
Mrs C. Hislop	1 (out of 1)	-
Dr B Ellahi	4	1 (out of 4)
Dr J P Landman	4	1 (out of 4)
Prof J Lovegrove	3 (out of 4)	4
Dr L Levy	4	4
Prof J Murphy	3 (out of 3)	4
Prof G McNeill	1 (out of 1)	-
Dr C E Robertson	2 (out of 4)	3 (out of 4)
Prof R Welch	4	4
Prof M Wiseman	0 (out of 1)	-
Mr D Pamment	4	3 (out of 4)
Dr D Gale	4	4

Governance Review

23.1 Council, on 1st Dec 2015, approved the formation of a Governance Review Task Force' to review the Governance Rules. The membership of the task force was Prof R Welch (Chair), Dr C Robertson (Hon Sec.), Dr L Levy, Dr D Gale and Dr M Ashwell (President) and Ms L Milliner (Chief Executive).

23.2 Council approved the following principles for the Governance Review (in addition to a cosmetic 'tidying up' of current documentation):

- Objects, purpose and general arrangements described in the Articles to remain unchanged
- Updated Rules to be prepared for Council's approval to reflect more accurately current Articles of Association and governance arrangements (a Council of Trustees supported by committees, task forces and volunteer assessors).
- The updated Rules to provide greater clarity on areas where ambiguity currently exists, such as conduct of elections and appointments to committees.
- The updated Rules to be supported by policies in areas such as declaration and management of conflicts of interests, equal opportunities, making a complaint, etc.

23.3 The Governance Review Task Force, supported by Chief Executive Ms L Milliner and Finance Manager Mrs M Wallbank, prepared a travelling draft of revised Rules which were considered at a meeting of the Task Force on 27th April 2016 and approved by Council on 26th May 2016.

Finance & Administration

24.1 The following staff joined the team during the year to 31 March 2016:

Ms J Quinn, Quality Assurance (Education) Manager
Ms M Brown, Registration Officer
Mr M Clow, Registration Officer (promoted to Registration Manager October 2015)

24.2 The following staff left the team during the year to 31st March 2016:

Ms S Manuel, Registration and Accreditation Manager
Ms S Broady, Registration Officer

24.4 The trustees and managers were provided with regular detailed management accounts for each activity stream.

24.5 On 1st January 2016 a new Finance Committee, a main committee of Council was formed to deal with some of the workload previously dealt with by the Business, Planning and Governance Committee (BP&G). The new committee's work is co-ordinated by BP&G, but reports directly to Council.

24.6 The full annual risk management review process was undertaken and an updated summary of the key risks was reviewed by Council in May 2016.

Financial Review

25.1 Core income for the year ending 31st March 2016 from registration, accreditation and other fees charged for our services increased by 13% to £278,265. We also earned £86,533 from a project commissioned by Public Health England (PHE) which was delivered in 2015-2016.

25.2 Our expenditure increased by 36% to £320,451. We made a significant investment in additional staff resources to manage our expansion. There was also extra expenditure incurred on staff and other resources to deliver the PHE project.

25.3 The outturn for the year was a surplus of £44,802 (2015: £21,844). This has been added to our reserves bringing them to £145,113 at 31 March 2016.

25.4 The majority of our funds are held as bank deposits. Creditors include £79,106 of income received in advance which relates to the 2016-17 accounting year.

Reserves Policy

Approved by AfN Council, 26th May 2016:

The charity needs to hold reserves in order to maintain its financial resilience and to deal with any shortfalls below annual budget of expected income or any unexpected expenditure requirements. We also plan to invest in the future growth of the services being provided in order to fulfil our long-term objectives and to take be able to take advantage of opportunities to expand our range of activities as they arise, for the protection of the public.

The trustees have examined the charity's requirements for reserves, in the light of the main risks to the organisation. The charity experiences significant cyclical variations in its income and expenditure patterns, which means our reserves fluctuate by up to £100,000 over the annual cycle. The trustees therefore believe that a policy of retaining reserves in the range of £75,000 to £175,000 will be adequate to cover the charity's needs for the foreseeable future. The trustees believe this policy will build sufficient resilience into the organisation, to ensure continuous delivery of our core services, while utilising the available resources to the greatest effect.

Our current reserves exceed current requirements and so the trustees have already planned for significant capital expenditure in the forthcoming year to upgrade our systems which will improve our future service delivery.

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 2017.

Investment policy

Approved by AfN Council, 30th September 2015:

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 Finance 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 the Finance Committee and Council annually, to include consideration of alternative providers and forms of investment.

Future Plans

Our activity for 2016-17 will remain focused on protecting the public and meeting the charity's objects, with three strategic aims agreed by the trustees in their business plan to 2018: to promote the health of the public in the promotion and maintenance of high standards of practice through the regulation of UKVRN Registered Nutritionists; to advance the study and practice of nutritional science and medicine by recognising high quality, relevant nutrition training through our degree programme accreditation, CPD endorsement and course certification schemes, and raising our public profile, with the intention that by 2018 we will have:

- ***Continued to protect the public through the appropriate regulation of qualified nutrition professionals registered with the UKVRN***
- ***Advanced the standards of evidence-based nutrition practice***
- ***Grown the quality assurance of nutrition training***
- ***Strengthened our engagement with stakeholders to raise the profile of the UKVRN and the AfN***

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

On: 4th October 2016



.....
Leonie Milliner, Company Secretary

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Independent Examiner's Report to the Trustees

I report on the accounts of the charitable company for the year ended 31st March 2016, which comprise the Statement of Financial Activities, the Balance Sheet, and the supporting notes.

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 the Institute of Chartered Accountants in England and Wales (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: ...31 October 2016.....



.....
Stephen Foster, Independent Examiner

Association for Nutrition

2015-16 Financial Statements

Statement of Financial Activities for the Year Ended 31 March 2016 (including income and expenditure account)

	Notes	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
INCOME					
Charitable activities	2	364,818	-	364,818	256,814
Investments	3	435	-	435	750
TOTAL INCOME		365,253	-	365,253	257,564
EXPENDITURE					
Charitable activities	4	320,451	-	320,451	235,720
TOTAL EXPENDITURE		320,451	-	320,451	235,720
NET INCOME		44,802	-	44,802	21,844
Total funds brought forward		100,311	-	100,311	78,467
Total funds carried forward		145,113	-	145,113	100,311

Association for Nutrition 2015-16 Financial Statements

Company No.: 06488331

BALANCE SHEET

As at 31 March 2016

	<u>Notes</u>	2016 £	2015 £
TANGIBLE FIXED ASSETS			
Fixed assets	5	<u>5,023</u>	1,973
		5,023	1,973
CURRENT ASSETS			
Stock - Registration certificates		1,707	
Debtors	6	3,486	103,091
Cash at bank and in hand		<u>225,214</u>	144,375
		230,407	247,466
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	7	<u>(90,317)</u>	(149,128)
NET CURRENT ASSETS		140,090	98,338
NET ASSETS		<u>145,113</u>	<u>100,311</u>
Financed by:			
Restricted funds		-	-
Unrestricted funds	8	<u>145,113</u>	100,311
TOTAL FUNDS	9	<u>145,113</u>	<u>100,311</u>

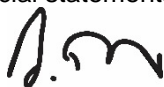
The trustees acknowledge their responsibilities for:

- (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 section 477 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 4th October 2016:



.....
Dr A Dangour, Honorary Treasurer on behalf of the trustees

Association for Nutrition

2015-16 Financial Statements

Notes forming part of the financial statements:

Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows

Basis of preparation

The accounts are prepared in accordance with the accounting regulations set out under the Charities Act 2011, and with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP2015), issued by the Charity Commission, and the Financial Reporting Standard for Smaller Entities (FRSSE).

Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated below.

Income

Income is included in the accounts once the charity has entitlement, the amount can be measured with sufficient reliability and there is the probability of receipt.

Earned income is included in the period in which the service is provided, if any performance conditions attached have been met or are fully within the control of the charity.

Expenditure

Expenditure is included on an accruals basis when incurred, that is when a legal or constructive obligation arises, and includes related irrecoverable VAT.

Future liabilities are included at the best estimate of the amount required to settle them.

Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated 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

Pensions

The charity makes contributions for eligible employees, to a defined contribution pension scheme, which are included in the accounts when they become payable.

Funds

Restricted funds are funds which must be used in accordance with specific restrictions imposed by the donor or the terms of a specific appeal. Expenditure which meets this criterion is drawn from the fund.

Unrestricted funds are those funds which can be used for any purpose in furtherance of the charitable objects.

Unrestricted funds include designated funds where the trustees have, at their discretion, temporarily set aside resources for a specific purpose.

Association for Nutrition

2015-16 Financial Statements

Notes forming part of the financial statements:

2 Income from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Registration Fees	177,610	-	177,610	140,262
Accreditation and CPD Fees	91,921	-	91,921	101,313
Certification	6,524	-	6,524	2,117
Events and other Income	2,230	-	2,230	2,585
	<u>278,285</u>	-	<u>278,285</u>	<u>246,277</u>
Research project	86,533	-	86,533	10,537
	<u>364,818</u>	-	<u>364,818</u>	<u>256,814</u>

3 Income from Investments

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Bank interest receivable	435	-	435	750

4 Expenditure on Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Staff Costs	204,927	-	204,927	153,754
Rent	37,383	-	37,383	36,410
Meetings, Conferences and Events	12,137	-	12,137	3,543
Marketing and Publicity	6,956	-	6,956	6,746
Project and IT costs	14,225	-	14,225	7,801
AGM and committee meetings costs	9,213	-	9,213	7,179
Office overheads	16,275	-	16,275	12,273
Professional fees	15,725	-	15,725	4,166
Depreciation	2,910	-	2,910	3,148
Independent Examination	700	-	700	700
	<u>320,451</u>	-	<u>320,451</u>	<u>235,720</u>

Association for Nutrition

2015-16 Financial Statements

Notes forming part of the financial statements:

5 FIXED ASSETS

	IT & Office Equipment £	Total £
Cost		
As at 1 April 2015	31,280	31,280
Additions	5,960	5,960
Total cost at 31 March 2016	<u>37,240</u>	<u>37,240</u>
Depreciation		
At 1 April 2015	29,307	29,307
Charge for the year	2,910	2,910
At 31 March 2016	<u>32,217</u>	<u>32,217</u>
Net book value as at 31 March 2016	<u>5,023</u>	<u>5,023</u>
Net book value as at 31 March 2015	<u>1,973</u>	<u>1,973</u>

6 Debtors

	2016 £	2015 £
Trade Debtors	3,100	99,549
Staff loans	386	3,542
	<u>3,486</u>	<u>103,091</u>

7 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	5,822	3,133
Tax and social security	3,689	3,521
Accruals and deferred income	<u>80,806</u>	<u>142,474</u>
	<u>90,317</u>	<u>149,128</u>

Deferred income represents £77,556 of registration fees received in advance of the period to which they relate (April and October renewal cycles) and £1,550 of other unearned income.

Association for Nutrition

2015-16 Financial Statements

Notes forming part of the financial statements:

8 Unrestricted funds

	At 1 April 2015 £	Income £	Expenditure £	At 31 March 2016 £
General Funds	100,311	365,253	(320,451)	145,113

9 Analysis of net assets by fund

	Restricted Funds £	General Funds £	Total £
Tangible assets	-	5,023	5,023
Stock	-	1,707	1,707
Debtors	-	3,486	3,486
Cash at bank and in hand	-	225,214	225,214
Current liabilities	-	(90,317)	(90,317)
Total	-	145,113	145,113

10 Staff numbers and remuneration

	2016	2015
The average number of staff employed by the charity during the year was:	6.8	6.6

	£	£
Wages and salaries	170,176	134,222
Social security costs	13,700	9,523
Employer pension contributions	9,624	7,014
Total	193,500	150,759

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

11 Trustees' remuneration

No trustees received remuneration for any services provided.

10 trustees (2015:9) received a total of £4,046 (2015: £4,227) in respect of travel expenses.

12 Related party transactions

The trustees paid their subscriptions at the normal rates.

There were no other related party transactions.

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