Registered Company No. 6488331

Association for NUTRITION

Association for Nutrition

Trustees' Annual Report and Financial Statements for the year ending 31st March 2017

Approved by AfN Council 5th October 2017

Contents

Administrative Details	3
Annual Report of the Trustees	5
Summary of Achievements	6
Volunteer Engagement	7
Review of Activities for Public Benefit	10
Financial Review	27
Future Plans	29
Independent Examiner's Report	30
Statement of Financial Activities	31
Notes to the Financial Statements	32

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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 5th October 2017
Dr F Amirabdollahian (from 1 January 2017)
Dr M Ashwell (President and Chair of Council)
Ms K Austin (from 1 January 2017)
Dr A Collins (from 1 January 2017)
Prof A Dangour (Hon. Treasurer)
Dr D Gale (lay member of Council)
Ms C Hislop
Dr O Kennedy (from 1 January 2017)
Dr J P Landman
Prof L Levy
Prof J Lovegrove
Dr V Lund (lay member of Council) (from 1 March 2017)
Prof G McNeill (Registrar)
Mrs E Monteiro (Hon. Secretary) (from 1 January 2017)
Dr M Mwatsama (from 1 January 2017)
Ms B Saunders (lay member of Council) (from 1 March 2017)
Prof M J Wiseman

Other Trustees during period ending 31 March 2017
Prof J Buttriss (to 31 December 2016)
Dr B Ellahi (to 31 December 2016)
Mr D Pamment (lay member of Council) (to 31 December 2016)
Dr C E Robertson (Hon. Secretary) (to 31 December 2016)
Prof R W Welch (deceased 27 August 2016)

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

As I complete this, my second year as President of the Association for Nutrition and Chair of Council, it is with immense pride I can report that our regulatory functions are in excellent shape to meet our strategic aim of statutory protection of title. Our finances are sound and we hold the confidence of government. Our register continues to grow and we are extremely proud that our accredited education base, which supports the production of evidence-based nutrition scientists, is of international renown.

In this our eighth year of operation, our focus has been to strengthen our governance to ensure the decisions we make are robust, defensible and in the public's best interest. This means we can continue to champion high standards of practice in the nutrition profession and in the wider nutrition workforce. With the publication of revised governance rules and the appointment of new lay members to our governing Council, main committees and panels, we continue to ensure the decisions we make are accountable to the public and our actions are proportionate to risk posed. Our new standards for course accreditation and our new registration and fitness to practise rules are vital for the administration of our voluntary register. With the publication of a discussion paper on routes to statutory protection, possible paths towards our strategic aim are now more clearly articulated.

I'm also delighted to see the impact of a highly qualified, competent and well-regulated profession in improving the nutritional health of the nation. This year, our ability to influence the public, government, the media, employers, and academic and training organisations has been helped by attendance at nearly fifty events, conferences, talks and briefings. Our outreach activities, both nationally and at regional level, are an investment in the profession's future. Our work has a breadth and depth that underlines the profession's public benefit, founded as it is on an evidence-base of sound science. As we hold our activities open to public accountability, we remain confident that we continue to meet our charitable objects: to protect and educate the public.

Moving forward, our future is secure and exciting. 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 statutory protection of title.

I would like to take this opportunity to thank our Registrants for their never-ending support. Enormous thanks are also due to our trustees and the many volunteers whose work is outlined in this report. Last, but not least, may I thank our inspirational Chief Executive and her hard working staff team for their commitment to the AfN. It's been another great year, and we can look forward to exciting times ahead.

Dr Margaret Ashwell, OBE RNutr (Public Health) FAfN
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 2017, prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006, the Charities Act 2011, Financial Reporting Standard 102 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 qualified nutritionists 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 from unsafe practice 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 2017. 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

- **We protected the public** by growing the number of nutrition science professionals qualified and competent to practise safely and effectively by 6% in the past twelve months (91% since 2010) promoting the maintenance of high standards of practice through the regulation of UKVRN Registrants, with access to relevant benefits.
- **We developed new Registration and Fitness to Practise Rules** strengthening the robustness and currency of our regulatory arrangements to better protect the public. We incorporated an additional specialist area of competence for Registered Nutritionists who are GMC registrants at specialty registrar or consultant level, and a new route to UKVRN Registration, 'Experience in Evidence Based Nutrition.'
- **We published a discussion paper** outlining the advantages and disadvantages of statutory protection and other forms of voluntary regulation for UKVRN Registrants.
- **We awarded three 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 25 CPD courses** to support Registrants' career development and competence for the protection of the public.
- **Accreditation or reaccreditation of 16 undergraduate & postgraduate courses,** successful completion of which leads to Direct Entry to UKVRN at Associate level, growing the number of accredited courses by 160% since our launch 2010.
- **Certification or recertification of 14 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 in heath, social care, catering, fitness and leisure.
- **Implementation 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 9 major conferences, 20 inter-professional events, 6 government briefings and 22 university liaison events; authoring 11 articles, and actively engaging in social media (4,798 Twitter followers, 4,751 Facebook likes).
- **The Advertising Standards Agency upheld a complaints made by AfN** regarding misleading claims made by a company about their qualifications.
- **Our Annual Discourse,** with invited audience of stakeholders, professionals and public illustrated the contribution of Registered Nutritionists across physical activity, animal nutrition, nutrition science, food and public health.
- **Strengthened our Governance,** publishing new Governance Rules and terms of reference for main committees; appointing two new lay members to Council and reappointing a further lay member to Council; appointing two new lay members to Registration Committee and commencing recruitment of lay members to our revised fitness to practise, investigation and appeals panels.

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 G McNeill (Chair)
Ms L Street (Deputy Chair)
Ms R Ashaye
Ms D Atkinson (from Mar 2017)
Dr J Cockcroft (to Mar 2017)
Dr D Gale (from Mar 2017)
Prof H Hartwell (to Nov 2016)
Mrs C Hislop
Dr O Kennedy (from Mar 2017)
Prof S Langley-Evans
Ms A Poole (from Nov 2016)
Prof S Ray

Certification Committee
Dr J Landman (Chair)
Mrs K Austin (from Jan 2017)
Mr J Blackshaw
Mr R Burton
Ms A Ellison-Webb
Dr A Hill (from Mar 2017)
Dr R Jawadwala (from Mar 2017)
Ms K Lucas
Prof H MacQueen
Prof J Murphy
Mrs E Revel
Dr C Robertson

Accreditation Committee
Prof J Lovegrove (Chair)
Prof R Welch (Deputy Chair) (deceased 27 Aug 2016)
Dr J Armstrong
Mr M Clapham (from Jan 2017)
Dr B Ellahi
Dr P Grabowski
Mr R McBurney
Prof D McCarthy
Dr J Murphy
Dr P Nestel

Business Planning & Governance Committee
Dr C E Robertson (Chair) (to Dec 2016)
Prof J Lovegrove (Chair) (from Jan 2017)
Prof A Dangour
Prof G McNeill
Mrs E Monterio (from Jan 2017)
Dr J P Landman
Dr M Ashwell ex officio

Finance Committee
Prof A Dangour (Chair)
Dr M Ashwell
Mr D Pamment (to Dec 2017)
Dr M Mwatsama (from Mar 2017)

Fellows' Nomination Committee

Dr M Ashwell (Chair)
Prof A A Jackson
Prof J Buttriss
Prof N Finer
Prof N Lowe
Prof M Wiseman

Nation & Regional Representatives

Scotland
Ms C Hislop
Dr R Chessor (to Jan 2017)

London
Ms F Uhegbu
Ms C Stirling-Reed
Ms A Poole (from Jan 2017)

South West
Ms Z Griffiths (To July 2016)
Ms J Cawley (From July 2016)
Ms R King (From July 2016)

South East
Dr A Hill
(On maternity leave from Jan 2017)
Dr C Child (From Jan 2017)

Wales
Ms L Tucker

East Midlands
Vacant
Ms C Campbell (To June 2016)

North West
Mrs A Porter
Ms A Holt (From Feb 2017)

North East
Vacant

Northern Ireland
Dr G Faulkner

Yorkshire & the Humber
Ms K Austin (To Jan 2017)
Ms L Gatenby
Ms L Charlesworth (From Feb 2017)

East
Ms V Manocha

West Midlands
Vacant

Assessors

Accreditation Assessors

Dr J Armstrong
Dr G Bermano
Dr T Butler
Dr D Bhaka
Prof M Clapham
Dr F Caple
Dr M Clegg
Prof J Donnelly
Prof C Edwards
Dr B Ellahi
Dr C Fox
Dr P Grabowski
Ms A Hall
Dr R Jawadwala
Dr O Kennedy
Mrs A Kennedy
Dr G Kuhnle
Dr K Kiezebrink
Dr J Landman
Mrs T Lewarne
Prof J Lovegrove
Mr R McBurney
Dr S Mushtaq
Dr J Murphy
Dr P Nestel
Dr J O'Reilly
Dr C Pettinger
Dr A Parrett
Mrs J Paxman
Dr M Ritchie
Dr L Ryan
Mrs C Symonds
Dr I Tewfik

Registration Assessors

Mr N Bennett
Ms S Bernard
Ms T Brown
Dr B Buczkowski
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
Prof L Kennedy
Dr L Levy
Dr P Mason
Ms V McConkey
Prof G McNeill
Ms S Montel
Dr C Norris
Dr E Opara
Mrs H Peace

Course Certification Assessors

Dr D Bailey
Ms S Ball
Mrs F Bayne (from Feb 2017)
Mrs A Ellison-Webb
Dr A Hill
Mr P Jefcoate (from Jan 2017)
Ms K Johnson
Ms A Khan
Dr J Landman
Ms K Lucas (from Jun 2016)
Prof H McQueen
Dr J Murphy
Mrs V Watson

CPD Assessors

Dr R Allen (from Mar 2017)
Dr J Aylott (from Mar 2017)
Dr J Cockroft
Ms C MacLeod
Dr E Opara (to Jan 2017)
Dr S Reeves (from Mar 2017)
Mrs H Rippin
Dr C Robertson
Dr I Tewfik (from Mar 2017)
Prof R Welch (deceased 27 Aug 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 Nutritionists 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 2017	
Registered Associate Nutritionist (ANutr)	1117
Registered Nutritionist (RNutr)	684
Fellow of the AfN (FAfN)	23
Retired (RNutr Retired)	6
Voluntary suspension	23
Total Active Registrants at 31 March 2017	**1807** (6% increase)
(Register Totals 31st March 2016	1696)

Applications to 31 March 2017	
ANutr Direct Entry	368
ANutr Portfolio Entry	25
RNutr Portfolio Entry	53
ANutr to RNutr transfers	25
Total number of applications	**481** (5% increase)
(Total number of applications in 2015-16)	459

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.

Meeting our Strategic Aim

2.1 In 2016-17, Council firmly focused on developing its strategy to meet its strategic aim; statutory protection and the requirements for Professional Standards Authority Accredited Voluntary Register status.

2.2 A discussion paper approved by Council on 5th December 2016 and published in January 2017 outlined the advantages and disadvantages of statutory protection and other forms of voluntary regulation for Registered Nutritionists.

2.3 The key question posed by the discussion paper was how to learn lessons from the statutory regulation of other professional and occupational groups, namely that statutory protection of title is often insufficient to reduce risks posed by unqualified operating at the economic margins of the profession. Statutory protection works best when it reduces the risk of harm to the public. Protection of the professional title 'nutritionist' but not the *practice* of nutrition (the production, translation and use of nutrition science for public benefit) could potentially expose the public to harm through use of alternative titles (such as nutrition advisor). Therefore the sensible approach will be to seek statutory protection not just of title but also of function.

2.3 The paper articulated three additional considerations; the interaction with dietetics and the potential regulatory overlap between the two fields; the regulation of the wider non-professional workforce (mapped by the three Workforce Competence Frameworks in Nutrition) and their role in supporting individual and family food choices, and the relationship between Registered Nutritionists and those working in the field whose practice might not be considered sufficiently scientifically sound and who may also present a risk to the public.

2.5 The paper was published by Council on the AfN website and informed discussions at regional and national level. Council continues to actively consider what form of statutory protection would best meet the risk posed to public health, what is best protected (title, function and which levels of the workforce) to manage this risk, and what corporate form this statutory body might take. One option considered by Council is for AfN to become the statutory regulator, retaining profession-specific expertise. A second is for parliament to form an independent regulator. Work in this area is ongoing.

Awards of Fellowship

3.1 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 2017 the following nominations for Fellowship were approved by Council;

Dr Janice Harland
Ms Sara Stanner
Ms Zoe Griffiths

Development of Additional Register Specialism, 'Healthcare'.

4.1 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.

4.2 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. Council approved the working group's recommendations on 4th October 2016.

4.3 Membership of the Healthcare Specialism Working Group was:

Dr S Cooper RNutr (Co-Chair)
Dr S Ray RNutr (Co-Chair)
Dr A Collins RNutr
Prof M Wiseman RNutr
Ms S Till
Prof C Michie

4.4 As a result of public and stakeholder consultation conducted in spring 2016, eligibility requirements were revised, the proposed core competences strengthened, phasing adjusted and the proposed title changed from Registered Nutritionist (Healthcare) to Registered Nutritionist (Healthcare-Medical).

4.5 The Core Competency Requirements for Registered Nutritionist (Healthcare-Medical) describe the proposed skills and competence in nutrition for GMC registered professionals who have completed their Foundation Year 2 (FY2) and wish to apply for UKVRN Registration as Registered Nutritionist (Healthcare-Medical) alongside their GMC registration. The scheme will be launched in late 2017.

Registration Assessor Remuneration

5.1 In February 2017 significant changes were made to the reward and remuneration structure for registration assessors. Whilst volunteers are at the heart of our business, delivering recommendations and activity to their peers and wider stakeholders in support of our charitable objects, the 2014-2018 business plan agreed by Council identified our reliance upon volunteers as a key potential threat to our ability to deliver core services and impact.

5.2 In August 2016 and again in January 2017 we faced a particular short-term challenge in responding to a significant increase of applications for registration requiring portfolio assessments. In August 2016 we held a successful two-day assessment workshop and worked intensively to recruit additional assessors. By January 2017, some assessors had undertaken more than twenty assessments over a twelve months period on a voluntary basis; the average number of assessments per assessor per year was six; and at this point it was clear that even if every registration assessor undertook an additional 3-4 assessments, we were not in a sustainable position to assess applications in a timely manner.

5.3 Council and Registration Committee carefully considered the issue of assessor remuneration, and impact across the charity on volunteer effort. Council decided initially to remunerate registration assessors on a trial basis, which was conducted in the first quarter of 2017, to a measurable set of service standards. Assessors who wished to remain engaged on a voluntary basis were permitted to do. Although it is possible to remunerate trustees for assessment (subject to meeting certain criteria) the proposal was that Trustees

(including the Registrar) would not be paid, but continue to assess on a voluntary basis. Following the successful conclusion of the trial, the decision was made to remunerate registration assessors on a permanent and ongoing basis.

5.4 Clearly, payment of registration assessors changes the relationship between AfN as regulator and the volunteers who support us (and some of the complexities regarding this). Council spent many meetings discussing the wider implications of these changes, recognising that a move to a position where we remunerate registration assessors has implications across our other areas of work, reliant as we are on volunteer effort.

Development of new Registration and Fitness to Practise Rules

6.1 Our ability to protect the public depends upon strength, robustness and currency of our regulatory arrangements. Our registration procedures and process for managing complaints, that describe how we decide who to admit to the Register, expel and sanction were approved in July 2012 and last revised in April 2015. Registration Committee in July 2016 agreed to commence a review of its registration procedures and process for managing complaints. This included discussion on an additional route to registration 'Experience in Evidence Based Nutrition' and incorporation of the new eligibility and core competency requirements for Registered Nutritionist (Healthcare-Medical).

6.2 Registration Committee, at its meetings on 9th November 2016 and 2nd February 2017 considered the proposed new Rules. Preparation of the final versions of 'Registration Rules for the Competence, Eligibility and Procedures for UKVRN Registration' and 'Fitness to Practise' incorporated legal advice sought on various matters to do with arrangements for fitness to practise, the separation of executive and adjudicative functions and the operation of the UKVRN registration process. The development of new Registration and Fitness to Practice Rules gives us confidence our standards and procedures represent best practice in the field and meet requirements for PSA 'Accredited Register' status and Privy Council chartership.

6.3 Recruitment of lay and Registrant members of the Investigations, Fitness to Practise and Appeals Panel commenced in April 2017. It is anticipated the new Registration and Fitness to Practise Rules will be operational from October 2017.

Recognising High Quality, Relevant Nutrition Training

Programme Accreditation

7.1 Successful graduates of programmes accredited by AfN continue to benefit from direct entry to the UKVRN. All AfN Accredited Programmes meet 'AfN Core Competence Requirements, Standards and Procedures' that replaced 'AfN Standards and Core Competencies' (published 2012) in September 2016. AfN Accredited Programmes are able to use a unique numbered AfN logo, giving the public and the profession confidence that 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.

7.2 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.

7.3 In the June 2016 cycle we received 20 applications from programmes applying for accreditation and reaccreditation. Eight of these applications are from universities applying for accreditation of new programmes, with two universities not delivering other AfN accredited programmes. The volume of applications received in June 2016 was much higher in comparison to recent submission cycles with eight applications received in December 2015, five in June 2015, and nine in December 2014.

7.4 In the December 2016 accreditation applications cycle we received 14 applications; eight applications are from universities applying for accreditation of new programmes and six are applications for reaccreditation.

7.5 The Accreditation Committee has agreed that assessors will receive training on the assessment process and the new accreditation standards in 2017. The training sessions will also provide an opportunity to recruit more assessors by enabling individuals who may be interested in becoming an assessor (but are undecided) to attend. In addition, all universities providing accredited programmes will be strongly encouraged to have a member of their staff team as an accreditation assessor.

7.6 By 31 March 2017 the following 16 applications from previously accredited and unaccredited undergraduate and postgraduate programmes were approved by AfN Accreditation Committee:

Undergraduate programmes:

BSc (Hons) Nutrition Bournemouth University
BSc (Hons) Human Nutrition University of Greenwich
BSc (Hons) Nutrition & Public Health University of Huddersfield
BSc Nutrition and Health University of Roehampton
BSc (Hons) Nutrition Cardiff Metropolitan University
BSc Nutrition University of Nottingham
BSc Nutrition St Mary's University
BSc Nutrition and Food Science/ with Industrial Training University of Reading
BSc (Hons) Nutrition (Exercise and Health) Kingston University

Postgraduate programmes:

MSc Nutrition/ Postgraduate Diploma in Nutrition King's College London
MSc Human Nutrition St Mary's University
MNutr (Hons) Nutrition Bournemouth University
MSc Nutrition & Behaviour Bournemouth University
MSc Human Nutrition University of Glasgow
MSc Human Nutrition Plymouth University
MSc Nutrition and Food Science University of Reading

Development of AfN Accreditation Standards

8.1 New standards and procedures describing how we accredit undergraduate and postgraduate courses were approved by Accreditation Committee on 14th September 2016.

The document, entitled 'Programme Accreditation: AfN Core Competence Requirements, Standards and Procedures for Undergraduate *(UK levels 4-6)* and Postgraduate *(UK level 7+)* education and training of Associate Nutritionists' brought together the existing *Core Competency Requirements* for Associate Nutritionists (Outcomes) with new *Standards*, that describe the expected context for the delivery of the education and training. It also included revised *Procedures* for the receipt and assessment of applications from course providers for accreditation, including submission requirements, annual review and appeals. The development and approval of the document represented a significant step forward in the robustness of our offering to universities and confidence in our ability to manage applications and appeals.

8.2 Following approval, the document became effective from 1st October 2016. All unaccredited programmes applying for accreditation at or after 1st December 2016 are now expected to meet the Requirements and Standards. All applications for reaccreditation received at or after 1st Dec 2017 will be expected to meet Requirements and Standards, with exceptions to be dealt with on a case-by-case basis.

8.3 The Requirements, 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.

8.4 The results of both consultations were considered in detail by Accreditation Committee at its meetings on 2nd March 2016 and 30th June 2016. 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.

Continuing Professional Development (CPD)

9.1 AfN CPD Endorsement recognises a variety of learning activities that 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 2016 to 31st March 2017, 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.

9.2 To 31st March 2017, a total of 25 applications for CPD Endorsement were received and approved. AfN CPD Endorsed learning activities approved before 31st March 2017 included:

A study day for healthcare professionals: latest insights into nutrition and probiotic research, Yakult UK Ltd, 20th October 2016
Food Matters Live 2016, FM Global Ltd, 22nd - 24th November 2016
Sweetness and Dietary Behaviour, Nutritionists in Industry, 8th June 2016
Nutrition Society Summer Meeting July 2016, Nutrition Society, 11th - 14th July 2016
AfN Yorkshire and the Humber Regional Event, 9th June 2016
Dietary Assessment Methods Workshop, Nutrition Society, 21st September 2016 (Repeated Event)
Introduction to Food Policy, Nutrition Society, 25th October 2016

Childhood Obesity: How we can tackle it through whole system action, Caroline Walker Trust, 21st September 2016
SENSE Update on Fat CVD, Diabetes and Obesity - where next?, SENSE, 8th November 2016
Sugar Reduction Summit; Industry, Regulation and Public Health, Smooth Events, 22nd September 2016
Workplace Health, Physical Activity & Behaviour Change, Nutritionists in Industry, 27th September 2016
Putting Fibre Back on a Pedestal, Cereal Partners UK, 3rd November 2016
The Childhood Obesity Summit', Nutrilicious, 3rd November 2016
The Psychology of Food, AfN North West Region, 11th February 2017
AfN Study Day, AfN London Region, 19th November 2016
Nutrition Society Winter Conference December 2016, Nutrition Society, 6th – 7th December 2016
ISENC, Roberts & Partners, 19th -21st December 2016
Why Wait to Talk About Weight?, Nutrinsight, Repeated event
Spring Conference 2017 'Nutrition and exercise for health and performance', Nutrition Society, 28th -29th March 2017
MNU Conference: The Art & Science of Nutrition Counselling, MNU Ltd, 11th March 2017
Talking about the next generation: Nutrition in school age children, British Nutrition Foundation, 27th April 2017
The Leeds course in Clinical Nutrition, University of Leeds, 13th – 15th September 2017
Using and Interpreting Systematic Reviews, Nutrition Society, 12th June 2017
Statistics for Nutrition Research, Nutrition Society, Repeated event
Irish Section Conference 2017 'What governs what we eat?', Nutrition Society, 21st – 23rd June 2017

Course Certification

10.1 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 that meet Workforce Competence Model in Nutrition (AfN 2012) and the new Competence Frameworks in Fitness & Leisure and Catering, published in October 2015.

10.2 All certified course providers receive a unique numbered logo that 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.

10.3 Dr David Gale, AfN Trustee (lay representative) chaired a seminar on Thursday 6th October 2016 to bring together key influencers from across the field of nutrition to consider the barriers and opportunities for individual certification. The purpose of the seminar was to explore how best to recognise and support individuals who have achieved a level of competence in nutrition by successfully undertaking an AfN Certified Course at Regulated Qualifications Framework (RQF) Levels 1-5 and the benefits, risks and opportunities for individual certification in nutrition.

10.4 The output from the seminar was a short written report to guide Registration and Certification Committee and Council's development of plans in this area of work.

10.5 To 31st March 2017, the following courses/ training programmes have been awarded AfN Course Certification:

Food Policy, Newham Early Start Children's Services
The Competence Framework in Nutrition Level 1, ISS Education
Level 3 Certificate in Personal Training, Train Fitness International
Precision Nutrition Level 1 Certification, Precision Nutrition
Foundations of Nutrition, Nutrition Academy
Behaviour Change Workshop, Nutrition Academy
Bin the Bottle, Newham Early Start Children's Services
Cooking Skills, Newham Early Start Children's Services
Food as Medicine, Monash University
Nutrition for Fitness Professionals, Future Fit Training
Defence Health and Wellbeing Advisor, Ministry of Defence

10.6 Course Certification expires three years from the date it was issued. As part of our Quality Assurance procedures, providers wishing to retain their AfN Certification after three years must resubmit following the same application procedure as new courses. To 31st March 2017 the following courses were awarded recertification:

SCOPE e-learning, World Obesity Federation
Kent Community Health NHS Trust Food Champion Programme, Kent NHS
Early Years Nutrition, North East London NHS Foundation Trust

10.7 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 2017, eleven courses have undergone annual monitoring.

Raising Our Profile

11.1 We recognise the fundamental importance of raising the profile of both the AfN and of Registrants to a wider range of stakeholders, ranging from those within our own profession and allied health workers to policy makers, employers and the public. Over the last financial year we have undertaken a number of activities that have supported us in this area. Below are some highlights of the work in this area.

Influencing the Next Generations of Nutritionists and Nutrition Scientists

12.1 The Royal Society of Public Health's (RSPH) youth initiative was held in August 2016 to coincide with the Rio Olympics. A number of blog posts by UKVRN Registrants were jointly branded and released during the lead up to the initiative. Short videos were also produced by RSPH Youth Ambassadors by Ms C Stirling-Read RNutr and Dr G Jones RNutr to 'debunk' some nutrition myths the youth council had highlighted during their presentation and discussion session. These videos carried both the AfN and RSPH branding and were released during the main phase of the project, with AfN also listed as a supporter in related media and promotional activities.

Influencing Government and Academia

13.1 As members of the All Party Parliamentary Group (APPG) on a Fit and Healthy Childhood, we attended APPG meetings to ensure the role and contribution of Registered Nutritionists in the formation of advice issued by the group to parliamentarians. Registrants Dr E Derbyshire RNutr and Mrs C Stirling-Reed RNutr and AfN Communications and Marketing Manager Dr G Jones RNutr actively participated in the group, on behalf of AfN, with Dr Derbyshire leading the production of the group's report on maternal health.

13.2 Dr M Ashwell and Dr O Kennedy represented AfN at the NHS NIHR Cancer and Nutrition Charity Workshops at the National Council of Voluntary Organisations (NCVO.) The theme of the meetings was 'Can we work together to improve nutrition research for cancer patients?' The aim of the workshops was to discuss how best to support patients in the area of cancer and nutrition, how to enable better access to trusted nutritional guidance (building on the work of the NIHR Cancer and Nutrition infrastructure collaboration) and to explore how nutritional guidance for cancer patients can be improved. A report from these meetings is due for publication in autumn 2017.

13.3 Following an open call for applications, Chief Executive Leonie Milliner was successfully appointed to the HEFCE Teaching Excellence Framework Panel. The Panel makes decisions to reward and recognise teaching excellence in English universities, impacting on the level of fee universities may charge.

Influencing Employers and Nutrition/Health Professionals

14.1 An article on the history and development of the UKVRN was published in the Nutrition Society Gazette, complementing their anniversary celebrations.

14.2 We continued to have a regular column in Complete Nutrition and are pleased to support the increased content in both Complete Nutrition and NHD magazine by Registered Nutritionists, providing a highly visible platform to demonstrate the Registrants' expertise in nutrition science, whilst also providing a valuable CPD resource for the profession.

14.3 Food Matters Live took place at the ExCeL Centre in London on the 22nd – 24th October 2016. We had a large stand prominently positioned at the main entrance to the venue, and used the opportunity to promote the use of UKVRN Registrant's scientific skills and regulatory knowledge by food manufactures, small businesses and employers. We assisted the conference organisers to identify Registrants as potential speakers, panel members and chairs, and we were able to maximize coverage by proactively scheduling social media posts, highlighting every talk provided or session chaired by a Registrant.

Influencing the Public and Wider Community

15.1 Registered Nutritionists have been particularly busy in the media this year, with AfN facilitating the inclusion of Registrants in media activities with BBC, 5Live, ITV, Sky and Channel 4 news segments. Registrants have also contributed to features in television programmes such as Eat Well for Less and Food Unwrapped.

15.2 A food blogger misquoted as a Registered Nutritionist in a BBC article was corrected by the Editor after intervention by us. As a result the article was amended and the correction highlighted on social media.

15.3 We worked closely with the influential blogger/ vlogger Anthony Warner (One_Angry_Chef) to ensure that where required, Registered Nutritionists provide evidence-based scientific advice in his articles on Twitter, Facebook, the Daily Mail and New Scientist. This in turn raised the public profile of Registered Nutritionists as trusted sources of nutrition information and advice.

Advertising Standards Authority: College for Nutrition/ Fitness Industry Training

16.1 Following investigation, on 15th June 2016 the Advertising Standards Authority (ASA) upheld complaints raised by AfN and members of the public against Scott Austin Ltd trading as "The Nutrition School". In its ruling, ASA agreed Scott Austin Ltd trading as "The Nutrition School" misleadingly implied the school was endorsed by a number of independent third party bodies, and that their courses were accredited by an official awarding organisation and recognised across the industry, breaching CAP Codes Rules 3.1 and 3.50, ruling A16-331804.

16.2 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.

16.3 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 Meetings and Events

17.1 Our attendance at conferences, events and lectures during the period 1st April 2016 – 31st March 2017 included:

Major Conferences/Meetings

- NNEdPro International Summit (17-19th June 2016)
- Nutrition Society Summer Conference (12-13th July 2016)
- NS Student Conference, Chester (8th September 2016)
- Biosciences KTN Food Careers (18th October 2016)
- Food Matters Live at London Excel (22nd – 24th November 2016)
- BNF Annual Lunch and Lecture (22nd November 2016)
- Nutrition Society Winter Conference (5th December 2016)
- ISENC (19-21st December 2016)
- Nutrition Society Spring Conference (28-29th March 2017)

Inter-professional Meetings and Events

- Dairy Council (7th April 2016)
- British Hospitality Association (14th April 2016)
- Nutrition Society Council (20th April 2016)
- RSPH Youth (20th April 2016)
- AB Watson (29th April 2016)
- NII & KCL Joint Meeting (8th June 2016)
- FDF (16th June 2016)
- BNF (21st June 2016)

- General Osteopathic Council (27th June 2016)
- SkillsActive Registers (30th June 2016)
- RSPH Youth (8th August 2016)
- BNSA (8th August 2016)
- BDA Chair/ President's meeting (3rd October 2016)
- NS Council Meeting (6th October 2016)
- QAA PSRB Forum (7th November 2016)
- Fight the Fads (9th November 2016)
- PHE/ RSPH Public Health Skills and Knowledge Framework (15th November 2016)
- Skills Active (12th December 2016)
- RSPH Perspectives in Public Health Awards (16th January 2017)
- BDA/SENr meeting (20th February 2017)

Influencing Government and Stakeholders

- House of Lords Reception; BDA Dieticians week (7th June)
- PHE Sugar Reduction and Reformulation Programme Launch (29th September 2016)
- PHE/ RSPH Public Health Skills and Knowledge Framework Launch Event (15th November 2016)
- Fit & Healthy Childhood APPG (6th June 2016)
- Rapid response to BMJ 2016; 354:i4095 (30th July 2016)
- Fit & Healthy Childhood APPG (30th November 2016)
- Fit & Healthy Childhood APPG (25th January 2017)

University and Education Provider Liaison

- RSPH Education (20th April 2016)
- Griffiths University (21st April 2016)
- NII & KCL Joint Meeting (8th June 2016)
- Leeds Beckett University (9th June 2016)
- Birmingham City University (23rd June 2016)
- NNEdPro Summer School (24th June 2016)
- Health Sciences Academy (13th October 2016)
- University of Hertfordshire (3rd November 2016)
- University of Westminster (8th November 2016)
- Oxford Brookes University (15th November 2016)
- Westminster University (16th November 2016)
- London Metropolitan University (14th December 2016)
- University of Reading (10th January 2017)
- St Mary's University (27th January 2017)
- Liverpool John Moores University (2nd February 2017)
- Manchester Metropolitan University (8th February 2017)
- Cardiff Metropolitan University (9th February 2017)
- Monash University (20th February 2017)
- Essex University (1st March 2017)
- Bournemouth University (17th March 2017)
- Edge Hill University (22nd March 2017)
- Chester University (24th March 2017)

AfN Authored Articles, Press, Media & Registrant Communications

- 10 CN magazine (articles)

- 1 NS Gazette (articles)
- Registrants email newsletter (12 monthly editions)
- Managing requests for Registered Nutritionists to contribute to various media outlets including LBC, Daily Mail, Five News, Sky News, BBC, ITV and Channel 4.

Developing our Regional Impact

18.1 Our network of volunteer National and Regional Representatives continues to 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. Increasingly these are being delivered by teams rather than relying on single individuals and with support being provided through online networks (Facebook), in addition to physical meetings.

National & Regional Activity

Scotland (137 UKVRN registrants)
Regional Representatives; Mrs C Hislop RNutr (Public Health) supported by Mrs R Ashaye, ANutr.

Northern Ireland (38 UKVRN registrants)
Regional Representative; Ms G Faulkner ANutr.

Wales (41 UKVRN registrants)
Regional Representative; Mrs E Tucker RNutr (Food)

East (129 UKVRN registrants)
Regional Representative; Mrs V Manocha ANutr

East Midland (99 UKVRN registrants)
Regional Representative; position vacant

London (448 UKVRN registrants)
Regional Representatives; Ms F Ugehbu ANutr, Ms A Poole ANutr and Mrs C Stirling-Reed RNutr (Public Health).

North East (36 UKVRN registrants)
Regional Representative; position vacant

North West (131 UKVRN registrants)
Regional Representative; Mrs A Porter RNutr (Public Health) and Ms A Holt ANutr

South East (282 UKVRN registrants)
Regional Representative; Dr A Hill RNutr (Sports and Exercise) and Dr C Childs RNutr (Nutrition Science)

South West (99 UKVRN registrants)
Regional Representative; Ms R King ANutr and Ms J Cawley ANutr

West Midlands (56 UKVRN registrants)
Regional Representative; position vacant

Yorkshire & The Humber (124 UKVRN registrants)
Regional Representative; Dr L Gatenby RNutr (Public Health) and Ms L Charlesworth ANutr

Annual Discourse

19.1 With an invited audience of stakeholders, professionals and public we explored, in our Annual Discourse that immediately followed our AGM on 5th December 2016, the contribution of Registrants to improving the nations nutritional health, 'From before the cradle to the grave: influencing nutrition across the life-course'.

19.2 Chaired by AfN President Dr M Ashwell OBE RNutr FAfN, the session featured a keynote talk by Nutrition Society President Prof P Calder RNutr (Nutrition Science) FAfN, about '*The effect of fish consumption by pregnant women on the nutrient status and markers of immunity in newborn infants*'. The speakers then continued the theme of progressing through the life-course. Ms E Revel RNutr (Public Health) discussed '*Improving the health and wellbeing during the early years through nutrition education*' (childhood) and highlighted the impact of AfN Quality Assurance scheme in certifying the training her team delivers in the local community. Ms C Macleod RNutr (Animal Nutrition) demonstrated the breadth of the UKVRN by introducing the audience to key principles in equine nutrition '*Maximising competition success: The importance of balanced nutrition*' (adolescence) the point where many race horses require additional support. Mr G Middleton RNutr (Sports & Exercise) then guided us through a topic gaining increased publicity; the size and demand of an ageing yet working population, '*Working with work-age adults: promoting healthy eating, physical activity and behaviour change*'. The presentations then concluded with Ms Kelly Fortune RNutr (Food) discussing issues associated with providing variety and choice to meet the increasing demand for modified food for those now living in the community with dysphagia.

19.3 The speakers demonstrated how their particular contributions as Registered Nutritionists are helping both to extend the knowledge base and provide practical ways to help keep people fit, health and living independently, as well as benefit their employers and the productivity of the nation.

Meeting with the General Chiropractic Council and General Osteopathic Council

20.1 On 15th September 2016 Penny Bance, Director of Education, Registration and Standards at General Chiropractic Council, Matthew Bennett, President British Chiropractic Association and Jatinder Benepal Director of Overseas Affairs Royal College of Chiropractors attended a meeting at AfN to discuss the benefits and potential relationship between the chiropractic community and Registered Nutritionists as a result of the outcome of the Healthcare Specialism Working Group consultation.

20.2 A similar meeting was held with Tim Walker, Chief Executive of the General Osteopathic Council, Maurice Cheng, Chief Executive of the Institute of Osteopathy and Charles Hunt, Chief Executive The British School of Osteopathy on 27th June.

20.3 Both meetings illustrated the need for the chiropractic and osteopathic communities to be able to access evidence-based nutrition advice. Both professions confirmed that nutrition formed part of the curriculum for pre-registration training and education and most chiropractors and osteopaths provided nutrition advice to their patients. A key issue identified was the need to steer both the chiropractic and osteopathic communities towards Registered Nutritionists in terms of referring on, and to work with AfN to quality assure current pre- and post-registration nutrition training. Both professions were keen to be included in the group of statutorily-recognised professions eligible for UKVRN Registration under the Healthcare Specialism Working Group's proposals and offered to help populate a joint working group to develop the requirements for specialist area of competence.

Registrant Communications

21.1 In 2016-17 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.

21.2 In 2016-17 we repeated our annual Registrants questionnaire. This year we partnered with Nutritionists in Industry (NII) to include a salary survey. The NII undertook an analysis of the results and provided a report for Registrant's use in discussions with their employers.

Social Media

22.1 Use of social media to engage Registrants and the wider community continues to becoming increasingly important. As of 31st March 2017 our Twitter following is 4,789 (increase of 1,135, 131% increase since 2016), our Facebook likes are 4,751 (increase of 1,514, 147% since 2016).

Governance

Council

23.1 Elections for new Trustees were held at our AGM on 5th December 2016. There were six vacancies for Council members/ Trustees for a term of office commencing 1st January 2017 for a period of three years. Eighteen nominations were received. A ballot was therefore held, conducted on behalf of the Association for Nutrition by Electoral Reform Services Ltd. The following Registrants were elected to Council:

Ms K Austin
Dr F Amirabdollahian
Dr A Collins
Dr O Kennedy
Dr J Landman
Dr M Mwatsama

23.2 Council on 5th December 2016 co-opted the following Registrant to Council for a term of office from 1st January 2017 to until the next AGM (4th December 2017):

Mrs E Monteiro

23.3 There were three vacancies for the appointment by Council for Honorary Officers (President, Honorary Treasurer and Honorary Secretary) for a term of office commencing 1st Jan 2017 for a period of one year. One nomination for each appointment was received. The following Registrants were therefore appointed by Council on 5th December 2016:

Dr M Ashwell, reappointed President and Chair of Council from 1st January 2017 to 31st December 2017

Dr A Dangour, reappointed Honorary Treasurer from 1st January 2017 to 31st December 2017

Mrs E Monteiro, appointed Honorary Secretary from 1s January 2017 until the next AGM (4th December 2017), by reason of her co-option as a member of Council,

23.4 At its meeting on 5th December 2016 Council appointed Prof J Lovegrove as Deputy Chair of Council in accordance with clause 52 of the Articles of Association, in the event the President/Chair is unable to Chair the meeting. At the same meeting Dr D Gale was reappointed as lay representative on Council for a further term of three years from 1st January 2017. In addition, following an open recruitment process and interviews conducted by the President and the Chief Executive, the following lay representatives were appointed to Council for a term of office of three years from 1st March 2017 to 27th February 2020:

Dr V Lund

Ms B Saunders OBE

23.5 The Council approved policy on Register of Interests, Gifts and Hospitality and Managing Conflicts was revised and updated by Business Planning & Governance Committee at its meeting on 7th February 2017 and all trustees, staff, volunteers, members of main Committees, Working Groups and assessors register interests, gifts and hospitality with AfN Chief Executive. The register of interests, gifts and hospitality is available to view by trustees, committee chairs and committee members, and Registrants upon application.

23.6 Following the election of seven new members of Council, the Chief Executive held a WebEx telephone briefing with all newly-elected trustees in January 2016, and a trustee induction pack was prepared and issued. Hempsons Solicitors were engaged to conduct a training session for the whole Council on trustee legal and fiduciary duties that was organised by the Chief Executive and held on the morning of 28th February 2017.

23.7 In the period to 31st March 2017 there were four Council meetings; 26th May 2016, 4th October 2016, 5th December 2016 and 28th February 2017.

Trustee Attendance at Council	*Attendance 2016-17*	*Attendance 2015-16*
Dr M Ashwell	4 (out of 4)	0 (out of 1)
Ms K Austin	1 (out of 1)	-
Dr F Amirabdollahian	1 (out of 1)	-
Prof J Buttriss	3 (out of 3)	2 (out of 4)
Dr A Dangour	4 (out of 4)	4 (out of 4)
Dr B Ellahi	3 (out of 3)	4 (out of 4)
Mrs C. Hislop	4 (out of 4)	1 (out of 1)
Dr O Kennedy	1 (out of 1)	-
Dr J P Landman	3 (out of 4)	4 (out of 4)
Prof J Lovegrove	4 (out of 4)	3 (out of 4)
Dr L Levy	1 (out of 4)	4 (out of 4)
Prof G McNeill	3 (out of 4)	1 (out of 1)

Mrs E Monteiro	1 (out of 1)	-
Dr M Mwatsama	1 (out of 1)	-
Dr C E Robertson	3 (out of 3)	2 (out of 4)
Prof R Welch	2 (out of 2)	4 (out of 4)
Prof M Wiseman	3 (out of 4)	0 (out of 1)
Mr D Pamment	3 (out of 3)	3 (out of 4)
Dr D Gale	4 (out of 4)	4 (out of 4)

23.8 Dr F Thies observed three Council meetings on behalf of the Nutrition Society. Mrs S Porter observed one Council meetings on behalf of the British Dietetic Association.

23.9 Council, Registrants and staff were saddened to learn of the sudden and unexpected death of AfN Council member and serving trustee Prof RW Welch on 27th August 2016. Prof Welch's extraordinary contribution to AfN as Vice Chair of Accreditation Committee, as an assessor, as speaker at the 2015 Annual Discourse and as Chair of the Governance Review Working Group, as well as his scientific commitment to the furtherance of nutrition science and education is very much missed.

23.10 Council is supported by six main committees:

- Business Planning & Governance Committee
- Accreditation Committee
- Registration Committee
- Certification Committee
- Fellows' Nomination Committee
- Finance Committee

23.11 The Committee 'year' runs from 1st January, membership is subject to performance and attendance requirements and is renewed annually up to a maximum of nine years' service.

23.12 To strengthen lay representation at main committee, following an open recruitment process and interviews conducted by the Registrar and Registration Manager, Council on 28th February 2017 approved the appointment of Dr D Gale and Ms D Atkinson to Registration Committee from 1st March 2017 for a term of office of three years to 27th February 2020

Governance Review

24.1 A Governance Review Task Force was formed by Council on 1st Dec 2015 to review the Governance Rules. The membership of the task force was Prof R Welch (Chair), Dr C Robertson (Honorary Secretary), Dr L Levy, Dr D Gale and Dr M Ashwell (President) and Ms L Milliner (Chief Executive).

24.2 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 of Association 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 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.

24.3 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 that were considered at a meeting of the Task Force on 27th April 2016 and approved by Council on 26th May 2016. The Rules were subsequently amended by Council 5th December 2016 and approved on 13th December 2016.

24.4 Following the publication of new and updated Governance Rules by Council in May 2016, subsequently amended in December 2016, new Committee terms of reference and membership were agreed by Council on 4th October 2016 (Business Planning & Governance Committee, Registration Committee, Certification Committee and Accreditation Committee) and 5th December 2016 (Fellows' Nomination Committee and Finance Committee).

Finance & Administration

25.1 The following staff joined the team during the year to 31st March 2017:
Ms L Keys, Registration Officer

25.2 The following staff left the team during the year to 31st March 2017:
Ms M Brown, Registration Officer

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

25.4 Finance Committee, a new main committee of Council established on 1st January 2016 to deal with some of the workload previously dealt with by the Business, Planning and Governance Committee (BP&G) met three times during the year; on 28th April 2016, 3rd November 2016 and 30th March 2017.

25.5 The full annual risk management review process was undertaken and an updated summary of the key risks was prepared for review by Council.

25.6 Business, Planning and Governance Committee, in conjunction with Finance Committee, approved a remuneration policy at its meeting on 17th May 2016. The policy was developed in consultation with the staff team and represented a significant step forward in providing a framework for making decisions about pay, benefits (including training) and merit increases. In addition a staff training needs analysis was conducted alongside annual appraisals, and a training strategy agreed.

25.7 A replacement telephone system was installed with a new phone number for the charity. Remedial work to the floor of the offices at the rear of 28 Portland Place was carried out in November 2016. As a result the office layout was reorganised and updated.

Financial Review

26.1 Our core income for the year ending 31st March 2017, derived from registration, accreditation and other fees charged for our services, increased by 11% to £308,460. In the previous year, we received an additional £86,533 income from a project commissioned by Public Health England (PHE) so our total income to 31st March 2017 from all sources is £56,358 lower than the previous year.

26.2 Our expenditure for the year ending 31st March 2017 decreased by 9% to £302,402, as there had been additional expenditure in the previous year due to delivery of the PHE project.

26.3 The actual out-turn for the year ending 31st March 2017 was a surplus of £6,265 (£44,093 in 2016), compared to a budgeted surplus of £945. This has been added to our reserves.

26.4 Our reserves brought forward at 31 March 2016 were £145,113 under the previous accounting rules. Following the introduction of the new accounting standard (FRS102) we now include a provision for accrued staff annual leave. This reduced our reserves brought forward by £5,709 to £139,404. All the relevant figures in the accounts have been adjusted accordingly.

26.5 The majority of our funds are held as bank deposits. Creditors include deferred income of £87,552, received in advance which relates to the 2017-18 accounting year.

Reserves Policy

Approved by AfN Council, 17th May 2017:

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 2018.

Investment policy

Approved by Finance Committee, 29th June 2017:

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 2017-18 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 2019: 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 2019 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: 5th Oct 2017 2017

Leonie Milliner

Leonie Milliner, Company Secretary

Independent Examiner's Report to the Trustees

I report on the accounts of the charitable company for the year ended 31st March 2017, 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: 16th October 2017

Association for Nutrition

2016-17 Financial Statements

Statement of Financial Activities for the Year Ended 31 March 2017
(including income and expenditure account)

	Notes	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
INCOME:					
Charitable activities	2	308,460	-	**308,460**	364,818
Investments	3	207	-	**207**	435
TOTAL INCOME		308,667	-	**308,667**	365,253
EXPENDITURE:					
Charitable activities	4	302,402	-	**302,402**	321,160
TOTAL EXPENDITURE		302,402	-	**302,402**	321,160
NET INCOME		**6,265**	**-**	**6,265**	44,093
Total funds brought forward		139,404	-	**139,404**	95,311
Total funds carried forward		**145,669**	**-**	**145,669**	139,404

Association for Nutrition

Company No.: 06488331

2016-17 Financial Statements

BALANCE SHEET as at 31 March 2017

	Notes	2017 £	2016 £
TANGIBLE FIXED ASSETS			
Fixed assets	5	**3,876**	5,023
		3,876	5,023
CURRENT ASSETS			
Stock		**1,301**	1,707
Debtors	6	**19,047**	3,486
Cash at bank and in hand		**224,626**	225,214
		244,974	230,407
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	7	**(103,181)**	(96,026)
NET CURRENT ASSETS		**141,793**	134,381
NET ASSETS		**145,669**	139,404
Financed by:			
Restricted funds		**-**	-
Unrestricted funds	8	**145,669**	139,404
TOTAL FUNDS	9	**145,669**	139,404

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 FRS102.
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 5th October 2017:

..... **Dr A Dangour, Honorary treasurer**

on behalf of the trustees.

Association for Nutrition

2016-17 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 statments 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 FRS102.
Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated below.
The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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 criteria 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.

Change of accounting policy

These accounts have been prepared under FRS 102 for the first time. FRS 102 requires the recognition of liabilities in respect of accrued annual leave. The accruals required were:

	£
31 March 2015 (estimate)	5,000
31 March 2016	5,709
31 March 2017	5,667

The staff costs expenditure, accruals and funds brought forward have been adjusted accordingly for each year.

Association for Nutrition

2016-17 Financial Statements

Notes forming part of the financial statements:

Reconciliation of fund balances:

	1 4 2015	31 3 2016
Fund balances as previously stated	100,311	145,113
Adjustment for accrual for holiday pay	(5,000)	(5,709)
Fund balances as restated	95,311	139,404

2 Income from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Registration Fees	187,577	-	**187,577**	177,610
Accreditation and CPD Fees	114,576	-	**114,576**	91,921
Certification	4,561	-	**4,561**	6,524
Events and other Income	1,746	-	**1,746**	2,230
	308,460	-	308,460	278,285
Research project	-	-	-	86,533
	308,460	**-**	**308,460**	**364,818**

There was no restricted income in the year ended 31 March 2016.

3 Income from Investments

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Bank interest receivable	207	-	**207**	435

4 Expenditure on Charitable activities (including support costs)	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Staff Costs	213,893	-	**213,893**	205,636
Rent	37,844	-	**37,844**	37,383
Meetings, Conferences and Events	6,247	-	**6,247**	12,137
Marketing and Publicity	3,327	-	**3,327**	6,956
Project and IT	8,311	-	**8,311**	14,225
AGM, Council meetings and trustee training	12,080	-	**12,080**	9,213
Office overheads	13,347	-	**13,347**	16,275
Professional fees	4,667	-	**4,667**	15,725
Depreciation	1,986	-	**1,986**	2,910
Independent Examination	700	-	**700**	700
	302,402	**-**	**302,402**	**321,160**

There was no restricted expenditure in the year ended 31 March 2016.

Notes forming part of the financial statements:

5 FIXED ASSETS

	IT & Office Equipment £	Total £
Cost		
As at 1 April 2016	37,240	37,240
Additions	839	839
Total cost at 31 March 2017	38,079	38,079
Depreciation		
At 1 April 2016	32,217	32,217
Charge for the year	1,986	1,986
At 31 March 2017	34,203	34,203
Net book value as at 31 March 2017	**3,876**	**3,876**
Net book value as at 31 March 2016	5,023	5,023

6 Debtors

	2017 £	2016 £
Trade Debtors	**18,675**	3,100
Staff travel loans	**372**	386
	19,047	3,486

7 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	**2,250**	5,822
Tax and social security	**4,563**	3,689
Accruals and deferred income	**96,368**	86,515
	103,181	96,026

Deferred income represents £82,347 (2016: £77,556) of registration fees received in advance of the period to which they relate (April and October renewal cycles) and £5,205 (2016: £1,550) of fees for courses not yet submitted. All deferred income at 31 March 2016 has been released.

Association for Nutrition

2016-17 Financial Statements

Notes forming part of the financial statements:

8 Unrestricted funds

	At 1 April 2016 £	Income £	Expenditure £	At 31 March 2017 £
General Funds	**139,404**	308,667	(302,402)	**145,669**

9 Analysis of net assets by fund

	Restricted Funds £	General Funds £	Total £
Tangible assets	-	3,876	**3,876**
Stock	-	1,301	**1,301**
Debtors	-	19,047	**19,047**
Cash at bank and in hand	-	224,626	**224,626**
Current liabilities	-	(103,181)	**(103,181)**
Total	-	145,669	**145,669**

10 Staff numbers and remuneration

	2017	2016
The average number of staff employed by the charity during the year was:	6.8	6.8

	£	£
Wages and salaries	**176,173**	170,176
Social security costs	**16,712**	13,700
Employer pension contributions	**13,968**	9,624
Total	**206,853**	193,500

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

11 Trustees' remuneration

No trustees received remuneration for any services provided.
12 trustees (2016:10) received a total of £3,644 (2016: £4,046) 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.

13 Volunteer time

The contribution of our many volunteers is set out in our Trustees' Annual Report. In accordance with FRS102 the economic contribution cannot be recognised in these financial statements.