Registered Company No. 6488331

Association for NUTRITION

Association for Nutrition

Trustees' Annual Report and Financial Statements for the year ending 31st March 2018

Approved by AfN Council 2nd October 2018

Contents

Administrative Details	3
Annual Report of the Trustees	5
Summary of Achievements	7
Volunteer Engagement	8
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	33

© 2018 Association for Nutrition
All rights reserved. No part of this document may be reprinted reproduced or utilised in any form or by any electronic, mechanical or other means, now known or hereinafter invented, including photocopying and recording, or in any information storage or retrieval system, without permission in writing

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 2nd October 2018
Dr F Amirabdollahian
Dr M Ashwell (President and Chair of Council)
Ms K Austin
Ms C Baseley (Hon Secretary) (appointed 1 January 2018)
Dr A Collins
Prof A Dangour (Hon. Treasurer)
Dr D Gale (Lay Member of Council)
Ms C Hislop
Prof A A Jackson (appointed 1 January 2018)
Prof O Kennedy
Dr J P Landman (Chair, Certification Committee)
Prof L Levy
Prof J Lovegrove (Deputy Chair of Council & Chair, BP&G & Accreditation Committee)
Dr V Lund (Lay Member of Council)
Prof G McNeill (Registrar)
Prof J Murphy (appointed 1 January 2018)
Dr M Mwatsama
Ms B Saunders (Lay Member of Council)
Prof M J Wiseman

Other Trustees during period ending 31 March 2018
Ms E Monteiro (Hon. Secretary) (to 29 September 2017)

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

My third year as President of the Association for Nutrition and Chair of Council has not been without its challenges! However I can report that, yet again, our register, the core of our work, continues to grow. At 31st March 2018 we had 2153 active Registrants, an encouraging 77% increase on our position five years ago. The number of courses and programmes we approve, which supports the education of evidence-based nutrition scientists has also grown tremendously, to 87, and I am pleased to report we now accredit 3 undergraduate courses overseas.

Most importantly, our income is growing and our finances are sound. We have had the luxury of meeting our business plan targets early, and so have used much of our charitable income to better support our objectives and invest in new IT to help streamline our register operations.

We are clear in our strategic focus. We are the nutrition profession's independent regulator, and our strategic aim is statutory regulation, to ensure the public can easily identify credible, trusted nutrition professionals. At the heart of our profession is a commitment to evidence-based science, with a shared ethical code, and it is with immense pride I can report that our regulatory functions and strategic ambition continue to hold the confidence of Government.

Our ability to influence the public, government, the media, employers, and academic and training organisations has been helped by attendance at over 70 events, conferences, talks and briefings. Our outreach activities, both nationally and at regional level are our investment in the profession's future. Our work has a breadth and depth that underlines the profession's public benefit; articulating the contribution a highly qualified, competent and well-regulated profession in improving the nutritional health of the nation.

As we hold our activities open to public accountability through the publication of this report, we remain confident that we continue to meet our charitable objects: to protect and educate the public.

I would like to take this opportunity to thank all our Registrants for their support, many who help us as assessors and as regional representatives, together with the hard working staff team based at our offices in Portland Place, led by our Chief Executive. This year, in particular, I would like to thank all the members of Council, especially Business Planning and Governance Committee, who have given so freely of their time to support me and for their commitment to the AfN.

Dr Margaret Ashwell, OBE DSc RNutr (Public Health) FAfN
AfN President

Report from Chief Executive

It is a huge privilege to serve as your Chief Executive and to lead the regulation of such a vibrant and determined profession that offers clear public benefit. Our role is to ensure AfN Registered Nutritionists, trusted, reliable evidence-based experts in nutrition science are easily identifiable, and alongside HCPC Registered Dietitians, carry the confidence of the Government, the public and fellow healthcare professionals.

Whilst the snap general election in June 2017 did not provide the clear majority desired by the Prime Minister, it gave us an opportunity to engage with key policy makers about the contribution Registered Nutritionists make to civic society and the potential benefit greater statutory regulation might bring to the health of the nation. Our manifesto call, 'Better Nutrition=Better Health' was sent to 120 MPs and Peers who either had a recorded interest in nutrition and health or who might be involved in developing or writing party political manifestos. We, and our Registrants, continue to meet with MPs to discuss the outcome of our manifesto call and our subsequent analysis of the party political manifestos was one of our highest shared Facebook posts. This, coupled with a petition started in 2017 by three very energetic dietetic students which gathered over 10,600 signatures, supporting the idea that the professional title 'Nutritionist' should be a legally protected title, continues to demonstrate public demand for greater statutory regulation in nutrition.

Opportunities to present to senior parliamentarians the importance of evidence-based nutrition advice provides us with a fantastic platform to advocate for the benefits of a well-regulated profession. When I spoke in the House of Lords to the All-Party Parliamentary Group on Food and Health in April 2017 on the influence of social media and dietary advice, I was keen to emphasise the nutrition profession's scientific credentials and the public's perception of nutrition qualifications, in terms of who to trust. When nutrition hits the headlines, the public needs to know who to turn to.

A key part of this strategy has been to engage medical Royal Colleges, the General Medical Council and medical schools to ensure our medical colleagues are equally well-equipped. In May 2018 we were delighted to announce the transfer of the Undergraduate Curriculum in Nutrition for newly qualified doctors from the Academy of Medical Royal Colleges to Association for Nutrition. We aim to continue to support medical Royal Colleges in the broader agenda of ensuring that all clinicians who carry a responsibility to use and translate evidence-based nutrition science are suitably qualified.

Our ability to protect the public depends upon the strength, robustness and currency of our regulatory arrangements. We continue to work closely with colleagues from equivalent regulators across Europe to ensure that in an uncertain post-Brexit landscape we can protect the public and advance high standards of professional practice in evidence-based nutrition science. I would like to thank our amazing staff team for their continued expertise, professionalism and support, and to the committed body of trustees, committee members, assessors and volunteers who drive our work forward with clarity and pace.

Leonie Milliner
AfN Chief Executive

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 2018, 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).

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 2018. 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 18% in the past twelve months (107% since 2010), promoting the maintenance of high standards of practice through the regulation of UKVRN Registrants, with access to relevant benefits.
- **We introduced new Fitness to Practise Rules** strengthening the robustness and currency of our regulatory arrangements to better protect the public.
- **With the Nutrition Society, we commissioned a project to support graduates,** providing careers advice and information for Registered Associate Nutritionists.
- **We introduced a new route to UKVRN Registration** aimed at applicants for Registered Nutritionist called 'Experience in Evidence Based Nutrition.'
- **We continued to advocate for statutory regulation** to help the public identify qualified, credible and trusted nutritional professionals committed to high standards of evidence-based nutrition practice and a common ethical code.
- **We awarded five Fellowships** to Registered Nutritionists who have made an outstanding contribution to the furtherance of nutrition science, education and practice at a national and/or international level.

Recognising High Quality, Relevant Nutrition Training

- **Endorsement of 31 CPD courses** to support Registrants' career development and competence for the protection of the public.
- **Accreditation or reaccreditation of 22 undergraduate & postgraduate courses,** successful completion of which leads to Direct Entry to UKVRN at Associate level, growing the number of accredited courses by 200% since our launch in 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.

Raising Our Profile

- **Promotion of UKVRN to the public, industry and employers** with attendance at 19 major conferences and meetings, 29 inter-professional and government briefings and 25 university and training-provider liaison activities; authoring 12 articles, and actively engaging in social media (6,716 Twitter followers, 5,481 Facebook likes).
- **Snap General Election 2017: 'Better Nutrition=Better Health'** manifesto generated meetings with MPs, including the shadow minister for Public Health.
- **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,** appointing two new lay members to Council; two lay members to Registration Committee and four lay members to our 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 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; and 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
Ms R Ashaye
Prof G McNeill (Chair)
Ms L Street (Deputy Chair)
Ms D Atkinson
Dr D Gale
Mrs C Hislop
Dr O Kennedy
Ms A Poole
Prof S Ray

Certification Committee
Dr J Landman (Chair)
Ms K Austin
Mr R Burton
Ms A Ellison-Webb
Dr A Hill
Dr R Jawadwala
Ms K Lucas (Deputy Chair)
Prof H MacQueen
Prof J Murphy (Until March 2018)
Ms E Revel
Dr C Robertson

Fellows' Nomination Committee
Dr M Ashwell (Chair)
Prof A A Jackson
Prof J Buttriss
Prof N Finer
Prof N Lowe
Prof M Wiseman

Accreditation Committee
Prof J Lovegrove (Chair)
Dr J Armstrong
Mr M Clapham (Until September 2017)
Dr B Ellahi (Deputy Chair)
Dr P Grabowski
Mr R McBurney
Dr J Murphy
Dr P Nestel
Ms J Paxman
Dr A Collins
Prof J Donnelly (from March 2018)

Business Planning & Governance Committee
Prof J Lovegrove (Chair) (from Jan 2017)
Prof A Dangour
Prof G McNeill
Ms E Monterio (to Sept 2017)
Ms C Baseley (from 1 January 2018)
Dr J P Landman
Dr M Ashwell ex officio

Finance Committee
Prof A Dangour (Chair)
Dr M Ashwell
Mr D Pamment (to Dec 2017)
Ms B Saunders (from Jan 2018)
Dr M Mwatsama (from Mar 2017)

Nation & Regional Representatives

Scotland
Ms C Hislop
London
Ms F Uhegbu
Ms A Poole
South West
Ms J Cawley
Ms R King
South East
Dr A Hill
Dr C Child

Wales
Ms L Tucker
East Midlands
Vacant

North West
Mrs A Porter
Ms A Holt
North East
Vacant

Northern Ireland
Vacant
Yorkshire & the Humber
Ms L Gatenby
Ms L Charlesworth
East
Ms V Manocha

West Midlands
Vacant

Assessors

Accreditation Assessors
Dr J Armstrong
Dr G Bermano
Dr D Bhaka
Dr T Butler
Prof M Clapham (Until September 2017)
Dr F Caple
Dr M Clegg
Prof J Donnelly
Prof C Edwards
Dr B Ellahi
Dr P Grabowski
Dr R Jawadwala
Dr O Kennedy
Dr K Kiezebrink
Dr G Kuhnle
Dr J Landman
Mrs T Lewarne
Prof J Lovegrove
Mr R McBurney
Dr J Murphy
Dr S Mushtaq
Dr P Nestel
Dr J O'Reilly
Dr A Parrett
Mrs J Paxman
Dr C Pettinger (Until February 2018)
Dr M Ritchie
Dr L Ryan
Ms C Symonds
Ms A Sorsby
Dr I Tewfik

Registration Assessors
Mr N Bennett
Dr B Buczkowski
Prof J Donnelly
Dr L Gatenby
Ms C Glazzard
Prof H Hartwell
Mrs M Hurworth
Ms S Jackson
Prof L Levy
Ms L Mabbs
Dr O Markey
Dr P Mason
Ms S Montel
Ms M Pappagiannaki
Dr S Rinomhota
Ms C Symonds
Dr L Wyness

Course Certification Assessors
Ms R Avery
Ms V Avery
Ms S Ball
Dr A Creedon
Mrs A Ellison-Webb
Dr A Hill
Ms F Bayne
Mr P Jefcoate
Ms A Khan
Dr J Landman
Ms K Lucas
Prof H McQueen

CPD Assessors
Dr R Allen
Dr J Aylott
Dr B Buczkowski
Ms C MacLeod
Dr S Reeves
Ms H Rippin
Dr L Wyness

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 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, and 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 2018	
Registered Associate Nutritionist (ANutr)	1415
Registered Nutritionist (RNutr)	719
Fellow of the AfN (FAfN)	28
Retired (RNutr Retired)	7
Total Active Registrants at 31 March 2018	**2153** (17.7 % increase on 2017)
(Register Totals 31st March 2017	1830)
Voluntary suspensions (e.g. maternity leave)	*16*

Applications to 31 March 2018	
ANutr Direct Entry	441
ANutr Portfolio Entry	31
RNutr Portfolio Entry	30
ANutr to RNutr transfers	31
RNutr By Distinction	8
Restoration	6
Total number of applications	**547** (13.7% increase)
(Total number of applications in 2016-17	481)

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 regulation, designated powers to award 'Chartered Nutritionist' and the requirements for Professional Standards Authority Accredited Register status.

Meeting our Strategic Aim

2.1 In 2017-18 Council firmly focused on developing its strategy to better protect the public through statutory regulation to better protect the public and more clearly identify credible, trusted nutrition professionals educated to a least degree level and with a common commitment to high standards of evidence-based nutrition practice and a shared ethical code. This strategy, published in January 2017, outlined three strands of activity including seeking statutory protection under a section 60 order, incorporation under Royal Charter for powers to award the designated protected title 'Chartered Nutritionist' and requirements for Professional Standards Authority (PSA) Accredited Register status. The paper outlined the advantages and disadvantages of statutory protection and other forms of voluntary regulation for Registered Nutritionists.

2.2 Council continues to explore with Government and a range of stakeholders what form of statutory or voluntary 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 body might take. One option actively considered by Council has been to seek incorporation under Royal Charter for powers to award the designated protected title 'Chartered Nutritionist'. This proposal has been warmly received by Government and others and in October 2017 a draft memorandum of intent to petition was submitted to the Privy Council office. Strong support was also received from a range of bodies in the field with few exceptions. Discussions here are ongoing.

2.3 A second option was also actively explored. On 5th October 2017 Mr Graham Mockler, Head of Accreditation at the PSA attended Council to provide a presentation on PSA Accredited Register scheme and to answer questions from Council on the advantages and disadvantages of PSA Accredited Register status. A mapping undertaken by AfN staff beforehand demonstrated that AfN is capable of meeting requirements for PSA Accredited Register status, and following the meeting Council agreed to continue to demonstrate preparedness to meet PSA standards.

2.4 In tandem with the above, Council continued to advocate to parliamentarians and senior civil servants the benefits of statutory regulation of the sector. 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 risk. 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 approach of Council continues to seek statutory protection not just of title but also of function, with 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 actively working in the field who do not meet AfN competencies and ethical standards also present a risk to the public. 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 and/or international level through the award of Fellowship. Fellows are Registrants of the Association. To 31st March 2018 the following nominations for Fellowship were approved by Council;

Ms Sigrid Gibson
Dr Juliet Gray
Ms Zoe Griffiths
Dr David Mela
Dr Sue Reeves

New Registration Rules and Additional Route to Registration; EEBN

4.1 We continue to strengthen our Register operations. On 12th September 2017 Registration Committee approved new 'Registration Rules for the Competence, Eligibility and Procedures for UKVRN Registration.' A key part of these new Rules was an additional route to UKVRN Registration as a Registered Nutritionist (RNutr) in a specialist area of competence called 'Experience in Evidence Based Nutrition' (EEBN). This new route to UKVRN Registration was launched in January 2018 and designed for applicants applying for Registered Nutritionist (RNutr) with a BSc or MSc or equivalent in nutrition science (either in the UK or overseas) and a minimum of at least ten years' continuous work experience in evidence-based nutrition practice, including recent experience at a senior level in industry, research, academia, sport, government, charity, NGO or health care settings.

4.2 The full scheme is described on the relevant section of our website and in our Registration Rules. Briefly, applicants are required to provide evidence they meet standard competence and eligibility requirements applicants for registration as a Registered Nutritionist (RNutr) in their chosen specialist area of competence entry including a CV, a supporting statement and two referees who can confirm the applicant's experience in evidence based nutrition and competence for registration as a Registered Nutritionist (RNutr).

4.3 The new Registration Rules also included a fuller description of requirements for Registrants to remain competent and up-to-date with Continuing Professional Development (CPD) and adjusted processes for reinstatement and restoration to the Register. The new Rules represent a significant step forward in strengthening our Register operations and take action so that we are better able to protect the public from unsafe practice.

Early Careers Support Project

5.1 On 26th July 2017, in a joint project commissioned with the Nutrition Society, Anna Wheeler Nutrition Ltd and Live It Up Ventures Ltd were appointed develop and deliver a trial series of interventions to assist Registered Associate Nutritionists in their first year of UKVRN registration to develop their professional skills and enhance their employability. This one-year project was the first jointly funded project undertaken with the Nutrition Society. Whilst graduate recruitment is always difficult in whatever field, anecdotal feedback from employers and Associates suggested that the AfN could have a role in supporting new

nutrition graduates' preparedness for employment and their application of professional skills in preparation for transfer to 'Registered Nutritionist' status.

5.2 The project included seeking feedback from employers and new graduates; providing CV and interview preparation and advice for new graduates, help with networking and development of case studies & online resources. If a success, the aim is to tender for a rolling programme of activity in 2019/20.

Fitness to Practise

6.1 The Registration Committee at its meeting on 12th September 2017, following its review of its registration procedures and process for managing complaints, approved new 'Fitness to Practice Rules' (FtP) to sit alongside new 'Registration Rules for the Competence, Eligibility and Procedures for UKVRN Registration'. The development and approval of new Fitness to Practice Rules gives greater confidence that our procedures for resolving complaints and determining allegations made against a Registrant are fair, protect the public, are proportionate and represent best practice in the field.

6.2 Following an open recruitment exercise including interviews, in May 2017 the Registrar appointed the following individuals to serve on AfN Investigation, Fitness to Practice & Appeals panels;

Registrant	**Lay**
Dr Laura O'Connor RNutr	Mr Colin Allies
Ms Cassandra Ellis RNutr	Ms Fiona Barber
Mr Paul Jefcoate ANutr	Ms Susan Bradford
Ms Claire Baseley RNutr	Ms Jennifer Ann Cavell

6.3 Training for members of the AfN Investigation, Fitness to Practice & Appeals panels was held on 10th January 2018. Ms Gemma Hobcraft from Doughty Street Chambers led the training and gave an overview on FtP case law, the legal basis for FtP decisions and introduction to a hearing from a panellist's perspective. The Chief Executive outlined the panellist's responsibilities in terms of equal opportunities under the Equality Act, and provided, for lay members, a short overview of the structure and operations of AfN. The webinar was recorded, so that panel members can access the material at a later date as part of their professional development.

6.4 During 2017-18 one Fitness to Practice hearing was held to determine the allegations made against a Registrant. The hearing was held under the registration procedures and process in effect at the time. The outcome of the hearing is published on our website.

6.5 In addition, to 31st March 2018 AfN received 4 complaints about registrants. The complaints were managed according to the new 'Fitness to Practice Rules' approved by Registration Committee on 12th September 2017. One of the complaints went through all initial Fitness to Practice stages, including investigation, informing the Registrant and receiving the Registrant's representations, with an outcome of no further action. Two complaints were withdrawn by the complainants during the initial investigation stages, before the Registrants in question were informed of the complaint. One complaint is still under investigation.

6.6 One Registrant had sanctions against them with conditions of practice imposed for 9 months from 27/1//17, including the requirement to submit a CPD plan to AfN by 11/12/17 and a 3-month reflective report by 28/02/17. The documents were received within the deadlines and were approved by the Registrar.

6.7 The Registration Manager also followed up complaints about individuals 'passing off', all of which resulted in satisfactory changes on relevant social media and/or websites by the individuals in question.

Recognising High Quality, Relevant Nutrition Training

Programme Accreditation

7.1 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.

7.2 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.

7.3 Applications from course providers for accreditation and reaccreditation are received by Accreditation Committee biannually. Application forms, guidance notes and information on Accreditation are published on the AfN website.

7.4 In the October 2017 cycle we received nine applications from programmes applying for accreditation and reaccreditation. Five of these applications were from universities applying for accreditation of new programmes, with three of these applications from universities not already delivering other AfN accredited programmes.

7.5 In the February 2018 accreditation applications cycle we received seven applications; four applications were from universities applying for accreditation of new programmes and three were applications for reaccreditation.

7.6 Briefing and development sessions were held for accreditation assessors on 27th November 2017 (webinar) and 12th February 2018 (face to face). The first session provided an overview of equality, diversity and inclusion and an update on the new 'AfN Core

Competence Requirements, Standards and Procedures.' The second session, on 12th February 2018, was held at our offices in Portland Place, provided new and existing assessors with hand-on opportunity to test their decision making skills in a series of scenarios, as well as discuss approaches towards the assessment and recording of evidence against the new standards.

7.7 By 31 March 2018 the following 22 applications for accreditation or reaccreditation from undergraduate and postgraduate programmes were approved by AfN Accreditation Committee:

Undergraduate programmes:

BSc (Hons) Nutrition Exercise and Health Kingston University
BSc (Hons) Nutrition Kingston University
BSc (Hons) Nutrition Leeds Beckett University
BSc (Hons) Nutrition Liverpool John Moores University
BSc (Hons) Human Nutrition London Metropolitan University
BSc Sport and Exercise Nutrition Manchester Metropolitan University
BSc (Hons) Food Science and Nutrition (Human Nutrition) Northumbria University
BSc (Hons) Applied Human Nutrition Solent University
BSc (Hons) Human Nutrition University College Dublin
BSc (Hons) Food, Nutrition and Health University of Abertay
BSc (Hons) Human Nutrition University of Greenwich
BSc (Hons) Nutrition and Public Health University of Huddersfield
BSc (Hons) Nutrition Exercise and Health University of Plymouth
BSc (Hons) Nutrition and Food Consumer Science / with Professional Training University of Reading
BSc (Hons) Nutrition and Human Health University of Suffolk
BSc Hons Human Nutrition with DPP/DPPI/DIAS pathway University of Ulster

Postgraduate programmes:

MSc Human Nutrition (Public Health) London Metropolitan University
MSc Human Nutrition (Sports) London Metropolitan University
MSc Public Health Nutrition Queen Margaret University
MSc Public Health Nutrition University of Chester
MSc Clinical Nutrition University of Roehampton
MSc Global Public Health Nutrition University of Westminster

Continuing Professional Development (CPD)

8.1 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 2017 to 31st March 2018, AfN Endorsed CPD included conferences, workshops and webinars. All endorsed course providers receive a unique numbered logo that 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 2018, a total of 25 applications for CPD Endorsement were received and approved. AfN CPD Endorsed learning activities approved before 31st March 2018 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

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

9.2 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 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 To 31st March 2018, 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

9.4 Course Certification expires three years from the date of issue. 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 2018 the following courses were recertified:

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

9.5 An annual monitoring procedure has been introduced to ensure certified courses continue to meet AfN Certification Standards. Training providers are required to submit an annual monitoring report and retention fee to retain AfN Course Certification. To 31st March 2018, eleven courses have undergone annual monitoring.

Raising Our Profile

10.1 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 Government and Academia

11.1 As members of the All Party Parliamentary Group (APPG) on a Fit and Healthy Childhood and the APPG Food and Health Forum, we attended APPG meetings to ensure the role and contribution of Registered Nutritionists is included in discussions on the formation of advice issued by these groups to parliamentarians. AfN Registrants regularly present to APPGs on aspects of nutrition science, including Professor Julie Lovegrove in

March 2018 on micronutrients and health, and AfN Communications and Marketing Manager Dr G Jones RNutr actively participates in both of these groups on behalf of AfN.

11.2 Prof J Cade RNutr and AfN Chief Executive, Ms L Milliner were invited to represent AfN at the Association for Nutritional Scientists Austria (VEO), to discuss mutual recognition of qualifications and professional recognition. The event was attended by nutrition organisations from across Europe with the aim of establishing mutual collaboration and shared expectations and ethical behaviour from professionals.

11.3 Following an open call for applications, Chief Executive Ms L Milliner was appointed to the Office for Student's Teaching Excellence Framework Panel and subject pilot panel for Medicine and Health Sciences. The Panel makes decisions to reward and recognise teaching excellence in English universities, (Bronze, Silver or Gold) influencing the level of fees universities may charge.

11.4 In January 2018 we responded to a Department of Health consultation 'Promoting professionalism, reforming regulation'. The plans outlined by government in this consultation to reform professional regulation in healthcare, if implemented, are potentially the most radical since the Second World War. Our response was suitably detailed and robust. We agreed that streamlining of regulatory controls in some professions is required. However, our main concern was to broaden the proposed 'risk criteria,' by which government will assess which healthcare professions may benefit from statutory regulation in future. Our view was that the risk criteria should have a firm focus on assessing the risk of harm at population level, in the management of service provision, in research and policy, across both human and animal systems, where long-term, institutional or systematic harm is at its greatest. We argued that the criteria should address risk of harm not just in one-to one patient contact in response to a clinical need, but also regulated professionals' work promoting and maintaining good health at individual and population level, and in the research, management of service delivery and policy activity necessary to deliver good health across both private and public sectors.

11.5 In addition, our view was that the criteria should assess the validity and effectiveness of the evidence-base which underpins the professional practice of occupations under review and be sufficiently delineated to allow the Professional Standards Authority to advise the UK governments on which groups of healthcare professional's professional practice is sufficiently scientifically robust, legally sound and evidence-based to give public confidence in its effectiveness. For example, a key concern is the need to distinguish between expert advice firmly grounded in evidence-based nutrition science, delivered by regulated, qualified graduate-level professionals, and under- or unqualified individuals operating at the economic margins of the profession, with little or no knowledge of the scientific evidence base, potentially causing public harm. The prime reason for regulatory intervention should be the ability of the professional to protect the public from unsafe practice. We argued that reference to 'patients' should be broadened to encompass the potential harm healthcare professionals can cause at family, group and population level, and in settings where there is no direct patient or public contact, such as in research, management, policy or service delivery functions in the private or public sector.

11.6 AfN Registrants continue to contribute to the development of knowledge and understanding of nutrition science, through the undertaking of research from fundamental principles through to the applied. The results of their research is published in numerous high quality, peer-reviewed scientific journals, is presented at conferences across the globe and

their expertise and advice is sought on expert panels and reviews both nationally and internationally.

Influencing Employers and Nutrition/Health Professionals

12.1 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.

12.2 Food Matters Live took place at the ExCeL Centre in London on the 22nd – 24th October 2017. We took the decision not to have a stand at the event, but we continue to use the event as an 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.

12.3 On 14th March Council approved the formation of a new group, the 'Nutrition inter-professional group' to co-ordinate the activities of the Association in relation to the inclusion and teaching of nutrition in medical education and post-graduate training, and provide leadership in relation to nutrition on behalf of and across the medical Royal Colleges and General Medical Council.

12.4 Since the formation of the UKVRN, one strand of activity has been to influence, and input into, nutrition within medical education, both pre-registration and postgraduate specialty training. The strategy here has been two-fold, first to ensure the medical community relies upon, and has access to evidence-based nutrition science and professional expertise, and second, to provide a regulatory framework for the nutrition skill and competence of GMC registered doctors.

12.5 Briefly, our activity can be summarised as:

- Development of 'Healthcare- Medical' UKVRN Area of Specialist Competence
- Participation/ membership of Academy of Medical Royal College Nutrition Group (until its dissolution in 2017)
- Representation on RCGP Nutrition Committee (until its dissolution in 2016)
- Representation on RCP Nutrition Committee (Prof M Wiseman)
- Involvement/ input into formation of GMC 'Generic Professional Capabilities Framework' for post graduate specialty training with specific mention of nutrition.
- Involvement/ input into formation of GMC undergraduate nutrition curriculum attached to 'tomorrow's doctors.'
- Most recently, attending and hosting the Bloomsbury Group (the informal successor to the Academy of Medical Royal College Nutrition Group)

12.6 It was clear to Council that there is a need for leadership to co-ordinate activity across the field of medical education and post-graduate training, lead the review of nutrition standards for medical education, and harness potential influence to protect the public in the field, ensuring our role as regulator is understood and our Registrants' contribution acknowledged. In time, the ambition is also for the Working Group to embrace nutrition activities within other regulated professions (GPhC, MNC, etc.). Membership is drawn from

a wide range of stakeholders, with representation from medical Royal Colleges and the GMC and includes the NS Council member responsible for medical matters, plus representation from BAPEN and BDA.

Influencing the Public and Wider Community

13.1 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. UKVRN Registrants have also contributed to features in television and radio programmes such as the BBC's Mind Over Marathon and Radio 4 Great Lives, which both gained positive feedback and high viewing/listening figures.

13.2 Registrants regularly engage with journalists and media outlets directly and via our media service. This provides a way for the public to have access to individuals who are qualified and competent at interpreting nutritional science for a lay audience and explaining how this fits in the context of our environment, consensus of evidence and the caveats and limitations that need to be taken into account.

External Meetings and Events

14.1 Our attendance at conferences, events and lectures during the period 1st April 2017 – 31st March 2018 included:

Conferences/Meetings

- Nutrition Society Spring Meeting (26-27th March 2017)
- South West Region (13th April 2017)
- North West Region (8th May 2017)
- GAIN (5th June 2017)
- PARN Conference (6th June 2017)
- Nutrition Society Irish Meeting (21st-23rd June 2017)
- Nutrition Society Summer Meeting (10-12th July 2017)
- Elevate UK (12th September 2017)
- North West Region (12th September 2017)
- Yorkshire & Humber Region (18th October 2017)
- South West Region (10th October 2017)
- South East & London Regions (1st November 2017)
- Irish Region (15th November 2017)
- Food Matters Live (21st November 2017)
- Regional Facebook Live & Zoom Chats (November 2017)
- East of England Region (November 2017)
- Nutrition Society Winter Meeting (5-6th December 2017)
- North West Region (3rd February 2018)
- Scottish Region - Kitchen Table Talk (13th March 2018)

Influencing Stakeholders and Government

- QAA PSRB (21st March 2017)
- BDA (25th April 2017)
- PSA (22nd May 2017)
- Nutritionist Resource (8th June 2017)
- BDA (27th June 2017)

- Food & Health Forum APPG (27th June 2017)
- Food & Health Forum APPG (18th July 2017)
- BDA (18th July 2017)
- Association of Nutritional Scientists Austria (20-22nd September 2017)
- STEM Ambassador Hub (26th September 2017)
- Geoff Smith MP
- NMC QA Reference Group (3rd October 2017)
- CITMA (31st October 2017)
- FDF Study Day (2nd November 2017)
- PHE Sugars Briefing (3rd November 2017)
- AfN-BDA-BNF-IFST BREXIT (7th November 2017)
- BNF (14th November 2017)
- Sharon Hodgson MP, Shadow Minister - Public Health (17th November 2017)
- NS (23rd November 2017)
- BNF (30th November 2017)
- Science Council (7th December 2017)
- DH (11th Jan 2018)
- Fit & Healthy Childhood APPG (11th January 2018)
- World Public Health Nutrition Association (15th January 2018)
- BDA (22nd January 2018)
- CNHC (6th February 2018)
- Food & Health Forum APPG (6th February 2018)
- PSA (20th February 2018)
- Fit & Healthy Childhood APPG (20th February 2018)
- WA Comms (21st February 2018)
- NMC QA Reference Group (21st February 2018)
- PHE Calorie Reduction Briefing (5th March 2018)
- Food & Health Forum APPG (20th March 2018)
- Fit & Healthy Childhood APPG (20th March 2018)

University and Education Provider Liaison

- RSPH Education (5th April 2017)
- Plymouth University (5th May 2017)
- University of Nottingham (12th May 2017)
- LSHTM (12th May 2017)
- St Mary's University (29th September 2017)
- LSHTM (2nd October 2017)
- Bournemouth University (3rd October 2017)
- RSPH Education (4th October 2017)
- Oxford Brookes University (6th October 2017)
- University of Westminster (18th October 2017)
- Kings College London (8th November 2017)
- Cardiff Metropolitan University (17th November 2017)
- Westminster University (22nd November 2017)
- London Metropolitan University (24th November 2017)
- Roehampton University (29th November 2017)
- Essex University (8th February 2018)
- Liverpool John Moores University (13th February 2018)
- Manchester Metropolitan University (14th February 2018)
- Chester University C&P (7-8th March 2018)
- Bournemouth University (8th March 2018)

- Coventry University (9th March 2018)
- Coventry University (21st March 2018)
- Chester University (23rd March 2018)

AfN Authored Articles, Press, Media & Registrant Communications

- 10 CN magazine (articles)
- 2 NS Gazette (articles)
- Registrants email newsletter (12 monthly editions)
- BBC Radio 4 Great Lives - Elsie Widdowson (5th September 2017)
- 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

15.1 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 (130 UKVRN registrants)
Regional Representatives; Ms C Hislop RNutr (Public Health) supported by Ms R Ashaye, ANutr.

Northern Ireland (36 UKVRN registrants)
Regional Representative; Ms G Faulkner ANutr.

Wales (43 UKVRN registrants)
Regional Representative; Ms E Tucker RNutr (Food)

East (133 UKVRN registrants)
Regional Representative; Ms V Manocha ANutr

East Midland (96 UKVRN registrants)
Regional Representative; position vacant

London (452 UKVRN registrants)
Regional Representatives; Ms F Ugehbu ANutr, Ms A Poole ANutr and Ms C Stirling-Reed RNutr (Public Health).

North East (33 UKVRN registrants)

Regional Representative; position vacant

North West (133 UKVRN registrants)
Regional Representative; Ms A Porter RNutr (Public Health) and Ms A Holt ANutr

South East (284 UKVRN registrants)
Regional Representative; Dr A Hill RNutr (Sports and Exercise) and Dr C Childs RNutr (Nutrition Science)

South West (114 UKVRN registrants)
Regional Representative; Ms R King ANutr and Ms J Cawley ANutr

West Midlands (62 UKVRN registrants)
Regional Representative; position vacant

Yorkshire & The Humber (130 UKVRN registrants)
Regional Representative; Dr L Gatenby RNutr (Public Health) and Ms L Charlesworth ANutr

Annual Discourse

16.1 With an invited audience of stakeholders, professionals and public we explored, in our Annual Discourse that immediately followed our AGM on 4th December 2017, the contribution of Registrants to improving the nations nutritional health: ' At the front of the queue: *Registered Nutritionists and emerging nutrition issues'.*

16.2 Chaired by Deputy Chair of Council Prof Julie Lovegrove RNutr FAfN, the session featured talks by registrants from across different specialisms and employment areas to showcase the diversity of our science. Dr Yiannis Mavrommatis RNutr (Nutrition Science) discussed '*The development of omics and personalised nutrition*' sharing with Registrants information on what is taught on the UK's first MSc in Nutritional Genomics. Ms Claire Baseley RNutr (Public Health) shared '*Future Food Trends for 2018*' bring together a wealth of experience from working with corporate and marketing clients as well as with media partners. Ms Alexis Poole ANutr described her work at Spoon Guru and '*Using Technology to Advance Food Science',* whereby they are aiding for example those with allergies to shop online easier and with more confidence. The presentations then concluded with Dr Dean Sewell RNutr (Sports & Exercise and Nutrition Science) discussing 'the Synergistic Effects of Activity and Diet' showcasing why it is not an either or situation when it comes to benefitting our health.

16.3 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.

Registrant Communications and Social Media

17.1 In 2017-18 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.

17.2 Use of social media to engage Registrants and the wider community continues to becoming increasingly important. As of 31st March 2018 our Twitter following is 6,716 (increase of 1,927, 40% growth since 2017), our Facebook likes are 5,481 (increase of 730, 15% growth since 2017).

Governance

Council

18.1 Elections for new Trustees were held at our AGM on 4th December 2017. There were four vacancies for Council members/ Trustees for a term of office commencing 1st January 2018 for a period of three years. Five nominations were received. A ballot was therefore held. The following Registrants were elected to Council:

Dr A Collins
Ms C Baseley
Prof A A Jackson
Prof J Murphy

18.2 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 2018 for a period of one year. One nomination for President and Honorary Treasurer was received, two nominations for Honorary Secretary was received. A ballot of Council was therefore held. The following Registrants were therefore appointed by Council on 4th December 2017:

Dr M Ashwell, reappointed President and Chair of Council from 1st January 2018 to 31st December 2018
Prof A Dangour, reappointed Honorary Treasurer from 1st January 2018 to 31st December 2018
Ms C Baseley, appointed Honorary Secretary from 1s January 2018 to 31st December 2018

18.3 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 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

18.4 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.

18.5 Following the election of four new members of Council, the Chief Executive held a WebEx telephone briefing with all newly-elected trustees in January 2017, 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.

18.6 In the period to 31st March 2017 there were four Council meetings; 17th May 2017, 5th October 2017, 4th December 2017 and 14th March 2018.

Trustee Attendance at Council	*Attendance 2017-18*	*Attendance 2016-17*	*Attendance 2015-16*
Dr M Ashwell	4 (out of 4)	4 (out of 4)	0 (out of 1)
Ms K Austin	4 (out of 4)	1 (out of 1)	-
Dr F Amirabdollahian	3 (out of 4)	1 (out of 1)	-
Ms C Baseley	4 (out of 4)	-	-
Dr A Collins	3 (out of 4)	-	-
Prof A Dangour	4 (out of 4)	4 (out of 4)	4 (out of 4)
Dr D Gale	4 (out of 4)	4 (out of 4)	4 (out of 4)
Mrs C Hislop	2 (out of 4)	4 (out of 4)	1 (out of 1)
Prof O Kennedy	4 (out of 4)	1 (out of 1)	-
Dr J P Landman	4 (out of 4)	3 (out of 4)	4 (out of 4)
Prof A A Jackson	4 (out of 4)	-	-
Prof L Levy	4 (out of 4)	1 (out of 4)	4 (out of 4)
Prof J Lovegrove	4 (out of 4)	4 (out of 4)	3 (out of 4)
Dr V Lund	4 (out of 4)	-	-
Prof G McNeill	3 (out of 4)	3 (out of 4)	1 (out of 1)
Mrs E Monteiro	1 (out of 1)	1 (out of 1)	-
Prof J Murphy	4 (out of 4)	-	-
Dr M Mwatsama	3 (out of 4)	1 (out of 1)	-
Ms B Saunders	3 (out of 4)	-	-
Prof M Wiseman	4 (out of 4)	3 (out of 4)	0 (out of 1)

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

18.8 Council is supported by six main committees:

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

18.9 On 14th March Council also approved the formation of a new group, the 'Nutrition inter-professional group' to co-ordinate the activities of the Association in relation to the inclusion and teaching of nutrition in medical education and post-graduate training, and provide leadership in relation to nutrition on behalf of and across the medical Royal Colleges and General Medical Council.

18.10 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.

18.11 Following the publication of new and updated Governance Rules by Council in May 2016, subsequently amended in December 2016, Committee terms of reference and membership were agreed by Council on 14th March 2018 (Business Planning & Governance Committee, Registration Committee, Certification Committee, Fellows' Nomination Committee and Finance Committee and Accreditation Committee). To enhance our governance arrangements, role descriptions for President and Hon Officers were approved by BP&G on 9th May 2017 and comprised of three sections; essential criteria, competences and eligibility.

18.12 A ballot of Council was held on 14th March 2018 to elect Chairs of the main Committees according to the Governance Rules and the decision of Council at its meeting on 4th December 2017 that nominations for chairs of each of the main committees (Certification, Registration, BP&G, Fellows', Finance and Accreditation Committee) are sought from the members of the respective committee by the date of the next Council meeting (14th March 2018) for a ballot of Council at the meeting. The result of the ballot was as follows;

Chair, Accreditation Committee	Prof J Lovegrove
Chair, Registration Committee	Prof G McNeill
Chair, Certification Committee	Dr J P Landman
Chair, Finance Committee	Prof A Dangour
Chair, BP&G Committee	Prof J Lovegrove
Chair, Fellows' Nomination Committee	Dr M Ashwell

18.13 A scheme of delegation was approved by Council on 14th March 2018. The scheme of delegation describes how charity's powers and duties in its AfN Articles of Association and Governance Rules are delegated to main committees, assessors, Chief Executive and the staff team. The purpose of the scheme of delegation is to provide Council, main committees, sub-committees, working groups, staff and assessors an 'at a glance' framework outlining who has responsibility for making decisions and on what issues, where that authority has been delegated, and to whom. It also enables AfN trustees, committee members, assessors, staff and volunteers responsible for making decisions, planning or discussing issues to identify where decisions are made on particular issues, who holds responsibility for making decisions, which committee should provide advice to support decision making, as well as which matters are delegated to the chief executive and his/ her team.

Finance & Administration

19.1 The following staff joined the team during the year to 31st March 2018:
Ms Siobhan Read, Registration Officer / Quality Assurance (Education) Officer
Ms Lynnette Collinge, Registration Officer
Mr Joseph Shaw, Quality Assurance (Education) Manager
Ms Jo Wilks, Registration Manager
Ms Jenny Puddington, Registration Officer

19.2 The following staff left the team during the year to 31st March 2018:
Ms Lilly Keys, Registration Officer

Ms Lynnette Collinge, Registration Officer
Ms Jenna Quinn, Quality Assurance (Education) Manager
Ms Paula Reily, Quality Assurance (Education) Officer (remained Finance Officer)
Mr Michael Clow, Registration Manager

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

19.4 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 29th June 2017, 2nd November 2017 and 22nd February 2018.

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

Financial Review

20.1 Our core income for the year ending 31st March 2018, derived from registration, accreditation and other fees charged for our services, increased by 10% to £339,904.

20.2 Our expenditure for the year ending 31st March 2018 increased by 8% to £327,841 with additional expenditure needed on staff and office resources. We also funded some IT/website improvements and research work.

20.3 The net result for the year ending 31st March 2018 was a surplus of £12,063 (£6,265 in 2017), compared to a budgeted deficit (including contingency) of £10,775. The surplus has therefore increased our reserves at 31 March 2018 to £157,732.

20.4 The majority of our funds are held as bank deposits. Creditors include deferred income of £89,820, received in advance which relates to the 2018-19 accounting year.

Future Plans

21.1 Our activity for 2018-19 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

Reserves Policy

Approved by AfN Council, 20th June 2018:

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 our services in order to fulfil our long-term objectives, provide greater public benefit, and to take be able to take advantage of opportunities to expand our range of activities as they arise.

The trustees have examined the charity's requirements for reserves, in the light of the main risks to the organisation. The trustees therefore believe that a policy of retaining reserves of at least £100,000 will cover the key risks and will be adequate to cover the charity's needs for the foreseeable future. The charity experiences significant cyclical variations in its income and expenditure patterns, which means our actual reserves fluctuate by up to £100,000 more over the annual cycle.

At 31 March 2018 our actual reserves were £157,700, at a fairly low point in the annual cycle. The trustees have already earmarked £60,000 for specific future projects, which will be implemented as soon as time and resources allow.

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.

The policy is kept under regular review by the Business, Planning and Governance Committee as budgets are updated, and is formally reviewed and approved by all the trustees at least once a year. The next review will take place in June 2019.

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.

The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

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

On: 2nd October 2018

.....

Dr Margaret Ashwell, President & Chair of Council

Independent Examiner's Report to the Trustees

I report on the accounts of the charitable company for the year ended 31st March 2018, 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: 12th November 2018

Association for Nutrition

2017-18 Financial Statements

Statement of Financial Activities for the Year Ended 31 March 2018
(including income and expenditure account)

	Notes	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
INCOME:					
Charitable activities	2	339,752	-	**339,752**	308,460
Investments	3	152	-	**152**	207
TOTAL INCOME		339,904	-	**339,904**	308,667
EXPENDITURE:					
Charitable activities	4	327,841	-	**327,841**	302,402
TOTAL EXPENDITURE		327,841	-	**327,841**	302,402
NET INCOME		12,063	-	**12,063**	6,265
Total funds brought forward		145,669	-	**145,669**	139,404
Total funds carried forward		**157,732**	-	**157,732**	145,669

Association for Nutrition

2017-18 Financial Statements

Company No.: 06488331

BALANCE SHEET as at 31 March 2018

	Notes	2018 £	2017 £
TANGIBLE FIXED ASSETS			
Fixed assets	5	**4,190**	3,876
		4,190	3,876
CURRENT ASSETS			
Stock		**2,314**	1,301
Debtors	6	**25,294**	19,047
Cash at bank and in hand		**241,156**	224,626
		268,764	244,974
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	7	**(115,222)**	(103,181)
NET CURRENT ASSETS		**153,542**	141,793
NET ASSETS		**157,732**	145,669
Financed by:			
Restricted funds		**-**	-
Unrestricted funds	8	**157,732**	145,669
TOTAL FUNDS	9	**157,732**	145,669

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 2nd October 2018:

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

on behalf of the trustees.

Association for Nutrition

2017-18 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.

Association for Nutrition
2017-18 Financial Statements

Notes forming part of the financial statements:

2 Income from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Registration Fees	218,748	-	**218,748**	187,577
Accreditation and CPD Fees	108,475	-	**108,475**	114,576
Certification	7,715	-	**7,715**	4,561
Events and other Income	4,814	-	**4,814**	1,746
	339,752	-	339,752	308,460
Research project	-	-	-	-
	339,752	-	**339,752**	**308,460**

There was no restricted income in the years ended 31 March 2018 or 2017.

3 Income from Investments

	Unrestricted Funds £	Restricted Funds £	0 2018 £	Total 2017 £
Bank interest receivable	151	-	**151**	207

4 Expenditure on Charitable activities (including support costs)

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Staff Costs	216,157	-	**216,157**	213,893
Rent	40,154	-	**40,154**	37,844
Meetings, Conferences and Events	9,985	-	**9,985**	6,247
Fitness to Practice work	7,887		**7,887**	-
Marketing and Publicity	3,873	-	**3,873**	3,327
Project and IT	11,329	-	**11,329**	8,311
AGM, Council meetings and trustee training	8,059	-	**8,059**	12,080
Office overheads	17,143	-	**17,143**	13,347
Professional fees	9,783	-	**9,783**	4,667
Depreciation	2,721	-	**2,721**	1,986
Independent Examination	750	-	**750**	700
	327,841	-	**327,841**	**302,402**

There was no restricted expenditure in the year ended 31 March 2018 or 2017.

Notes forming part of the financial statements:

5 FIXED ASSETS

	IT & Office Equipment £	Total £
Cost		
As at 1 April 2017	38,079	38,079
Additions	3,035	3,035
Total cost at 31 March 2018	41,114	41,114
Depreciation		
At 1 April 2017	34,203	34,203
Charge for the year	2,721	2,721
At 31 March 2018	36,924	36,924
Net book value as at 31 March 2018	**4,190**	**4,190**
Net book value as at 31 March 2017	3,876	3,876

6 Debtors

	2018 £	2017 £
Trade Debtors	**24,915**	18,675
Staff travel loans	**379**	372
	25,294	19,047

7 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	**11,431**	2,250
Tax and social security	**3,794**	4,563
Accruals and deferred income	**99,997**	96,368
	115,222	103,181

Deferred income represents £88,475 (2017: £82,347) of registration fees received in advance of the period to which they relate (April and October renewal cycles) and £1,195 (2017: £5,205) of fees for courses not yet submitted. All the deferred income at 31 March 2017, except the £1,195, has been released.

Notes forming part of the financial statements:

8 Unrestricted funds

	At 1 April 2017	Income	Expenditure	At 31 March 2018
	£	£	£	£
General Funds	**145,669**	339,904	(327,841)	**157,732**

9 Analysis of net assets by fund

	Restricted Funds	General Funds	Total
	£	£	£
Tangible assets	-	4,190	**4,190**
Stock	-	2,314	**2,314**
Debtors	-	25,294	**25,294**
Cash at bank and in hand	-	241,156	**241,156**
Current liabilities	-	(115,222)	**(115,222)**
Total	-	157,732	**157,732**

10 Staff numbers and remuneration

	2018	2017
The average number of staff employed by the charity during the year was:	7.4	6.8

	£	£
Wages and salaries	**179,443**	176,173
Social security costs	**16,615**	16,712
Employer pension contributions	**13,569**	13,968
Total	**209,627**	206,853

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

11 Trustees' remuneration

No trustees received remuneration for any services provided.
13 trustees (2017:12) received a total of £4,311 (2017: £3,644) 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.