



Trustees' Annual Report and Financial Statements for the year ending 31st March 2013

Approved by Council 25th September 2013

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 25 September 2013**

Prof A A Jackson (President and Chair of Council)

Dr P Amuna

Prof J Buttriss

Prof J Cade (Chair, Registration Committee)

Dr J P Landman

Dr C Leonard

Dr E Maunder

Dr J Murphy

Miss M Mwatsama

Dr C E Robertson

Prof A J Webster (lay member of Council)

Prof R W Welch

Prof M J Wiseman (Hon. Treasurer)

Other Trustees during period ending 31 March 2013

Dr L Jackson (Chair, Accreditation Committee to 4th Dec 2012)

Prof J Lovegrove (Chair, Accreditation Committee, from 4th Dec 2012)

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, Curzon House, 64 Clifton Street, London EC2A 4HB

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 2013, prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006, the Charities Act 2011 and the SORP charity reporting requirements (2005) for small charities.

Objectives and Activities for Public Benefit

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

- **Championing Registered Nutritionists** whose entry onto the UK Voluntary Register of Nutritionists (UKVRN) is an assurance that they meet our rigorous standards of competence and professionalism.
- **Supporting Frontline Health and Social Care Workers** with essential tools enabling individuals to evaluate and enhance their competence to use nutrition safely and competently in their practice.
- **Recognising High Quality, Relevant Nutrition Training** through our Course Accreditation, CPD Endorsement and Certification schemes.

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.

We Achieve This By:

- Maintaining a Register of individuals who demonstrate extensive understanding of nutritional science and practice and agree to uphold ethical standards through a comprehensive Code of Ethics.
- Undertaking projects that advance the public understanding of nutrition and promoting the study and practice of nutritional science and medicine, (Workforce Competence Model in Nutrition).

Governance

The Association for Nutrition is a charitable company limited by guarantee, having no share capital. Members have a liability not exceeding £1 each. The charitable company is governed by Articles of Association and a Code of Governance and Standing Orders. The Association holds an annual AGM with a 3-year cycle of Council elections. Members of Council are the trustees and directors of the Association. The Council met four times in the year to 31 March 2013, and is advised by standing committees of Council and adhoc 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 the Association's policy withdraw from decisions where a conflict of interest arises.

Summary of Achievements for Public Benefit

Championing Registered Nutritionists

- **Introduction of Single Unified Title, Registered Nutritionist (RNutr)** (July 2012) to clearly identify to the public nutrition professionals who meet our rigorous standards of competence and professionalism.
- **Introduction of Single Unified Graduate Title, Associate Nutritionist (ANutr)** (July 2012) to clearly identify to the public nutrition professionals at graduate level working towards full registration.
- **Introduction of new Core Competencies and Specialist Areas in Nutrition** for registrants to demonstrate *knowledge* and *understanding* (at Associate level) and additionally, evidence of *application* in one of five specialist areas (for Registered Nutritionists) of the new core competencies in nutrition
- **Promotion of Title to the Public, Industry and Employers** through attendance at seven major conferences, 19 inter-professional events, nine governmental briefings, authoring 28 articles, and through social media (727 twitter followers, 287 facebook likes)
- **Fostering Professional Expertise with the Launch of Regional Representatives** Registered Nutritionists who volunteer at national and regional level to organise local meetings, CPD events and attend conferences and briefings on behalf of AfN.
- **Providing Support for Nutrition Professionals** to ensure their capacity to practice safely and effectively with access to relevant membership benefits.

Supporting the Wider Workforce

- **Launch of new website** supporting wider workforce by defining standards of nutrition competence and providing a pathway of professional development to enhance competence in nutrition practice.
- **Introduction of a process for AfN Certificate of Nutrition Competence at Levels 3, 4 & 5+** to recognise the nutrition knowledge and skills of individuals who deliver nutrition advice as part of their job.
- **Completion, (in July 2012)** of our TSIP-funded Nutrition & Health Inequalities Project, 'Improving Capacity, Competence and confidence in nutrition across the workforce.'

Recognising High Quality, Relevant Nutrition Training

- **Introduction of revised Accreditation Competencies and Standard Operating Procedures** to support high standards of nutrition education in our Universities, successful completion of which leads to eligibility for direct entry at Associate level.
- **Endorsement of 26 CPD courses** to support Registrants career development and competence for the protection of the public.
- **Introduction of AfN Course Certification** to recognise and support evidence-based standards in course delivery and content of nutrition training for the wider workforce

Volunteer Engagement

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

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

Standing Committees of Council

Registration Committee

Prof J Cade, *Chair*
Dr H Hartwell, *Vice Chair*
Prof J Webster, *Lay member*
Ms A Kennedy
Dr C Norris
Dr G McNeill
Dr H Crawley
Dr J Cockroft
Dr S Drummond
Dr S Ray
Dr C Leonard, *from 1st Jan 2013*
Dr A Theobald, *from 1st Jan 2013*

Certification Committee

Operational from Jan 2013
Dr H Hartwell, *Chair*
Dr J P Landman, *Vice Chair*
Dr E Maunder
Dr J Murphy
Ms W Milligan
Ms A Ellison Webb
Ms H McQueen
Mr P Sesis
Mr J Blackshaw
Mr M Lyaal
Ms M Thomson
Mr R Burton

Accreditation Committee

Dr L Jackson, *Chair to 4th Dec 2012*
Prof J Lovegrove, *Chair, from 4th Dec 2012*
Ms A Kyle, *Lay member*
Mr M Clapham
Ms A Kennedy
Prof D McCarthy
Dr B Ellahi
Dr J Armstrong
Ms R Millar
Dr R McBurney *from 1st Jan 2013*
Prof R Welch *from 1st Jan 2013*

Business Planning & Governance Committee

Dr C Robertson, *Chair*
Prof M Wiseman
Dr J Cade
Dr L Jackson
Prof J Lovegrove
Dr H Hartwell *from 1st May 2013*

Prof A A Jackson *ex officio*

Fellows' Nomination Committee

Prof A A Jackson, *Chair*
Prof M Wiseman
Prof J Buttriss
Prof J Webster
Dr H Shukla

Nation & Regional Representatives

Wales

Ms G Bussell

Northern Ireland

Dr M Crawford

South West

Ms S Bernard

South East

Dr J Landman

London

Mr D Tchilingirian

Scotland

Mrs C Hislop

West Midlands

Miss C Campbell

East Midlands

Dr H Marson

North West

Mrs A Porter

East

Mrs S Scotland

Assessors

Registration Assessors

Dr P Amuna
Ms S Bernard
Ms T Brown
Dr J Cockroft
Miss J Davies
Mrs F Dickens
Prof J Donnelly
Prof E Dowler
Dr S Drummond
Dr B Ellahi
Dr V Eve
Ms G Cowburn
Dr M Ha
Dr C Hankey
Dr T Hollands
Dr T Hurst
Dr M Kiely
Dr L Levy
Dr P Mason
Ms V McConkey
Dr G McNeill
Mrs E Messenger
Ms L Miles
Ms S Montel
Dr C Norris
Dr L Opara
Mrs H Peace
Dr J Poulter

Course Accreditation Assessors

Dr J Armstrong
Prof C Edwards
Dr F Caple
Dr A Gallagher *to Feb 2013*
Prof S Langley-Evans
Mrs T Lewarne
Dr G McNeill
Mrs J Paxman
Dr C Pettinger
Dr S Reeves
Prof A Salter
Mrs C Symonds
Prof R Welch
Mrs T Lewarne

Additional Course Accreditation Assessors

Dr B Ellahi
Ms A Kennedy
Prof D McCarthy

Course Certification Assessors

Miss S Ball
Ms A Chughtai
Mrs A Ellison-Webb
Ms K Johnson
Dr J Landman
Mrs C McLeod

Dr S Ray
Dr S Rinomhota
Prof A Salter
Dr E Stone
Mrs C Symonds
Dr R Valentine
Dr A Welch

Dr G Mendoza
Dr H McQueen
Dr J Murphy
Mrs V Watson

CPD Assessors

Dr J Cockroft
Ms C Macleod
Miss M Mwatsama
Dr C Norris
Dr E Opara
Dr C Robertson
Prof R Welch

Volunteers

Miss S Kehoe (Social Media)
Mrs A Lyons (Certification and AfN events)
Miss M Murphy (Graduate Destinations & CPD Contacts Research)
Miss P Shiels (CPD Contacts Research)
Mrs E Rayner (Social Media - Certification)

Review of Activities for Public Benefit

The UKVRN

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

1.2 Governance of the UKVRN enables us to set proficiency and competency criteria, promote continuing professional development and safe conduct for the benefit of the public. All nutritionists registered with the UKVRN must have specialist competencies in nutrition normally including a BSc (Hons) or MSc in a nutritional science (recognised by us as meeting our standards for course accreditation,) or equivalent and follow our Code of Ethics and Statement of Professional Conduct. Following the introduction of a single unified title in July 2012, registrants may use the letters RNutr after their name to designate their professional status; for Associate Registrants the designation is ANutr.

1.3 We continue to invest in growing the Register through active promotion of the benefits of registration and in the introduction of our new Register structure and competency requirements.

Register totals at 31 March 2013;

Associate Nutritionist (<i>ANutr</i>)	623
Registered Nutritionist (<i>RNutr</i>)	579
Fellow (<i>FAfN</i>)	11
Register totals at 31 March 2013	1213
(Register Totals 31 st March 2012)	1085)

Associate Applications to 31 March 2013;

<i>ANutr Direct Entry</i>	238
<i>ANutr Portfolio Entry</i>	15
Applications turned down	1

Registration Applications to 31 March 2013;

<i>RNutr Portfolio Entry only</i>	30
<i>ANutr to RNutr transfers</i>	21
Total number of applications	283

1.4 The registration team also responds to questions from the public about nutrition careers and courses. In the period to 31 March 2013 about 230 queries were answered by the Registration team. The Registration team also advises students and graduates about joining the Register. In the period to 31 March 2013 the team responded to about 290 requests for information and advice about registration.

1.5 The introduction of unified title and associated new competency requirements on 31st July 2012 was significant step forward in protecting the public from unsafe practice and facilitating the promotion of the skills of Registered Nutritionists to employers, the public and

wider workforce. To support the introduction of unified title and associated new competency requirements we:

- Wrote to all AfN accredited course leaders, Registrants and Associates explaining the changes, enclosing summary copies of the new competency requirements.
- Requested Full Registrants indicate their specialist areas of competence from specialist areas; Animal, Food, Nutrition Science, Public Health and Sports & Exercise nutrition.
- Created new fields in our database to enable searches by specialism, to improve the online details held for registrants and to take into account the changes to title.
- Improved the public profile of our database and website so registrants can add LinkedIn and Twitter links and a 400 character profile to their database entry.
- Published supporting documentation to accompany the new competency requirements; application and competency mapping forms, assessment forms, guidance documents, summary of changes etc. and updated our web-pages
- Developed new marketing material, including leaflets, to distribute at events, conferences and talks.

1.6 Two renewal membership cycles in October 2012 and April 2013 (the April cycle begins in March of each year) were an opportunity to test our new suite of registration renewal communications. All registrants who renewed their registration received by post a newly designed Certificate of Registration, with expiry date. Registration cards were available on demand at cost price. All lapsed registrants received a survey to complete, either by email or by post. The main factor in a lapsed registrant's decision not to renew UKVRN registration was financial: 54% of lapsed registrants stated they would consider rejoining in the future.

1.7 The Registration team have worked with our database suppliers, Dataware, to improve the reporting available through Subscriber to provide more detailed analysis of entry onto the register and the fees applicable. In addition to changes already made the team will be able to more accurately identify the breakdown of registrants initial application fees and annual renewal fees. We are also examining how further changes can be made to the database to improve efficiency in our work.

1.8 In October 2012 we conducted a registrant's questionnaire; 356 registrants completed an on-line survey. Through the survey we learnt more about our registrants' demographics, our customer service, CPD, website & social media uptake.

1.9 As part of the renewals process, in January 2013 we identified and approached those eligible for upgrade from Associate to full Registration.

Fostering Professional Expertise with the launch of Regional Representatives

2.1 Fostering professional expertise and encouraging a greater sense of community amongst registrants by recruiting Registered Nutritionists (on a voluntary basis) to represent AfN at regional level. Alice Cameron, AfN Marketing Executive, led this piece of work. A planning meeting for potential Regional Representatives was held on 12th July 2012 at the AfN offices following a call for volunteers in the email newsletter. At 31st March 2013 we had volunteers for ten regions: East, East Midlands, Greater London, North West, Scotland, South East, South West, Wales, West Midlands, Yorkshire & the Humber.

2.2 A briefing note describing the role of regional representatives was developed and feedback was sought from registrants via the registrant email newsletter on the desired activities/ potential of a regional network, for discussion at the briefing meeting.

2.3 Using data supplied by the Office for National Statistics we updated our database to facilitate bulk emails to Registered Nutritionists by region. We agreed all mass communications between volunteer regional co-ordinators and registrants would be managed centrally to protect the integrity of AfN brand & good name, and to ensure we do not breach data protection regulations.

2.4 Regional Representatives were encouraged to establish regional networks to support local events and networking. Regional activities through 2012-13 Include:

- Talks in universities (Wales, East)
- Representing AfN at consultation events (Wales, Scotland)
- Representing AfN at conferences and fairs (Chester, Manchester, Sheffield)
- Delivering a CV Workshop (South East)
- Mentoring (London)
- Arranging work placements (London)

Promotion of Title to the Public, Wider Workforce and Employers

3.1 On 31st July 2012 we introduced a unified title and associated new competency requirements, designed to protect the public from unsafe practice. To facilitate the promotion of the skills of Registered Nutritionists to employers, the public and wider workforce we identified key opportunities to communicate with our target audience, including developing our social media platforms and revising and updating our own website.

3.2 Attendance at conferences, events and lectures included:

Major Conferences

- JFHC Live at Olympia, 29-30th March 2012
- Primary Care Live, NEC, Birmingham, 23-24th May 2012
- Festival of Public Health, University of Manchester, 2nd July 2012
- NS Summer Meeting, Belfast University, 18th July 2012
- NS postgraduate meeting, Newcastle University, 11th September 2012
- Nutrition & Health Live Olympia, 2nd & 3rd November 2012
- JFHC Live at Olympia, 12th -13th March 2013

Inter-professional Meetings & Events

- AfN & NS Chief Executive's meeting, 10th October 2012
- AfN & British Dietetic Association President & Chief Executive's meeting, 25th April 2012 (London) and 9th November 2012 (Birmingham)
- RCGP Nutrition Stakeholders Group (4 meetings) 2012-13
- Professional Standards Authority Accredited Voluntary Register Scheme (AVR) workshop, 18th December 2012.
- 'Averting a Recipe for Disaster' obesity report launch, Ella's Kitchen, 5th February 2013
- AfN North West Study Day (Regional CPD event), 9th February 2013
- AfN International Strategy meeting, 25th April 2012
- AfN & IFST Chief Executive's meeting, 13 July 2012
- Faculty of Public Health (liaison meeting), 25th September 2012

- SENSE Conference, (presentation), 1st October 2012
- JFHC Nutrition Training Day, 24th October 2012
- NNEdPro/ Medical Research Council, 22nd October 2012
- NII conference (lecture), 23rd October 2012
- Kent Community NHS Trust, 13 November 2012
- NS Board (presentation), 14th November 2012
- BANT, (liaison meeting), 23rd February 2013
- Food Champions Event, Kent (Workshop), 22nd March 2013
- Insulin Dependent Diabetes Trust (meeting)
- Chief Executive's Group, (BNF, BDA, NS, IFST) (4 meetings) 2012-13

Influencing Government

- Lord Krebs, Hon.FAfN, (meeting) House of Lords, 5th February 2012
- Westminster Policy Forum for Wales, 5th March 2013
- Houses of Commons reception, Salt Awareness Week, 28th March 2012
- Roundtable dinner with Graham Stuart MP, Chair of the Education Select Committee, 9th May 2012
- Scottish Government Consultation Event, Creating a New Food Body, 27th March 2013
- DH briefing meeting on public health funding, 26th June 2012
- Infant and Toddler Forum and Centre for Social Justice, House of Commons, 5th Dec 2012
- Academy of Medical Royal Colleges Fringe Meeting, Conservative party Conference, Birmingham, 9th September 2012
- Reception with Hon. Paul Burstow MP at the Parliamentary launch of the AVR scheme, House of Commons, 13th February 2013.

University Liaison

- Westminster Students Society (lecture), 5th February 2013
- Chester University Biological/Clinical Sciences Careers and Employability Conference, 13th February 2013
- University of Greenwich (lecture), 1st March 2013
- London Metropolitan University (e-petition meeting), 14th March 2013
- Sheffield Hallam Nutrition Fair, 1st April 2013.

AfN Authored Articles & Registrant Communications

- CN magazine (9 articles)
- NS Gazette (4 articles)
- Perspectives in Public Health, RSPH (1 article)
- Insulin Dependent Diabetes Trust newsletter (1 article)
- Fellow's e-newsletter (1 newsletter)
- Registrants email newsletter, (12 monthly editions)
- Placing a Registered Nutritionist with Betty TV producing for BBC, and managing 24 requests for Registered Nutritionists for various media outlets including the Independent, Daily Mail & BBC.
- Design and print of a new suite of secure Registration & Fellowship certificates
- Design and update of 'About AfN' and 'Registered Nutritionist' leaflets.

Social Media

- Twitter followers by 31st March, 727

- Facebook likes by 31st March, 287

3.3 We provided the following responses to the following consultations (all published on our website):

- Law Commission's consultation on Regulation of Health Professionals
- Academy of Medical Royal Colleges project on obesity
- The House of Commons Select Committee report into Healthcare Education, training and workforce planning

3.4 We supported employers adapting to the unified title by providing advice on correct wording for job descriptions and job advertisements, and by encouraging registrants through our email newsletter to use the correct form of post-nominal letters.

Fellowship

4.1 Fellowship of the AfN was introduced in September 2012 to recognise 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. Since 31st March 2012 the following nominations for Fellowship were approved by Council;

Dr C Leonard
Prof S Langley-Evans
Prof J Cade
Ms A Anna
Dr M Ashwell OBE

4.2 Honorary Fellowship was introduced in September 2012 to recognise distinguished individuals who have made an outstanding contribution to nutrition in its broadest sense: its science, promotion and administration; its role in promoting healthier individuals and communities; its growing professionalisation and its role in the education of the public and future nutritionists. The lifetime honour allows recipients to use the initials *Hon FAFN* after their name. At its meeting on 19th September 2012 Council approved the following nominations for Hon. Fellowships including all living Past Presidents of the NS, in recognition of their support for the professionalisation of nutrition.

Lord Krebs *Hon FAFN*
Lord Selborne *Hon FAFN*
Prof P James *Hon FAFN*
Prof I MacDonald *Hon FAFN*
Dr A Prentice *Hon FAFN*
Prof J Mathers *Hon FAFN*
Prof C Williams *Hon FAFN*
Dr R Whitehead *Hon FAFN*
Prof J F Webster *Hon FAFN*
Prof M Gibney *Hon FAFN*

4.3 At the same meeting Council also agreed the following nominations for Founding Fellowship, awarded to individuals who have given significant and sustained service to the establishment of the Association for Nutrition. The lifetime honour allows recipients to use the initials *FFAFN* after their name.

Prof A Jackson *FFAFN*
Dr J Landman *FFAFN*
Mr R Denyer *FFAFN*

Prof A de Looy FFAfN
Dr A Tedstone FFAfN
Dr S Wootton FFAfN
Dr S Reddy FFAfN
Prof J Cade FFAfN
Dr L Jackson FFAfN
Prof M Wiseman FFAfN

4.4 Fellowships, Founding Fellowships and Honorary Fellowships were Awarded at the Association's AGM on 4th December 2012.

Recognising High Quality, Relevant Nutrition Training

Course Accreditation

5.1 Following the introduction of unified title and associated new competency requirements on 31st July 2012, Accreditation Committee revised its Course Accreditation Standard Operating Procedures for Universities preparing to apply for, or renew, course accreditation, to include detailed competencies in Science, Food Chain, Social and Behavior, Health and Wellbeing and Professional Conduct. In order for graduates of accredited courses to continue to benefit from direct entry, universities must be able to demonstrate that their courses meet standards for registration across the five core competence areas.

5.2 As with the core competencies for registration, the new Standards ensure graduates will have a knowledge and understanding of the scientific basis of nutrition, an understanding of the nutritional requirements from molecular through to population level, whether human or animal systems; a knowledge and understanding of the food chain and its impact on food choice and the integration of the food supply with dietary intake; a knowledge and understanding of food in a social or behavioral context at all stages of the life course; an understanding of how to apply the scientific principles of nutrition for the promotion of health and wellbeing of individuals, groups and populations; recognising benefits and risks; an understanding of professional conduct and the AfN's code of ethics and be able to demonstrate good character.

5.3 Course Accreditation renewals took place in December 2012. Forty-eight courses renewed their accreditation. In the summer submission cycle, there were three successful submissions for reaccreditation and one successful new accreditation. In the December submission cycle, seven applications for new course accreditation were received and one submission for reaccreditation. These were assessed and considered by the Accreditation Committee in April 2013.

5.4 In the autumn of 2012, the Accreditation Committee reviewed and revised its appeals process.

5.5 In December 2012, an appeal was received from a University regarding its application for accreditation, which was resolved in accordance with the appeals process.

5.6 The Committee accepted the resignation of Dr Lisa Jackson as Chair of the Committee for a period of twelve months and thanked Dr Jackson for her hard work in steering the

Committee since the formation of the AfN. The Committee agreed that Prof Julie Lovegrove, Vice Chair, should assume the Chair of the Committee until Dr Jackson is able to return to the Committee.

CPD

6.1 Since launching in November 2011, AfN has approved 34 applications for CPD endorsement, covering a variety of learning activities from conferences, workshops and webinars. Details of endorsed activities appear on our website, e-newsletter and social media sites.

6.2 All endorsed course providers receive a unique numbered logo which they are permitted to use in their marketing.

6.3 In order to ensure that the CPD Endorsement activity provides a robust quality standard, assessor guidelines have been drawn up along with an assessment form which generates greater consistency amongst assessors in their decision making.

6.4 Due to the growth in CPD endorsement applications an additional CPD assessor was recruited.

Course Certification

7.1 A key outcome of the TSIP-funded Nutrition & Health Inequalities Project, 'Improving Capacity, Competence and confidence in nutrition across the workforce,' was an ambition to recognise and support standards in course delivery and content of nutrition training for the wider workforce. A Certification Working Group, led by Jackie Landman, was established in November 2012 to continue the work of the Training Evaluation Development Team (EDT) to develop procedures and criteria to support the Course Certification, designed to promote high quality training and including nutrition competence, educational and organisational standards.

7.2 The Certification Working Group developed criteria to assess courses submitted for Certification, guidance for both course providers and evaluators on how to map courses against the Workforce Competence Model, a suite of documents to support both the application and evaluation process, an application form, guidance document to support both course providers and assessors in mapping courses against the Workforce Competence Model, a mapping proforma, terms and conditions and fee structure. A briefing session was held to ensure all assessors understood their role, the certification process and the criteria. The session also included a mock course application to bring consistency in assessment process.

7.3 By December 2012, two courses had been submitted for evaluation; Nutrition and Caring for Older People Living in the Community, Bournemouth University; and Understanding Human Nutrition, Open University. Both courses were recommended for AfN Certification. The work of the Certification Working Group was incorporated into the new Certification Standing Committee established in January 2013 and supported by 10 volunteer course certification assessors.

7.4 By 31st March 2013 three applications had been made for course certification and the following courses achieved AfN Certification and listing on the AfN web-portal.

- Nutrition and Caring for Older People Living in the Community, Bournemouth University
- IASO SCOPE E-learning (Specialist Certification of Obesity Professional Education)
- Understanding Human Nutrition, Open University (subsequently withdrawn due to course restructuring)

7.5 All certified course providers receive a unique numbered logo which they are permitted to use in their marketing materials. Certified courses are listed on the Certification website and details appear in our e-newsletter and social media sites. Course providers can choose either a basic or enhanced course listing allowing 150 extra searchable words for course description, featured listing format, photo, organisation logo and tagline. Course certification assessors were 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.

Supporting the Wider Workforce

Launch of new web portal

8.1 The web portal wireframe, to support capacity and confidence in nutrition across the wider workforce competence was completed in May 2012 and certification website launched on 15th February 2013.

8.2 The certification website provides an access point for information on the Workforce Competence Model, Certified training courses, nutrition related events, forums and case studies with the aim of supporting workers in nutrition and to encourage networking at ground level. Individuals can choose to subscribe to a personalized 'Member's area' and access online competence assessments leading to AfN Certification of Nutrition Competence, dedicated CPD log, tailored events/training relevant to their role and discussion forum. Subscription to the member's area costs £10 and is valid for one year. To support the launch of the new web portal a new front page to www.associationfornutrition.org was commissioned from which both our new and existing web sites are signposted.

Introduction of AfN Certificate of Nutrition Competence at Levels 3, 4 & 5+

9.2 Work commenced in May 2012 to develop the assessment question bank to underpin the delivery of AfN Certification of Nutrition Competence at Levels 3, 4 & 5. Selection Talent Management Specialists were commissioned to develop the self-assessment question bank and a panel of subject experts developed a series of questions to assess competency statements in the Workforce Competence Model. The questions were trialed to check their effectiveness and validity among the target workers at Levels 3, 4 & 5+ in June 2012. The trial period closed with over 180 participants involved in validating the various types of questions (situational and knowledge based items). STMS scored the answers to check the accuracy of the assessment design and the accessibility among the participants. A statistical review of the scores followed, finalising the items and adjusting/normalising the results generating an appropriate feedback mechanism.

9.2 Difficulty in the scoring of the question bank and our ability to upload the second version of questions caused significant delay to the launch of the web-portal. Integrating the question bank with the web portal was done manually and undertaken by the Certification

Manager and an AfN volunteer, Anita Lyons, who had previously worked with Stephanie Radford and her team on the project. Upload of the question bank was completed in January 2013. In house testing of the question bank followed during which a number of formatting issues were identified and resolved as quickly as possible and at minimal cost prior to launch.

9.3 The question bank consists of either knowledge based or situational based questions. The question type used was determined by the requirements of each competency areas-whether the competency required specific knowledge and understanding or a more subtle behavioural and judgment based capability in order to demonstrate competent nutrition practice. To add an extra layer of robustness, each competency has two parallel versions at each assessment level. The online tests have not been designed as educational tests but have been designed to test the knowledge and skill of frontline workers and are underpinned by the Workforce Competence Model in Nutrition framework.

Completion, (in July 2011) of our TSIP-funded Nutrition & Health Inequalities Project, 'Improving Capacity, Competence and confidence in nutrition across the workforce.' Certification

10.1 The End of Project report was successfully submitted to the Department of Health by the deadline (31 June 2012). This marked the official end date of the Nutrition & Health Inequalities Project.

10.2 On 1st January the Certification Committee was formed as a Standing Committee of Council to oversee the implementation of the outcome of the TSIP-funded project. Two key pieces of work were progressed and operationalised in Standing Operational Procedures approved by AfN Council in February 2013; Course Certification and AfN Certificate of Nutrition Competence. The aim of the Certification operation is to be self-financing by March 2013.

Governance

11.1 Elections for new Trustees were held at our AGM on 4th December 2012. There were four vacancies for Council members/ Trustees for a term of office commencing 1st Jan 2013 for a period of three years. Three nominations were received. The following were elected to Council uncontested;

Prof J Cade
Prof A A Jackson
Dr J Murphy

11.2 There were three vacancies for Honorary Officers (President, Hon Treasurer and Hon. Secretary) for a term of office commencing 1st Jan 2013 for a period of one year. One nomination for each post was received. Therefore the following nominations were elected to Council uncontested;

President – Prof A A Jackson
Hon Treasurer – Prof M Wiseman
Hon. Secretary – Dr C Robertson

11.3 New Council member/ Trustee briefing was held in February 2013 and a new Trustee welcome pack was developed and distributed to all Trustees. Trustees were also invited to an in-house 'Finance for non-financial managers' training event.

11.4 A 'Trustee Performance Review' was conducted by the President for all new Trustees joining Council from Jan 2013. A 'Trustee Training Needs Analysis' was also undertaken in January 2013. Council approved its Equal Opportunities Policy and Health and Safety Policy in January 2013.

- 11.5 Council is supported by five Standing Committees;
- Business Planning & Governance Committee
 - Accreditation Committee
 - Registration Committee
 - Certification Committee
 - Fellows' Nomination Committee

Committee terms of reference and membership was agreed by Council in December 2012. The Committee 'year' runs from 1st Jan, membership is subject to performance and attendance requirements and is renewed annually up to a maximum of six years' service.

11.5 Record of Trustee Attendance at Council is as follows; (In the period to 31st March 2013 there were four Council meetings, in June 2012, October 2012, December 2012 and February 2013.)

Prof A A Jackson (President and Chair of Council) *Attendance; 4 meetings*

Dr P Amuna *Attendance; 2 meetings*

Prof J Buttriss *Attendance; 2 meetings*

Prof J Cade, (Chair, Registration Committee) *Attendance; 4 meetings*

Dr J P Landman *Attendance; 4 meetings*

Ms C Leonard *Attendance; 3 meetings*

Dr E Maunder *Attendance; 3 meetings*

Dr J Murphy *Attendance; 1 meeting (elected 1st Jan 2013)*

Miss M Mwatsama *Attendance; 4 meetings*

Dr C E Robertson *Attendance; 4 meetings*

Prof A J Webster, (lay member of Council) *Attendance; 4 meetings*

Prof R W Welch *Attendance; 4 meetings*

Prof M J Wiseman, (Hon. Treasurer) *Attendance; 4 meetings*

Other Trustees during period ending 31 March 2013

Dr L Jackson, (Chair, Accreditation Committee) (to 4th Dec 2012) *1 meeting*

Prof J Lovegrove, (Chair, Accreditation Committee) *Attendance; 3 meetings (elected 4th Dec 2012)*

Finance & Administration

Staff Team

12.1 The following staff joined the team during the period to 31st March 2013;

Lee Willocks, Registration Officer

Cathryn Salisbury ANutr, Certification Manager

Sarah Manuel, Registration & Accreditation Manager

12.2 The following staff left the team during the period to 31st March 2013;

Rachel Witherow, AfN Registration Officer,

Stefanie Radford, Project Manager

Alison Douglas, Registration & Accreditation Manager
Amy Hall ANutr, Project Officer
Ros Vince, Project Assistant

12.3 Alison, Amy, Ros, Rachel and Stefanie made a tremendous contribution to the AfN's activities and will be greatly missed. We wish Alison all the best in her new role at the Royal College of Pathologists as Head of Secretariat, Stefanie Radford at NHS London as a Project Manager, Amy at London Higher as a Project Manager and Rachel Witherow in her new role at Kew Gardens.

Finance

13.1 The finance function was consolidated during the year with a review of the internal controls and a full update of the documentation of our financial procedures. The trustees and managers were provided with regular detailed management accounts for each activity stream. The budgeting procedures have been improved, and a review of our taxation position was undertaken. A formal risk management review process was initiated.

13.2 The previously outsourced book-keeping function has been brought in house from April 2013. This is expected to provide greater reliability and flexibility as well as cost savings. We welcome Paula Reily to the team as our new finance and administration officer from April 2013.

Office Accommodation & IT

14.1 In February 2013 we sub-let our Project Office to SANDS, saving approx. £8,500 a year in rent. Our landlord, RSPH, offered storage space in the vaults beneath 28 Portland Place to store our archived files to make room for the move.

14.2 In December 2012 our outsourced IT consultants, Ameris, carried out a review of our computing requirements/ infrastructure in anticipation of our office reorganisation. The review highlighted the variety of operating systems and versions of MS office used by the team, from MS 2003 to MS 2010, and a variety of different security/ spyware programmes installed on our machines. Ameris recommended upgrading the operating systems of our four oldest PC's to support current versions of MS Office 2013, and for the remaining three machines to have MS Office 2013 installed, at the total cost of £2,805. BP&G agreed by email on 29th January to authorise the capital expenditure, in the interests of greater productivity and staff effectiveness, and the computers have now been installed.

Reserves policy

General (unrestricted) reserves are required to fund possible deficits based on the current level of expected income and planned expenditure, whilst and until regular and reliable income streams are grown to meet the required operational expenditure and our core activities become self-supporting. A minimum of six months net operational deficit, which is estimated to be £30,000, is to be retained as an absolute minimum level of reserve. This minimum level would allow time for expenditure cuts to be made to match income levels, should planned growth not be achieved.

At present the charity's current level of reserves of £130,000 significantly exceeds this minimum threshold. These additional funds are being held to help fund the planned budget deficit for the current year which is funding future growth of our core activities, cover potential tax liabilities and also a potential loss arising from investing in the development of a new source of income this year.

The policy is kept under regular review by the Business, Planning and Governance Committee as budgets are updated, and formally reviewed and approved by all the trustees at least once a year. The next review will take place in June 2014.

Future Plans for Public Benefit

Our activity for 2012-13 will remain focused around our three strategic aims. In addition, Council has embarked on a business planning process to set and update the Association's Vision, Mission and Business Plan for the period 2013-16.

Championing Registered Nutritionists

Review, agree and publish of Code of Ethics with full public consultation

Review of Fitness to Practise arrangements

Registration recruitment and retention campaign, including graduate recruitment, development of 'Welcome Packs' and membership marketing

Professional Standards Authority Accredited Voluntary Register preparation, ensuring all operational and governance activities of AfN meet the high standards expected by the PSA. This work has begun with the revision of Standard Operating Procedures for Accreditation and Registration

International activity linked to course accreditation & capacity building

Fellowship encourage and foster professional leadership through further refinements to our Fellowship criteria.

Student Engagement, increasing AfN presence at accredited universities, introducing student representatives at course level and development of student marketing materials

Employer Engagement to raise awareness of Registered Nutritionists amongst employers at local level through AfN Regional Networks

Supporting the Wider Workforce

Implementing Certification; marketing and embedding new website, reviewing progress and impact.

Interprofessional relations to advance the status and authority of AfN

Recognising High Quality, Relevant Nutrition Training

Assessor recruitment & training across CPD, Registration, Accreditation and Certification, to support robust, defensible and proportionate decision making

CPD, promoting endorsement, marketing campaign & agreeing standards for a CPD monitoring scheme

Reviewing standards for Course Accreditation and a review of the supporting documentation for both assessors and course leaders.

Recognition for accredited courses with the issuing of a unique numbered logo which can be used in promotional activities for that course.

The trustees' annual report was approved by the Board of Trustees on **25 September 2013**.



Leonie Milliner, Company Secretary

Association for Nutrition

2012-13 Financial Statements

Statement of Financial Activities for the Year Ended 31 March 2013

	Notes	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
INCOMING RESOURCES					
<i>Incoming resources from charitable activities:</i>					
Fees and other income	2	194,168	-	194,168	379,559
<i>Incoming resources from generated funds:</i>					
Voluntary income	3	60,000	-	60,000	60,000
Investment income	4	1,153	-	1,153	14
TOTAL INCOMING RESOURCES		255,321	-	255,321	439,573
RESOURCES EXPENDED					
Charitable activities	5	248,067	64,626	312,693	495,910
Governance costs	6	5,197	-	5,197	8,038
TOTAL RESOURCES EXPENDED		253,264	64,626	317,890	503,948
NET INCOMING/(OUTGOING) RESOURCES		2,057	(64,626)	(62,569)	(64,375)
Funds brought forward as at 1 April		128,043	64,626	192,669	257,044
Funds carried forward at 31 March		130,100	-	130,100	192,669

Association for Nutrition

2012-13 Financial Statements

Company No.: 06488331

BALANCE SHEET

As at 31 March 2013

	<u>Notes</u>	2013 £	2012 £
TANGIBLE FIXED ASSETS			
Fixed assets	7	14,000	13,507
		14,000	13,507
CURRENT ASSETS			
Debtors	8	12,709	11,000
Cash at bank and in hand		135,606	249,456
		148,315	260,456
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	9	(32,215)	(81,294)
NET CURRENT ASSETS		116,100	179,162
NET ASSETS		130,100	192,669
Financed by:			
Restricted funds	10	-	64,626
Unrestricted funds	11	130,100	128,043
TOTAL FUNDS	12	130,100	192,669

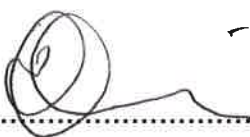
The trustees acknowledge their responsibilities for:

(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 for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 25th September 2013:



M J Wiseman, Honorary treasurer

on behalf of the trustees.

Association for Nutrition

2012-13 Financial Statements

Notes

(forming part of the financial statements)

1 PRINCIPAL ACCOUNTING POLICIES

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

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice:

Accounting and Reporting by Charities issued in March 2005.

(b) Fund Accounting

(i) Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

(ii) Restricted funds are subject to specific conditions imposed by the donor as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

(c) Incoming Resources

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

(d) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred, and includes any VAT which cannot fully be recovered.

(i) Resources expended on charitable activities comprises expenditure related to the direct furtherance of the charity's objectives. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with the use of resources.

(ii) Governance costs are those incurred in connection with the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

(e) Tangible fixed assets and depreciation

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

IT & Office equipment - 33% straight line

(f) Investment income

Investment income arises from interest receivable on funds held in interest bearing bank accounts.

Association for Nutrition

2012-13 Financial Statements

Notes

(forming part of the financial statements)

2 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Department of Health grant	-	-	-	204,000
Membership Fees	127,634	-	127,634	104,409
Accreditation Fees	59,000	-	59,000	70,000
Events, CPD and Other Income	7,534	-	7,534	1,150
	194,168	-	194,168	379,559

3 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Nutrition Society Subvention	60,000	-	60,000	60,000
	60,000	-	60,000	60,000

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Bank interest receivable	1,153	0	1,153	14

Association for Nutrition

2012-13 Financial Statements

Notes

(forming part of the financial statements)

5 Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Project and activity costs	13,366	30,921	44,287	155,276
Meetings, Conferences and Events	3,324	36	3,360	28,467
Marketing and Promotions	9,038	0	9,038	9,076
Staff Costs	147,551	27,193	174,744	219,188
Rent	44,151	6,163	50,314	35,366
Office overheads	12,854	73	12,927	23,890
Professional fees	9,330	240	9,570	17,368
Depreciation	8,453	-	8,453	7,279
	248,067	64,626	312,693	495,910

6 Governance costs

	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Committee and AGM meeting costs	4,557	-	4,557	7,402
Independent Examination	640	-	640	636
	5,197	-	5,197	8,038

Association for Nutrition

2012-13 Financial Statements

Notes

(forming part of the financial statements)

7 FIXED ASSETS

	IT & Office Equipment £	Total £
Cost		
As at 1 April 2012	22,334	22,334
Additions	8,946	8,946
Total cost at 31 March 2013	31,280	31,280
Depreciation		
At 1 April 2012	8,827	8,827
Charge for the year	8,453	8,453
At 31 March 2013	17,280	17,280
Net book value as at 31 March 2013	14,000	14,000
Net book value as at 31 March 2012	13,507	13,507

8 Debtors

	2013 £	2012 £
Trade Debtors	9400	11,000
Staff loans	3309	-
	12,709	11,000

9 Creditors: amounts falling due within one year

	2013 £	2012 £
Trade creditors	16,301	54,974
Tax and social security	4,284	7,953
Accruals and deferred income	11,630	18,367
	32,215	81,294

10 Restricted funds

At 1 April 2012 £	Income £	Expenditure £	At 31 March 2013 £
64,626	-	(64,626)	-
64,626	-	(64,626)	-

The Third Sector Improvement Project resulted from a grant from the Department of Health to scope the training, educational and support needs for those involved in the delivery of nutritional advice in the health and social care sectors. The remaining funds were expended in the 3 months to June 2012. The project has now evolved into our Certification department as part of our core activities.

Association for Nutrition

2012-13 Financial Statements

Notes

(forming part of the financial statements)

11 Unrestricted funds

	At 1 April 2012	Income	Expenditure	At 31 March 2013
	£	£	£	£
General Funds	128,043	255,321	(253,264)	130,100

12 Analysis of net assets by fund

	Restricted Funds	General Funds	Total
	£	£	£
Tangible assets	-	14,000	14,000
Debtors	-	12,709	12,709
Cash at bank and in hand	-	135,606	135,606
Current liabilities	-	(32,215)	(32,215)
Total	-	130,100	130,100

13 Staff numbers and costs

	2013	2012
The average number of full time equivalent persons employed by the charity during the year was:	3.8	5.4

	£	£
Wages and salaries	148,421	184,280
Social security costs	14,110	18,566
Employer pension contributions	5,521	4,193
Total	168,052	207,039

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

5 trustees received a total of £2,036 in respect of travel expenses in 2012-13.

6 trustees received a total of £2,876 in respect of travel expenses in 2011-12.

14 Related Party Transactions

There were no transactions with related parties during the year (2012: None).

15 Contingent liability

The charity is currently seeking a ruling on the VAT status of some of its outputs. The contingent liability for this was of the order of £43,000 at 31 March 2013.

Independent Examiner's Report to the Trustees of Association for Nutrition

I report on the financial statements of the charitable company for the year ended 31 March 2013, which are set out on pages 22 to 28.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen M. Foster, FCA
Maurice J. Bushell & Co.
Curzon House
64 Clifton Street
London
EC2A 4HB



