



Association
for **Nutrition**

Regulating Professionals – Raising Standards – Improving Health

Trustees' Annual
Report and Financial
Statements
2019-2020

Approved by Council: 25th November 2020

Registered Charity: 1136624 Registered Company: 6488331

ADMINISTRATIVE DETAILS

Name of the Charity

Association for Nutrition

Registered Office

3rd Floor Alliance House, 29-30 High Holborn, London WC1V 6AZ, UK

Registered Charity Number

1136624

Company Number

6488331

A not-for-profit organisation, registered as a company limited by guarantee

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

This 2019-2020 Trustees' Annual Report was approved by the Council of Trustees on the 25th November 2020

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Forewords



Dr Margaret Ashwell OBE, DSc, RNutr FafN
AfN President and Chair of Council

As President of the Association for Nutrition and Chair of Council I am delighted to present our 2020 Annual Report.

Our organisation remains strong and we continue to deliver our commitments through a network of dedicated volunteers supported by our small team of staff. Through the hard work of these people we have continued to accredit degree programmes in nutrition, assess applications for registration, endorse CPD activities for registrants and certify courses for the wider workforce. Our register has continued to grow, and on 31st March 2020 we had 2,782 active registrants on the UKVRN. As a charity, we rely a great deal on the input of volunteers and I would like to express my thanks to all who have contributed to AfN's success this year, whether that be serving on a committee or as a Trustee, acting as an assessor, delivering networking and development opportunities to our registrants as a regional rep, or as a member of staff. Our registrants are also active in supporting each other through social media, twitter chats and informal networking and I would also like to thank the registrants who give their time to generate these valuable experiences.

During 2019 we also spent some time thinking about our vision, that everyone is empowered to improve health and wellbeing through nutrition grounded in science, and we presented our strategic Plan for 2020-25 at the AGM in December. We have continued to work on important developments to improve public protection by pursuing our petition for a Royal Charter and successfully reached the public consultation stage in November. We continue working on the next stages of the process.

Throughout this report you will see more about the work we have been doing to support our primary function of public protection and to raise awareness of the importance of nutrition advice, support, education, policy and services grounded in robust science.

I would like to take this opportunity to thank our Chief Executive, Helen Clark, and her Deputy, Glenys Jones, for all their efforts during the year. The Trustees have found them both a delight to work alongside and this has helped to give AfN the strong leadership it needs to work towards our vision.

Helen Clark
AfN Chief Executive



It is a pleasure and an honour to serve the Association as your Chief Executive. As I write, it is a little over a year since I joined the AfN and I count it a real privilege to work with a profession which I have found to be welcoming, supportive and committed to upholding standards. I have had the good fortune to be working with a dedicated team of Trustees, staff and volunteers and I thank all those involved for their hard work and good humour throughout the year.

The end of our 2019-20 year coincided with the beginning of an unprecedented lockdown to reduce the impact of the global pandemic, something which has had a huge impact on all of us and affected many of our registrants. Nutrition has been in the spotlight as the vital role of nutrition in good health and maintaining immune function has been ever present in the press and social media. There has never been a more important time for the public to be able to identify qualified practitioners offering sound advice and information grounded in nutrition science. As a regulator we exist to protect the public. Although members of the public often become aware of a regulator when there is a high-profile fitness to practise case, regulators have a more important role in supporting their registrants to develop and maintain their competent and ethical practice. We do this by setting standards for education, training and practice, running quality assurance schemes to ensure that education providers are delivering training which meet these standards, and supporting our registrants with clear guidance and a CPD framework.

All of this is vital to fulfil our public protection role but to be really effective we also need to increase our profile, so that more people are aware of our register and know how to identify appropriately qualified nutritionists. For this reason, we have also been investing in our brand, improving our website, providing more public facing information, and continuing with public and policy engagement activities.

This year's annual report presents our ongoing work and the strong foundations on which we will continue to build. Our new strategic plan for 2020-25, launched at the 2019 AGM, sets out what we will be working to achieve over the next five years. I look forward to sharing that journey with you.

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 2020, 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 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. In December 2019, we officially launched our Strategic Plan 2020-2025. Within this plan, our strategic outcomes set out what we believe will be central to us realising our vision.

The four strategic outcomes for 2020-2025 are:

1. Everyone recognises the value of the nutrition profession and the essential role of AfN and its register.
2. We have high standards for education, training and practice, developed through stakeholder engagement.
3. AfN competencies are recognised as the standard for the regulation of nutritionists in the UK and beyond.
4. Our registrants are supported to be effective through clear guidance, a CPD framework and robust regulation.

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

Everyone is empowered to improve health and wellbeing through nutrition grounded in science.



Our Values

We are a transparent, approachable and fair regulator, acting with integrity to protect the public.



Our Governance

The Association for Nutrition is a charitable company limited by guarantee, having no share capital. Members of Council are the members, trustees and directors of Association for Nutrition and have a liability not exceeding £1 each. 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 2020. 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.

Our People



We enormously value the contribution our volunteers make to the achievement of our charitable objectives. Their support and activities are central to both our work and achievements.

Over 100 volunteers provide expert advice, an application of judgement and contributions to all areas of our work.

Volunteers at the AfN are made up of Registrants and non-registrants, all of whom freely give their time and effort to help us achieve our vision and deliver our ambitious programme of work.

We have over 100 dedicated volunteers supporting the office team. Together they are:



- Dr F Amirabdollahian RNutr
- Dr M Ashwell OBE RNutr FAFN
- Ms C Baseley RNutr
- Ms M Brown ANutr
- Prof A Dangour RNutr
- Mr A Flannagan ANutr
- Dr P Grabowski RNutr
- Prof A Jackson CBE RNutr FFAfN
- Prof O Kennedy RNutr
- Dr V Lund
- Prof G McNeill RNutr FAFN
- Prof J Murphy RNutr
- Ms B Saunders OBE
- Ms L Street RNutr
- Dr F Tsofliou RNutr
- Prof M Wiseman RNutr FAFN FFAfN

As on 31st March 2020

- **Chair of Council**
Dr M Ashwell OBE RNutr FAFN
- **Deputy Chair of Council**
Ms B Saunders OBE
- **Honorary Secretary**
Ms C Baseley RNutr
- **Honorary Treasurer**
Prof A Dangour RNutr



- **Accreditation**

Chair: Dr P Grabowski RNutr

- **Business, Planning and Governance**

Chair: Ms C Baseley RNutr

Deputy: Ms B Saunders OBE

- **Certification**

Chair: Dr F Amirabdollahian RNutr

Deputy: Ms K Lucas RNutr

- **Fellows Nomination**

Chair: Dr M Ashwell OBE RNutr FAFN

- **Finance**

Chair: Prof A Dangour RNutr

- **Registration**

Chair: Ms L Street RNutr (Registrar)



MAIN COMMITTEES

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

No. OF VOLUNTEERS

39

REGIONAL & NATIONAL REPRESENTATIVES

- Scotland
- Wales
- Northern Ireland
- North West
- East Midlands
- West Midlands
- Yorkshire & The Humber
- East of England
- South East & London
- South West

No. OF VOLUNTEERS

22





ASSESSORS

- Registration
- Accreditation
- Course Certification
- CPD Endorsement

No. OF VOLUNTEERS

62

MAINTAINING HIGH STANDARDS FOR PUBLIC BENEFIT

Governance



The Articles of Association and subsidiary rules details the appointment procedures for Trustees, Officers and Committee Chairs. Our trustees are provided with induction packs and access charity trustee training.

Trustees are responsible for setting the vision and strategic objectives of the organisation in line with our charitable objects. The executive (staff) are subsequently charged to manage and deliver activities which support and further the achievement of these aims and objectives.



TRUSTEES' RESPONSIBILITIES

- To put public benefit at the forefront of any decisions and activities undertaken
- To set the strategic goals and direction of the charity in order to further or support its charitable objectives
- To comply with statutory accounting and reporting requirements
- To declare any potential Conflicts of Interest
- To abide by a Code of Conduct; giving enough time, thought and energy to the role and related training activities
- To make decisions and act in the best interest of the charity and public, ensuring assets and resources are used responsibly to support and perform the charities purposes
- To ensure compliance with governance and legal requirements
- To act with reasonable care and skill

**KEEPING PUBLIC BENEFIT AT
THE HEART OF ALL OF OUR DECISIONS**

Recognition of the value of the nutrition profession, AfN and UKVRN



Our vision is to empower everyone to improve their health and wellbeing, through nutrition grounded in science.

We believe that lives are improved by good nutrition, and that people are empowered when they have access to knowledge, advice, support and services grounded in robust science to inform their nutritional choices for health, wellbeing and sports performance.

We believe that nutrition science has a vital role to play in improving the quality of the food and feed systems, agriculture, industry and public policy to provide a sustainable nutritional environment that supports good health and wellbeing.

We believe the public, policy makers and the food/feed industry is best served if they can easily identify nutritionists who are suitably qualified to provide services, advice and support, and who are accountable to a regulator which sets standards for their education, training, conduct, practice and continuing professional development (CPD).

THE REGISTER AND REGISTRANTS

We are concerned that, whilst there is an abundance of nutrition information, advice and services available to the public, much of this is not grounded in robust science or is based on a misapplication of research findings.

We support the health of the public through enabling access to highly skilled, nutrition professionals. We do this by regulating nutritionists through the UK Voluntary Register of Nutritionists (UKVRN).

The UKVRN empowers the public by providing a publicly accessible register of individuals who have met and maintain established standards in evidence-based nutrition science, professional practice and the upholding of high standards of ethical conduct.



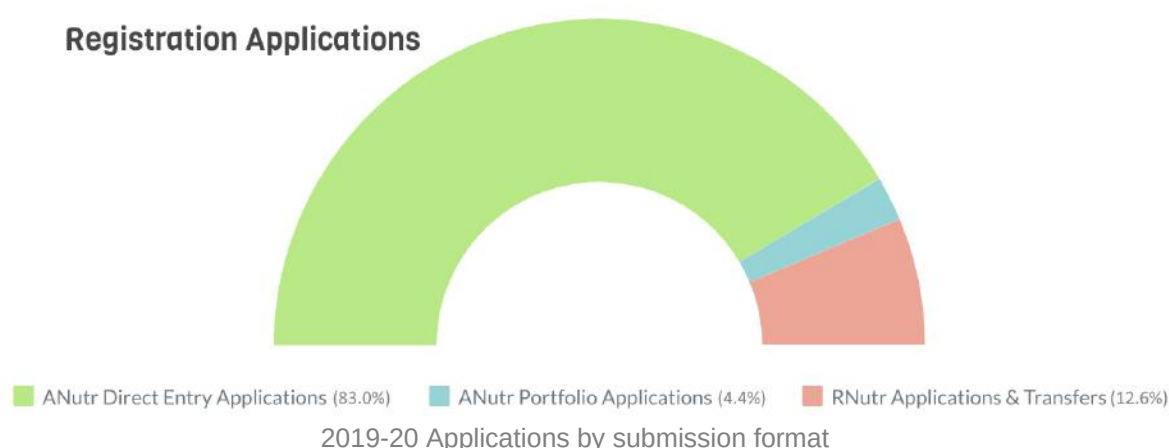
- Entry level onto the UKVRN is Registered Associate Nutritionist (ANutr). This is the professional title awarded to individuals who have demonstrated knowledge and understanding of defined nutrition competencies at a minimum of honours-degree level, plus a commitment to abide by the AfN standards of ethics, conduct and performance.
- Registered Nutritionists (RNutr), are graduates who have undertaken at least three years professional practice since graduating from their nutrition science degree. They have demonstrated (in addition to the ANutr competencies) their consistent and independent practice in at least one specialist area of competence.

Our registration competencies set out the things which a competent nutritionist must know and be able to do. They require that nutritionists understand and are able to appropriately interpret and apply scientific findings, as well as understanding how to do this within an ethical framework which protects the public. They are focused on the effective application of nutrition science.

Promoting the Register to the public, employers, industry, stakeholders and policy makers provides benefit to the public by demonstrating the contribution of UKVRN Registrants in supporting health through the application of nutrition science to evidence-based practice.

Protecting the public from unsafe practice is at the heart of all the AfN does. By supporting and promoting the skills and regulation of UKVRN Registrants, this helps the public, profession and stakeholders maintain confidence and trust in the Register and the nutrition profession.

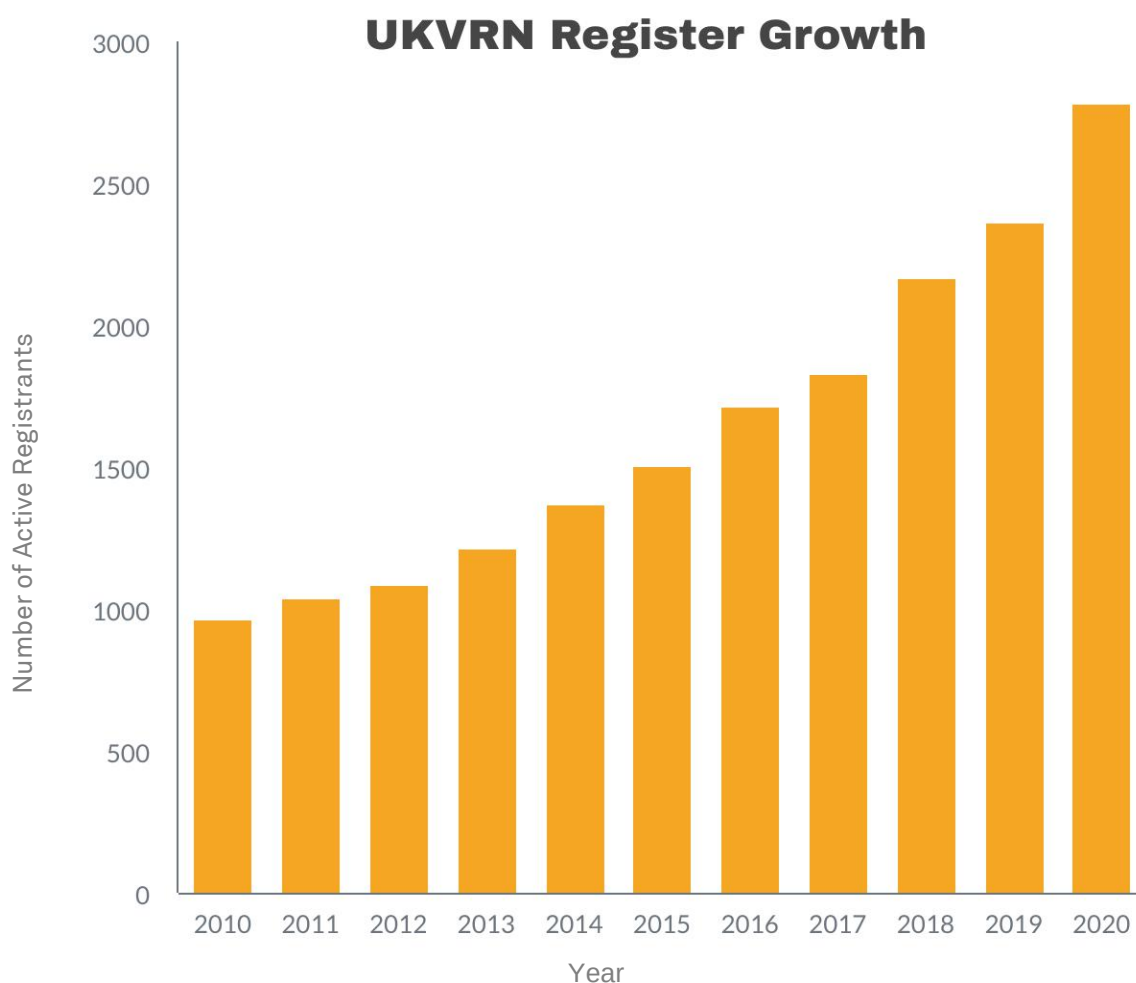
In 2019-2020 there were 575 successful applications for UKVRN Registration:



On the 31st March 2020 there were 2,782 Active Registrants on the UKVRN.



In 2019-2020 there were 67 voluntary suspensions from the Register due to periods of maternity leave, parental leave, ill health or sabbaticals from the profession, for example to return to full-time studies.



The AfN became the custodians of the Register in 2010 and it has grown every year. Over the last decade, there has been a 187% increase in the number of active Registrants.

FELLOWSHIP AWARDS

The awarding of 32 Fellowships of the AfN (FAfN) recognises the sustained and continual contribution of a Registered Nutritionist (RNutr) to the professionalisation of nutrition at a national or international level.

Individuals are required to have held continual registration with the AfN for a minimum of five years, prior to consideration for fellowship, with all applications reviewed by the Fellows Nominations Committee.

Stakeholder Engagement

We live in an environment filled with confusing and contradictory information about nutrition, much of which is not underpinned by robust science. Additionally scientific findings are often not well understood and this can lead to interpretations that do not support improved and sustainable health and food systems.

We believe that the public, policy makers and the food and feed industry are best served if they can easily identify nutritionists who are qualified to provide services, advice and support, and who are accountable to a regulator which sets standards for their education, training, conduct, practice and continuing professional development (CPD).

We provide public benefit through the raising of the profile of both the AfN and of Registrants to a wide range of stakeholders. This ranges from those within the nutrition profession and allied health workers to policy makers, employers and to the general public.

Over the last accounting year we have undertaken a number of activities that have supported us in this area, and we are always mindful that activities are focused on meeting our charitable objectives and regulatory responsibilities. Our activities have included:



AUTHORED ARTICLES, MEDIA AND PRESS

AUDIENCES INCLUDE:

- The General Public
- Registrants
- Nutrition Community
- Allied Health Professionals
- Employers
- Policy Makers
- Education Providers

No. PRODUCED

20+



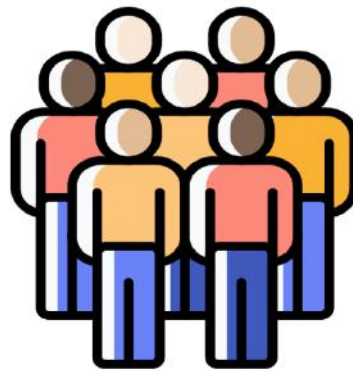
STAKEHOLDER & ADVOCACY MEETINGS

AUDIENCES INCLUDE:

- Parliamentarians
- Civil Servants
- Regulatory Bodies
- Professional Bodies
- Learned Societies
- Employers

No. ATTENDED

30+



UNIVERSITY & EDUCATION LIAISON

AUDIENCES INCLUDE:

- Nutrition Science Students
- Academics
- Researchers
- Training Providers

No. OF MEETINGS & TALKS

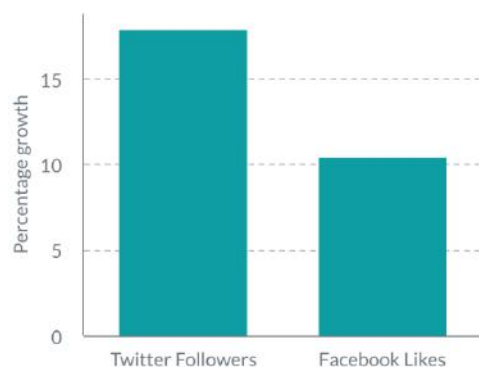
20+

COMMUNICATING THROUGH SOCIAL MEDIA



We regularly use our social media channels to engage with both the wider community and our Registrants.

We have seen year-on-year growth in our online interactions.



Percentage Growth by Social Media Platform in 2019/20

PUBLIC ENGAGEMENT EVENTS

We participated in the 2019 New Scientist Live. Our interactive stand focused on improving public awareness and understanding of the fact that nutrition is a STEM subject and study routes to become registrant.

To showcase nutrition grounded in science, Registrants supported the event to demonstrate the important role Registrants have had and are playing in successful food reformulation. Using hands-on interactivity, we highlighted the role of nutritionists registered on the UKVRN in reducing added sugars and the technical challenges being overcome.

Over 2,500 individuals actively participated in experiments on our stand and information was also provided to visitors on how to find a suitably qualified nutrition professional and career pathways.

The 2019 AfN Annual Discourse was held at the Wellcome Collection and was open to Registrants, stakeholders, the public and allied professionals.

The event showcased inspirational talks from registrants working in five different sectors of nutrition to provide stimulating discussion around the breadth of activities undertaken and the application of nutrition science to provide public benefit across the pre-farm to post-fork journey.

Our activities complement the use of our hashtag #NutritionIsAScience to promote activities and highlight the scientific grounding of Registrant's training and their role in advancing knowledge and understanding.

COLLABORATIONS AND SUPPORTING RESEARCH



Academy of Nutrition Science (ANS)

In October 2019, we joined key organisations in nutrition science, to officially launch the Academy of Nutrition Science at the FENS19 conference in Dublin.

AfN is a founder member alongside the British Dietetic Association, British Nutrition Foundation and Nutrition Society as founder members. This umbrella organisation aims to amplify the voice of the individual member organisations in areas of mutual agreement through the collaborative work of all four organisations. The activities of the Academy complement those of both AfN and the other founder members, thereby supporting improved understanding and awareness of nutrition science, Registered Nutritionists and Dietitians.



Supporting Research

We have supported students and researchers when they need to interact with the public and registrants through the dissemination of their research recruitment documents, which assists with the generation of evidence that will enhance public health and wellbeing.

We have additionally supported successful research grant proposals led by staff at universities with AfN Accredited Degrees. All of these complement the vision and objects of AfN by supporting our work to raise the voice and profile of nutrition science for public benefit.

DELIVERING IMPACT WITH PUBLIC BENEFIT

Maintaining high standards for nutrition education, training and practice



We have high standards for the education, training and practice of nutrition underpinned by procedures and processes which are proportionate, fair and easily understood.

We involve stakeholders in the development, review and revision of these standards, because we believe this increases public confidence and ensures that we are training and supporting nutritionists to deliver expertise which is valued and promotes health and wellbeing.

We also believe it is essential to have a wider workforce that can support the work of Registered Nutritionists and Dietitians. Therefore we provide recognition of relevant nutrition training which is grounded in science, enabling the wider workforce to have evidence-based knowledge appropriate for use in their roles.

AfN ACCREDITED DEGREE PROGRAMMES

AfN Degree Accreditation supports the development of future nutritionists skills through the recognition of high quality university programmes that deliver evidence-based nutrition science education at a professional level. All programmes are reviewed by assessors who are trained to apply our standards for degree accreditation.

Accredited degree programmes have demonstrated that all graduates who pass at honours level will have met all of the competency requirements for eligibility to register on the UKVRN as a Registered Associate Nutritionist (ANutr), subject to fitness to practice declarations and compliance with the AfN Standards of Ethics, Conduct and Performance.



The AfN currently accredits 55 undergraduate and 36 postgraduate programmes.

These degrees support the development of nutritionists' skills through the delivery of evidence-based nutrition education to a professional level. Students completing an accredited degree programme have the right to apply via direct entry at Registered Associate Nutritionist level on the UKVRN, which then entitles them to use this professional title and the letters ANutr after their names.

MEDICAL NUTRITION EDUCATION

We thank the members of the AfN Inter-Professional Working Group on Medical Nutrition Education for their continued support to AfN in the development of a revised medical nutrition curriculum, the advancement of associated activities in relation to the inclusion and teaching of nutrition within medical education and the provision of continued leadership in relation to nutrition across medical Royal Colleges and General Medical Council.

In 2020 a consultation will be held with stakeholders on the draft undergraduate curriculum in nutrition for medical doctors.

AfN CERTIFIED COURSES

AfN Course Certification provides confidence and reassurance that training offers for individuals who provide essential support roles within our wider society impart evidence-based knowledge and skills. There are many wider community roles where nutrition is an important component, but they do not require the depth and breadth of expertise of a registered Nutritionist (RNutr or ANutr) nor the provision of bespoke or individualised support. Therefore certification provides confidence that the training is grounded in nutrition science and appropriately pitched.

Certification Frameworks



Levels are based on the Regulated Qualifications Framework level typically expected for the job role held



During 2019-2020 there were 31 courses available for the wider workforce that were certified as providing training in nutrition science which is relevant for the sector they had been assessed for. A number of these were courses which had been certified and have been amalgamated into longer trainings.

These courses support wider understanding of nutrition science in those who hold supporting roles which complement the expertise of UKVRN Registrants (ANutrs and RNutrs) and HCPC Dietitians, such as community workers, personal trainers and chefs.

CONCERNS AND COMPLAINTS REGARDING ASSURED TRAINING

- During the 2019-2020 accounting year, 2 concerns regarding certified courses were raised with the Quality Assurance (Education) team.
- Both concerns were determined to potentially mislead the public and raise matters regarding the providers compliance and upholding of AfN standards.
- Advisory notifications were issued along with an official warning that further action will be taken if a further breach is observed or reported.

SUPPORTING ACCESS TO RELIABLE, APPROPRIATE NUTRITION TRAINING

Our standards are the benchmark for the regulation of nutritionists



We believe the public are best served when there are robust, high standards set for professionals, and that these are the same across the globe.

Our standards are recognised beyond the UK, with individuals and academic institutes around the globe choosing to follow the standards set by the AfN and identifying the AfN and AfN standards as the gold standard for the training and regulation of nutritionists.

A CLEAR, RECOGNISABLE IMAGE FOR NUTRITION REGULATION



During 2019-20, we undertook research and development work for new organisational and registrant branding, to complement and represent our charitable objects and updated vision and values.

Following a preview to registrants at the 2019 AGM, the new organisation logo and strapline was formally launched alongside imagery for registrants and quality assurance, and updated brand architecture in early 2020.

ROYAL CHARTER

We are very pleased to have received a wealth of support as our petition to the Privy Council for a Royal Charter to award the designation of 'Chartered Nutritionist' progresses.

Following the charter process, a public consultation was held on our petition. We are delighted to have attracted strong continual support from so many recognised bodies and organisations both within nutrition science and in adjunct fields, as well as from industry, charities and academic institutes, along with nutritionists, dietitians and members of the public.

As our petition continues to progress, we would like to thank everyone for their continual support in demonstrating the high degree of recognition for the expertise of UKVRN Registrants, the regulation of the profession by AfN and the need for public protection in the field of nutrition.

EMPOWERING THE PUBLIC TO IDENTIFY SAFE, RELIABLE NUTRITION SUPPORT ACROSS THE GLOBE

Supporting effective practice, through clear guidance, CPD and robust regulation



Inclusion on the UKVRN is only available to those who meet and maintain the high standards required for registration. Only individuals who have demonstrated not only their knowledge, understanding and skills, but also a commitment to adhering to standards of ethics, conduct and performance may be Registrants.

We have a robust system in place to review any declarations made by applicants and Registrants which may impact on practice at both the point of application and throughout their registration.

All complaints and concerns regarding either the practice/behaviour of a Registrant or a quality assured training are taken extremely seriously and thoroughly investigated before an outcome is determined. Detailed processes are in place to investigate these and take appropriate action against the Registrant or training provider if needed.

CONTINUAL DEVELOPMENT AND AUDITS OF REGISTRANTS



- It is essential that all Registrants remain safe to practise in order for the public to retain confidence and trust in the profession. Individuals on the Register therefore commit to maintaining and advancing their knowledge and skills through continual nutrition training and professional development.
- Following consultation with the profession, training providers and stakeholders, the Enhanced Continuing Professional Development (CPD) Scheme came into effect on 1st October 2019. Registrants will be subject to random selection for CPD review from October 2020.

AfN Endorsed CPD Activities & Events

This scheme endorses CPD activities which support the continual professional development of nutritionists throughout their careers.

AfN CPD Endorsement provides a quality assurance mark for activities which have been assessed as enhancing the competence of nutritionists, with content that is evidence-based and supports adherence with high standards of good practise.

AfN Endorsed CPD activities maintain and extend both an individual's skills and knowledge, ensuring Registrants remain up to date on advancements in nutrition science and professional practice.

During 2019-20 there were 43 CPD activities and events, plus on-demand webinar trainings, awarded AfN CPD Endorsement.

CONCERNS, COMPLAINTS AND DECLARATIONS REGARDING REGISTRANTS

- During the 2019-2020 accounting year, five complaints were received, down from twelve in 2018-19.
- Two of the complaints were regarding misrepresentation by individuals no longer registered on the UKVRN. One amended public information and subsequently reinstated their registration. The second case resulted in a referral to the Advertising Standards Authority (ASA). The individual and their company subsequently removed the misleading information from their materials and the ASA concluded the case to be resolved and published this outcome on their website.
- Three cases regarding UKVRN Registrants were reviewed. One case was dismissed, as the information the complaint queried was factually correct basic nutrition information. Therefore no fitness to practice issue was raised. The remaining two cases were investigated and responses requested from the registrants. Neither case was deemed to require referral to a fitness to practice panel. Both cases were concluded with advisory letters being issued, providing the registrant with guidance related to the concern raised.

INDEPENDENT PANELS

The following panels are formed of trained lay individuals, who combine their knowledge, experience and independence with that of a trained registrant for subject-specific expertise.

- Fitness to Practice Investigation Panel
- Fitness to Practice Appeals Panel
- Registration Appeals Panel

HEARINGS AND SANCTIONS

- No hearings were held during 2019-20 and no registrants had any sanctions placed against their practice.

COMMUNICATING WITH REGISTRANTS

Regular e-newsletters and alerts are issued to Registrants, providing updates on the latest news and developments, endorsed CPD activities, opportunities for networking and peer development, as well as getting involved in AfN activities.

At the 2019 AGM we launched the 2020-2025 Strategic Plan. This describes the vision, values and streams of activities for the next five years which will support the achievement of our vision and charitable objects.

PROVIDING PUBLIC CONFIDENCE IN PROFESSIONAL'S ACCOUNTABILITY & TRAINING PROVISIONS

Future Plans



The Association's activities are focused on providing optimum public benefit by continuously striving to achieve its charitable objectives and realise its overall vision through the delivery of its strategic plan.

Our future activities are developed around the four strategic outcomes set out in the 2020-2025 Strategic Plan:

1. Everyone recognises the value of the nutrition profession and the essential role of AfN and its register.
2. We have high standards for education, training and practice, developed through stakeholder engagement.
3. AfN standards are recognised as the benchmark for the regulation of nutritionists in the UK and beyond.
4. Our registrants are supported to be effective in their roles through clear guidance, a CPD framework and robust regulation.

ACTIVITIES SUPPORTING THE RECOGNITION OF THE VALUE OF THE NUTRITION PROFESSION, AfN AND UKVRN

- We will continue to actively raise the profile of the nutrition profession, AfN and registrants to policy makers and stakeholders. We will continue to attend the meetings of All Party Parliamentary Groups (APPG), Scottish Cross Party (SCPG) Group and Nutritionists In Industry.
- Investment in website development to support the public, media, industry and colleagues to access trusted information on the nutrition profession, training and access to competent and ethical nutritionists.
- Provision of a Nutrition Resource Hub to enable individuals to be able to be signposted to articles and resources that have been produced by, or in collaboration with, registrants. Thereby benefitting the public by aiding them to access reliable information to help empower them to follow healthy nutrition and lifestyle behaviours.
- Development of an online registration portal to support registration of those entering the profession following their degree (ANutr) and for experienced nutritionists who in addition to their degree have sufficient professional practice experience to demonstrate they meet the standards required for registration as a Registered Nutritionist (RNutr).



ACTIVITIES SUPPORTING THE MAINTENANCE OF HIGH STANDARDS FOR NUTRITION EDUCATION, TRAINING AND PRACTICE

- To ensure high standards are maintained for the education, training and practice of the profession, assessment audits and standard reviews will be undertaken. These will complement a review of the standards of ethics, conduct and performance, to ensure the standards/guidance are updated for the changing environment we work and live in.
- A review of the AfN Course Certification scheme will be undertaken to assess the procedures and standards, to ensure the scheme continues to be both efficient and effective at quality assuring training that is suitable for individuals providing essential support roles within our wider society.
- To support high standards in practice, further guidance will be issued in respect to nutrition practice and the activities of registrants.



ACTIVITIES SUPPORTING AfN STANDARDS BEING RECOGNISED AS THE BENCHMARK FOR THE REGULATION OF NUTRITIONISTS

- Celebrating 10-years as the registered charity for the regulation of nutritionists, a Voices of UKVRN Registrants collection will be developed and shared, to highlight the recognition of the benefits of being a UKVRN registered nutritionist and the breadth of activities undertaken by those who are regulated by the AfN.
- We will continue to progress our petition for a Royal Charter to award the title 'Chartered Nutritionist' with the Privy Council, and if successful undertake activities to raise the profile of this new title and the recognition by the Privy Council of the role of AfN as the independent regulator of nutritionists.
- We will continue to work with the European Nutrition Association to develop agreed definitions and standards across European nutrition organisations.
- AfN standards are recognised internationally, with an increase in non-UK universities applying for AfN Accreditation of their degree programmes. To support these institutes, and those within the UK, an online accreditation submission portal will be developed.



ACTIVITIES SUPPORTING EFFECTIVE PRACTICE, THROUGH CLEAR GUIDANCE, CPD AND ROBUST REGULATION

- Assessments of registrant's CPD records under the enhanced CPD scheme will start in 2020. A review of the submissions and assessments will also be undertaken. This will additionally enable an assessment of training needs and provision gaps to be undertaken. We will work with stakeholders to explore how best to fill any gaps identified.
- To support registrants with the recording and submission of CPD records, we will develop an online portal for the recording of activities and their reflections.
- We maintain our support for the AfNutr team of volunteers and their development of online discussion and peer-support for registrants through Twitter Chats and Zoom Cafes.
- We will continue to support registrants through the regular dissemination of e-newsletters, assisting regional volunteers in the provision of peer-to-peer support, networking and CPD.
- We will hold regular 'Zoom Clinics' to aid registrants with professional development, practice and regulation queries.



**ADVANCING ACTIVITIES THAT EMPOWER
AND BENEFIT THE PUBLIC**

Finance



Our finances remain secure and enable us to invest in the development of resources which support our work in providing public benefit.

Our Finance Committee continually review our financial commitments, ensuring our finances are handled appropriately and the provision of accountability oversight for the Trustees.

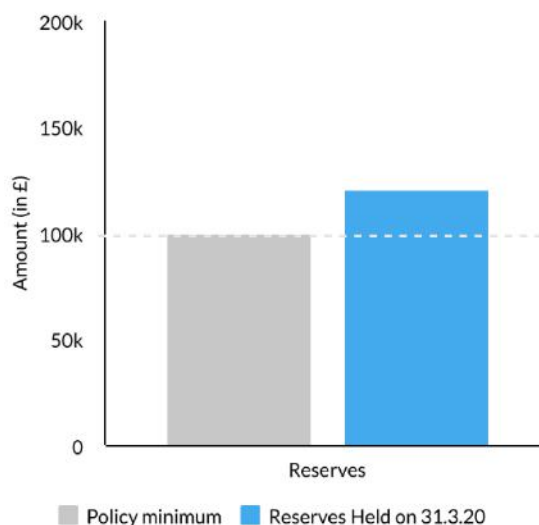
FINANCIAL REVIEW



- The Association had budgeted for a deficit in the financial year due to the planned expenditure on the office move, corporate rebranding and website development.
- Income in the year was £32K higher than in 2018-19 and £32K over budget for the year.
- Staff costs were £10K higher than in the previous year but £6K under budget.
- The increase in office costs year-on-year was solely due to the cost of moving offices.
- Legal fees incurred during the year were double the original budget.
- Project costs were £19K lower than had been projected due to some costs relating to Project Accelerate being deferred until 2020-21.
- Reduced spending on project and staff costs offset the over-spending on office costs and legal fees.
- Creditors include £101,225 of deferred income received during the financial year 2019-20 that related to the financial year 2020-21

RESERVES POLICY

Approved by AFN Council 1st July 2020



- The Association maintains Reserves, as short-term bank deposits, in order to guarantee its financial resilience and meet any shortfall in annual budgeted income or underwrite unbudgeted expenditure.
- Planned expenditure during the financial year included investing in the Association's capability to fulfil its long-term strategic and operational objectives, enhance public benefit provision and take advantage of opportunities, as they arise, to increase membership based activities.
- In accordance with best practice, the Trustees have assessed the level of Reserves that the Association might need to hold in order to mitigate potential risks to the organisation. Following their assessment, the Trustees agreed a policy that the Association should maintain Reserves at a level of no less than £100,000 in order to cover key risks and provide adequate liquidity to ensure that core services could be continuously delivered into the foreseeable future whilst available resources were deployed to generate an optimum level of return.
- Due to cyclical variances in income and expenditure annually, the level of Reserves fluctuates during the financial year but, in financial year 2019-20, the policy was not breached.
- At 31st March 2020, the actual level of Reserves was £120,385 despite £60,00 having been spent during the year on specific development projects.
- The Association's Reserves policy is regularly reviewed by both the Business Planning and Governance Committee and the Finance Committee as budgets are updated. The policy is formally assessed and approved, at least once a year, by all Trustees meeting in Council. The next review is scheduled to take place in mid 2021.

INVESTMENT POLICY

Approved by AfN Finance Committee 29th June 2017

- Surplus funds are held in bank deposit with either a mainstream provider (i.e. one of the UK national banks) or, if of financial benefit (lower risk or higher returns), a mainstream UK-based provider of ethical deposit accounts
- Approval to open a new account with a mainstream UK-based provider of ethical deposit accounts requires agreement of the Finance Committee
- Surplus funds are held with our main bankers while interest rates remain very low - on the basis that market forces mean there is little difference in the rates between the main providers and the administrative costs of setting up a new account is significant; unless it can be demonstrated 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
- The position is reviewed on a quarterly basis by the AfN Finance Manager, in consultation with the Chief Executive and Honorary Treasurer
- The Finance Manager has authority to move funds within existing accounts as appropriate and necessary following a quarterly review
- A full review is prepared annually and considered by both the AfN Finance Committee and Council, including consideration of alternative providers and forms of investment



BANKERS

NatWest Bank

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

Metro Bank

One Southampton Row
London
WC1B 5HA

Unity Trust Bank

PO Box 7193
Planetary Road
Willenhall
WV1 9DG

APPROVAL OF OUR REPORT

- The Trustees of the Association for Nutrition 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 25th November 2020.

Dr Margaret Ashwell OBE RNutr FAFN, President and Chair of Council

**EFFECTIVE MANAGEMENT OF RESOURCES IN ORDER TO
SUPPORT ACTIVITIES BENEFITTING THE PUBLIC**

Independent Examiner's Report to the Trustees

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2020.

Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen M. Foster, FCA
Maurice J. Bushell & Co.
2nd Floor,
123 Aldergate Street,
London,
EC1A 4JQ

Date:

Financial Statements 2019-2020

Statement of Financial Activities for the Year Ended 31 March 2020

(including income and expenditure account)

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
INCOME:					
Charitable activities	2	422,894	-	422,894	396,866
Investments	3	736	-	736	504
TOTAL INCOME		423,630	-	423,630	397,370
EXPENDITURE:					
Charitable activities	4	469,976	-	469,976	388,565
TOTAL EXPENDITURE		469,976	-	469,976	388,565
NET INCOME		(46,346)	-	(46,346)	8,805
Total funds brought forward		166,537	-	166,537	157,732
Total funds carried forward		120,191	-	120,191	166,537

Balance Sheet

as at 31st March 2020

	<u>Notes</u>	2020 £	2019 £
TANGIBLE FIXED ASSETS			
Fixed assets	5	4,172	7,949
		<u>4,172</u>	<u>7,949</u>
- CURRENT ASSETS			
Stock		0	981
Debtors	6	22,925	32,771
Cash at bank and in hand		212,745	258,942
		<u>235,670</u>	<u>292,694</u>
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	7	(119,651)	(134,106)
NET CURRENT ASSETS		<u>116,019</u>	<u>158,588</u>
NET ASSETS		<u>120,191</u>	<u>166,537</u>
- Financed by:			
Restricted funds		-	-
Unrestricted funds	8	<u>120,191</u>	<u>166,537</u>
TOTAL FUNDS	9	<u>120,191</u>	<u>166,537</u>

Financial position at the end of the year

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 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 25th November 2020:

**Prof. A. Dangour,
Honorary Treasurer**

.....
on behalf of the trustees.

Notes on Financial Statements

Accounting Policies

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

Basis of preparation

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

2 Income from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Registration Fees	284,786	-	284,786	252,116
Accreditation and CPD Fees	131,979	-	131,979	136,371
Certification	4,370	-	4,370	5,156
Events and other Income	1,759	-	1,759	3,223
	422,894	-	422,894	396,866
Research projects	-	-	-	-
	422,894	-	422,894	396,866

There was no restricted income in the years ended 31 March 2020 or 2019.

3 Income from Investments

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Bank interest receivable	736	-	736	504

4 Expenditure on Charitable activities (including support costs)

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Staff Costs	264,884	-	264,884	253,045
Rent	42,473	-	42,473	41,047
Meetings, Conferences and Events	3,853	-	3,853	8,565
Fitness to Practice work	1,192	-	1,192	25
Assessor training	6,120	-	6,120	4,198
Marketing and Publicity	10,446	-	10,446	5,537
Project and IT	50,303	-	50,303	29,384
AGM, Council meetings and trustee training	14,177	-	14,177	10,082
Office overheads	38,371	-	38,371	19,759
Professional fees	33,630	-	33,630	12,475
Depreciation	3,777	-	3,777	2,721
Independent Examination	750	-	750	750
	469,976	-	469,976	388,565

There was no restricted income in the year ended 31 March 2020.

5 FIXED ASSETS

	IT & Office Equipment £	Total £
Cost		
As at 1 April 2019	48,571	48,571
Additions	-	-
Total cost at 31 March 2019	<u>48,571</u>	<u>48,571</u>
Depreciation		
At 1 April 2019	40,622	40,622
Charge for the year	<u>3,777</u>	<u>3,777</u>
At 31 March 2019	<u>44,399</u>	<u>44,399</u>
Net book value as at 31 March 2020	<u>4,172</u>	<u>4,172</u>
Net book value as at 31 March 2019	<u>7,949</u>	<u>7,949</u>

6 Debtors

	2020 £	2019 £
Trade Debtors	16,660	30,259
Staff travel loans	0	303
Prepayments	<u>6,265</u>	<u>2,209</u>
	<u>22,925</u>	<u>32,771</u>

7 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	2,354	3,802
Tax and social security	5,748	6,352
Accruals and deferred income	<u>111,634</u>	<u>123,952</u>
	<u>119,651</u>	<u>134,106</u>

Deferred income represents £101,225 (2019: £114,590) of registration fees received in advance of the period to which they relate (April and October renewal cycles). All deferred income as at 31 March 2019 has been released.

8 Unrestricted funds

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
General Funds	166,537	423,630	(469,976)	120,191

9 Analysis of net assets by fund

	Restricted Funds £	General Funds £	Total £
Tangible assets	-	4,172	4,172
Stock	-	-	-
Debtors	-	22,925	22,925
Cash at bank and in hand	-	212,745	212,745
Current liabilities	-	(119,651)	(119,651)
Total	-	120,191	120,191

10 Staff numbers and remuneration

	2020	2019
The average number of predominantly part-time staff employed by the charity during the year, including 1 X FTE, was:	7.5	8.0
	£	£
Wages and salaries	219,665	200,573
Social security costs	17,068	14,655
Employer pension contributions	20,578	13,240
Total	257,311	234,468

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

11 Trustees' remuneration

No trustees received remuneration for any services provided.

16 trustees (2019:16) received a total of £5,114 (2019: £6,925) in respect of travel expenses.

12 Related party transactions

The trustees pay their registration fees at the normal rates.

There were no other related party transactions.

13 Volunteer time

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



Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

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