

Registered Charity Number
1065062

Registered Company Number
03409412

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Report and Accounts

31 March 2016

**UK Centre for the Advancement of Interprofessional
Education (CAIPE)
Report and accounts
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**UK Centre for the Advancement of Interprofessional Education (CAIPE)
Company Information**

Directors and Trustees

President	Hugh Barr
Chairman	Richard Gray
Treasurer	Elizabeth Howkins
Vice Chair	Richard Pitt
	Sundari Joseph
Secretary	Ann Ewens
	Elizabeth Westcott
	Pat Bluteau
	Jenny Ford
	Ivan Birch
	Maggie Hutchings
	Kathrin Parkin
	Jayne Frisby
	Marion Helme
	Veronica O'Carroll
	Shobhana Nagraj

Registered office

126 High Street
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Independent Examiner

Mrs Sarah A Smith BSc. (Hons) FCCA FCIE
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Bankers

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Charity registered number

1065062

Company registered number

03409412

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

For the year ended,

31 March 2016

Introduction

The trustees have pleasure in submitting their report and the financial statements for the year ended 31 March 2016.

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and Trustees under the Charities Act.

This trustees report incorporates the directors report required by the Companies Act 2006.

Structure, Governance and Management

CAIPE, a company limited by guarantee and not having a share capital, is governed by the conditions contained in its Memorandum and Articles of Association. In accordance with the governing documents, the Board is made up of no fewer than three and no more than twenty five trustees.

Copies of these documents are available from the Registered Office listed on the Information page.

In the event of a winding up, the liability of each member or any person who has ceased to be a member in the last 12 months is limited to one pound sterling. If upon winding up or dissolution there remains any property it shall be distributed to a charitable institution having objects similar to the company. The Board has the power to fill any vacancies arising in the year, any such appointments to be confirmed by members at the next Annual General Meeting. All appointments are for a three year term with annual retirement of 1/3 of the Board at each AGM by rotation. Any Board member may seek re election for a further full term, but thereafter may not seek re election for two years.

New trustees are briefed on their obligations under charity and company law, on the Board's decision making process and strategy and the recent financial performance of the charity.

Objects Vision and Purpose

The company is established to promote health and well being and to improve the health and social care of the public by advancing interprofessional education

Public Benefit Statement

The trustees confirm that they have had due regard, in all their decision making, as to the guidance published by the Charity Commission on public benefit.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

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Review of Activities and Achievements

Introduction

CAIPE consists of its members and it is important each year to acknowledge the valuable voluntary work achieved by individuals, particularly board and executive group members, on behalf of CAIPE. In addition it should also be recognised that there is much work performed by many individuals behind the scenes. All have helped to inform the work and development of CAIPE both nationally and internationally.

CAIPE has continued its activities and achievement over the past 12 months. Externally these have included promoting the need for coordinated support for IPE from relevant national and UK bodies within health and social care, CAIPE's response to policy documents, developing student membership, offering student awards, invitations to speak at international events, facilitating national and international interprofessional workshops, continuing to produce CAIPE publications and supporting research activities. Meanwhile internally organisational strategies, policies and systems continue to be developed to enable and ensure the continued evolution of CAIPE. Most importantly during the year this has included a change of web site provide to Craven Digital which gives us the opportunity to significantly develop the CAIPE website.

During the past year there has been a continuing national recognition of the importance of collaborative practice and interprofessional education (IPE). CAIPE continues to respond by working with commissioning, educational, professional and regulatory bodies and by supporting its members in universities and practice in developing the IPE curricula and by strengthening work based interprofessional learning for those already in practice

Communication with Members

CAIPE works through its members and hence effective communication between all with a reliable website is fundamental. In this context special thanks must go to by our web manager, Debbie Holmes, supported by Helena Low, and our CAIPE administrator Emma Beal. All have both spent much time and effort in maintaining day to day activities.

During the year we agreed to change our website provider. The selection process was thorough and involved interviews with much consultation. Craven Digital was finally chosen as the organisation that best supported and matched our present and future needs. We are at present going through a transition period with completion to the new provider by August. Special thanks must go to Richard Pitt and Emma Beal who were integral to the selection process.

Meanwhile the CAIPE website continues to incorporate access to both Face book and Twitter. Through various CAIPE Board members we have increased our tweeting helping with increasing the awareness of CAIPE and gaining followers. The monthly production of the CAIPE E-Bulletin has continued with links to the website.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Continued....

The Promotion Group, under the leadership of Richard Pitt has been working on proposals for new material for the website, including resources, standardisation of documents and references, CAIPE logo and marketing strategy.

The new website will provide secure access to membership areas for the different membership categories ensuring more focused material and resources and much quicker than the present web site. This will dramatically improve communications with members. Again special thanks to Richard Pitt and the members of the promotion team who have had a challenging task.

Membership

CAIPE is primarily a membership organisation, and membership fees contribute to the majority of the annual income. Taylor and Francis have continued to be supportive of CAIPE and its activities and this has included maintaining the same membership fees at the same level for the last year. Taylor and Francis also sponsored the 2015 John Horder Lecture and the ATBH Oxford Conference.

CAIPE membership for the year stands as follows: Students 128 (down from 177), Individual 49 (down from 52), Corporate 30 (up from 28) and Service users 6.

We would like to warmly welcome new corporate members as follows:

University of Lincoln

Faculty of Medicine, Islamic University. University of Indonesia.

Imperial College

University of Wolverhampton

Our present membership costs are as follows:

Individual membership including JIPC £95

Corporate membership including JIPC £1600

Student membership £10 for the duration of their course

Service user and carer membership £10 for three years.

It is anticipated that individual and corporate membership costs will stay the same for 2016-7. However because of IT reasons, it is anticipated that student and service user and carer membership costs will rise to £10 annually.

The method of communication with corporate members and their individual members has continued to be reviewed and updated

Emma Beal our membership secretary should be congratulated in maintaining the renewal process so effectively.

During the year the CAIPE Fellowship selection process has been implemented. The first CAIPE Fellowships have been awarded to the following:

Lesley Diack (Robert Gordon University, Aberdeen).

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

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Elizabeth Anderson (University of Leicester).
Susanne Lindquist (University of East Anglia).

At the start of 2015-16 the CAIPE student co-ordinators reviewed our approach to the CAIPE student membership. In the light of the forthcoming ATBH VIII conference and with a number of universities now holding their own IPE conferences we decided on a different approach to funding student engagement for this year.

During 2015-16, CAIPE has funded student members to attend national and international conferences. This has included conferences in Newcastle and Belfast where members of the Student Committee ran a workshop on assessment approaches in IPE. Student members also had funded places and attended the NAEP annual conference in Coventry. Amira Chaudhry, a student member of CAIPE, travelled to Chatham to speak on behalf of CAIPE at the Medway universities' annual IPE event in November 2015. Linda Eyre gave a presentation about her student IPE experiences at a recent international IPE conference hosted by London Medicine and Healthcare and promoted IPE using a blog.

As with previous international conferences CAIPE has again offered competition to award bursaries towards the cost of attending ATBHVIII in Oxford in September 2016. CAIPE Student committee members have contributed to the Healthcare Team Challenge planning group for this conference and student members have advised about the publicity..

During the year we recruited new and additional members to the CAIPE student committee. As in the past few years there has been lively interest in joining the committee from both pre-registration and post graduate research students forming an active and engaged committee. The committee is developing way to increase CAIPE students' presence on social networking media

It will be important to align student promotional activities closely with the Promotion Group and the new materials and strategies being developed. Close links are therefore being established between the student committee and the Promotion group.

As in previous years sincere thanks and congratulations must go to Jenny Ford, Pat Bluteau and Veronica O'Carroll for all the hard work and time they have given in encouraging, promoting and supporting the CAIPE student section and its members.

UK Centre for the Advancement of Interprofessional Education (CAIPE) The Report of the Trustees

Continued....

Service Users and Carers

Virtually all universities that deliver courses in health and social care now have service user involvement. Some have very well-established and active groups. Such involvement is required by regulatory bodies such as the GMC and, recently, the HCPC.

CAIPE has worked closely with corporate HEIs who have a strong track record in service user engagement in order to develop CAIPE's own strategy. Service users have been central to the last two CAIPE student conferences laying foundation for future work by growing a community of people with an interest in CAIPE. In 2015-16 CAIPE opened up membership to service users and carers on a similar basis to student membership. A small working group developed the terms and benefits of service user membership. It was agreed to co-opt two service user or carer volunteers onto the board to continue the strategic development while we grow our service user and carer membership as a basis for future elected board members. This working group is liaising closely with the Promotion Group to develop strategies and material for promoting service user and carer membership of CAIPE. Members of the group have started to make visits to HEIs to discuss and promote this new membership category with service user and carer groups.

Special thanks to Jenny Ford, Kate Parkin and Emma Smith

Chairs Event

The CAIPE Chair's Event was held on 6/11/15. The title of the day was "Research in Interprofessional Education and Practice" and the event was chaired by Scott Reeves.

Margot Brewer from Curtin University, Perth, Australia gave the first key note presentation entitled "The development of interprofessional learning models". She described experiences of developing the undergraduate IPE curriculum at Curtin and developing international placements. This was followed by a series of student research presentations from Ali Yildrem, Sharron Blumenthal and Sibonginski Sibanda.

After lunch a key note presentation was given by Dr Andrew Morris & Dr Alison Pooler from Keele University entitled "An overview of a research report by Keele University and the HCPC". The presentation described work in progress relating to a research project commissioned by the HCPC. This was followed by a further series of student research presentations from Veronica O'Carroll, Andrew Jenkins and Samantha Densem.

Evaluations received from attendees were positive with many useful suggestions for the Chair's event next year and for the future development of the CAIPE research group.

UK Centre for the Advancement of Interprofessional Education (CAIPE) The Report of the Trustees

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Corporate Forum

This meets in different parts of the UK and provides opportunity for CAIPE corporate members to present on topical aspects of IPE showcasing their initiatives and for CAIPE to update Forum members on latest developments.

On the 17/9/15 the forum was hosted by Cardiff Metropolitan University. Nynke Scherpbier- de Haan gave an initial presentation describing IPE initiatives at the Radboud University Medical Centre, The Netherlands. This was followed by Ruth Crowder (policy officer for Wales at College of Occupational Therapists) who gave an over view of Welsh Health and Social Care. Deb Hearle and Amanda Squire then described the Cardiff IPE experience. The afternoon continued with presentations about interprofessional quality improvement, engaging service users and the integrated stroke workforce.

On the 10/3/16, the forum was hosted by the University of Huddersfield and entitled "Integrating IPE into the Curriculum". There was an initial presentation by Christine Rhodes who described IPL at Huddersfield. This was followed by presentations on the undergraduate curriculum, including research and interprofessional working given by students from the university. During the afternoon a presentation was given on collaborative practice for Public Health (Dawne Gurbitt and Hugh Barr) and followed by open discussion engaging with many service users that were present.

Both Universities are to be congratulated on hosting excellent events and we look forward to other Corporate Members offering to host so that a two year plan can be arranged.

Consultations

An important activity for CAIPE is its role responding to relevant policy documents to inform and influence the thinking and development of IPE at national, local and international levels. Over the past year a small working group lead up by Jayne Frisby and supported by Maggie Hutchins, Kate Parkin and Shobi Nagraj have responded to:

HCPC consultation on Standards of performance, conduct and ethics (June, 2015).

GMC consultation regarding Generic Professional Responsibilities (Sept 2015).

GMC consultation regarding the Introduction of Regulated Credentials (Sept 2015).

GMC consultation regarding Changes to the information published and disclosed about a doctor's fitness to practise (Sept 2015).

GMC consultation regarding medical students: professional values - a document for medical students providing guidance on standards of professional behaviour (Nov 2015).

UK Centre for the Advancement of Interprofessional Education (CAIPE) The Report of the Trustees

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CAIPE Publications

The Taylor & Francis/CAIPE Series

The year end was marked by the publication of two books inaugurating the series on collaborative practice by Taylor & Francis in association with CAIPE.

Dawne Gurbutt[1] with her contributors heightens readers' awareness of some of the many situations demanding imagination and collaboration between communities, public services, not-for-profit organisations and professions to improve public health. The book challenges the interprofessional community to widen its horizons, to explore deeper and more diverse meanings of health and healthcare, pregnant with implications for professional and interprofessional education.

Julie Taylor and June Thoburn[2] make a compelling case for closer collaboration between professions and between agencies responsible for children at risk and families in crisis. Grounded in evidence, law, policy, practice and the author's wealth of experience, the book lays firm foundations for students and beginning practitioners where collaboration is paramount. Required reading: Julie and June provide the guide for which generations of students and workers have long been waiting.

The AGM marks the publication of CAIPE's Interprofessional Education Guidelines 2016 taking into account findings from the UK IPE review and the growing evidence base. Addressed to all who share responsibility for the promotion, provision and oversight of IPE, the guidelines focus on ways in which it can be most effective in improving collaborative practice and quality of care grounded in CAIPE's values and principles. They steer readers step by step through the planning process for IPE interventions and strategies involving all the interested parties

[1] Gurbutt, D. (2016) Collaborative practice in public health. Abingdon: CRC Press

[2] Taylor, J. & Thoburn, J. (2016) Collaborative practice with vulnerable children and their families. Abingdon: CRC Press

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

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The Research Advisory Group

The group continues to hold regular bi-monthly teleconference meetings to plan and review research activities.

There has been Increased membership with the inclusion of Alison Machin and Shobhana Nagraj who joined existing members (Chris Green, Maggie Hutchings, Sundari Joseph Angus McFadyen, Scott Reeves). The group has developed information (e.g. biographical information, ideas for proposed activities) for a research page on new CAIPE website.

Members of the group helped plan and deliver the Chair's Event in November 2015. We also used this event to elicit feedback on participants' research needs which have been included in the information for the research page on the new website.

An editorial was published which introduced the group to readers of the Journal Interprofessional Care. The group is currently planning a pre-conference workshop for ATBH at Oxford. Special thanks to Scott Reeves and his team

UK Review of pre-qualifying interprofessional education

Following a presentation at the 2015 AGM, CAIPE has continued to consult with commissioning bodies to whom recommendations in the UK IPE review were addressed.

Following an exploratory workshop led by CAIPE, Health Education England invited Higher Education Thames Valley to conduct a scoping exercise canvassing the views of all its regions and, via them, universities and practice agencies with reference to recommendations in the review. Findings have informed a further workshop during which the results were presented, and ongoing discussions within and between HEE regions including universities and service agencies.

Welsh officials were invited to join CAIPE corporate members and officers at a meeting of its forum in Cardiff where the review was presented and discussed. Delegates welcomed the review which prompted expectations for CAIPE to support universities and educators in Wales who were new to IPE. The need for IPE was said to be especially apparent in Mid Wales and the South Wales valleys where a shortage of GPs had implications for interprofessional working.

The review was presented and discussed with CAIPE's Chair during the 2015 IPL conference in Dublin. This was hosted jointly by the Irish health and social care regulators including CORU, the medical council, the nursing and midwifery board of Ireland and the pharmaceutical society of Ireland supported by the dental council. The 200 attendees included representatives from Ireland north and south. The review was positively received. One of the conclusions was that the regulators should be instrumental in responding to the review recommendations.

During the year, CAIPE officers have continued to meet with representatives from national regulatory bodies to discuss the review recommendations this has included the HCPC and the PSA.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

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In summary these consultations locally and nationally reaffirmed broad-based recognition of the indispensable role that IPE must play for current policies in education and practice to be implemented efficiently and effectively. Its revised IPE guidelines (CAIPE, 2016) take into account findings from the review and the consultations to inform implementation and continuing discussions.

The report on the consultations with the reference is on the CAIPE website.

Links with other UK organisations

The CAIPE chair is a member of the Education Inter-regulatory group which meets twice a year. It is an informal and advisory group for educationalists representing all health and social care professions.

CAIPE has a link with the National Association of Educators in Practice, Richard Gray and Lynn Clouder (who is also NAEP vice chair and a CAIPE member) are also committee members of NAEP.

A similar link has been made with ASPiH Association of Simulated practice through CAIPE board member Liz Westcott.

Pip Hardy from Pilgrim Projects is on the CAIPE board and provides a link with the Patient Voices programme and service users.

CAIPE Workshops

June 2015 Eastman Dental Hospital.

Richard Pitt facilitated a workshop entitled "Communication and Feedback Training"

November 2015 Imperial College

Richard Gray, Elizabeth Howkins and Richard Pitt facilitated two workshops for clinical teachers involved with the interprofessional component of the first clinical module for second year medical students.

December 2015 University Hospital of North Tees

Helena Low and Richard Pitt facilitated a workshop to prepare clinical educators to facilitate IPL for students undertaking a pilot IP training ward placement. Some academics and practitioners involved with the pilot also attended.

June 2015 Queens University, Canada

Elizabeth Howkins gave a presentation to students attending a course at Herstmonceux Castle in East Sussex UK. The talk was called "CAIPE: its history ,development and global initiatives".

Elizabeth Howkins has continued to work closely with the End of Life Project sponsored by County Durham and Darlington NHS Foundation trust in association with Patient Voices. Digital stories have been developed and educational resource material is being written and drafted, ready for final copy. A variety of organisations and people are piloting the project materials. The project is expected to be completed by September 2016 and then rolled out across the UK.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

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International Activities

International outreach continued to be a major thrust in CAIPE's work, notably its support from the World Coordinating Committee, sustaining ongoing relations notably in Japan and Australia and facilitating networking between interprofessionally committed universities in Africa and in the Middle East.

World Interprofessional Education and collaborative Practice Coordinating Committee

Marion Helme has continued to act as Convenor with support from Sundari Joseph, CAIPE Vice Chair, and from Elizabeth Howkins and Richard Gray with regard to process management.

Developments in the past 12 months have included:

3 – 4 monthly virtual meetings

A series of Skype discussions with all but one WCC member in September 2015

Agreement on documentation concerning the Administration, Management and Structure of the WCC.

Work with the WHO Health Workforce Department, including:

Skype discussions (M Helme and R Gray), with John Gilbert (WHO Workforce)

Teleconference with Dr Jim Campbell Executive Director, Global Health Workforce Alliance, (GHWA) and Director of the Health Workforce Department, at the World Health Organization, concerning the WCC's role with regard to the WHO.

Report on the ATBH conference series and development of the WCC included in the IPE case studies on the WHO website.

Detailed response from the WCC to consultation documents concerning WHO workforce strategy 2030,

Paper from Hugh Barr with the WCC as a contribution to consultation by the WHO High-level Commission on Health Employment and Economic Growth.

Establishing and implementing a protocol for the nomination and appointment of a Chair for the WCC for a two year term. Andre Vyt was appointed by a majority of the WCC in May 2016, and Marion Helme is now Secretary to the WCC.

Transfer of the atbh.org website to a new server by the Robert Gordon University which has improved uploading of documents and will enable development of the website.

The ground work has been done concerning the criteria for future ATBH conference hosts; the call for hosts for ATBH 2020 will be announced at ATBH Oxford and the call disseminated by the WHO as well as WCC networks. A process is now in hand to invite new networks to apply to join the WCC and the first invitation will be issued before September 2016. There will be two meetings of the WCC at ATBH Oxford, a closed business meeting and a public meeting.

UK Centre for the Advancement of Interprofessional Education (CAIPE) The Report of the Trustees

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The 2015 EIPEN conference, Nijmegen, The Netherlands, 26-28 August.

This was hosted by a consortium of Radboud University Medical Center, HAN University of Applied Sciences Arnhem and Nijmegen, Zuyd University of Applied Sciences Heerlen, Robuust, and Jan van Es Institute. More than 160 attendees participated, from all parts of the world.

There was a strong UK contingent many of whom were CAIPE members and many of whom presented during the programme. There was also an opportunity to promote the 2016 ATBH VIII Oxford conference

All Together Better Health Conference (ATBH VIII), 6-9 September, 2016.

In partnership with Oxford Brookes University and the University of Oxford, CAIPE continues to plan the above conference which is entitled "Values based interprofessional education and practice". There will be key note speakers from the WHO, the USA, South Africa and Sweden. UK speakers will include Lord Victor Adebawale, CEO of the charity Turning Point and Dame Sue Bailey, Chair of the Academy of Royal Colleges. Plenary sessions will be held in The Sheldonian Theatre whilst the parallel and poster sessions will take place in the historic University of Oxford Examination Schools.

A Health and Social Care Team Challenge is being organised by a group chaired by Sundari Joseph. The event is open to all students attending the conference and will be held during the morning plenary session on 9/9/16.

There are pre-conference on 6/9/16, including a research workshop facilitated by Scott Reeves and a workshop facilitated by Gary Rogers (Professor of Medical Education, Griffin University, Australia) and colleagues focusing on the development of the Ottawa Global Consensus Statement on the assessment of ILP outcomes.

Very importantly conference and social places are limited and so early registration is essential to ensure a place. Information about this is available on the website.

Keep these dates free in your diary and do join us for what promises to be a most enjoyable event. It is an excellent opportunity to meet like minded colleagues from all over the world.

Financial Position

The CAIPE financial position remains healthy, although there was a small deficit in the Unrestricted Fund this year of £4,898 (2015 surplus £12,376). More money is now being spent on membership activities, such as support for student related CAIPE activities, Board members reimbursement for travel and accommodation and ongoing increases in payment of staff. A policy has been drawn up to support CAIPE members who are able to promote and develop IPE across international boundaries and money has been set aside to meet the cost.

At the end of the Financial Year, reserves are £37,739 in the Unrestricted Fund and £34,060 in the Restricted Conference Fund.

The Conference funds received both sponsorship and registration fee money in the year totalling £58,919 and had expenditure of £31,452. See the SOFA on page for more details.

Conference funds are held on a separated bank account and carried forward at 31 March 2016.

UK Centre for the Advancement of Interprofessional Education (CAIPE)
The Report of the Trustees

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Income this year includes the following:

Membership Fees: Last year fees have remained the same

Individual member with JIPC £95/annum

Corporate member with JIPC £1600/annum

Corporate member without JIPC £850/annum

Charitable status (without JIPC) £850/annum

Student member: £10 per duration of course. . Each student remains a member until the December after they have graduated and are then offered an incentive to stay a member at a reduced fee for one year of £50.

Service user and carer membership £10 for three years.

CAIPE Workshops and consultancy.

Income for these during the year included:

The European University of Madrid = £60.90

University College Hospital NHS Foundation Trust = £1250

Imperial College London =£2500

North Tees and Hartlepool NHS Trust= £2019.10

Hene Project, Pilgrims Project= £1680

Outgoing payments from this year include the following:

Student conference: £2648.98 on the Student Conference at Birmingham..

CAIPE has prudently managed its finances over the past few years and been able to support new membership initiatives. In the coming year work must continue to ensure a regular source of income during the continuing funding difficulties at our HE institutions.

Risk Assessment

The vast majority of CAIPE's annual income is generated from membership fees. The bulk of the membership fees are from UK Higher Education Institutions, all of whom will be subject to continued income contraction during the next few years. In mitigation of a drop in income CAIPE holds unrestricted reserves of £37,739. CAIPE has sufficient flexibility in its activities to be able to adjust expenditure in accordance with income.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

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Reserves and Investment Policy

The CAIPE Trustees recognise that the funding available is based on the continued ability to generate membership fees. Therefore, as a contingency against the risk that the number of fee paying members may fall, it is the policy of the Trustees to ensure that £10,000 is held as a cash reserve in order to ensure future liabilities are met.

The remaining reserves are to be reinvested in activities which will continue to promote the goals of interprofessional education, whilst at the same time, giving benefits to the membership.

The reserves available as at 31 March 2016 were just under £38k, therefore, after maintaining the reserve of £10K, the Board during the 2015-16 operational year, will produce a strategy to reinvest the available £28K in line with the mission of the charity.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

For the year ended,
31 March 2016

Statement of Trustees Responsibilities

The trustees listed on the Company Information page are directors for the purpose of company law and trustees for the purpose of charity law.

Charity Law and the Companies Act 2006 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity.

In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

So far as the trustees are aware, there is no material information, of which the company's examiners are unaware.

For and on behalf of the trustees:

Richard Gray
Chairman

16th June 2016

**UK Centre for the Advancement of Interprofessional Education (CAIPE)
Independent Examination**

**Independent Examiner's report to the trustees of CAIPE
on the accounts of the Charity for the year ended 31 March 2016**

I report on the accounts of the company for the year ended 31 March 2016

Respective responsibilities of trustees as directors and of the 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 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.

Having satisfied myself that the charity is not subject to audit under company law 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 s145(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 seeking 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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Sarah A Smith BSc. (Hons) FCCA FCIE
Temple House
8 Main Street
Cold Overton Oakham
LEICS LE15 7QA

16th June 2016

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Statement of Financial Activities

For the Financial Year:

1 April 2015 to 31 March 2016

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Income from:				
Members subscriptions	44,877	-	44,877	45,388
Donations	500	-	500	-
Sponsorship ATBH Conference 2016	-	21,500	21,500	10,000
Registration Fees ATBH Conference 2016	-	37,419	37,419	-
Workshops	10,642	-	10,642	-
Miscellaneous income	560	-	560	17,103
Bank Interest	112	-	112	56
Publication sales and royalties	362	-	362	616
Total	57,053	58,919	115,972	73,163
Expenditure on:				
<i>Raising funds</i>				
Website maintenance	8,745	-	8,745	5,578
	<u>8,745</u>	<u>0</u>	<u>8,745</u>	<u>5,578</u>
<i>Charitable activities</i>				
Scholarships and Awards :John Horder	-	-	0	750
Publications	19,271	-	19,271	17,322
Booklet: Introducing IPE	-	-	0	187
Consultants and lecturers	9,725	-	9,725	1,715
Events and members meetings incl travel	6,387	-	6,387	12,713
ATBH Conference 2016: Venue costs	-	29,700	29,700	5,800
ATBH Conference 2016: Insurance and Admin	-	1,262	1,262	-
Sundries	86	-	86	65
	<u>35,469</u>	<u>30,962</u>	<u>66,431</u>	<u>38,552</u>
<i>Governance and Administration</i>				
Secretarial incl post and stationery	8,123	-	8,123	5,324
Board meetings and AGM	8,356	-	8,356	3,175
Accounting services	735	405	1,140	1,177
Independent examination	260	-	260	255
Bank charges	264	85	349	134
	<u>17,738</u>	<u>490</u>	<u>18,228</u>	<u>10,064</u>
Total	61,951	31,452	93,403	54,194
Net income/(expenditure)	-4,898	27,467	22,569	18,969
Total Funds Brought Forward	42,637	6,593	49,230	30,261
Total Funds Carried Forward	37,739	34,060	71,799	49,230

1 Accounting Policies

Basis of preparation of the accounts

The financial statements have been prepared on a going concern basis, under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective Jan 2015, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective Jan 2015. The accounts have been drawn up in accordance with the provisions of the Charities Act 2011 and the Companies Act 2006. The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The Statement of Financial Activities, SOFA, contains the same information and financial result as the Profit and Loss Account, and takes its place.

The particular accounting policies adopted are set out below.

Incoming Resources

Incoming resources are accounted for on a receivable basis, but will be deferred where appropriate.

In accordance with the Statement of Recommended Practice for Accounting and Reporting (effective Jan 2015) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts

Investment Income

Bank interest received is included on an actual receipts basis.

Resources Expended

The policy for including items within the relevant activity of categories of resources expended is that the direct costs of providing services to members; publications, training events and associated travel and other expenses are shown as being the costs of charitable activities. All other costs are the indirect costs of running the charity and are shown as governance and management and administration. Specific statutory governance costs are shown separately from other administration costs.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Notes to the Accounts (continued)

For the year ended, 31 March 2016

Fixed assets and depreciation

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings, where held, are stated at a valuation arrived at by a professionally qualified firm of valuers, who valued the assets on the basis of open market value in current use.

Items of less than £500 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets (less their expected residual value) over their estimated useful economic lives.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company , and is therefore included in the relevant costs in the

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds may be provided, from time to time, to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Designated funds are those unrestricted income funds applied by direction of the trustees for a specific purpose (s).

The Restricted Fund set up to account for income and expenditures relating to the ATBH Conference to be held in 2016, was maintained during the year. ATBH funds are maintained on a separate bank account.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Notes to the Accounts (continued)

For the year ended, 31 March 2016

	2016	2015
	£	£
3 Surplus for the financial year:		
This is stated after crediting:		
Revenue turnover from ordinary activities	115,972	73,163
and after charging:		
Independent Examiners fees	260	255

4 Trustees remuneration

There were no fees or remuneration paid to trustees apart from out of pocket expenditure wholly and exclusively paid for charity business.

	2016	2015
	£	£
5 Investment Income		
Bank deposit interest paid	112	56

	2016	2015
	£	£
6 Creditors: amounts falling due within one year.		
Trade creditors	7,409	11,512
	<u>7,409</u>	<u>11,512</u>

Trade Creditors include £5,000 unsecured loan from Laces Trust, repayable on demand.

This loan has been used to underwrite costs for the 2016 ATBH Conference.

	2016	2015
7 Profit and Loss Account		
At 31 March 2015	49,230	30,261
Profit for the year	<u>22,569</u>	<u>18,969</u>
At 31 March 2016	<u><u>71,799</u></u>	<u><u>49,230</u></u>

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Notes to the Accounts (continued)

For the year ended, 31 March 2016

8 Restricted Funds

The trustees have established a Restricted fund for the provision of the 2016 ATBH Conference, which is being held in Oxford.

A separate bank account has been set up to hold Restricted Funds.

Movement on the fund is given on the SOFA, page 13

Net Assets	Bank and debtors	Creditors	Total
Unrestricted Funds	40,148	-2,409	37,739
ATBH Conference, Restricted Fund	39,060	-5,000	34,060
Per Balance Sheet	<u><u>79,208</u></u>	<u><u>-7,409</u></u>	<u><u>71,799</u></u>

9 Share capital limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is a member or within one year thereafter.