



## **Annual report and accounts**

**2016**

Charity Commission No 1139516  
Scottish Charity No SCO400060  
Registered in England No 07461063  
VAT Registration No 798 6604 62

## **OUR VISION**

Healthy working lives *for all*

## **OUR POSITION**

The Faculty of Occupational Medicine believes everyone of working age has the right to benefit from healthy and rewarding work while not putting themselves or others at unreasonable risk. They have the right to access competent occupational medical advice as part of comprehensive occupational health and safety services, ensuring that they can access the rewards of good employment and avoid preventable injury and illness caused or aggravated by work.

## **OUR MISSION**

To drive improvement in the health of the working age population through outstanding occupational health capability by developing and supporting the good practice of occupational medicine. To provide public benefit through the protection of people at work by ensuring the highest professional standards of competence, quality and ethical integrity.

## **OUR VALUES**

**C**ollaborative, **A**uthoritative, **R**elevant, **E**thical

## CONTENTS

### **Charity Information**

Board of Trustees, Officers and other Key Appointments	4
Reference and Administrative Information	6
Structure, Governance and Management	7

### **Trustees' Report**

Introduction	9
Charitable Objectives	13
Performance against Objectives 2016	
Influencing	14
Educational and Professional	14
Quality Improvement	15
Strengthening the Evidence Base	16
Organisational	17
Sustainability	17
Finance Review	19

<b>Strategic Aims and Objectives 2017</b>	23
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<b>Statement of Trustees' Responsibilities</b>	25
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### **Audited Accounts for the year ended December 2016**

Independent Auditors' Report	27
Statement of Financial Activities	29
Statement of Financial Position	30
Statement of Cash Flows	31
Notes to the Financial Statements	32

## BOARD OF TRUSTEES, OFFICERS AND OTHER KEY APPOINTMENTS

### The Board and Charity Trustees

The Board of Trustees (called the Board) comprises the charity trustees of the Faculty of Occupational Medicine (FOM). The Trustees are also the directors of the company under the Companies Act 2006. Except where indicated, the following all served as Trustees and directors throughout 2016:

Dr Richard Heron	President (Chair)
Dr Ian Aston	Co-opted member (Academic Dean & Deputy President)
Dr Alan Bray	Universally elected member
Professor Neil Budworth	Lay representative nominated by the Confederation of British Industry
Professor Sherwood Burge	Representative of the Royal College of Physicians
Dr Aidan Challen	Co-opted member (Associate)
Dr Jillian Crabbe	Elected representative of Specialist/Specialty Registrars
Professor Jane Dacre	President, Royal College of Physicians
Dr Mark Groom	Co-opted member (Treasurer)
Dr Mark Hilditch	Elected representative of Scotland
Dr David Mills	Elected representative of Northern Ireland
Mr Hugh Robertson	Lay representative nominated by Trades Union Congress (from April 2016)
Dr David Roomes	Universally elected member
Dr Julia Smedley	Co-opted member (Registrar & Deputy president)
Dr Mike Tidley	Elected representative of Wales (to May 2016)
Dr Ian Torrance	Universally elected member
Dr Charles Vivian	Universally elected member
Dr Nigel Wilson	Universally elected member (resigned July 2016)

### Officers

Except where indicated, the following held office throughout 2016:

Dr Richard Heron	President
Dr Ian Aston	Academic Dean (Deputy President)
Dr Julia Smedley	Registrar (Deputy President)
Dr Mark Groom	Treasurer
Dr Alan Bray	Director of Assessment
Dr Jayne Moore	Director of Training
Ms Judith Willetts	Chief Executive

## Other key appointments

Dr Jon Cartwright	Deputy Director of Assessment
Dr Jon Spiro	Deputy Director of Training
Dr Shaun Austin	Chief Examiner Part 2 MFOM
Dr Lanre Ogunyemi	Deputy Chief Examiner Part 2 MFOM
Dr Steve Boorman	Chief Examiner DOccMed
Dr Lucy Wright	Deputy Chief Examiner DOccMed
Dr Sylvia Awbery	Chief Examiner DDAM
Wg Cdr Matthew Lewis	Chief Examiner DAvMed
Dr Kaveh Asanati	Chief Examiner Hand Arm Vibration Syndrome (HAVS) (from June 2016); Deputy Chief Examiner Hand Arm Vibration Syndrome (HAVS) (to June 2016); deputy Chief Examiner Research methods
Dr Steve Nimmo	Chief Examiner Research Methods
Dr Lucia Batty	Chief Examiner Workplace-Based Assessments (WBA)
Dr Michael McKinnon	Deputy Chief Examiner Workplace-Based Assessments (WBA)
Dr David Flower	Responsible Officer for Revalidation
Dr David P Fox	CPD lead

## SEQOHS (Safe Effective Quality Occupational Health Service) Accreditation Service

Dr Rob Hardman	SEQOHS Chair
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## Membership breakdown 2016

<b>Membership numbers</b>	<b>2015</b>	<b>2016</b>
Honorary Fellows	90	96
Fellows	295	285
Members	417	414
Associates	154	137
Specialty Trainees	74	76
Affiliating Diplomates	380	414
Life members	84	91
Revalidating subscribers	21	29
<b>Total</b>	<b>1515</b>	<b>1542</b>

*NB the number of Honorary Fellows reported in 2015 was incorrect. The number should have been 92.*

## REFERENCE AND ADMINISTRATIVE INFORMATION

The FOM's address: 3<sup>rd</sup> Floor, New Derwent House  
69-73 Theobald's Road  
London  
WC1X 8TA  
[www.fom.ac.uk](http://www.fom.ac.uk)

Charity Commission Number: 1139513  
Scottish Charity Number: SCO400060  
Registered Company Number: 07461063

Bankers: Lloyds Bank plc  
Langham Place branch  
PO Box 1000  
BX1 1LT

Solicitors: Hempsons  
Hempsons House  
40 Villiers Street  
London  
WC2N 6NJ

Auditors: Crowe Clark Whitehill LLP  
St Bride's House  
10 Salisbury Square  
London  
EC4Y 8EH

The Board of Trustees, who are also the directors of the charitable company, officers and key appointments are listed on page 4.

The FOM Board presents its annual report for the year ended 31 December 2016 under the Charities Act 2011 and the Charities Accounts (Scotland) Regulations 2006, together with the audited accounts for the year, and confirms that these comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2015. The report is also a Directors' Report as required by Section 415 of the Companies Act 2006.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The FOM is governed by its Articles of Association dating from December 2010 and last amended in May 2012. The FOM's constitution is set out in its Articles of Association.

### **Recruitment and training of Board members**

Under the Articles of Association, with the exception of the President of the Royal College of Physicians (or her/his nominee), one other College representative, the lay members and co-optees, members of the Board are elected by various sections of the membership and serve on the Board until the third Annual General Meeting following the one at which their election is announced. Elected members may not serve for more than two consecutive elected terms and are ineligible for re-election until a period of one year has elapsed.

New trustees are inducted into the workings of the FOM through the issuing of information for trustees, which includes relevant material from the Charity Commission, Office of the Scottish Charity Regulator, Companies House, the FOM's governance, structure, management, strategy and key policies.

### **Organisational management**

During 2016, the governance arrangements and organisational management were reviewed. After consultation with members, it was decided that new arrangements would be in place from 2017. These are referred to in more detail in the Trustees' report. The following paragraphs relate to the arrangements as they stood to the end of 2016.

The Board, as the directors and trustees of the incorporated charity, is legally responsible for the overall management and control of the FOM and meets quarterly.

Until the end of 2016, the work of implementing most of its policies was carried out by the staff and Officers of the FOM, the latter forming the Executive Committee which had delegated authority to deal with business between meetings of the Board, and report such actions to the Board. With the exception of the President, who is elected and a trustee, the Officers were appointed in accordance with Governance Regulations. After an initial three years of service, the period of office for each Officer could be extended up to a maximum period of a further three years. The Executive Committee met eight times during the year, in the months in which the Board did not meet, and was chaired by the Registrar.

The other principal committees are the Fellowship Committee, the Ethics Committee and the Clinical Excellence Awards Committee. The Board may establish other committees or working groups as it sees fit, and committees may set up subcommittees or working groups as necessary, so long as they provide reports through their 'parent' groups to the Board and as far as they are contributing to the delivery of the strategic objectives of the FOM, as agreed by the Board.

During 2016 there were five Subcommittees and one Working Group reporting to the Executive Committee: Assessment Subcommittee; Specialist Advisory Subcommittee; Regional Specialty Advisers Subcommittee; Designated Body Subcommittee; SEQOHS Steering Group.

Management personnel are remunerated within the FOM's general staff policy for pay and reward that is competitive within the charity sector, proportionate to the complexity of each role, and responsible in line with our charitable objectives.

## **Risk management**

The Board is responsible for the management of the risks faced by the FOM and has a formal risk management policy to assess business risks and implement risk management strategies. This involves identifying the types of risks facing the charity, prioritising them in terms of potential impact and likelihood of occurrence and identifying means of mitigating the risks. Detailed consideration of risk is delegated to the Executive Committee, which at each meeting has an in depth review of one high risk area. A formal review of the charity's risk management processes is undertaken on an annual basis by the Trustees, and the Executive Committee reviews progress on the additional action required to mitigate the major risks.

The key controls used by the charity include, more generally:

- agreed mitigation steps
- formal agenda for all Committees and Board meetings
- detailed terms of reference for all Committees
- strategic planning, budgeting and management accounting
- established organisational structures and lines of reporting
- formal written policies, and
- clear authorisation and approval levels.

The Trustees are pleased to report that provisions are in place to mitigate the risks considered to be potentially the most major. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

## **Public Benefit**

The FOM primarily provides benefit to the public by supporting and promoting the work of its members and by continually upholding and improving professional standards. By doing this, the FOM ensures that those working in occupational health (OH) deliver the best possible service to the working age population. The FOM's members commit to annual appraisals and undergo a rigorous process of revalidation through the FOM and other designated bodies. The FOM's education and qualification programmes ensure that a level of excellence is achieved throughout the profession, and that this is maintained through Continuous Professional Development. The FOM's SEQOHS standards are the recognised gold standard for providers of OH services. SEQOHS-accredited services provide an assured level of excellence for all those who use them.

## TRUSTEES' REPORT

### Introduction from the President and Chair of the Board of Trustees, Richard Heron

2016 continued much as 2015 ended, with further plans for change and innovation being proposed and implemented. We agreed new structures for our governance, committees and organisational management. We had an offer accepted on a property in Greenwich, which will become the new Faculty of Occupational Medicine (FOM) head office and education centre during 2017. The work on the new database and online booking systems finally came to a conclusion and we embarked on a new ePortfolio system – more innovation that we shall receive the benefit from during the coming months.

From January 2017, under our new structure, the FOM will be governed by a small group of trustees – up to 12 – seven of whom will be nominated and elected by the membership. We shall continue to have two lay representatives nominated by employees and employers respectively, and the Board will also be given the power to co-opt up to three non-members in order to strengthen the skill set of the group. These might include (for example) experts in law or human resources. The trustees are the directors of the charity and will focus on the strategic direction and governance of the organisation, ensuring it is legally and financially compliant and follows best charity governance practice, as laid out by the Charity Commission.

To complement the Board, the FOM has created a new committee called the Council. This group will focus on professional matters of importance to the members and to the medical specialty. This will be chaired by the Academic Dean and will include the Directors of Assessment, Training, Quality Improvement and representatives from the devolved nations and from the trainee group. The Responsible Officer, CPD Lead and RSA representative will also sit on Council. The president and Registrar will attend, as will two representatives from the Royal College of Physicians, who are invited in an ex-officio capacity. Members who were in these positions, but on the Board or the Executive Committee will move across to the Council.

As a result of these changes, the Executive Committee has been stood down, and it held its final meeting in December 2016. The FOM will continue with its other main committees and sub-committees as before. We believe that these new arrangements will allow for a more efficient and effective use of members' time in future and ensure the smooth-running of the FOM.

2016 also saw our Academic Dean, Dr Ian Aston, step down from his role at the end of December. We owe Ian a huge debt of gratitude for the tireless service he has given to the FOM, both as Academic Dean and during his years as Director of Training. On behalf of my fellow trustees, I wish to extend sincere thanks to Ian and wish him the very best for all he does in the future.

Another senior member, Professor Sherwood Burge has served as the Royal College of Physicians' representative on the Board for many years. Again, on behalf of the trustees, I wish to thank Sherwood for his years of wisdom and good counsel and wish him the very best. Dr Mike Tidley served as our representative for Wales for two terms, which ended in May. We are immensely grateful to Mike for his unstinting commitment. Finally, Dr Nigel Wilson stepped down from the Board in July, and we thank him for his contribution to the evolution of the FOM's governance.

In January, we welcomed our new Head of Communications and Policy, Jane Edbrooke. This new part-time post is one we share with the Society of Occupational Medicine. Jane's focus was to raise awareness of occupational medicine and the importance of the wider

occupational health (OH) community, and to demonstrate the real difference that investment in OH can bring. Through the two organisations' joint external and public affairs strategy, we have enjoyed a period of high profile and interest in OH. This increased focus on policy and communications has supported the work that I and others undertake to garner support for and understanding of our objective to get work recognised as a health outcome – and having this recognised by GPs was a top priority throughout 2016 and beyond. Further details of the communications and policy work are given in the performance against objectives section.

In April, we welcomed Alpa Yadav as the new Executive Secretary and Office Manager and in August, Ben Wells joined as Head of Business Development. The Examinations and Training Manager, Rachel Robinson gave birth to a son and the Examinations and Training Co-ordinator moved to pastures new. Thus there have been a number of staff changes to manage, along with the recruitment of new and temporary staff to cover during maternity leave absence. Understandably, this has presented challenges with continuity, knowledge and information management and handover. We are very much hoping for a period of increased stability during 2017.

During 2016, the Board and Executive Committee received detailed reports on our progress against the objectives within the strategic plan. We have made excellent progress all round, especially considering the number of extra projects we have been running in addition to our usual day-to-day business. The strategic aims for 2017 are included later in this report.

Engaging with, and listening to our members continues to be paramount for the FOM. We intend for our new governance and organisation structures, complemented by new database and technology infrastructure, to enable us to achieve excellent levels of transparency and accountability, as well as improved communication with our members, event attendees and key stakeholders. The FOM continually relies on the goodwill and generosity of our members, so many of whom give up their time to serve on our committees, undertake work as examiners and contribute to working groups and specific initiatives. One of our priorities going forward will be to encourage our younger members to become involved with the FOM in this way. We recognise that much of the work undertaken voluntarily relies on a cohort of members who do a huge amount in numerous spheres. We need to find ways of engaging with the wider membership and enable the stars of the future to gain experience and expertise through the 'extra-curricular' opportunities the FOM provides. We also value the experience of our long-standing members and fellows – finding ways to keep them included, harnessing their wisdom alongside progressive new ideas is our goal.

We have a challenging year ahead in 2017, as we are investing significantly in our future. Purchasing a new-build property and transforming it into a state-of-the-art office and event space is an exciting and ambitious undertaking. This will not only provide a sustainable headquarters, but will enable us to work with others to create what will epitomise a healthy and flexible working environment, and an education centre for all those working in OH. We are certainly looking forward to working with our partners to achieve this. We shall be rolling-out the new ePortfolio system, embarking on the second phase of our data management project and introducing examination software to enable us to streamline our examination systems and increase our qualification offering. The next two years will focus on running more of our most successful examinations, such as the Diploma in Occupational Medicine, for which there is a growing demand, and ensuring we are meeting the needs for the highest quality of qualifications to be available to physicians and other OH professionals.

I shall continue to keep you updated with developments more informally through the Blogs and through Twitter @HeronRichard, and of course more formally through letters to the editors of journals. As always, I welcome your feedback. I am entering the final phase of my Presidency, and will be handing over to Anne de Bono during 2017. I am sure we shall both have much to reflect on for next year's report. I hope you will read this review of 2016 and join with me in looking forward to a successful future, when the fruits of so many of our 2016 labours will be harvested.

**Richard Heron**

*President*

## **AWARDS, PRIZES and FELLOWSHIPS**

We would like to thank our generous sponsors for their continued support. We congratulate the following:

### **Peter Taylor Award (The Silver Medal)**

Winner: Dr Mistu Gray

### **William Taylor Prize for Highest Mark in Part 2 Memberships Examination**

Winner: Dr Daniel Ashdown

### **Diploma in Occupational Medicine -**

**Prizes for the three candidates with the highest overall marks**

Winners: Dr Ruth Wiggins; Dr Tennyson-Jr Nadah; Dr David Coker

### **Mobbs Corporate Health Fellowships**

Winners: Dr Chamishani Rathmalgoda; Dr Marcus Wong

### **Mobbs Corporate Health Student Elective Fellowships**

Dr Emma Mills (University of Aberdeen)

Dr Clara Sage (Kings College London)

Dr Sean Young (University of Manchester)

### **Exxon Mobil Student Elective Fellowship**

Dr Deepak Aulak (Kings College London)

## **HONORARY FELLOW**

Elizabeth Ann Hughes

## **FELLOWS**

Kaveh Asanati

Eva D'Souza

David Philip Fox

Prosenjit Giri

Kumar Harjinder Kaul

Shahed Latif Khan

Reza Hamid Seyed Naghavi

Arthur John Roberts

## **CHARITABLE OBJECTIVES**

The FOM's objects, as set out in its Articles of Association, are to:

- promote for the public benefit the advancement of education and knowledge in the field of occupational medicine;
- act as an authoritative body for the purpose of consultation in matters of educational or public interest concerning occupational medicine;
- develop and maintain for the public benefit the good practice of occupational medicine with a view to providing for the protection of people at work by ensuring the highest professional standards of competence and ethical integrity.

## **STRATEGIC AIMS and OBJECTIVES 2016**

There were six strategic aims for 2016, with corresponding objectives. Performance is reported against these below.

### **Strategic Aim 1**

*To increase the number of Occupational Physicians practising in the UK.*

### **Strategic Aim 2**

*To continue to develop education, training, professional development and assessment to meet the needs of occupational health practitioners now and in the future, both in the UK and overseas.*

### **Strategic Aim 3**

*To continue to set standards in occupational medicine and ensure they are upheld through leadership and expertise in service provision and practitioner excellence.*

### **Strategic Aim 4**

*To represent, support, engage with and grow our membership.*

### **Strategic Aim 5**

*To ensure that key audiences broadly understand the importance of Occupational Medicine to the health and wellbeing of the work-aged population and the economic health of nations.*

### **Strategic Aim 6**

*To maximise the Faculty's resources and income streams and use them efficiently to invest in the future to develop the organization sustainably. (Strategic Aim 6 and its objectives are by nature enabling. Given the extent and importance of the objectives, they have been identified as one of the 6 areas of focus, rather than being repeated throughout the other aims and objectives.)*

## **PERFORMANCE AGAINST OBJECTIVES 2016**

### **Strategic Aim 1**

*To increase the number of Occupational Physicians practising in the UK.*

#### **Objectives**

- 1.1 To increase the number of trainees in trainee posts to 150 by December 2017.
- 1.2 To raise awareness of OM and the role of Occupational Physicians and to promote Occupational Medicine as a respected and attractive professional specialism to potential trainees and to other specialists.

Our ability to increase the number of trainees in post is governed by the amount of funding available for trainee posts. We are fortunate to have a number of posts supported by the Ministry of Defence, the emergency services, the NHS and by private providers. However, the key stakeholder in ensuring the provision of trainee posts now and in the future is Health Education England (HEE). We met and corresponded frequently with HEE and have provided information and data that provided evidence for the current Occupational Physician workforce crisis and the imminent threat of a serious lack of qualified consultants as the result of the current ageing demographic of our members. Trainee numbers remain static and we did not achieve an increase in funded posts from HEE. However, the recent decline in trainee numbers has not continued, and all available training posts have been filled (indeed over-subscribed) at recent recruitment rounds. We continue to provide evidence for the need for this funding as an ongoing priority.

We have achieved much in raising the profile of the specialty and doing so to those within other specialties. A key aspect of this work was the campaign #WhyOccupationalHealth. This campaign was launched jointly with the Society of Occupational Medicine and was aimed at raising the profile of occupational health with General Practitioners. We used this opportunity to test different campaign techniques, including infographics and social media. To date, over 1,800 people have visited our joint campaign site at <http://www.whyoccupationalhealth.co.uk/> and over 260 people are following our Facebook campaign page. As part of the campaign we revised the 'Health and Work Handbook' with the Royal College of General Practitioners, which will launch in 2017. Further communications work is reported below. The President has been active in engaging with NHS England around the health of the NHS workforce and has been actively pushing to include work as an important health outcome for all patients. The FOM has been represented on the councils of the Royal College of Physicians and the academy of Medical Royal Colleges, and at meetings of the Department for Work and Pensions and Department of Health Joint Work and Health Unit and the Council for Work and Health.

### **Strategic Aim 2**

*To continue to develop education, training, professional development and assessment to meet the needs of occupational health practitioners now and in the future, both in the UK and overseas.*

#### **Objectives**

- 2.1 To work with OH practitioners to identify these needs.
- 2.2 To continually improve the Revalidation system from Appraisal through to successful revalidation.
- 2.3 To develop a comprehensive education, training and CPD programme.
- 2.4 To develop a range of tools and resources for trainee and qualified specialists.
- 2.5 To identify the requirement (market need) for qualifications and assessments and thus develop the Faculty's suite of examinations to meet this, both in the UK, Europe and internationally.

In 2016, FOM held more CPD events than during any previous year, with a total of 14 one-day meetings taking place. This comprised three Health for Health Professionals (HHP) Core Competency sessions, three HHP Advanced Competency sessions and five Professional Briefing Days (PBD). Through these we were able to offer a wide breadth of subjects, with meetings covering topics as diverse as autistic spectrum disorders, substance misuse, stress, fitness to drive, eating disorders, mental health and musculoskeletal disorders. We have ambitious plans for our CPD calendar for 2017 – 2018, and look to capitalise on the success of 2016 by offering high quality professional development opportunities to our members and the wider OH community. Average attendee numbers were satisfactory, sitting at 11 for HHP and 19 for PBD events, with over 150 unique delegates attending across the year; we look to improve upon this during 2017, by maintaining the small group seminar and workshop model, but complementing it with events that suit larger audience numbers. Robust feedback was obtained across the year, and was, encouragingly, favourable to excellent throughout.

During the year, we were without a Head of Professional Standards for five months. We successfully recruited a Head of Business Development who started in August, who is working on developing our current, highly successful examinations and meeting the need for additional qualifications in occupational medicine and health. These plans will be implemented during 2017 and 2018.

Our work on creating tools and resources for trainees and qualified specialists is ongoing and we shall have the resources to begin delivering outputs during 2017. The ePortfolio system has been developed and tested and trainees will be able to utilise it fully in 2017.

The revalidation system continues to be successfully used, although the support and help given to some of our members using the system is prohibitively resource-heavy. We began reviewing our revalidation processes and procedures during the year with the aim of providing increased online support for users and a more efficient and effective means of managing the in-house administration systems. In addition, we have reviewed the cost-per-capita to the FOM of this service and will draw up plans to improve this during 2017.

### **Strategic Aim 3**

*To continue to set standards in occupational medicine and ensure they are upheld through leadership and expertise in service provision and practitioner excellence.*

#### **Objectives**

- 3.1 To develop a comprehensive and sustainable Quality Improvement strategy.
- 3.2 To develop the SEQOHS service in the UK and increase the number of accredited bodies to 280 by 2019.
- 3.3 To develop a SEQOHS-related market overseas.

The FOM was without a Director of Quality Improvement for the duration of the year. The Registrar has kindly taken over this role for 2017. However, quality improvement continues to be paramount for all FOM activity and we continued to develop the SEQOHS accreditation service during the year. We celebrated the 200<sup>th</sup> service becoming accredited and we currently have over 400 services accredited or working towards accreditation.

Work on continuously improving the SEQOHS service was essential during 2016, as all accreditation services will, themselves, need to meet exacting professional and quality improvement standards in the coming months through a formal process which will culminate in achieving the ISO/IEC 17065:2012 standard. Work on expanding the market for SEQOHS will be undertaken after this.

## Strategic Aim 4

*To represent, support, engage with and grow our membership.*

### Objectives

- 4.1 To continuously improve services and benefits.
- 4.2 To identify and agree specific areas within which to work with the SOM for the benefit of its shared membership.
- 4.3 To provide access to excellent information and resources.
- 4.4 To represent the specialty and its contribution to health, wellbeing and the economy to key influencers and stakeholders. (Also 5.2 & 5.3)

During the year, much work has been undertaken to lay the foundations for improved services to our members in the future. A great deal of this work has been on systems and infrastructure, the benefits of which will be realised during 2017 and 2018. We regularly reviewed our communications to members and were successful in consulting with the membership over the new governance proposals. A survey was also conducted to establish the true extent of the occupational physician workload provided to the NHS, either by in-house employees or through outsourced service providers. The involvement of our members enabled us to provide robust evidence to HEE regarding the workforce requirement.

Between 55% and 60% of members opened the newsletters emailed out in 2016. While feedback has been positive, we shall continue to find out what members want and need in terms of news and information. We continue to ensure members receive discounts on all events and publications and they continue to be provided with the journal *Occupational and Environmental Medicine*. We acknowledge that there is more we can do to improve resources for members and this will be a priority for 2017 – 2018.

The joint FOM/SOM Conference took place in Stratford-upon-Avon from 27–30 June. Almost 200 delegates attended the three-day event and enjoyed a highly varied agenda. Building on the success of the 2015 joint conference in Manchester; the programme for 2016 featured practical workshops, interactive seminars, workplace visits, trainee presentations and plenary lectures from world-class speakers such as Professor Andrew Curran, Dr Lucy Wright, Professor Sian Robinson, Dr Justin Varney and David Frost CBE. The event also incorporated a number of social activities unique to Stratford, including a river cruise along the Avon and a black tie dinner at the Royal Shakespeare Theatre, where delegates met with friends old and new, networked and relaxed after the busy conference programme.

The FOM also worked with the SOM on our response to the Government's 'Improving Lives: the Work, Health and Disability Green Paper'. Our co-ordinated work, which continued into 2017, involved running 'round table' meetings with key stakeholders and liaising closely with the Department for Work and Pensions and the Department of Health's joint Work and Health unit to facilitate discussion. After collating responses from these 2016 meetings, a joint response was submitted in February 2017. A key message of this response was to reinforce the need for work to be seen as a health outcome. This was also a key message of the #WhyOccupationalHealth campaign, as mentioned previously.

## **Strategic Aim 5**

*To ensure that key audiences broadly understand the importance of Occupational Medicine to the health and wellbeing of the work-aged population and the economic health of nations.*

### **Objectives**

- 5.1 To facilitate the development of the evidence base in the wide field of occupational health and wellbeing.
- 5.2 To gain recognition for: return to work as an important outcome measure; the negative impact of worklessness on health and wellbeing.
- 5.3 To become recognised as the main contact point for occupational health by government, other professional and the media.

The FOM continued to support the work of the independent Academic Forum for Occupational Health, whose membership grew during 2016. A two part survey was conducted with the FOM membership and other groups in order to establish the perceived priorities for future OH research. There are fewer and fewer academic departments concerned with occupational medicine and health and the Academic Forum has led on establishing the current academic base and identifying ways to generate interest in undertaking research in OH. The Forum is establishing an Early Researchers Working Group to address this.

Objectives 5.2 and 5.3 were met through the work described under strategic aims 1 and 4. In addition, the FOM launched its new workplace menopause guidance in the autumn. Our President spoke on the ITV programme 'The Truth About the Menopause', which featured this guidance and which received extensive coverage on TV news and in the press. Key findings were that 25% of menopausal women have considered leaving work as a result of their symptoms and that, with the increased number of women over 50 in the workforce, menopause is having a silent impact on the workplace and on workplace health. 3,350 visited the FOM website to view the guidance, which is a record for the FOM in recent times. FOM was represented on all important government initiatives related to health and work during 2016.

## **Strategic Aim 6**

*To maximise the Faculty's resources and income streams and use them efficiently to invest in the future to develop the organisation sustainably. (Strategic Aim 6 and its objectives are by nature enabling. Given the extent and importance of the objectives, they have been identified as one of the 6 areas of focus, rather than being repeated throughout the other aims and objectives.)*

### **Objectives**

- 6.1 To identify and develop new revenue streams for the FOM.
- 6.2 To establish a risk profile within the FOM's trustees that informs investment and new business priorities.
- 6.3 To work to an agreed strategic plan with measurable outcomes and a budgeted implementation plan.
- 6.4 To purchase London-based premises for the FOM's head office (to move by 08/16).
- 6.5 To recruit, retain and develop excellent staff.
- 6.6 To ensure the FOM's Governance structures are fit for purpose and reviewed regularly to maximise organisational effectiveness and impact on our charitable mission and to maximise the involvement of stakeholders, elected members and officers.
- 6.7 To ensure the FOM has appropriate business systems in place to allow for maximum efficiency and capacity growth, and in order to provide new services and benefits to members. (Links to Objectives under SA 2)

Throughout the year we have progressed our business aim to develop new income streams with the objective of reducing the reliance on membership subscriptions. During the last quarter of 2016, the FOM identified new events and qualifications for delivery throughout 2017 and 2018. We also produced detailed budgets for 2017 – 2019, specifically looking at the short term

impact of the new property purchase and fit out alongside the medium and long-term costs of much reduced premises costs (mortgage rather than rent) and revenue targets. The strategic plan was only minimally changed for 2017 onwards and progress against this was reported on each month to the Executive Committee or the Board of Trustees. The register of risks was also regularly reviewed throughout the year.

As previously reported, the FOM had an offer accepted on a new build property in Greenwich in June 2016. The purchase was completed in 2017 and it is anticipated that we shall take up occupancy during summer 2017. The building, which will be owned by the FOM, will be our head office and will also house the new education centre for occupational health.

Staff retention was not a specific threat during the year, although some positions have been hard to fill. Some staff 'churn' has been a necessary outcome of a colleague deciding not to return after maternity leave ended and another who went on maternity leave during the summer.

By the end of 2016, and after extensive consultation with members and debate within the Board and Executive Committee, the new governance arrangements were signed off for implementation in January 2017. The new Board of Trustees has been established and will focus on the business of running the charity and leading on organisational strategy. The Council will comprise members who represent the professional body and will focus on matters of interest and importance to occupational medicine and physicians, namely all matters professional. Both these important groups will meet quarterly and their establishment should lead to a more effective division of duties and use of members' time. The Executive Committee has been stood down and the day to day management of the organisation is delegated, by the Board, to the Chief Executive and her team.

As reported, we invested significant time and expenditure into building our new contact database and associated online systems to improve data management, communications, and examination and event registration. We have also improved our direct debit system and provided an additional level of security to this. We have reviewed our practices and procedures for data protection and will embark on updating published policies and regulations during 2017. The new ePortfolio system has also been completed and will go live during 2017. As stated previously, we continue to review the revalidation system and plan to run this at optimum efficiency in the near future.

## FINANCE REVIEW

### Performance during the year

The technical information in this review of 2016 is extracted from the full financial statements, audited by Crowe Clark Whitehill.

The Trustees are pleased to report that the Faculty has ended the year in a better financial position than was expected, with the unrestricted funds budgeted deficit of £13,399 turned into a surplus of £11,219. This is before accounting for realised gains and losses and represents the underlying operational performance of the Faculty.

Despite the better than budgeted overall performance, the Faculty's total income was 6% lower than expected during 2016, mainly due to lower than anticipated income from meetings and events. As in previous years the Faculty did not hold its own ASM this year; this had already been reflected in the budget set for the year.

The lower than expected meetings and events income of £51,064 was due primarily to lower than budgeted receipts from Professional Briefing Days (PBD) and Health of Health Practitioners (HHP) training events. Making these events current, relevant and attractive to our members is rewarding and in future years they will form the foundation of the Faculty's educational offering. During 2016, however, it was not possible to achieve the levels of delegate uptake that the Faculty had set itself. The lower meetings income was compounded by the decision not to hold a December conference as a result of significant operational factors, including the purchase of new accommodation and implementation of a new CRM.

Faculty income from registrant subscriptions was £19,971 lower than expected. Although the overall number of registrants increased during the year, the number of registrants paying higher subscription fees (Fellows, Members and Associates) reduced.

The Faculty's overall expenditure was 7% lower than expected during 2016. The Faculty was able to achieve this result with continued tight cost control and despite an increase in the dilapidation provision of £10,000 to return the current FOM offices to their condition before our occupancy commenced.

Investment plans identified by the Faculty in 2015 were launched in 2016. These plans focused on the purchase of a virtual freehold property that will serve the Faculty's various activities well and will provide an appreciating asset for years to come, and a replacement CRM. Costs related to these projects were capitalised and will be depreciated over the coming years in line with the Faculty's depreciation policy. This means that these costs were not reflected in the 2016 accounts but will be reflected in future accounts.

### Reserves

The Faculty's reserves policy, set by the Trustees, remains that 50% of planned annual expenditure should be held in reserve. The Faculty's general funds stand at £404,248, which represents 34% of planned expenditure for 2017. This apparent reduction is the result of increased budgeted expenditure in 2017. Expenditure includes depreciation charges from the aforementioned property, purchasing and establishing the new CRM system, and further investment expenditure on the eagerly awaited e-portfolio and new cost-saving examination software, both of which are due to be launched in 2017.

The Faculty's general funds are largely unchanged from last year (2015: £410,920). At 31<sup>st</sup> December 2016, the Faculty had total funds of £1,493,506. Of this total, £158,984 are restricted funds and not available for general purposes and £930,275 are designated (see below).

## **Accommodation**

In last year's Finance Review, I had stated that Faculty staff had identified a Grade II listed building in Lambeth that appeared to have potential as a new base. Due diligence undertaken by Faculty staff identified a considerable risk that renovation works inside would exceed a pre-determined budget. Always prudent with the Faculty's funds, it was agreed that this risk was too high and, therefore, the Faculty reluctantly withdrew from the purchase of this particular property.

With London property prices ever increasing, it was imperative that another property was found as expediently as possible. A wonderful opportunity to purchase a 998 year leasehold property in shell and core condition became available during the year. An offer on this property was made and accepted. The total cost of purchase and fit-out is budgeted to match the cost of purchase of renovation of the previously identified property but without the risk of spiraling renovation costs. Furthermore, fitting out an empty space means that we have been able to design an office and event space to best meet the needs of members, trainees and non-members for years to come. The event space will become the Educational Centre for Occupational Health and has been designed to be rented out to generate additional income when not used by the Faculty.

These are exciting times for the Faculty. Strong investment is required now so that the Faculty can survive and prosper in the future. As reported last year, £750,000 of designated funds had been set aside for the property purchase. These funds were designated many years ago and I am pleased to report that they have finally been put to the use for which they were originally designated. The funds had been kept in an ethical investment managed by Schroders. As can be seen from the annual accounts, a realised gain of £90,337 was made when this investment fund was liquidised. Given that the Faculty made an unrealised loss of £74,252 last year, the liquidation timing was perfect and, at 31<sup>st</sup> December 2016, the Faculty had £930,275 in designated funds. This total includes some interest that had been received before the funds were liquidised.

The Faculty considered most carefully moving out of London but, mindful that a considerable majority of Faculty registrants live in the South East quarter of the country, the Board determined that being based in central London was vital to allow the Faculty to continue to influence the working-age health agenda at a national level and to maintain contact with organisations critical to the specialty, including the Academy of Medical Royal Colleges, the RCP and Government departments.

## **Pension**

The Faculty introduced a workplace pension scheme this year for its staff. The Board of Trustees at their meeting on 13th January 2016 approved the selection of The People's Pension run by B&E. All Faculty staff eligible given their age and the amounts they earn were automatically enrolled ahead of the staging date of 1 February 2016, in line with legislation regarding workplace pensions.

The scheme operated by The People's Pension is a defined contribution scheme and, as such, no pension liabilities will arise from its implementation.

## **Budget 2017**

The Trustees have agreed a general funds budget deficit of £134,120 for the year ahead. This is due to investment in a replacement CRM and a new examination software system. This budget also includes dual payments of both rent and mortgage repayments in the short-term whilst the fit-out of the new accommodation is underway. Mortgage repayments are due to halve in three year's time, which together with increased income from the new event space will alleviate pressure on the Faculty's general funds budget.

Any depreciation charges from the property will be funded from a designated funds budget. Although this budget has been set up to run at a deficit of £31,480, this deficit budget will be funded by the above designated funds.

Lastly, the Faculty has set a restricted funds budget totaling £42,230. In addition to the funding of trainees to engage in overseas study through the Mobbs Travelling Fellowship Fund, these funds will be funding the e-portfolio for trainees next year.

## **Conclusion**

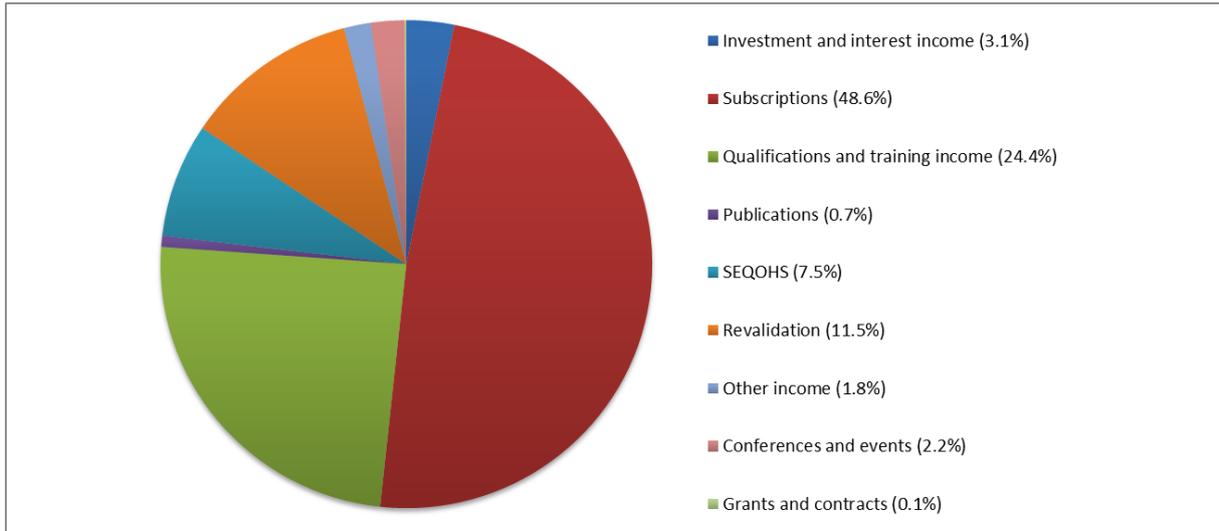
The Trustees consider that the Faculty's financial situation during 2016 was satisfactory, given the considerable investment in revitalising business processes. The reduced overall deficit was possible thanks to a tight grip on expenditure. After the appointment of its new CEO the Faculty made another key appointment, that of Ben Wells, who is Head of Business Development. This is a newly recreated role and in addition to taking on many of the responsibilities associated with the previous Head of Professional Development, Ben will be focusing on managing the creation and delivering of opportunities following the investment in business and examination systems and processes.

As reported above, investment plans prepared during 2015 were implemented in 2016. The Faculty moved forward with the purchase of new accommodation, a replacement CRM and new examinations systems. Until this investment and future business opportunities yield income, membership subscriptions continue to provide the Faculty's most significant source of funds.

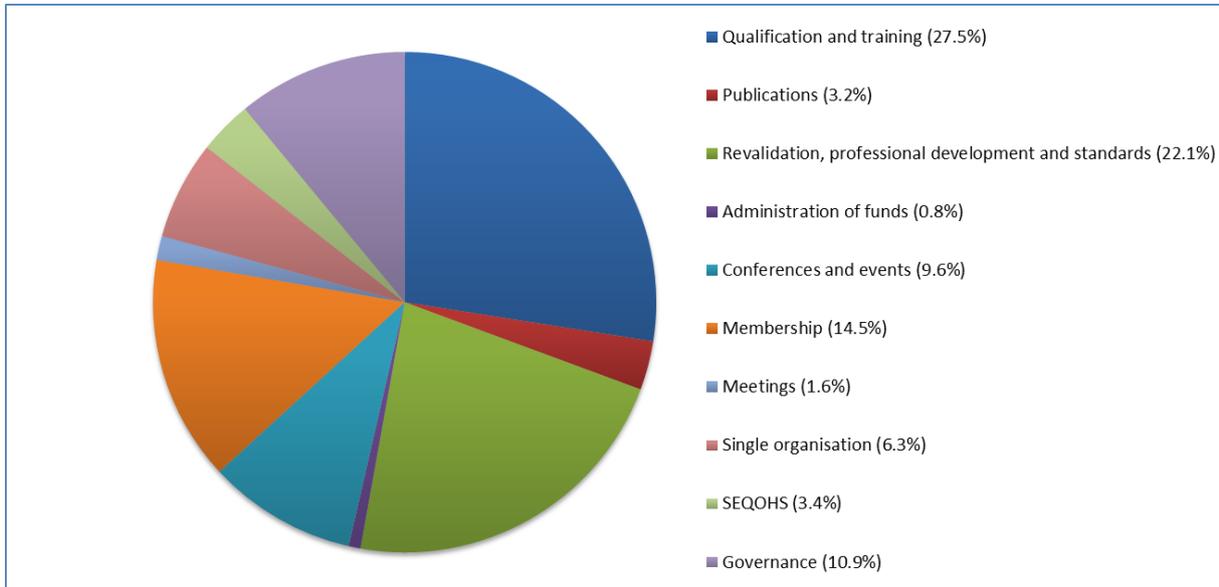
Despite continued investment, the Trustees have agreed that the budget allows the average increase in subscription rates for the majority of registrants to be kept below 2% for 2017. This is welcome, particularly in the context of subscriptions rates having been increased by only 1% in both 2016 and 2015, and frozen in 2014. The Trustees are indebted to those individuals and their employers who continue to support the Faculty, providing considerable time and energy voluntarily.

The Faculty remains in a sound financial position and the Trustees look forward to further activity to sustain its future. The Trustees believe that the Faculty's charitable activities can continue to be met through sensible budgeting and capitalisation on opportunities that ensure a sustainable future.

**Income : £928,007**



**Expenditure : £936,200**



## **STRATEGIC AIMS and OBJECTIVES for 2017**

### **Strategic Aim 1**

*To increase the number of Occupational Physicians accessible to the working age population.*

#### **Objectives**

- 1.1 To increase the number of trainees in trainee posts to a minimum required level.
- 1.2 To raise awareness of OM and the role of Occupational Physicians and to promote Occupational Medicine as a respected and attractive professional specialism to potential trainees and to other specialists.

### **Strategic Aim 2**

*To continue to develop occupational health education, training, professional development and assessment to meet the needs of occupational health practitioners now and in the future, both in the UK and overseas.*

#### **Objectives**

- 2.1 To work with OH practitioners to identify these needs.
- 2.2 To continually improve the Revalidation system from Appraisal through to successful revalidation.
- 2.3 To develop a comprehensive education, training and CPD programme.
- 2.4 To develop a range of occupational health tools and resources in occupational medicine for trainees and all health practitioners.
- 2.5 To identify the requirement (market need) for qualifications and assessments and thus develop the Faculty's suite of examinations to meet this.

### **Strategic Aim 3**

*To continue to set standards in occupational medicine and ensure they are upheld through leadership and expertise in service provision and practitioner excellence.*

#### **Objectives**

- 3.1 To develop a comprehensive and sustainable Quality Improvement strategy.
- 3.2 To develop the SEQOHS service in the UK and increase the number of accredited bodies to 280.
- 3.3 To develop a SEQOHS-related market overseas.
- 3.4 To provide a high quality, supportive and rigorous revalidation service as a Designated Body for Occupational Physicians.

#### **Strategic Aim 4**

*To represent, support, engage with and develop our membership.*

##### **Objectives**

- 4.1 To continuously improve services and benefits.
- 4.2 To identify and agree specific areas within which to work with the SOM for the benefit of its shared membership.
- 4.3 To provide access to excellent information and resources.
- 4.4 To represent the specialty and its contribution to health, wellbeing and the economy to key influencers and stakeholders. (Also 5.2 & 5.3)

#### **Strategic Aim 5**

*To identify that key audiences broadly understand the importance of Occupational Medicine to the health and wellbeing of the work-aged population and the economic health of nations.*

##### **Objectives**

- 5.1 To facilitate the development of the evidence base in the wide field of occupational health and wellbeing.
- 5.2 To gain recognition for: return to work as an important outcome measure; the negative impact of worklessness on health and wellbeing.
- 5.3 To become recognised as the main contact point for occupational health by government, other professionals and the media.

#### **Strategic Aim 6**

*To maximise the FOM's resources and income streams and use them efficiently and sustainably. (Strategic Aim 6 and its objectives are by nature enabling. Given the extent and importance of the objectives, they have been identified as one of the 6 areas of focus, rather than being repeated throughout the other aims and objectives.)*

##### **Objectives**

- 6.1 To identify and develop new revenue streams for the FOM.
- 6.2 To maintain a risk profile that informs investment and new business priorities.
- 6.3 To work to the agreed strategic plan with measurable outcomes and a budgeted implementation plan.
- 6.4 To recruit, retain and develop excellent staff.
- 6.5 To ensure the FOM's Governance structures are fit for purpose and reviewed regularly to maximise organisational effectiveness and impact on our charitable mission and to maximise the involvement of stakeholders, elected members and officers.
- 6.6 To ensure the FOM has appropriate business systems in place to allow for maximum efficiency and capacity growth, and in order to provide new services and benefits to members. (Links to Objectives under SA 2)

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of the Faculty of Occupational Medicine for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice (SORP);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## AUDITORS

Crowe Clark Whitehill LLP has indicated its willingness to be reappointed as statutory auditor. This report has been prepared taking advantage of the exemptions available under the provisions of the Companies Act 2006 applicable to small companies.

**APPROVED** by the Trustees and directors on **12 July 2017** and signed on their behalf by:



**President:** Dr Richard J L Heron MBChB FRCP FFOM FACOEM

## AUDITED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2016

### Contents

Independent Auditors' Report	27
Statement of Financial Activities	29
Statement of Financial Position	30
Statement of Cash Flows	31
Notes to the Financial Statements	32

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF THE FACULTY OF OCCUPATIONAL MEDICINE**

We have audited the financial statements of the Faculty of Occupational Medicine for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Cash Flow Statement and the related notes numbered 1 to 23.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with section 44(1c) of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charitable company's trustees and members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report and any other surround information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

## **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion based on the work undertaken in the course of our audit

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit[or
- used the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the trustees annual report.

## **Mike Hicks**

Senior Statutory Auditor

for and on behalf of

Crowe Clark Whitehill LLP, Statutory Auditor

St Bride's House

10 Salisbury Square

London

EC4Y 7AD

Date:

Crowe Clark Whitehill LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**STATEMENT OF FINANCIAL ACTIVITIES (incorporating the Income & Expenditure Account)**  
**Year ended 31 December 2016**

	Notes	Unrestricted funds			Total 2016	Total 2015
		Designated Funds	General Funds	Restricted Funds		
		£	£	£	£	£
<b>INCOME</b>						
<b>Incoming from Charitable Resources</b>						
Subscriptions		-	450,764	-	<b>450,764</b>	448,458
Qualifications and training		-	226,620	-	<b>226,620</b>	211,811
Publications		-	6,868	-	<b>6,868</b>	9,454
SEQOHS		-	70,000	-	<b>70,000</b>	90,134
Revalidation		-	106,718	-	<b>106,718</b>	102,124
Other income		-	16,407	-	<b>16,407</b>	8,735
Conferences and events		-	20,536	-	<b>20,536</b>	36,965
Grants and contracts	2	-	-	1,000	<b>1,000</b>	2,985
Investment income	3	17,891	11,203	-	<b>29,094</b>	51,551
<b>Total</b>		<u>17,891</u>	<u>909,116</u>	<u>1,000</u>	<u><b>928,007</b></u>	<u>962,217</u>
<b>EXPENDITURE</b>						
Raising funds		-	-	-	-	-
Charitable activities	4, 6	-	915,789	20,411	<b>936,200</b>	1,000,385
<b>Total</b>		<u>-</u>	<u>915,789</u>	<u>20,411</u>	<u><b>936,200</b></u>	<u>1,000,385</u>
Net gains/(losses) on investments	11	90,337	-	-	<b>90,337</b>	(74,252)
<b>Net income/(expenditure)</b>		<u>108,228</u>	<u>(6,673)</u>	<u>(19,411)</u>	<u><b>82,144</b></u>	<u>(112,420)</u>
<b>Net movement in funds</b>		<u>108,228</u>	<u>(6,673)</u>	<u>(19,411)</u>	<u><b>82,144</b></u>	<u>(112,420)</u>
Reconciliation of funds						
Total funds brought forward at 1 January 2016		822,047	410,920	178,395	<b>1,411,362</b>	1,523,782
Total funds carried forward at 31 December 2016		<u>930,275</u>	<u>404,247</u>	<u>158,984</u>	<u><b>1,493,506</b></u>	<u>1,411,362</u>
		=====	=====	=====	=====	=====

All income has been generated from continuing operations.  
All recognised gains are included in the Statement of Financial Activities.

**STATEMENT OF FINANCIAL POSITION**  
**31 December 2016**

	Notes	£	2016 £	£	2015 £
<b>FIXED ASSETS</b>					
Tangible assets	9		23,070		7,591
Intangible assets	10		43,740		-
Investments	11		-		810,902
			<b>66,810</b>		<b>818,493</b>
<b>CURRENT ASSETS</b>					
Debtors	13	93,083		67,243	
Cash on deposit		365,670		571,699	
Cash at bank and in hand		1,232,071		198,837	
		<b>1,690,824</b>		<b>837,779</b>	
<b>CREDITORS</b>					
Amounts falling due within one year	14	(234,128)		(224,910)	
Dilapidation provisions	16	(30,000)		(20,000)	
		<b>(264,128)</b>		<b>(244,910)</b>	
<b>NET CURRENT ASSETS</b>			<b>1,426,696</b>		<b>592,869</b>
<b>NET ASSETS</b>			<b>1,493,506</b>		<b>1,411,362</b>
			=====		=====
<b>REPRESENTED BY:</b>					
<b>Unrestricted funds</b>					
General funds	17	404,247		410,920	
Designated funds	17	930,275		822,047	
			<b>1,334,522</b>		<b>1,232,967</b>
<b>Restricted funds</b>	17		<b>158,984</b>		<b>178,395</b>
<b>TOTAL FUNDS</b>	18		<b>1,493,506</b>		<b>1,411,362</b>
			=====		=====

The financial statements, which were approved and authorised for issue by the Board of Trustees and directors of the company on **31 July 2017**, were signed below on its behalf by:

**President:**

Dr Richard J L Heron MBChB FRCP FFOM  
 FACOEM



**Treasurer:**

Dr Mark R Groom FFOM MRCPG DAvMed



Company Registration No: 07461063

	<b>2016</b>	<b>2015</b>
<b>CASH FLOW STATEMENT</b>		
<b>Year ended 31 December 2016</b>		
<b>Reconciliation of net income / (expenditure) to net cash flow from operating activities</b>	£	£
Net expenditure for the reporting period per SOFA	82,144	(112,420)
Gains on investments	(90,337)	74,252
Depreciation charges	1,841	8,114
Dividends and interest from investments	(29,094)	(51,551)
(Increase)/decrease in debtors	(25,840)	773
Increase/(decrease) in creditors	19,218	(5,522)
	<hr/>	<hr/>
<b>Net cash (used in) operating activities</b>	<b>(42,068)</b>	<b>(86,354)</b>
 <b>Cash flows from operating activities:</b>		
Net cash used in operating activities	<b>(42,068)</b>	<b>(86,354)</b>
 <b>Cash flows from investing activities:</b>		
Dividends and interest from investments	29,094	51,551
Purchase of property, plant and equipment	(17,320)	294
Purchase of Intangible Assets	(43,740)	-
Proceeds from sale of investments	926,630	-
Purchase of investments	(25,391)	(33,180)
	<hr/>	<hr/>
<b>Net cash provided by investing activities</b>	<b>869,273</b>	<b>18,665</b>
 <b>Change in cash and cash equivalents in the reporting period</b>	<b>827,205</b>	<b>(67,689)</b>
 <b>Cash and cash equivalents at the beginning of the reporting period</b>	<b>770,536</b>	<b>838,225</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>1,597,741</b>	<b>770,536</b>
	 <b>2016</b>	 <b>2015</b>
<b>Analysis of cash and cash equivalents:</b>	£	£
Cash in hand	1,232,071	198,837
Notice deposits (less than 3 months)	365,670	571,699
	<hr/>	<hr/>
Total cash and cash equivalents	<b>1,597,741</b>	<b>770,536</b>

The notes on pages 33 to 45 form part of these Financial Statements.

**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 December 2016**

**1 ACCOUNTING POLICIES**

**Company Information**

The FOM is a Public Benefit Entity registered as charity and a company limited by guarantee (Company registration No: 07461063). The address of the registered office is 3rd Floor, New Derwent House, 69-73 Theobald's Road, London, WC1X 8TA. The Charity is registered in England and Wales (registered number 1139513) and in Scotland (registered number SCO400060).

**(a) Basis of preparation of the accounts**

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - effective 1 January 2015.

The date of transition to FRS102 was 1 January 2015 and in preparing the financial statements, the Trustees have considered whether the accounting policies required by the standard require the restatement of comparative information.

There are no adjustments arising on transition to FRS102.

The functional currency of the Foundation is considered to be GBP because that is the currency of the primary economic environment in which the FOM operates.

The financial statements have also been prepared on the basis of a going concern. After reviewing the FOM's forecasts and projections, the trustees have a reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future. The Trustees have no significant doubts about the Faculty's ability to continue as a going concern and have no intentions to either liquidate the Faculty or to cease its activities after the balance sheet date.

**(b) Tangible Fixed assets**

Individual tangible fixed assets costing £500 or more are capitalised at cost.

Depreciation is charged so as to write off the cost of an asset over its expected useful life. Depreciation is calculated on each class of asset as follows:

Office equipment	33.33% straight line
Fixtures & fittings	20.00% straight line
Property	2% straight line

**(c) Intangible Fixed assets**

All individual intangible fixed assets are capitalised at cost.

Amortisation is charged so as to write off the cost of an asset over its expected useful life. For IT projects, expected useful life is estimated to be five years at which point support from the developer is withdrawn and replacement IT solutions are required. Amortisation is calculated on each class of asset as follows:

IT projects	20.00% straight line
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**(d) Income**

Income from subscriptions is accounted for on an accruals basis. Any income relating to future periods is included in deferred income.

Income in respect of grants, appeals and donations is recognised upon a receivable or received basis whichever is the earlier.

Income from examinations is recognised on the date the examination takes place and where received in advance is treated as deferred income.

Donated facilities are included at the value to the Trustees where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

**(e) Operating leases**

Instalments under operating lease agreements are charged to the Statement of Financial Activities account in the year in which they are incurred.

**(f) Investments**

Investments are included at market value.

Unrealised gains and losses on investments arising in the year are included in the Statement of Financial Activities for the year in which they arise.

**(g) Cash held at bank and in hand**

Cash held at bank and in hand include cash held in the Faculty's current bank account, its no notice savings bank account and its petty cash.

**(h) Financial instruments**

Financial assets held at amortised cost comprise cash held at bank and in hand, cash on deposit and trade debtors. Financial liabilities held at amortised cost comprise trade creditors.

**(i) Pensions**

Contributions are made on behalf of certain employees into a workplace defined contribution scheme called The People's Pension managed by B&CE. Amounts are charged to the Statement of Financial Activities as incurred.

**(j) Funds**

Unrestricted general funds are funds which the Trustees can use at their discretion in accordance with the objects of the Faculty. The Trustees have designated part of this sum as a capital fund, equal to the value of the investments which are to be used to ensure the future of the Faculty.

Restricted funds are funds which must be used for specific purposes in accordance with the donors' wishes.

**(k) Basis of allocation of costs**

Staff costs are allocated based on the amount of time individuals dedicate to carrying out specific functions of the Faculty.

All other costs are allocated on a specific basis.

**(l) Expenditure**

Activities in furtherance of the Faculty's objects include costs relating to examinations, memberships and education and training and include an appropriate proportion of support costs. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

Support costs have been allocated to charitable and fundraising activity on the basis of time spent by staff in supporting the operation.

Governance costs are those incurred in connection with enabling the charity to comply with external regulation, constitutional and statutory requirements and in providing support to the Trustees in the discharge of their statutory duties.

**(m) Legal status**

The Faculty of Occupational Medicine is a private company limited by guarantee. Every Registrant undertakes to contribute such amount as may be required (not exceeding one pound) to the assets of the Charity in the event of its being wound up while he/she is a registrant, or within one year after he ceases to be a Registrant, for payment of the debts and liabilities of the Faculty contracted before he/she ceases to be a Registrant and of the costs, charges and expenses of winding-up and for the adjustment of the rights of the contributories among themselves. The Faculty's Articles of Association defines a Registrant as: Specialty Registrars, Associates, Members, Fellows, elected representatives of subscriber classes, lay Trustees, Trustees who represent the College (Royal College of Physicians) and co-opted Trustees, who are members of the Faculty for the purposes of the Companies Acts.

**(n) Key judgements and assumptions**

No judgements, apart from those involving estimations, or assumptions were made in the preparation of these financial statements and notes.

## 2 GRANTS CONTRACTS AND DONATIONS

	Designated £	General £	Restricted £	Total 2016 £	Total 2015 £
<b>Academic Activities Fund</b>					
ExxonMobil elective fellowships	-	-	1,000	<b>1,000</b>	1,000
Health for health professionals	-	-	-	-	1,985
	-----	-----	-----	-----	-----
	-	-	1,000	<b>1,000</b>	2,985
	=====	=====	=====	=====	=====

## 3 INVESTMENT INCOME

	Designated £	Restricted £	General £	Total 2016 £	Total 2015 £
Bank interest	-	-	11,203	<b>11,203</b>	10,870
Dividends	17,891	-	-	<b>17,891</b>	40,681
	-----	-----	-----	-----	-----
	17,891	-	11,203	<b>29,094</b>	51,551
	=====	=====	=====	=====	=====

<b>4 ANALYSIS OF COSTS</b>	<b>Direct Costs</b>	<b>Direct Salaries</b>	<b>Support Costs</b>	<b>Total 2016</b>	<b>Total 2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Qualifications and training	45,905	100,166	111,389	<b>257,460</b>	252,893
Publications	-	14,030	15,601	<b>29,631</b>	14,426
Revalidation, professional development and standards	56,442	71,435	79,439	<b>207,316</b>	219,743
Administration of funds	-	3,422	3,805	<b>7,227</b>	4,178
Conferences, events and projects	10,887	37,315	41,496	<b>89,698</b>	83,353
Membership	76,603	28,198	31,357	<b>136,158</b>	123,363
Meetings	14,585	-	-	<b>14,585</b>	16,932
Single organisation	-	28,147	31,301	<b>59,448</b>	75,214
SEQOHS	1,088	14,742	16,393	<b>32,223</b>	28,298
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	205,510	297,455	330,781	<b>833,746</b>	818,400
<b>Governance costs</b>	12,255	42,707	47,492	<b>102,454</b>	181,985
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	217,765	340,162	378,273	<b>936,200</b>	1,000,385
	=====	=====	=====	=====	=====

<b>5 BREAKDOWN OF SUPPORT COSTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Staff	108,907	85,659
Communication	6,468	7,770
Printing, postage and stationery	4,992	6,518
Premises	116,709	89,939
Repairs and maintenance	34,286	9,132
Advertising and recruitment	16,488	36,119
Irrecoverable VAT	31,160	43,322
Accountancy fees	3,834	685
Depreciation	1,841	8,115
Other direct costs	53,588	77,784
	<hr/>	<hr/>
	<b>378,273</b>	365,043
	=====	=====

Support costs are allocated to restricted activities on the basis of the amount of direct time attributable to each area.

<b>6 GOVERNANCE COSTS</b>	<b>2016 £</b>	<b>2015 £</b>
Staff	42,707	79,849
Support costs	47,492	79,026
Audit fees	6,952	8,839
Meetings	4,432	10,078
Annual General Meeting	871	4,193
Annual report costs	-	-
	<u><b>102,454</b></u>	<u>181,985</u>
	=====	=====

## **7 REMUNERATION OF TRUSTEES**

The Trustees did not receive remuneration or any benefits during the year for their services (2015: nil)

13 Trustees were reimbursed for expenses incurred in relation to Faculty business amounting to £8,467.30 (2015: 13 Trustees - £9,458.36). These expenses included private mileage, rail/tube fare, accommodation, parking and subsistence.

<b>8 STAFF COSTS</b>	<b>2016 £</b>	<b>2015 £</b>
Wages and salaries	379,182	393,184
Social security costs	41,697	39,521
Pension costs	13,315	10,935
Training & other staff costs	0	3,968
	<u><b>434,194</b></u>	<u>447,608</u>
	=====	=====
The average head count (number of staff employed during the year) was:	11	12
	=====	=====

The number of employees whose emoluments exceeded £60,000, excluding employer pension costs, fell within the following bands:

1 member of staff was remunerated in the £90,001 to £100,000 range (2015 - none)  
No member of staff was remunerated in the £80,001 to £90,000 range (2015 - one).

The associated pension costs of this individual were £7,702 (2015 - £2,818).

The total of employee benefits including salaries received by the key management personnel of the Faculty was £204,948 (2015: £245,509). Key management personnel comprise: Chief Executive Officer; Head of Finance and Membership; Head of Professional Standards; Head of Policy and Communications.

<b>9 TANGIBLE FIXED ASSETS</b>	<b>Property</b>	<b>Fixtures and fittings</b>	<b>Office equipment</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 31 December 2015	4,443	41,293	31,954	<b>77,690</b>
Additions	21,090	-	675	<b>21,765</b>
Disposals	(4,443)	-	-	<b>(4,443)</b>
At 31 December 2016	<u>21,090</u>	<u>41,293</u>	<u>32,629</u>	<u><b>95,012</b></u>
<b>Depreciation</b>				
To 31 December 2015	-	(41,292)	(28,809)	<b>(70,101)</b>
Depreciation in current year	-	-	(1,841)	<b>(1,841)</b>
Depreciation on disposals	-	-	-	<b>-</b>
Depreciation to 31 December 2016	<u>-</u>	<u>(41,292)</u>	<u>(30,650)</u>	<u><b>(71,942)</b></u>
<b>Net Book Value</b>				
At 31 December 2016	<u>21,090</u>	<u>1</u>	<u>1,979</u>	<u><b>23,070</b></u>
At 31 December 2015	<u>4,443</u>	<u>3</u>	<u>3,145</u>	<u><b>7,591</b></u>

<b>10 INTANGIBLE FIXED ASSETS</b>	<b>IT Projects</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At 31 December 2015	-	-
Additions	43,740	<b>43,740</b>
Disposals	-	-
At 31 December 2016	<u>43,740</u>	<u><b>43,740</b></u>
<b>Amortisation</b>		
To 31 December 2015	-	-
Amortisation in current year	-	-
Amortisation on disposals	-	-
Amortisation to 31 December 2016	<u>-</u>	<u>-</u>
<b>Net Book Value</b>		
At 31 December 2016	<u>43,740</u>	<u><b>43,740</b></u>
At 31 December 2015	<u>-</u>	<u>-</u>

No intangible assets were amortised during the reporting period as they were all classified as work in progress.

IT Projects in the reporting period represent a replacement CRM. A contractual commitment of £5,085 for further development of the CRM was present at the end of the reporting period.

<b>11 INVESTMENTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Quoted investments</b>		
At 1 January 2016	810,902	851,974
Additions	25,391	33,180
Transfers in/(out)	(926,630)	-
Unrealised gain/(loss)	-	(74,252)
Realised gain/(loss)	90,337	-
	<hr/>	<hr/>
At 31 December 2016	-	810,902
	=====	=====
Historical cost	-	424,387
No of units	-	101,160
Valuation	-	801.60p

Investments consist of units in Schroders Charity Equity Fund.

<b>12 FINANCIAL INSTRUMENTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Financial assets measured at amortised cost	1,612,769	775,054
Financial liabilities measured at amortised cost	28,594	53,407

The Faculty's income, expense, gains and losses in respect of financial instruments are summarised below:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Total interest income for financial assets held at amortised cost	11,203	10,870

<b>13 DEBTORS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Accrued income	29,456	16,401
Other debtors	17,104	5,552
Prepayments	43,532	41,885
Pension	359	429
VAT	2,632	2,976
	<b>93,083</b>	<b>67,243</b>
	=====	=====

<b>14 CREDITORS: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	28,594	53,442
Staff creditor	130	130
Accruals	46,253	16,619
Deferred income		
- exam fees received in advance	2,595	11,267
- subscriptions in advance	139,108	134,045
- conference income	4,000	-
- PBD income	910	-
Tax and social security	12,538	9,407
	<b>234,128</b>	<b>224,910</b>
	=====	=====

#### 15 DEFERRED INCOME

	<b>Examinations</b>	<b>Subscriptions</b>	<b>Conferences</b>	<b>HHP</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 January 2016	11,267	134,045	-	-	<b>145,312</b>
Amounts released to Incoming Resources	(11,267)	(134,045)	-	-	<b>(145,312)</b>
Amounts deferred in the year	2,595	139,108	4,000	910	<b>146,613</b>
Balance at 31 December 2016	<u>2,595</u>	<u>139,108</u>	<u>4,000</u>	<u>910</u>	<b><u>146,613</u></b>
	=====	=====	=====	=====	=====

#### 16 DILAPIDATIONS

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Dilapidation provision	£30,000	£20,000
	=====	=====

This represents an estimate of the cost to return the Faculty's current offices to the layout and condition they were in before the Faculty started to rent them. The current lease expires on 31<sup>st</sup> August 2017; therefore, this provision will be expensed before this date.

17	FUNDS	As at		Gain/(loss)	As at		
		1 January 2016	Incoming resources	on Investments / Interest	Outgoing Resources	Transfers	31 December 2016
a)	Restricted funds	£	£	£	£	£	£
	<b>Good Practice Guidelines Funds</b>						
	Esso Publications Fund	5,201	-	-	-	-	5,201
	Rolls Royce Guidelines Fund	6,523	-	-	-	-	6,523
	<b>Academic Activities Funds</b>						
	Corporate Health (Mobbs) Fund	22,407	-	-	(8,836)	-	13,571
	Donald Hunter Lecture Fund	11,069	-	-	-	-	11,069
	Ernestine Henry Lecture Fund	3,087	-	-	-	-	3,087
	Esso Research Fellowship Fund	563	-	-	-	-	563
	ExxonMobil Elective Fellowships Fund	695	1,000	-	(1,000)	-	695
	Wilf Howe Fund	4,181	-	-	-	-	4,181
	William Taylor Memorial Fund	1,764	-	-	(320)	-	1,444
	<b>Academy of Medical Royal Colleges</b>						
	Revalidation work						
	CPD online	28,853	-	-	-	-	28,853
	e-Portfolio	35,345	-	-	(10,255)	-	25,090
	MSF tool	5,859	-	-	-	-	5,859
	Pilot	1,727	-	-	-	-	1,727
	<b>Department of Health</b>						
	(e-LfH) e-learning	44,736	-	-	-	-	44,736
	Diploma grant	2,000	-	-	-	-	2,000
	Health for health professionals	772	-	-	-	-	772
	Professional Briefings grant	3,000	-	-	-	-	3,000
	SEQOHS accreditation system	(587)	-	-	-	-	(587)
	<b>NHS London Revalidation</b>	1,200	-	-	-	-	1,200
		<u>178,395</u>	<u>1,000</u>	<u>-</u>	<u>(20,411)</u>	<u>-</u>	<b><u>158,984</u></b>
b)	<b>Designated funds</b>						
	BUPA award fund	10,000	-	-	-	(10,000)	-
	Capital fund	736,232	17,891	90,337	-	85,815	930,275
	Department of Health Development Grant	75,815	-	-	-	(75,815)	-
		<u>822,047</u>	<u>17,891</u>	<u>90,337</u>	<u>-</u>	<u>-</u>	<b><u>930,275</u></b>
c)	<b>General funds</b>	410,920	909,116	-	(915,789)	-	<b>404,247</b>
	<b>Total funds</b>	<u><b>£1,411,362</b></u>	<u><b>£928,008</b></u>	<u><b>£90,337</b></u>	<u><b>(£936,200)</b></u>	<u><b>-</b></u>	<u><b>£1,493,506</b></u>

## DESCRIPTION OF FUNDS

### Restricted Funds:

#### Good Practice Guidelines Funds:

**Esso Publications Fund** provides for the publication of standards of practice of occupational medicine.

**Rolls Royce Guidelines Funds** were provided originally to cover the costs of Faculty back pain guidance and leaflets. As sufficient guidance was available elsewhere, the Faculty negotiated an alternative use with the provider.

#### Academic Activities Funds

**Corporate Health (Mobbs) Fund** provides for travelling fellowships.

**Donald Hunter Lecture** provides funds for the costs incurred in connection with a biennial lecture given in his memory.

**Ernestine Henry Lecture** endows a lecture in memory of Mrs Ernestine Henry to be delivered at least once every three years.

**Esso Research Fellowship Fund** comprises a number of annual donations, to provide a research fellowship.

**ExxonMobil Elective Fellowships Fund** funds electives open to medical undergraduates and doctors in Foundation Years 1 and 2.

**Wilf Howe Fund** provides a prize for an innovative project in memory of Dr Wilf Howe.

**William Taylor Memorial Fund** provides for an examination prize.

#### Academy of Medical Royal Colleges:

**Environmental medicine** funding is to explore how Colleges and Faculties can do more to promote good practice in this area.

**Revalidation work** funding is to develop an online CPD system, an e-portfolio, to pilot revalidation, to train specialty advisers, and to provide a helpdesk.

#### Department of Health:

**e-LfH** provided funding for the development of learning modules on health and work for general practitioners.

**Diploma grant** provides funding to develop a new diploma.

**Health for health professionals** funds training days for professionals working in the NHS.

**Professional briefings grant** provides funding to run professional briefing workshops.

**SEQOHS accreditation system** funds the development of the scheme to accredit occupational health services.

**NHS London Revalidation:** provided funding for a quality assurance exercise

**Designated Funds:**

**BUPA award fund** has been set aside towards the production of publications and guidance. This has been transferred to the Capital Fund.

The **Capital Fund** was designated in 2000 and represents an amount equivalent to the value of the investment portfolio. These investments are held to ensure the future of the Faculty, namely the purchase of a freehold or long leasehold property for the staff and members of the Faculty. It is planned that, following an offer being accepted on a long leasehold (i.e. virtual freehold) property at the end of 2016, these funds will be utilised in their entirety to fund the purchase of this property after 31<sup>st</sup> December 2016.

**Department of Health (DH) Development Grant** was awarded by DH to support curriculum development and specialty promotion. This has been transferred to the Capital Fund.

The Faculty of Occupational Medicine is holding **£20,597.50** on behalf of the Council for Work and Health. This balance does not form part of these accounts.

## 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

The net assets are held for the various funds as follows:

	Unrestricted		Restricted	Total
	Designated	General		
	£	£	£	£
Tangible fixed assets	21,090	1,980	-	<b>23,070</b>
Intangible fixed assets	-	43,740	-	<b>43,740</b>
Investments	-	-	-	-
Net current assets	909,185	358,378	158,983	<b>1,426,546</b>
	<u>£930,275</u>	<u>£404,098</u>	<u>£158,983</u>	<u><b>£1,493,356</b></u>
	=====	=====	=====	=====

## 19 OPERATING LEASE COMMITMENTS

The Faculty had expected lease payments in respect of operating leases as follows:

	2016	2015
	£	£
Total of future minimum lease payments under non-cancellable operating lease lasting:		
Not later than one year (land and building);	61,795	92,693
Later than one year but not later than five years (land and buildings);	-	61,795
Later than five years (land and buildings);	-	-
	<u><b>£61,795</b></u>	<u>£154,488</u>
	=====	=====

Lease payments recognised as an expense in this reporting period was £92,693.

## 20 CONNECTED CHARITY

The Faculty of Occupational Medicine is an independent registered charity responsible for its own administration and financial management. It enjoys close working ties with the Royal College of Physicians, its parent College, with whom it has had two partnership projects during the year: the Health and Work Development Unit (HWDU), which closed in August 2014, and the SEQOHS (Safe Effective Quality Occupational Health Service) accreditation system.

## 21 RELATED PARTY TRANSACTIONS

There were no related party transactions in the reporting period that require disclosure.

## 22 POST BALANCE SHEET NON-ADJUSTING EVENT

A long leasehold property was purchased in January 2017 which will provide office space for FOM staff from August onwards. It will also house the new Education Centre for Occupational Health. The purchase was financed partly from the FOM's designated Capital fund of £849,217 and mortgage borrowing of £675,000 over 20 years and a loan of £192,865 to be repaid over 3 years.

## 23 STATEMENT OF FINANCIAL ACTIVITIES 2015

	Notes	Unrestricted funds			Total 2015	Total 2014
		Designated Funds	General Funds	Restricted Funds		
		£	£	£	£	£
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Investment income	3	40,681	10,870	-	<b>51,551</b>	40,147
<b>Incoming resources from charitable activities</b>						
Subscriptions		-	448,458	-	<b>448,458</b>	455,798
Qualifications and training		-	211,811	-	<b>211,811</b>	222,603
Publications		-	9,454	-	<b>9,454</b>	6,966
SEQOHS		-	90,134	-	<b>90,134</b>	46,456
Revalidation		-	102,124	-	<b>102,124</b>	100,728
Other income		-	8,736	-	<b>8,736</b>	12,814
Conferences and events		-	36,965	-	<b>36,965</b>	62,762
Grants and contracts	2	-	-	2,985	<b>2,985</b>	2,000
<b>Total incoming resources</b>		40,681	918,552	2,985	<b>962,218</b>	950,274
<b>RESOURCES EXPENDED</b>						
<b>Charitable activities</b>	4/5	-	792,282	27,652	<b>819,934</b>	876,015
<b>Governance costs</b>	6	-	180,452	-	<b>180,452</b>	73,659
<b>Total resources expended</b>		-	972,734	27,652	<b>1,000,386</b>	949,674
Net incoming resources before transfers		40,681	(54,182)	(24,667)	<b>(38,168)</b>	600
Unrealised gains/(losses) on investments	11	(74,252)	-	-	<b>(74,252)</b>	3,945
<b>Net movements in funds for the year</b>		(33,571)	(54,182)	(24,667)	<b>(112,420)</b>	4,545
Funds balance brought forward at 1 January 2015		£855,618	£465,102	£203,062	<b>£1,523,782</b>	£1,519,237
Funds balance carried forward at 31 December 2015		£822,047	£410,920	£178,395	<b>£1,411,362</b>	£1,523,782