

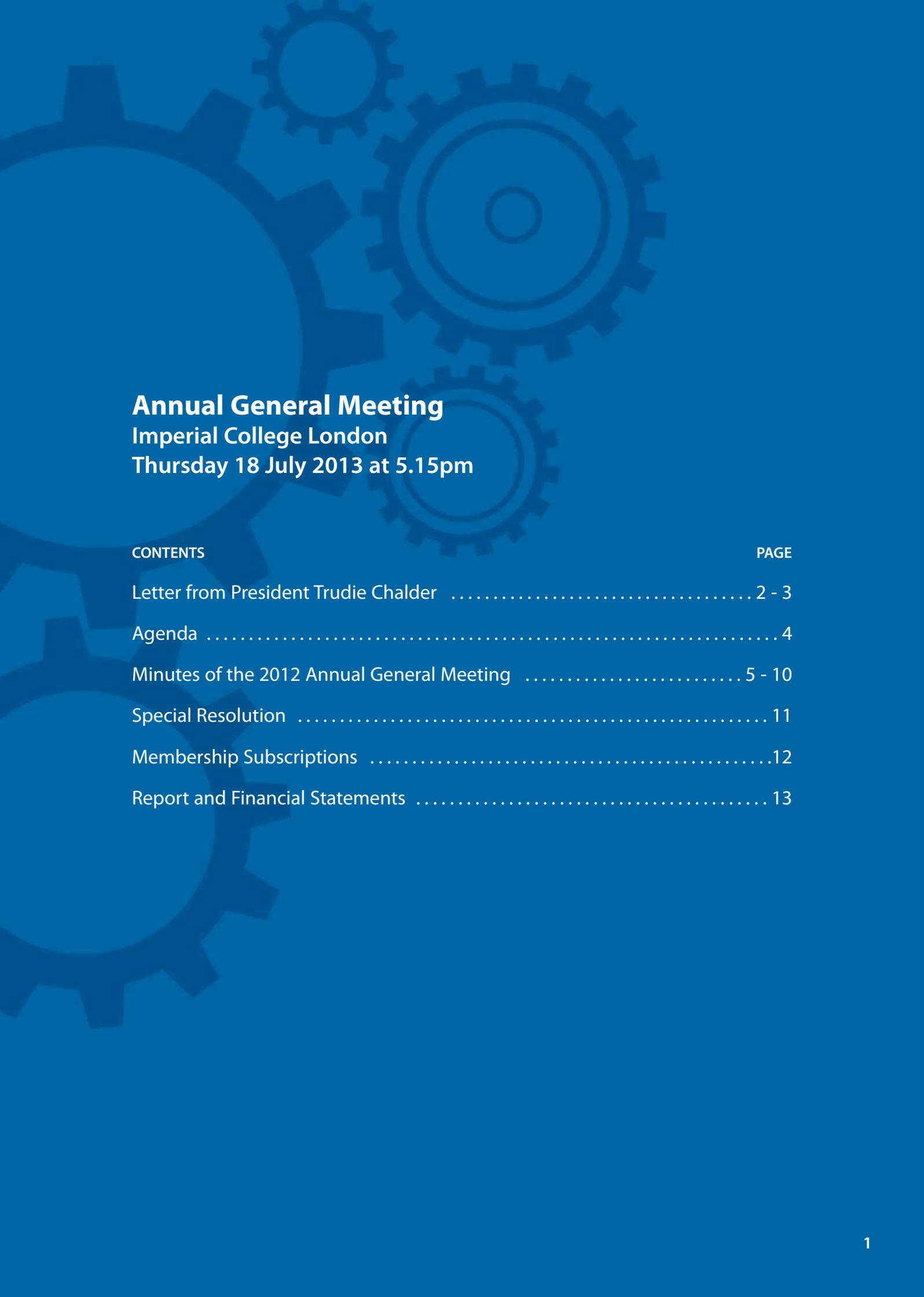
(BABCP)

www.babcp.com



Annual Report 2012/2013





Annual General Meeting
Imperial College London
Thursday 18 July 2013 at 5.15pm

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Letter from the BABCP President to the Annual General Meeting 2013

This is my first occasion as President of BABCP to introduce the Annual Report. If you are reading this on arrival at this year's Annual General Meeting, let me take this opportunity to welcome you and express my appreciation for making this small, but essential, contribution to the life of the Association.

As I come to the end of my first year as your President, I have been struck by the rich diversity and incredible levels of commitment we have in the BABCP membership. I am so proud to represent an Association of such physically and creatively hardworking volunteers who regularly give up their valuable time to raise the standards of CBT practice and research higher and higher, year on year. As someone who is all too aware of the increasing demands placed on us both professionally and personally, I know I speak for the whole Board of Trustees when I say how much your efforts are appreciated in making this one of the most globally respected CBT organisations. I for one find them inspiring and I hope my work as your President goes some way to acknowledge that.

On becoming President I wrote in our excellent membership magazine *CBT Today* that the size of the Association was at the forefront of my mind when thinking about how best to build on the achievements of the last two years. I will be honest, the fact that the number of paid-up members was approaching 10,000 – including more than 3,000 accredited by BABCP – was quite daunting. Likewise, the full extent of membership, accreditation and communications activities which BABCP provides is far greater than I first imagined.

Alongside this I have also been very aware of how this growth has led to unsettled feelings and the perception that the Association may be moving away from its founding ethos. I have made every effort to understand what has shaped these feelings and respond to them in a way which is hopefully in the best interests of the whole Association yet acknowledges the changing landscape outside of BABCP.

For these reasons, I believe it has been right as President to consolidate the achievements made under the first BABCP Development Plan. As such I have resisted the temptation to rush towards finishing the next iteration, preferring instead to reflect on the lessons learnt and building on what has worked during the dizzying period of organisational growth and strategic development in the Association in recent years.

This approach has also been significantly informed by the membership survey which was conducted last year. I believe it would have sold the membership short had the Board merely made cosmetic changes which immediately dealt with the headline messages you gave us. Rather, these messages are now shaping firm new objectives for the Association, which will have proper oversight and an allocated budget, to ensure that they are firmly embedded in the services you pay for.

This is not to say nothing substantive has been done so far in response to feedback from the membership. One of the most persuasive calls concerns how BABCP recognises the differing contexts and experiences around the UK and Ireland. It is easy to see how the focus on IAPT may have led to perceptions that the Association does not fully recognise the needs of those members who live



outside England. That said, the value to the Association made by our members in Scotland, Wales and all Ireland is immense. For instance, the Scottish Branch have worked imaginatively in evolving a framework to develop BABCP strategically within Scotland; the Welsh Branches are working tirelessly to promote the case for improved access to CBT services in Wales; and, last but not least, the Irish Association for Behavioural and Cognitive Psychotherapies was instrumental in making this year's BABCP Spring Conference in Belfast an absolute triumph, with the intention that our Annual Conference will be held on Irish shores very soon.

All this is merely the tip of the iceberg. BABCP would be foolish if it did not seek to bring the knowledge and expertise from around the UK and Ireland to the top table, and I have been supportive in encouraging ways in which this might be done. I am pleased, therefore, that there will now be representation respectively for Scotland, Wales and all Ireland on the National Committees Forum. That is not to ignore the regional differences within England and I will support ongoing work to address this in a meaningful manner.

It goes without saying that BABCP Accreditation continues to expand and develop at all levels to support high quality basic and advanced training in CBT. I am also pleased to see that the number of CBT practitioners accredited by BABCP continues to grow. This is not a time for complacency. Indeed, I am of the firm belief that we need to explore how we can make our accreditation services more accessible to a wider audience without diminishing the value or credibility of BABCP Accreditation as a guarantor of the highest possible standards and the best way of protecting the public in the absence of statutory regulation. That said, I continue to support the Association's participation in discussions about voluntary regulation, doing what we can to ensure that this is robust and reflects the needs and interests of our members and those they help.

The relationship between clinical practice, theory and research within BABCP remains as strong as ever. I have already mentioned this year's highly successful Spring Conference which was held in Belfast. Our conferences, including the 2013 Annual Conference at Imperial College London, continue to powerfully demonstrate that BABCP is a world leader in disseminating cutting-edge research which not only raises the standards of CBT practice, but further enhances the claim for CBT as the leading evidence-based psychological therapy of choice.

In concluding, I would like to pay tribute to Professor Shirley Reynolds for her support to me personally, as well as her contribution to the Association as a whole. Shirley steps down from the Board as Past President at the Annual General Meeting. She has faced enormous challenges during her term of office, with the Association's continued growth, diversifying membership, the ongoing expansion in the services offered and the influential role it needs to play in the unresolved situation around regulation. Her enthusiastic and problem-solving approach has been invaluable to me and I will miss her contribution greatly.

Thank you for your enduring commitment to BABCP through good times and bad, as well as your dedication to the best of CBT.

With best wishes



Professor Trudie Chalder
BABCP President

Annual General Meeting Agenda

Thursday 18 July 2013 at 5.15pm

- 1 Apologies for Absence
- 2 Minutes of the 2012 Annual General Meeting
- 3 Matters arising from the 2012 Annual General Meeting minutes
- 4 Annual reports 2012/13 including:
 - President
 - Treasurer
 - Trustees
- 5 Resolutions to amend the Articles of Association of BABCP:
 - Specific changes are proposed to Article 6 referring to Complaints Procedures and Disciplinary Procedures to allow for interim changes to the process to be made until presentation again at the 2014 AGM. The BABCP Board contends the current procedure does not adequately reflect the needs of BABCP membership. The Board have agreed the following proposal better reflects the needs of the Association. The Board also recognises further amendment may improve the proposal following further consultation with the membership over the interim period.
 - Administrative changes are proposed in relation to BABCP's Memorandum and Articles of Association as follows:
 - A change is proposed in relation to Article 22 (f) – Elections of the Board of Directors – to amend a typing error to replace where it is stated "12 months" with "24 months" and allow consistency with Article 22.
- 6 Membership Subscriptions 2013/14

The Board of Directors (Trustees) will propose rates of membership subscriptions to apply from 1 October 2013 to 30 September 2014. The recommendations of the Board are attached.
- 7 Election of Board Members for 2013/14 *
 - a. One President Elect (four year term)
 - b. Two Elected Members (three year term)

** No contested nominations were submitted, therefore no ballot was required*
- 8 Honorary Fellow
- 9 Fellow
- 10 Branch of the Year
- 11 Any Other Business

Minutes of the Annual General Meeting

Thursday 28 June 2012 University of Leeds

The following 57 members attended:

Frank Smith, Dorset; Shirley Reynolds, Norwich; Laura Black, Edinburgh; Trudie Chalder, London; Helen Macdonald, Sheffield; Angela Beese, Leeds; Padakkara Saju, Wakefield; Anne Stewart, Oxford; Mark Latham, York; Rachel Handley, Exeter; John Kentish, London; Pavlo Kanellakis, Canterbury; Ian Rickard, North Wales; Verina Wilde, Macclesfield; Elizabeth Holdsworth, Barnsley; Katy Grazebrook, London; Gerry McErlane, Belfast; Famaraz Hashempour, North Wales; Chris Cullen, Staffordshire; Charlie McConnochie, Scotland; Amanda Cole, Plymouth; Gordon Deakin, Plymouth; Francis Lillie, London; Rob Newell, Bradford; Frances Cole, Huddersfield; Julia Hicks, Grimsby; Brian Copley, Devon; Christine Campy, Teesside; Ken Lewis, Chester; Sallie Pugh, Isle of Harris; Debbie Williams, Bristol; Waseem Alladin, Lincolnshire; Peter Caunt, Leicester; Anna Vizer, Suffolk; Ronald Lyle, Bristol; Mike Davison, Chester; Patrick Love, Belfast; Linda Matthews, Leeds; Jennie Beattie, Barnsley; Brenda Davis, Brighton; Maria Barquin, Harlow; Elizabeth Firth, Bristol; Chris Brannigan, Derby; Ali Isa Alfaraj, Bradford; Andrew Robinson, Aberdeen; Colin Blowers, Brighton; Charlie Parker, Durham; Bill Davidson, Leeds; Caroline Williams; David Veale, London; Carolyn Quinn, Manchester; Gill Donohoe, Sheffield; Helen Nightingale, Isle of Man; Dan Middlehurst, London; Howard Lomas, Isle of Harris; Mark Addis, Derbyshire; Patrick Conroy, Liverpool.

Also in attendance (not voting)

Jennifer Riggs, Company Secretary/Business Manager, BABCP, Bury; Ian Preston, Finance Manager, BABCP, Bury; Stephen Gregson, Communications Manager/Managing Editor *CBT Today*, BABCP, Bury; Anne Gorse BABCP, Bury; Julie McIntosh, BABCP, Bury; Rachel Osborne, BABCP, Bury, Alistair Shottin, BABCP, Bury; Karen Vause, BABCP, Bury.

Shirley Reynolds, President, welcomed everyone to the Annual General Meeting.

1 Apologies for Absence

Lynn Jones

Joy McGuire

2 Minutes of the Annual General Meeting 21 July 2011

The minutes of the Annual General Meeting of 21 July 2011 were accepted as a true record, and signed by President, Shirley Reynolds, and Honorary Secretary, Caroline Williams.

3 Matters arising from the 2011 Annual General Meeting minutes

There were no matters arising from the minutes of the 2011 Annual General Meeting.

4 Annual Reports 2011/2012

- i. President – Shirley Reynolds
- ii. Trustees
- iii. Treasurer

Howard Lomas, Honorary Fellow, highlighted the considerable reduction in financial reserves since the previous financial year, with the Balance Sheet of the Accounts showing undesignated funds currently standing at £38,802. He asked whether this was of serious concern to the Board and management of the Association.

Shirley Reynolds affirmed that the current level of financial reserves was of great concern to the Trustees and management and that a strategy to remedy the situation was being implemented. She confirmed that surplus from activities of the Branches and Special Interest Groups accounted for a significant proportion of the financial reserves.

Ian Preston, Finance Manager, confirmed that the Trustees had powers to undesignate funds, when warranted by the financial position. Howard Lomas stated that the BABCP's policy had always been that such powers should only be used *in extremis*.

The reports of the President, Trustees and Treasurer were accepted.

The final audited accounts were accepted, and signed by the President and Honorary Secretary.

5 Amendment to the Memorandum and Articles of Association

Shirley Reynolds explained that a number of changes to the Memorandum and Articles of Association were being proposed, to update the document and remove anomalies. The changes were outlined under the section Special Resolution, on page 12 of the Annual Report.

- i. It was proposed to amend Article 4(d) Fellows to remove the reference to the increased membership subscription, as this would not now be charged.
- ii. Specific changes to Article 6, which referred to the Complaints and Disciplinary procedures, were being proposed to allow for amendments to the policy to be made more easily, to ensure that it adequately met the needs of the Association. Chris Cullen, Chair of the Complaints and Disciplinary Committee, confirmed that this change would facilitate greater input from the membership.

Jennifer Riggs, Company Secretary, explained that, following publication of the Annual Report, a further change to the wording of Article 6 had been proposed as follows:

- "Any member who is found, pursuant to the Complaints Procedure **or** the Disciplinary Procedure of the Association...."

should be amended to read:

- "...Complaints Procedure **and** the Disciplinary Procedure..."

- iii. Jennifer Riggs explained that Resolution f was being proposed to allow for a consolidated Memorandum to be incorporated into amended Articles of Association. This would bring the Articles up-to-date, to comply with Section 28 of the Companies Act 2006.

Following discussion, a vote on the Resolutions was taken and yielded the following results:

| | |
|--------------|----|
| For: | 49 |
| Against: | 0 |
| Abstentions: | 0 |

The proposals were, therefore, accepted and the Memorandum and Articles of Association will be amended accordingly.

6 Membership Subscriptions

Shirley Reynolds gave a brief summary of the rationale behind the proposals to increase the membership subscriptions. She affirmed that it remained the BABCP's policy to maintain subscription fees at an affordable level. However, the rising costs of key items of expenditure over the past year had meant that the subscription fee no longer covered the cost of the provision of services to members. Whilst all possible measures to reduce expenditure were being considered and implemented, it would still be necessary to increase the membership fee. A range of options had been considered by the Trustees, and it had been decided to increase the subscription fee by £3 from October 2012, with further increases in future years likely. These would be decided following consideration of the findings of the recent membership survey, which would provide clarification of the level of services the membership wished the BABCP to provide.

It was also proposed to implement a change to the current reduced rate membership fee for students. Under the proposal the reduced rate would be limited to students and members earning less than £21,176, which equates to Agenda for Change Band 5, and would rise each year in concert with this salary band.

Angela Beese, Member, questioned why low income non-student members were excluded from the reduced rate fee. Ian Preston confirmed that, under the proposals for an income related fee, all members earning below the designated salary level would be eligible for the reduced rate fee.

A vote on the increases to membership subscriptions was taken and produced the following results.

| | |
|--------------|-----|
| For: | 50* |
| Against: | 0 |
| Abstentions: | 0 |

*An additional member had joined the meeting subsequent to the vote on the increases to membership subscriptions.

The proposal was, therefore, accepted, and subscription rates will be increased accordingly from 1 October 2012.

7 Election of Board Members for 2012/13*

- a. One Honorary Treasurer (three year term)
- b. Two Elected Members (three year term)

*No contested nominations were submitted, therefore, no ballot was required.

- a. One Honorary Treasurer
Gerald McErlane was elected unopposed.
- b. Two Elected Members
Jennie Beattie and Victoria Williams were elected unopposed.

Shirley Reynolds welcomed the new Trustees to the Board and thanked them for standing for election.

8 Honorary Fellow

The distinction of BABCP Honorary Fellow is to recognise those members who have made an outstanding contribution to the advancement of Behavioural and Cognitive Psychotherapies.

This year, the BABCP is pleased to bestow an Honorary Fellowship on one distinguished member who has been prominent in taking the Association from strength to strength.

PROFESSOR CHRISTOPHER CULLEN:

Chris is a highly distinguished member of the BABCP who has made an enormous contribution to our organisation. Over the years Chris has been actively involved in BABCP workshops, conferences and committees both nationally and at branch level. He joined BABP in 1975 in North Wales and was the North Wales Branch Representative on the National Executive Committee from that year. Chris returned to the Executive in 2001 when he became Chair of the BABCP Complaints Committee. He also served from 2004 to 2007 as President Elect, President and Past President. He continues on the Board as Chair of the Complaints Committee and I have come across Chris through his leadership of this committee on which his expertise, wisdom, compassion and skill are outstanding. He brings a humane, patient, tolerant and principled approach to dealing with complaints made about our members. BABCP is indebted to him for this essential and extremely demanding role.

Chris is currently Professor of Clinical Psychology at Keele University, and Clinical Director for Psychological Services in North Staffordshire. He was director of clinical psychology services to people with mental handicaps at Salford Health Authority 1983-86, SSMH Chair of Learning Difficulties at University of St Andrews 1986-95 before moving to Staffordshire. His research interests are broadly in the field of applied behaviour analysis, although he has also carried out research in staff training, sexual abuse, and deinstitutionalisation. He describes his clinical work as influenced by the idea of acceptance, best illustrated by the old prayer "Grant me the serenity to accept the things I cannot change; the courage to change the things I can; and the wisdom to know the difference".

Chris' clinical work has been largely involved in working with people with learning difficulties. This is a group of people who are often excluded from mainstream psychological services and where the careful integration of psychological theories and methods is an essential part of providing sensitive and appropriate clinical services. Chris has been a strong advocate for the application of cognitive and behavioural methods and has developed innovative and accessible teaching for health care staff based on psychological principles.

Chris is also one of those talented individuals who is able to make a contribution across many elements of professional practice. In addition to services to BABCP he has contributed for many years to the BPS. He became a Fellow of the BPS in 1983. Among many of his contributions to the BPS, he was President from 1997 to 1998. In 2011 the BPS honoured Chris with the Lifetime Achievement Award Within Professional Psychology. Throughout his career he has been very active on a wide range of committees but he also has an extensive publication record, particularly in the field of complex learning disabilities. He also acts as an Expert Witness to the Courts and is a JP. In his spare time Chris is keen on climbing, fell running and ski mountaineering.

Chris Cullen thanked the BABCP for conferring upon him the honour of Honorary Fellow and stated that words did not adequately express his gratitude.

9 Fellow

BABCP is bestowing Fellowship status on one member. This distinction of BABCP Fellow is to recognise members who have made a significant contribution to the advancement of Behavioural and Cognitive Psychotherapies.

DOCTOR CLIVE LONG:

Dr Long's professional career has covered both NHS and independent healthcare settings as a Clinical and Forensic Psychologist and Cognitive Behavioural Psychotherapist. He has developed and evaluated CBT-driven clinical services in both Acute and Secure Psychiatric Settings. He has led on the development of Cognitive Behavioural Service Models and contributed to the teaching and education of many professional groups with whom he works. His impact and effectiveness in promoting Cognitive Behavioural approaches has been immense over a number of decades, and across healthcare settings and professional groups.

He has promoted high-quality clinical care, evidence-based practices and a scientist-practitioner approach. He has published widely on clinical topics, particularly CBT group therapy, addictions and eating disorders. He is the professional head of a team of over 50 qualified psychologists, all of whom promote a CBT/BT-driven approach to therapy. He is highly regarded by his professional colleagues for his clinical and research skills.

Our reason for recommending Dr Long for a Fellowship of the BABCP is based on his achievements in the development and evaluation of high-quality CBT-orientated services in a variety of applied settings.

Due to a prior engagement, Clive Long was unable to attend the AGM, and the Fellowship was, therefore, conferred upon him *in absentia*.

10 Branch of the Year Award

In introducing this award Shirley Reynolds commended the work of the Branches and Special Interest Groups who did so much to foster membership involvement throughout the regions. This year, there would be two awards: Highly Commended and Branch of the Year.

Highly Commended

The award for Highly Commended Branch was presented to the West Branch which was being made in recognition of work undertaken in re-establishing a previously defunct branch.

Branch of the Year

In awarding the Branch of the Year award to the Irish Association for Behavioural and Cognitive Psychotherapies, Shirley Reynolds paid tribute to the branch for their sterling work in raising the profile of CBT in Ireland, both North and South, over the past few years. They had been great ambassadors for the profession in Ireland and had united practitioners in the North and South of Ireland.

Shirley Reynolds confirmed that it was proposed to hold a Spring conference in Belfast.

11 Any Other Business

It was confirmed that the next Annual General Meeting would take place at the Annual Conference, at Imperial College London, 16 – 19 July 2013.

In closing the meeting, the retiring President, Shirley Reynolds, stated that it had been a pleasure to serve the membership of the BABCP as President of the Association during the past two years. She would continue to follow and support the activities of the BABCP and its incoming President, Professor Trudie Chalder, with great interest over the coming year.

Trudie Chalder, incoming President, thanked Shirley Reynolds for the hard work she had undertaken on behalf of the BABCP over the last three years and paid tribute to the helpful and reliable approach she had taken with regard to resolving problems within the Association.

Signed

President

Date

Signed

Trustee

Date



Recommendations of the Board **Resolutions to Amend the Articles of Association** Agenda Item 5

Special Resolution that:

The Articles of Association of the Association be amended as follows:

- (a) Article 6 shall be amended to be replaced by the following Article:

6 Complaints and Disciplinary Procedures

Any member who is found, pursuant to the Interim Complaints and Disciplinary Procedures Governing Members of the Association ("the Procedures" each as adopted from time to time pursuant to Article 26) to be in breach of the Standard of Conduct from time to time in force pursuant to Article 41 or any other rules or by laws from time to time in effect pursuant to Article 26 may be subject to disciplinary action under the relevant Procedure which may (without limitation) include suspension or removal from membership.

- (b) Administrative changes are proposed in relation to BABCP's Memorandum and Articles of Association as follows:

A change is proposed in relation to Article 22(f) – Elections of the Board of Directors – to amend a typing error to replace where it is stated "12 months" with "24 months" and allow consistency with Article 22 overall.

Membership Subscriptions 2013/14

Agenda Item 6

PROPOSAL

In view of the increasing cost associated with servicing the membership BABCP Board is proposing to the AGM on 18 July 2013 an increase in membership subscriptions for 2013/14. These cost increases include:

- Increased supply of the BCP Journal from five to six issues per annum where the cost of production is approximately £5 per individual journal.
- Increase in *CBT Today* coverage up to 40 pages per issue.

In relation solely to income from membership subscriptions BABCP incurs a shortfall of £24.07 per member on income and expenditure from 2011/12. Other direct member related revenue streams reduce this to £5.44 shortfall per member for that period.

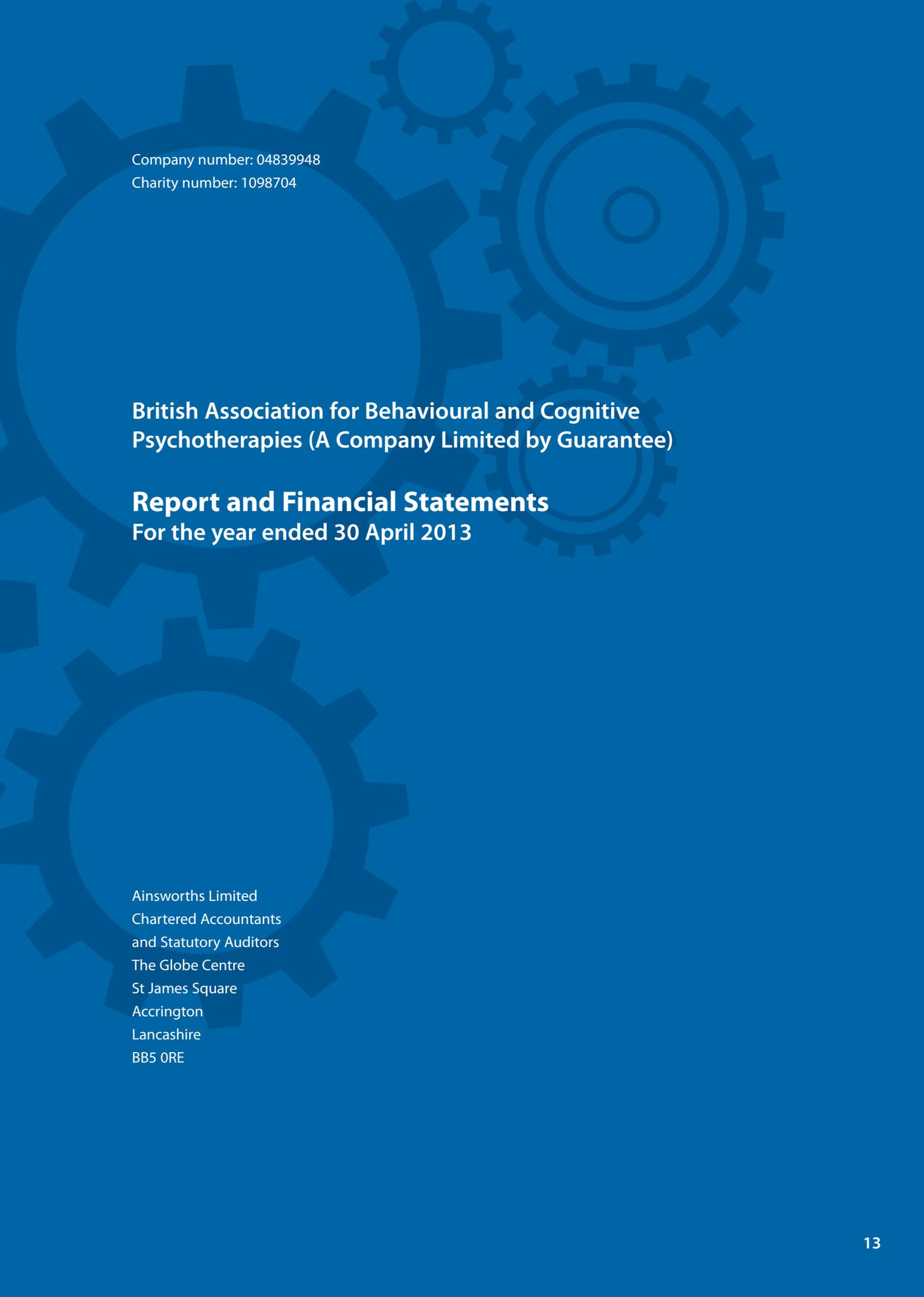
The proposal is to increase all rates of membership by £5.00 per annum or approximately £0.44 per month. For members paying by direct debit monthly instalments will continue to be available (subject to a 5 per cent surcharge) excepting for reduced rate subscriptions where the costs incurred in chasing cancelled instructions for payment and bad debts is above that of the subscription itself.

The Board of Directors (Trustees) will propose the following rates of membership subscriptions to apply from 1 October 2013 to 30 September 2014.

| | Annual Payment | | Monthly Instalments | |
|---|----------------|-----------|---------------------|-----------|
| | UK & Ireland | Overseas* | UK & Ireland | Overseas* |
| Paid by Direct Debit | £66.00 | £74.00 | £5.78 | £6.48 |
| Paid by Cheque/Card | £74.00 | £82.00 | n/a | n/a |
| **Reduced Rate by Direct Debit | £36.00 | £47.00 | n/a | n/a |
| **Reduced Rate by Cheque/Card | £39.00 | £49.00 | n/a | n/a |
| Fellowship Member Subscription Direct Debit | £66.00 | £74.00 | £5.78 | £6.48 |
| Fellowship Member Subscription Cheque/Card | £74.00 | £82.00 | n/a | n/a |

**All overseas mail will be by airmail*

*** NOTE: The reduced rate is available to those members who can demonstrate that they have a total gross income of less than £21,176 per annum*



Company number: 04839948

Charity number: 1098704

**British Association for Behavioural and Cognitive
Psychotherapies (A Company Limited by Guarantee)**

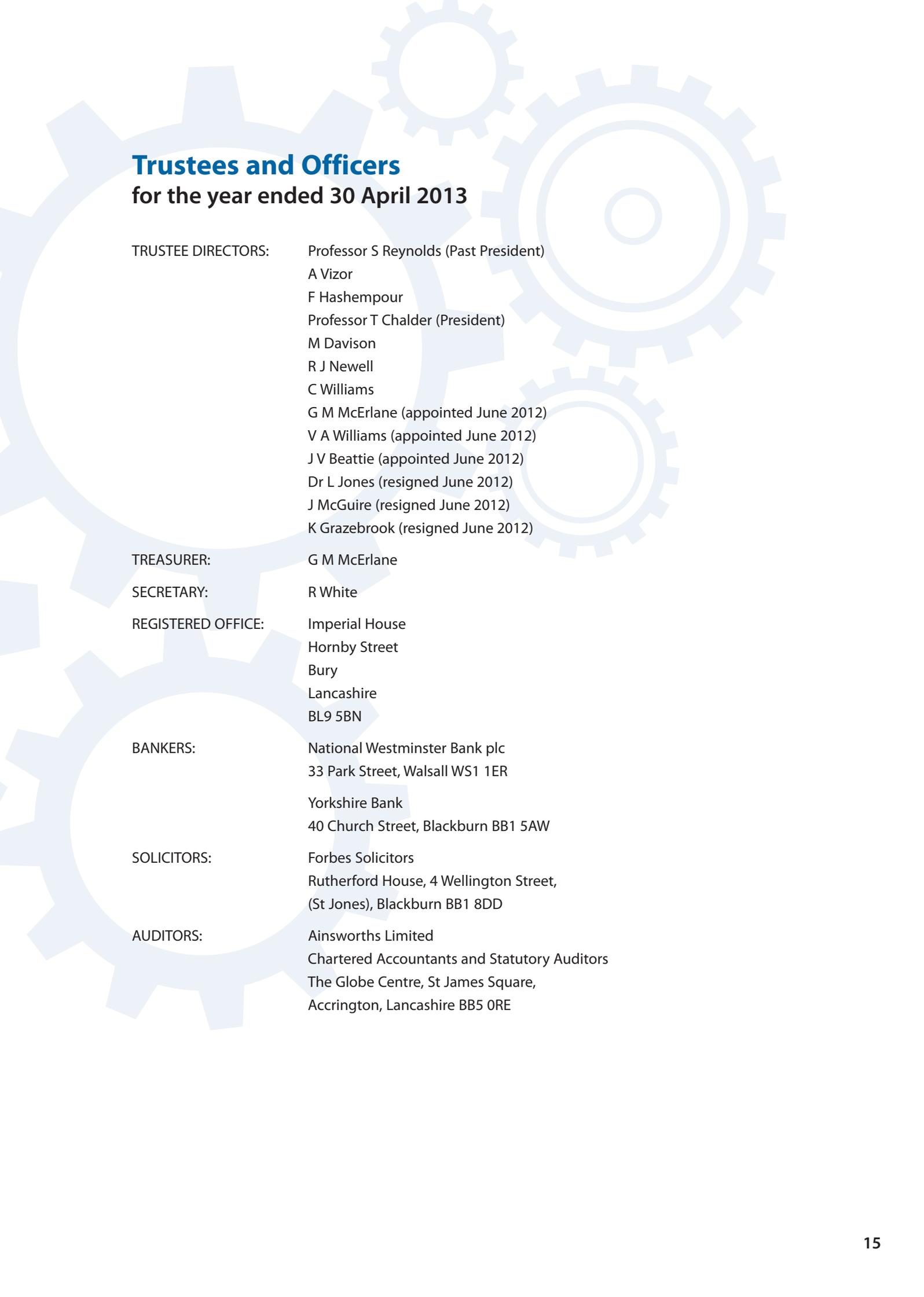
Report and Financial Statements
For the year ended 30 April 2013

Ainsworths Limited
Chartered Accountants
and Statutory Auditors
The Globe Centre
St James Square
Accrington
Lancashire
BB5 0RE

Contents of Financial Statements

for the year ended 30 April 2013

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Trustees and Officers for the year ended 30 April 2013

| | |
|--------------------|---|
| TRUSTEE DIRECTORS: | Professor S Reynolds (Past President) A Vizor F Hashempour Professor T Chalder (President) M Davison R J Newell C Williams G M McErlane (appointed June 2012) V A Williams (appointed June 2012) J V Beattie (appointed June 2012) Dr L Jones (resigned June 2012) J McGuire (resigned June 2012) K Grazebrook (resigned June 2012) |
| TREASURER: | G M McErlane |
| SECRETARY: | R White |
| REGISTERED OFFICE: | Imperial House Hornby Street Bury Lancashire BL9 5BN |
| BANKERS: | National Westminster Bank plc 33 Park Street, Walsall WS1 1ER Yorkshire Bank 40 Church Street, Blackburn BB1 5AW |
| SOLICITORS: | Forbes Solicitors Rutherford House, 4 Wellington Street, (St Jones), Blackburn BB1 8DD |
| AUDITORS: | Ainsworths Limited Chartered Accountants and Statutory Auditors The Globe Centre, St James Square, Accrington, Lancashire BB5 0RE |

Report of the Trustee Directors for the year ended 30 April 2013

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, present their report together with the audited financial statements for the year ended 20 April 2013.

Corporate Status

The company was incorporated under the Companies Act 1985 (Company number 04839948) on 21 July 2003 and took over all assets and operations of BABCP (the former unincorporated charity) on that date. The company is a private company limited by guarantee and does not have a share capital. The liability of each member is limited to an amount not exceeding £10.

The company was registered as a charity on 21 July 2003 under the provisions of the Charities Acts 1992 and 1993 (Charity number 1098704).

The company is governed by its Memorandum and Articles of Association. Ross White became the Company Secretary with effect from 6 January 2013.

Principal Activities and Objectives

The British Association for Behavioural and Cognitive Psychotherapies (BABCP) – the 'Association', is a multi-disciplinary interest group for people involved in the practice and theory of behavioural and cognitive psychotherapies.

The objects of the Association are to advance the theory and practice of cognitive and behavioural psychotherapies by the promotion of scientific research and the application of evidence-based practice including assessment, therapy and consultancy, in a wide variety of settings in accordance with the *Guidelines for Good Practice of Behavioural and Cognitive Psychotherapies*.

In setting our objectives and planning our activities the Trustee Directors have given careful consideration to the Charity Commission's general guidance on public benefit.

The objects of the Association are achieved through the following activities:

- providing a forum for discussion of matters relevant to behavioural and cognitive psychotherapies among members of all helping professions
- disseminating information about and providing training for behavioural and cognitive psychotherapies by organising conferences, courses and workshops
- organising the printing, publication and circulation of a journal, magazine and other publications containing articles, information and news relating to behavioural and cognitive psychotherapies
- making representation to and liaising with public and professional bodies in relation to matters pertaining to the aims of the Association
- fostering and promoting research into behavioural and cognitive psychotherapies and related matters
- facilitating the formation of geographical branches and special interest groups in order to promote the objects of the Association and to provide a service to the members
- encouraging and assisting in training in behavioural and cognitive psychotherapies

- educating and informing the public about behavioural and cognitive psychotherapies and their availability
- maintaining standards for practitioners of behavioural and cognitive psychotherapies by providing an opportunity for members who meet the training standards and other criteria, to become accredited

Trustee Directors

The membership of the Board from 1 May 2012 to 30 April 2013 is set out below. All served on the Board throughout the year except as otherwise stated. The company has no share capital and there were therefore no Director interests.

Professor S Reynolds (Past President)

A Vizor

F Hashempour

Professor T Chalder (President)

M Davison

R J Newell

C Williams

G M McErlane (appointed June 2012)

V A Williams (appointed June 2012)

J V Beattie (appointed June 2012)

Dr L Jones (resigned June 2012)

J McGuire (resigned June 2012)

K Grazebrook (resigned June 2012)

Organisational Structure

The Trustees are each elected for a period of three or four years by the full membership of the Association. They serve on the Board having been elected as Trustees to serve on the Board as ordinary members, President, Secretary or Treasurer. The President serves a one year term as President Elect, two year term as President and then a further one year term as Past President making up a four year term of office. Elections are held annually with three or four places becoming vacant each year, thus staggering the replacement of Trustees to provide some continuity. The Company Secretary sits on the Board as a non-voting member.

A number of standing committees and also ad-hoc committees and working groups are made up of Trustees and other members of the Association. These committees and groups operate under specific terms of reference with delegated functions from the Board. Each committee and group has its decisions ratified by the full Board. Committees and groups operating throughout the reporting period were: Complaints and Disciplinary Committee, Accreditation and Registration Committee, Finance Committee, Branch/Group Liaison Committee, Scientific Committee, Behavioural and Cognitive Psychotherapy Journal Editorial Committee, the Cognitive Behaviour Therapist Journal Editorial Committee, Communications Committee, Research Fund Group, Conference Strategy Committee Working Group, Professional Standards Authority Accreditation Voluntary Registration Working Group, Accreditation Chairs Committee, Psychological Wellbeing Practitioner Committee, Fellowship Committee. Chairs of all these committees and groups combine with the Trustees to form a National Committees Forum (NCF), which meets twice a year in addition to the Annual General Meeting (AGM).

The Trustees meet at least five times a year, including the NCF, but in addition to the AGM. Many committees, groups and the Trustees also conduct business through telephone conferences and email exchanges, but any decisions from email exchanges are ratified only at quorate meetings of the Board. The first meeting of the Trustees following new appointments each year is an induction programme for the new Trustees. This is followed by a business meeting for the whole Board at a meeting held in September, which is seen as the first business meeting of the new business year.

Review of Work of the Association 2012 - 2013

Overview

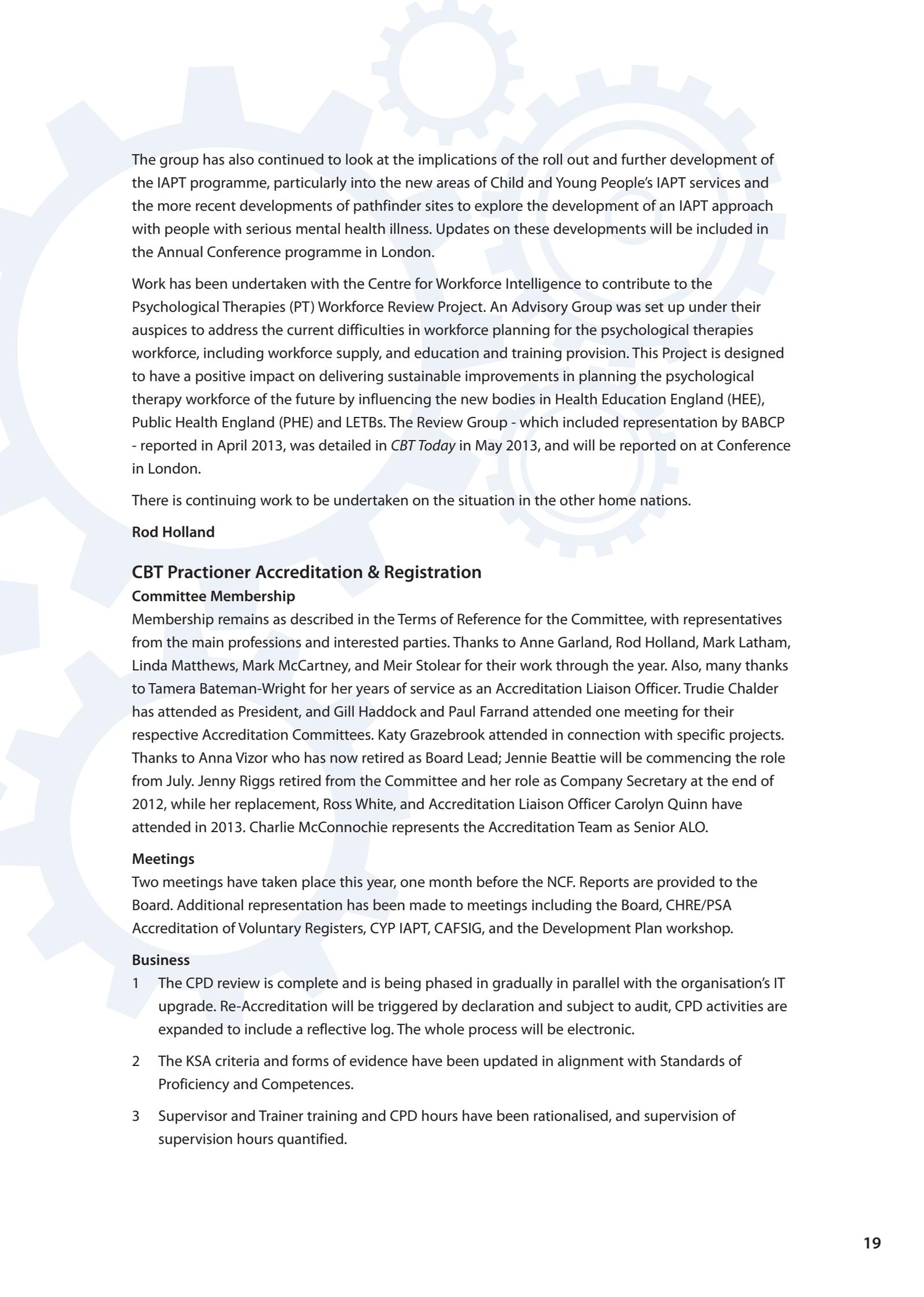
There has been steady growth across many areas of BABCP over the year. For instance, membership numbers exceeded 9,564 in September 2012, where the highest volume over the previous year was 9,181, so showing a net increase exceeding 4%. The proportion of Accredited members has also increased, measuring 38% of membership in April 2013, compared to 33% at the end of the last reporting year. Elsewhere in this report it is also reported that financial turnover has also increased 7% to £1.228 million from last year. However, there has been a slight reduction in staff levels as the full staff complement equates to 15.75 full-time equivalents (FTE) at the end of this year compared to 16.25 last year. In addition, the increase in diversity of interest in CBT is reflected by increasing activity among the 40 active branches and special interest groups.

After the retirement of the previous Company Secretary in January 2013 the second half of this reporting period has seen the start of a review and evaluation of resource allocation and capabilities, and of organisational procedures and policies to ensure BABCP works more effectively and efficiently to deliver an enhanced operating schedule to meet future strategy as directed by the Board. The aim here is to ensure that BABCP is well positioned to meet the challenges presented by an external environment which is changing more rapidly than ever before.

BABCP's staff establishment at June 2013 comprises of Company Secretary/Office Manager (1.0FTE), Finance Manager (1.0FTE), PA/Secretary (0.75FTE), Communications and Branch Governance Manager (1.0FTE), Editorial Assistant (1.0FTE), Senior Accreditation Liaison (0.6FTE), two Accreditation Liaison Officers (1.05FTE), Web and Communications Support Officer (1.0FTE), Accounts Supervisor (1.0FTE), Database Manager (1.0FTE), three Membership Liaison Officers (3.0FTE), three Accreditation Support Officers (2.4FTE), Course Accreditation Administrator (0.95FTE). There is additional support via a sub-contracted Course Accreditation Registrar (0.6FTE) and two further staff are employed remotely as Scientific Committee Support at University of Manchester (0.6FTE) and Scientific Journal Support at Bath University (0.8FTE). There are also eight Accreditors working on a sub-contract basis processing Accreditation applications.

Workforce Development

The Workforce Group has continued to monitor policy developments from the Government and the Department of Health, and consider the implications that they have on mental health services, psychological therapy and CBT in particular. With major changes in the organisation of the NHS in England and the development of new commissioning structures it has been essential that BABCP is aware of the changing context in which psychological therapies are commissioned and delivered. Rod Holland, chair of the Workforce Development Group has briefed the Board and the NCF at each meeting on the changing landscape. Work has also been initiated to develop a good practice guide for the commissioning of CBT.



The group has also continued to look at the implications of the roll out and further development of the IAPT programme, particularly into the new areas of Child and Young People's IAPT services and the more recent developments of pathfinder sites to explore the development of an IAPT approach with people with serious mental health illness. Updates on these developments will be included in the Annual Conference programme in London.

Work has been undertaken with the Centre for Workforce Intelligence to contribute to the Psychological Therapies (PT) Workforce Review Project. An Advisory Group was set up under their auspices to address the current difficulties in workforce planning for the psychological therapies workforce, including workforce supply, and education and training provision. This Project is designed to have a positive impact on delivering sustainable improvements in planning the psychological therapy workforce of the future by influencing the new bodies in Health Education England (HEE), Public Health England (PHE) and LETBs. The Review Group - which included representation by BABCP - reported in April 2013, was detailed in *CBT Today* in May 2013, and will be reported on at Conference in London.

There is continuing work to be undertaken on the situation in the other home nations.

Rod Holland

CBT Practitioner Accreditation & Registration

Committee Membership

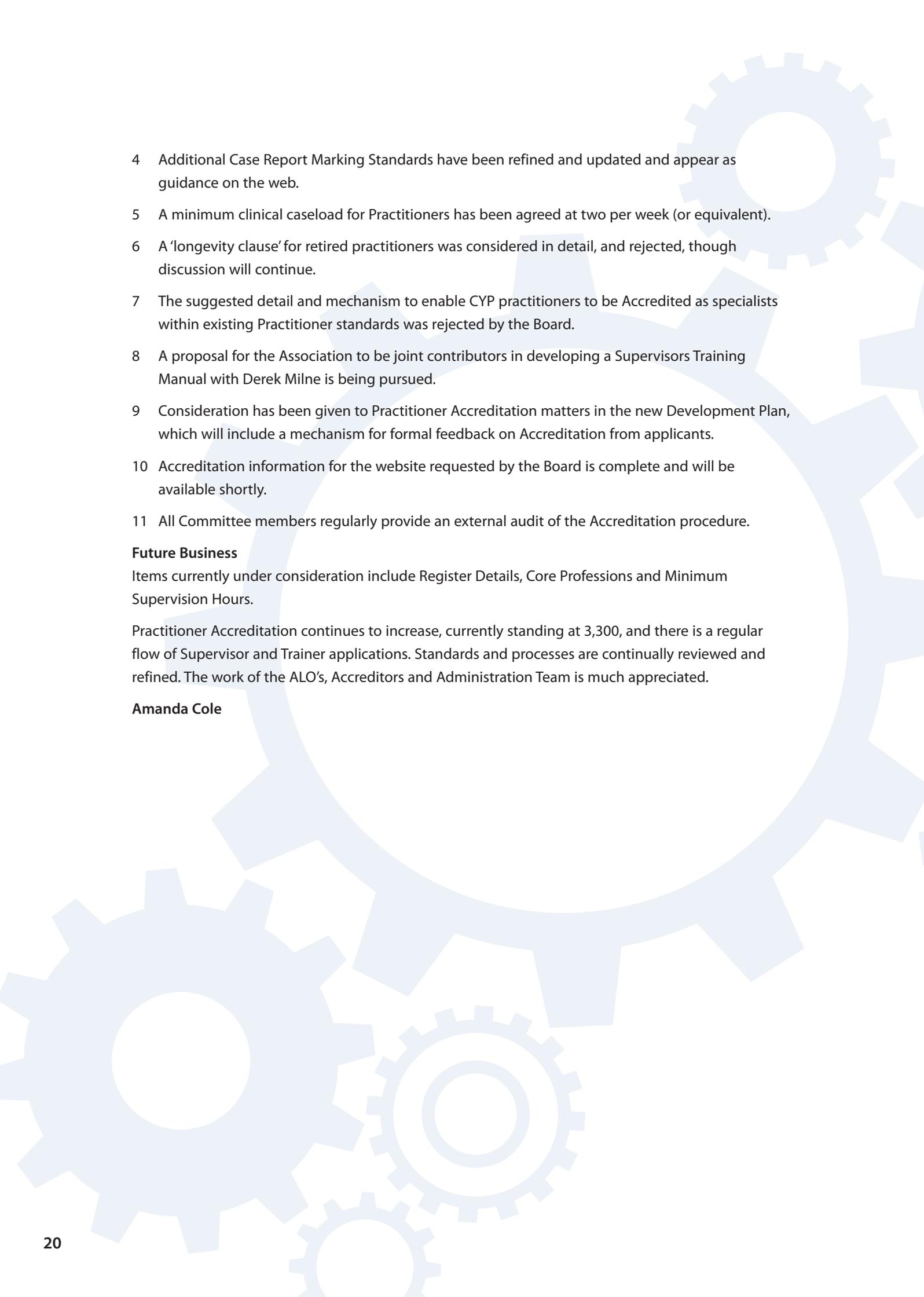
Membership remains as described in the Terms of Reference for the Committee, with representatives from the main professions and interested parties. Thanks to Anne Garland, Rod Holland, Mark Latham, Linda Matthews, Mark McCartney, and Meir Stolear for their work through the year. Also, many thanks to Tamera Bateman-Wright for her years of service as an Accreditation Liaison Officer. Trudie Chalder has attended as President, and Gill Haddock and Paul Farrand attended one meeting for their respective Accreditation Committees. Katy Grazebrook attended in connection with specific projects. Thanks to Anna Vizer who has now retired as Board Lead; Jennie Beattie will be commencing the role from July. Jenny Riggs retired from the Committee and her role as Company Secretary at the end of 2012, while her replacement, Ross White, and Accreditation Liaison Officer Carolyn Quinn have attended in 2013. Charlie McConnochie represents the Accreditation Team as Senior ALO.

Meetings

Two meetings have taken place this year, one month before the NCF. Reports are provided to the Board. Additional representation has been made to meetings including the Board, CHRE/PSA Accreditation of Voluntary Registers, CYP IAPT, CAFSIG, and the Development Plan workshop.

Business

- 1 The CPD review is complete and is being phased in gradually in parallel with the organisation's IT upgrade. Re-Accreditation will be triggered by declaration and subject to audit, CPD activities are expanded to include a reflective log. The whole process will be electronic.
- 2 The KSA criteria and forms of evidence have been updated in alignment with Standards of Proficiency and Competences.
- 3 Supervisor and Trainer training and CPD hours have been rationalised, and supervision of supervision hours quantified.

- 
- 4 Additional Case Report Marking Standards have been refined and updated and appear as guidance on the web.
 - 5 A minimum clinical caseload for Practitioners has been agreed at two per week (or equivalent).
 - 6 A 'longevity clause' for retired practitioners was considered in detail, and rejected, though discussion will continue.
 - 7 The suggested detail and mechanism to enable CYP practitioners to be Accredited as specialists within existing Practitioner standards was rejected by the Board.
 - 8 A proposal for the Association to be joint contributors in developing a Supervisors Training Manual with Derek Milne is being pursued.
 - 9 Consideration has been given to Practitioner Accreditation matters in the new Development Plan, which will include a mechanism for formal feedback on Accreditation from applicants.
 - 10 Accreditation information for the website requested by the Board is complete and will be available shortly.
 - 11 All Committee members regularly provide an external audit of the Accreditation procedure.

Future Business

Items currently under consideration include Register Details, Core Professions and Minimum Supervision Hours.

Practitioner Accreditation continues to increase, currently standing at 3,300, and there is a regular flow of Supervisor and Trainer applications. Standards and processes are continually reviewed and refined. The work of the ALO's, Accreditors and Administration Team is much appreciated.

Amanda Cole

Course Accreditation

This report is intended to provide an update on the work of the Course Accreditation Committee. The Course Accreditation team is currently working with a total of over 80 courses, of which 40 are now formally accredited. The information here was prepared in June 2013.

Course Accreditation Activities

The Course Accreditation Committee meets via teleconference once per month, and has one face-to-face meeting arranged each year, which took place most recently in Manchester, in May 2013.

The Committee oversees the process of course accreditation; the Chairs for course accreditation panel visits are volunteers from the committee. The administration is delivered by the Course Accreditation Support Officer and the Course Accreditation Registrar. The current course accreditation activity is summarised in the table below.

| Type of accreditation | BABCP Level 2 | BABCP Level 1 | IAPT HI | Doctorate of Clinical Psychology |
|--|---------------|---------------|---------|----------------------------------|
| Full accreditation | 8 | 5 | 27 | |
| Not currently running | 1 | | 5 | |
| Withdrawn or did not achieve accreditation | | | 3 | 2 |
| Accreditation in progress: Awaiting information from the course | | | | 1 |
| Accreditation in progress: New applications/ Awaiting committee responses or reports | 1 | 1 | | 1 |
| Five year reaccreditation process completed | 2 | 1 | 3 | |
| Five year reaccreditation in progress | 1 | | 10 | |
| Enquiries, no documents submitted yet | 30 | | | 2 |

Doctorate of Clinical Psychology Pilot Process

The liaison with DCLinPsych courses has continued, and there are three of the four courses which took part in the pilot process which are pursuing accreditation. These courses are in the process of responding to the reports prepared after the visits took place, with varying requirements to be met before accreditation may be recommended. The Course Accreditation team is currently preparing a paper for dissemination of the outcome of the pilot process.

IAPT High Intensity Courses (HI)

The Course Accreditation team is currently managing the process of re-accreditation for all the HI IAPT courses which are still running. The team has continued to manage the process of course accreditation for IAPT courses according to the joint criteria. There are 12 'first cohort' courses which are in the process of re-accreditation this year, as it is five years since the courses began. Three of these courses have already successfully completed the process and received their final reports.

IAPT Children and Young People (CYP)

We have received enquiries from courses intending to deliver the training for Children and Young People (CYP) IAPT. The Course Accreditation Committee has been asked to develop a process for CYP accreditation, and is already in consultation with courses interested in developing the process.

BABCP Level One and Level Two courses

One Level Two course has received a re-accreditation panel visit this year, with dates planned for another two re-accreditation visits, and a new course accreditation. There has been a Level One re-accreditation visit, and three more Level One re-accreditation visits are planned for the coming year.

Other activities

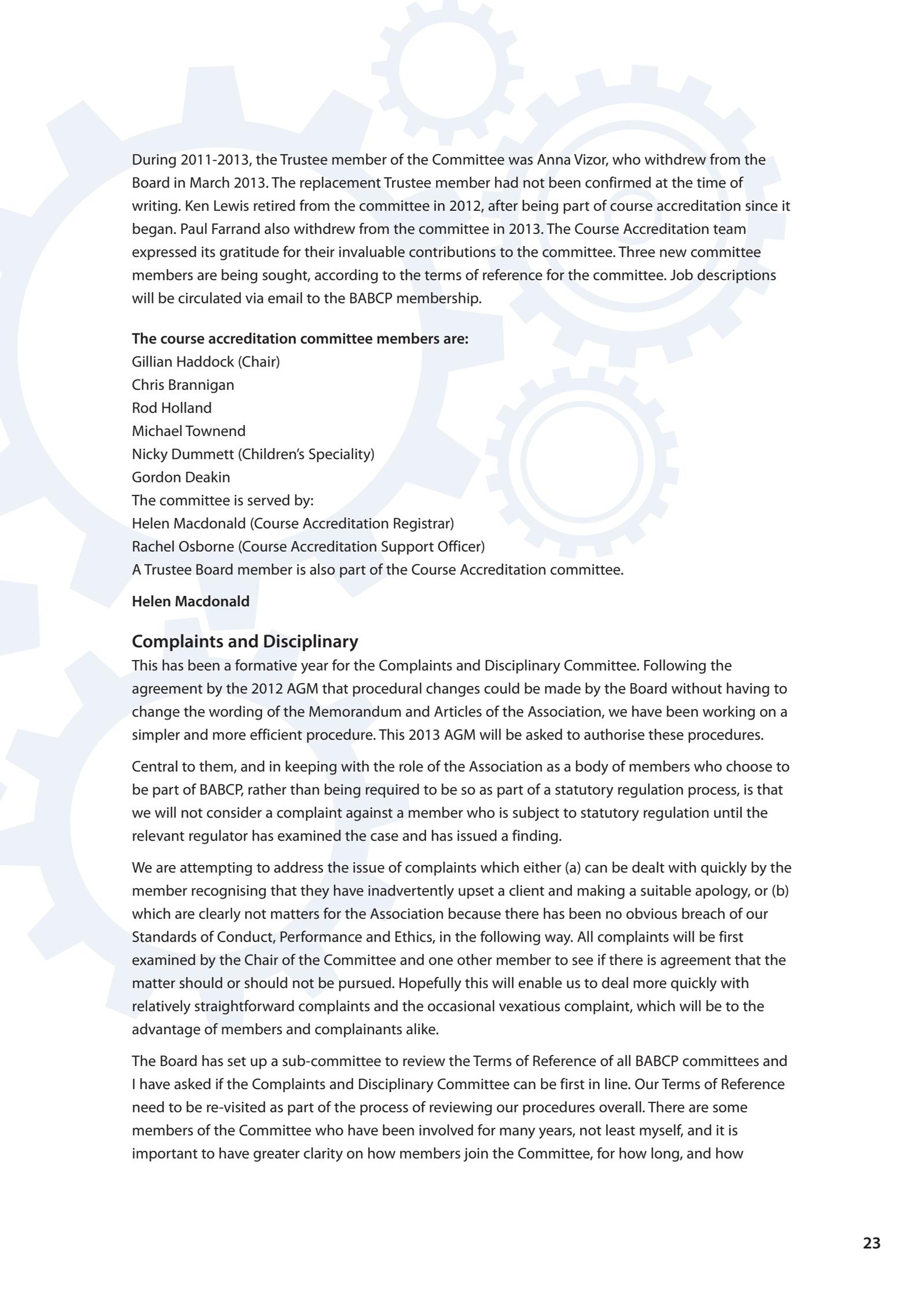
Course Directors' Meeting: The Course Accreditation team also arrange Course Directors' meetings annually, which are open to any CBT course lead, regardless of accreditation status. The next one has been arranged for September 2013. Previous meetings have been well attended, with updates on aspects of course and individual accreditation, updates from the Course Directors and working groups on topics relevant to CBT courses.

KSA training days: The Course Accreditation Registrar contributes to the KSA selection training days which take place twice per year. Courses with accreditation are required to have a named KSA assessor if their course accepts non-core profession trainees, and the KSA assessor is expected to attend a training day.

The Course Accreditation team are also working to keep the process smooth and efficient, with updated documents and a revised competency mapping audit tool.

The Course Accreditation team continues to field hundreds of emails and numerous phone calls. Course Accreditation Committee members, course team members, supervisors, trainees, SHA commissioners, the individual accreditation team, independent trainers and IAPT representatives all make use of the team's input.

The Course Accreditation process continues to rely heavily on the goodwill of volunteers who take part in meetings, panel visits, and scrutinise the reports associated with each course. This can be a demanding role, and particularly includes the members of the Course Accreditation Committee.



During 2011-2013, the Trustee member of the Committee was Anna Vizor, who withdrew from the Board in March 2013. The replacement Trustee member had not been confirmed at the time of writing. Ken Lewis retired from the committee in 2012, after being part of course accreditation since it began. Paul Farrand also withdrew from the committee in 2013. The Course Accreditation team expressed its gratitude for their invaluable contributions to the committee. Three new committee members are being sought, according to the terms of reference for the committee. Job descriptions will be circulated via email to the BABCP membership.

The course accreditation committee members are:

Gillian Haddock (Chair)

Chris Brannigan

Rod Holland

Michael Townend

Nicky Dummett (Children's Speciality)

Gordon Deakin

The committee is served by:

Helen Macdonald (Course Accreditation Registrar)

Rachel Osborne (Course Accreditation Support Officer)

A Trustee Board member is also part of the Course Accreditation committee.

Helen Macdonald

Complaints and Disciplinary

This has been a formative year for the Complaints and Disciplinary Committee. Following the agreement by the 2012 AGM that procedural changes could be made by the Board without having to change the wording of the Memorandum and Articles of the Association, we have been working on a simpler and more efficient procedure. This 2013 AGM will be asked to authorise these procedures.

Central to them, and in keeping with the role of the Association as a body of members who choose to be part of BABCP, rather than being required to be so as part of a statutory regulation process, is that we will not consider a complaint against a member who is subject to statutory regulation until the relevant regulator has examined the case and has issued a finding.

We are attempting to address the issue of complaints which either (a) can be dealt with quickly by the member recognising that they have inadvertently upset a client and making a suitable apology, or (b) which are clearly not matters for the Association because there has been no obvious breach of our Standards of Conduct, Performance and Ethics, in the following way. All complaints will be first examined by the Chair of the Committee and one other member to see if there is agreement that the matter should or should not be pursued. Hopefully this will enable us to deal more quickly with relatively straightforward complaints and the occasional vexatious complaint, which will be to the advantage of members and complainants alike.

The Board has set up a sub-committee to review the Terms of Reference of all BABCP committees and I have asked if the Complaints and Disciplinary Committee can be first in line. Our Terms of Reference need to be re-visited as part of the process of reviewing our procedures overall. There are some members of the Committee who have been involved for many years, not least myself, and it is important to have greater clarity on how members join the Committee, for how long, and how

membership is renewed. I am coming to the end of a second five-year period as Chair of the Committee and handing over to someone else is a part of this process of reviewing our working procedures. I have been enormously fortunate to have the support of many experienced and senior members of the Association over the years, and of officers such as Howard, Jenny and now Ross, without whom this would be a daunting task.

Chris Cullen

Conferences and Workshops

2012/13 was another successful conference year for BABCP with the 40th Anniversary celebration conference in Leeds and a move to Belfast for the Spring Conference and Workshop programme in April.

The Leeds Conference attracted over 1000 participants (1185 to be exact) with nearly 400 people contributing to the scientific programme. A key part of the conference was a series of symposia dedicated to some of our founding members from 40 years ago including Andrew Mathews, Joan Kirk, Bill Yule, Ivy Blackburn and Isaac Marks. The conference was able to report a small financial surplus.

In April for the first time for nine years the spring event moved from London to Belfast and was jointly run by BABCP and its Irish Branch. Running under the title 'Titanic Struggles for CBT' all five one-day workshops run by David Clark from Canada, Arnoud Arntz from the Netherlands, Freda McManus and Alison Brabban from the mainland and Michael Duffy from Belfast were run, and attracted 210 registrations, with the one-day conference that followed having 164. Financially the event reached its break-even target with a small surplus to BABCP as well as contributing £628.50 to the BABCP Research Fund.

The 2013 Conference is being held at Imperial College London in July 2013 and plans are underway for the 2014 BABCP Conference in Birmingham. Following the success of the Belfast event the Board has ratified a proposal from the conference organising group to take the Annual Conference to Belfast in 2015.

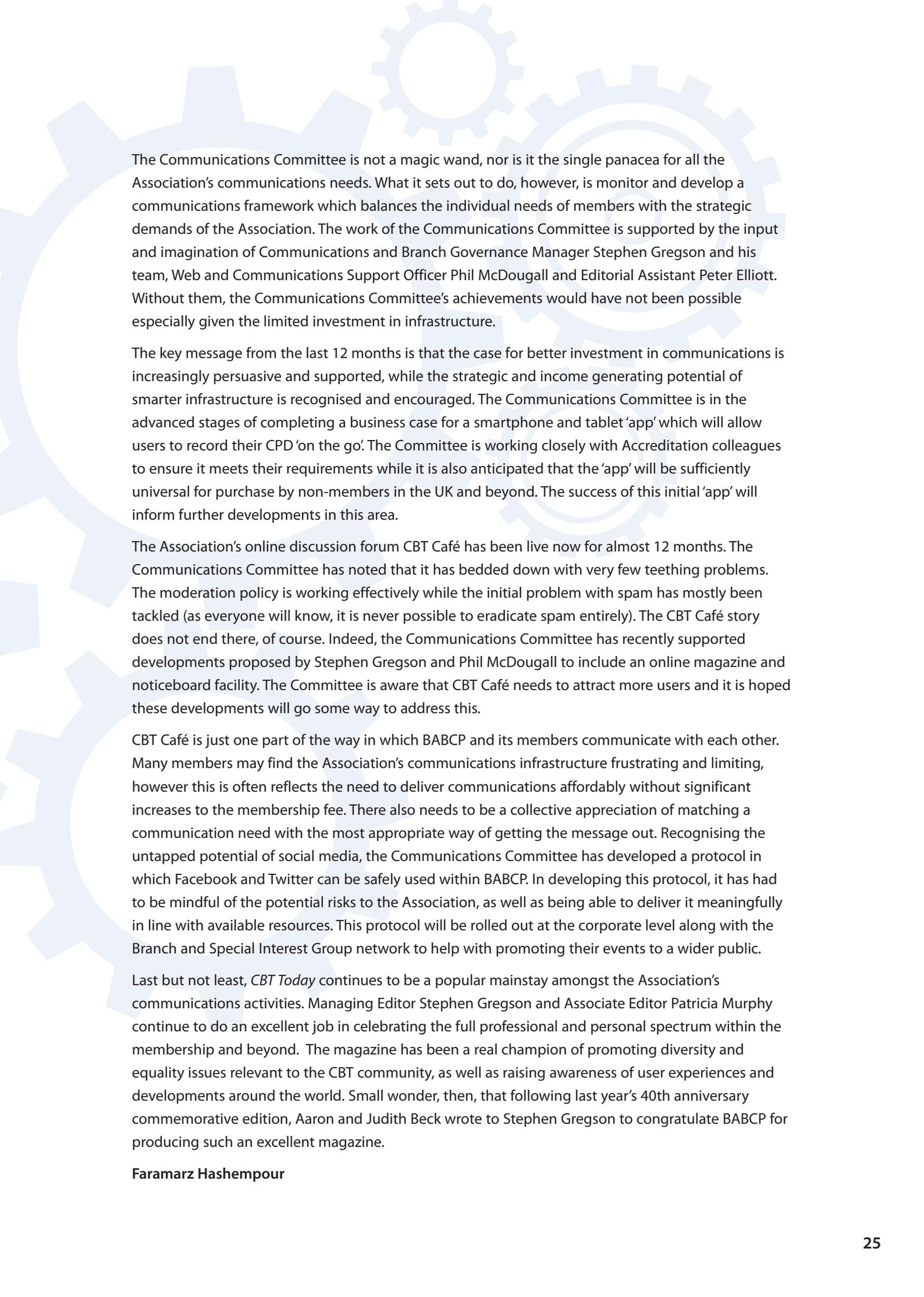
Warren Mansell will be standing down as Co-Chair of the Scientific Committee at the London Conference and will be replaced by Glenn Waller. Our thanks to Warren for his major contribution to the continuing development of BABCP's high quality programmes.

During the year a working group was formed to undertake a review of all aspects of conference organisation and decision-making. This will include the on-going review that is also taking place by the Scientific Committee on their processes. The review will ensure accountability and transparency across all aspects of the conference organisation and it is expected that the working group will report to the Board and NCF in the Autumn of 2013.

Rod Holland

Communications

When things go wrong in BABCP, poor communications is (too) often cited as the cause of the problem. What this kind of response underlines, albeit unhelpfully, is that communications is very much the thread which runs through and binds the Association together in all its myriad aspects. It is also about how we engage in a dialogue with other stakeholders and the lay public.



The Communications Committee is not a magic wand, nor is it the single panacea for all the Association's communications needs. What it sets out to do, however, is monitor and develop a communications framework which balances the individual needs of members with the strategic demands of the Association. The work of the Communications Committee is supported by the input and imagination of Communications and Branch Governance Manager Stephen Gregson and his team, Web and Communications Support Officer Phil McDougall and Editorial Assistant Peter Elliott. Without them, the Communications Committee's achievements would have not been possible especially given the limited investment in infrastructure.

The key message from the last 12 months is that the case for better investment in communications is increasingly persuasive and supported, while the strategic and income generating potential of smarter infrastructure is recognised and encouraged. The Communications Committee is in the advanced stages of completing a business case for a smartphone and tablet 'app' which will allow users to record their CPD 'on the go'. The Committee is working closely with Accreditation colleagues to ensure it meets their requirements while it is also anticipated that the 'app' will be sufficiently universal for purchase by non-members in the UK and beyond. The success of this initial 'app' will inform further developments in this area.

The Association's online discussion forum CBT Café has been live now for almost 12 months. The Communications Committee has noted that it has bedded down with very few teething problems. The moderation policy is working effectively while the initial problem with spam has mostly been tackled (as everyone will know, it is never possible to eradicate spam entirely). The CBT Café story does not end there, of course. Indeed, the Communications Committee has recently supported developments proposed by Stephen Gregson and Phil McDougall to include an online magazine and noticeboard facility. The Committee is aware that CBT Café needs to attract more users and it is hoped these developments will go some way to address this.

CBT Café is just one part of the way in which BABCP and its members communicate with each other. Many members may find the Association's communications infrastructure frustrating and limiting, however this often reflects the need to deliver communications affordably without significant increases to the membership fee. There also needs to be a collective appreciation of matching a communication need with the most appropriate way of getting the message out. Recognising the untapped potential of social media, the Communications Committee has developed a protocol in which Facebook and Twitter can be safely used within BABCP. In developing this protocol, it has had to be mindful of the potential risks to the Association, as well as being able to deliver it meaningfully in line with available resources. This protocol will be rolled out at the corporate level along with the Branch and Special Interest Group network to help with promoting their events to a wider public.

Last but not least, *CBT Today* continues to be a popular mainstay amongst the Association's communications activities. Managing Editor Stephen Gregson and Associate Editor Patricia Murphy continue to do an excellent job in celebrating the full professional and personal spectrum within the membership and beyond. The magazine has been a real champion of promoting diversity and equality issues relevant to the CBT community, as well as raising awareness of user experiences and developments around the world. Small wonder, then, that following last year's 40th anniversary commemorative edition, Aaron and Judith Beck wrote to Stephen Gregson to congratulate BABCP for producing such an excellent magazine.

Faramarz Hashempour

Journals

Behavioural and Cognitive Psychotherapy

This report provides an overview of the recent marketing and related activities that were undertaken for *Behavioural and Cognitive Psychotherapy*. It covers activity carried out between December 2012 and May 2013. Marketing objectives throughout the year focused on increasing the online usage of the Journal and on increasing content alert sign ups, as well as co-promoting with *the Cognitive Behaviour Therapist*.

- The Journal was promoted on seven emails
- The Journal was promoted at 40 conferences (27 in 2012, 13 to date in 2013)
- A poster was created for each of Cambridge's psychology Journals (July 2012) to be displayed at the American Psychological Association meeting and EABCT
- The Journal's cover was redesigned for 2013 (completed September 2012)
- The Journal's masthead on its Cambridge Journals Online (CJO) masthead was re-designed, to co-ordinate with the new cover (December 2012)
- Delegate bag leaflets were produced to promote the full psychiatry/neuroscience list for the Neuropsychological Rehabilitation Conference including BCP (June 2012)
- The Journal was included on Psychology, Psychiatry and Neuroscience subject postcards (July 2012)
- Postcards were created with a competition to win an iPad if participants signed up to eTOCs for a number of our psychology Journals (July 2012)
- A show-card was created to promote an iPad competition campaign (July 2012)
- The Journal was included on a three-piece Psychology, Psychiatry and Neuroscience banner (August 2012)
- An advert promoting a selection of psychology Journals (including BCP) was placed in the Cambridge University Press mental health books catalogue (September 2012)
- A printed advert was designed to promote the Journal in the Cambridge University Press psychology books catalogue (December 2012)
- The subject postcards were updated with a new offer for 2013 (February 2013)
- Full text of articles can now be accessed on e-readers using a 'Send to Kindle' function on the Journal homepage
- To date, there are 1,917 people with a registered interest in the Journal who receive regular email content alerts, an increase of 12% since December 2011
- A print copy of every issue of BCP goes to each of the circa 10,000 BABCP members, and each of these members also has free access to the online version of the Journal via their BABCP membership page

Submissions to the Journal continue to increase, however the Editorial Team have successfully worked to lower the time which papers spend in the peer-review process. As part of a response to the

increased submissions (which includes other measures, such as the introduction of a word limit), the Journal has increased from five issues per volume to six from January 2013. This benefits the author community by speeding up time from online publication to issue allocation of their paper. This move will increase the value of the Journal by helping to ensure that libraries renew their subscriptions to the Journal, something that cannot be taken for granted in this economic climate.

The 2011 Impact Factor for BCP stands at 1.692, showing a healthy increase on last year and is now at its highest point when compared to the previous four years. The journal received slightly fewer citations than in 2010, but also published fewer papers, suggesting these papers were of higher quality than in previous periods. It should be noted that an increase in the number of issues may decrease the Impact Factor, as the denominator that divides the citation rate increases.

Paul Salkovskis

the Cognitive Behaviour Therapist

This report provides an overview of the recent marketing and related activities that were undertaken for *the Cognitive Behaviour Therapist*. It covers activity carried out between December 2012 and May 2013. Marketing objectives throughout the year focused on increasing the online usage of the Journal and helping to encourage submissions, as well as co-promoting with *Behavioural and Cognitive Psychotherapy*.

- The Journal was promoted on seven emails
- The Journal was promoted at 27 conferences (19 in 2012, 8 to date in 2013)
- An A5 flyer was created to help with encouraging submissions
- An advert promoting the Journal was created to go into BCP (July 2012)
- A poster was created for each of Cambridge's psychology Journals (July 2012) to be displayed at the American Psychological Association meeting and EABCT
- A giveaway – wedge notepads were created to replace the previous post it notes (March 2013)
- A static web banner promoting both Journals was displayed on the website (CJO) homepage in February 2012 and November 2012
- Delegate bag leaflets were produced to promote the full psychiatry/neuroscience list for the Neuropsychological Rehabilitation Conference including BCP (June 2012)
- The Journal was included on Psychology, Psychiatry and Neuroscience subject postcards (July 2012)
- Postcards were created with a competition to win an iPad if participants signed up to eTOCs for a number of our psychology Journals (July 2012)
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- A printed advert was designed to promote the Journal in the Cambridge University Press psychology books catalogue (December 2012)
- The subject postcards were updated with a new offer for 2013 (February 2013)
- Full text of articles can now be accessed on e-readers using a 'Send to Kindle' function on the Journal homepage
- To date, there are 628 people with a registered interest in the Journal who receive regular email content alerts, an increase of 21% since November 2011
- Members have free access to the online version of the Journal via their BABCP membership page
- Subscriptions as a whole have increased over the last five years. This has mostly been due to the increase in consortia subscriptions to the Journal. It was agreed at the 2012 Editorial Board meeting that CBT should be added to the Aid and Donation schemes that Cambridge partakes in, whereby access is provided free of charge to many institutions in the developing world that do not have the resources to purchase a subscription to Cambridge Journals
- The Journal is now indexed in *PsychInfo*.

Pamela Myles (University of Reading) has taken up the role of Editor-In-Chief of tCBT as of 2013, and is leading a number of strategies that have/will be implemented to increase submissions and content publication in 2013:

- Transfer of suitable papers from BCP
- Approaching regional branches of the BABCP and conference presenters
- Transfer of suitable papers from a Cambridge-owned title, *Psychological Medicine*

As of 2013 the Journal has moved to a continuous online publication model. This means that Volume 6 is opened and as papers are accepted and passed to production, they are processed and then published online one by one as and when they become ready.

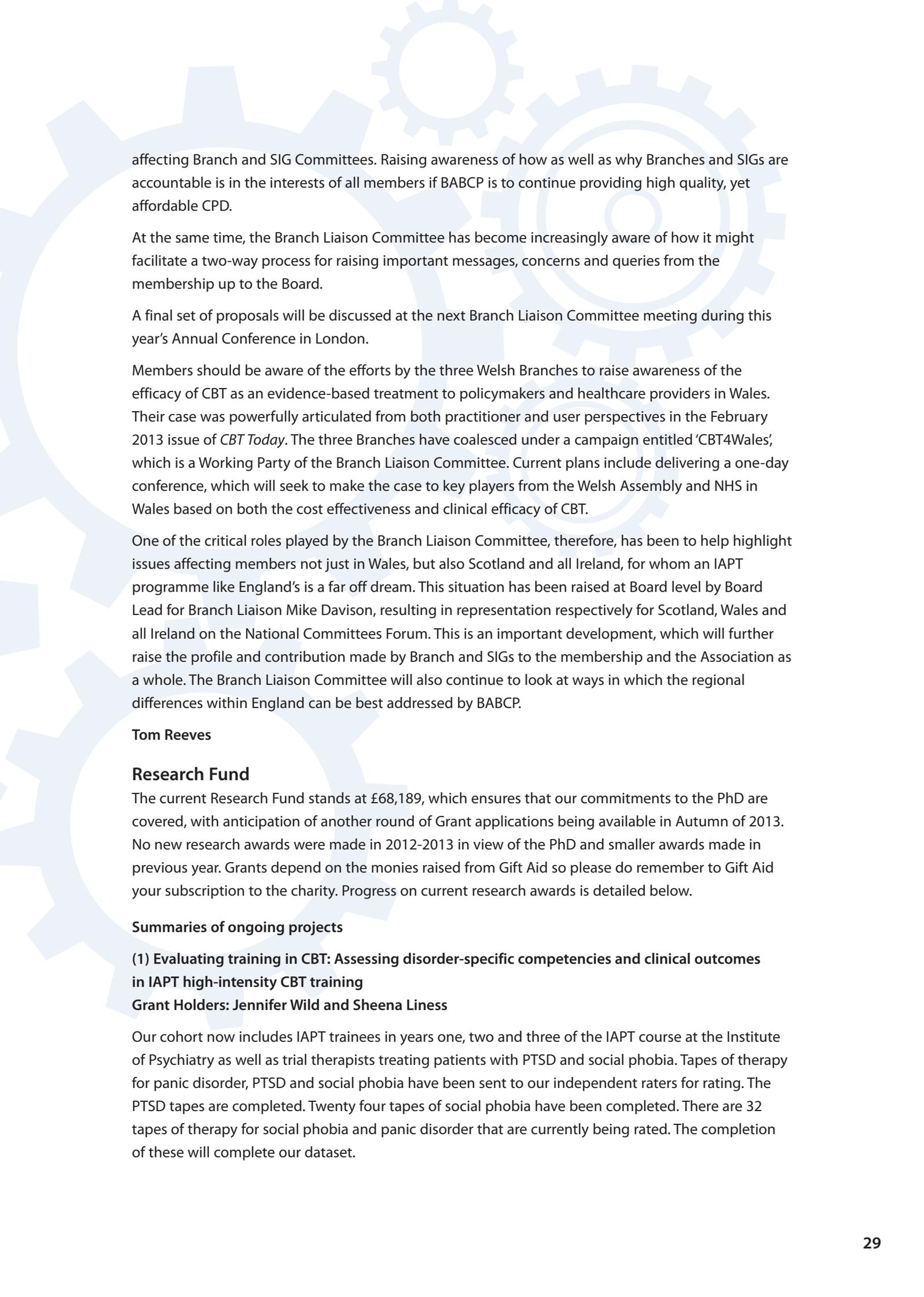
Pamela Myles

Branch Liaison Committee

In recent years, the overarching challenge facing the Branch Liaison Committee has been to reappraise its form and function.

As the membership continues to grow and diversify, so does the number of Branches and Special Interest Groups (SIGs). Of course, this is to be welcomed. However, the size of the Branch Liaison Committee, which contains a representative from each Branch or SIG Committee, is now much larger than that of the National Committees Forum. In turn, this has led to a situation where managing the size also has become an issue. This is naturally having a negative impact on the value of the Branch Liaison Committee to those Branches and SIGs represented on it.

Over the last 12 months, the Branch Liaison Committee has undergone a process of exploring and proposing ways in which the Association can more meaningfully support the thriving Branch and SIG network. One of the needs which has been highlighted is to provide training in governance issues



affecting Branch and SIG Committees. Raising awareness of how as well as why Branches and SIGs are accountable is in the interests of all members if BABCP is to continue providing high quality, yet affordable CPD.

At the same time, the Branch Liaison Committee has become increasingly aware of how it might facilitate a two-way process for raising important messages, concerns and queries from the membership up to the Board.

A final set of proposals will be discussed at the next Branch Liaison Committee meeting during this year's Annual Conference in London.

Members should be aware of the efforts by the three Welsh Branches to raise awareness of the efficacy of CBT as an evidence-based treatment to policymakers and healthcare providers in Wales. Their case was powerfully articulated from both practitioner and user perspectives in the February 2013 issue of *CBT Today*. The three Branches have coalesced under a campaign entitled 'CBT4Wales', which is a Working Party of the Branch Liaison Committee. Current plans include delivering a one-day conference, which will seek to make the case to key players from the Welsh Assembly and NHS in Wales based on both the cost effectiveness and clinical efficacy of CBT.

One of the critical roles played by the Branch Liaison Committee, therefore, has been to help highlight issues affecting members not just in Wales, but also Scotland and all Ireland, for whom an IAPT programme like England's is a far off dream. This situation has been raised at Board level by Board Lead for Branch Liaison Mike Davison, resulting in representation respectively for Scotland, Wales and all Ireland on the National Committees Forum. This is an important development, which will further raise the profile and contribution made by Branch and SIGs to the membership and the Association as a whole. The Branch Liaison Committee will also continue to look at ways in which the regional differences within England can be best addressed by BABCP.

Tom Reeves

Research Fund

The current Research Fund stands at £68,189, which ensures that our commitments to the PhD are covered, with anticipation of another round of Grant applications being available in Autumn of 2013. No new research awards were made in 2012-2013 in view of the PhD and smaller awards made in previous year. Grants depend on the monies raised from Gift Aid so please do remember to Gift Aid your subscription to the charity. Progress on current research awards is detailed below.

Summaries of ongoing projects

(1) Evaluating training in CBT: Assessing disorder-specific competencies and clinical outcomes in IAPT high-intensity CBT training

Grant Holders: Jennifer Wild and Sheena Liness

Our cohort now includes IAPT trainees in years one, two and three of the IAPT course at the Institute of Psychiatry as well as trial therapists treating patients with PTSD and social phobia. Tapes of therapy for panic disorder, PTSD and social phobia have been sent to our independent raters for rating. The PTSD tapes are completed. Twenty four tapes of social phobia have been completed. There are 32 tapes of therapy for social phobia and panic disorder that are currently being rated. The completion of these will complete our dataset.

Our ratings have been delayed because some trainees (due to availability of patients) had late submissions. Also, there have been frequent technical problems our raters have experienced with reading some tapes. Once encrypted, they have become incompatible with our raters' software and unreadable, which has caused delay whilst tapes are being securely returned to us by post, reformatted and again securely re-sent for rating. Finally, we rely on the availability of our raters who work weekend and evening hours to rate our tapes and whilst they are able to schedule periods of time to rate, if there is a technical problem, then this causes delay until their next availability to rate tapes. We would like to complete our dataset by December 2013 and begin analysis and write-up, so that we would be able to submit a full report by June 2014.

**(2) An Investigation of Sudden Gains within CBT for Panic Disorder with or without Agoraphobia
Grant Holders: Dr Rachel Lee, Dr Dean McMillan, Professor Mike Lucock**

The phenomenon of sudden gains in CBT treatments has been widely examined in depression but less studied in anxiety disorder including panic. Sudden gains refer to large, sustained improvements occurring between one session and the next. The aims of the current BABCP-funded project are:

- 1) to establish whether those people with panic disorder who demonstrate sudden gains show greater improvement at post-treatment than those who do not demonstrate sudden gains
- 2) to establish whether within-session cognitive shifts predict subsequent between-session sudden gains, as would be predicted by CBT theory

Recruitment has taken place in IAPT sites in the Yorkshire region and has been slower than expected. The main reason for this is that most people presenting with panic are now provided with a low-intensity intervention, and only those who do not respond to this are stepped up and offered CBT. We have taken a number of steps to increase recruitment.

These include opening up new recruitment sites and arranging with existing sites to extend the recruitment period. We have also benefitted from the support of Paul Salkovskis who has provided an initial treatment workshop followed by a supervision workshop in March 2013.

We have currently recruited 74 people to the study, 48 of whom have commenced therapy and 18 have so far completed treatment. We aim to finish recruiting in September 2013, but will review this and further extend recruitment if necessary to ensure an adequate sample size.

(3) IAPT – Linking Training and Clinical Outcomes. Do we train in vain?

Grant Holder: Pamela Myles

The national Improving Access to Psychological Therapies (IAPT) programme aims to train 6,000 Psychological Wellbeing Practitioners (PWP) and High Intensity Therapists (HITs) to deliver evidence-based Low and High Intensity psychological treatments to patients suffering with depression and anxiety disorders. The studies funded by the 2010 BABCP Research Grant were conducted to ascertain whether the training of PWP and HITs led to improved therapist competence, and to better understand relationships between training and patient outcomes. A secondary objective was to explore the influence of therapist characteristics on training and patient outcome.

Competence was measured through a series of clinical and academic assessments. Clinical skill, measures by Observed Standardised Clinical Examination (OSCE) for PWP and ratings of therapy sessions using the Cognitive Therapy Scale Revised (CTS-R) for HITs improved over the duration of the respective courses. No tests of clinical knowledge improved over training. Training outcome was best

predicted by past performance, trainees achieving higher undergraduate degree grades were more likely to perform well clinically and academically. Demographic variables (age, gender and experience), personality and cognitive ability were largely unrelated to training outcome.

Patient outcome was unrelated to performance on the PWP or HI training programmes, and did not differ according to whether patients were treated during, or after training. However, differences emerged in the outcomes of patients treated by the most and least competent therapists. More patients than expected treated by PWPs in the top quartile of OSCE performance reliably improved and recovered, while the reverse was true of patients treated by the poorest performing PWPs. Similarly, more patients treated by the most competent HI therapists showed a reliable improvement in symptoms of anxiety, and reached recovery than expected. Therapist characteristics were unrelated to patient outcome.

The therapist characteristics study has been submitted for publication, and the patient outcomes study is currently in preparation for submission. Further to dissemination through peer reviewed journals, the relationship between training and patient outcome will be discussed during the 2013 BABCP Conference in a symposium focusing on the transfer of training in IAPT and CBT skills.

(4) Developing and evaluating valid, reliable and cost-effective measures of CBT competence

Grant Holder: Kate Muse

In December 2010 the BABCP awarded a grant of £59,775 to Kate Muse and Freda McManus to carry out a series of studies investigating the measurement of competence in CBT. The grant will fund Kate Muse to complete a DPhil. in Psychiatry at the University of Oxford (2011 – 2014) under the supervision of Dr Freda McManus, a clinical psychologist and clinical research fellow with significant experience of conducting research in the domain of CBT treatment and training.

The accurate and efficient measurement of CBT competence is crucial to the success of the UK's current drive to expand CBT training and service provision, and to the widespread dissemination of CBT into routine clinical practice settings. It is, however, recognised that existing measures of CBT competence have significant limitations. Thus the current body of research aims to further evaluate and refine existing measures of CBT competence and to develop measures with improved validity, reliability and cost effectiveness that can be used in a broader range of situations. The ultimate aim of this research is to provide improved measures of CBT competence that can be used as 'quality control' in the dissemination of CBT.

The project commenced in October 2011 and is now nearing the end of the second year. Progress to date has centred around three key research projects:

1) A systematic review of methods for assessing therapist competence in CBT

A lack of consensus regarding the way in which CBT competence should be assessed has resulted in the utilisation of multiple different assessment methods, many of which have been widely criticised. A systematic literature review was therefore carried out in order to provide an overview and evaluation of current CBT competence assessment methods and to provide recommendations for how CBT therapists' competence can best be assessed in the future. The results of this review will be presented at the BABCP's Annual Conference in July 2013 and have recently been published in an internationally recognised scientific journal which is widely read by CBT practitioners and researchers alike (*Clinical Psychology Review*). Reference: Muse, K., & McManus, F. (2013). A systematic review of

methods for assessing therapist competence in cognitive behavioral therapy. *Clinical Psychology Review*, 33, 484–499.

2) A qualitative exploration of experts' understandings and experiences of conceptualising and assessing competence in cognitive behavioural therapy

In order to offer insight into the way in which CBT competence is defined, measured and evaluated, and to highlight ways in which the assessment of CBT competence could be further improved, a qualitative study was conducted to examine the experiences of 19 CBT experts in assessing CBT competence. Semi-structured interviews were used to explore participants' conceptualisations of CBT competence and their experiences, understandings, and views of assessing the competence of CBT therapists. Interview transcripts were then analysed using Interpretative Phenomenological Analysis in order to identify commonalities and differences in the way CBT competence is currently evaluated. Four super-ordinate themes were identified: (i) the complex and fuzzy concept of CBT competence; (ii) selecting from the toolbox of assessment methods; (iii) who is best placed to assess CBT competence; and (iv) identifying and overcoming assessment biases. Results from this study were presented at the BABCP Annual Conference in 2012 and are currently being submitted for publication in a scientific journal.

3) Developing and evaluating a competence rating scale

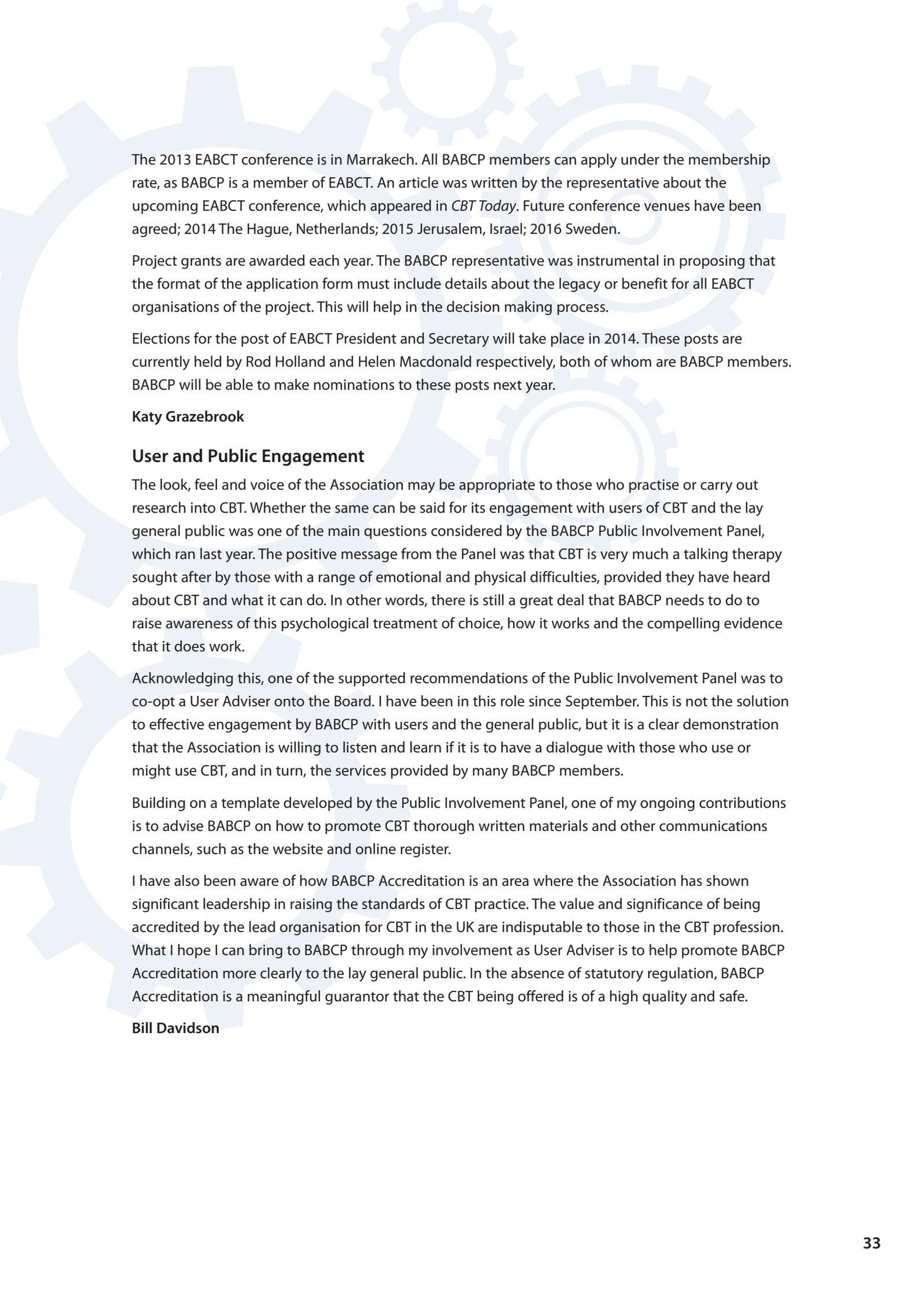
There is a need for improved methods of assessing CBT competence, particularly those which assess whether therapists can demonstrate the skills necessary to effectively deliver CBT. Hence this study focuses on developing a CBT competence rating scale which can be used to measure therapists' performance within observed treatment sessions. It is hoped that this scale will perform two functions. First, it will offer a framework for assessors to provide formative and summative feedback about a therapist's performance. Second, the scale could be used by therapists as a self-assessment measure in order to foster self-reflection and highlight on-going learning needs. The central aim in developing a rating scale is to provide a tool which improves upon currently available measures in terms of validity, reliability and usability. As this method is already widely accepted and used in practice, it is hoped that such a tool could be quickly and easily implemented within a range of clinical contexts. A final version of the scale and rating manual is currently being developed. During the final year of the project the scale will undergo a process of expert review and psychometric analysis and will be updated and revised in light of these findings.

David Veale

European Association for Behavioural & Cognitive Therapies (EABCT)

During the year from July 2012 to June 2013, BABCP were represented by Katy Grazebrook at the EABCT AGM and half annual meeting. The BABCP representative was elected onto the EABCT Accreditation Committee, to serve for three years. The Ukrainian and Turkish Associations' accreditation processes have been accepted as complying with the EABCT accreditation standards and are likely to be awarded EABCT accreditation at the AGM in September 2013.

In June 2013 BABCP submitted an application for our accreditation processes to be awarded the EABCT mark of approval as well, which if accepted will mean that BABCP Accredited Practitioners can apply for an EABCT accreditation certificate.



The 2013 EABCT conference is in Marrakech. All BABCP members can apply under the membership rate, as BABCP is a member of EABCT. An article was written by the representative about the upcoming EABCT conference, which appeared in *CBT Today*. Future conference venues have been agreed; 2014 The Hague, Netherlands; 2015 Jerusalem, Israel; 2016 Sweden.

Project grants are awarded each year. The BABCP representative was instrumental in proposing that the format of the application form must include details about the legacy or benefit for all EABCT organisations of the project. This will help in the decision making process.

Elections for the post of EABCT President and Secretary will take place in 2014. These posts are currently held by Rod Holland and Helen Macdonald respectively, both of whom are BABCP members. BABCP will be able to make nominations to these posts next year.

Katy Grazebrook

User and Public Engagement

The look, feel and voice of the Association may be appropriate to those who practise or carry out research into CBT. Whether the same can be said for its engagement with users of CBT and the lay general public was one of the main questions considered by the BABCP Public Involvement Panel, which ran last year. The positive message from the Panel was that CBT is very much a talking therapy sought after by those with a range of emotional and physical difficulties, provided they have heard about CBT and what it can do. In other words, there is still a great deal that BABCP needs to do to raise awareness of this psychological treatment of choice, how it works and the compelling evidence that it does work.

Acknowledging this, one of the supported recommendations of the Public Involvement Panel was to co-opt a User Adviser onto the Board. I have been in this role since September. This is not the solution to effective engagement by BABCP with users and the general public, but it is a clear demonstration that the Association is willing to listen and learn if it is to have a dialogue with those who use or might use CBT, and in turn, the services provided by many BABCP members.

Building on a template developed by the Public Involvement Panel, one of my ongoing contributions is to advise BABCP on how to promote CBT through written materials and other communications channels, such as the website and online register.

I have also been aware of how BABCP Accreditation is an area where the Association has shown significant leadership in raising the standards of CBT practice. The value and significance of being accredited by the lead organisation for CBT in the UK are indisputable to those in the CBT profession. What I hope I can bring to BABCP through my involvement as User Adviser is to help promote BABCP Accreditation more clearly to the lay general public. In the absence of statutory regulation, BABCP Accreditation is a meaningful guarantor that the CBT being offered is of a high quality and safe.

Bill Davidson

Accounts Overview

The year to 30 April 2013 has realised a surplus of £29,463 compared with the previous year's shortfall of £50,283. The surplus comprises a figure of £19,889 as net operational gains, and a further £9,574 as a result of the revaluation of our investments. The Trustees had set a budget for 2012/13 which predicted an overall surplus for the year of around £30,000, which has been achieved.

This year has seen the total incoming resources for the Association rising to £1.228 million from £1.147 million in 2011/12.

Some observations of income/expenditure compared with 2011/12 are made here. Staff costs have increased by 9% (compared with 12% last year) due to further increases in the numbers of staff employed, some re-grading of existing staff and annual pay increases. However, due to continuing increased efficiencies, and despite an increase in numbers, this represents a proportion of turnover of 44% which is only up by 1% on last year. Professional fees (within charitable expenditure) have increased to £133,959 from £132,003 last year. This reflects the contracting of external accreditors and the increase in accreditation activity, but demonstrates a level of consistency. Rent has increased to £49,793 from £40,741 last year due to the necessity to rent further office space part way through 2011/12.

Overall advertising income (including flyers and inserts) has increased again and was 3.61% higher than last year. The small increase in subscriptions and an increase in numbers of members has meant that the total income from subscriptions increased by 12.97% (from 6.8% last year).

Membership Subscriptions 2013/2014

Current economic conditions and a predicted increase in costs such as printing, travel and subsistence mean that the Trustees have been cautious in producing the budget for next year. They have also considered the fact that we must ensure that our level of Reserves is maintained at a level to satisfy the Charity Commissioners' recommendations.

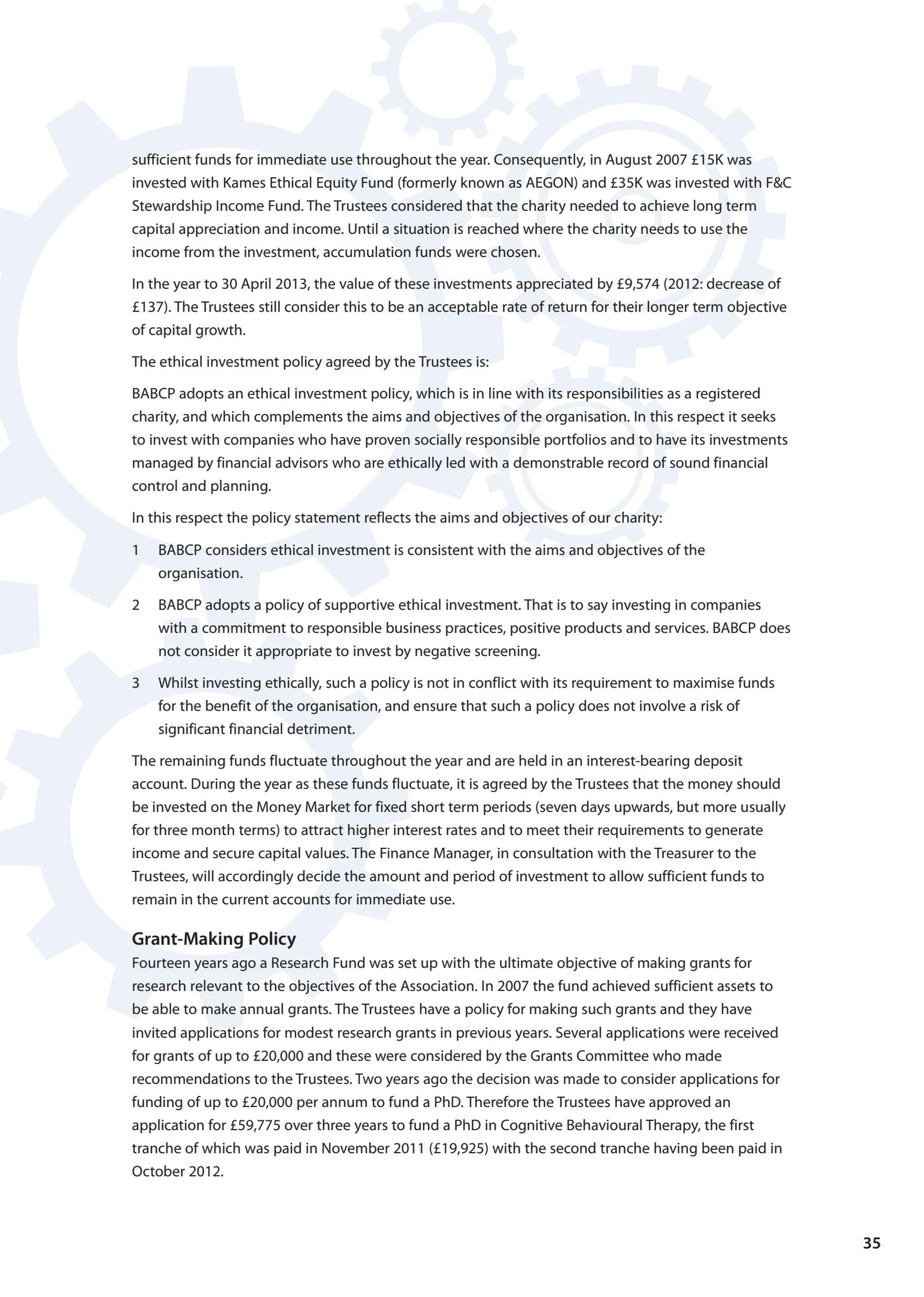
In addition, a recent analysis of the costs of servicing the needs of the Membership has revealed that each Member actually costs the Association £24.07 after taking into account the subscriptions paid. This is, however, offset to some degree by other areas of activity which produce a surplus (eg. Conferences, Website listings, Gift Aid, etc.), but still results in a shortfall of £5.44 per Member. Clearly, continuing in this vein would have serious long term implications for BABCP. This has identified the need to increase membership subscriptions. However this has been kept to an absolute minimum given the tight financial situation many members are currently in. It is proposed by the trustees at the Annual General Meeting, to increase all classes of membership subscription by £5, or 44p per month if paid on instalments. The standard full membership fee will therefore increase to £66 (if paid by direct debit).

It has also been decided that the reduced rate will no longer be offered on monthly instalments as a result of the administrative time taken and the costs of claiming Direct Debits via BACS.

These will take effect from 1 October 2013. It is still considered that membership is extremely good value for money and subscriptions are substantially lower than in most comparable organisations.

Investments Selection Policy

In earlier years, after taking financial advice and in accordance with Article 24(a) of the Articles of Association, the Trustees considered that £50,000 could be invested in the longer term, leaving



sufficient funds for immediate use throughout the year. Consequently, in August 2007 £15K was invested with Kames Ethical Equity Fund (formerly known as AEGON) and £35K was invested with F&C Stewardship Income Fund. The Trustees considered that the charity needed to achieve long term capital appreciation and income. Until a situation is reached where the charity needs to use the income from the investment, accumulation funds were chosen.

In the year to 30 April 2013, the value of these investments appreciated by £9,574 (2012: decrease of £137). The Trustees still consider this to be an acceptable rate of return for their longer term objective of capital growth.

The ethical investment policy agreed by the Trustees is:

BABCP adopts an ethical investment policy, which is in line with its responsibilities as a registered charity, and which complements the aims and objectives of the organisation. In this respect it seeks to invest with companies who have proven socially responsible portfolios and to have its investments managed by financial advisors who are ethically led with a demonstrable record of sound financial control and planning.

In this respect the policy statement reflects the aims and objectives of our charity:

- 1 BABCP considers ethical investment is consistent with the aims and objectives of the organisation.
- 2 BABCP adopts a policy of supportive ethical investment. That is to say investing in companies with a commitment to responsible business practices, positive products and services. BABCP does not consider it appropriate to invest by negative screening.
- 3 Whilst investing ethically, such a policy is not in conflict with its requirement to maximise funds for the benefit of the organisation, and ensure that such a policy does not involve a risk of significant financial detriment.

The remaining funds fluctuate throughout the year and are held in an interest-bearing deposit account. During the year as these funds fluctuate, it is agreed by the Trustees that the money should be invested on the Money Market for fixed short term periods (seven days upwards, but more usually for three month terms) to attract higher interest rates and to meet their requirements to generate income and secure capital values. The Finance Manager, in consultation with the Treasurer to the Trustees, will accordingly decide the amount and period of investment to allow sufficient funds to remain in the current accounts for immediate use.

Grant-Making Policy

Fourteen years ago a Research Fund was set up with the ultimate objective of making grants for research relevant to the objectives of the Association. In 2007 the fund achieved sufficient assets to be able to make annual grants. The Trustees have a policy for making such grants and they have invited applications for modest research grants in previous years. Several applications were received for grants of up to £20,000 and these were considered by the Grants Committee who made recommendations to the Trustees. Two years ago the decision was made to consider applications for funding of up to £20,000 per annum to fund a PhD. Therefore the Trustees have approved an application for £59,775 over three years to fund a PhD in Cognitive Behavioural Therapy, the first tranche of which was paid in November 2011 (£19,925) with the second tranche having been paid in October 2012.

Reserves

The Trustees have reviewed the level of free reserves, which are unrestricted funds not invested in fixed assets held by the charity, and they are satisfied that the level of reserves is adequate.

At the last day of the financial year, the amount of reserves was £381,582 (2012: £352,119) of which designated funds were £349,721 (2012: £313,317). It should be remembered that designated funds are still unrestricted funds.

Funding

The Trustee Directors are satisfied that the charity's assets are adequate to fulfil its obligations.

The main source of funding continues to be annual subscriptions from members for their membership and accreditation. Membership subscriptions can always be increased to meet the costs of any additional services to members but the Trustees have to consider carefully what level of subscription members will accept without withdrawing from membership. The charity has maintained a 93% renewal rate or better for very many years and at this level, there have always been more new members joining each year than required to maintain the membership level.

Accreditation fees and subscriptions cover the cost of providing accreditation services. The Trustees regularly review these costs and adjust the fees accordingly. Gift Aid also provides an increasing source of income as more members join the scheme enabling the charity to recover an additional 28% of membership subscriptions from HM Revenue and Customs. However, all Gift Aid income goes to the Research Fund which is a designated fund. Selling of advertising through the Association media is a continuing source of revenue and the Trustees are seeking to increase this through special advertising supplements and advertising through the internet.

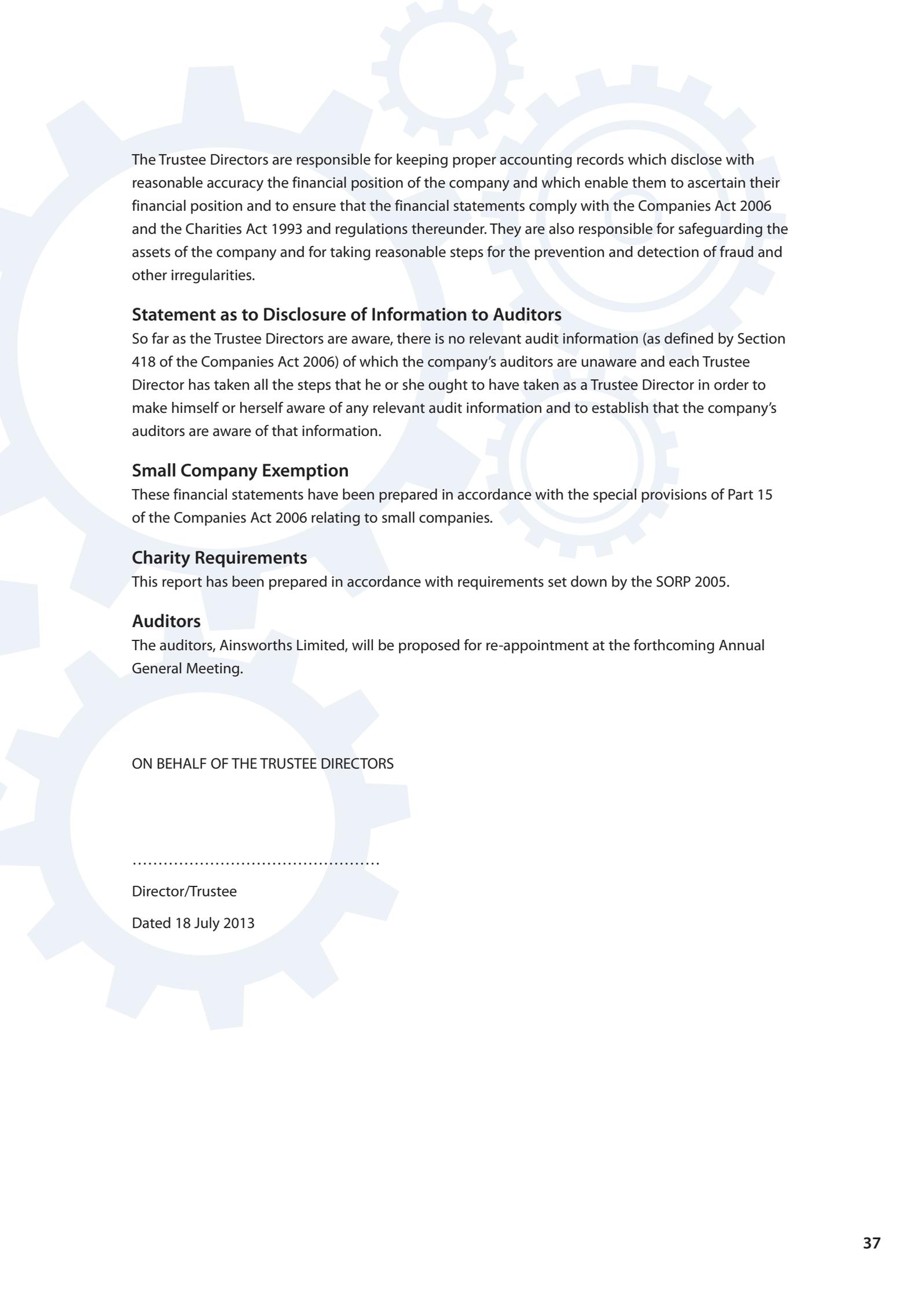
Risk Assessment

The Trustee Directors have assessed the major risks to which the charity is exposed, in particular those related to the operational finances of the charity, and are satisfied that systems are in place to mitigate the charity's exposure to major risks. The Trustees have embarked on a thorough risk assessment of all aspects of the charity's activities and implementation of risk management strategies.

Statement of Trustee Directors' Responsibilities

Company law requires the Trustee Directors to prepare financial statements for each financial year which give a true and fair view of the financial position of the company during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustee Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- 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
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation



The Trustee Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the company and which enable them to ascertain their financial position and to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 1993 and regulations thereunder. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

So far as the Trustee Directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company’s auditors are unaware and each Trustee Director has taken all the steps that he or she ought to have taken as a Trustee Director in order to make himself or herself aware of any relevant audit information and to establish that the company’s auditors are aware of that information.

Small Company Exemption

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Charity Requirements

This report has been prepared in accordance with requirements set down by the SORP 2005.

Auditors

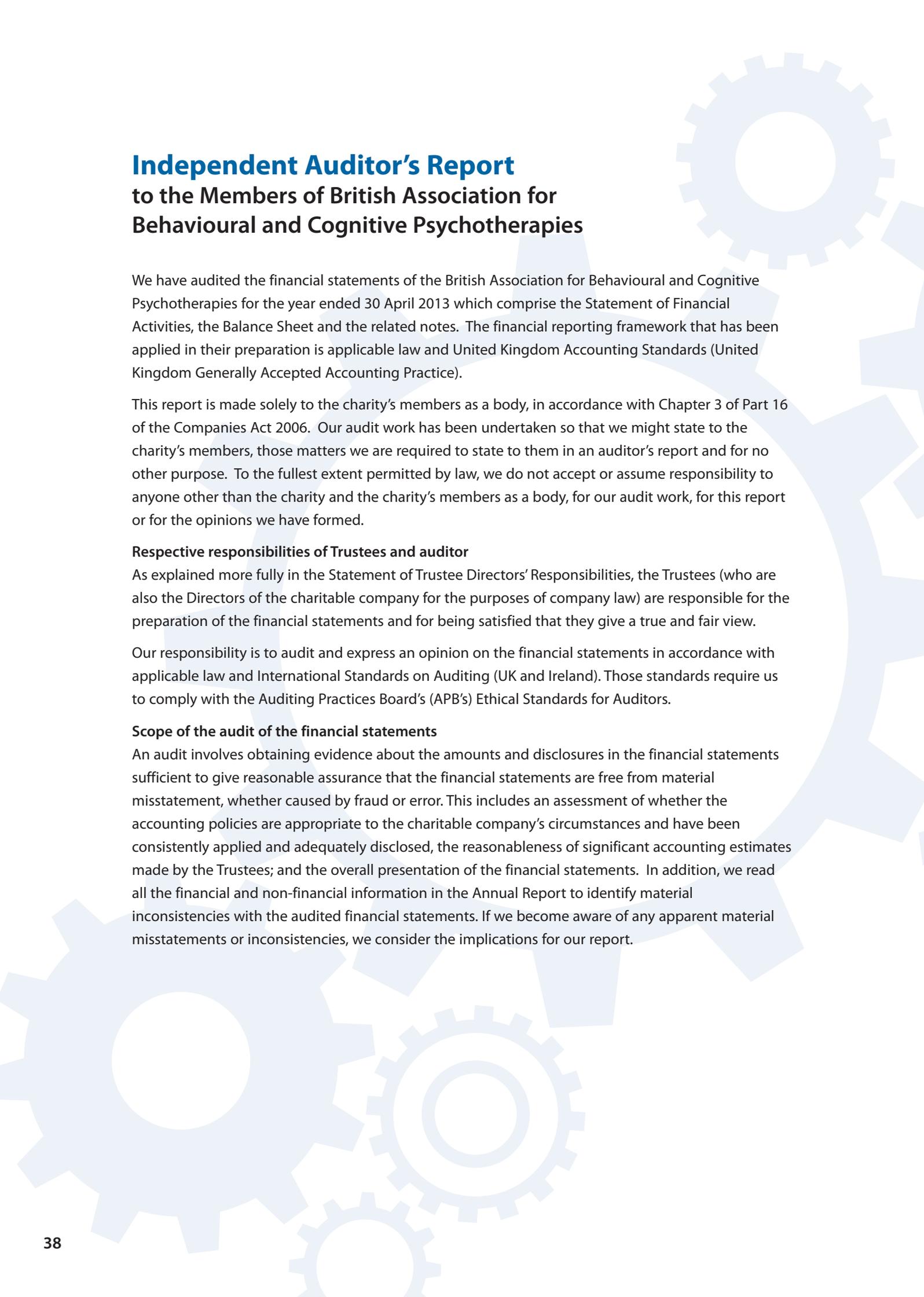
The auditors, Ainsworths Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE TRUSTEE DIRECTORS

.....

Director/Trustee

Dated 18 July 2013



Independent Auditor's Report to the Members of British Association for Behavioural and Cognitive Psychotherapies

We have audited the financial statements of the British Association for Behavioural and Cognitive Psychotherapies for the year ended 30 April 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's 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 charity and the charity's members as a body, for our audit work, for this report or for the opinions we have formed.

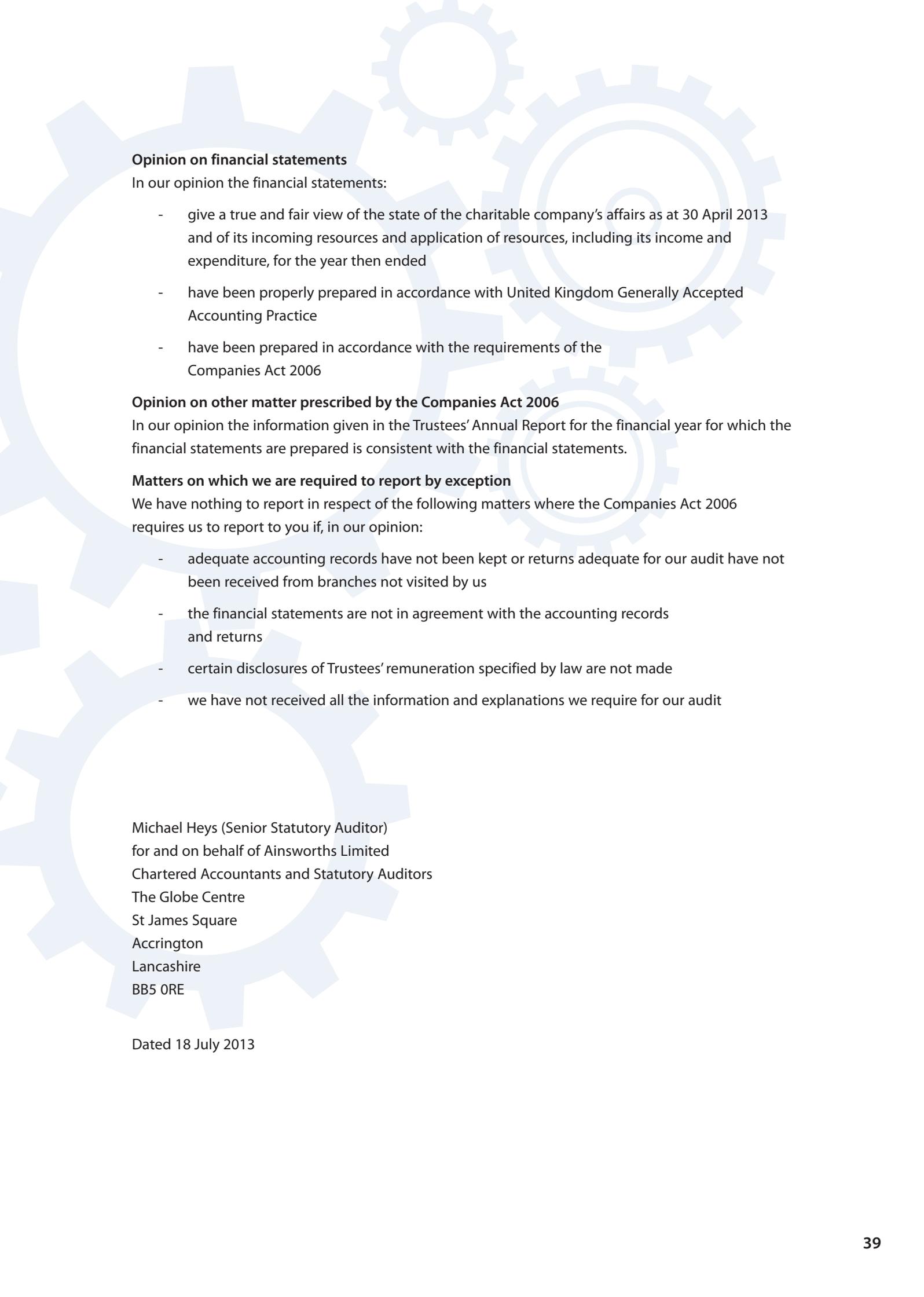
Respective responsibilities of Trustees and auditor

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

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 (APB'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 Annual Report to identify material inconsistencies with the audited financial statements. 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 30 April 2013 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
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

In our opinion 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us
- the financial statements are not in agreement with the accounting records and returns
- certain disclosures of Trustees' remuneration specified by law are not made
- we have not received all the information and explanations we require for our audit

Michael Heys (Senior Statutory Auditor)
for and on behalf of Ainsworths Limited
Chartered Accountants and Statutory Auditors
The Globe Centre
St James Square
Accrington
Lancashire
BB5 0RE

Dated 18 July 2013

Statement of Financial Activities (incorporating the income and expenditure account) for the year ended 30 April 2013

| | Notes | 2013 £ | 2012 £ |
|--|-------|------------------|------------------|
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds: | | | |
| Activities for generating funds | 2 | 125,256 | 120,920 |
| Investment income | | 1,516 | 2,362 |
| Sub total incoming resources from generated funds | | <u>126,772</u> | <u>123,282</u> |
| Incoming resources from charitable activities: | | | |
| Membership subscriptions | | 549,414 | 486,304 |
| Accreditations | | 287,980 | 261,562 |
| Branch events and workshop bookings | | 199,876 | 195,563 |
| Other income from charitable activities | 3 | 59,949 | 76,072 |
| Sub total incoming resources from charitable activities | | <u>1,097,219</u> | <u>1,019,501</u> |
| Other incoming resources | | 4,158 | 4,405 |
| TOTAL INCOMING RESOURCES | | <u>1,228,149</u> | <u>1,147,188</u> |
| RESOURCES EXPENDED | | | |
| Costs of generating funds | 4 | 65,917 | 68,664 |
| Charitable activities | 5 | 1,131,099 | 1,117,262 |
| Governance costs | 4 | 11,244 | 11,408 |
| TOTAL RESOURCES EXPENDED | | <u>1,208,260</u> | <u>1,197,334</u> |
| NET (EXPENDITURE)/INCOME FOR THE YEAR | 6 | 19,889 | (50,146) |
| OTHER RECOGNISED GAINS/LOSSES | | | |
| Unrealised (loss)/gain on revaluation of investment assets | | 9,574 | (137) |
| NET MOVEMENT IN FUNDS | | <u>29,463</u> | <u>(50,283)</u> |
| Total funds brought forward | | 352,119 | 402,402 |
| TOTAL FUNDS CARRIED FORWARD | | <u>381,582</u> | <u>352,119</u> |

All the income and expenditure in the year are of unrestricted funds.

There are no acquisitions or discontinued operations in the year. All of the charity's activities are classed as continuing.

There are no other recognised gains or losses other than those shown in the Statement of Financial Activities.

Balance Sheet as at 30 April 2013

| | Note | 2013 | | 2012 | |
|--|------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Intangible fixed assets | 9 | | 16,072 | | 27,572 |
| Tangible fixed assets | 10 | | 9,379 | | 11,330 |
| Investments | 11 | | 55,983 | | 46,409 |
| | | | <u>81,434</u> | | <u>85,311</u> |
| CURRENT ASSETS | | | | | |
| Debtors and prepayments | 12 | 166,479 | | 174,603 | |
| Cash at bank and in hand | | 273,058 | | 219,874 | |
| | | <u>439,537</u> | | <u>394,477</u> | |
| CREDITORS | | | | | |
| Amounts falling due within one year | 13 | <u>139,389</u> | | <u>107,744</u> | |
| NET CURRENT ASSETS | | | <u>300,148</u> | | <u>286,733</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | <u>381,582</u> | | <u>372,044</u> |
| CREDITORS | | | | | |
| Amounts falling due after more than one year | 14 | | - | | (19,925) |
| NET ASSETS | | | <u>381,582</u> | | <u>352,119</u> |
| THE FUNDS OF THE CHARITY | | | | | |
| Unrestricted income funds: | | | | | |
| Designated | 15 | | 349,721 | | 313,317 |
| General | 16 | | 31,861 | | 38,802 |
| TOTAL CHARITY FUNDS | 16 | | <u>381,582</u> | | <u>352,119</u> |

These accounts were prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 18 July 2013.

Signed on behalf of the Board of Trustees

.....
Director/Trustee

The notes on pages 42 to 51 form part of these accounts

Notes to the Financial Statements

for the year ended 30 April 2013

1 ACCOUNTING POLICIES

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008) and follow the recommendation in the Statement of Recommended Practice: Accounting by Charities (SORP) 2005.

(b) Cash flow statement

The Trustee Directors have taken advantage of the exemption in Financial Reporting Standard No 1 (Revised) from including a cash flow statement on the grounds that the charity is a small company as defined in Section 382 of the Companies Act 2006.

(c) Incoming resources

Membership subscriptions and accreditations are recognised in full in the period in which they are received. All other income is recognised on an accruals basis, with income relating to events after the year end being deferred.

(d) Resources expended

Expenditure is classified under the principal categories set out in the Statement of Recommended Practice.

Costs of charitable activities are those directly associated with achieving the charity's goals. Governance costs are those incurred in connection with the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

Resources expended are recognised on an accruals basis.

(e) Branch transactions

Branch transactions are included in full in the financial statements.

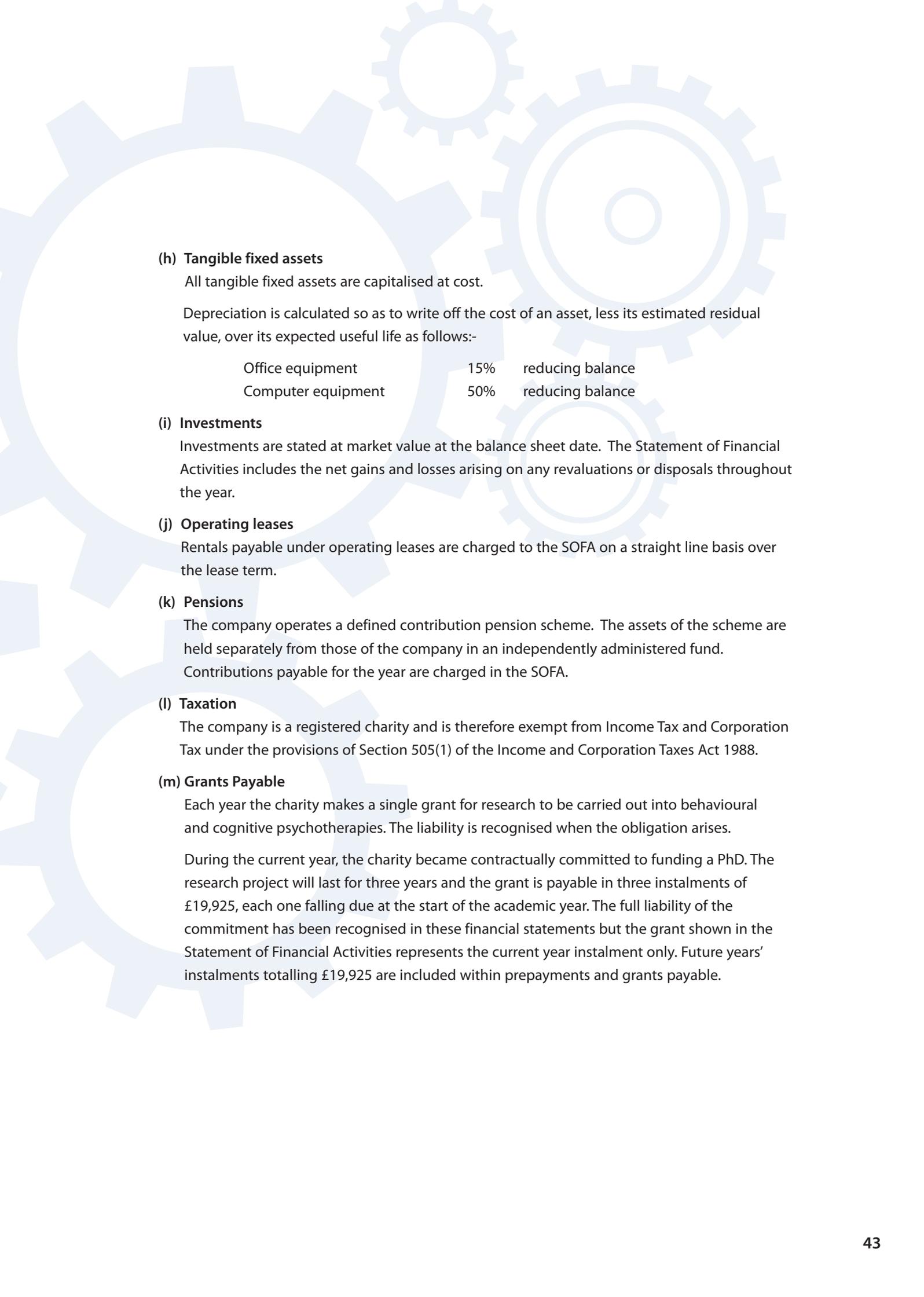
(f) Fund accounting

Unrestricted funds are subscriptions and other incoming resources received or generated for expenditure on the general objectives of the charity.

Designated funds are unrestricted funds which have been designated for specific purposes by the Trustees.

(g) Intangible fixed assets

Intangible fixed assets represent expenditure developing the website which is to be written off over its estimated useful life of three years.



(h) Tangible fixed assets

All tangible fixed assets are capitalised at cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over its expected useful life as follows:-

| | | |
|--------------------|-----|------------------|
| Office equipment | 15% | reducing balance |
| Computer equipment | 50% | reducing balance |

(i) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on any revaluations or disposals throughout the year.

(j) Operating leases

Rentals payable under operating leases are charged to the SOFA on a straight line basis over the lease term.

(k) Pensions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions payable for the year are charged in the SOFA.

(l) Taxation

The company is a registered charity and is therefore exempt from Income Tax and Corporation Tax under the provisions of Section 505(1) of the Income and Corporation Taxes Act 1988.

(m) Grants Payable

Each year the charity makes a single grant for research to be carried out into behavioural and cognitive psychotherapies. The liability is recognised when the obligation arises.

During the current year, the charity became contractually committed to funding a PhD. The research project will last for three years and the grant is payable in three instalments of £19,925, each one falling due at the start of the academic year. The full liability of the commitment has been recognised in these financial statements but the grant shown in the Statement of Financial Activities represents the current year instalment only. Future years' instalments totalling £19,925 are included within prepayments and grants payable.

2 ACTIVITIES FOR GENERATING FUNDS

| | 2013 | 2012 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| Advertising, flyers and inserts | 116,671 | 112,601 |
| Address labels | 7,832 | 7,294 |
| Professional services rendered | 753 | 1,025 |
| | <u>125,256</u> | <u>120,920</u> |

3 OTHER INCOME FROM CHARITABLE ACTIVITIES

| | 2013 | 2012 |
|--|---------------|---------------|
| | £ | £ |
| Journals | 1,425 | 266 |
| Gift Aid | 24,586 | 23,734 |
| National Conference & Workshop event surplus | 25,262 | 42,668 |
| Branch event administration fees | 8,676 | 9,404 |
| | <u>59,949</u> | <u>76,072</u> |

4 ALLOCATION OF SUPPORT COSTS

The Association allocates its support costs on a basis consistent with the use of resources, as shown in the table below.

| | Cost of generating funds | Charitable activities | Governance costs | 2013 TOTAL | 2012 TOTAL |
|--|-----------------------------|--------------------------|---------------------|-----------------------|---------------|
| | £ | £ | £ | £ | £ |
| Travel, accommodation and subsistence | - | 120,008 | 4,955 | 124,963 | 110,249 |
| Printing and publishing | 25,484 | 76,450 | - | 101,934 | 131,365 |
| Hire charges | 113 | 2,142 | - | 2,255 | 2,949 |
| Staff costs | 27,237 | 517,493 | - | 544,730 | 499,571 |
| Stationery | 242 | 4,600 | - | 4,842 | 11,584 |
| Postage and distribution | 1,906 | 36,213 | - | 38,119 | 28,731 |
| Rent | 2,490 | 47,303 | - | 49,793 | 40,741 |
| Insurance | 180 | 3,429 | - | 3,609 | 1,360 |
| Audit fees | - | - | 4,375 | 4,375 | 4,275 |
| Accountancy services | - | - | 1,914 | 1,914 | 1,897 |
| Repairs and renewals | 47 | 896 | - | 943 | 5,171 |
| Software/computer supplies | 1,077 | 20,462 | - | 21,539 | 26,559 |
| Telephone | 610 | 11,588 | - | 12,198 | 13,124 |
| Bank charges | 547 | 4,923 | - | 5,470 | 4,196 |
| Amortisation of website costs | 5,750 | 5,750 | - | 11,500 | 7,358 |
| Depreciation | 223 | 4,243 | - | 4,466 | 4,659 |
| Loss on disposal | 11 | 211 | - | 222 | - |
| TOTAL SUPPORT COSTS | 65,917 | 855,711 | 11,244 | 932,872 | 893,789 |

5 ANALYSIS OF CHARITABLE EXPENDITURE

| | 2013 | 2012 |
|----------------------------|------------------|------------------|
| | £ | £ |
| Grants payable (see below) | 19,925 | 19,925 |
| Event costs | 116,641 | 148,680 |
| Publicity | 3,061 | - |
| Professional fees | 133,959 | 132,003 |
| Support costs (see note 4) | 855,711 | 813,717 |
| Sundry expenses | 1,802 | 2,937 |
| | <u>1,131,099</u> | <u>1,117,262</u> |

The grant of £19,925 was paid to the University of Oxford from the designated Research fund to sponsor Kate Muse's PhD research into 'Developing and evaluating valid, reliable and cost-effective measures of CBT competence'. This grant represents the second instalment of three.

6 NET EXPENDITURE/INCOME FOR THE YEAR

The net expenditure/income for the year is stated after charging:

| | 2013 | 2012 |
|---|---------------|---------------|
| | £ | £ |
| Auditors' remuneration: | | |
| Audit services | 4,375 | 4,275 |
| Non-audit services | 1,914 | 1,897 |
| Amortisation of website costs | 11,500 | 7,358 |
| Depreciation of owned tangible assets | 4,765 | 4,659 |
| Loss on disposal of owned tangible assets | - | - |
| Pension costs | 35,190 | 16,303 |
| | <u>54,744</u> | <u>34,592</u> |

7 STAFF COSTS

Staff costs during the year were as follows:-

| | 2013 | 2012 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 467,607 | 440,882 |
| Social security costs | 41,933 | 42,386 |
| Pension costs | 35,190 | 16,303 |
| | <u>544,730</u> | <u>499,571</u> |

The average number of staff employed by the charity (including Trustee Directors) during the year was:

| | 2013 | 2012 |
|----------------------------------|-----------|-----------|
| Trustee directors | 10 | 10 |
| Provision of charitable services | 18 | 18 |
| | <u>28</u> | <u>28</u> |

No employee earned £60,000 per annum or more in this or the preceding year.

8 TRUSTEE DIRECTORS AND CONNECTED PERSONS

No Trustee Director received any remuneration in the year, directly or indirectly, from the charitable company.

The charity reimbursed travel expenses incurred by 10 (2012: 10) Trustee Directors during the year amounting to £4,955 (2012: £5,236).

9 INTANGIBLE FIXED ASSETS

| | Website and portal costs |
|--|--------------------------|
| Cost: | £ |
| At 1 May 2012 | 36,151 |
| Additions | - |
| At 30 April 2013 | 36,151 |
| Depreciation: | |
| At 1 May 2012 | 8,579 |
| Charge for the year | 11,500 |
| At 30 April 2013 | 20,079 |
| Net book value at 30 April 2013 | 16,072 |
| Net book value at 30 April 2012 | 27,572 |

10 TANGIBLE FIXED ASSETS

| | Office equipment | Computer equipment | TOTAL |
|--|------------------|--------------------|---------------|
| | £ | £ | £ |
| Cost: | | | |
| At 1 May 2012 | 7,598 | 24,365 | 31,963 |
| Additions | 173 | 2,940 | 3,113 |
| Disposals | - | (683) | (683) |
| At 30 April 2013 | 7,771 | 26,622 | 34,393 |
| Depreciation: | | | |
| At 1 May 2012 | 2,735 | 17,898 | 20,633 |
| Charge for the year | 752 | 3,714 | 4,466 |
| Eliminated on disposals | - | (85) | (85) |
| At 30 April 2013 | 3,487 | 21,527 | 25,014 |
| Net book value at 30 April 2013 | 4,284 | 5,095 | 9,379 |
| Net book value at 30 April 2012 | 4,863 | 6,467 | 11,330 |

| 11 INVESTMENTS | 2013 | 2012 |
|--|---------------|-------------|
| | £ | £ |
| Valuation brought forward at 1 May 2012 | 46,409 | 46,546 |
| Net gain/loss on revaluation | 9,574 | (137) |
| Valuation carried forward at 30 April 2013 | 55,983 | 46,409 |

The investment is in a UK open ended investment company, held to provide an investment return for the charity.

| 12 DEBTORS | 2013 | 2012 |
|--------------------------------|----------------|-------------|
| | £ | £ |
| Trade debtors | 94,790 | 92,546 |
| Other debtors | 9,611 | 1,996 |
| Prepayments and accrued income | 62,078 | 80,061 |
| | 166,479 | 174,603 |

| 13 CREDITORS | 2013 | 2012 |
|--|----------------|-------------|
| Amounts falling due within one year | £ | £ |
| Trade creditors | 71,525 | 20,181 |
| Accruals | 17,494 | 43,036 |
| Deferred income | 18,238 | 11,632 |
| Social security and other taxes | 12,119 | 12,851 |
| Other creditors | 88 | 119 |
| Grants payable | 19,925 | 19,925 |
| | 139,389 | 107,744 |

The movement in deferred income is analysed as follows:

| | 2013 | 2012 |
|---|-----------------|-------------|
| | £ | £ |
| Deferred income brought forward | 11,632 | 14,610 |
| Income recognised this year | (11,632) | (14,610) |
| Income received this year deferred to later years | 18,238 | 11,632 |
| Deferred income carried forward | 18,238 | 11,632 |

The income deferred relates to branch events and workshops invoiced but were yet to take place at the year end.

14 CREDITORS

Amounts falling due after one year

| | 2013 | 2012 |
|----------------|----------|---------------|
| | £ | £ |
| Grants payable | - | 19,925 |
| | <u>-</u> | <u>19,925</u> |

15 DESIGNATED FUNDS

| | Research funds | Branch funds | TOTAL |
|--------------------|----------------|----------------|----------------|
| | £ | £ | £ |
| At 1 May 2012 | 81,395 | 231,922 | 313,317 |
| Incoming resources | 31,387 | 148,174 | 179,561 |
| Resources expended | (20,007) | (123,150) | (143,157) |
| At 30 April 2013 | <u>92,775</u> | <u>256,946</u> | <u>349,721</u> |

Name of fund

Description, nature and purposes of the funds

Research funds

For the provision of grants to third parties to carry out research relevant to the objectives of the Association.

Branch funds

This represents the surplus of income over expenditure arising from branch events held.

16 UNRESTRICTED FUNDS

| | Designated funds | General funds | TOTAL |
|--|------------------|---------------|----------------|
| | £ | £ | £ |
| Funds at 1 May 2012 | 313,317 | 38,802 | 352,119 |
| Incoming resources | 179,561 | 1,048,588 | 1,228,149 |
| Resources expended | (143,157) | (1,065,103) | (1,208,260) |
| Gain on revaluation of investment assets | - | 9,574 | 9,574 |
| Funds at 30 April 2013 | <u>349,721</u> | <u>31,861</u> | <u>381,582</u> |

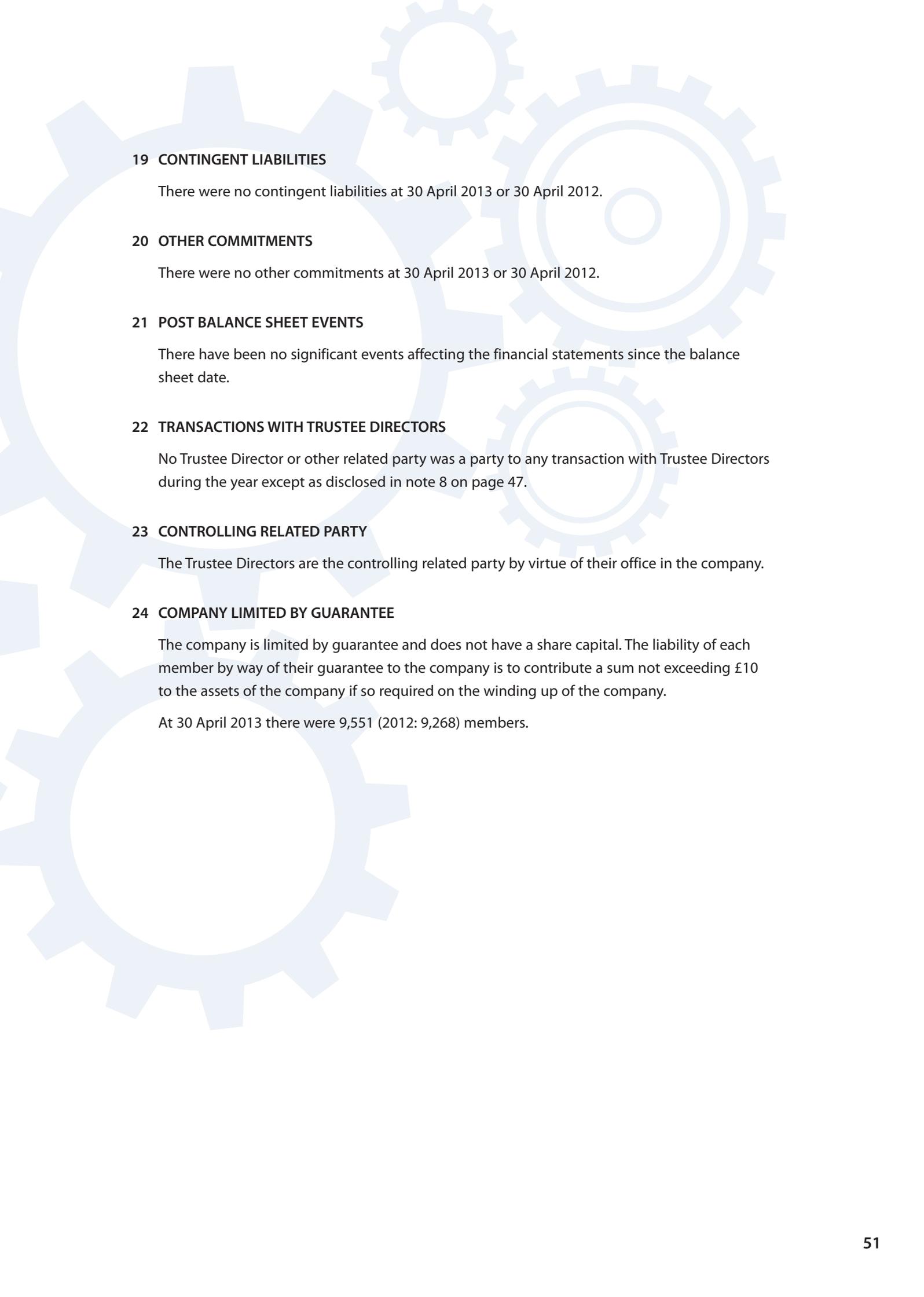
17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Designated funds | General funds | TOTAL |
|---------------------------------------|---------------------|------------------|----------------|
| | £ | £ | £ |
| Fixed assets | 857 | 80,577 | 81,434 |
| Current assets | 387,027 | 52,510 | 439,537 |
| Creditors falling due within one year | (38,163) | (101,226) | (139,389) |
| | <u>349,721</u> | <u>31,861</u> | <u>381,582</u> |

18 OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

| | 2013 | | 2012 | |
|----------------------------|-----------------------|---------------|-----------------------|---------------|
| | Land and buildings | Other | Land and buildings | Other |
| | £ | £ | £ | £ |
| Expiring: | | | | |
| Within one year | - | - | 38,504 | - |
| Between two and five years | 38,504 | 11,832 | - | 11,382 |
| | <u>38,504</u> | <u>11,832</u> | <u>38,504</u> | <u>11,382</u> |



19 CONTINGENT LIABILITIES

There were no contingent liabilities at 30 April 2013 or 30 April 2012.

20 OTHER COMMITMENTS

There were no other commitments at 30 April 2013 or 30 April 2012.

21 POST BALANCE SHEET EVENTS

There have been no significant events affecting the financial statements since the balance sheet date.

22 TRANSACTIONS WITH TRUSTEE DIRECTORS

No Trustee Director or other related party was a party to any transaction with Trustee Directors during the year except as disclosed in note 8 on page 47.

23 CONTROLLING RELATED PARTY

The Trustee Directors are the controlling related party by virtue of their office in the company.

24 COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. The liability of each member by way of their guarantee to the company is to contribute a sum not exceeding £10 to the assets of the company if so required on the winding up of the company.

At 30 April 2013 there were 9,551 (2012: 9,268) members.

Notes





Notes



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