**Annual General Meeting**
University of Manchester
Thursday 27 July 2017 at 12.45pm

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Letter from the BABCP President

Welcome to Manchester!

BABCP aims to promote CBT. It has been very effective at that. However, with growth comes new challenges. BABCP has always been about equipping members – and also depends on those members to volunteer to help the charity deliver its work. The Board, sub-committees and local branches only work because members give up time and energy to an organisation they see as worth supporting. Despite ever-increasing difficulties in having available time BABCP has become one of the most successful psychotherapy organisations. That is not possible without those members who have helped our organisation in all sorts of ways. Also, crucially all the BABCP staff led by Ross White – one of the most able team leaders I’ve worked with.

Here are some of the changes made – and issues we are still considering:

1 **Computer systems** – Recently launched we aim to have an ever-improving online portal allowing us to deliver quality support for members. I write this pre-launch so if it’s going great at conference - fantastic. If not - then we will get it fixed! The aim is to allow members to manage their membership online. This is the first main IT update that has been delivered after several failed (and expensive) previous attempts - credit to Ross and the office staff for testing and retesting the programming and to our programmers.

2 **Accreditation and Re-accreditation** - Now more than 50% of our 11,000 members are accredited. Accreditation offers a clear statement about training, commitment to CPD and the presence of ongoing supervision. It is respected as a quality mark that is widely recognised. We have strengthened the quality of re-accreditation this year – moving to a yearly cycle and introducing for the first-time the auditing of a significant number of members to confirm supervisor, CPD and other activities. No changes have occurred in terms of hours or types of CPD. At the same time an emphasis has moved to supervision that is appropriate to clinical practice and a more straightforward declaration process of conformity.

3 **The Complaints Procedures Governing Members** - These have been reviewed and changes being brought for consultation and to the AGM. These procedures are important in helping maintain standards among the membership and, in the absence of statutory regulation, helping strategically support the aims of BABCP. However, it is important we run this service in an effective and efficient way and to address BABCP’s critical stakeholders.

4 **Providing value** - For the first time in some time, last year, we didn’t increase the membership fee. In line with comments at last year’s AGM, it is proposed to increase membership subscriptions by 1.35%, which is less than inflation. This will be applied to all subscription rates.

5 **Our core team has been strengthened** with the appointment of a Senior Clinical Advisor, Lucy Maddox, a first for the organisation and the new Branch and Member Liaison Manager, Michelle Livesey - where we envisage this appointment will build ever closer relationships with branches and SIGs.
Issues for more work going forward next year:

1 **Statutory regulation** - In Ireland the Minister for Health, Simon Harris, has recently committed to regulating (protecting) the titles of psychotherapy and counselling. The Irish branch, IABCP, has offered to help support and inform this process from a CBT perspective. It will be important that CBT representation helps inform the relevant sub-committees that will deliver this. What are the impacts for regulation of low intensity work? Will this be included, or restricted? There are many questions. Also, what are the implications in the UK? Will we aim to support statutory regulation in the UK?

Although our own accreditation is working well, it still doesn't prevent anyone advertising to sell CBT services, counselling or any psychotherapy approach at all. This could be potentially damaging to the public with the delivery of therapy by under-trained, unsupervised people who may not also carry insurance. My personal view is that we should advocate statutory psychotherapy regulation as a wider good in the delivery of CBT and other talking therapies. However, if we did we may lose a percentage of members who have joined BABCP mainly for accreditation. I feel we need to make sure BABCP is worth joining anyway – so BABCP is the place for CBT practitioner support, information, and teaching. This balance of risks and benefits to the organisation will be an issue for discussion and decision at Board. However, with Brexit and other challenging issues it seems unlikely statutory regulation will be an immediate priority for politicians. However, we do need a policy on this and Board will be discussing these issues later this year.

2 **Communications** - Over the last year, several changes have occurred which have sometimes been contentious. Historically, BABCP has developed organically from a small to a large organisation. How we manage this growth organisationally is important. Much of the work of delivery of BABCP is via the office and committees. Traditionally, committees and branches have acted very autonomously – often of the Board. However, as a charity we also need to have good governance in line with charity law. That means we need the Board to be responsible (as it is) for strategy. To aid communications and governance Board members now co-chair or chair standing committees.

The Board has also been increasingly pro-active this year in asking committees to instigate specific policy changes:

1 **Re-accreditation** – to simplify the process yet also strengthen quality with audit and a one year cycle.

2 **Complaints**: our lawyers have reviewed entirely our complaints processes in line with the two sanctions we have – removal of membership and removal of accreditation. The Standards committee is updating processes based on that review.
3 Putting a recommended cap on speaker fees at £850 a day for branch/SIG workshops. This can be increased if a successful case is made to the Board as to why do this. This may be relevant on occasion for exceptional events but should also help protect against the risk of events that might otherwise make a significant financial loss.

4 Reminding branches that money held in branches is that of BABCP as a registered charity. We actively want it to be used to grow the charity and achieve our charitable aims but it is not “owned” by the branches in the same way that local RNLI branches collect monies for the RNLI, not the local branch alone.

5 “Free” places at workshop/CPD events: We have recommended a cap of four free places for committee members arranging workshops/CPD events. Perhaps this is too low and needs reviewing. To this end, a two-way consultation is planned with branches to better inform this. However, we do need guidelines to make sure that free or subsidised places are at an appropriate level.

6 The research fund awards research grants and supports as part of our remit to grow CBT. The amounts in the research fund has been growing quickly - and we have recently agreed as a Board to cap this at £200,000. This is a substantial sum - allowing flexibility in making awards by the research fund committee, but also avoids the sums involved rising rapidly beyond this. The change will balance our wish to support research as well as maintaining our wider general funds.

Finally, many, probably most, similar sized charities have a chief executive officer. I am concerned BABCP has for too long relied on Presidents, who come and go, to shape and overly define organisational direction. I suggest a different vision; where the President chairs the Board and where the Board informs strategy. However, delivery is led by a CEO who delivers change via the office and with the various committees/branches. It has been recommended by our lawyers that we look at this model and we are exploring the possibility of such a change.

Thank you for reading and for your ongoing support of BABCP.

Chris Williams,
President BABCP
NOTICE

Annual General Meeting Agenda

Room 2.219, University Place, The University of Manchester,
Oxford Road, Manchester, M13 9PL

Thursday 27 July 2017 at 12.45pm

Please note the AGM will be preceded by a Presidential Address at 12.30pm
from Professor Chris Williams

AGM Agenda

1 Apologies for Absence
2 Minutes of the 2016 Annual General Meeting
3 Matters arising from the 2016 Annual General Meeting minutes
4 Annual reports 2016/17 including:
   • President
   • Treasurer
   • Committee Chairs and Trustees
5 Special Resolutions to Amend BABCP Memorandum and Articles of Association
   a Amendment to Complaints Procedures Governing Members
   b Amendment to the Standards of Conduct, Performance and Ethics
   a Amendment to Complaints Procedures Governing Members
      Specific changes are proposed to Article 6 referring to Complaints and Disciplinary
      Procedures Governing Members to allow for amendment. BABCP Board contends the
      amended policy and procedure better reflects the needs of the Association. This follows
      Board consultation with the membership over the current Complaints and Disciplinary
      Procedures Governing Members. Any other changes are administrative.
      The amendment to BABCP Complaints and Disciplinary Procedures Governing Members as
      recommended by the Board are attached.
   b Amendment to the Standards of Conduct, Performance and Ethics
      Specific changes are proposed to Article 6 referring to the Standard of Conduct to allow for
      amendment. BABCP Board contends the amended standard better reflects the needs of the
      Association. This follows Board consultation with the membership over the current Standard
      of Conduct, Performance and Ethics.
      The amendment to BABCP Standards of Conduct, Performance and Ethics as recommended
      by the Board are attached.
6 Membership Subscription 2017/18
The Board will propose rates of membership subscriptions to apply from 1 October 2017 to 30 September 2018. The recommendations of the Board are attached.

7 Election of Board Members for 2017/18
- President Elect (four year term)*
- Honorary Secretary (three year term)*
- Two Elected Members (three year term)*
*No ballot was required

8 Branch of the Year

9 Any Other Announcements
Minutes of the Annual General Meeting
held on Thursday 16 June 2016, 12.45pm
Meeting Room 1, Belfast Waterfront Conference Centre,
2 Lanyon Place, Belfast BT1 3WH

Present:
Chris Williams (Glasgow), Colin Hughes (IABCP), Jo Smith (West Midlands), Beverley Bell (IABCP),
Julia O’Grady (IABCP), Martine Harrower (IABCP), Andrew Brown (Yorkshire), Michael Brown (Scotland),
Stephen Herron (IABCP), Debbie Williams (South West), Yvonne Tone (IABCP), Mary McGoldrick
(IABCP), Yvonne Slater (Manchester), Deb McNally (Manchester), Rod Holland (Conference Committee),
Alicia Deale (London), Blake Stebie (London), Ray Navoco (USA), Karen Gordon (IABCP), Andrew
Robinson (Scotland), Sheila Devane (IABCP), Helen Pote (London), Shirley Reynolds (Eastern), Katy
Grazebrook (London), Helen Nightingale (Isle of Mann), Susan Stevens (Southern), Brenda Davis
(Sussex), Krish Nath (London), Paul Blenkiron (Yorkshire), John Storey (Manchester), Martina Gibbons
(IABCP), Mary Clare (IABCP), Celia Scott Warren (Jersey), Jo Stace (N E Cumbria), Sarah Corrie (London),
Ron Lyle (S & W Wales), Nick Hawkes (South East), Stephanie Hastings (N W Wales), Elaine Davies (S & W
Wales), Steven Hillier Davies (London), David Nussell (South West), Gerry McErlane (IABCP), Lea Connell
(IABCP), Jo Clifford (IABCP), Andrew Beck (Manchester), Jane Floyd (Southern), Howard Lomas
(Scotland), Sallie Lomas (Scotland), Karen Pearson (South East), Terry Romey (IABCP), Avril O’Grade
(Yorkshire), Frank Ryan (London), Paddy Love (IABCP), Fionnula Macliam (IABCP), Ann O’Hanlon
(IABCP), Thomas Reeves (N E Cumbria), Steve Flatt (Liverpool), Mary Shiner (Manchester), Alison Yates
(Manchester), Carolyn Quinn (Manchester), Kate Davidson (Board), Gillian Todd (Board), Paul Salkovskis
(Editorial), Petra Matthias (Glasgow), Helen Macdonald (Yorkshire), Gillian Haddock (Manchester),
Rachel Handley (Devon), Mandy Cole (Devon), Richard Hastings (West Midlands), Joanne Young
(IABCP), Chris Harrop (London), Jane Curran (Northern Ireland), Kevin Noon (Scotland), Katrina Kent
(Glasgow), Ann Juice (Glasgow), Michael Duffy (Belfast), Ray Cheetham (IABCP), Anne McKenny
(Northern Ireland), Gill Donohoe (Yorkshire), Caroline Duggen-Williams (North West), Allan Brownrigg
(N E Cumbria), Maggie Fookes (N W Wales), Aimee Kanam (Beirut), Jim McGonigie (Northern Ireland),
Charlotte Huggett (Manchester), Elaine Kennedy (Northern Ireland), Taryn Whitlie (N E Cumbria),
Catherine Donohue (Northern Ireland), Catherine McMaster (Glasgow)

In attendance
Employees; Ross White (Company Secretary & Office Manager), Sandra Wolfson (Minute Secretary),
Mark Addis (Accreditation Liaison Officer), Lisa Thomas (Accreditation Liaison Officer), Rowan Newby
(Accreditation Liaison Officer), Ann Nagle (Membership Liaison Officer), Alistair Shottin (Membership
Liaison Officer), Phil McDougall (IT and Web Supervisor), Peter Elliott (Communications Officer), Tao
Keen Cheung (IT Assistant)

Signed ............................................................................... Signed ...............................................................................
1 **Apologies for Absence**  
Linda Matthews, Bill Davidson, Charlie McConnochie, Chris Brannigan, David Veale, Judy Hutchings, Marc Serfaty, Chris Laidlaw

2 **Minutes of the Annual General Meeting (AGM) held on Thursday 23 July 2015 – University of Warwick**  
The minutes of the Annual General Meeting held on Thursday 23 July 2015 were proposed as a true record of the proceedings by Chris Williams (CW; President) and Kate Davidson (KD; Honorary Secretary). **Approved**

3 **Matters arising from the 2015 Annual General Meeting minutes**  
Typo amendment to be made on Item 2 to show Rob Newell.

Howard Lomas (HL) stated that within last year’s Treasurer’s Report regarding the appointment of a Senior Clinical Advisor, there was to be consultation with the membership before the post was finalised. Chris Williams stated that there had been member consultation and feedback considered when finalising the final draft. CW asked the meeting to indicate if the membership is happy to proceed with the recruitment. Assent was shown via a majority show of hands.

Howard Lomas also stated that the amended Articles from 2015 do not appear on the BABCP website. Ross White is to address this.

4 **Annual Reports 2016**

**President’s Report**  
The President stated that the President’s Report was included within the Annual Report.

The President reported that BABCP has entered a period of significant change. A number of challenging issues are being discussed by the Board including the process supporting Reaccreditation and also how the organisation ought to consider complaints brought against its members. The Board wishes to ensure that the Head Office has the necessary resource in order to deliver operations well and that staff are supported in this delivery.

The Presided thanked Rob Newell (RN) in his role as the previous President and the contribution and progress he was responsible for in starting the current cycle of strategic change within BABCP. Concern was reported as both RN, who resigned early as President, and also Trudie Chalder experienced challenging presidential terms, partly due to the corporate model on which BABCP operated. BABCP is in need of modernisation to include a Chief Executive Officer to help reduce the workload and change the nature of the President’s duties.

**Treasurer’s Report**  
The Honorary Treasurer, Gerry McErlane, presented his Report on 2015/2016 Accounts. These accounts are included in the Annual Report.

The Honorary Treasurer drew attention to two significant developments within BABCP;

- the appointment of a Senior Clinical Advisor (SCA)
- an upgrade to the current IT systems supporting BABCP, namely a new membership database and consolidated website.

The Honorary Treasurer reported that both developments will cost additional resource. The IT system installation started over 2015-2016 and the SCA recruitment is planned to take place over the current year. Both are included in the 2016-2017 financial forecast. The projected income and expenditure for 2016-2017 is presents a reported surplus of £28,000.
The Honorary Treasurer thanked Rod Holland, Paddy Love and all others involved in the Belfast conference organisation and their selfless contribution to making this Annual Conference a success and also to the ongoing contribution of Branches and SIG’s.

The Honorary Treasurer thanked all colleagues on the Finance Committee, the Board of Trustees and the office staff of BABCP for their commitment to the organisation and that he looked forward to another successful year.

There were no questions from the members present and the accounts were approved as a true and fair reflection of BABCP financial activity over 2015-2016.

The President thanked the Honorary Treasurer for presenting the report, together with the Company Secretary and the staff in the office.

The Honorary Treasurer proposed the membership also accepted Ainsworth’s Accountants as BABCP auditors for 2016-2017, seconded by Kate Davidson – Approved

Committee Chairs and Trustees
The President requested questions from those present regarding the content of the Annual Report. No questions were forthcoming.

Senior Clinical Advisor
The President proposed to advertise the Senior Clinical Advisor position, seconded by Kate Davidson.

1 objection, 4 abstention, 31 agreed – Approved

5 Resolutions to amend the Articles of Association of BABCP
1. Special Resolutions to Amend the Articles of Association of BABCP
   (i) The following changes are proposed in relation to BABCP’s Articles of Association as follows.
       To add “Memorandum” to the document title so it is known as Memorandum and Articles of Association – Approved
   (ii) To add the following categories of membership; Associate Membership and Student Membership and so make previous members as Ordinary Members.

       Special resolutions ii to xix, find details starting on page 11, that impact the Articles - This was withdrawn

6 Membership Subscription
The Board proposed to the AGM that there is no increase in membership subscriptions for 2016-2017.

The Board also propose new membership subscription rates for Associate members (£20) and for Student Memberships (£25).

HL questioned why the concessionary rates for low wage earners still increased at a higher percentage than for ordinary members. This to be discussed the following year.

Voted – Approved
7 Election of Board members for 2015/16
The President informed the meeting the following are being invited to join the Board as Trustees and who stood unopposed:

Colin Blower – 3 years
Allan Brownrigg – 3 years

The President informed the meeting of the following result for the vacant one-year position on the Board of Trustees from the recent membership ballot:

Ann Gledhill (AG)
Krish Nath (KN)

The President announced Ann Gledhill as the new Board Trustee for one-year for 2016-2017 and where this tenure starts with immediate effect. The President reported AG received 262 votes to KN who received 242 votes. No votes were spoiled. Turnout was 4.85%.

The President thanked everyone who had voted.

8 Honorary Fellows
The President reported that the Honorary Fellowship Award is bestowed on those who have made an outstanding contribution to CBT and BABCP whilst Fellowship Awards are received by those who are recognised as having made a significant contribution

Honorary Fellowship
Professor Gordon Deakin
Professor Judith Hutchings

Fellowship Award
Dr Michael Duffy
Professor Jo Smith
Dr Mark Serfaty
Mr Satwant Singh

9 Branch of the Year
Neil Harmer Award for Branch Excellence was awarded to:
• IABCP

10 Closing Business
The President announced that the AGM for 2017 was to be in Manchester.
Special Resolutions
BABCP AGM 2017 - AGENDA ITEM 5 (a) and 5 (b):
Special Resolutions to amend the Memorandum and Articles of Association

Special Resolution that:

(a) The Complaints and Disciplinary Procedures Governing Members as per Article 6 of the Association be amended as follows:

<table>
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<th>Complaints Procedures Governing Members (current)</th>
<th>Complaints Procedures Governing Members (proposed amendment in bold)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 Where the complaint merits further investigation the Chair of the Conduct Committee will ascertain whether the member is also responsible to a primary regulating body. This is necessary because BABCP is an organisation where membership is voluntary. Even when a member is a BABCP accredited CBT practitioner, to be sanctioned by the Association, or even to be removed from membership, may not necessarily prevent the therapist from practicing. For professional groups, such as nursing, applied psychology, medicine and various therapies, there are primary regulating bodies including the Health and Care Professions Council, the Nursing and Midwifery Council, and the General Medical Council. If the member is regulated by one of these bodies then that should be the first recourse for any complaint, and BABCP will advise the complainant to make their complaint to the appropriate body first. BABCP office will ask the relevant body and the complainant to keep them informed of any outcome.</td>
<td>2.4 Where the complaint merits further investigation the Chair of the Standards Committee will ascertain whether the member is also responsible to a primary regulating body or a significant employer. This is necessary because BABCP is an organisation where membership is voluntary. Even when a member is a BABCP accredited CBT practitioner, to be sanctioned by the Association, or even to be removed from membership, may not necessarily prevent the therapist from practicing. For professional groups, such as nursing, applied psychology, medicine and various therapies, there are primary regulating bodies including the Health and Care Professions Council, the Nursing and Midwifery Council, and the General Medical Council. If the member is regulated by one of these bodies then that should be the first recourse for any complaint, and BABCP will advise the complainant to make their complaint to the appropriate body first. BABCP office will ask the relevant body and the complainant to keep them informed of any outcome. A complainant may be referred to a significant employer because the employer will have both the resource and procedures in place to undertake an investigation, and also have access to information which BABCP</td>
</tr>
</tbody>
</table>
2.5 Once the primary regulator has considered the matter and reached a conclusion, then BABCP will take this into account in its own consideration of the complaint. If the regulator exonerates our member, the Conduct Committee may still consider whether the member has breached the BABCP Standards of Conduct, Performance and Ethics. If the regulator sanctions or expels our member, this will be taken into account in determining whether the member should also be sanctioned or expelled by the Association.

2.5 Once the primary regulator or significant employer has considered the matter and reached a conclusion, then BABCP will take this into account in its own consideration of the complaint. If the regulator or employer exonerates our member, the Standards Committee may still consider whether the member has breached the BABCP Standards of Conduct, Performance and Ethics. If the regulator or employer sanctions or removes our member, this will be taken into account in determining whether the member should also be sanctioned or removed by the Association.

(b) The Standard of Conduct as per Article 6 of the Association be amended as follows:

Standards of Performance, Conduct and Ethics (current)

5 You must provide (to us and any relevant regulators and/or professional bodies) any important information about your conduct and competence

5.1 You must tell us (and any relevant regulators/professional bodies) if you have important information about your conduct or competence, or about other therapists and health professionals you work with. In particular, you must let us know straight away if you are:
- convicted of a criminal offence, receive a conditional discharge for an offence, or if you accept a police caution;
- disciplined by any organisation responsible for regulating or licensing a health-care or social care profession; or
- suspended or placed under a practice

Standards of Performance, Conduct and Ethics (proposed amendment in bold)

5 You must provide (to us and any relevant regulators and/or professional bodies and/or your employer) any important information about your conduct and competence

5.1 You must inform BABCP immediately (and any relevant regulators/professional bodies/employer) if you have important information about your conduct or competence, or about other therapists and health professionals you work with. In particular, you must let us know straight away if you are:
- under investigation for allegedly committing a serious criminal offence including violence, abuse, sexual misconduct, supplying drugs illegally, child pornography or relating to an
restriction by an employer or similar organisation because of concerns about your conduct or competence.

5.2 You should cooperate with any investigation or formal inquiry into your conduct relevant to your practice, the conduct of any other health-care provider or the treatment of a service user, where appropriate. If anyone asks for relevant information in connection with your conduct or competence, and they are entitled to it, you should provide the information.

5.3 We can take action against you if you are convicted of a criminal offence or have accepted a police caution. We will always consider each case individually to decide whether we need to take any action to protect the public.

5.4 However, we will consider dismissal from the Association if you are convicted of a criminal offence or accept a police caution that involves one of the following types of behaviour:
- Violence
- Abuse
- Sexual misconduct
- Supplying drugs illegally
- Child pornography
- Offences involving dishonesty
- Offences for which you received a prison sentence

This is not a full list. We will always look at any convictions or cautions we find out about.

**offence involving dishonesty;**
- convicted of a criminal offence, receive a conditional discharge for an offence, or if you accept a police caution;
- disciplined by any organisation responsible for regulating or licensing a health-care or social care profession; or
- suspended or placed under a practice restriction by an employer or similar organisation because of concerns about your conduct or competence.

5.2 You should cooperate with any investigation or formal inquiry into your conduct relevant to your practice, the conduct of any other health-care provider or the treatment of a service user, where appropriate. If anyone asks for relevant information in connection with your conduct or competence, and they are entitled to it, you should provide the information.

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- Violence
- Abuse
- Sexual misconduct
- Supplying drugs illegally
- Child pornography
- Offences involving dishonesty
- Offences for which you received a prison sentence

This is not a full list. We will always look at any convictions or cautions we find out about.
Membership Subscriptions 2017/18

PROPOSAL
The BABCP Board is proposing to the AGM on 27 July 2017 an increase in membership subscriptions for 2017/18. These cost increases include:

• Essential investment in upgrading IT infrastructure
• Increasing overheads

The proposal is to increase the full rate of membership by £1.00 per annum. It is proposed other rates of membership are proportionally increased by 1.35%. The Board of Directors (Trustees) will propose the following rates of membership subscriptions to apply from 1 October 2017 to 30 September 2018.

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<th>Annual Payment</th>
<th>UK &amp; Ireland</th>
<th>Overseas</th>
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<tr>
<td>Ordinary Member Paid by Direct Debit</td>
<td>£74.50</td>
<td>£81.50</td>
</tr>
<tr>
<td>Ordinary Member Paid by Cheque/Card</td>
<td>£82.50</td>
<td>£90.50</td>
</tr>
<tr>
<td>Ordinary Member Reduced Rate* Paid by Direct Debit</td>
<td>£44.10</td>
<td>£52.20</td>
</tr>
<tr>
<td>Ordinary Member Reduced Rate* Paid by Cheque/Card</td>
<td>£52.20</td>
<td>£59.50</td>
</tr>
<tr>
<td>Associate Member** Subscription by Direct Debit</td>
<td>£20.25</td>
<td>£28.40</td>
</tr>
<tr>
<td>Associate Member** Subscription by Cheque/Card</td>
<td>£28.40</td>
<td>£36.50</td>
</tr>
<tr>
<td>Student Member*** Subscription by Direct Debit</td>
<td>£25.30</td>
<td>£33.50</td>
</tr>
<tr>
<td>Student Member*** Subscription by Cheque/Card</td>
<td>£33.50</td>
<td>£41.60</td>
</tr>
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* The reduced rate is available to those Members who can demonstrate that they have a gross income of less than £21,692 per annum;

**Associate Membership is aimed at retired CBT practitioners and applicants from developing countries in exchange for a package as agreed by the Board;

***Student Membership is aimed at those in full-time Higher Education and IAPT trainees in exchange for a package as agreed by the Board.
British Association for Behavioural and Cognitive Psychotherapies
(A Company Limited by Guarantee)

Report and Financial Statements
For the year ended 30 April 2017
## Contents of Financial Statements
for the year ended 30 April 2017

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Trustees and Officers
for the year ended 30 April 2017

TRUSTEE DIRECTORS:  Chris Williams (President Elect – appointed 23 July 2015, President from 3 December 2015)
                      Rob Newell (President - appointed 18 July 2013, resigned as President 3 December 2015, resigned 16 June 2016)
                      Kate Davidson (Honorary Secretary, appointed 1 August 2013)
                      Gerry McErlane (Honorary Treasurer, appointed 28 June 2012)
                      Allan Brownrigg (Appointed 18 July 2013)
                      Brenda Davis (Appointed 24 July 2014)
                      Steve Flatt (Appointed 24 July 2014)
                      Tom Reeves (Appointed 23 July 2015)
                      Gillian Todd (Appointed 23 July 2015)
                      Ann Gledhill (Appointed 16 June 2016)
                      Colin Blowlers (Appointed 16 June 2016)
                      Yaa (Krish) Nath (Appointed 18 July 2013, resigned 16 June 2016)

TREASURER:        G M McErlane
COMPANY SECRETARY: R White
REGISTERED OFFICE: Imperial House
                    Hornby Street
                    Bury
                    Lancashire BL9 5BN

BANKERS:           Yorkshire and Clydesdale 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 2017

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 30 April 2017.

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.

Principal Activities and Objectives

The British Association for Behavioural and Cognitive Psychotherapies (BABCP), the 'Association', is a multi-disciplinary interest group primarily aimed at people involved in the practice and theory of behavioural and cognitive psychotherapies. However, membership is open to those willing to support the objectives of the organisation.

The objectives 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 BABCP Standards of Conduct, Performance and Ethics.

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 objectives 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 2016 to 30 April 2017 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.

Chris Williams (President Elect - appointed 23 July 2015, President from 3 December 2015)
Rob Newell (President - appointed 18 July 2013, resigned as President 3 December 2015, resigned 16 June 2016)
Kate Davidson (Honorary Secretary, appointed 1 August 2013)
Gerry McErlane (Honorary Treasurer, appointed 28 June 2012)
Allan Brownrigg (Appointed 18 July 2013)
Brenda Davis (Appointed 24 July 2014)
Steve Flatt (Appointed 24 July 2014)
Tom Reeves (Appointed 23 July 2015)
Gillian Todd (Appointed 23 July 2015)
Ann Gledhill (Appointed 16 June 2016)
Colin Blowers (Appointed 16 June 2016)
Yaa (Krish) Nath (Appointed 18 July 2013, resigned 16 June 2016)

**Organisational Structure**

The Trustees are each elected for a period of three or four years by the full membership of the Association. They serve having been elected as Trustees to act on the Board as ordinary members, President, Honorary Secretary, or Honorary Treasurer. The President usually 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 usually three or four places becoming vacant each year, thus staggering replacement of Trustees to provide some continuity. The Company Secretary attends the Board as a non-voting member.

A number of standing committees, ad-hoc committees and working groups are made up of Trustees and other members of the Association and have a Board member as Chair or Co-Chair (previously Board Lead) for governance reasons. 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 Board. Committees and groups operating throughout the reporting period were: Standards Committee (was Conduct Committee), CBT Practitioners and Accreditation Committee (was Accreditation and Registration Committee), Finance Committee, Branch Liaison Committee, Scientific Committee, Behavioural and Cognitive Psychotherapy Journal Editorial Committee, the Cognitive Behaviour Therapist Journal Editorial Committee, Communications Committee, Research Fund Committee, Conference Strategy Committee, Fellowship Committee, Course Accreditation Committee and Evidence Based Parent Training Practitioner Accreditation Working Group. Chairs of all committees combine with the Board of 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 suitable electronic means such as email exchanges. New Trustees attend an induction programme. The first face-to-face business meeting for the whole Board is held in September. The Board has also introduced monthly meetings by teleconference in between meeting face-to-face.
Review of Work of the Association 2016-2017
Overview
This last year has seen further continued growth across many areas of BABCP. Membership grew to 11,042 by the end of April 2017, the highest membership so far and showing net growth of 676 over the financial year. This equates to 6.5% growth within the year. To put this into context, the previous recent year’s net growth by volume over the full financial year was 2.5% or 257.

The Student Membership category was introduced in October 2016. This category showed steady growth to the end of the financial year with 402 members. Of course, it is likely that much of the increase in overall membership is due to this.

Membership growth however, is still exceeded by the relative growth in accredited members.

At the end of April 2017 there were 5,586 accredited members (50% of total membership) compared to April 2016 with 5,145 (48%) accredited members. The graph below indicates the growth in membership numbers over the last seven years and the increasing proportion of accredited members within the membership.

The following diagram shows the number of accredited members as a percentage of the total membership from 2008-2009.
There has been an increase in staff levels employed to support BABCP operating schedule as the full staff complement now equates to 17.65 full-time equivalents (FTE) at the end of this financial year, as shown in the table below. It was 16.05 at the end of the last financial year and 18.05 the year previous.

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Secretary and General Manager</td>
<td>1.0</td>
</tr>
<tr>
<td>Secretary/PA</td>
<td>0.95</td>
</tr>
<tr>
<td>Finance Staff</td>
<td>3.0</td>
</tr>
<tr>
<td>Senior Accreditation Liaison Officer</td>
<td>0.6</td>
</tr>
<tr>
<td>Three Accreditation Liaison Officers</td>
<td>1.6</td>
</tr>
<tr>
<td>Admin Officer Course Accreditation</td>
<td>0.95</td>
</tr>
<tr>
<td>Eight Administration Officers</td>
<td>6.55</td>
</tr>
<tr>
<td>Web &amp; IT Officer</td>
<td>2.0</td>
</tr>
<tr>
<td>Communications Officer</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Additional support is via a sub-contracted Course Accreditation Registrar (0.6FTE) and with two further staff respectively employed remotely as Scientific Committee Support at University of Reading (0.6FTE) and Scientific Journal Support at Bath University (0.8FTE). There are also six Accreditors working on a sub-contractual basis processing accreditation applications.

There has been a significant increase in the volume of CPD events coordinated at Head Office on behalf of the 40 active Branches and Special Interest Groups over recent years. Shown per calendar year:

Several relatively large and significant IT projects have been progressed over the course of the year and will be ready for launch over 2017. These projects - including a new CRM-based membership database and website - are long-term investments and will provide significant benefits on an operational level as well as being of strategic importance to the future development of BABCP.

The organisation has been recruiting new senior staff this year, so a remodelled senior management team will help implement the future strategic direction of the organisation. I am delighted to report that BABCP is continually developing its operating schedule to deliver increasing membership value for money. There is an ongoing focus on developing resource capabilities to work more effectively and efficiently to meet the immediate and future operational and strategic needs of BABCP.
CBT Practitioner Accreditation Committee

Meetings

Two meetings have taken place this year, one month before the NCF. Reports of meetings are provided to the Board. ALO’s have run Accreditor and KSA selector training events. Additional meetings have taken place at 2016 conference and twice with the Board, and there have been three teleconferences. The ALO Team have attended further meetings throughout the year, including Evidence Based Parent Training (EBPT) Committee and the New Savoy Conference.

Committee Membership

Membership is described in the Terms of Reference for the Committee, with representatives from the main professions and interested parties. Thanks to Anne Garland (Nursing), Denise Christy (AREBT), Helen Macdonald (Course Accreditation) and Brenda Davis (Board Lead and Co-Chair) for their work throughout the year.

Ross White and Sandra Wolfson have attended from BABCP central office. The committee continues to be supported by the whole Accreditation Team at the office, and Accreditation Liaison Officers Charlie McConnochie, Mark Addis, and Lisa Thomas have all attended meetings.

Linda Matthews (Counselling), Mark McCartney (Medicine) have both stood down from their posts this year after long and dedicated service. They were thanked warmly.

Mark Latham was welcomed back as Supervisor and Trainer Accreditation Lead after a period of absence.

New appointments to the Committee are Anne Garland (Co-Chair), Rowan Newby (ALO), Sarah Corrie (Joint Course Accreditation), Rachel Cooper (No Core Profession Representative - KSA), Isabelle Lindsey-Clark (Counselling).

Business

The dominant business this year has been that of concluding the changes to Reaccreditation required by the Board. The main objective is that BABCP members, the wider healthcare system and the public no longer confuse Accreditation both with regulation and with competency. The President and ALO team have strived to keep members up to date with developments as they emerge. The detail continues to be summarised in correspondence. Fundamentally the standards for Reaccreditation have not changed. The process will be self directed, with an annual online self declaration and a random audit. A supervisors report will be required at audit. Live sampling is highly recommended. It is hoped that the roll out will coincide with availability of an online portal. A risk list has been assembled and outcome monitoring will be conducted and fed back to Board.

Other Business

1. Route B for Supervisor and Trainer accreditation, and the ‘Joint’ Supervisor and Trainer reaccreditation pathway have ceased.

2. A variation has been agreed for graduates from Level 2 Courses to apply for Provisional Accreditation immediately on qualifying.

3. PWP accreditation was discontinued at the end of February 2017.

4. All forms of media for therapy and supervision (online, Skype etc) are now acceptable but appropriate training may be needed.

5. The Board has agreed that an EBPTP Accreditation sub-committee should be set up. A representative may attend CBTPAC.

6. The external audit of the Accreditation procedure by all Committee members has taken place.
7. It is hoped that a lay member of the public will soon be available to join the Committee.

Practitioner Accreditation continues to increase, currently standing around 5,600, which for the first time represents over 50% of the total membership. This achievement testifies to the great work done by the Accreditation team at the office, the ALO’s and the independent Accreditors, for which many thanks.

Amanda Cole and Brenda Davis
Co-Chairs CBTPAC

Course Accreditation Committee

1) Introduction:

a) This report is intended to provide an update on the activities of the Course Accreditation Committee, giving a summary of course accreditation activities carried out on behalf of the BABCP Board since the Annual Report 2016.

b) The Course Accreditation Committee meets approximately monthly via teleconference, and has at least one face-to-face meeting per year. The most recent meeting took place in May 2016. The Committee is served by the Course Accreditation Support Officer (Rachel Osborne) and the Course Accreditation Registrar (Helen Macdonald).

2) Course Accreditation Activities

a) The Committee oversees the process of course accreditation, and arranges to deliver course accreditation including convening panels, completing course accreditation visits, feeding back and preparing reports. Panels for visits are chaired by a member of the Committee, and the Course Accreditation Registrar and Course Accreditation Support Officer are standing panel members for all visits where possible.

b) The Course Accreditation Committee reviews and develops processes for course accreditation in collaboration with other committees within BABCP, and with external bodies where appropriate.

c) Types of course accreditation include:

i) Level 2: This type of programme provides all of the training required to meet the Minimum Training Standards for practitioner accreditation.

Level 2 programmes include those delivering CBT training covering the BABCP Core Curriculum; the High Intensity Improving Access to Psychological Therapies (IAPT) curriculum; Children and Young People (CYP) IAPT CBT pathways; and Doctorate of Clinical Psychology programmes.

ii) Level 1: This type of programme delivers the quality expected from an accredited programme, but the quantity of training does not necessarily meet the Minimum Training Standards.

Level 1 programmes currently include those delivering CBT training as the first year or modules within a Level 2 accredited programme, standalone CBT trainings, and courses with specialist components such as CBT for psychosis,

iii) EBPT: Evidence-Based Parenting Practitioner (IAPT) programmes follow a specific curriculum which partly overlaps with the CYP IAPT CBT curriculum, but specialises in parent training work.
iv) Behavioural Couples Therapy (BCT): this type of course accreditation is the first which covers courses training qualified CBT therapists

v) SMI IAPT: Severe Mental Illness: a process was in development to accredit trainings in CBT for psychosis (CBTp). At present, this is ‘on hold’, but courses are still able to apply using BABCP’s existing processes.

d) The Course Accreditation Committee has now worked with over 90 different courses, with 66 successful accreditations completed, and a further four programmes formally engaged in the accreditation process. There are accredited programmes in England, Scotland, Northern Ireland and Wales, with one programme in the Republic of Ireland formally requesting input from the Course Accreditation Committee to assist in aligning their standards with BABCP expectations.

i) A total of 52 Level 2 programmes have achieved course accreditation altogether, although some programmes are not currently active.

(1) There are 16 Level 2 programmes that have achieved course accreditation and meet the BABCP core curriculum requirements, with two no longer running.

(2) The Level 2 programmes include 27 High Intensity (IAPT) CBT programmes which became accredited initially. Of these, 17 are still running.

(3) The Level 2 programmes also include three Children and Young People (CYP) IAPT.

(4) Two Doctorate in Clinical Psychology (DClin) programmes are now accredited at Level 2, one which is accredited for the entire intake, and one which has a CBT-specific pathway within the overall programme.

ii) There are 11 Level 1 programmes accredited, with one no longer running, and two additional programmes where a visit has taken place, but the process is not yet completed.

iii) Three Evidence-based parenting practitioner (EBPT) programmes are now accredited.

iv) The team receives multiple enquiries including new courses starting up, enquiries about independently delivered, international and shorter trainings for which no course accreditation process currently exists, and enquiries from well-established programmes wishing to pursue accreditation.

e) Reaccreditation takes place after five years, and all the programmes which have completed the reaccreditation process have been successful in maintaining their course accreditation status. We have just started a second round of reaccreditations, meaning that programmes have maintained accreditation for 10 years; with one successful visit taking place so far in May 2017, and at least 18 visits planned.

f) We are receiving new applications, including one with a visit planned before the end of 2017.
3) Other activities

a) **EBPT individual accreditation:** The Course Accreditation Registrar has contributed to the development of this process, which is not quite completed at the time of writing.

b) **Course Directors’ Meeting:** The Course Accreditation Committee arranges Course Directors’ meetings annually, which are open to any CBT course lead, regardless of accreditation status. The most recent took place in September 2016, with meetings planned for the Annual Conference in July 2017, and in September 2017. 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.

c) **KSA training days:** The Course Accreditation Registrar contributes regularly to the KSA selection training days which usually 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 at least once every five years.

d) **Process and document review:** The terms of reference and process documents for the Committee and its activities were reviewed in April 2017. The committee reviews its activities in response to the Board’s direction and feeds back to the Board.

e) **Course accreditation development activities:**
   
i) The Course Accreditation Committee has asked the Board over the last two years to consider providing resources for developing workplace or service accreditation in order to recognise quality of setting for delivery of CBT.

   ii) The Course Accreditation Committee is also looking at enhancing the involvement of service users in the work that it does, and has consulted with Bill Davidson, who facilitated part of the Committee’s face to face meeting in May 2017. The Committee continues to discuss and plan increasing and meaningful involvement, moving towards co-production. It is recognised that this will be a work in progress.

   iii) The Course Accreditation Committee has elected a new Chair, and the current Chair will stand down at the AGM. The Committee is currently seeking expressions of interest in the role of Deputy Chair from within the Committee, and seeks additional members of the Committee via advertising to BABCP’s members inviting expressions of interest.

4) **Office**

a) The Course Accreditation Support Officer Rachel Osborne continues to gather data where possible on how many graduates of accredited programmes have gone on to seek individual accreditation with BABCP. The information is not always straightforward to obtain.

b) The Course Accreditation Committee continues to field hundreds of emails and numerous phone calls. The Board, Course Accreditation Committee members, course team members, supervisors, trainees, service and education commissioners, the individual accreditation team, independent trainers, IAPT representatives and individual therapists, supervisors and trainees all make use of the Committee’s input.

5) **Course Accreditation Process**

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.
a) During 2016-2017, the Trustee member of the Committee has been Ann Gledhill.

b) The Course Accreditation Team expressed its gratitude for the invaluable contributions made to the committee by its members. The Committee would also like to express thanks to the volunteers who take part in panel visits as Course Director, Supervisor and Student representatives.

The course accreditation committee members are:
Gillian Haddock (Chair)
Sarah Corrie (Deputy Chair/ Chair Elect)
Rod Holland
Chris Brannigan
Michael Townend
Deb McNally
Gillian Rayner
Nicky Dummett (Children's Speciality)

The committee is served by:
Helen Macdonald (Course Accreditation Registrar Helen.macdonald@babcp.com)
Rachel Osborne (Course Accreditation Support Officer Rachel.osborne@babcp.com)
Co-chair Ann Gledhill

Helen Macdonald
BABCP Course Accreditation Registrar
Standards Committee

The Standards Committee (previously the Conduct Committee) has continued to preside over a variety of complaints over the year whilst also reviewing the Complaints Procedures Governing Members to ensure these procedures remain fit for purpose in an operating environment experiencing increasing change.

The Procedures are important in supporting the purpose of BABCP by helping to ensure that members abide by the Standards of Performance, Conduct and Ethics. However, it is also important, the Procedures remain appropriate for an organisation experiencing the growth and increasing diversity in membership as BABCP.

The most significant growth in BABCP membership is regarding members without a core profession. Where complaints are raised against these members then BABCP is liable to consider them. Complainants are otherwise deferred to a statutory regulator such as the Nursing and Midwifery Council/HPC/BMC. Therefore, this means that BABCP would be liable to consider a greater number of complaints in line with that membership growth. Consultation is underway with the membership so complainants can, in future, also complain to significant employers, such as the NHS, before the complaint is considered by BABCP. This change is necessary because the Standards Committee is currently not resourced to carry out full and thorough investigations as are the statutory regulators. However, the Standards Committee is also reviewing the information made available to the public to make the Procedures and supporting information more accessible and easier to understand.

The Standards Committee considered 19 complaints over the year. Four members were removed as were four the previous year. Seven complaints were not upheld whilst two of the complaints were withdrawn. Three complaints were being carried forward as ongoing whilst seven complaints are pending. Pending complaints are where a complainant has been referred to a statutory regulator or, occasionally, further information is awaited in support of the complaint. This follows only a handful of members being removed over the previous three years.

The Standards Committee has lost 3 members due to retirement and is currently recruiting new members in order to reflect the change in growth and diversity of the BABCP membership.

Finally, I must offer my thanks to the committee - who are all volunteers - for their continuing generous service.

Members of the committee are:

Krish Nath, Chair
Steve Flatt, Co-Chair (joined September 2016)
Caroline Dugen-Williams, Vice-Chair
Chris Cullen
Chris Brannigan
Bill Davidson
Howard Lomas

Krish Nath – Co-Chair
Steve Flatt – Co-Chair
Scientific Committee

The Scientific Committee has spent the past year organising the 2017 Spring Conference in Cardiff and the 2017 Annual Conference in Manchester. Attendance for the Manchester meeting is looking very positive, with an increase over recent years. Plans are now under way for the 2018 conferences, with the Annual Conference to be held in Glasgow. The Scientific Committee has filled a number of vacancies. Colin Blowers is taking over from Kate Davidson as co-chair, and the possibility of a further co-chair from within the Scientific Committee is being explored, to ensure that a future transition can be conducted smoothly.

Glenn Waller - Chair
Conferences and Workshops Report 2016/17

2016/17 was another successful year for the Conference and Workshop organisers, with Glenn Waller as the chair of the Conference Scientific Committee joined by Kate Davidson as co-chair during most of the year with a handover to Colin Blowers who has now taken on this role. The Conference Strategy Group which was established in 2015 and takes an overview of conference organisation and develops a long-term plan for the future has also continued to meet mainly by teleconference.

This year we have seen both our national events taking place in areas that have been less well served in the past, with last year’s Annual Conference and Workshop programme being held in Northern Ireland at the Belfast Waterside Conference Centre and our Spring event taking place in Wales at the Cardiff Millennium Centre. The experience of running these events outside of our traditional university venues was rewarding and we will continue to look at this option in the future although this can impact on the costs since we do not benefit from the VAT exemption that university venues offer. Running these events were also greatly helped by the enthusiasm and support of the local branches in Ireland and Wales.

In spite of incurring a small deficit the feedback that we have received from the Belfast event indicates that it was a great success. 659 delegates registered to attend (including complimentary registrations) and the number of full registrations (438) was almost spot on with the estimate that we made in our budget. The number of delegates registering for the workshops (342) was in fact higher than our estimate. Almost a third of delegates came from Northern Ireland (152) or Ireland (61) and an additional 41 were from outside of the UK. This must be the highest number of delegates from Ireland that have every attended an annual conference which is another sign of its success.

The spring event took place in Cardiff on 6-7 April at the Millennium Centre. 118 delegates registered for the four workshops which was up by nearly 10% on the spring event in London in 2016 and we invited a number of influential people from the Welsh government, local Trusts and the third sector. Feedback on all the workshops was very positive in terms of presentation, content and usefulness and the scientific standard of the conference and quality of the presentations was consistently rated very good - excellent by most people. This event will have made a small surplus and the links to the CBT4Wales committee have paved the way for guaranteeing a successful event in 2020 when we will be taking the Annual Conference back to Wales.

The 2017 Conference is being held at the University of Manchester and we already know that it will be our largest attendance for four years and we will be following this with a return to Scotland in 2018 when the Conference will return to Glasgow. Plans are also underway to run a spring event in London in 2018.

Rod Holland - Conference Organiser
Communications Committee

Following a recruitment drive at the annual conference in Belfast 2016 we have four people on the committee including myself as chair. We have met on one occasion in the intervening 12 months and have focused primarily on developing social media as a more interactive means of communication. To this end all committee members have access to the BABCP twitter account and actively tweet and retweet. We have a growing number of followers and we would like to increase the use of twitter further over the next 12 months. We have also set up trial Facebook closed groups for the use of BABCP members in selected branches, these will be reviewed in due course with the intention to set up further such groups.

We remain active in advising on all matters to do with communication and would value further expressions of interest from other members who may wish to join the committee.

Thomas Reeves - Chair and Board Lead
Journals Report

the Cognitive Behaviour Therapist

Pamela Myles-Hooton stepped down this year after a very successful four-year tenure as Editor in Chief for the Association’s online practice-focussed journal. Copy flow and visibility of the journal considerably increased during her tenure and the intention is to build on that by submitting the journal for indexing with Thomson Reuters once a new Editor in Chief is in the role; if successful, the Journal will then be rated for Impact factor. Paul Salkovskis is currently acting as Editor in Chief until that appointment has been concluded. Assistant Editors have been given more autonomy in line with the previous practice in BCP.

The Special Issue on Clinical Supervision with Derek Milne and Robert Reiser as Guest Editors was published at the end of 2016, and is currently available on the journal homepage. Another Special Issue on Complexity is currently under review, with Claire Lomax and Stephan Barton as Guest Editors, and due to be published to open the 2018 volume.

The journal has recently welcomed Dr Felicity Cowdrey as an Associate Editor, and Nick Hawkes has stepped down.

Behavioural and Cognitive Psychotherapy

BCP has stabilised at six issues per year; together with other changes this means that the time between acceptance and print publication is now considerably reduced. Electronic publication/first view has, of course, continued to be very rapid. There have been major changes at Cambridge University Press (CUP), including the retirement of our long-standing Copy Editor Carole Sutherland. This and other changes at CUP have not been as smooth as might have been hoped, something all concerned are working hard to manage. This has resulted in some changes such as changes in published formatting which are still working through.

Drs Joanne Woodford (Exeter) and Jo Daniels (Bath) have recently joined the journal as Associate Editors, and Chris Williams steps down.

The 2016 Impact Factors are now public, and BCP’s has decreased slightly, from 1.945 in 2015 to 1.697 in 2016. This places the journal in Q3 of the Clinical Psychology category, 63rd out of 121 titles. The dip appears to be the result of both a slight decrease in citations and a slight increase in citable items, but we will know more when the Publishers report from Cambridge University Press is available later this year. The most highly cited paper contributing to the 2016 Impact Factor was Miller, W., & Rose, G. (2015). Motivational Interviewing and Decisional Balance: Contrasting Responses to Client Ambivalence. Behavioural and Cognitive Psychotherapy, 43(2), 129-141. doi:10.1017/S1352465813000878

2016 was the first year where the ‘opt-out of a printed issue’ option was offered. 8,900 members receiving print copies, down from c.10,000 copies per issue in 2015. This resulted in significantly lower production costs. For 2017, Cambridge have have conservatively forecast for 8,900 members to continue receiving print copies.

Cross journal developments

Platform

In September 2016 Cambridge launched Cambridge Core. Succeeding Cambridge Journals Online (CJO) and Cambridge Books Online (CBO) and Core Reader. Cambridge Core Reader provides the distraction-free reading experience of PDF, whilst maintaining the benefits of HTML functionality.
**Publishing Partnership**

The contract between the Press and the BABCP for the publication of BCP and tCBT was extended in early 2017 for an additional three years, to December 2020. As part of this extension, there are plans to set up and maintain a freely-accessible Archive Resource made up of content published between two years and 10 years ago from each journal. The articles will be made freely available on Cambridge Core, with links to the content on the BABCP’s website.

**Green Open Access and the post-2014 REF**

HEFCE's open access requirements for research outputs in the post-2014 REF came into force on 1 April 2016. Both the BABCP’s and Cambridge's Green Open Access policies are compliant with these requirements. An online tool launched by Jisc and HEFCE (https://ref.sherpa.ac.uk/) is available to help authors determine whether their target journal is compliant, and both BCP and tCBT are listed as compliant. There is no embargo period for either journal for green open access, meaning that the last (accepted) manuscript version of any paper can be made freely available on institutional repositories and personal websites. Gold Open access continues to be an option with appropriate payment.

**Marketing**

eTOC (electronic table of content) subscribers for BCP has increased to over 6% and tCBT has increased 16% in the past 12 months.

As previously, Lydia Holt as Editorial Assistant has provided outstanding support to the editorial teams, and is greatly appreciated for her efficiency and unfailing good humour.

**Paul Salkovskis, Editor Behavioural and Cognitive Psychotherapy and acting Editor for the Cognitive Behaviour Therapist**
Research Fund

The Research Fund stood at over £257,000 at the start of the last financial year. This provided sufficient funding for BABCP's current PhD and project commitments. There were no further grants awarded within the financial year.

Following a decision made by Board, the Research Fund is now capped at £200,000. The fund now solely depends on the monies raised from Gift Aid so please do remember to Gift Aid your membership subscription fees on renewal.

Progress on current research awards is detailed below.

David Veale - Co-Chair Research Fund Committee  
Chris Williams - Co-Chair Research Fund Committee

Summaries of ongoing projects;

A Pilot Study of a Group Intervention for Couples Affected by Chronic Fatigue Syndrome

Grant holders: Dr Marion Cuddy and Dr Katherine Rimes

The project was started in February 2017 and we are currently waiting for approval from the Research Ethics Committee before patient recruitment can commence. At the moment, the treatment manual is being developed with input from a service user advisory group. The group met in mid-May to discuss the proposed contents of the manual and there is another meeting scheduled at the end of June. By this time the manual should be almost completed. We hope to start publicising the study over the summer and to have recruited the first participants by September.

Treating Co-morbid Anxiety and Depression: A Comparison of One Versus Multiple Interventions

Grant holders: Abigail Wroe and Roz Shaffran

We have submitted the main outcome paper from the grant to ‘Behaviour Therapy’. We have been told to revise and resubmit it which we have now done so the revised version is under consideration. We are presenting the outcomes at this year’s BABCP conference. We have an additional paper planned which is in the preparation stage.

An Investigation of Sudden Gains within CBT for Panic Disorder with or without Agoraphobia

Grant holders: Dr Rachel Lee, Dr Dean McMillan and Professor Mike Lucock

The preliminary results of the study, as detailed in the June 2015 update, were presented by Dean McMillan at the BABCP conference in Belfast in June 2016 (Sudden gains in individual CBT for Panic Disorder). We are currently preparing a manuscript for publication in the Journal of Consulting and Clinical Psychology.

The Psychological Interventions for People with Severe Mental Illness in Later Life (PIPSMILL) Project

Grant holders: Dr Katherine Berry and Professor Gillian Haddock

The Psychological Interventions for People with Severe Mental Illness in Later Life (PIPSMILL) Project has been investigating barriers people in later life with severe and enduring mental illness face in accessing psychological therapies that have been recommended for this client group by NICE.
guidelines and CBT in particular. ‘Later life’ has been defined as fifty years of age and over due to the reduced life expectancy of this population. The study has been recruiting since July 2016.

The project has now come to the end of recruitment as we have interviewed a total of 53 participants comprising staff members, service users and carers. We have audio-recorded all of the interviews and analysed the data using thematic analysis. This involves coding transcripts and grouping codes into themes.

Key themes that have emerged so far include:

• The structural organisation of services can inhibit access to psychological therapies for this client group. For instance pathways through organisations are not always clear, therapy does not generally appear to be prioritised and can be influenced by whether or not a psychologist works within the service, and meeting the needs of the client group is not always accounted for (e.g. home visits).

• Staff attitudes, skills and knowledge of psychological therapies could influence whether or not they refer the client group to therapy. For instance without having received education about what therapy is and how it can help, staff are more likely to draw on their personal beliefs or underestimate the value of what therapy can offer.

• Differences in opinion among staff as to whether later life is an optimum or vulnerable time to receive psychological support can affect whether or not the client group will be referred to therapy. Staff who view the group as particularly fragile or in more need of palliative care appear to be less likely to refer to therapy, whereas those who are more recovery-focused or work within a team that provides therapy have a more optimistic view of its benefits.

• The client group’s generational differences, experiences and perceptions of the usefulness of therapy could affect their engagement in therapy. Those who are now in later life are more likely to have been brought up with a more stoic approach to mental health difficulties, therefore may be less likely to seek out psychological support where they might expect to be required to discuss their feelings. Also if they have been in mental health services for a long time they may have experienced services with a more medical bias. This might lead this client group to believe their difficulties to be biological therefore not amenable to change through talking, which can consequently lead to lower expectations as to what therapy can provide. Also, they might have had negative experiences of the older, more coercive treatments which may lead them to want to minimise engagement with services.

• Social support can influence the likelihood of engagement in therapy. If a client has the opportunity to discuss the possibility of engagement in therapy with their support network, and can then be supported by them during therapy, this might increase their chances of engagement. Also the challenges of accessing therapy logistically can be overcome if they are less mobile, but are able to rely on somebody for transport. Most of the participants interviewed believed this client group was a particularly isolated one, which can make the engagement in therapy more problematic and the associated difficulties harder to overcome.

A Pilot Randomised Controlled Trial to Assess the Feasibility of Cognitive Behavioural Therapy Delivered in Intensive and Weekly Treatment Forms for Treatment Resistant Obsessive Compulsive Disorder.

Grant Holders: Dr Josie Millar and Professor Paul Salkovskis

This project is in abeyance and is expected to proceed over 2017-2018.
Evaluating Training in CBT: Assessing disorder-specific competencies and clinical outcomes in IAPT High-Intensity CBT Training

**Project Background**

Our project aims to evaluate trainees’ disorder-specific competencies and clinical outcomes. For this purpose, we first refined three disorder-specific competency scales for common, disabling anxiety disorders: panic disorder, social anxiety disorder (Von Consbruch, Clark, & Stangier, 2012), and post-traumatic stress disorder (PTSD). We then over a period of years collected in excess of 100 therapy tapes of trainees treating clients with one of these disorders. The main hypothesis of this project is that disorder-specific competency is a stronger predictor of clinical outcome than generic competency. The results aim to identify which competencies are most predictive of clinical improvement, and hence most important to train.

**Project Updates**

**Data Collection**

Data were collected from eight course years (2008/09 - 2015/16) of the IAPT High-Intensity CBT Training programme at IoPPN/King’s College London. Each trainee submitted one clinical case, including a therapy recording and clinical outcome measures, for the Anxiety module of the course. The therapy recording was rated on the generic Cognitive Therapy Scale Revised (CTS-R; Blackburn et al., 2001) by a member of the course. If the submitted anxiety case was a recording of the trainee’s therapy for Panic Disorder, Social Anxiety Disorder or PTSD then these cases, if available, were also second-rated with the appropriate disorder specific scale, yielding a total of N=101 tapes (n = 34 for PTSD; n = 30 for Social Phobia, and n = 37 for Panic Disorder). A small sample were externally rated for reliability analyses, indicating good inter-rater reliability.

**Results**

**Panic Disorder**

We evaluated the psychometric properties of the Panic competency scale. The disorder-specific scale was found to be reliable and valid, evidencing good convergent validity with the generic CTS-R. Correlations were conducted to assess whether either scale was associated with clinical outcomes. Initial analyses revealed no association. However, factors, such as severity of panic symptoms and history of disorder, may influence clinical outcome and need to be controlled for and may be better analysed in a regression model. We are analysing the data, whilst controlling for factors associated with outcome, to more accurately assess the relationship between competency and clinical outcome.

**Social Phobia**

We evaluated the psychometric properties of the Social Anxiety competency scale. The disorder-specific scale was found to be reliable and valid, evidencing good convergent validity with the generic CTS-R. Both the disorder specific and the generic competency scale were unrelated to outcome. However, the results must be interpreted with caution since there was a restricted range of competency available (i.e., most trainees performed at the same level).

**PTSD**

We conducted psychometric evaluation of the PTSD competency scale, which demonstrated good convergent validity with the generic CTS-R. Correlations were conducted to assess whether either scale was associated with clinical outcomes. Initial analyses revealed no association. This is likely due to a lack of variability in trainee clinical outcomes. That is, patients with PTSD who are seen by trainees...
share similar clinical outcomes. This has been identified as a particular issue in this dataset. We have identified a set of therapy tapes of therapists working on randomised controlled trials of CBT for PTSD for the National Institute of Health and Care Excellence guidelines and will randomly select tapes from this dataset to rate with the disorder specific and generic competency scales. Including trial therapy tapes will give us a greater range in patient clinical outcomes, which will lead to more meaningful analyses.
EABCT
The EABCT is an organisation that brings together 51 full member and four affiliate associations from 41 different countries. Each association is committed to the empirically based principles and practice of behavioural and cognitive therapy approaches in health, social, education and related fields. They also share a common goal of developing the highest standard of clinical practice through the development of training, continuing professional development and evidence based practice. The latest country and Association to join was the Russian Association accepted as a member in 2016.

During the year from July 2016 to June 2017, BABCP were represented by Katy Grazebrook at the EABCT half annual meeting and at the AGM.

The 47th EABCT conference is being organised by the Turkish Association. However the venue has been moved from Istanbul to Slovenia and will take place from September 13th to 16th. Future conferences will be: 2018 Sofia (Bulgaria), 2019 Berlin (World Congress), and 2020 Greece.

EABCT will be hosting the World Congress from 17th to 19th July 2019 in Berlin, with BABCP’s Rod Holland and Phillip Tata involved in its organisation.

The EABCT Board are keen to develop an EABCT ‘mobile academy’. The aim is to help countries with little access to appropriate CBT training to be able to link up with the EABCT ‘mobile academy’ which will advise on the curriculum and minimum training standards and also hold a list of trainers. If members of BABCP are interested in becoming trainers for the mobile academy they should approach Katy Grazebrook on katygrazebrook@gmail.com. The mobile academy will be looking for people who are either experts in their field or who are recognised (accredited) trainers in CBT. We are not sure how the funding will work yet, but it is expected to be on a ‘cost coverage basis’, so people will be reimbursed for travel, but will probably be accommodated in host families and receive a minimal fee.

Katy Grazebrook has been nominated for the role of Secretary of EABCT – voting will be at the AGM in September.

Katy Grazebrook
Financial Review

The financial year ending 30 April 2017 realised a surplus of £49,407 compared to a forecast of £32,473. However, following a change in accounting policy whereby income is recognised across the period of time to which it relates the reported surplus of £982 in last year’s Annual Report is now amended to a deficit of £151,452. This amendment is pursuant with ensuring the reporting format is consistent over both 2016 and 2017 within this document. The main contributing factor to the change is the amendment to membership subscriptions and accreditation fees previously reported as combined income of £1,105,834, now amended to a combined income of £953,400. This is a difference of £152,434 in reduced income. If the reduction in income is set against the surplus of £982, this results in the reported deficit of £151,452. However, the amount of £152,434 is included in the total of deferred income which can be seen in note 13 of the financial statements. In 2016 the total deferred income was £41,580 which has now been restated as £584,470 and increases to £654,240 for 2017. These amounts will be released over subsequent financial years.

The change in accounting policy has also impacted on the organisation’s Balance Sheet.

The reporting of fixed assets for 2016 shows no change (see note 10) when restated in this year’s report. There is an increase in tangible fixed assets due to the investment in IT projects over the year, namely a new database and website. BABCOP will have invested around £200,000 in a new database and website by implementation, not including ongoing licence fees. Many preliminary works have also been undertaken in order to accommodate the new IT systems, namely upgraded servers and network, plus improvements to online security for the anticipated volume and type of data and transactions. Therefore, the bulk of the £200,000 will have been committed by 30 April 2017 and a significant proportion of these costs will have been capitalised.

There has been an accumulation of investment income amounting to £7,767.

The change in accounting policy has had no impact on the reporting of current assets from 2016. There has been little movement in this area to 30 April 2017 increasing by £8,009 to total £780,814. However, there has been a major impact regarding liabilities. The restated liabilities for 2016 now show £697,757 (previously £154,867) due to the change in accounting policy. Here the proportion of money received for membership and accreditations that span beyond the financial year in which it was received is duly recognised as deferred income and included as a liability.

Financial income for the Association decreased to £1.391 million in comparison to the restated income for the previous year which is now reported as £1.398 million. While this decrease is largely due to the current year change in reporting methodology incoming resources are expected to exceed £1.5 million over 2017-2018. There is a decrease in overall event and workshop related income and work will be undertaken to ensure any future risk to the organisation here is minimised. The decreased income from other charitable activities was somewhat expected as BABCOP’s annual conference took place in Belfast as opposed to previous more accessible mainland venues. The Belfast conference was a success on many levels but experienced a drop of about a third in conference and workshop registrations compared to previous recent annual conferences.

There are several other notable changes in income and expenditure from 2016 to 2017 that are worthy of note, notwithstanding the change in reporting methodology. Printing and publishing costs reduced to £79,895 from £149,383 largely due to workflow efficiencies. Staff costs reduced to £586,424 from £657,783 mainly due to the inclusion of ex-gratia payments over 2016. There was also a reduction in postage and distribution costs to £20,110 from £41,512 due to further workflow
efficiencies including moving more communication to electronic formats. Professional fees amounted to £163,705 so lower than 2016 by £30,245 due to a reduction in legal fees and project management costs for the IT projects.

Membership Subscriptions 2017/18
The economic and political climate is widely reported to be increasingly detrimental to the charitable and not-for-profit sector. BABCP feels the impact here indirectly, such as via members in the NHS being afforded less opportunity to attend CPD events or directly as BABCP seeks to provide a membership package that provides good value for money but without inviting undue financial risk due to the cost of that provision. Providing an affordable but attractive membership package is a challenge for most membership based organisations across the sectors BABCP operates in. However, despite a changing operating environment membership numbers have still grown to exceed 11,000, an annual increase of over 700. The proportion of members with accreditation has also grown over the year to exceed 50% of membership for the first time. Work is in progress to further increase membership volume and make the process of practitioner accreditation and re-accreditation more robust and accessible whilst maintaining value to all key stakeholders. At the same time, BABCP endeavours to obtain best value for money wherever possible without undermining the quality of the services provided. The Board is committed to ensuring sufficient financial reserves are accumulated and all investments provide optimal financial returns. The Board decided to propose a modest increase in membership subscriptions of 1.35% to help cover some of the costs incurred by the likes of rising inflation whilst keeping subscription rates attractive to encourage new and retained membership numbers. Indeed, the new category of Student Membership attracted over 400 new members. The aim here is to retain as many of these new members as possible and so consolidate future income. Therefore, the standard full annual membership subscription will increase to £74.50 if accepted by the membership (if paid by direct debit). This means the organisation continues to offer a membership package that is extremely good value for money and significantly lower than can be found in other comparable organisations.

Investments Selection Policy
After taking financial advice and in accordance with the Articles of Association, the Trustees invested £50,000 in the long-term investment funds. In August 2007 £15,000 was invested with Kames Ethical Equity Fund (formerly known as AEGON) and £35,000 was invested with F&C Stewardship Income Fund. The Trustees considered that the charity needed to achieve long-term capital appreciation and income. The Board will continue to re-invest the accumulated balance on both investment accounts until a situation is reached where the Association needs to use the income from the investment as required. In the year to 30 April 2017 the value of these investments increased by £7,767 to £77,940. The Trustees now believe that the time is right to take financial advice regarding any alternative funds that may provide a greater return over the longer term.

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 interest-bearing deposit accounts. 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 Honorary Treasurer, 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**

Seventeen 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. A number of applications were received for grants of up to £20,000 and these were considered by the Research Fund Committee who made recommendations to the trustees. There were no new research grants approved over the 2016-2017 financial year.

Grants depend on the monies raised from Gift Aid and is no longer supported by a contribution from Spring and Summer Conference registration fees following a change in policy as approved by the Board. Here, it was also agreed that the Research Fund would be reviewed on an annual basis to ensure it does not exceed £200,000 except where specific externally supplied donations supplement Gift Aid income. Where funds exceed £200,000 the surplus will be re-directed into general funds.

**Reserves**

The Trustees have reviewed the level of free reserves, which are unrestricted funds not invested in fixed assets held by the charity. Although they are satisfied that the level of reserves is adequate, the aim is to increase these financial reserves in forthcoming periods.

At the last day of the financial year the amount of reserves was £207,595 (2016: £158,188) of which designated funds were £200,000 (2016: £661,862). The significant reduction is due to a current year change in accounting policy. It should be remembered that designated funds are still unrestricted funds.

**Funding**

The Trustees 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 92 per cent 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 volume.

Accreditation fees and subscriptions cover the cost of providing accreditation services. The Trustees review these costs and can 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 25 per cent 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 and social media.

Risk Assessment
The Trustees 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
The Trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS 102 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland. The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit arising for the period. In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP and FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether United Kingdom 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 Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the company’s website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.
Statement as to Disclosure of Information to Auditors
So far as the Trustees 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 has taken all the steps that they ought to have taken as a Trustee in order to make them aware of any relevant audit information and to establish that the company’s auditors are aware of that information.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE TRUSTEE DIRECTORS

................................................. .................................................
Director/Trustee Director/Trustee
Dated: Dated:
Independent Auditor’s Report
to the Members of the 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 2017 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), including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland.

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 a Report of the Auditors 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 Trustees 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 (United Kingdom 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 Trustee Directors; 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 2017 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

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Accounting Practice, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland; and

- 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 Report of the Trustees 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustee Directors’ remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustee Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the Report of Trustees.

Michael Heys (Senior Statutory Auditor)
for and on behalf of Ainsworths Limited
Chartered Accountants and Statutory Auditors
Charter House
Stansfield Street
Nelson
Lancashire
BB9 9XY

Dated:
# Statement of Financial Activities

(incorporating the income and expenditure account) for the year ended 30 April 2017

<table>
<thead>
<tr>
<th>Notes</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
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</tbody>
</table>

## Income

Income from charitable activities:
- Membership subscriptions: £753,938
- Accreditations: £392,855
- Branch events and workshop bookings: £153,195
- Other income from charitable activities: £28,191

Income from trading activities:
- Activities for generating funds: £62,795
- Investment income: £1,857
- Other income resources: £363

**TOTAL INCOMING RESOURCES**: £1,390,974

## Expenditure

- Costs of raising funds: £44,093
- Expenditure on charitable activities: £1,307,461

**TOTAL RESOURCES EXPENDED**: £1,351,554

## Net Income (Expenditure)

Net income (expenditure): £41,640 (as restated)

## Other Recognised (Losses) Gains

- Unrealised (loss)/gain on revaluation of investment assets: £7,767

**NET MOVEMENT IN FUNDS**: £49,407 (as restated)

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities and is of an unrestricted nature.

---

# Statement of Financial Activities

for the year ended 30 April 2017

<table>
<thead>
<tr>
<th>Notes</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

## Reconciliation of opening funds:

- As previously reported: £701,078
- Effect of change in accounting policy: (£542,890)

**TOTAL FUNDS CARRIED FORWARD**: £207,595

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## Balance Sheet

as at 30 April 2017

<table>
<thead>
<tr>
<th>Note</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>FIXED ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intangible fixed assets</td>
<td>9</td>
<td>-</td>
</tr>
<tr>
<td>Tangible fixed assets</td>
<td>10</td>
<td>125,657</td>
</tr>
<tr>
<td>Investments</td>
<td>11</td>
<td>77,940</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>203,597</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and prepayments</td>
<td>12</td>
<td>155,619</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>13</td>
<td>625,195</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>780,814</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors falling due within one year</td>
<td>13</td>
<td>776,816</td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS</strong></td>
<td></td>
<td>3,998</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS LESS CURRENT LIABILITIES</strong></td>
<td></td>
<td>207,595</td>
</tr>
<tr>
<td><strong>CREDITORS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts falling due after more than one year</td>
<td>14</td>
<td>200,000</td>
</tr>
<tr>
<td>General</td>
<td>15</td>
<td>7,595</td>
</tr>
<tr>
<td><strong>TOTAL CHARITY FUNDS</strong></td>
<td>16</td>
<td>207,595</td>
</tr>
</tbody>
</table>

The Trustees have prepared the financial statements in accordance with Section 398 of the Companies Act 2006 and Section 138 of the Charities Act 2011. Furthermore, these financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard 102 (effective 1 January 2015).

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

Signed on behalf of the Board of Trustees

..........................................................  ..........................................................
Director/Trustee                    Director/Trustee

Dated:

The notes on pages 54 - 63 form part of these accounts
Cash flow Statement
for the year ended 30 April 2017

<table>
<thead>
<tr>
<th>Notes</th>
<th>2017</th>
<th>2016 (as restated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

CASH FLOWS FROM CHARITABLE ACTIVITIES

Cash generated from activities | 1 | 135,835 | (33,732) |
Net cash from charitable activities | | 135,835 | (33,732) |

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of tangible fixed assets | | (122,968) | (13,617) |
(Decrease) in value of investments | | (7,767) | 233 |
Net cash from investing activities | | (130,735) | (13,384) |

INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS | 5,100 | (47,116) |
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR | 2 | 620,095 | 667,211 |
CASH AND CASH EQUIVALENTS AT END OF YEAR | 2 | 625,195 | 620,095 |

Cash flow Statement Notes
for the year ended 30 April 2017

1 RECONCILIATION OF SURPLUS/(DEFICIT) TO CASH GENERATED FROM ACTIVITIES

<table>
<thead>
<tr>
<th>2017</th>
<th>2016 (as restated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

Surplus/(Deficit) for the year | 49,407 | (151,452) |
Depreciation charges | 10,278 | 8,208 |
Loss on disposal of fixed assets | - | 34 |

59,685 | (143,210) |

Increase/(Decrease) in trade and other debtors | (2,909) | (29,619) |
Increase/(Decrease) in trade and other creditors | 79,059 | 139,097 |
CASH GENERATED FROM CHARITABLE ACTIVITIES | 135,835 | (33,732) |
2. **CASH AND CASH EQUIVALENTS**

The amounts disclosed on the Cash Flow Statement in respect of cash and cash equivalents are in respect of these Balance Sheet amounts:

<table>
<thead>
<tr>
<th>Year ended 30 April 2017</th>
<th>30.04.17</th>
<th>30.04.16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>625,195</td>
<td>620,095</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year ended 30 April 2016</th>
<th>30.04.16</th>
<th>30.04.15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>620,095</td>
<td>667,211</td>
</tr>
</tbody>
</table>
Notes to the Financial Statements
for the year ended 30 April 2017

1 ACCOUNTING POLICIES

Company information

The British Association for Behavioural and Cognitive Psychotherapies is a charitable company limited by guarantee, incorporated in England and Wales. The Company number and registered office can be found in the Trustees report.

Basis of preparing the financial statements

The financial statements have been prepared in accordance with applicable accounting standards.

The financial statements have been prepared on a going concern basis which assumes that the company will be able to meet its liabilities as they fall due.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2015) ~ (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

The British Association for Behavioural and Cognitive Psychotherapies meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the financial statements the Trustee Directors have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No items have been noted which require restatement in the comparative period as a result of any changes in the financial reporting standards.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is the amount derived from ordinary activities and is stated after trade discounts, other sales taxes and net of Value Added Tax.

Membership subscriptions and accreditations are accounted for when due. All such income is deferred when it is received in advance of the period to which it relates.

All other income is recognised on an accruals basis, with income relating to events after the year end being deferred.
Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management and administration of the charity.

All support costs are allocated between the activity expenditure categories on a basis designed to reflect the use of the resource. Support costs are apportioned on an appropriate basis e.g. time spent, floor areas, or estimated usage.

Grants Payable

Each year the charity makes grants for research to be carried out into behavioural and cognitive psychotherapies. Any liability is only recognised when an obligation arises.

Branch transactions

Branch transactions are included in full in the financial statements.

Intangible fixed assets and amortisation

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

Tangible fixed assets and depreciation

All tangible fixed assets are capitalised at cost. Depreciation is provided so as to write off the cost of an asset, less its estimated residual value, over its expected useful life as follows:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Depreciation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office equipment</td>
<td>15% reducing balance</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>50% reducing balance</td>
</tr>
</tbody>
</table>

Assets under construction are not depreciated until they become operational.

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.

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.
**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustee Directors.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pensions costs and other post-retirement benefits**

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 Statement of Financial Activities.

**Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

**Debtors**

Short term debtors are measured at transaction price, less any impairment.

**Creditors**

Short term creditors are measured at transaction price.

**Change in accounting policy**

The company has changed its accounting policy on certain incoming resources. The previous accounting policy on membership subscriptions and accreditations was to recognise them in full in the period in which they were received. The new accounting policy on membership subscriptions and accreditations is to recognise them when due, with all such income deferred when it is received in advance of the period to which it relates. In the opinion of the Trustee Directors this new policy provides reliable information and is more relevant than the policy it replaces because it more closely matches income over the term to which costs are incurred and membership benefits arise.

The change in accounting policy has been applied retrospectively and comparative information has been restated accordingly. The effect of the change is to reduce reported profits for 2016 by £152,434 and to reduce the opening balance of funds by £542,890. The effect in the current year is a reduction in profits of £75,513.

### 2 OTHER INCOME FROM CHARITABLE ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(as restated)</td>
<td></td>
</tr>
<tr>
<td>Journals</td>
<td>1,687</td>
<td>3,450</td>
</tr>
<tr>
<td>Gift Aid</td>
<td>49,550</td>
<td>44,374</td>
</tr>
<tr>
<td>National conference/Workshop event (deficits)/surpluses</td>
<td>(23,046)</td>
<td>51,695</td>
</tr>
<tr>
<td></td>
<td><strong>28,191</strong></td>
<td><strong>99,519</strong></td>
</tr>
</tbody>
</table>
3 INCOME FROM ACTIVITIES FOR GENERATING FUNDS

<table>
<thead>
<tr>
<th>Activity</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Advertising, flyers and inserts</td>
<td>55,937</td>
<td>66,144</td>
</tr>
<tr>
<td>Address labels</td>
<td>5,357</td>
<td>7,353</td>
</tr>
<tr>
<td>Professional services rendered</td>
<td>1,501</td>
<td>2,298</td>
</tr>
<tr>
<td></td>
<td>62,795</td>
<td>75,795</td>
</tr>
</tbody>
</table>

4 SUPPORT COSTS

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

<table>
<thead>
<tr>
<th>Cost of Raising funds</th>
<th>Charitable Governance activities costs</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Travel, accommodation and subsistence</td>
<td>-</td>
<td>7,735</td>
<td>130,996</td>
</tr>
<tr>
<td>Printing and publishing</td>
<td>5,460</td>
<td>71,435</td>
<td>149,383</td>
</tr>
<tr>
<td>Hire charges</td>
<td>68</td>
<td>1,294</td>
<td>1,362</td>
</tr>
<tr>
<td>Staff costs (see note 7)</td>
<td>29,321</td>
<td>557,103</td>
<td>657,783</td>
</tr>
<tr>
<td>Stationery</td>
<td>359</td>
<td>6,814</td>
<td>5,417</td>
</tr>
<tr>
<td>Postage and distribution</td>
<td>1,006</td>
<td>19,104</td>
<td>61,622</td>
</tr>
<tr>
<td>Rent</td>
<td>2,851</td>
<td>54,173</td>
<td>50,682</td>
</tr>
<tr>
<td>Insurance</td>
<td>251</td>
<td>4,774</td>
<td>4,715</td>
</tr>
<tr>
<td>Audit fees</td>
<td>-</td>
<td>6,615</td>
<td>6,175</td>
</tr>
<tr>
<td>Bookkeeping services</td>
<td>-</td>
<td>3,787</td>
<td>4,135</td>
</tr>
<tr>
<td>Repairs and renewals</td>
<td>56</td>
<td>1,065</td>
<td>5,862</td>
</tr>
<tr>
<td>Software/computer supplies</td>
<td>2,506</td>
<td>47,612</td>
<td>32,152</td>
</tr>
<tr>
<td>Telephone</td>
<td>897</td>
<td>17,040</td>
<td>12,488</td>
</tr>
<tr>
<td>Bank charges</td>
<td>804</td>
<td>7,234</td>
<td>7,311</td>
</tr>
<tr>
<td>Depreciation</td>
<td>514</td>
<td>9,764</td>
<td>8,208</td>
</tr>
<tr>
<td>Loss on disposal</td>
<td>-</td>
<td>-</td>
<td>34</td>
</tr>
<tr>
<td>TOTAL SUPPORT COSTS</td>
<td>44,093</td>
<td>924,460</td>
<td>1,144,997</td>
</tr>
<tr>
<td></td>
<td>14,350</td>
<td>982,903</td>
<td>1,144,997</td>
</tr>
</tbody>
</table>
## 5 EXPENDITURE ON CHARITABLE EXPENDITURE

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants payable</td>
<td>£15,666</td>
<td>£36,241</td>
</tr>
<tr>
<td>Event costs</td>
<td>£175,796</td>
<td>£169,843</td>
</tr>
<tr>
<td>Publicity</td>
<td>£1,508</td>
<td>£349</td>
</tr>
<tr>
<td>Professional fees</td>
<td>£163,705</td>
<td>£193,950</td>
</tr>
<tr>
<td>Support costs (see note 4)</td>
<td>£924,460</td>
<td>£1,075,840</td>
</tr>
<tr>
<td>Governance costs (see note 4)</td>
<td>£14,350</td>
<td>£14,834</td>
</tr>
<tr>
<td>Sundry expenses</td>
<td>£11,976</td>
<td>£6,567</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£1,307,461</strong></td>
<td><strong>£1,497,624</strong></td>
</tr>
</tbody>
</table>

## 6 NET INCOME FOR THE YEAR

The income for the year is stated after charging:

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditors’ remuneration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit services</td>
<td>£6,615</td>
<td>£6,175</td>
</tr>
<tr>
<td>Non-audit services</td>
<td>£3,787</td>
<td>£4,135</td>
</tr>
<tr>
<td>Amortisation of website costs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation of owned tangible assets</td>
<td>£10,278</td>
<td>£8,208</td>
</tr>
<tr>
<td>Loss on disposal of owned tangible assets</td>
<td>-</td>
<td>£34</td>
</tr>
<tr>
<td>Pension costs</td>
<td>£45,940</td>
<td>£44,956</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£586,424</strong></td>
<td><strong>£657,783</strong></td>
</tr>
</tbody>
</table>

## 7 STAFF COSTS

Staff costs during the year were as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>£483,341</td>
<td>£569,291</td>
</tr>
<tr>
<td>Social security</td>
<td>£41,871</td>
<td>£43,536</td>
</tr>
<tr>
<td>Pensions</td>
<td>£45,940</td>
<td>£44,956</td>
</tr>
<tr>
<td>Agency staff costs</td>
<td>£15,272</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£586,424</strong></td>
<td><strong>£657,783</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee Directors</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Provision of charitable services</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>
The average number of persons employed during the year with emoluments exceeding £60,000 was as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017 (as restated)</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full time</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Staff costs incurred during the year in respect of these employees was as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017 (as restated)</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages and salaries</td>
<td>57,132</td>
<td>64,992</td>
</tr>
<tr>
<td>Ex-gratia costs</td>
<td>-</td>
<td>66,548</td>
</tr>
<tr>
<td>Social security</td>
<td>6,763</td>
<td>7,278</td>
</tr>
<tr>
<td>Pension</td>
<td>5,985</td>
<td>7,474</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>69,880</strong></td>
<td><strong>146,292</strong></td>
</tr>
</tbody>
</table>

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 (2016: 10) Trustee Directors during the year amounting to £12,528 (2016: £10,996).

9 INTANGIBLE FIXED ASSETS

<table>
<thead>
<tr>
<th>Website and portal costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>£</td>
</tr>
<tr>
<td>At 1 May 2016</td>
</tr>
<tr>
<td>At 30 April 2017</td>
</tr>
</tbody>
</table>

Depreciation:

<table>
<thead>
<tr>
<th></th>
<th>36,151</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 1 May 2016</td>
<td></td>
</tr>
<tr>
<td>At 30 April 2017</td>
<td>36,151</td>
</tr>
</tbody>
</table>

Net book value at 30 April 2017

Net book value at 30 April 2016
## 10 TANGIBLE FIXED ASSETS

<table>
<thead>
<tr>
<th></th>
<th>Assets under construction</th>
<th>Office equipment</th>
<th>Computer equipment</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cost:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 May 2016</td>
<td>-</td>
<td>3,599</td>
<td>42,364</td>
<td>45,963</td>
</tr>
<tr>
<td>Additions</td>
<td>112,024</td>
<td>318</td>
<td>10,626</td>
<td>122,968</td>
</tr>
<tr>
<td><strong>At 30 April 2017</strong></td>
<td><strong>112,024</strong></td>
<td><strong>3,917</strong></td>
<td><strong>52,990</strong></td>
<td><strong>168,931</strong></td>
</tr>
<tr>
<td>Depreciation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 May 2016</td>
<td>-</td>
<td>1,708</td>
<td>31,288</td>
<td>32,996</td>
</tr>
<tr>
<td>Charge for the year</td>
<td>-</td>
<td>339</td>
<td>9,939</td>
<td>10,278</td>
</tr>
<tr>
<td><strong>At 30 April 2017</strong></td>
<td><strong>-</strong></td>
<td><strong>2,047</strong></td>
<td><strong>41,227</strong></td>
<td><strong>43,274</strong></td>
</tr>
<tr>
<td><strong>Net book value at 30 April 2017</strong></td>
<td><strong>112,024</strong></td>
<td><strong>1,870</strong></td>
<td><strong>11,763</strong></td>
<td><strong>125,657</strong></td>
</tr>
<tr>
<td>Net book value at 30 April 2016</td>
<td>-</td>
<td>1,891</td>
<td>11,076</td>
<td>12,967</td>
</tr>
</tbody>
</table>

## 11 INVESTMENTS

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as restated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuation brought forward at 1 May 2016</td>
<td>70,173</td>
<td>70,406</td>
</tr>
<tr>
<td>Net (loss)/gain on revaluation</td>
<td>7,767</td>
<td>(233)</td>
</tr>
<tr>
<td>Valuation carried forward at 30 April 2017</td>
<td>77,940</td>
<td>70,173</td>
</tr>
</tbody>
</table>

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

## 12 DEBTORS

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as restated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade debtors</td>
<td>40,035</td>
<td>43,888</td>
</tr>
<tr>
<td>Other debtors</td>
<td>26,661</td>
<td>7,018</td>
</tr>
<tr>
<td>Prepayments and accrued income</td>
<td>88,923</td>
<td>101,804</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>155,619</strong></td>
<td><strong>152,710</strong></td>
</tr>
</tbody>
</table>
13 CREDITORS
Amounts falling due within one year 2017  2016
(as restated)
£ £
Trade creditors 36,017  39,406
Accruals 49,928  59,051
Deferred income 654,240  584,470
Social security and other taxes 22,267  8,179
Other creditors 14,364  6,651
776,816  697,757

The movement in deferred income is analysed as follows:

2017  2016
(as restated)
£ £
Deferred income brought forward 584,470  438,040
Amounts released from previous years (584,470) (438,040)
Income received this year deferred to later years 654,240  584,470
Deferred income carried forward 654,240  584,470

Deferred income relates to subscriptions and accreditations relating to post year end periods as well as branch events and workshops that were invoiced for but had not yet taken place at the year end.

14 DESIGNATED FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Research funds</th>
<th>Branch funds</th>
<th>TOTAL (as restated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>At 1 May 2016</td>
<td>257,527</td>
<td>404,335</td>
<td>661,862</td>
</tr>
<tr>
<td>Incoming resources</td>
<td>30,335</td>
<td>205,511</td>
<td>235,846</td>
</tr>
<tr>
<td>Resources expended</td>
<td>(15,699)</td>
<td>(238,764)</td>
<td>(254,463)</td>
</tr>
<tr>
<td>Transfers between funds</td>
<td>(72,163)</td>
<td>(371,082)</td>
<td>(443,245)</td>
</tr>
<tr>
<td>At 30 April 2017</td>
<td>200,000</td>
<td>-</td>
<td>200,000</td>
</tr>
</tbody>
</table>

NAME OF FUND DESCRIPTION, NATURE AND PURPOSES OF THE FUND

Research fund Established for the provision of grants to third parties to carry out research relevant to the objectives of the Association. In November 2016 the Board decided to cap this fund at £200,000.

Branch funds This represents the surplus of income over expenditure arising from branch events held. In November 2016 the Board resolved that this fund effectively represented free reserves and be classified as such.
15 **UNRESTRICTED FUNDS**

<table>
<thead>
<tr>
<th></th>
<th>Designated funds £</th>
<th>General fund £</th>
<th>TOTAL (as restated) £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds at 1 May 2016</td>
<td>661,862</td>
<td>(503,674)</td>
<td>158,188</td>
</tr>
<tr>
<td>Incoming resources</td>
<td>235,846</td>
<td>1,157,348</td>
<td>1,393,194</td>
</tr>
<tr>
<td>Resources expended</td>
<td>(254,463)</td>
<td>(1,097,091)</td>
<td>(1,351,554)</td>
</tr>
<tr>
<td>Gain on revaluation of investment assets</td>
<td>-</td>
<td>7,767</td>
<td>7,767</td>
</tr>
<tr>
<td>Transfers between funds</td>
<td>(443,245)</td>
<td>443,245</td>
<td>-</td>
</tr>
<tr>
<td><strong>Funds at 30 April 2017</strong></td>
<td><strong>200,000</strong></td>
<td><strong>7,595</strong></td>
<td><strong>207,595</strong></td>
</tr>
</tbody>
</table>

16 **ANALYSIS OF NET ASSETS BETWEEN FUNDS**

<table>
<thead>
<tr>
<th></th>
<th>Designated funds £</th>
<th>General fund £</th>
<th>TOTAL (as restated) £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed assets</td>
<td>464</td>
<td>203,133</td>
<td>203,597</td>
</tr>
<tr>
<td>Current assets</td>
<td>204,350</td>
<td>576,464</td>
<td>780,814</td>
</tr>
<tr>
<td>Creditors falling due within one year</td>
<td>(4,814)</td>
<td>(772,002)</td>
<td>(776,816)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>200,000</strong></td>
<td><strong>7,595</strong></td>
<td><strong>207,595</strong></td>
</tr>
</tbody>
</table>

17 **FUNDS OF THE CHARITY**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 1 May 2016 (as previously reported)</td>
<td></td>
<td>701,078</td>
</tr>
<tr>
<td>Prior year adjustment: 2015</td>
<td></td>
<td>(390,456)</td>
</tr>
<tr>
<td>Prior year adjustment: 2016</td>
<td></td>
<td>(152,434)</td>
</tr>
<tr>
<td>At 1 May 2016 (as restated)</td>
<td></td>
<td>158,188</td>
</tr>
<tr>
<td>Surplus for the year</td>
<td></td>
<td>49,407</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>207,595</strong></td>
</tr>
</tbody>
</table>
18 FUNDS OF THE CHARITY

Minimum lease payments under non-cancellable operating leases fall due as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016 (as restated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Land and buildings</td>
<td>Other</td>
</tr>
<tr>
<td>Expiring:</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Within one year</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Between two and five years</td>
<td>88,470</td>
<td>7,440</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>88,470</strong></td>
<td><strong>7,440</strong></td>
</tr>
</tbody>
</table>

19 CONTINGENT LIABILITIES

There were no contingent liabilities at 30 April 2017 or 30 April 2016.

20 OTHER COMMITMENTS

As at 30 April 2017 the Association was committed to pay grant awards totalling £13,255 (2016: £Nil) in respect of research activities being carried out by third parties. All such grant awards will be met from the Educational Activities fund, a designated fund established for this specific purpose.

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 the Trustee Directors during the year except as disclosed in note 8 on page 59.

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 2017 there were 11,042 (2016: 10,366) members.