

**Company Registration No: 06273843**  
**Charity No: 1120063**

**Infection Prevention Society**  
**Company Limited by Guarantee**

**Trustees' report and financial statements**  
**for the year ended 31 December 2016**

**Infection Prevention Society  
Company Limited by Guarantee**

**Accounts for the year ended 31 December 2016**

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**Trustees Annual Report for the year ended 31 December 2016**

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The trustees, who are also directors for the purposes of company law, present their report and the accounts of the charity for the year ended 31 December 2016 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**References and administrative details**

Registered charity name	Infection Prevention Society
Charity registration number	1120063
Company registration number	06273843
Principal office	c/o Fitwise Management Ltd Blackburn House Redhouse Road Seafield West Lothian EH47 7AQ
Registered office	4 Clyde Bank Cottages Hasting Lane Fishers Pond Hampshire SO50 7HH

**Directors and the Trustees**

The following trustees have held office since 1 January 2016:

Neil A Wigglesworth (President)	
Patricia M Silvester (Vice President)	(appointed 28 September 2016)
Carole A Hallam (Secretary)	
Valya J Weston (Dep Secretary)	(appointed 28 September 2016)
Philip W Pugh (Treasurer)	
Claire D Chadwick (Dep Treasurer)	(appointed 28 September 2016)
Craig W Bradley (Member without office)	(appointed 1 March 2016)
Jacqueline A Prieto (Member without office)	(appointed 28 September 2016)
Emma Burnett (R&D Coordinator)	
Helen L O'Connor (EPDC Coordinator)	(appointed 1 January 2016)
Karen D Wares (SPC Coordinator)	
Jennifer Wilson (Journal Editor)	
Deborah M Xuereb (IEC Coordinator)	

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Heather P Loveday (President)	(resigned 28 September 2016)
Deborah Wright (Secretary)	(resigned 28 September 2016)
Gary Thirkell (Treasurer)	(resigned 28 September 2016)

Secretary	Carole Hallam
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Auditor	Saffery Champness LLP Edinburgh Quay 133 Fountainbridge Edinburgh EH3 9BA
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Bankers	Royal Bank of Scotland 142 – 144 Princes Street Edinburgh EH2 4EQ
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**Structure governance and management**

**Governing document**

The Infection Prevention Society is a charitable company limited by guarantee, incorporated on 8 June 2007 and registered as a charity on 12 July 2007. The company was established under a Memorandum of Association, which established the objects of the charity; these are to promote the advancement of education in infection prevention and control for the benefit of the whole community. The Society's governance requirements, as company and a charity, have been met for 2016.

**Appointment of trustees**

As set out in the Articles of Association the members with power to vote shall at each annual general meeting elect six Honorary Officers of the Society, namely the President, Vice President, Secretary, Deputy Secretary, Treasurer and Deputy Treasurer, and two Trustees who shall have no office and such other Honorary Officers as the Society may from time to time decide, all of whom, other than the two Trustees who shall have no office, shall serve in their respective capacities as Trustees of the Society.



### **Trustee induction and training**

New trustees of the Society undergo an orientation day to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity.

The IPS Trustees induction day was held on 24<sup>th</sup> June 2016 in Birmingham. During the induction day they meet other Board members/trustees and staff of Fitwise Management Limited. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

### **Decision making**

Operational decisions are made on a day-to-day basis by various IPS special interest groups and committees and also the IPS Consultative Committee. Strategic decision-making is the responsibility of the Board of trustees in consultation with the Consultative Committee.

### **Related parties and co-operation with other organisations**

The elected honorary officers and ex officio members of the board of trustees receive annual remuneration from their work with the charity. Any declarations of interest must be disclosed to the full board of trustees, are requested at each meeting and recorded within the minutes. In the current year no such related declarations were reported.

The Society has professional working relationships with other organisations which share the Society's passion and ambition for provision of education to ensure that no person is harmed by a preventable infection.

### **Pay policy for Trustees**

The elected honorary officers and ex officio officers are considered the board of trustees and the Consultative Committee comprises a forum for the board to consult formally with Branch and Special Interest Groups (SIG) coordinators and for the coordinators to discuss and raise issues on behalf of their branch or SIG. Consultative committee members actively engage in and shape the strategic direction of the Society. The Committee comprises the elected officers of the board, the coordinators of each branch and the SIG coordinators. All elected officers and standing committee coordinators received remuneration in the year, see note 18.

## **The Society**

The Infection Prevention Society (IPS) has a Board of Directors, eight of whom are elected and four of who are appointed. The elected Honorary Officers are:

- President,
- Vice President,
- Treasurer,
- Secretary,
- Deputy Secretary
- Deputy Treasurer and
- Member without Office;
- Member without Office;

The four appointed ex officio members of the Board are the coordinators of the four standing committees,

- The Education and Professional Development Committee,
- The Editorial Management Group,
- The Research and Development Committee and
- The Scientific Programme Committee.

The Board oversees the general management and control of the affairs and assets of the Society. Board members will be both directors of the Society for the purposes of the Companies Act and Trustees for the purposes of the Charities Act.

The Board will execute and monitor the delivery of the IPS strategy and be the main decision making forum on the day to day business activities of the Society. It will have the overall responsibility for managing the business affairs of the IPS in terms of implementation of the Society's business plan.

All board members have an equal vote and serve for a period of 2 years, with the vice or deputy positions automatically moving to the substantive post for a further 2 years.

The IPS board holds monthly meetings five of which are face-to-face, the other seven being conducted by teleconference or web communication; additional face-to-face meetings are scheduled according to business requirements. There are two Consultative Committee meetings per year.

## **Education and Professional Development Committee (EPDC)**

The EPDC focuses on developing and supporting the professional development of members and the advancement of infection prevention knowledge in the wider healthcare and education sectors. It does this through competency-based education activities, development of resources and collaborative working.

### **Editorial Management Board (EMB)**

The EMB focuses on publishing a high quality peer reviewed publication that advances professional knowledge and skill in the art and science of infection prevention and control practice. It is responsible for increasing the profile of the journal and increasing the number of high quality original papers in each issue.

### **Research and Development Group (R&D)**

The R&D Group focuses on building research capability and capacity among the IPS membership through education, initiating collaborative research projects and awarding annual research grants. In addition they work with other external groups to further the evidence base for infection prevention and control.

### **Scientific Programme Committee (SPC)**

The SPC focuses on creating robust and topical scientific programmes for the IPS annual conference and works in parallel with Fitwise Management Limited, the events company, to deliver a high quality, well evaluated professional networking and learning event for members and the wider national and international infection prevention and control community.

### **Objectives and activities**

The objects of the charity are to promote the advancement of education in infection prevention and control for the benefit of the whole community and in particular the provision of expert advice and opinion, educational development, training courses, accreditation schemes, educational materials, meetings and conferences.

The policy of the charity continues to be to seek further development of the education agenda of the Society and better dissemination of the information through a variety of promotional vehicles, including a three-day national conference, one day national conferences for specific interest groups, local branch conferences, plus a series of catheter EPIC3 hub and spoke events run in cities across the UK.

Specialist Interest Groups are supported by the Society and are seen as an area of future development in the provisions of good infection prevention and control practice in specialist areas. Currently these interest groups influence practice through the IV, Ambulance, Audit and Surveillance, Commissioning and Mental Health Forums.

Both education and research and development grants are available to members with ongoing funding for both the Society and an externally funded educational grant of £5,000. The Society also provides 10 funded places at the national conference to members of the Society, in addition to providing conference registration fees for members funded from local branches and for some branch officers.

### **Summary of achievements and performance – how our activities deliver public benefit**

#### **Strategy**

The current strategic plan (2017 – 2020) can be viewed on the IPS website ([www.ips.uk.net](http://www.ips.uk.net)). The plan is reviewed annually during business planning and activity is tracked against outcomes throughout the year.

## Trustees Annual Report for the year ended 31 December 2016

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All our charitable activities focus on the advancement of education in infection prevention and control for the benefit of the whole community.

### Key achievements for 2016 and developments for 2017

Dr Neil Wigglesworth stepped into the role of President from October 2016 from his predecessor Professor Heather Loveday. As in previous years, the challenges and pressures on health and social care and infection prevention professionals remind us of the importance and relevance of belonging to a Society of peers and the development opportunities membership gives us.

In 2016 we saw the relentless march of antimicrobial resistance writ large, with the emerging threat from resistant *Candida auris* and the increasing concerns of all the administrations in the UK and Ireland regarding resistant Gram negative bacteria. The Society, on behalf of its members, welcomes the renewed governmental interest in the importance of infection prevention and control in all care settings and look forward to working with government departments and regulators in making our vision of 'no person harmed by a preventable infection' a reality.

2016 was another exciting and successful year for the Society and this summary recognises the huge amount of activity that's been going on across the Society, in the Branches, Special Interest Groups, Business Groups and committees and in collaboration with a range of other organisations.

During 2016 the board developed, with our members, a new Strategic Plan for the period 2017 to 2020 identifying the direction for the Society and the focus on benefits of membership that is at the heart of our plans. In 2016 we started or continued work on a number of these exciting developments;

- we agreed to review the IPS Competencies.
- We developed an International Outreach Committee to support our members who do work in resource limited countries, and also to encourage international membership.
- the *Journal of Infection Prevention* is now indexed in PubMed Central. This is an important and exciting step in the development of the Society journal, which is going from strength to strength.
- Our corporate members are an enormous asset to us as a Society and in 2016 we began work to enhance our relationship with them and to encourage more to join us.
- Collaborations such as OneTogether and the Vessel Health and Preservation work, illustrate the value of working with other societies and commercial partners to produce resources for our members.
- Finally in 2016 we all came together to produce the hugely successful IPS Torch Tour and another fantastic conference in Harrogate.

### Education and Professional Development Committee

Key achievements for 2016 and plans for 2017 include:

- Continued to develop the roles of the Branch Education Leads;
- Undertook a review of IPC content in pre-registration courses for healthcare professional students in HEIs;
- Worked with the Guidelines at a Glance Group to formalise the presentation and layout to

Trustees Annual Report for the year ended 31 December 2016

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- enable endorsement;
- Revised the IPS competences for launch at September conference 2017;
- Supported commercial members through the review and endorsement of educational material;
- Taking on the management of the Quality Improvement Tools;
- Supporting the IPS national conference and programme.

**Journal of Infection Prevention: Editorial Management Board**

Activity highlights include:

- Our journal is now being cited by PubMed Central; a digital archive of biomedical and scientific journal literature. This is an important achievement, as it will make our papers more readily accessible to readers throughout the world;
- We have published 103 original articles in 2016 and are receiving an increasing number of manuscript submissions, including from international authors;
- We ran a very successful 2-day Writers Workshop to support novice writers to publish their work in JIP;
- JIP papers have been downloaded more than 47,000 times in 2016.

**Research and Development Group**

Key achievements for 2016 and plans for 2017 include:

- Creation of a Research Network consisting of approximately 25 people who have a keen interest in IPC research. The network, along with the R&D committee are now working on three separate research projects –
  - Defining an Optimum Infection Prevention Service (DOIPS);
  - Evaluation of Care Pathways for Urinary Catheters;
  - The Sharps Study;
- Completed the first evaluation of the VHP Framework using the Outcome Logic Model in collaboration with the Vessel Health Preservation (VHP) team;
- Award of the novice researcher grant to Lucyna Gozdzielewska, a PhD student from Scotland who is looking at *'Deconstructing the effectiveness of the WHO 6-step technique for healthcare staff using alcohol-based handrubs'* and the collaborative small projects grant to Yvonne Carter and team, from London, who are looking at *'Exploring the patient experience and acceptability of rectal screening'*.

**Scientific Programme Committee**

Key achievements for 2016 and plans for 2017 include:

- Infection Prevention 2016 held at Harrogate International Conference Centre (HICC) with 489 delegates attending and 91 exhibitors;
- Held four specialist work streams: focusing on writing for publication, mental health, audit and surveillance and the ambulance service;
- 10 nationally funded registrations for IPS members;
- 122 abstracts submitted;
- 1 nationally funded place for an international member (delegate fee only).

### International Engagement Project

The IEC was introduced in October 2016 to focus on increasing international IPS membership and providing support/resources to infection prevention practitioners collaborating/working in resource limited countries (RLC).

Key achievements for 2016 and plans for 2017 include:

- Development of Special Access Membership for individuals from Resource Limited Countries;
- Looking at the creation of international affiliated societies of IPS;
- Developing online resources for Resource Limited Countries;
- Promoting IPS internationally;
- Engaging with international delegates at the annual conference.

### One Together Project

OneTogether is a partnership of professional organisations supported by 3M who are committed to promoting and supporting the adoption of best practice to prevent surgical site infection (SSI). IPS is a leading member of this partnership.

Activity from 2016 includes:

- Launched the OneTogether Assessment Toolkit for evaluating infection prevention practice across the surgical pathway;
- Presented lectures on the partnership and toolkit both in the UK and Internationally;
- Published guidance on preventing SSI based on the OneTogether toolkit in the Nursing Times;
- Now working on educational material to support clinical staff to implement best practice in specific areas such as skin preparation and peri-operative warming.

### Hand Hygiene Torch Tour

The Society held the largest hand hygiene campaign to ***'spread the message, not the bugs'*** in the form of a torch tour around the UK and Ireland. The event began on **5th May** in each of the five countries (Scotland, England, Ireland, Northern Ireland and Wales) to coincide with the World Health Organisation 'Clean Your Hands – Call to Action' and finished on **26th September 2016** at the first day of Infection Prevention 2016 Conference in Harrogate.

The aim of the Hand Hygiene Torch Tour was to:

- Raise awareness of the importance of hand hygiene among the general public;
- Promote the Infection Prevention Society nationally and internationally;
- Partner with other healthcare infection and patient organisations to highlight the annual World Health Organisation 'Clean Your Hands - Call to Action' for healthcare workers.

Each of the 14 Branches hosted activities to promote hand hygiene whilst moving the torch around the five countries. In addition, the torch travelled to Malta, Canada, America, Japan, Romania, Portugal and South Africa during the Torch Tour thanks to IPS representatives who were attending international events.



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**Annual IPS Awards 2016**

The annual awards programme recognises the achievements of IPS members at an individual, team and branch level.

The shortlisted candidates for Team of the Year were:

- North Yorkshire Community Infection Prevention & Control Team, Harrogate District NHS Foundation Trust;
- Infection Prevention & Control Group, St Catherine's Hospice, West Sussex;
- Infection Prevention Team, Maidstone & Tunbridge Wells NHS Trust, Kent;

The winning team was the **North Yorkshire Community Infection Prevention & Control Team**. The work of this team with their "can do, will do" attitude has resulted in the production of high quality online educational resources for infection prevention control in the community which aims to improve standards and reduce healthcare associated infection.

The shortlisted candidates for Branch of the Year were:

- IPS Trent;
- IPS West Midlands

The winning branch was **IPS Trent**. The branch has initiated a number of branch projects including: a workforce review, which provides information to meet the needs of its members; the establishment of a new member network as a way to make new IPS members feel valued and supported, and were the first branch to have CPD accreditation at their meetings and annual conference.

The shortlisted candidates for Practitioner of the Year were:

- Sue Millward – Infection Prevention Nurse Consultant, Nuffield Health;
- Ramona Marincas – Director of Nursing, Zalau Emergency Hospital

The winning practitioner was **Sue Millward** for the significant role she has played in raising standards of care and improving patient safety. Her most recent achievements include the creation of a sustainable link practitioner system, the first of its kind in IPC; the development and accreditation of a Director of Infection of Prevention course and leading a review of the Society's audit tools.

The shortlisted candidates for Link Practitioner of the Year were:

- Yvonne Place – Clinical Assistant, The Thornberry Centre, Derriford, Plymouth;
- Drew McDonald – Senior Staff Nurse, Children's A&E Department, Royal Aberdeen Children's Hospital

The winning link practitioner was **Yvonne Place** for her implementation of audit systems and cleaning processes within the department using her own initiative, time and money to implement some of the changes. She has also been active in the 'Surviving Sepsis' arena.

### **IPS Ayliffe Lifetime Achievement Award**

This year the Society also introduced a new award, the **IPS Ayliffe Lifetime Achievement Award** and the Society was delighted to award the inaugural award to Professor Graham Ayliffe himself. Sadly, Professor Ayliffe has since passed away but his legacy will continue to be honoured by the Society through this award which will be given, only rarely, to exceptional individuals.

### **Representation and IPS Collaborative Activity**

The Society is represented on a range of national working groups and collaborates with other infection related organisations nationally and internationally.

Of particular note in 2016 are the following:

- Board members represented the Society as invited guests at the APIC and IPACC conferences in America and Canada; Carole Hallam and Valya Weston presented work at AVA in America;
- Neil Wigglesworth and Philip Pugh represented IPS and were invited to speak at the ICNJ Annual Conference in Oita, Japan;
- Helen O'Connor attended the EUNETIPS winter meeting in Amsterdam on behalf of the Society;
- 2 joint conferences with the Association for Perioperative Practice (AfPP) with 298 delegates attending.

### **Branch and Special Interest Group Activity**

The branches and special interest groups are the heart of the Society and provide opportunities for collaborating, problem solving, networking and professional development for IPS members

Activity highlights from the 14 IPS branches and 5 special interest groups include:

- 12+ regional conferences providing professional development for more than 1,000 delegates;
- 1 IV Forum Conference with 95 delegates;
- 30+ branch meetings providing the opportunity for networking, professional development and joint project working for members;
- 28 branch funded places for IPS members;
- Joint working to produce IPS Calendar for 2017;
- A joint London branch conference focusing on "Something Old, Something New". (London North & London South);
- Coordination of the IPS Calendar. (London South);
- Joint working to produce promotional materials for International Infection Prevention Week 2017;
- Produced a short u-tube video of their branch event, highlighting the day which will be used to promote future Branches activities. (East of England);
- Public and patient engagement as a feature of branch meetings. (London South);
- Revised the format of branch meetings to make education the focus. (North East);
- Held branch meetings in new locations across the region to encourage those who may not attend due to travel problems. (North West);
- Participation in the SARHAI working group; engagement with SHAIPI research group at Glasgow Caledonian University; NES and HPS collaboration. (Scotland);
- Annual joint meeting with regional PHE group. (South West);
- Carried out an IPC workforce survey and presented the results at the IPS Conference. (Trent);



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- Coordination & participation across all branches and SIGs in the Hand Hygiene Torch Tour;
- Featured in the local press as part of the Hand Hygiene Torch Tour. (Wessex);
- New IPC practitioner 3 day programme. (West Midlands);
- Continuation of Guidelines at a Glance development; continued support for international member Ramona Marincas from Zalau Emergency Hospital in Romania. (Yorkshire);
- IPS Trent winner of the Branch of the Year;
- Increased membership of the group. (Ambulance SIG);
- Published Version 3 of the joint IPS / RCN document 'Infection Prevention and Control Commissioning Toolkit'. (Commissioning SIG);
- Collaboration between the Ambulance SIG, Audit & Surveillance SIG and Mental Health SIG;
- Continued work on the Vessel Health & Preservation framework with presentations both nationally and internationally; begun work on a national IV passport in partnership with NIVAS and the RCN which is expected to complete in 2017; attended WoCOVA in Lisbon in 2016 to expand and develop knowledge of the IV forum in the UK and internationally. (IV Forum);
- Reviewed non-alcohol hand sanitising products in light of the PHMB ban. (Mental Health SIG).

**Society developments for 2017**

In the business and financial planning for 2017 the IPS Board agreed to the following strategic activity:

- Review of High Impact Interventions (Saving Lives);
- Publishing of the revised competencies;
- Development of Credentialing process;
- Work with Forster Communications to improve our external communications;
- To review, market and award annual research grants to IPC members;
- To provide IPC members with up-to-date and timely IPC research-related information and resources;
- Run a Writers Workshop to support inexperienced authors;
- To create a conference programme for a primary audience of IPC practitioners, researchers and or educators, that showcases the latest research for prevention, preparedness, detection and management of infection-related events;
- To continuously improve the annual IPS Conference by evaluating the experience, educational content and value of each conference and incorporating any learning into the planning for subsequent conferences;
- To promote and improve the benefits of membership for international members who join the IPS;
- Make resources available on the IPS website for members who are supporting resource limited countries; Strengthen the relationships with corporate members and corporate partners;
- Development of a Membership Strategy;
- Development of a Financial Strategy;
- Developing the role of Co-opted Board Members, introduced in October 2016, who represent the 5 countries within the Society.

### **Membership and financial health**

Total membership at 31st December 2016 was 1799, a decrease of 174 members on 2015. Despite a loss of £69,711 in 2016, the Infection Prevention Society remains in good financial health with £643,449 in available cash funds. The loss was not unexpected as costs for the very successful Hand Hygiene Torch Tour and the contracting of a Public Relations firm to assist with IPS' exposure had not been taken into consideration within the original financial forecast for 2016.

### **Reserves policy**

The total funds held by the Society as at 31 December 2016 are £866,795. Reserves consist entirely of unrestricted funds.

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned agreed expenditure. The trustees consider that the ideal level of reserves as at 31 December 2016 would be £361,172.

### **Investment powers and policy**

The Memorandum and Articles of Association empower the Board to make and hold investments using the general funds of the charity within the terms of Memorandum 4.17 and 4.19 and currently the Society holds investment funds of over £361,172 at the end of the financial year.

The Society investment policy is reviewed annually by the Board of Directors to ensure that it is relevant and meets the requirements of the Society. The trustees also have responsibility for meeting the requirement of the Trustees Act 2000 and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

There are no restrictions on the trustees to spend any income generated from investments or capital in any way, provided such spend meets the objects of the Memorandum and Articles of Association.

### **Risk management**

The trustees operate a robust governance structure that enables charitable aims and objectives to be achieved. This includes a managed risk register held by the Secretary and reviewed at each board meeting.

The IPS Board identified the level of potential risk and appropriate actions to mitigate the risk during scheduled meetings, and the business planning and financial forecasting process. In 2016 the Society made the decision to reduce the risk associated with funds held within a single banking organisation (Royal Bank of Scotland) by rationalising branch bank accounts and spreading operation funds across a variety of UK banks, and to explore additional investment options. Membership and conference income are monitored regularly to highlight potential income reductions and plans put in place to mitigate identified problem areas.

Trustees Annual Report for the year ended 31 December 2016

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**Trustees' responsibilities statement**

The trustees (who are also the directors of the Infection Prevention Society for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

These trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The applicable law also sets out the trustees' responsibilities for the preparation content of the trustees' report.

The charity trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the persons who is a trustee at the date of approval of this report confirms that:

- So far as each trustee is aware, there is no relevant audit information of which the charity auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

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**Small company provisions**

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

Signed on behalf of the trustees:

.....CAHallam.....  
Carole Hallam  
Secretary

.....17/9/17.....  
Date

**Independent Auditors Report to the Trustees for the year ended 31 December 2016**

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We have audited the accounts of the Infection Prevention Society for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and 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.

This report is made solely to the company's trustees and 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 company's trustees and members those matters we are required to state to them in an auditors' report and for no other purposes. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Trustees and Auditor**

As explained more fully in the Trustees' Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of accounts and for being satisfied that they give a true and fair view.

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

**Scope of the Audit of the Accounts**

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

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the statement of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with requirements of the Companies Act 2006.

**Independent Auditors Report to the Trustees for the year ended 31 December 2016**

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**Opinion of other matters prescribed by the Companies Act 2006**

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

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

**Matter on which are we required to report by exemption**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

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

- proper and 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to take advantage of the small companies exemption in preparing the Trustees' Annual Report and the Strategic report.



Kenneth McDowell (Senior Statutory Auditor)  
For and on behalf of Saffery Champness LLP

Chartered Accountants  
Statutory Auditors

Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9BA

Date: 26 September 2017

Saffery Champness LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

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**Statement of Financial Activities (Incorporating the Income and Expenditure Account)  
For the year ended 31 December 2016**

		<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
	<b>Notes</b>		
<b>Income and endowments</b>			
Donations and legacies	2	12,408	15,106
Income from charitable activities	3	952,851	1,047,331
Investment income	4	<u>3,266</u>	<u>4,361</u>
<b>Total Income</b>		<u>968,525</u>	<u>1,066,798</u>
<b>Expenditure</b>			
Expenditure on raising funds:			
Investment management costs	5	(4,803)	(4,472)
Expenditure on charitable activities	6/7	<u>(1,033,433)</u>	<u>(1,013,209)</u>
<b>Total Expenditure</b>		<u>(1,038,236)</u>	<u>(1,017,681)</u>
Net (loss)/income before other recognised gains and losses	9	(69,711)	49,117
Other recognised gains and losses			
Gains on investment assets		<u>35,995</u>	<u>13,990</u>
Net movement in funds		<u>(33,716)</u>	<u>63,107</u>
Reconciliation of funds			
Total funds brought forward		<u>900,511</u>	<u>837,404</u>
Total funds carried forward		<u>866,795</u>	<u>900,511</u>

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 21 to 30 form part of these financial statements.

**Infection Prevention Society  
Company Limited by Guarantee**

**Balance sheet for the year ended 31 December 2016**

	Notes	2016 £	2016 £	2015 £
<b>Fixed assets</b>				
Tangible assets	12		7,442	9,153
Investments	13		<u>361,172</u>	<u>327,387</u>
			368,614	336,540
<b>Current assets</b>				
Debtors	14	122,475		159,700
Cash at bank		<u>643,449</u>		<u>554,248</u>
<b>Creditors: Amounts falling due with one year</b>	15	(267,743)		(149,977)
<b>Net current assets</b>			<u>498,181</u>	<u>563,971</u>
<b>Total assets less current liabilities</b>			<u>866,795</u>	<u>900,511</u>
<b>Net assets</b>			<u>866,795</u>	<u>900,511</u>
<b>Funds of the charity</b>				
Unrestricted income funds	16		<u>866,795</u>	<u>900,511</u>
<b>Total charity funds</b>			<u>866,795</u>	<u>900,511</u>

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

The notes on pages 21 to 30 form part of these financial statements.

Approved by the board of trustees on 17/5/17 and signed on its behalf by:



Philip Pugh  
Director  
Company No: 06273843



**Infection Prevention Society  
Company Limited by Guarantee**

**Statement of Cash Flows for the year ended 31 December 2016**

	<b>31 December 2016 £</b>	<b>31 December 2015 £</b>
Cash generated/(used) in operating activities	84,974	(36,314)
<b>Cash flows from investing activities</b>		
Investment income	3,266	4,361
Purchase of tangible fixed assets	(1,249)	(4,277)
Proceeds from sale of investments	76,661	97,714
Purchase of investments	(74,451)	(96,786)
<b>Cash generated in investing activities</b>	<b>4,227</b>	<b>1,012</b>
Increase in cash	89,201	(35,302)
Cash and cash equivalents at the beginning of the year	554,248	589,550
<b>Total cash and cash equivalents at the end of the year</b>	<b>643,449</b>	<b>554,248</b>
 <b>Reconciliation of net movements in funds to net cash flow from operating activities</b>		
Net (loss)/income	(69,711)	49,117
Add back depreciation charge	2,960	3,776
Deduct investment income shown in investing activities	(3,266)	(4,361)
Decrease/(increase) in debtors	37,225	(60,979)
Increase/(decrease) in creditors	117,766	(23,867)
<b>Net cash generated/(used) in operating activities</b>	<b>84,974</b>	<b>(36,314)</b>
 <b>Analysis of cash and cash equivalents</b>		
Cash in hand	643,449	554,248
<b>Total cash and cash equivalents</b>	<b>643,449</b>	<b>554,248</b>

The notes on pages 21 to 30 form part of these financial statements.

Notes to the accounts for the year ended 31 December 2016

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1. Notes to the accounts

**Basis of accounting**

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

Infection Prevention Society 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(s).

The financial statements are prepared in Sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements for the year ended 31 December 2016 are the first financial statements of Infection Prevention Society prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2015. The trustees have considered whether a restatement of comparative items was needed on transition and concluded that no restatements were required. However, in accordance with the requirements of FRS 102 reconciliation must be provided, in respect of the comparative year, of the net income/expenditure for the year under previous GAAP with that under FRS 102. That reconciliation follows and reflects the change in the presentation of investment gains/losses in the Statement of Financial Activities.

Reconciliation of reported net income for the year ended 31 December 2015:

	£
Net income as previously reported	49,117
Adjustment for gains on investment assets	<u>13,990</u>
Net income as restated	<u>63,107</u>

**Going concern**

The financial statements are prepared on a going concern basis as the Trustees believe that the organisation will have sufficient funds to meet its ongoing financial obligations for at least twelve months from the signing of these financial statements. In making this assessment the Trustees accept this is dependent upon the level of funding which is generated to meet the core cost of the organisation. The trustees have no reason to believe, based upon the actions and work that they have undertaken, that the funding will not continue at a similar level in future years.

### Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, it is probable the charity will receive that income, and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and included in full in the statement of financial activities when receivable. Incoming resources in respect of specific charitable activities or projects are included in the period in which the project or activity is undertaken. Income from investments is included in the year in which it is receivable. Income from sponsorship, membership and charitable activities is recognised when it is receivable.

### Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. VAT which cannot be fully recovered has been separately identified.

Costs of generating funds comprise the costs associated with attracting voluntary income. 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.

### Tangible fixed assets

Tangible fixed assets are stated at their purchase price or, in the case of donated assets, at their estimated purchase price, together with any incidental expenses of acquisition. Provision for depreciation is made so as to write off the cost of each asset less its residual value over its expected useful economic life. The annual rates used for this purpose are:-

Computers and office equipment	33.3% reducing balance
Fixtures and fittings	25% reducing balance
Badge of office	Nil

### Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss.

### Investments

Investments held as fixed assets are revalued at fair value at the balance sheet date and the gain or loss taken to the statement of financial activities.

### Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

### **Financial instruments**

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all its financial instruments.

Financial instruments are recognised in the company's statement of financial position when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### ***Other financial assets***

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in profit or loss, except that investments in equity instruments that are not publically traded and whose fair values cannot be measured reliably are measured at cost less impairment.

#### ***Impairment of financial assets***

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial assets, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed.

#### ***Derecognition of financial assets***

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards or ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the assets has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Notes to the accounts for the year ended 31 December 2016

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***Classification of financial liabilities***

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into.

Basic financial liabilities, including trade and other creditors and bank loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method. Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as 'creditors: amounts falling due within one year' if payment is due within one year or less. If not, they are presented as 'creditors: amounts falling due after more than one year'. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Other financial liabilities***

Other financial liabilities, including debt instruments that do not meet the definition of a basic financial instrument are measured at fair value through profit or loss.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

**Funds**

Unrestricted funds are the funds which can be used in accordance with the charitable objectives at the discretion of the Board.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Foreign currencies**

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of transaction. All differences are taken to the statement of financial activities.

**2. Donations and legacies**

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Donations	5,000	5,000	5,000	5,000
Sponsorship	<u>7,408</u>	<u>7,408</u>	<u>10,106</u>	<u>10,106</u>
	<u>12,408</u>	<u>12,408</u>	<u>15,106</u>	<u>15,106</u>

Notes to the accounts for the year ended 31 December 2016

3. Income from charitable activities

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Memberships	156,855	156,855	172,708	172,708
Publications	2,432	2,432	3,129	3,129
Education	131,136	131,136	109,913	109,913
Conference income	<u>662,428</u>	<u>662,428</u>	<u>761,581</u>	<u>761,581</u>
	<u>952,851</u>	<u>952,851</u>	<u>1,047,331</u>	<u>1,047,331</u>

4. Investment income

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Income from UK listed investments	2,578	2,578	2,431	2,431
Income from non-UK listed investments	-	-	1,113	1,113
Bank interest receivable	<u>688</u>	<u>688</u>	<u>817</u>	<u>817</u>
	<u>3,266</u>	<u>3,266</u>	<u>4,361</u>	<u>4,361</u>

5. Investment management costs

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Investment management fees	<u>4,803</u>	<u>4,803</u>	<u>4,472</u>	<u>4,472</u>

6. Costs of charitable activities by fund type

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Conference expenses	567,008	567,008	594,029	594,029
Education	31,542	31,542	35,633	35,633
Support costs	<u>434,883</u>	<u>434,883</u>	<u>383,547</u>	<u>383,547</u>
	<u>1,033,433</u>	<u>1,033,433</u>	<u>1,013,309</u>	<u>1,013,309</u>

Notes to the accounts for the year ended 31 December 2016

7. Cost of charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total Funds 2016 £	Total Funds 2015 £
All activities	-	387,110	387,110	336,869
Conference expenses	567,008	-	567,008	594,029
Education	31,542	-	31,542	35,633
Governance costs	-	47,773	47,773	46,678
	<u>598,550</u>	<u>434,883</u>	<u>1,033,433</u>	<u>1,013,209</u>

8. Analysis of support costs

	All activities £	Governance costs £	Total 2016 £	Total 2015 £
Printing, postage and stationery	56,291	-	56,291	57,334
Professional and consultancy fees	-	633	633	1,007
Bank charges	-	2,486	2,486	3,706
Depreciation	2,960	-	2,960	3,776
Administration and bookkeeping costs	135,417	38,004	173,421	143,791
Travelling and subsistence costs	117,229	-	117,229	83,529
Funded branch officer places	28,894	-	28,894	29,206
Bad debts	-	-	-	(1,237)
Irrecoverable VAT	45,988	-	45,988	55,236
Exchange (gains)/losses	(516)	-	(516)	25
Sundry expenses	847	-	847	1,074
Audit fee	-	6,650	6,650	6,100
	<u>387,110</u>	<u>47,773</u>	<u>434,883</u>	<u>383,547</u>

Notes to the accounts for the year ended 31 December 2016

**9. Net (loss)/income for the year**

This is stated after charging:

	2016 £	2015 £
Depreciation	2,960	3,776
Auditors' remuneration:		
• preparation and audit of the financial statements	6,650	6,000
• other fees (see below)	-	100
Exchange (gains)/losses	<u>(516)</u>	<u>25</u>

Auditors' fees

The fees charged by the auditor can be further analysed under the following headings for services rendered:

	2016 £	2015 £
Audit and accountancy	6,650	6,000
Taxation	<u>-</u>	<u>100</u>
	<u>6,650</u>	<u>6,100</u>

**10. Staff costs, trustee remuneration and expenses, and the cost of key management personnel**

The charity has no employees. Key management personnel consist of the Board of Trustees. See note 18 for details of trustee remuneration.

**11. Taxation**

The charity's activities fall within the exemption of afforded by the provisions of the Income and Corporation Taxes Act 1998. Accordingly, there is no taxation charge in these accounts.



Notes to the accounts for the year ended 31 December 2016

12. Tangible fixed assets

	Badge of office £	Computer & office equipment £	Fixtures & fittings £	Total £
Cost				
At 1 January 2016	1,250	53,779	23,112	78,141
Additions	-	1,249	-	1,249
At 31 December 2016	<u>1,250</u>	<u>55,028</u>	<u>23,112</u>	<u>79,390</u>
Depreciation				
At 1 January 2016	-	46,931	22,057	68,988
Charge for the year	-	2,696	264	2,960
At 31 December 2016	<u>-</u>	<u>49,627</u>	<u>22,321</u>	<u>71,948</u>
Net Book Value				
At 31 December 2016	<u>1,250</u>	<u>5,401</u>	<u>791</u>	<u>7,442</u>
At 31 December 2015	<u>1,250</u>	<u>6,848</u>	<u>1,055</u>	<u>9,153</u>

Notes to the accounts for the year ended 31 December 2016

**13. Investments**

Movement in market

	2016 £	2015 £
Market value at 1 January 2016	327,387	314,325
Acquisitions at cost	74,451	96,786
Disposals	(76,661)	(97,714)
Profit on investment disposals	765	1,634
Net gains on revaluation in the year ended 31 December 2016	<u>35,230</u>	<u>12,356</u>
Market value at 31 December 2016	<u>361,172</u>	<u>327,387</u>
Historical cost at 31 December 2016	<u>280,647</u>	<u>279,692</u>

**Analysis of investments at 31 December 2016 between funds**

	Total Funds 2016 £	Total Funds 2015 £
<b>Listed investments</b>		
UK quoted shares	230,386	184,855
Non-UK quoted shares	<u>130,786</u>	<u>142,532</u>
	<u>361,172</u>	<u>327,387</u>
<b>Listed investments</b>		
Fixed interest – Unrestricted funds	40,530	23,895
Equities – Unrestricted funds	244,391	257,899
Other – Unrestricted funds	<u>76,251</u>	<u>45,593</u>
	<u>361,172</u>	<u>327,387</u>

**14. Debtors**

	2016 £	2015 £
Trade debtors	44,984	28,662
Other debtors	21,662	21,740
Prepayments	<u>55,829</u>	<u>109,298</u>
	<u>122,475</u>	<u>159,700</u>

Notes to the accounts for the year ended 31 December 2016

15. Creditors

	2016 £	2015 £
Trade creditors	140,904	22,584
Other creditors	<u>126,839</u>	<u>127,393</u>
	<u>267,743</u>	<u>149,977</u>

16. Unrestricted income funds

	Balance at 1 January 2016 £	Income £	Expenditure and transfers £	Gains and losses £	Balance at 31 Dec 2016 £
Designated funds	9,153	-	(1,711)	-	7,442
General funds	<u>891,358</u>	<u>968,525</u>	<u>(1,000,530)</u>	-	<u>859,353</u>
	<u>900,511</u>	<u>968,525</u>	<u>(1,002,241)</u>	-	<u>866,795</u>

17. Analysis of net assets between funds

	Tangible Fixed assets £	Investments £	Net current assets £	Total £
Unrestricted income funds	7,442	-	-	7,442
Designated funds	-	<u>361,172</u>	<u>498,181</u>	<u>859,353</u>
General funds	<u>7,442</u>	<u>361,172</u>	<u>498,181</u>	<u>866,795</u>
Total Funds	<u>7,442</u>	<u>361,172</u>	<u>498,181</u>	<u>866,795</u>

18. Related party transactions

There are no related parties other than the trustees of the charity. The trustees receive a nominal remuneration for their time and expertise £8,250 (2015: £8,250). The total of trustees expenses for the year ended 31 December 2016 amounted to £17,188 (2015: £27,586) for travel and subsistence.

19. Company limited by guarantee

Infection Prevention Society is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not to exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

