



## **Annual Report and Accounts**

31 December 2017

Charity Registration Number  
1164445

Company Registration Number  
05062387

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## Reference and administrative information

<b>Company registration number</b>	05062387 (England and Wales)
<b>Charity registration number</b>	1164445
<b>Principal and registered office</b>	The Exchange Express Park Bristol Road Bridgwater Somerset TA6 4RR
<b>Trustees and Directors</b>	Professor Andrew Newton (Chair) ( <i>Resigned</i> ) Mr John Martin (Chair) ( <i>Appointed</i> ) Mr Paul Younger (Deputy Chair) ( <i>Appointed</i> ) Mr Timothy Gerhard (Treasurer) Mr Richard Webber (Director of Communications) ( <i>Resigned 1/7/2017</i> ) Mr William Martin Broughton Mr Daniel Haworth ( <i>Resigned 1/7/2017</i> ) Mrs Elizabeth Hickson Mr Andrew James Jones Mr Kris Stephen Lethbridge ( <i>Resigned</i> ) Mr Andrew McFarlane Mr David Reed Ms Ursula Rolfe ( <i>Resigned 1/7/2017</i> ) Mr David Saxby ( <i>Resigned 1/7/2017</i> ) Mr Kevin Swift Mrs Dahlenne Tough Mr Chris Veevers Mr Graham Clark Mrs Julie Ormrod Mr Chris Read ( <i>Resigned 1/7/2017</i> ) Mr Jamie Todd ( <i>Resigned 1/7/2017</i> ) Mrs Tracy Nicholls Mr James Andrew Mr Peter Woodford ( <i>Appointed 1/7/2017</i> ) Mr Ptolemy Neoptolemos ( <i>Appointed 1/7/2017</i> ) Mr Ryan Lord ( <i>Appointed 1/7/2017</i> ) Mr Martin Berry ( <i>Appointed 1/7/2017</i> ) Mr Jason Brooke ( <i>Appointed 1/7/2017</i> ) Ms Georgette Eaton ( <i>Appointed 1/7/2017</i> ) Mr Paul Gowens ( <i>Appointed 1/7/2017</i> ) Mr Jonathan Harvey ( <i>Appointed 1/7/2017</i> ) Mr Gordon Ingram ( <i>Appointed 1/7/2017</i> )



## Reference and administrative information

<b>Chief Executive Officer</b>	Mr Gerry Egan
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Santander plc 2 Triton Square Regent's Place London NW1 3AN



### THE ROLL OF HONOUR OF THE COLLEGE OF PARAMEDICS

The College of Paramedics role of honour recognises paramedics and others who have made significant contributions to the development of the paramedic profession. The two formal honours are the Fellowship and the Honorary Fellowship.

- The conferment of **Fellow** of the **College of Paramedics** is made to paramedics who are full members of the College of Paramedics and is represented by the post-nominal of FCPara.
- The conferment of **Honorary Fellow** of the **College of Paramedics** can be made to individuals, regardless of professional background or qualification. Honorary Fellows are not entitled to use a post-nominal and cannot be members of the College's Honours and Awards Committee.

In addition to fellowships and on rare occasions, the College of Paramedics may confer a **Lifetime Achievement** award. This award is made to individuals, regardless of professional background, in recognition of an outstanding career during which significant contributions have been made to the development and standing of the paramedic profession. Previous recipients are listed on the College website

#### Fellows

Bob Fellows  
Professor Malcolm Woollard  
Professor Andy Newton  
John Donaghy  
John Martin  
Gerry Egan  
Jim Petter  
Adrian Conboy  
David Davis  
Andy Swinburn  
Paul Gowens  
Dahrlene Tough  
Graham Harris  
Andy Collen  
Colin Crookston  
Paul Younger  
Nigel Rees  
Robin Lawrenson  
Tracy Nicholls  
Stephen Dolphin

#### Honorary Fellows

Professor Douglas Chamberlain  
Carol Furber (d.June 2009)  
Roland Furber (d.February 2013)  
Professor Julia Williams  
Jonathan Bracken  
Lorna Downing  
Dave Hodge  
John Gillespie  
Dr John Hinds (awarded posthumously)  
Amanda Blaber  
Dr Mark Bloch (awarded posthumously)  
Richard Lyon  
Gareth Clegg  
Anne Spaight

#### Lifetime of Achievement Award

Roland Furber (d.February 2013)

#### Carol Furber Award 2017

Matt Green



## **FOREWORD BY THE CHAIR**

John Martin FCPara

It gives me great pleasure to introduce the 2017 Annual Report for the College of Paramedics for what has been a landmark year for the paramedic profession. I feel enormously privileged and honoured to have been chosen to succeed Professor Andy Newton as Chair of the College. For more than seven years, Andy worked tirelessly and selflessly to develop and promote the paramedic profession to ensure it is able to stand alongside its counterpart professions throughout the healthcare system in delivering high quality services to patients.



Under Andy Newton's leadership, the College of Paramedics has been fortunate to have a strong, knowledgeable and experienced team who have advanced paramedic practice through the development of comprehensive guidance and support for all aspects of paramedic education. Parallel to these fundamentals of a robust profession, the College has invested and been active in several long-term projects aimed at strengthening and broadening the range of services paramedics are able to offer to the communities they serve.

Following many years of work in conjunction with colleagues at NHS England, the College of Paramedics was delighted to receive news in late 2017 that the Commission on Human Medicine had supported the case for independent prescribing by paramedics and would be recommending implementation by making a submission to Government ministers. This is a major milestone in the development of the paramedic profession as it will in future be able to provide a wider range of interventions to many patients whose needs are best-served by treatment at home without the need to attend a hospital emergency department. Whilst this is only the beginning of a great deal more work to prepare educational courses and governance arrangements, prescribing represents significant confidence in the capabilities and robustness of the paramedic profession. The Board of the College of Paramedics is indebted to Andy Collen who has led this project for many years and to Professor Barry Hunt whose expertise as a pharmacist has been invaluable. Appreciation is also extended to the members of the College's Prescribing Special Interest Group whose members are practicing paramedics and to Gerry Egan the College's Chief Executive who has skilfully coordinated or liaised with the many individuals and groups who have been engaged in the project.

We are also delighted that significant progress has been made during 2017 on expanding the College's ability to offer a wide range of continuing professional development products for all members of the paramedic profession across the UK. Importantly, the College has taken its first steps to increase its engagement and guidance in clinical practice with work commenced by its Consultant Paramedic Group to develop a consensus statement on airway management.

Membership grew again throughout 2017 and it is my absolute aim to continue this healthy trend by ensuring that the College of Paramedics adds to the benefits it offers to its members and ultimately to the patients we serve.



## **FROM THE CHIEF EXECUTIVE**

Gerry Egan QAM, FCPara

As noted by the Chair in his foreword to this Annual Report, 2017 was indeed a landmark year with the positive recommendation by the Commission on Human Medicines regarding paramedic prescribing. This welcome news was the culmination of a widespread team effort and demonstrates how the College of Paramedics works towards meeting its stated objectives which in turn benefit its members, the wider paramedic profession and importantly patients throughout the UK.



Along with the educational, clinical and other work-streams being progressed, the College has again played an active role in engaging in and responding to consultations which have a bearing on the paramedic profession. Towards the end of 2017, the Board submitted a detailed response to the Health and Care Professions Council's consultation on the threshold qualification entry level to the Register. The results of that consultation won't be known until the Spring of 2018 but we are hopeful that it will result in the requirement that all new entrants will have to hold a relevant undergraduate degree.

During 2017, the College has further built its capacity through further support in its administrative functions, by appointing a dedicated lead position for continuing professional development, and ensuring that its Consultant Paramedic Group has the support that its needs to lead the profession's influence in clinical practice.

There has also been significant investment to improve the efficiency and security of the College's administrative systems. The back-office software and email system has been upgraded to Office365 giving users greater connectivity with their colleagues and plans have been developed to commission a new customer relationship management (CRM) system. Due to the rapid growth of the College the current system will soon be unable to meet the demands of a fast-growing membership organisation.



## **TRUSTEES' REPORT**

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 December 2017. The Trustees have adopted the provisions of the Charities SORP (FRS 102): 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)'.

### **THE COLLEGE OF PARAMEDICS**

The College of Paramedics was established in 2001, firstly as the British Paramedic Association, and over 15 years had grown to a membership of almost 12,000 by the end of 2016. It is the professional body for paramedics in the UK and whilst its membership primarily comprises full members, who are registered health professionals, it also has student and associate members.

The College employs a small workforce and relies on its membership to undertake a wide range of responsibilities from Board to Project-Lead positions.

#### **The purpose of the College of Paramedics**

Paramedics in the United Kingdom (UK) are health professionals who must be registered with the Health and Care Professions Council as the statutory regulator. As the professional body for paramedics, the College of Paramedics represents the interests of paramedics and works to develop the paramedic profession in the interests of service to the public.

## **TREASURER'S REPORT**

Tim Gerhard FCA, MCPara

### **Finance Review**

The results for the College are detailed on pages 27 to 38. For the year ended 31 December 2017 the College generated a surplus of £152,596 (2016 - £106,929).

The principal source of funding in the year was membership income of £1,013,860 (2016 - £749,575).

Total income during the period grew by 42% (2016 - 55%) to £1,412,181 (2016 - £993,540) representing a growth in full members from 7,866 to 9,658 and associate and student members from 3,831 to 4,716 together with the receipt of funding for specific projects undertaken in conjunction with Health Education England for the National Education Project (NEP).

Expenditure for the same period grew from £886,611 to £1,259,585. The growth includes costs of £200,175 directly associated with the NEP. Insurance cover for Good Samaritan and Fitness to Practice increased by £91,256 resulting from growth in membership, the introduction of student member cover and from the insurance company retrospective membership audit.





## **TREASURER'S REPORT** (continued)

### **Finance Review** (continued)

Retained funds amounted to £346,477 at 31 December 2017 (2016 - £193,881) with the College having cash amounting to £497,409 (2016 - £289,827) and current liabilities of £244,323 (2016 - £137,955).

The Trustees consider that the College has sufficient resources to continue in operational existence for the foreseeable future and, for this reason, they continue to adopt the going-concern basis in preparing the accounts.

### **Reserves policy**

The Trustees operate a reserves policy which aims to maintain a level of free reserves that will enable the College to ensure a continuity of activity and give the Trustees the ability to adjust the College's overhead base in a measured way to significant changes in the external economic environment and demands on services provided by the charity. The College aims to maintain reserves of between 4 and 12 weeks of expected expenditure.

At 31 December 2017 the College had unrestricted reserves (excluding fixed assets) of £346,477 representing 16 weeks of expected expenditure. The excess has been anticipated by the Trustees and is expected to be applied to the funding of step-changes in the Colleges' transition from a small business to a larger more complex one, new IT infrastructure to better and more efficiently manage the College and members' benefits and to ensure robust compliance with the General Data Protection Regulation due in force during 2018.



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

College of Paramedics is a Company limited by guarantee, governed by its Memorandum and Articles of Association. It is registered as a Charity (Registered Number: 1164445) with the Charity Commission in England and Wales.

### **Recruitment and appointment of new Trustees**

The Board of Trustees is made up of the Representative Trustees and Trustee Officials. Representative Trustees are full members of the College elected by the College members residing or working within the region or sector they represent. The election process is laid out in the College's Articles of Association and bylaws.

Representative Trustees are elected for a two-year period of tenure and are eligible for re-election for two further terms of two years. Representative Trustees cannot also be employees of the College.

Trustee Officials are office-holding trustees, the majority of whom have been appointed from the Board of Trustees. Trustees Officials are appointed on the basis of their relevant experience and skills and cannot also be employees of the College. The appointment process is laid out in the College's Articles of Association and bylaws and is currently going through an updating process with the Board of Trustees and with help from an external charities expert.

There is no formal process for the induction and training of trustees, and one of the objectives for the existing trustees is to put a formal process in place.

### **Organisational structure**

The Governing Council (Board of Trustees) of the College of Paramedics comprises elected representatives from each of the 14 geographical areas in the UK and one representative each for students, the independent sector, and the military. It also include members of the College's Executive, the Trustee Officials Committee (TOC). The TOC represents the key management of the College. and comprises the Chair, the Deputy Chair two vice-chairs, the Chief Executive and trustees with special responsibilities for finance (the Treasurer), communication, and education. All positions have tenures of two years and there should be no more than 50 percent of Board positions open to election in each year in order to maintain continuity.

The Board of Trustees is supported by appointed sub-committees and a small group of employees. The Chief Executive is responsible for the ongoing management of the College and reports to the Board and more frequently (monthly) to the Trustee Officials Committee (TOC).

During the year there has been continued restructuring of the College's management and administrative resources which commenced in 2015 adjusting governance and capacity to ensure alignment to the organisation's growth.

The day-to-day administrative business of the College of Paramedics is conducted from its office in Bridgwater, Somerset.



### **Related parties**

The College of Paramedics has formal working relationships with organisations both in the UK and overseas, all of which were under memoranda of understanding.

In addition, the charity has a subsidiary, College of Paramedics Learning and Education Limited. These accounts do not incorporate the subsidiary company because the results of the subsidiary are immaterial in the context of the group accounts.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

Paramedics in the United Kingdom (UK) are health professionals who must be registered with the Health and Care Professions Council as the statutory regulator. As the professional body for paramedics, the purpose of the College of Paramedics is to represent the interests of paramedics and to work to develop the paramedic profession in the interests of service to the public.

The charitable objects of the College of Paramedics are for the public benefit, through the advancement of health and saving lives and the advancement of education, training and efficiency within the paramedic profession, including by:

- ◆ Developing the scope of practice of paramedic science and related subjects in the profession for the benefit of its practitioners and general public;
- ◆ Managing a continuing professional development process for the profession;
- ◆ Promoting education and training in paramedic sciences and related areas within the profession; and,
- ◆ Encouraging and sharing good clinical practice and high standards of care.

### **ACTIVITIES**

To fulfil the purpose set out above, the College of Paramedics has engaged in a range of activities during 2017 each of which fall into the main categories of: 1) educational development; 2) continuing professional development; 3) the development of research capabilities and capacity; 4) the advancement of clinical and professional practice; 5) communications; and, 6) stakeholder collaboration and partnerships.



## **ACTIVITIES (continued)**

### **Consultant Paramedic Committee**

The Consultant Paramedic Committee held its first meeting in February 2017 with good representation from around the UK. The objectives of the Committee as set out in the Terms of Reference are: 1) the provision of a level of clinical governance for all documentation, information and comment issued by the College of Paramedics on clinical practice matters; 2) to provide clinical leadership and advice towards the strategic planning process and setting of objectives by the College of Paramedics; and, 3) to be accountable for the activities of the Special Interest Groups within the College of Paramedics and those individuals involved in clinical representative activities on behalf of the College of Paramedics.

### **Continuing professional development**

One of the four key College objectives is to lead and manage a professional development process for the paramedic profession. In 2017 the College of Paramedics' Board and Executives noted the importance of growing the Continuing Professional Development (CPD) offering and to this end approved the appointment of the National CPD Lead and two CPD and Events Officers. Along with the Marketing Manager, these members of staff provide a permanent support team for Trustees and members to generate and deliver CPD activities.

A CPD Discussion Document was presented to the Board in October emphasising the strategic importance of growing CPD *by* members *for* members. This includes student CPD which is seen as integral to the future of the College of Paramedics' CPD output.

### **Medicines and prescribing**

There have been considerable challenges for the College of Paramedics' medicines projects throughout 2017, but ultimately a successful year. The College of Paramedics is engaged in three main projects: 1) the Allied Health Professions Phase 1 Medicines Project which is progressing the expansion of prescribing and exemptions among several AHP groups; 2) the second phase of the AHP medicines project which among its work-streams involves a review of the paramedic exemptions; and 3) the Royal Pharmaceutical Society review of the Safe Handling of Medicines standards, and the specific work-stream looking at "ambulance and rescue" services.

The College of Paramedics has worked hard to engage with its membership and an increasing range of stakeholders relating to medicines projects. However, this report specifically recognises the ever-growing contribution of the Special Interest Group for Medicines (SIG), the membership of which has played a significant role in the two AHP medicines projects in particular. Recognising the voluntary nature of the SIG, the capacity and expertise that the group provides undoubtedly have facilitated much of the success seen in the medicines projects.

The most significant event in 2017 was our attendance at the ad-hoc group of the Commission on Human Medicines (CHM) in July to present back to the group on assurances sought following the previous meeting in December 2016 in which the case for paramedic independent prescribing was presented. The meeting went extremely well, and we were able to provide an excellent level of detail, thanks mainly to the advanced



## **ACTIVITIES** (continued)

### **Medicines and prescribing** (continued)

paramedics who attended on behalf of the College as SIG members, and who were able to give a real-world view of independent prescribing.

The Paramedic Exemptions Review project is chaired by Dr Bruce Warner, Deputy Chief Pharmaceutical Officer at NHS England, and involves a review of controlled drugs able to be prescribed by physiotherapists and podiatrists, and exemptions used by paramedics. By the end of 2017, this project, which specifically looks to update Schedule 17 of the Human Medicines Regulations (2012) and which lists the medicines that paramedics are permitted to possess and administer, will be well underway but is planned to run for two years.

The Royal Pharmaceutical Society Safe Handling of Medicines Project commenced early in 2017 with the College of Paramedics' involvement limited to the scoping of the work involved and ensuring the interests of its members and patients were considered.

### **Administrative functions**

The College of Paramedics began the process of appointing an independent customer relationship management (CRM) and technology consultant who specialises in assisting professional membership organisations and trade associations with the selection process of CRM systems. The consultants will work with the College of Paramedics through the different stages of the selection process, including requirement gathering, business case, tender creation and selecting a vendor. Due to the rapid growth of the College of Paramedics, the current system is fast becoming out-of-date and will be unable to fully meet the demands of a fast-growing membership organisation. A new CRM system will act as the central hub of membership information and will be instrumental in enabling the College of Paramedics to grow at the rate it requires. It will help employees undertake their work efficiently, including membership administration, event management, data segmentation and data analysis. It will link with a new College of Paramedics' website and will manage interaction with existing and potential members.



## **ACTIVITIES** (continued)

### **Membership**

The College of Paramedics had another year of positive growth in membership throughout 2017. During the year the College of Paramedics:

- Increased the number of College Liaisons;
- Improved and expanded the range of posters sent to College Liaisons for displaying at ambulance stations and other locations;
- Exhibited at trade events to increase awareness of the College of Paramedics and to recruit members;
- Continued to target student members during the first year of their paramedic courses with presentations given by College of Paramedics' representatives;
- Continued to communicate the benefits of membership and raised the profile of the College of Paramedics by offering free products bearing the organisation's logo; and,
- Continued to use established communication channels such as social media, the News Digest and Paramedic INSIGHT to increase awareness of the benefits and the work the College of Paramedics undertakes.

### **Communications**

Richard Webber stood down as Trustee Official for Communications during the third quarter of 2017 and following a recruitment process, Martin Berry was appointed in October 2017.

The College of Paramedics produces a quarterly newsletter titled 'Paramedic INSIGHT' which is sent via hard-copy to all members and offers the opportunity for the exchange of news and views in a less formal media than the peer-reviewed BPJ. Members also receive a regular and more frequent 'news digest' which is designed to provide continuity to the flow of information on current topics relevant to the paramedic profession.

There has been an increase in media activity with the College of Paramedics' communications team providing statements and giving interviews to newspapers, radio and television outlets. The College of Paramedics has also enhanced its social media presence and utilisation across key platforms and has run campaigns to support awareness of the paramedic professions and membership growth. Its primary objectives remains to improve the accessibility and regularity of news and content to the membership and to raise awareness across to the wider stakeholder group to the activities and benefits of the profession and the professional body.

A small team of College of Paramedics' representatives in partnership with the marketing team has begun exploring options and costing to upgrade the College of Paramedics' website and online membership administration functions. There has also been investment into hardware and software to allow the deployment of the College of Paramedics' strategy to provide increased continuing professional development resources online and to reach a greater number of members in various formats.



## **ACTIVITIES (continued)**

### **Insurance**

The College of Paramedics has continued to provide a range of insurance and indemnity products in 2017 as part of full (full members are all registered with the Health and Care Professions Council) and student membership. These include a block medical and public liability policy for all full and student members up to a limit of £5,000,000 per member and a block fitness-to-practise policy for full members providing legal cover up to £150,000 each, with access to legal help-lines. Full details of both policy covers are available from the College of Paramedics website or from Graybrook Insurance Brokers who manage the schemes on behalf of the College of Paramedics. The College of Paramedics manages the suitability and effectiveness of these policies with Graybrook and Knights Solicitors to ensure they continue to offer added value benefits for members.

Due to the increased number of paramedics being employed in the primary and urgent care environment, the College of Paramedics has continued to work with its insurance brokers, underwriters, and stakeholders to accommodate members who may wish to purchase suitable and affordable indemnity cover for their full scope of practice.

### **Research development**

Developments in research continued this year with an increasing number of members contacting the Research and Development Advisory Committee (RDAC) requiring advice and assistance to undertake a variety of activities such as developing research ideas and creating viable grant applications; establishing research studies within their workplace; developing professional portfolios to enable them to follow a career trajectory within clinical research. In addition, this year has seen substantive collaboration with the Northern Ireland Ambulance Service, supporting members to develop research infrastructure within the Trust.

The RDAC membership includes representatives from all four home nations and ensures College representation on key national meetings with other agencies such as the National Ambulance Research Steering Group, the 999 Research Forum, the National Trauma Group, the Council of Allied Health Professions Research Network, and various other National Institute for Health research groupings. A significant marker of development is that the NIHR contacts the College of Paramedics for discussion about national grant calls indicating that the College of Paramedics and the paramedic profession is being recognized externally for its contribution, expertise and capabilities in healthcare related research.

RDAC members regularly present to other professional bodies, external agencies, research interest groups, or at College CPD events to raise the profile of research activity within the College. This year saw the launch of monthly webinars open to all members where paramedic researchers present their research findings and outline how to develop careers within clinical and academic research. These webinars contribute to members' opportunities to engage in research focused CPD activities. Alongside this the RDAC has an improved use of social media informing the membership about research activities that are linked to the College of Paramedics.

The RDAC has contributed to a variety of College publications and activities including undertaking analysis of members' responses to the College's first open consultation on a consensus statement.



**ACTIVITIES** (continued)

**Research development** (continued)

The annual Research Small Grant Awards continue with the notable success of the College of Paramedics having applied for, and being awarded, the status of NIHR non-commercial Partner. This means that appropriate research studies funded via the College of Paramedics Research Small Grants Awards are now automatically eligible for NIHR Clinical Research Network (CRN) support and therefore entitled to access NHS support via the NIHR Clinical Research Network. This is an exciting and significant development for our members.

**Public benefit**

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objective and in planning future activities.

The Board of Trustees of the College of Paramedics believes that public benefit is derived through the development and advancement of registered paramedics in the UK. Therefore in aiming to achieve its objectives, its activities are built around the development and advancement of paramedics and the paramedic profession. In 2017 and in accordance with the guidance provided by the Charities Commission, the Board of Trustees will undergo training to further enhance understanding of the concept of public benefit. The Board will also consider whether a lay-person or patient representative should be co-opted to the Board to represent their perspective on the paramedic profession and the services it provides.





## ACHIEVEMENT AND PERFORMANCE

### Educational development

The activities undertaken by the National Education Lead and the Education Advisory Committee resulted in the following achievements in 2017:

January 2017	College of Paramedics - Paramedic Post-Graduate Curriculum Guidance published.
March 2017	College of Paramedics awarded tender contract to deliver PEEP Recommendations.
April 2017	Education Visitors training course held in Bridgwater.
May 2017	500 copies of Practice Educator Guidance Handbook (Conference Edition) published and provided free at National Conference. College of Paramedics host The International Roundtable on Community Paramedicine conference.
July 2017	College of Paramedics offered and accepted by South East Coast Ambulance Service the intellectual rights to the Specialist Paramedic in Urgent and Emergency Care Exam.
August 2017	Practice Educator Guidance Handbook reviewed, and 13,000 copies printed. 11,500 copies provided as national standard for Practice Educators throughout the UK.
September 2017	Paramedic Curriculum Guidance 4 <sup>th</sup> Edition published.
October 2017	College of Paramedics 2017 Paramedic Scope of Practice Policy published.
November 2017	Digital Paramedic Career Framework 2017 uploaded.
December 2017	Paramedic Pre-Registration Endorsement Process and Application Form published.

### Consultant Paramedic Committee

During 2017 the Consultant Paramedic Committee has contributed to several clinical work-streams including: the National Asthma Audit; the NICE Trauma quality standard topic overview; Health Education England Cancer Workshop; the Clinical Director for AHPs 'The role and impact of AHPs in Care Homes' and the Prehospital Point of Care Research Study. The Committee has also provided written contributions in respect of the Antibiotics in Sepsis Position Statement and the Intubation Consensus Statement



## **ACHIEVEMENT AND PERFORMANCE (continued)**

### **Continuing Professional Development**

Web based CPD is now a key feature of College of Paramedics' activity and 2017 saw the successful launch of phase 1 of the College of Paramedics' *'e-Learning for Paramedics'* project in partnership with Health Education England e-Learning for Healthcare. The College of Paramedics' own CPD Hub is now a feature of the website, allowing member access to a wide variety of videos and podcasts. Face-to-face events continue to be the mainstay of CPD at both a regional and national level. National highlights include:

- A highly successful National Conference in May;
- A central position at the Emergency Services Show in September showcasing a wide range of CPD topics in front of packed audiences;
- Joint Royal Colleges Ambulance Liaison Committee (JRCALC) update conference in Wakefield in September shared with the Association of Ambulance Chief Executives (AACE);
- Maternity Conference in Berkshire in October shared with South Central and South Western Ambulance Services; and
- Facilitating UKSPC17, the national Student Paramedic Conference in Sheffield in October.

Regional and local events continue to grow, including simulation events, journal clubs, lectures, seminars and day conferences. Full details appear in the Events listing on the College of Paramedics' website. An exciting year of growth in CPD activity in 2018 is expected for the College of Paramedics.

### **Medicines and prescribing**

In September, the College of Paramedics learnt that the ad-hoc group would be recommending to the main meeting of the CHM to support paramedic prescribing, and in due course this was ratified and the minutes of the meeting released. By the end of 2017, we were able to share with members this fabulous milestone in a project that has been running in various forms since 2009. The next phase is well underway to bring changes to legislation, and begin the myriad processes needed before any prescribing training can be undertaken.

In summary, 2017 has been a year of very significant milestones and achievements which in turn serve to mark the start of other work which will come to ultimate fruition in 2018, 2019, and beyond. The trust and faith in the paramedic profession has been at the heart of the progress made over the last few years and I am extremely proud to be involved so closely with these projects. More importantly though, I feel very privileged to be working alongside paramedic colleagues on these projects whose patients will benefit from the development of the paramedic profession and who are paving the way for the next phase of the profession's journey.



## ACHIEVEMENT AND PERFORMANCE (continued)

### The British Paramedic Journal

The College of Paramedics' peer-reviewed British Paramedic Journal continues to grow and is now indexed, thanks to moving to the journal platform Ingenta. Articles can be found on Google Scholar, with indexing on CINAHL planned for 2018. In the last quarter of 2017, there were nearly 2,000 abstract views, and 557 journal articles downloaded. In keeping with the journal's peer-reviewed ethos, the number of reviewers available has also grown to 77, with a wide variety of subject-area expertise available. The first 'Golden Nuggets' competition, with entrants drawn from journal submissions, took place at the College National Conference. This was a great success and is to be repeated again in 2018, with a prize of £1,500 towards presenting at an international conference.

### Administrative functions

The College of Paramedics upgraded its back-office software and email system to Office365 giving users greater connectivity with their colleagues. The platform also enables employees and trustees to work more efficiently in a number of ways, including; face-to-face web meetings through Skype for business, sharing of files, documents and calendars through SharePoint and Outlook. It also provides users who are not office based the opportunity to access central documents through their laptops, mobiles and tablets remotely and is all backed up by comprehensive security measures.

### Membership

The table below illustrates how membership increased during 2017. Full membership increased by 23 percent, student members by 19 percent and associate members by 31 percent, with a total membership increase of 23 percent. Importantly, the percentage of paramedics who are registered with the Health and Care Professions Council (HCPC) and who are members of the College of Paramedics increased from 33.6 to 38.9 percent.

REGISTRANTS	MEMBERSHIP CATEGORY	1 JANUARY 2017	31 DECEMBER 2017	% (+/-)
HCPC Registrants		23,441	24,967	7
	Full members	7,866	9,712	23
	Student members	2,744	3,269	19
	Associate members	1,087	1,419	31
	<b>Total membership</b>	<b>11,697</b>	<b>14,400</b>	<b>23</b>
<b>Full membership as a percentage of HCPC registrants</b>		<b>33.6%</b>	<b>38.9%</b>	



## **ACHIEVEMENT AND PERFORMANCE** (continued)

### **Research development**

Research activities have significantly raised the profile of the College of Paramedics through representation on the committees and groups previously noted. They have achieved this by:

- Successful application to the NIHR to become a non-commercial partner so that the College of Paramedics Research Small Grant awards are now eligible for NHS support;
- Promoting research education and dissemination of findings through a series of webinar presentations held monthly;
- Representation at key national committees relating to research;
- Participating in discussions influencing NIHR future grant calls;
- Contributing to the CAHPR position statement on the Research Excellence Framework;
- Advising members on applying for research grant applications including NIHR funded clinical research programmes of study;
- Organisation and assessment of submissions for the College's Research Small Grant awards for 2016/2017;
- Awarding the College of Paramedic's Annual Award at the 999 Research Forum's conference for 'Research most likely to influence Practice';
- Improving the mechanism of monitoring research governance of studies submitted to the College of Paramedics requesting involvement of our members;
- Improved use of social media to promote research activities including an RDAC Twitter feed;
- Making regular contributions to the College's Newsletter;
- Developing a College of Paramedics' research study identifying priorities in Paramedic research;
- Advertising member's research studies with direct links to on-line questionnaires or contact details of the researcher so that they can set up interview or focus group dates;
- Establishing a research conference working group to organize the next research conference in 2018.



### ***Risk management***

During the year, our risk management methods allowed us to continue to monitor the operational environment so that new risks were identified and the potential impact of existing risks was recognised. As a result, we believe that major risks have been identified and measures were put in place to address these.

Over the 12 months, we have continue to focus on:

- ◆ financial and economic risk;
- ◆ reputation risk;
- ◆ membership risk; and
- ◆ technological risk.

These risks have been regularly reviewed by the Audit, Risk and Assurance Committee supported by the Chief Executive and the Trustee Officials to ensure that they are not impacting the College. They have also formed part of the College's strategic five year review to ensure in as far as possible that they do not impact the performance of the organisation.

We have continued the year-on-year improvements to our internal controls. This programme continues to use a risk-based approach.

### ***Key management personnel***

The key management personnel are considered to be the Trustee Executives and the Chief Executive Officer. Trustees are not remunerated for their roles as trustees. All staff (including senior management) are subject to the College's pay policy which is set by the remuneration committee. The remuneration committee met annually to review staff remuneration which is benchmarked against other organisations.

### ***Future developments***

During 2018 above and beyond continuing to deliver on the core objectives of the College specific projects include:

- ◆ Developing the profession;
- ◆ Influencing healthcare at government level;
- ◆ Developing robust educational programmes for Paramedics; and
- ◆ Developing best practice through research.



### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also directors of the College for the purposes of company law) are responsible for preparing the trustees' report and 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 which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period.

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

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

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

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.



## **Trustees' report** Year to 31 December 2017

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES** (continued)

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

On behalf of the board:

Trustee

Date:



## **Independent auditor's report to the members of College of Paramedics**

### **Opinion**

We have audited the financial statements of College of Paramedics (the 'charitable company') for the year ended 31 December 2017 which comprise the statement of financial activities, the balance sheet, and statements of cash flows, the principal accounting policies and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ◆ the trustees have not disclosed in the financial statements any identified material





uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on 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' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report has been prepared in accordance with applicable legal requirements.

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

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' report. We have nothing to report in respect of the following matters in relation to which 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 trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or



## **Auditor's report** Year to 31 December 2017

- ♦ the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Other matter**

The prior year comparatives are unaudited.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Hugh Swainson (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL



	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>Income</b>					
Donations and legacies	1	—	200,175	<b>200,175</b>	123,510
Other trading activities	1	43,819	—	<b>43,819</b>	47,788
Income from charitable activities	1	1,166,588	—	<b>1,166,588</b>	819,318
Other income		1,599	—	<b>1,599</b>	2,924
<b>Total income</b>		<b>1,212,006</b>	<b>200,175</b>	<b>1,412,181</b>	<b>993,540</b>
<b>Expenditure</b>					
Charitable activities	2	1,059,410	200,175	<b>1,259,585</b>	886,611
<b>Total expenditure</b>		<b>1,059,410</b>	<b>200,175</b>	<b>1,259,585</b>	<b>886,611</b>
<b>Net income and net movement in funds</b>		<b>152,596</b>	<b>—</b>	<b>152,596</b>	<b>106,929</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		193,881	—	<b>193,881</b>	86,952
Total funds carried forward		<b>346,477</b>	<b>—</b>	<b>346,477</b>	<b>193,881</b>

All recognised gains and losses arising in the year are included in the above Statement of Financial Activities.

All amounts relate to continued activities.

The notes on pages 33 to 38 form part of the financial statements.



## Balance sheet as at 31 December 2017

	Notes	2017 Total funds £	2016 Total funds £
<b>Fixed assets</b>			
Tangible assets	7	16,679	6,160
Investments	8	1	1
<b>Total fixed assets</b>		<b>16,680</b>	6,161
<b>Current assets</b>			
Stock		4,682	—
Debtors	9	72,029	35,848
Cash at bank and in hand		497,409	289,827
<b>Total current assets</b>		<b>574,120</b>	325,675
<b>Liabilities</b>			
Amounts falling due within one year	10	(244,323)	(137,955)
<b>Net current assets</b>		<b>329,797</b>	187,720
<b>Total net assets</b>		<b>346,477</b>	193,881
<b>The funds of the Charity:</b>	12		
Unrestricted funds		346,477	193,881
<b>Total Charity funds</b>		<b>346,477</b>	193,881

The financial statements were approved by the Board of Trustees on \_\_\_\_\_ and  
were signed on its behalf by:

Trustee

College of Paramedics: A company limited by guarantee, Company Registration No.  
05062387 (England and Wales)



## Statement of cash flows Year to 31 December 2017

	Notes	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	<b>224,695</b>	188,682
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		<b>(17,113)</b>	(3,006)
<b>Increase in cash and cash equivalents in the year</b>		<b>207,582</b>	185,676
<b>Cash and cash equivalents at the beginning of the year</b>	B	<b>289,827</b>	104,151
<b>Cash and cash equivalents at the end of the year</b>	B	<b>497,409</b>	289,827

### Notes to the statement of cash flows for the year to 31 December 2017.

#### A Reconciliation of net income to net cash flow from operating activities

	2017 £	2016 £
<b>Net income for the reporting period (as per the statement of financial activities)</b>	<b>152,596</b>	106,929
<b>Adjustments for:</b>		
Stock	<b>(4,682)</b>	—
Depreciation	<b>6,594</b>	3,025
(Increase) decrease in debtors	<b>(36,181)</b>	4,488
Increase in creditors	<b>106,368</b>	74,240
<b>Net cash provided by operating activities</b>	<b>224,695</b>	188,682

#### B Analysis of cash and cash equivalents

	2017 £	2016 £
Cash at bank	<b>497,053</b>	289,679
Cash in hand	<b>356</b>	148
<b>Total cash and cash equivalents</b>	<b>497,409</b>	289,827



## **Principal accounting policies** 31 December 2017

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

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

College of Paramedics 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 notes.

These financial statements have been prepared for the year to 31 December 2017, presented in sterling and are rounded to the nearest pound.

### **Group financial statements**

Consolidated financial statements are not produced on the basis that the results of the trading subsidiary are immaterial in the context of the overall group position.

### **Going concern**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these accounts. This is based on budgets and cashflow forecasts to December 2018 and projections beyond.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed below.

### **Critical accounting estimates and areas of judgement**

Preparation of the financial statements requires the trustees and management to make significant judgements and estimates.

The items in the financial statements where these judgements and estimates have been made include:

- ◆ determining the stage of progress of grant programmes covering more than one financial year for income recognition purposes; and
- ◆ estimating the useful economic life of tangible fixed assets.



### **Fund accounting**

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overheads and support costs where appropriate.

Unrestricted funds are donations and other income received or generated for expenditure on the general objectives of the Charity.

### **Income recognition**

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant. Where grant funding is provided to support a programme of work to be delivered over a period of time, these are considered time-related conditions and the income is spread over the life of the grant agreement. Expenditure is used as a proxy for calculating the time-related adjustment to income.

Membership income is recognised in accordance with the period of membership. Memberships received in advance are deferred and are included within other creditors.

Investment income is recognised when receivable.

### **Expenditure recognition**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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.

### **Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's programmes and activities.

Support costs have been allocated to charitable activities.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc	20-33% on a straight line basis
-------------------------	---------------------------------

### **Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

### **Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.



## **Principal accounting policies** 31 December 2017

### **Creditors and provisions**

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

### **Operating leases**

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

### **Stock**

Stock represents goods purchased for resale and is held at cost.





## Notes to the accounts 31 December 2017

### 1 Income

	2017 £	2016 £
<b>Donations and legacies</b>		
Independent prescribing project grant	3,750	19,733
Paramedic Evidence Based Education Project	196,425	103,777
	<b>200,175</b>	<b>123,510</b>
<b>Other trading activities</b>		
Advertising income	11,135	9,134
Sale of merchandise	30,012	38,654
Postage	2,672	—
	<b>43,819</b>	<b>47,788</b>
<b>Charitable activities</b>		
Membership income	1,013,860	749,575
Course endorsement	7,231	1,868
Sponsorship	8,000	18,000
Consultancy	974	500
Conference and course income	74,920	49,375
NHS England Secondment	37,126	—
Membership FTP Insurance Commission	8,209	—
Paramedic Practitioner Exam	16,268	—
	<b>1,166,588</b>	<b>819,318</b>

### 2 Charitable activities costs

Activity	Cost	2017 £	2016 £
<b>Direct costs</b>			
Independent prescribing project	Secondment costs	—	11,568
Independent prescribing project	Other direct costs	9,128	8,929
Paramedic Evidence Based Education Project	Staff costs	86,143	63,040
Paramedic Evidence Based Education Project	Other direct costs	110,282	51,916
Membership	Member insurance	309,463	218,207
Membership	Newsletter costs	43,061	34,756
Membership	Bank and card charges	12,549	9,695
Membership	Other direct costs	63,388	42,177
Grants	Research grants given	1,250	2,000
Conferences and courses	Event and conference costs	114,226	86,807
Course endorsements	Approval visitors expenses	3,931	—
Curriculum Guidance	Direct costs	23,361	3,670
<b>Support costs (see note 3)</b>		<b>482,803</b>	<b>353,846</b>
		<b>1,259,584</b>	<b>886,611</b>

#### Research grants

Research grants were given to individuals in relation to projects related to the objectives of the Charity.



## Notes to the accounts 31 December 2017

### 3 Support costs

	2017 £	2016 £
Management	454,069	340,316
Governance costs	12,140	2,500
Finance	10,000	11,030
Depreciation	6,594	—
	<b>482,803</b>	<b>353,846</b>

### 4 Net income

Net income is stated after charging:

	2017 £	2016 £
Depreciation – owned assets	6,594	3,025
Auditor's fees	9,480	—
Independent examiner's fees – independent examination	—	750
Independent examiner's fees – other services	—	1,750
Operating lease rentals – property	15,708	15,688
Operating lease rentals - other	1,213	1,189

### 5 Trustees' remuneration and benefits

No remuneration was paid to the trustees during the year (2016 - £nil).

#### Trustees' Expenses

Trustees' expenses to the value of £28,602 were paid to 27 trustees (2016 - £23,223 to 22 trustees) by the Charity in relation to travel and subsistence expenses.



## Notes to the accounts 31 December 2017

### 6 Staff costs

	2017 £	2016 £
Wages and salaries	330,346	221,724
Social security costs	22,348	17,188
Employer contributions to defined contribution pension	3,021	224
	<b>355,715</b>	<b>239,136</b>

The average monthly number of employees during the year was as follows:

	2017	2016
Management and administration	10	8
Project staff	3	2
	<b>13</b>	<b>10</b>

No employees were paid in excess of £60,000 per annum (2016 - £none).

The key management personnel of the Charity comprise the Trustee Executives and the Chief Executive Officer. The total employee benefits of the key management personnel of the Charity (including employer's social security and pension costs) were £65,449 (2016 - £46,800).

### 7 Corporation tax

The College of Paramedics is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

### 8 Tangible fixed assets

	Plant and machinery etc £
<b>Cost</b>	
At 1 January 2017	15,091
Additions	17,112
Disposals	(1,671)
At 31 December 2017	<b>30,532</b>
<b>Depreciation</b>	
At 1 January 2017	8,931
Charge for year	6,594
Eliminated on disposal	(1,671)
At 31 December 2017	<b>13,854</b>
<b>Net book value</b>	
At 31 December 2017	<b>16,679</b>
At 31 December 2016	<b>6,160</b>



## 9 Fixed asset investment

	Shares in group under-takings £
At 1 January 2017 and 31 December 2017	1

The investment at the balance sheet date in the share capital of companies comprise the following:

### College of Paramedics Learning and Education Limited

Nature of business:	Education
Class of shares:	% holding
Ordinary	100%

	2017 £	2016 £
Aggregate capital and reserves	1	1

## 10 Debtors: amounts falling due within one year

	2017 £	2016 £
Trade debtors	51,648	12,597
Prepayments	10,079	16,680
Other debtors	10,302	6,571
	<b>72,029</b>	<b>35,848</b>

## 11 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	85,585	49,031
Accruals and deferred income	152,474	76,837
Taxation and social security	6,138	12,087
Other creditors	126	—
	<b>244,323</b>	<b>137,955</b>



## 12 Operating lease commitments

The charity had commitments under operating leases at the year end as follows:

	2017 £	2016 £
<b>Land and buildings</b>		
Expiring:		
Within one year	15,708	9,106
Between 1-2 years	15,708	—
Between 2-5 years	47,124	—
	2017 £	2016 £
<b>Other</b>		
Expiring:		
Within one year	1,141	1,165
Between 1-2 years	882	1,141
Between 2-5 years	368	1,250

## 13 Movement in funds

	At 1 January 2017 £	Income £	Expenditure £	At 31 December 2017 £
<b>Unrestricted funds</b>				
General fund	193,881	1,212,006	(1,059,410)	346,477
<b>Restricted funds</b>				
Health education	—	184,425	(184,425)	—
Primary care pilot	—	12,000	(12,000)	—
Independent prescribing project	—	3,750	(3,750)	—
<b>Total funds</b>	193,881	1,412,181	(1,259,585)	346,477

Net movement in funds, included in the above, are as follows:

The restricted income and expenses were in relation to funds received to Health Education, the Primary Care Pilot and the Independent Prescribing Project. These funds are restricted to use on specific projects in line with the terms of the grant agreements with the funders.

## 13 Related party transactions

During the year, the Charity paid £nil (2016 - £11,568) to the South East Coast Ambulance Service NHS Foundation Trust for the secondment of Mr Andrew Sharman, a Trustee, in relation to the Independent Prescribing Project.

The Charity also paid and received monies on behalf of College of Paramedics Learning and Education Limited. At the year end, College of Paramedics Learning and Education Limited owed £542 (2016 - £264) to the Charity.



**Notes to the accounts** 31 December 2017

**14 Related party transactions** (continued)

During the year, the Charity paid £29,948 (2016 - £10,169) to the Yorkshire Ambulance Service NHS Foundation Trust for the secondment of Mrs Elizabeth Harris.

During the year the Charity received £37,126 (2016- £Nil) from NHS England for the secondment of Richard Webber.

**15 Ultimate controlling party**

The Trustees consider that there is no ultimate controlling party.