Registered number: 01892427
Charity number: 326905

BRITISH AND IRISH ORTHOPTIC SOCIETY

(A Company Limited by Guarantee)

UNAUDITED

TRUSTEE'S REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

BRITISH AND IRISH ORTHOPTIC SOCIETY
(A Company Limited by Guarantee)

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1
Trustee's Report	2 - 12
Independent Examiner's Report	13
Statement of Financial Activities	14
Income and Expenditure Account	15
Balance Sheet	16
Notes to the Financial Statements	17 - 27

BRITISH AND IRISH ORTHOPTIC SOCIETY

(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEE AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2018

Company registered number	01892427
Registered office	5th Floor 148/9 Great Charles Street Queensway Birmingham B3 3HT
Accountants	Crossley Financial Accounting Chartered Accountants Star House Star Hill Rochester Kent ME1 1UX
Bankers	Unity Trust Bank Plc 9 Brindley Place Birmingham B1 2HB
Solicitors	Wrigleys Solicitors LLP 19 Cookridge Street Leeds LS2 3AG

TRUSTEE'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustee present their annual report together with the financial statements of the charity for the year 1 January 2018 to 31 December 2018. The Trustee confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

Policies and objectives

Taken from the BIOS Articles of Association - "...the Society is established ...for the public benefit to advance education in orthoptics and cognate subjects and to encourage the study and improve the practice of orthoptics with a view to maintaining and raising standards in clinical and scientific orthoptics."

The principal objects of the company are to encourage the study and improve the practice of Orthoptics.

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity.

Activities for achieving objectives

Strategy 2017 - 2020

Trustees, members of the council and representatives of newly qualified members and students met in March 2017 to refresh the 5 year strategy. It assists in prioritising how resources (time and money) are spent on competing demands. The strategic areas are being developed by the new chair and trustees in 2018 and will be released in early 2019.

Specific projects have been lead by Orthoptists via funded funded secondments: 2014-16; 2017 a one day secondment for Jigs Mehta in the Public Health Lead role agreed for a full term of office of 3 years from Sept 2018.

Education and professional development committees are working closely together to ensure continued professional development pre and post qualifying. They also generate the program for the annual conference, this year held in Brighton.

Achievements and performance

Review of activities

Chair and Vice Chair

The British and Irish Orthoptic Society (BIOS) experienced a very challenging year in 2018 due to circumstances which were beyond our control. Despite these taxing times BIOS continued to maintain all the core membership functions and charitable aims of the Society and started to move into a much more positive phase later in 2018.

In keeping with the objectives of the Society we ran a successful and inspiring conference in Brighton providing the opportunity for many early career orthoptists to present for the first time. We heard about developments in orthoptic research and practice along with future aims for BIOS. Members also took advantage of subsidised clinical meetings and events run by our Trustees, Clinical Advisory Groups and local organisers throughout 2018.

In response to the difficult situation the trustees undertook a significant governance review and continue to look at the financial and non-financial aspects of running the Society. A new governance manual is now available and contains all our policies and procedures. We were very pleased to announce our new business management and business support being provided by the British Dietetic Association from July 2018 and our new BIOS Policy Officer joined the team in December 2018.

The BIOS website, built in 2 phases, has been taking shape since July 2018 and we thank your designers and website team Douglass Digital for their work and support in the project.

The preparations for a public affairs campaign for orthoptics were all worked up with the team at PB Consulting during the latter part of 2018 and will be ready to launch early in 2019.

The report will refer to the significant contributions that all our volunteers from the Trustees Board, the Council of Experts, The Clinical and Non-Clinical Advisory Groups and others have made to increase the visibility of orthoptics, highlight the profession, provide educational, research and CPD opportunities to our members and beyond. We would like to thank each and every one of the many Orthoptists who willingly provide their time and commitment to BIOS.

Veronica Greenwood – Chair BIOS and BOSTU

Julie Cartledge – Vice Chair BIOS and BOSTU

Supporting our members

In challenging circumstances, BIOS has continued to support and represent Orthoptists practising across the UK and Ireland.

Membership
BIOS represent over 1000 Orthoptists practising across the UK and Ireland.

Our Annual Conference in June gave members the opportunity to network with other Orthoptists but also to engage with and discuss the future direction of BIOS. Regional meetings also give members the opportunity to discuss areas of clinical practice and hear form other experienced practitioners.

A key aim for 2019 is to ensure that we keep giving members the opportunity to discuss and feed back in order to support the future of the orthoptic profession. One way we will be looking to extend this conversation is by ensuring that all regions are engaged and represented. We have recently requested our members tell us which region they are from, which will give us a better understanding of our membership and allow us to better tailor out information and events. Our Leaders of the Orthoptic Profession (LOOP) group is looking to better engage Heads and Leads from across the UK and Ireland, as the challenges we face are similar in all countries and we can learn from each other.

We will also be looking as always to expand our membership through being vocal about the array of benefits available to members. The main way we can make BIOS and its work more visible to non-members is through the work we already do promoting the profession but in the coming months we will be looking for ways we can actively promote membership, through events, social media and, perhaps most effectively, through our existing members.

Advice and support
All of our full members receive bespoke Medical & Professional Liability Insurance. The insurance offered through BIOS is also the only insurance that covers the entire scope and extended scope of practice by an Orthoptist.

Members in the UK also receive support from the BOS TU, providing representation and advice on work matters from local BOS TU reps and Society Officers and experts including grievance and disciplinary issues, terms and conditions of employment etc.

Countries and Regions
BIOS represents Orthoptists across all four countries of the United Kingdom and in the Republic of Ireland. Many of the issues facing our members will be common across the UK and Ireland. However, through all our work we look to provide representation and support that recognises the differences in the contexts within which our members are working. As such, the role of our regional and country trustees is essential.

Scotland benefited from the appointment of a new trustee, Angela Carlin at the AGM in June. She joined a very active AHP network and has focused a great deal of work into ensuring that AHPs are at the centre of this. Involving more Orthoptists in promoting the profession and supporting AHPs more widely through these networks will continue to be a focus in 2019. This year there was a well-attended and interesting regional clinical meeting in Lanarkshire at University Hospital Wishaw. It was a great opportunity to showcase some of the important work and research that Orthoptists are doing in and around the area.

In **Northern Ireland**, the biggest challenge has been the continuing work on the NI Department of Health's AHP Workforce Review of Orthoptics. The aim is to ensure Orthoptic services across NI will be sustainable to meet future demands, meet the needs of the population at an appropriate standard and provide commissioned support for clients at both population and specialist levels. This has given Orthoptists the opportunity to look at our current services and focus on how we see them being delivered in the future across NI. Sadly, this will be Jane Hanley's last year as a trustee and we will soon be inviting applications for someone to carry on this valuable work.

In **Wales**, Aimee Brown has been involved in the discussions for the new framework for Allied Health Professions in Wales. This work is aiming to build on the previous framework "Modernising Allied Health Professions' Careers in Wales" published in 2016. The new framework is expected to be completed next year. She also attended several meetings of the Welsh Eye Healthcare Steering Board which has had longstanding Orthoptic representation from the All Wales Orthoptic Advisory Committee (AWOAC), as Orthoptists are responsible for the aim of delivering quality assured vision screening to children. There was also success in the accreditation of a national Ophthalmology qualification for Health Care Support Workers. The course is designed to be taught by Orthoptists and will allow a high standard of nationally agreed training to be rolled out to HCSWs in Eye Units across Wales.

In the **Republic of Ireland**, 2018 saw significant developments in the way that Orthoptists are working. They are increasingly working alongside Optometrists in community settings. There has been an increase in Orthoptists taking on more diverse and advanced roles and continuation of engagement with CPD courses, to share knowledge. Jaina Byrne, our trustee has been involved in discussions to change the job routes available to Orthoptists, including new Clinical Specialist and Manager grades. She has also sought to increase the visibility of Orthoptists in ROI, particularly looking to protect and create posts through the restructuring of Ophthalmological services in ROI.

In the **North of England**, there has been further development of the excellent support networks throughout the year. In particular there is a really strong Heads of Service Network and an increase in the availability of active trade union reps across the region. Kathryn Smart, the trustee, has also been active via the Vision Screening CAG in supporting the provision of screening in all areas of northern England.

The **South of England** faces ongoing difficulties in recruiting and retaining staff, with the cost of living a significant factor. Therefore, our trustee Joy White has spent a great deal of time promoting the profession and attending careers conventions happens widely across the region, with the aim of attracting students from the South who are more likely to want to return to the area to work. While this remains a challenge for the coming year and beyond, there is clear evidence of engaged Orthoptists across the region active at BIOS events. This was evident not just at the Annual Conference, hosted in Brighton, but also in the well-received clinical meetings in Exeter, Whipps Cross in London and Maidstone.

In the **Midlands and East of England** Julie Clarke has continued to work to ensure members are receiving advice and support on a range of issues, from advice on clinical pathways and audit trails to significant concerns with colleagues and employers. A BIOS TU day was held in Cambridge, highlighting the range of committed and active reps. Members have also had the opportunity to network and share advice through clinical meetings in Ipswich and Birmingham.

CPD and Networking
Our Clinical and non-Clinical Advisory Groups (CAGs and nCAGs) along with the trustees and their local organisers have continued to support members and share best practice to advance orthoptics.

This year saw the first meeting of the new Education and Professional Development Committee (EPDC), successfully amalgamated from the separate Education and Professional Development Committees, with the appointment of a new Chair, Helen Davis, with Craig Murray as Vice-Chair. This new committee now monitors the governance of CAGs and nCAGs. The EPDC hosted a hugely productive full day event for CAG leads to discuss best practice and share achievements. This led to the creation of a new form for reporting progress against strategic intentions across the year.

There were a number of hugely successful BIOS training days offering a range of informative and educational content in 2018. Some of the highlights were:

- The Stroke and Neuro Rehab group held a study day in Salford, including a workshop about Cognition and behavioural therapy which gave the delegates some useful tips and guidance to enhance clinical practice.
- The first Falls study afternoon, held in March, included a number of fascinating talks on the links between vision and falls as well as training for the 'Lookout Bedside Vision' tool.
- There was an excellent take up for our Clinical Tutors courses, covering the expectations and requirements for those looking to become a Lead Clinical Tutor.
- The annual meeting of the Vision Screening CAG was extremely well received, including updates and advice on a range of screening-related topics, including a presentation by the outgoing lead Helen Griffiths on her extensive and invaluable work with Public Health England.
- The Neuro Orthoptics Study Day Held in November 2018 in London was a great success, with over 100 Orthoptists and a handful of Optometrists and Ophthalmologists in attendance.
- The LOOP conference was a huge success which saw over 70 people attend. Topics included public health, apprenticeships, TU updates, Orthoptic Consultant roles and the influencing campaign for orthoptists.
- There were regional and country CPD meetings across the UK and Ireland in 2018, offering members the chance to meet with colleagues and support each other, as well as showcasing some of the important work and research that orthoptists are doing in these areas.

In the coming year, the new website will form a focus for extending and supporting the work done by all our specialist groups, enabling the sharing of information of resources and the setting up of discussion forums in the members' area. The new website also gives members access to a CPD log, where they can record evidence of their courses and training days. There are already plans for a great deal more events across the UK and Ireland in the coming months.

Promoting high standards

One of our core roles is in advancing standards in clinical and scientific orthoptics, through the setting of standards and the promotion of good practice.

All three universities offering orthoptics have now been approved by the HCPC for postgraduate exemptions courses. This will train orthoptists to supply and administer a list of approved medicine, changing the way that services are provided to patients and allowing patients to access the medicines they need in a timely manner without the need to see a doctor.

Setting standards
The Education and Professional Development Committee (EPDC) continues to work with the Royal College of Ophthalmology on the common competencies framework, ensuring an orthoptic presence at all meetings. This is now coming to fruition. The competencies are written, mapping competencies achieved at undergraduate level, and the next step is for an early adoption at three sites aiming for an official launch in June 2019.

Our CAGs have continued to produce up to set standards and competencies for our members. They also continued to work with other organisations in their fields to produce collaborative guidelines and documentation.

Public Health
Under the leadership of the Public Health lead, Jignasa Mehta, BIOS continued to promote the role of Orthoptists in prevention and early intervention. Drawing upon the finding from a 2017 survey of members, a series of videos were made on public health and the use of MECC in an orthoptic context. It was extremely encouraging to see a large number of Orthoptists putting themselves forward to be public health champions, delivering the agenda locally.

As with any transformation in working practices, it takes time, engagement and support from leadership. The culture and vision of orthoptists cannot change overnight but by sustained education and support we have already seen a change in how public health is viewed and needs to be part of our clinical practice. We will continue to support this agenda through 2019.

Vision Screening
Following the publication of Public Health England's (PHE) recommendations of vision screening in October 2017, the Vision Screening CAG leads have continued to work closely with Public Health England (PHE) in developing the standards and recommended vision screening pathways. As well as PHE the CAG leads have collaborated with colleagues from other ophthalmic disciplines to finalise the vision screening standards. These have now been completed and will be announced at the vision screening CAG meeting in April. 2019 will also see an FOI request sent out to all Heads of Department and local authorities. This information will enable BIOS to map the current provision and support areas where there is no visual screening or it is not orthoptic led.

Public Information
BIOS has continued to provide public information across a number of areas for use by other professionals, patients and carers. The Stroke and Neuro Rehab CAG created a series of aphasia friendly patient information leaflets. Leaflets include reduced vision, eye movement disorders, visual field loss, visual inattention, visual perception and web-based therapy.

The Low Vision CAG have continued to work with Vision UK and 2018 saw the Starting Point information leaflet was re-launched in eye clinics across the UK for the parents and carers of children with vision impairment.

Research
We continue to promote and support Orthoptists involved in research, to support their career development but also to advance orthoptics.

A BIOS Research Priorities document was created in 2018, which will form a focus for our activities going

forward. Our Director, Anna Horwood, represented BIOS at a number of events including the Vision UK Research Summit, Vision UK Research, the Cures and Treatments Panel, the Vision UK National Eye Health Survey, and the College of Optometrists Round Table on current treatments for myopia.

Anna has also worked tirelessly to encourage our members to carry out research, talking at a meeting in Newcastle, as well as at the Annual Conference. She is also a regular contributor to discussions on twitter about research-related matters.

British and Irish Orthoptics Journal (BIOJ)
2018 was a massive year for the British and Irish Orthoptic Journal (BIOJ), which made the shift to being an online journal. While it continued to publish original research, review articles, case reports and scientific letters across a range of areas in topics, the shift to online dissemination threw it open to a wider audience. In particular, there is a notable increase in international submissions, with the journal now recognised by the influential Nordic register. This led to a significant increase in submissions towards the end of 2018, leaving us in a healthy position in 2019.

Promoting the profession

The past year has seen a huge increase in the work done by BIOS to promote awareness of orthoptics and the valuable work done by Orthoptists.

Growing general awareness
We have hugely expanded our social media presence, thanks largely due to the work of our members in sharing, liking and retweeting.

- On Twitter, we made over 100,000 impressions, with 1095 following the account by the end of 2018.
- Our Facebook page was followed by 600 by the end of December, with our posts reaching an average of 400 people every day.

One key focus of our social media activity was around the events of World Orthoptic Day, our video alone reached over 15,000 people on Facebook and we were able to share some valuable resources on double vision. We look forward to taking this to new levels as part of the 2019 event.

After much waiting and anticipation, we launched a website in July, in preparation for an extended version in the new year. This immediately attracted an audience, particularly members, with over 1,500 people viewing the website every month from the launch onwards.

Our focus for 2019 will be on looking to expand our online presence further, particularly looking to extend awareness of orthoptics beyond healthcare professionals. It has therefore more recently been expanded to include a public information section, looking to set BIOS up as a hub for people seeking information on orthoptics and eyecare.

In the context of the rebuilding process BIOS was going through, 2018 could only ever begin to begin to lay the foundations for our plans to promote the orthoptic profession online. However, from these beginnings our website is already averaging 3000 users a month in 2019 and we made over 35,000 impressions on Twitter in January alone.

My Eyes, My Orthoptist
Meetings were held towards the end of the year with PB Consulting to look into ways to raise awareness of the valuable work undertaken by Orthoptists. This began with a full-day workshop, with BIOS members, identifying the key role of orthoptists and how this could be best promoted to the wider public. PB have since developed a range of high quality and clear resources aimed at MPs, civil servants, NHS stakeholders and others to articulate the distinct role Orthoptists play. By producing these resources for wider circulation, it is also hoped that this will

empower and encourage our members to get involved.

Promoting the future of the profession
One of the major challenges facing the profession is ensuring its future through the recruitment of new Orthoptists. As it stands there are only three universities offering Orthoptics courses across the UK and Ireland, with numbers threatened further by the removal of NHS bursaries in 2017/18.

January 2018 saw the launch of the strategic interventions in health education disciplines (SIHED) programme, funded by the Office for Students (OfS – formerly HEFCE). The aims of the programme included raising awareness of allied health professions and the need for higher education courses in small specialist allied health disciplines.

Orthoptics was one of four disciplines identified for more targeted intervention, with a marketing and communications campaign launched to support student recruitment. A particular need was identified for support with facilitating work shadowing opportunities in orthoptics. The programme funded BIOS for one of our members, Carly Hegarty, to be seconded to work to develop agreements between NHS trusts and higher education providers, enabling the higher education providers to guide prospective students wishing to work shadow an orthoptist.

This work will continue in in 2019, with the support of the I See the Difference Campaign. In particular, we will be starting to provide more resources to get Orthoptists involved in promoting the profession and offering work shadowing opportunities. We will also be redesigning our dedicated pages to include more information for prospective students.

Representing the profession
BIOS also plays a significant role representing the profession in a number of formal and informal bodies and groupings. For example, we are represented on the Vision UK Leadership panels, the AHPF Board and policy groupings, the Royal College of Ophthalmologists' paediatric subcommittee, the Eye Health Forum, the UK Ophthalmology Alliance, along with a seat on the Clinical Council for Eye Health Commissioning.

- BIOS remains a coalition partner of the UK Stroke Forum. Dr Lauren Hepworth from the Stroke and Neuro Rehab CAG worked hard with the conference committee to put together the programme for UKSF 2018, held in Telford. There were key sessions to promote vision in stroke including a workshop on developing orthoptic services, other highlights featuring were a presentation in the high scoring abstract session as well as posters being presented. The CAG also has representation on UK Stroke Forum steering committee ensuring orthoptics is represented at a national level.
- Our Wales Trustee Aimee Brown was involved in discussion around the new framework for Allied Health Professions in Wales.
- We have been invited to be part of the Public Health England working group on raising the importance of vision in falls in the 'Falls Consensus Statement'.
- Our public health lead, Jignasa Mehta, has been part of the working group on developing a framework for AHP engagement with social prescribing and the new AHP Public Health strategy 2019-2024. It was fantastic to see many Orthoptists engaging with AHP PH impact report by submitting a number of case studies to be included.
- The SEN CAG is represented on the NHS England Learning Disability group to provide comprehensive specialist eye tests within special school.

BIOS remain affiliated to both the **Orthoptistes de la Communauté Européenne (OCE)**, representing Orthoptists in Europe, and the **International Orthoptic Association (IOA)**, giving us representation in important international discussions affecting our members.

The BIOS OCE representative, Anne Bjerre, is the secretary for the OCE and is an active member of the strategy group for the Erasmus+ project. Through the education committee applied the OCE successfully

received an Erasmus+ grant to develop a European Diploma for Orthoptists. The aim of this project is to identify the differences in training across Europe and develop an online Diploma for qualified orthoptists to enhance their theoretical skills, enabling more standardised training. This will enable orthoptists to apply more easily to work in other countries than where they trained.

The OCE is celebrating its 30th annual meeting in May 2019. This is an opportunity to raise awareness of the OCE and the orthoptic profession.

Another way we have sought to influence on behalf of our members is through responding to formal consultations, including on the England Vision Screening Strategy, the Department of Health's plans for reforming the regulation of healthcare professionals and the proposed HCPC registration fees increase, that will adversely affect Allied Health Professionals, including Orthoptists, across the UK. There have also been many more valuable inputs on specialist areas of eye care from our specialists in the CAGs.

We will continue to work on behalf of our members in 2019, developing on may of the same themes as the past year. We will continue to promote the value that Orthoptists can add across a wide range of healthcare services, particularly in the context of the increased focus on prevention and early intervention. We will be working alongside other AHPs in exploring ways to remove the barriers to Orthoptists being appointed to senior leadership positions. We will also continue to support our members in opposition to the HCPC fee rise: many have already written to their MPs and we continue to pressure policymakers to oppose it in Parliament.

Financial review

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Financial Review

The Society reports a net deficit of £84,598 for the year (2017 - £106,511). Free reserves at 31 December 2018 were £87.607 (2017 - £172,205). Restricted funds at 31 December 2018 amounted to £34,743 (2017 - £34,743). During the year, BIOS incurred significant fees in respect to a legal dispute with a previous Business Management provider. These costs were not budgeted for and contributed to the adverse position for the year, of which was seen to be an exceptional circumstance.

Reserves policy

The Trustees have considered the level of activity within the charity and believe a level of free reserves of £150,000 is sufficient to support the ongoing operation of the society in the foreseeable future. At 31 December 2018, the Society has free reserves of £87,607. The Trustees are aware that this is below the stated target and are focused on replenishing these reserves over the coming years.

Structure, governance and management

Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 March 1998.

The company is constituted under a Memorandum of Association dated 14 March 1998 and is a registered charity number 326905.

In 2014 the British & Irish Orthoptic Society (BIOS) reviewed its structure and a new organisational form was complete for the start of 2015 in order to provide a sustainable organisation to ensure a stable future for BIOS to promote its charitable aims. This became embedded in 2016 and an amendment to the articles was agreed at the AGM in 2017 for the Chair of LOOP to become a Trustee of the Board.

Method of appointment or election of Trustees

Trustees are recruited to represent members in England (3 regions), Scotland, Wales, Republic of Ireland and Northern Ireland. Nominations are requested from all members and application is in writing with reference to a job description and job specification. Where there is more than one candidate, applications are circulated anonymously to voting trustees.

The vast majority of officers of the Society are volunteers and undertake BIOS work in addition to their day jobs. Only the Chair, and Vice Chair are seconded and their employers are reimbursed for their time commitment to BIOS and British Orthoptic Society Trade Union (BOSTU) roles.

Like many charities BIOS does have difficulty in attracting volunteers to come forward to represent the profession it exists to serve. In 2018 BIOS saw a full complement of Trustees in post for the first time in some years.

BIOS Council and Committee Officers/members - These appointments and roles were applicable in all or part of 2018:

BIOS Honorary Officers and trustees

Veronica Greenwood, Chair
Alison Stanley, Vice Chair Jan-Jun 2018
Julie Cartledge - Vice Chair Jun-Dec 2018

BIOS Trustees

Midlands & East - Julie Clarke
Northern - Kathryn Smart
Southern - Joy White,
Northern Ireland - Jane Hanley
Republic of Ireland - Gillian O'Mullane replaced by Jaina Byrne June 2018
Wales - Aimee Brown
Scotland – Angela Carlin appointed June 2018

Leads of Orthoptic Profession Chair: Sonia MacDiarmid appointed June 2018 (Jan-Jun 2018, Julie Cartledge, as Chair of LOOP, was co-opted to Board as non-voting member)

BOS TU Trustees

As above BIOS honorary officers and trustees previously stated, omitting the Republic of Ireland

BOSTU advisor non-voting: Lisa Anne Baxter (Jan - June 2018); Sam Aitkenhead

BIOS Council members (non-voting)
Journal: Jill Carlton Editor of Journal,
IOA Representative: David Newsham
OCE Representative: Anne Bjerre
Research Director: Anna Horwood
Professional Development Committee chair: Alison Stanley Jan-Jun 2018
Education Committee chair: Helen Davis Jan-Jun 2018
Education and Professional Development Committee Chair Helen Davis Jun-Dec 2018
New Graduate Representative: Martha Waters
Public Health Lead: Jigs Mehta
BOSTU advisor: Lisa Anne Baxter (Jan - June 2018); Sam Aitkenhead

Clinical Advisory Group Leads
Falls - Jigs Mehta , John McBnde
Glaucoma & Retinal Disease - Lorraine North, Michael Harmsworth Jan-Jun 2018
Replaced by:
Retinal Disease Lorraine North from June 2018
Glaucoma Lorna McKay from June 2018
Neuro Orthoptics/neuro Ophthalmology - Joanne Adeoye, with Victoria Smerdon appointed June 2018
Visual Processing Difficulties - Kathryn Whitefield
Special Educational Needs - Laura Tuff and Louise Allen
Stroke and Neuro Rehabilitation - Claire Howard replaced by Nicola Bennett and Lauren Hepworth June 2018
Vision Screening - Alison Bruce and Karon McCarthy
Low Vision – Martin Rhodes and Charlotte Codina appointed June 2018

Forums
Global Involvement and volunteering for eyes (GIVE) - Claire Studley Scott
e-Health- Michelle Wood, Carla Eccleston
Private Practice - Liz Tomlin, Helen Collett
Medicines Exemptions Project - Claire Saha

Business and Policy Support provided by British Dietetic Association

Policies adopted for the induction and training of Trustees

New trustees receive induction from the chair and vice chair and a copy of the 2017 trustees handbook will be replaced with a governance document in 2018 which will become effective from the start of the 2019 membership year.

Organisational structure and decision making

The honorary officers and BOSTU Advisor are in regular communications via email, telephone, Skype and face-to-face when required to transact decision making work. Business is conducted via the business provider company who meet with the honorary officers regularly. Trustee meetings are held 4 times per year and full council twice per year with an AGM in June to appoint new officers and agree the accounts.

Related party relationships

The Society collects membership fees on behalf of the BOSTU. The society is a member of professional organisations within the eye health and care sector.

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees' responsibilities statement

The Trustee (who are also directors of British and Irish Orthoptic Society for the purposes of company law) is responsible for preparing the Trustee's 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 Trustee to prepare financial statements for each financial year. Under company law the Trustee 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable him to ensure that the financial statements comply with the Companies Act 2006. He is 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.

This report was approved by the Trustees, on and signed on their behalf by:

V Greenwood Chair
Trustee

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

Independent Examiner's Report to the Trustee of British and Irish Orthoptic Society (the 'charity')

I report to the charity Trustee on my examination of the accounts of the charity for the year ended 31 December 2018.

This report is made solely to the charity's Trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustee those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for my work or for this report.

Responsibilities and Basis of Report

As the Trustee of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Dated:

Trevor Rose FCA CTA

BRITISH AND IRISH ORTHOPTIC SOCIETY

(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	*Total funds 2017 £*
Income from:					
Charitable activities	2	**332,553**	**-**	**332,553**	*358,197*
Other income	3	**41**	**-**	**41**	*25,383*
Investments	4	**265**	**-**	**265**	*3,461*
Total income		**332,859**	**-**	**332,859**	*387,041*
Expenditure on:					
Raising funds	5	**408**	**-**	**408**	*197*
Charitable activities		**412,633**	**-**	**412,633**	*497,833*
Total expenditure		**413,041**	**-**	**413,041**	*498,030*
Net expenditure before investment gains/(losses)		**(80,182)**	**-**	**(80,182)**	*(110,989)*
Net gains/(losses) on investments	11	**(4,416)**	**-**	**(4,416)**	*4,478*
Net expenditure before other recognised gains and losses		**(84,598)**	**-**	**(84,598)**	*(106,511)*
Net movement in funds		**(84,598)**	**-**	**(84,598)**	*(106,511)*
Reconciliation of funds:					
Total funds brought forward		**172,205**	**34,743**	**206,948**	*313,459*
Total funds carried forward		**87,607**	**34,743**	**122,350**	*206,948*

The notes on pages 17 to 27 form part of these financial statements.

SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	**Total funds 2018 £**	*Total funds 2017 £*
Gross income in the reporting period		**328,443**	*391,519*
Less: Total expenditure		**413,041**	*106,624*
Net income for the financial year	14	**(84,598)**	*284,895*

The notes on pages 17 to 27 form part of these financial statements.

BRITISH AND IRISH ORTHOPTIC SOCIETY
(A Company Limited by Guarantee)

BALANCE SHEET
AS AT 31 DECEMBER 2018

	Note	£	2018 £	£	*2017* *£*
Fixed assets					
Tangible assets	10		**24,667**		-
Investments	11		**74,494**		*78,911*
			99,161		*78,911*
Current assets					
Debtors	12	**15,249**		*33,553*	
Cash at bank and in hand		**98,046**		*209,243*	
		113,295		*242,796*	
Creditors: amounts falling due within one year	13	**(90,106)**		*(114,759)*	
Net current assets			**23,189**		*128,037*
Net assets			**122,350**		*206,948*
Charity Funds					
Restricted funds	14		**34,743**		*34,743*
Unrestricted funds	14		**87,607**		*172,205*
Total funds			**122,350**		*206,948*

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustee considers that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustee acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustee on and signed on their behalf, by:

V Greenwood, Chair
Trustee

The notes on pages 17 to 27 form part of these financial statements.

NOTES
FOR THE YEAR ENDED 31 DECEMBER 2018

1. Accounting Policies

1.1 Basis of preparation of financial statements

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

British and Irish Orthoptic 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.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustee named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Membership income is recognised in the period in which it relates, with any income received in advance being deferred.

Course income is recognised in the period when the course takes place.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Advertising income is recognised when the advert is placed in the journal.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

1. Accounting Policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings. The cost of raising funds comprise investment management costs.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Website	-	20% straight line

1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading ‘Gains/(losses) on investments’ in the Statement of Financial Activities.

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1. Accounting Policies (continued)

1.11 Liabilities and provisions

Liabilities 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. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

2. Income from charitable activities

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	*Total funds 2017 £*
Members' subscriptions	**290,893**	**-**	**290,893**	*327,775*
Course income	**41,660**	**-**	**41,660**	*30,422*
	332,553	**-**	**332,553**	*358,197*
Total 2017	*358,197*	*-*	*358,197*	

3. Other income

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	*Total funds 2017 £*
Advertising income	**-**	**-**	**-**	*5,670*
Sundry income	**41**	**-**	**41**	*19,713*
	41	**-**	**41**	*25,383*
Total 2017	*25,383*	*-*	*25,383*	

NOTES
FOR THE YEAR ENDED 31 DECEMBER 2018

4. Investment income

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	*Total funds 2017 £*
Investment income	**-**	**-**	**-**	*3,314*
Interest income	**265**	**-**	**265**	*147*
	265	**-**	**265**	*3,461*
Total 2017	*3,461*	*-*	*3,461*	

5. Investment management costs

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	*Total funds 2017 £*
Investment management	**408**	**-**	**408**	*197*
Total 2017	*197*	*-*	*197*	

6. Direct costs

	Activities £	Total 2018 £	*Total 2017 £*
Secondment costs	**40,590**	**40,590**	*46,987*
Courses and conferences	**38,094**	**38,094**	*34,521*
Commitee and Officers' expenses	**27,296**	**27,296**	*29,397*
Journal	**13,172**	**13,172**	*11,676*
Subscriptions	**6,824**	**6,824**	*12,138*
Innovation awards	**110**	**110**	*946*
	126,086	**126,086**	*135,665*
Total 2017	*135,665*	*135,665*	

In 2017, of the total direct costs, £135,665 was expenditure from unrestricted funds and £NIL was expenditure from restricted funds.

NOTES
FOR THE YEAR ENDED 31 DECEMBER 2018

7. Support costs

	Governance	Activities	Total 2018	*Total 2017*
	£	£	£	*£*
Office costs	-	**2,177**	**2,177**	*6,684*
Insurance	-	**30,143**	**30,143**	*28,967*
Telephone and postage	-	**184**	**184**	*160*
Bank charges	-	**3,068**	**3,068**	*4,953*
Business management costs	-	**65,432**	**65,432**	*270,300*
Computer costs	-	**607**	**607**	*2,208*
AGM, Commitee and officer's expenses	**18,774**	-	**18,774**	*19,710*
Legal, professional and consultancy fees	-	**149,197**	**149,197**	*12,556*
Accountancy	**16,965**	-	**16,965**	*16,630*
	35,739	**250,808**	**286,547**	*362,168*
Total 2017	*90,400*	*271,768*	*362,168*	

£NIL *(2017 - £NIL)* included within the table above in respect of Advertising income.

£NIL *(2017 - £NIL)* included within the table above in respect of Sundry income.

In 2017, of the total support costs, £362,168 was expenditure from unrestricted funds and £NIL was expenditure from restircted funds.

8. Net income/(expenditure)

This is stated after charging:

	2018	*2017*
	£	*£*
Independent examiners' remuneration	**1,500**	*2,000*
Independent examiners' remuneration - accountancy	**1,800**	*8,185*

During the year, no Trustees received any remuneration (2017 - £NIL).
During the year, no Trustees received any benefits in kind (2017 - £NIL).
During the year, 10 Trustees received £4,290 for reimbursement of expenses (2017 - £3,053 to 8 Trustees).

9. Trustee remuneration and expenses and the cost of key management personnel

The charity considers its key management personnel comprise the trustees and external management agencies, to whom the general management and runnning of the Society is outsourced.

The Articles of Association allow payments to the employers of the Chair and Vice Chair whilst performing functions and duties for the Society.

Payments in respect of V Greenwood (Chair) for £36,531 (2017 - £18,089) and J Cartledge (Vice Chair) £1,006 (2017 - £Nil). Payments were also made in respect of A Stanley (previous Vice Chair) £3,053 (2017 - £15,199).

Fees were payable to two (2017 - one) Business Managers during the year as follows:

	2018	*2017*
	£	*£*
Porchester Consulting - Management services	**-**	*66,000*
Porchester Consulting - Accounts fee	**-**	*120,000*
Porchester Consulting - Other projects	**-**	*84,300*
British Dietetic Association - Management services	**25,115**	-
Digital Networks - Management services	**40,317**	-
	65,432	*270,300*

The above management fees are net of amounts charged relating to BOS Trade Union.

The combined remuneration of the key management personnel was £106,022 (2017 - £316,891)

There were no employees of the Charity in either the current or prior year.

10. Tangible fixed assets

	Website
	£
Cost	
At 1 January 2018	**-**
Additions	**24,667**
At 31 December 2018	**24,667**
Depreciation	
At 1 January 2018 and 31 December 2018	**-**
Net book value	
At 31 December 2018	**24,667**
At 31 December 2017	-

NOTES
FOR THE YEAR ENDED 31 DECEMBER 2018

11. Fixed asset investments

	Listed securities £	Other investments £	Total £
Market value			
At 1 January 2018	**71,642**	**7,269**	**78,911**
Movement in year	**-**	**(25)**	**(25)**
Revaluations	**(4,392)**	**-**	**(4,392)**
At 31 December 2018	**67,250**	**7,244**	**74,494**

Investments at market value comprise:

	2018 £	*2017 £*
Listed investments	**67,250**	*71,642*
Other fixed asset investments	**7,244**	*7,269*
Total market value	**74,494**	*78,911*

All the fixed asset investments are held in the UK

12. Debtors

	2018 £	*2017 £*
Trade debtors	**-**	*6,965*
Prepayments and accrued income	**15,249**	*26,588*
	15,249	*33,553*

13. Creditors: Amounts falling due within one year

	2018 £	*2017 £*
Trade creditors	**24,582**	*27,937*
Other creditors	**35,057**	*19,605*
Accruals and deferred income	**30,467**	*67,217*
	90,106	*114,759*

NOTES
FOR THE YEAR ENDED 31 DECEMBER 2018

13. Creditors: Amounts falling due within one year (continued)

	£
Deferred income	
Deferred income at 1 January 2018	**45,575**
Resources deferred during the year	**13,827**
Amounts released from previous years	**(45,575)**
Deferred income at 31 December 2018	**13,827**

14. Statement of funds

Statement of funds - current year

	Balance at 1 January 2018 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2018 £
Unrestricted funds					
General Funds	**172,205**	**332,859**	**(413,041)**	**(4,416)**	**87,607**
Restricted funds					
Education and training projects	**34,743**	**-**	**-**	**-**	**34,743**
Total of funds	**206,948**	**332,859**	**(413,041)**	**(4,416)**	**122,350**

Statement of funds - prior year

	Balance at 1 January 2017 £	*Income £*	*Expenditure £*	*Gains/ (Losses) £*	*Balance at 31 December 2017 £*
General funds					
General Funds	*278,716*	*387,041*	*(498,030)*	*4,478*	*172,205*
Restricted funds					
Education and training projects	*34,743*	*-*	*-*	*-*	*34,743*

Education and training projects: this fund can be used for the training and education of orthoptists in the UK or overseas.

14. Statement of funds (continued)

Summary of funds - current year

	Balance at 1 January 2018 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2018 £
General funds	**172,205**	**332,859**	**(413,041)**	**(4,416)**	**87,607**
Restricted funds	**34,743**	**-**	**-**	**-**	**34,743**
	206,948	**332,859**	**(413,041)**	**(4,416)**	**122,350**

Summary of funds - prior year

	Balance at 1 January 2017 £	*Income £*	*Expenditure £*	*Gains/ (Losses) £*	*Balance at 31 December 2017 £*
General funds	*278,716*	*387,041*	*(498,030)*	*4,478*	*172,205*
Restricted funds	*34,743*	*-*	*-*	*-*	*34,743*
	313,459	*387,041*	*(498,030)*	*4,478*	*206,948*

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	**24,667**	**-**	**24,667**
Fixed asset investments	**39,752**	**34,743**	**74,495**
Current assets	**113,292**	**-**	**113,292**
Creditors due within one year	**(90,104)**	**-**	**(90,104)**
	87,607	**34,743**	**122,350**

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2017 £	*Restricted funds 2017* £	*Total funds 2017* £
Fixed asset investments	*44,168*	*34,743*	*78,911*
Current assets	*242,796*	-	*242,796*
Creditors due within one year	*(114,759)*	-	*(114,759)*
	172,205	*34,743*	*206,948*

16. Related party transactions

During the year the charity collected fees of £80,500 (2017 - £80,000) from its members on behalf of the British Orthoptic Society Trade Union. At 31 December 2018 £30,272 (2017 - 13,127) was due to British Orthoptic Trade Union.