



# Science Council Annual Report and Financial Statements

**For the year ended 31<sup>st</sup> December 2021**

Registered Charity no. 1131661



# Contents

Page Title	Page Number
Reference and administrative details	2
Chair's report	3-4
Chief Executive's foreword	5
Board of Trustees' Annual Report	
Structure, governance and management	6-19
Achievements, performance and plans for future periods	20-34
Financial review	35-37
Statement of Trustees' Responsibilities	38
Independent auditor's report	39-43
Statement of financial activities	44
Balance sheet	45
Statement of cash flows	46
Notes to the financial statements	47-57



# Reference and administrative details

**Registered Office** Fora Space, 71 Central Street, London, EC1V 8AB

**Charity number** 1131661

**Bankers** HSBC  
39 Tottenham Court Road  
London  
W1T 2AR

**Accountants** Excluserv Limited  
1 Fore Street Avenue  
London  
EC2Y 9DT

**Legal advisers** Bates Wells Braithwaite  
10 Queen Street Place  
London  
EC4R 1BE

**Auditors** Kreston Reeves LLP  
37 St Margaret's Street  
Canterbury  
Kent  
CT1 2TU

**Website** [www.sciencecouncil.org](http://www.sciencecouncil.org)



# Chair's report



Welcome to the Science Council's Annual Report 2021. This is my first report as Chair of the Board and I would like to start by paying tribute to my predecessor, Dr Helen Pain for her contribution to the Science Council. She took on the Chair role in 2018 at a very challenging time for the Science Council and through her dedication, leadership and character, led the Science Council to calmer waters. I

hope that I can continue where Helen left off and play my part in helping the Science Council to grow in stature and influence.

## Looking to the future

A primary focus for the Board during 2021 was on refreshing our strategy. A series of workshops involving trustees and staff were held throughout the year to review progress against our current strategy and identify future opportunities. I would like to thank trustees and staff for their time in helping us to develop an excellent new strategy which focuses on the four core strands of Registers and Licensing; Community and Membership; Policy and Influence; and Equity, Diversity and Inclusion (EDI). Under Rachel Lambert-Forsyth's able leadership, our EDI steering group will help ensure that the Science Council continues to progress its objectives in this area.

Our new strategy launched in February 2022, and I am pleased that it has been positively received by Members and the wider science community. We will continue to work with Members over the strategic period to deliver impact for Registrants, professional bodies, the wider science community, policy makers and the public.

## Ongoing financial investment

In December 2020, the Board agreed a two-year investment package to enable us to increase our support for Members and Registrants, and enhance the visibility, awareness and impact of the Science Council. Highlights include investment in two new posts to support the growth of our policy and events activities; increasing our brand and digital marketing activity; and undertaking a comprehensive survey of Registrants to inform the development of our services and marketing strategy. In December 2021 the Board confirmed its commitment to the investment programme.

On behalf of the Board, I would like to express thanks to the Gatsby Charitable Foundation for its continued support for our work to raise the profile and value of the technician workforce. Although face-to-face activity in this area was hampered by COVID-19, we have worked hard to support the Technician Commitment and develop new pathways into the science profession from technical education.

## Long COVID

COVID-19 has caused significant disruption to the way in which organisations work, and the Science Council is no exception. An ongoing priority for the Board this year was to ensure the continued health, safety and wellbeing of our staff and volunteers. Huge credit goes to Helen Gordon and her team for their ability to adapt to a new way of working. It is a testament to their professionalism and commitment that they



have adapted well to a new way of working, not only by keeping core services going but continuing to provide Members with valued online networking opportunities.

I would also like to praise the continued efforts of our Members who, in uncertain times, provide much needed support to Registrants and the wider membership community. It is still unclear as to the long-term medical, societal and economic impacts of COVID-19, but no doubt, our Members will continue to support the communities that they serve. The Science Council will also play its role in providing a space for support, knowledge-sharing and collaboration.

### **Departures and welcoming new faces**

This year we said goodbye to two trustees; Simon Toms and Jonathan Gorvin, both of whom have contributed a huge amount to the Science Council being able to move forward with purpose. I would like to extend a personal thank you to them for their commitment to the Science Council and their support over the last four years.

We also welcomed five new trustees to the Board: Alison Hemsworth, Dariel Burdass, Lorraine Turner, Jane Pritchard and Dr Samantha Cheung. Collectively, they bring a wide range of skills and expertise and I know they will be strong additions to the Board. In addition, Rachel Lambert-Forsyth and Catherine Ross were elected as Vice Chairs.

We welcomed the Society for Cosmetic Scientists and Society for Natural Science into membership this year. Their addition our membership demonstrates the breadth and depth of scientific disciplines that sit within our membership. I look forward to working with them.

### **Thank you**

On behalf of my fellow trustees, I would like to say a special thank you to all our volunteers, those individuals who give up a huge amount of time to sit on committees, assess applications for our registers and undertake licence reviews. The work of the Science Council would not be possible without your contribution.

I look forward to working with Members over the next year to help continue to deliver our strategy, and seeing many of you 'off screen' later in the year.

I would like to personally thank my fellow trustees, both current and past, for the support they have given me before and after becoming Chair, and for their commitment to the Science Council.

***Adam Donnan, Chair of the Board of Trustees***



## Chief Executive's foreword

As I write this, the Science Council is just about to launch its refreshed strategy for the period until 2025. We need to remain relevant and proactive in a changing world where the quality of professional practice in science and the advantages that come from collaboration in and between all areas of science are so important.

Built on firm foundations of the past three years, the strategy seeks to deepen the value we provide Registrants through registration and recognition and to strengthen the value that Members experience through being part of a vibrant community. Like many of our Members and other organisations we work with, 2021 was another year of change and adaptation prompted by the pandemic. It was also a year where we actively reflected on the views of our Registrant community and also Members as part of our work to refresh our plans for the next three years.

The Science Council started a two year programme of investment focusing on raising our profile in a meaningful way, promoting and supporting entry into registration, and starting work on policy initiatives with our Members. Twenty twenty-one was also a year where the Science Council refreshed its ambitions to fostering inclusivity with a new Equity, Diversity and Inclusion (EDI) strategy and plan influenced by our new EDI Steering Group, and through our contribution to the EDI benchmarking exercise with our colleagues at the Royal Academy of Engineering. Thank you to all who participate in this group and provide advice and support so readily.

Resources remain tight on core activities and the aim is that investment and activity in policy, visibility and events will attract more Registrants and Members over time.

We were delighted to welcome two new Members to the Science Council this year, the Society for Natural Sciences and Society for Cosmetic Science.

I'd like take this opportunity to sincerely thank the 250 plus volunteers who work for the Science Council. Supporting us in assessments, committee work, Registrant workshops and many other duties, we acknowledge your contribution and all the hard work that you do. Thank you!

We are grateful for ongoing support from the Gatsby Foundation for the Technician Commitment programme which continues successfully, and for supporting the Technical Pathways programme which is now establishing clear pathways into registration for apprentices and doing other valuable work for those pursuing Higher Technical Qualifications and T Levels.

The Science Council works with and for its Members. Our work is dependent on Members' and stakeholders' engagement and support and we are grateful for all that they do in collaboration with us. A final thank you to the team and the Board for their commitment and energy during this year of development and change.

***Helen Gordon, Chief Executive***





# Trustees' Annual Report

The Board of Trustees presents its annual report and the audited financial statements for the year ending 31<sup>st</sup> December 2021.

## Structure, governance and management

The Science Council was established under Royal Charter in October 2003 and was registered as a charity with the Charity Commission in September 2009. Amended Bylaws received a Privy Council seal in January 2021.

### Our Purpose

The Science Council's charitable purpose as stated in its Royal Charter is to promote the advancement and dissemination of knowledge of and education in science, pure and applied, for the public benefit, and defines our role as a membership organisation, providing professional bodies in science with access to a unique network of like-minded organisations to share information and knowledge.

As part of the work to refresh our strategy for 2022-2025, we reviewed our purpose with our Members, aiming to better articulate an ambitious purpose that is shared across our membership, one that unites but also challenges, and that our key partners and stakeholders can clearly identify with. Following consultation with our Members, we have set out a clear purpose for this strategic period.

*Our purpose is to strengthen the collective impact of the science community for public benefit. We do this by connecting the science professions to foster knowledge exchange and, through our professional registers, offer interdisciplinary recognition for scientists across the world. Through our collective drive to uphold interdisciplinary standards we inspire and empower the science workforce to strive towards professional excellence. Our ambition is to see a diverse and growing science profession that is trusted, respected and is equipped to deliver national ambitions.*

### The President

The President is the ambassadorial face of the Science Council, engaging with key stakeholders, at the highest level with governments, parliaments, industry, universities, scientific and engineering institutions and other public and voluntary bodies. The President uses their experience and influence to champion the science profession; promote the value of professional body membership and registration; and amplify the collective voice of our Members.

The President is elected by Member Bodies for an initial two-year term and is eligible for election for one further consecutive term of up to two years. Professor Carole Mundell was elected as President in April 2021. She is the founding Head of Astrophysics at the University of Bath where she holds the Hiroko Sherwin Chair in Extragalactic Astronomy. She was the Chief International Science Envoy at the Foreign, Commonwealth & Development Office between January and October 2021. Prior to that, she was



seconded to government and became the first female Chief Scientific Adviser at the Foreign and Commonwealth Office between 2018 and 2020.

## **The Board of Trustees**

The Board is collectively responsible for the long-term success of the Science Council, and in partnership with the Council's constituent Members it sets the charity's values, standards, aims and objectives and oversees their delivery in line with the Objects of the Royal Charter. The Board is responsible for ensuring that the organisation functions within the legal, regulatory and financial requirements of a registered charity, but delegates close scrutiny of its governance policies and activities to the relevant subcommittees.

Trustees are not remunerated for their role. Each trustee submits a Register of Interest form on appointment and submits an updated form annually. The Code of Conduct for Trustees sets out the most common types of conflict and how the Board manages any direct or indirect financial and non-financial conflicts. Actual and potential conflicts of interest are declared at each Board meeting.

The Board of Trustees formally met 4 times during 2021, with all meetings held online. The impact of COVID-19 remained high on the Board's agenda, particularly on staff welfare and operational delivery. The Board also approved a new Equity, Diversity and Inclusion strategy following considerable work by the EDI steering group. In addition to formal Board meetings, trustees and staff spent a significant amount of time during the year refreshing our strategy, and the Board presented the final version to Members at the October General Meeting. Following positive feedback from across the membership, the Board adopted the new strategy in February 2022.

At the end of the year, the Board approved the continuation of the two-year strategic investment programme to invest in activities to support growth in the Science Council's effectiveness and impact. The investment will continue to be resourced by our reserves in excess of our current reserves target of £250,000.





## Membership

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### Chair

Adam Donnan (*elected September 2021*)

### Continuing Members

Ruth Kaufman (*elected September 2018*)

Mark Finnie, Honorary Treasurer (*elected September 2018*)

Dr Arthur Nicholas (*elected September 2018*)

Joan Ward (*elected September 2018*)

Rachel Lambert-Forsyth (*elected June 2019*)

Catherine Ross (*appointed June 2020*)

Dr Paula Haynes (*elected September 2020*)

Philippa Martinelli (*elected September 2020*)

### New Members

Alison Hemsworth (*elected July 2021*)

Daniel Burdass (*elected July 2021*)

Lorraine Turner (*elected July 2021*)

Jane Pritchard (*elected July 2021*)

Dr Samantha Cheung (*elected July 2021*)

### Departures

Dr Helen Pain (*retired September 2021*)

Jonathan Gorvin (*retired July 2021*)

Simon Toms (*retired July 2021*)

## Trustee recruitment

The Board aims to ensure that at least 60% of Elected Trustees are employees or members of Member Bodies and no more than 40% are elected from outside the membership. Trustees are elected by Members. The Nominations Committee ensures that the process for the recruitment of trustees is open, transparent and follows the procedures set out in the Bylaws and Regulations. It also leads on the process to identify nominees and potential appointments and co-options to fill skills gaps. At any one time the Board may have a maximum of twelve Elected Trustees and three Appointed Trustees. Appointed Trustees are appointed by the Board if it considers that there is a need for additional skills and expertise. They serve for a term of one year, which can be renewed annually up to three consecutive terms. The Board can also co-opt members to fill up to two Elected Trustee vacancies that may arise between General Meetings.

Trustees are elected to serve in their capacity as individuals, not as representatives of organisations, interest groups or sectors. Elected Trustees serve three-year terms, with the opportunity to seek re-election for a further three-year term. The Chair of the Board is a trustee and is appointed by the Board of Trustees for an initial three-year term with the opportunity to seek re-appointment for a further three-year term. At the end of 2021, in addition to the Chair of the Board, there were 12 Elected Trustees and one Appointed Trustee.

In 2021, the Board appointed Rachel Lambert-Forsyth and Catherine Ross as Vice Chairs of the Board to support Adam Donnan in his role as Chair.



## Board Diversity

While all trustees take responsibility for ensuring that the impact on diversity is fully considered in all decisions by the Board, the Diversity Champion has particular responsibility for promoting, encouraging and embedding EDI across Science Council activities and ensuring that consideration of diversity matters remain a priority for the Board and subcommittees.

Rachel Lambert-Forsyth was appointed as the Board's Diversity Champion in December 2020 and chairs the EDI steering group, which the Board established to review the Science Council's ongoing progress, goals, and activities on EDI matters.

The Board firmly believes that a diversity of views and perspectives is vital to making informed decisions, and it places great value in the knowledge and insight that individuals from within and outside of our membership bring to Board-level discussions. The Board seeks to have a diverse range of individuals on its Board and committees in terms of protected characteristics, backgrounds and experiences. Trustees come from a variety of different scientific and other professional disciplines and hold or have held a variety of responsibilities across industry, public sector and civil society. To identify the skills and knowledge it needs and inform future recruitment, the Board conducts an annual skills audit.

## Trustee induction and training

All new trustees are expected to participate in trustee induction sessions; all current trustees have completed an induction session. Throughout the year, trustees are encouraged to attend subcommittee meetings, undertake training, and attend conferences and events to equip them with the knowledge needed to discharge their duties. Trustees' attendance at external events was severely curtailed again this year due to COVID-19.

## Charity Governance Code

The Board is committed to assessing its performance to identify its strengths and areas in which improvements are needed. Over the course of 2021, a small group of trustees reviewed its performance against the small charity version of the Charity Governance Code. The group concluded that the Board meets most of the areas in the Code, and in areas where improvements can be made, action is already being taken. Adherence to the Code will be kept under regular review and action will be taken to ensure that the Board upholds high standards of governance.

The Trustees believe they have fully complied with their duty in the Charities Act 2011 to have due regard to guidance published by the Charity Commission.



## Sub-committees of the Board

### Finance, Audit and Risk Committee

The Board is advised on matters relating to the adequacy and effectiveness of the Science Council's arrangements for accountability, risk management, control and governance by the Finance, Audit and Risk Committee (FAR). The Committee is responsible for overseeing the Science Council's relationship with its external auditor and annually reviewing its role and performance. The Board has full responsibility for the Science Council's system of internal control; however, oversight for this is delegated by the Board to the FAR. The Committee reports on its work to trustees at every Board meeting.

The Committee is chaired by independent Chair, Dr Chris Westcott, who was appointed by the Board in September 2020 and succeeded Nick Whitaker as Chair in January 2021. Dr Westcott was formerly an independent member of the Committee from May 2019 until January 2021. He also served on the Board of Trustees and the FAR Committee from 2016 to 2019. Membership of the Committee comprises of trustees and non-trustee independent members. Non-trustee independent members must have recent, relevant financial, accounting or risk management expertise. The Chair and members of the Committee are appointed by the Board for an initial three-year term. The Honorary Treasurer is an ex-officio member of the Committee.

The Committee held 4 meetings during 2021 and has undertaken each of its principal responsibilities, carrying out a number of reviews and receiving relevant reports from the external auditors, external accountants and management. The Committee dedicated significant time to reviewing the ongoing risks posed by COVID-19 to the Science Council's operations and financial sustainability. The Committee also conducted an evaluation of its own effectiveness at the beginning of the year, the outcome of which helped to shape its workplan for the rest of the year.

The Chair of the Finance, Audit and Risk Committee is not a trustee but attends Board Meetings in their capacity as Chair of the Finance, Audit and Risk Committee.

### Membership

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#### Chair

Dr Chris Westcott (*January 2021*)

Dr Paula Haynes (*appointed November 2020*)

Dr Arthur Nicholas (*appointed May 2020*)

#### Continuing Members

Professor Patrick Kniveton (*June 2020-2023*)

Ian Bong (*reappointed September 2021*)

Mark Finnie (*appointed July 2019*)

Ruth Kaufman (*appointed September 2019*)

#### New Members

Lorraine Turner (*appointed Dec 2021*)

Dariel Burdass (*appointed Dec 2021*)



## Nominations Committee

The Nominations Committee ensures that the Science Council has formal, rigorous and transparent procedures for appointments and re-appointments to the Board and its committees, appointment of the President and the Chief Executive. The Committee reports on its work to trustees at every Board meeting.

Membership is comprised of trustees appointed by the Board. The Committee held 4 meetings during 2021. Its work focusing primarily on succession plans for the next President of the Council; the Chair of the Board of Trustees; the Chair of the Finance, Audit and Risk Committee; the Vice Chair(s) of the Board; and candidates for the 2021 trustee elections.

## Membership

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### Chair

Philippa Martinelli (*appointed December 2021*)

### Continuing Members

Rachel Lambert-Forsyth (*appointed February 2020*)

Catherine Ross (*appointed September 2020*)

### New Members

Philippa Martinelli (*appointed December 2021*)

### Departures

Simon Toms (*retired July 2021*)

Jonathan Gorvin (*retired July 2021*)



## Registration Authority

The Board is advised on matters relating to the professional registers by the Registration Authority (RA). It is responsible for upholding the standards of the professional registers, ensuring that all scientists and science technicians meet high professional standards. The Chair of the Registration Authority is not a trustee but attends Board Meetings in their capacity as Chair of the Registration Authority. The Committee is chaired by Dr Hilary Jeffreys.

Membership comprises of employees and volunteers from Licensed Bodies. The Chair and members of the Committee are appointed by the Board and serve for initial terms of four and three years, respectively. To enable retention of expertise, the RA updated its terms of reference in 2021 so that it can appoint up to two Appointed members without Board approval. Appointed members serve for one year, and can be reappointed for a further two consecutive terms. In 2021, Kevin Bown and Dr Pete Barrett became Appointed members of the RA. Representatives from the Engineering Council and the Society for the Environment attend as observers.

In 2021 the Registration Authority met five times. Its key activities over the year included preparing for the launch of the updated Standards and Evidence Framework in January 2022; piloting the conduct of online licence reviews; supporting the Technical Pathways project; and undertaking reviews on other topics such as retaining professional registration when no longer professionally active and on accreditation and equivalency.

The RA supported the rollout of the Development Licence, a new licensing model which enables smaller professional bodies to access the registers while they are developing the infrastructure to undertake a full licence.

## Membership

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### Chair

Dr Hilary Jeffreys CSci (*appointed May 2019*)

### Continuing Members

Kevin Bown CSci (*appointed December 2021*)\*

Dr Peter Barrett CSci (*appointed December 2021*)\*

Jocelyn Price CSci (*appointed July 2018*)

Dr Samantha Cooper CBiol, Vice Chair (*appointed December 2018*)

Joan Ward (*appointed October 2018*)

Richard Needham CSciTeach (*appointed May 2020*)

\*Appointed members

### New Members

Vicky Collett. CSci (*appointed June 2021*)

Tahmina Hussain, CSci (*appointed June 2021*)

Brenda Peters, CSci (*appointed June 2021*)

### Departures

Dr Glynn Skerratt CSci (*retired July 2021*)

Professor Neville Punchard CBiol (*retired July 2021*)

Dr Jason Owen CSci (*retired December 2021*)



## Sub-committee of the Registration Authority

### Registration Assessment Committee

Reporting to the Registration Authority, the Registration Assessment Committee (RAC) advises on matters relating to quality assurance for the assessment of applications that come through the online application process (Common Application Process (CAP)), and on the training and development for assessors, trainers and applicant supporters to ensure consistency of standards across the Science Council's registers.

In 2021, the Registration Assessment Committee met four times. Areas of work covered over the year included implementing the updated registration standards on the CAP and the apprenticeship routes as well as overseeing the assessor recruitment and training for each register. The RAC has also implemented a more robust quality assurance process and support for new assessors and 2021 saw the first year of the recruitment of Quality Assurer, Bob Windmill, who is a former member of the RAC.

### Membership

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#### Chair

Kevin Bown CSci (*reappointed August 2018*)

Sheri Scott CSci (*appointed September 2020*)

#### Continuing Members

Matthew Wood RSci (*appointed November 2019*)

Dr Hayley Tripp CSci (*appointed September 2020*)

Dr Steven Hale CSci (*appointed November 2019*)

Samantha Gaunt RSci (*appointed September 2020*)

Lee Shunburne CSci (*appointed November 2019*)

Sumant Gadge RSci (*appointed September 2020*)

Richard Warhurst RSci (*appointed September 2020*)

#### Departures

Bob Windmill CSci (*appointed September 2020*)



## Management

### Office location

The Science Council is located at Fora Space, 71 Central Street, London, EC1V 8AB.

### Science Council staff at year-end

Helen Gordon	Chief Executive
Jane Banks	External Relationships Manager
Tom Cheek	Apprenticeship Lead
Yasmin Finch	Senior Registration Officer
Liz Gill	Online Events Coordinator
Ruth Herbert	Marketing and Communications Officer
Richard Holliday	Head of Technical Pathway Development
Ryan Mercer	Policy Officer
Mary Murray	Registration and Licensing Team Administrator
Tanya Murrell	Registration and Licensing Manager
Oliver O'Hanlon	Corporate Services and Governance Manager
Varshini Rajkumar	T-level/HQT Lead
Kelly Vere	Higher Education Engagement Manager
Brian Wagenbach	Member Engagement Manager

As part of the work being supported by the Gatsby Charitable Foundation grant, Kelly Vere, Director of Technical Skills and Strategy at the University of Nottingham, continues to be seconded as Higher Education Engagement Manager, working to encourage higher education and research institutions to grow the community of Technicians Commitment Signatories and Science Council Employer Champions. She is supported by Simon Breeden from the University of York, and Dr Claire Stevenson CSci, from the John Innes Centre.

Kelly was awarded an MBE in the 2021 New Year Honours list, recognising her services to Higher Education.

Richard Holliday continues as Head of Technical Pathway Development on secondment from the Royal Society of Chemistry, leading on the Gatsby-funded project seeking to enhance technical routes into the sciences by further integrating professional registration standards into apprenticeships, T Levels, and higher technical qualifications. Tom Cheek and Varshini Rajkumar continue to lead on Apprenticeship Lead and T-level/HTQ Lead respectively to support the delivery of the Technical Pathways programme.



The number of staff increased in 2021, predominantly due to recruitment in line with the investment programme. Ryan Mercer and Liz Gill were appointed as Policy Officer and Online Events Coordinator respectively.

In January, Senior Registration Officer, Hayley McNeil left the Science Council to return to New Zealand. Following a formal recruitment process, Yasmin Finch was appointed as the new Senior Registration Officer.

In December, Marketing and Communications Officer, Charlie Cantwell left the organisation and was replaced by Ruth Herbert.

Following the departure of Richard Prescod, Oliver O'Hanlon was appointed Corporate Services and Governance Manager.

The Science Council also works closely with several outsourced staffing functions. Human resources, IT and finance are all provided by specialist companies which support the charity to reach its objectives.

## **Health and safety**

The health and safety (H&S) of our staff and volunteers is paramount at all times, no more so than during a pandemic. Day-to-day responsibility for H&S is delegated to the Chief Executive, with oversight of arrangements for H&S delegated by the Board to the Finance, Audit and Risk Committee. In 2021, staff reported no incidents or near-misses while working in the office or working at home.

In our continued response to COVID-19, we retained the same office space to provide for adequate social distancing. Throughout the year, the majority of staff continued to work from home with some staff visiting the office as needed. At all times staff were instructed to follow government guidance and our landlord's health and safety measures for individuals working on premises. We invested in equipping staff with the necessary office equipment to enable them to perform their roles at home. Throughout the year, regular contact with staff was maintained to ensure that all reasonable steps were taken to meet the needs required for remote working. We continued to pay for eye tests and contributed to the cost of glasses for work purposes if needed.

Plans for long-term working arrangements and future office needs will be kept under review over the course of 2022. We envisage that most staff will work remotely on a permanent basis, only meeting in person for formal meetings and operational development activities. This will pose its own challenges, but we expect that this will help with staff retention and when necessary, will enable us to recruit from a far wider talent pool than hitherto.

Regarding mental health and wellbeing, staff are encouraged to discuss their concerns at team meetings and in one-to-one meetings with their line manager or the Chief Executive. As part of annual appraisals, staff are asked for their views on whether their working environment is having an impact on their mental and physical health and well-being. At the end of 2021, one member of staff was a trained Mental Health First Aider and all line managers had completed mental health awareness training to support their teams. Acknowledging that some staff may not be comfortable discussing mental health issues with colleagues,





we provide staff with more information about where they can go to access professional and confidential information and support.

In June, we took part in a pilot for a new quality mark from the Association for Accredited Learning (AAL). Following a series of self-assessments, online survey and group discussions, we were awarded the 'People, Culture and Wellbeing Quality Mark' in January 2022 in recognition of the emphasis that we place on collaboration and employee engagement.

### **Data protection and cyber security**

The Science Council takes data protection seriously and commissions periodic audits to ensure that we continue to be compliant with data protection requirements. Throughout the year staff implemented an action plan to meet the recommendations of the audit carried out in October 2020. The areas highlighted for improvement were on volunteer data management and records management, with measures put in place to meet requirements. The next General Data Protection Regulation (GDPR) audit will take place in March 2022.

All new staff members and trustees must complete data protection training, and undergo refresher training every two years.

In February 2021 we were awarded accreditation from the National Cyber Security Centre. The accreditation demonstrates to organisations and individuals with which we work, particularly our Members and Registrants, that we have taken essential precautions to protect ourselves and the data that we hold against cyber threats. It also provides us with increased protection against fraud and interruption of business by hackers.

### **Internal audit**

To make sure that the Science Council's financial controls and procedures continued to operate in line with good practice, Sayer Vincent was commissioned to conduct an internal audit of our financial controls in October 2021. The audit found that the controls and procedures in place are fit for purpose, sufficiently detailed and reflective of current working practices. We were pleased that Sayer Vincent expressed an opinion that it had substantial assurance over our financial controls and procedures.

### **Appraisal and remuneration**

Employees' performance is appraised annually, and executive pay is reviewed annually. Increases are normally linked to inflation. In setting executive pay, the Board benchmarks against similar bodies including Member Bodies. This process recognises that, while the Science Council itself is a small organisation, its role as a membership body creates additional skill demands. A salary benchmarking exercise is undertaken every three years with the next one taking place in April 2022.

### **Science Council volunteers at year-end**

The Science Council draws on the support of volunteers for its committees, licensing and registration activities, and events; over 250 individuals have given their support in this way during 2021. We are always grateful for the time and dedicated service that our volunteers give to us, particularly this year.



In addition to trustees and committee members, there are three volunteer programmes managed by the Science Council: Registrant Champions, Registration Assessors and License Reviewers. Registrant Champions are a community within the wider network of professionally registered scientists and technicians that champion the benefits of professional registration: to the individual, to their workplace and to society as a whole. Registration Assessors are skilled professionals who give their time and experience to assess applications for professional registration through the Common Application Process. They are recruited through an open application process and undergo induction and training before becoming Assessors. License Reviewers are staff and volunteers of Licensed Bodies with expertise in the operation of the Science Council's licenses; they are trained to act as peer reviewers, helping to carry out the license review process under the guidance of the Registration Authority. The Registration Authority ensures that License Reviewers do not review licenses of any Licensed Body of which they are an employee or member.

In recognition of United Nations' International Volunteer Day, we held a 'Volunteer Day' in December to celebrate the contribution that our volunteers make to the Science Council. Around 100 volunteers attended the online event. The event included a networking opportunity for Registrant Champions to come together and learn about the programme of activity for the coming year and to meet colleagues and learn more about the value of championing professional registration in their workplace. We hope to make Volunteer Day an annual event in future years.

All new volunteers are required to complete data protection training through the Science Council or demonstrate that they have completed formal data protection training with another provider. All volunteers are required to undergo GDPR refresher training every two years.



## Member Bodies of the Council

### Full Council and General Meetings

The Board of Trustees is answerable to the Member Bodies. Member Bodies elect the President and Elected Trustees; receive and consider the Annual Report and Financial Accounts; appoint and determine the remuneration of the auditors; approve applications for membership; approve amendments to the Bylaws and Charter; and approve amendments to the membership fee. The Science Council normally holds three General Meetings per year and Members are entitled to send two representatives to General Meetings.

The Science Council held three General Meetings in 2021, all of which were held online and provided the Science Council with an opportunity to keep Members informed on achievements and progress on performance. The Science Council also used the General Meetings to consult with Members on the development of our new strategy, and we are grateful to our Members for their test and challenge on strategic proposals.

General Meetings also provide an opportunity for the Science Council to conduct other essential business with its Members. In April Members elected Professor Carole Mundell as President and elected the Society of Cosmetic Scientists and the Society for Natural Sciences into membership. In October, Members approved changes to our Bylaws which enable the Science Council to hold General Meetings online. The Bylaws were approved by the Privy Council in February 2022.

At the end of 2021 the [total number](#) of Member Bodies was 36.

### Membership fee

Member Bodies pay an annual membership fee to the Science Council, which normally rises in line with inflation. The fee is calculated based on the number of paying members within a Member Body's membership. From this figure students, overseas members who are not Registrants and retired members are excluded. The fee in 2021 was £0.82 (2020: £0.81) per qualifying individual member. In January 2022, the fee increased to £0.83. Up to and including 2021, the maximum membership fee will remain capped at 30,000 qualifying individual members.

The minimum membership fee will remain at £750, which is charged if a member has fewer than 943 qualifying members. From January 2022, the upper and lower membership fee cap will also rise in line with inflation. This means that Member Bodies with 30,000 or more individual paying members will pay £24,450 per annum; Members with fewer than 943 individual paying members will pay £756 per annum.



## Membership criteria

The Regulations set out the criteria for membership of the Science Council. The criteria are as follows:

- the profession represented by the Organisation shall be based on a recognised body of scientific learning where knowledge and understanding of the natural and social world are pursued through a systematic methodology based on evidence;
- the Organisation is an independent body which exists for the collective pursuit of professional aims and objectives in science as set out in a Royal Charter or Memorandum and Articles of Association incorporated under the Companies Acts or formally registered in the UK some other way;
- the Organisation has, among its objectives, the practice of the profession in the interest of the public as well as that of its members;
- the Organisation operates a Code of Professional Conduct and disciplinary procedures;
- the Organisation recognises its responsibility to advance and extend the body of learning on which the profession is based;
- the Organisation recognises its responsibility to concern itself with facilities, methods and provision for educating and training future entrants to the profession and for enhancing the knowledge of present practitioners; and
- the Organisation must have at least one membership category that is based on standards of competence as attested by an appropriate qualification and relevant professional practice, or relevant professional practice; or
- if the Organisation does not have strict entry standards for at least one category of its members it has agreed with the Board that it is working towards the introduction of such an entry standard;
- the Organisation has evidenced a commitment to promoting equality, diversity and inclusion throughout its community, and to challenging prejudice and discrimination, by signing the Science Council's Declaration on Diversity, Equality and Inclusion.



# Achievements, performance and plans for future periods

## Strategy 2022-2025

The Science Council's 2018-2021 strategy focused on three core strands: Registers and Licences, Community and Membership, Policy and Influence. These strands were well-received by Members and served as valuable platforms for increasing our engagement with the community on professionalism in science and bringing Members together for discussion and information exchange.

Our new strategy continues with these three core strands as a demonstration of our confidence in the work we do with and on behalf of our Members, our commitment to bringing together the scientific community to share knowledge and insight, and promoting the value of professional development and registration. In addition, and as a signifier of the importance that we place on diversity, the fourth strand of our new strategy is 'Equity, Diversity and Inclusion (EDI)'. This will be a core area of work over this strategic period.

The core objectives of our four strands are as follows:

**Registration & Licensing:** Continue to commit to maintaining and improving professionalism in the science workforce through professional registration.

**Membership & Community:** Bring our Members together to facilitate knowledge exchange and identify areas of common interest.

**Policy & Influence:** Develop our role as a collective voice for our diverse membership on issues that impact the sector.

**Equity, Diversity and Inclusion:** EDI is intrinsic to all we do and we will support Members to share and learn from one another. A more representative and diverse science workforce is beneficial for society.

The full version of the Strategy 2022-2025 can be read on our [website](#).

## Our values and guiding principles

The Science Council aims to meet the highest standards in all that it does. Our values and guiding principles define how the Science Council engages with its employees, volunteers, Members, Registrants, the wider science community and society in general. As part of our strategic review we evaluated our key values and guiding principles. We believe that these values and guiding principles continue to influence and align to all that we do, with and for, Members, Registrants and the wider science community.

- We are **Inclusive** of all disciplines of science and all types of scientist and science technician through our Members.
- We are **Informed** by evidence and research and by our Members and Registrants.



- At all times, we are **Positive** and balanced in our promotion of the contribution of scientists and science technicians, to society and of our Members, our Registrants and the science workforce as a whole.
- We will be **Collaborative** in our approach to debate and discussion and in our attitude to conversation in general.

### Statement on Public Benefit

The Board of Trustees is mindful of its responsibility to ensure that the Science Council, as a charity, acts for the benefit of the public. The Science Council provides [public benefit](#)<sup>1</sup> as a charity by advancing science and science education, and advancing equity, equality, diversity and inclusion in science. Trustees always ensure that the activities undertaken by the Science Council are in line with its charitable objectives and believe that they have complied with their duty in accordance with the UK Charities Act 2011 to follow the Charity Commission's guidance on the operation of this public benefit.

### Investment for long-term sustainability

The Science Council's current level of reserves is substantially in excess of its target minimum reserves level. The Board has authorised the investment of a significant part of the additional reserves in a two-year programme of activities in order to advance our strategic objectives (as part of both the 2018-2021 and 2022-2025 strategies) and build the long-term financial sustainability of the Science Council. The two are inextricably linked: our income comes primarily from our Members and Registrants, and is dependent on Members and Registrants recognising and valuing the Science Council's charitable activities and outcomes.

The investment programme aims to increase our support for Members and Registrants, to enhance the visibility and awareness of the Science Council, the work of scientists and the benefits of professional registration.

An important objective is to reverse the long-term trend in decline in number of registrants and in particular, number of Chartered Scientists (who provide around 60% of Science Council income through registration fees). Through its professional registers, the Science Council plays a unique and valuable role in ensuring public trust and confidence in the scientific workforce and transparency in the process of science. However, the age profile of these Registrants is older than other registers, with many reaching retirement age over the next decade or so. If we are to grow the registers and thereby continue to support UK science, it is essential that we attract young and young-in-career scientists to gain and maintain professional registration.

The Board recognised in 2020 that a significant step-change in Registrant acquisition and retention was needed. This included the need to raise the Science Council's profile and work in partnership with our Members and other organisations to attract more people to the registers and embed registration into technical education routes.

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<sup>1</sup> <https://sciencecouncil.org/about-us/strategy/public-benefit/>



One of the most significant investments we made in 2021 was to commission a comprehensive survey of Registrants to inform the development of our services and marketing strategy. The key findings from the research were that the Science Council needs to raise its visibility and profile; that Members are key to attracting people into registration; and Registrants want to connect with each other on cross-disciplinary issues. Additionally, there is a lack of consensus as to the value of registration and a confusion as to the role that the Science Council plays in the registration process.

Establishing a clearer understanding of the value of registration will be vital in shaping our longer-term marketing and communications. With greater understanding of the potential market, we can develop clearer and more targeted content and marketing, and new services that enhance the value that Registrants and Members get from the Science Council.

Other key features of our investment plans included increasing our brand and digital marketing activity to enhance support for promotional campaigns in collaboration with our Members and Employer Champions; enhancing our programme of online networks for Registrants and Members in service of the delivery of our value proposition; escalating our policy and influence work to increase our influence at the national level; and continuing to place equity, equality, diversity and inclusion at the heart of all that we do. To provide the necessary operational capacity, we recruited a Policy Officer and Events Coordinator. With a more compelling membership offer we expect to be able to attract more professional bodies into membership, which, in turn will help increase our Registrant pool.

All of this work is of course not a short-term fix, and in economically tougher times, there is always a risk that returns on investment take longer than envisaged. However, the opportunities offered to us to further our objectives and improve long-term sustainability and impact are well worth pursuing.





## Registers and licensing



### Licensing

Licensing and professional registration are central to the Science Council's aim of advancing professionalism in science. By bringing together professional bodies, the Science Council connects the science community by creating opportunities to share learning around registration and professional development, encouraging a culture of professionalism, and promoting the value of continuing professional development.

The Science Council grants licences to professional bodies within its membership to admit their own individual members to the professional registers. Licences are awarded by the Board when a Member Body can demonstrate that it meets the required criteria and standards and are typically awarded for 5 years. To ensure that standards are being maintained, Licensed Bodies are subject to periodic review by the Registration Authority. The reviews provide the Board with assurance that Licensed Bodies are upholding the standards for the award of the professional designations for which they have been licensed. In 2021, the Royal College of Podiatry was awarded a full licence for RSci and RSciTech in addition to its CSci licence.

### Review of the Professional Standards and the Evidence Framework

After the standards review in 2020, 2021 has been a year of transition for the Registration Authority and its Licensed Bodies as they prepare to use the updated standards from January 2022. Licensed Bodies were provided with extensive new licence documentation and a wide range of mandatory and guidance documents. As part of the improvements in our licensing function, we require all Licensed Bodies to sign a licence agreement, which provides clarity as to the duties and responsibilities of the Licensed Body and the Science Council. At the end of 2021 all Licensed Bodies have signed the agreement.





## **The Development Licence**

In 2021 we launched the Development Licence (formerly known as Licence Lite). The Development Licence is aimed at smaller organisations that do not yet have the infrastructure to administer their own licence, to provide them with the ability to offer their individual members professional registration. Through support from the Science Council, organisations will develop their internal infrastructure and progress to a full licence after no more than two years. One new Development Licence was awarded in 2021 to the Society of Cosmetic Scientists for CSci.

### **Online licence reviews**

In light of COVID-19 and inspired by the success of other organisations in science and engineering, the Science Council piloted online licence reviews, successfully completing 18 reviews during 2021. We were pleased to see that the move to online reviews increased Licensed Bodies' engagement and participation in the review process, as well as reducing the Science Council's and its Members' travel costs and environmental impact. To ensure that online reviews maintain the standard and efficiency that Licensed Bodies have come to expect from in-person reviews, we provided our licence reviewers with training to help them conduct reviews in the digital space.

Licensed Bodies not subject to a licence review in 2021 were required to submit an annual report which was used to provide the Registration Authority with assurances that each of them continued to administer their licence appropriately and identify which, if any, Licensed Bodies required additional support.

### **The Licence Fee**

In 2021 the licence fee was at £2,535 for one licence, £3,549 for two or three licences, and £4,563 for four licences. From 2022, the licence fee will increase to £2,555 for one licence, £3,577 for two/three licences, and £4,600 for four licences.



**Licensed Body**

	RSci Tech	RSci	CSci	CSciTeach
Association of Anatomical Pathology Technology	✓	✓	✓	
Association for Clinical Biochemistry and Laboratory Medicine			✓	
Association for Science Education	✓	✓		✓
Association of Neurophysiological Scientists	✓	✓	✓	
Association for Simulated Practice in Healthcare	✓	✓		
British Association of Sport and Exercise Sciences			✓	
British Psychological Society	✓	✓	✓	
British Society of Soil Science			✓	
Chartered Institution of Water and Environmental Management			✓	
Royal College of Podiatry	✓	✓	✓	
Geological Society			✓	
Institute of Biomedical Science	✓	✓	✓	
Institute of Corrosion			✓	
Institute of Food Science and Technology	✓	✓	✓	
Institute of Marine Engineering, Science and Technology			✓	
Institute of Materials, Minerals and Mining	✓	✓	✓	
Institute of Mathematics and its Applications			✓	
Institute of Physics	✓	✓	✓	
Institute of Physics and Engineering in Medicine	✓	✓	✓	
Institute of Science and Technology	✓	✓	✓	
Institute of Water	✓	✓	✓	
Institution of Chemical Engineers	✓	✓	✓	
Institution of Environmental Sciences			✓	
Nuclear Institute			✓	
Operational Research Society		✓	✓	
Royal Society of Biology	✓	✓	✓	✓
Royal Society of Chemistry	✓	✓	✓	✓
Society of Cosmetic Scientists			✓	
The Organisation for Professionals in Regulatory Affairs		✓	✓	



## CPD and CPD Awards

Professional registration for the scientific workforce recognises high standards of professionalism and competence; a commitment to keeping skills and knowledge up to date; and accountability to codes of conduct that ensure the responsible application of science for the benefit of society. All Registrants are required to declare annually that they continue to meet the Science Council's standards for CPD (Continuing Professional Development), with Licensed Bodies auditing at least 2.5% of their Registrants CPD records.

This year also marked the seventh year of the CPD Awards which was delivered online, and the winners in each category were announced over the course of one week. The Awards are designed to celebrate the continuing professional development (CPD) efforts and achievements of Registrants from across the registers and offer them recognition for their broad and diverse range of professional activities. A full list of winners can be found on our [website](#).

In 2021 the CPD Learning Group transitioned to the Registration and Licensing Learning Group to help provide support to Licensed Bodies on all areas of their licence in addition to CPD. This group met four times in 2021 and discussed best practice on transitioning to the updated standards and licensing documentation as well as best practice on how to manage volunteers.

## Registrant numbers

Professional registration for scientists and science technicians recognises high standards of professionalism and competence; a commitment to keeping skills and knowledge up to date; and accountability to codes of conduct that ensure the responsible application of science for the benefit of society.

The primary channel for promoting the Science Council's registers is through our Licensed Bodies. Complementing this, the Common Application Process helps the Science Council to promote registration directly to individual scientists and science technicians working in the UK. This enables applicants to apply for professional body membership and registration concurrently with one of our Licensed Bodies.

<b>Registrant numbers at Year End</b>	<b>2020</b>	<b>2021</b>
Chartered Scientist (CSci)	8,930	8,757
Chartered Science Teacher (CSciTeach)	260	269
Registered Scientist (RSci)	1,069	1,085
Registered Science Technician (RSciTech)	530	541
<b>Total</b>	<b>10,798</b>	<b>10,652</b>

Total Registrant numbers at year-end were 10,652, down from 10,798 at 2020 year-end. The decline between 2020 and 2021 is 1.3% and is the continuation of a long-term downward trend in registration numbers. There are several reasons for the decline this year, including retirements and the ongoing impact of COVID-19.



We know that employers' views of professional registration are a key driver of registration, so working more closely with employers through the Employer Champion and Technician Commitment programmes can help to stimulate growth in Registrant numbers. Longer-term, we envisage that the Technical Pathways project will also increase Registrant numbers for the RSci and RSciTech registers, and longer-term, increase the number of Registrants progressing to the CSci register. A significant part of our investment programme and particularly our post-Registrant survey work is to better understand individuals' motivation for registration so that we can reverse Registrant attrition rates.

## **Enhancing Technical Pathways**

In January 2020 we embarked upon an ambitious project, generously funded by the Gatsby Foundation, to build the prestige of technical education in the sciences and embed our professional registration, particularly RSci and RSciTech into technical education pathways. Working on such pathways as apprenticeships, T Levels and higher technical qualifications, we are looking to enable learners graduating from those programmes to use the knowledge and skills they have developed in those programmes to contribute towards their professional registration. We established a technical pathways programme board to provide oversight to the project, which is chaired by Chair of the Board, Adam Donnan and is made up of key stakeholders including professional bodies, training providers and employers.

The first 12 months of the project focused on developing and implementing systemic and infrastructure changes to embed the registers into the pathways. The technical pathways programme board has consequently developed numerous models for achieving this, which have been refined and developed into a coherent strategy. We have also been working collectively with the professional body community and created a technical education forum to exchange ideas and foster collaboration.

For apprenticeships, we will be making a judgment on the extent to which achieving the knowledge, skills and behaviours contained within particular apprenticeships contribute to the eligibility and competency requirements of RSci or RSciTech. Where apprenticeships have been judged to fully align, we will implement a shortened application form for RSci or RSciTech making registration a much simpler process and utilising the skills and knowledge that has been verified through the apprenticeship.

For T Levels, we aim to create the environment for learners to begin their RSciTech application during the T Level with a view to submission post-T Level once more experience has been acquired. With both apprenticeships and T Levels we have the ambition of developing and promoting a co-ordinated professional body membership offer for those learners that begin on such programmes. This will enable learners to gain support from their professional body during their programme of study and introduce them to the importance of professionalism and ongoing professional development.

Our main aims for 2021 have been to work with professional bodies to implement the apprenticeship and T Level models that have been developed with a view to the first apprentices applying for professional registration (under the new model) and a membership offering being in place by the 2022. We will also be exploring further how the higher technical qualifications can lead to RSci and RSciTech and what role the Science Council along with professional bodies may have in protecting the standards of these qualifications.



## The Employer Champion programme

The Employer Champion Programme is designed to support the career growth of scientists and science technicians and supports employers to promote the benefits of professional registration to a career in science.

Challenges posed by COVID-19 meant that no new employer was awarded Employer Champion status in 2021. The pandemic impacted businesses in various ways and, understandably, businesses focused on essential functions. However, our engagement with employers continued throughout 2021 through several new initiatives, including the launch of a quarterly Employer Newsletter and an Employer Network that met quarterly. Discussion topics at Network meetings included case studies from Employer Champions, best practice and top tips for developing a successful programme; a presentation on the technical education pathways into a career in science, including T-Level, industry placements and apprenticeships; the benefits of continuing professional development, including managing the CPD portfolio; the benefits of professional body membership showcasing a number of Science Council Members. Now in its second year, the virtual professional registration workshop has matured with the support from Liz Gill, the Online Events Coordinator. Over 260 people participated in 11 online workshops in 2021.

To support the promotional activity, a promotional video of the benefits of the Employer Champion Programme and professional registration was developed. We are grateful to colleagues at MRC Harwell and Welsh Water who hosted us and provided case studies in a day of [recording](#). We are delighted with the outcome and would like to thank both organisations for their support in this activity. Further support was provided by the following organisations to produce case studies of exemplar Employer Champions; SUEZ, Thames Water, University of Reading, Kings College London, and The Francis Crick Institute. We are grateful for this continued support in showcasing the value of professional registration.

At the end of 2021 there were 30 Employer Champions (2020: 30).

Affinity Water	National Laboratory Service	University of Exeter
Anglian Water	Newcastle University	University of Edinburgh
AWE	Nottingham Trent University	University of Liverpool
Cardiff University	Open University	University of Leeds
CPL Life Science	Radioactive Waste Management	University of Manchester
Element Technology Ltd (formerly Exova)	Suez	University of Nottingham
John Innes Centre	Thames Water	University of Reading
Imperial College London	The Francis Crick Institute	University of Sheffield
Kings College London	University of Bristol	University of Strathclyde
MRC Harwell		Welsh Water
		Wessex Water



## Lab Innovations Awards

The Science Council partnered with Lab Innovations exhibiting and speaking at a face-to-face event at NEC Birmingham. The inaugural Laboratory Awards were launched in 2021 and the Science Council participated on the judging panel for the nominations of these awards.

## The Technician Commitment

Launched in 2017, the Technician Commitment is a university and research institution initiative, led by a steering group of sector bodies, with support from the Science Council and the Gatsby Charitable Foundation. The Commitment identifies four key areas to improve and safeguard vital technical skills in higher education and research: visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. A year on from signing up to the Commitment, signatories are required to complete a self-assessment exercise and submit a two-year action plan to the Technician Commitment Steering Board.

Despite the challenges presented by COVID-19, the Technician Commitment continues to go from strength to strength and now stands at 91 signatory institutions, with a number of sector-supporter organisations. A [list of signatories](#) can be found on the Technician Commitment website.

### Technician Commitment Steering Group

The Technician Commitment has a very engaged and active Steering Group with representatives from:

Advance HE	Office for Students
BCS, The Chartered Institute for IT	Science Council
Careers Research & Advisory Centre Ltd (CRAC)	UK Research and Innovation (UKRI)
Engineering Council	Universities and Colleges Employers Association (UCEA)
Gatsby Charitable Foundation	University of Nottingham
King's College London	Wellcome Trust
Medical Research Council (MRC)	

The Science Council would like to thank the Gatsby Charitable Foundation for its support.





## Community and membership



### Member engagement

Our support for the Member community continued across all areas of activities in 2021. Due to the ongoing impact of COVID-19, the Science Council continued to provide Members with online networking opportunities to share good practices, gain mutual support and take action on behalf of the community. The CEO & Leaders Forum, Membership Managers Network, Events Manager Network, Policy Forum are a few of the networks that meet regularly. Established in 2020 in response to COVID-19, these networks continue to be well-received and attended by the membership and will remain part of the membership offer moving forward.

The Event Manager Network was launched in 2021 in partnership with the Institution of Environmental Sciences. The Network provides opportunities for Members to share their approaches to moving activities and events online, including experiences of using various online platforms, approaches to innovation, pricing and creating value to their respective communities.

### Equity, Diversity and Inclusion (EDI)

The Science Council and our Member community have important roles to play in addressing societal challenges and bringing about social change. Every Member has a role in being inclusive, and we want to encourage, support and celebrate the different people that cultivate a diverse scientific community. Truly diverse and inclusive cultures in organisations and scientific professions will be instrumental in meeting the challenges in science faced by facing societies across the world.



With this in mind, EDI activities took on a renewed purpose with the establishment of an EDI Steering Group in early 2021. The Group is chaired by the Board's Diversity Champion Rachel Lambert Forsyth, with membership coming from across the Science Council's Member Bodies, trustees and staff. An EDI strategy was approved by the Board in September 2021, with the aim of supporting staff and trustees, Members and the scientific and Registrant community. The group articulated a strategic vision in two statements:

1. Members and the scientific professions are more diverse and inclusive, valuing the unique and talented individuals in the scientific community and reflecting the wider communities we serve.
2. To achieve this, we will actively support the development of inclusive cultures where all forms of diversity are welcomed and included, breaking down barriers to inclusion and creating real benefit for all our Members and everyone working in the scientific professions.

Further EDI benchmarking took place with the release of an updated Diversity and Inclusion Progression Framework. The Framework is a tool for professional bodies to assess and monitor their progress on diversity and inclusion. Developed through a collaboration between the Science Council and the Royal Academy of Engineering, this is an important element of the support available for Science Council Members as they seek to embed inclusive practices into their strategies, planning and organisational cultures. A few of the key findings from the [Scientific Bodies Benchmarking Report](#) include identifying and addressing barriers to data gathering, broadening the focus to include more under-represented groups, and establishing communities to exchange ideas and good practices.





## Policy and influence



### Developing our policy voice

As part of our two-year investment programme, the Science Council took some important steps in 2021 to build a new policy function. In March, Ryan Mercer was appointed into a newly created Policy Officer role, with the initial focus on developing a plan for policy activity, engaging with Members and identifying where the Science Council can be a distinctive and impactful voice in policy for the whole of the science community. Through our increased policy activity we have been able to make a more active contribution to public debate.

In 2020, the Science Council formed the Policy Forum, initially in response to the COVID-19 pandemic, which brought together the policy leads of Member Bodies to discuss shared priorities. The Forum continued to be part of the membership offer throughout 2021 and now the Forum has more defined agendas, focusing on debating pan-scientific challenges and fostering more effective collaboration between Member Bodies with the aim of harnessing the community's collective voice on policy issues. In addition to the Policy Forum, a Policy Advisory Committee was created towards the end of the year to oversee and provide strategic guidance to the Science Council's own policy activities. Led by Vice Chair of the Board, Catherine Ross, the Committee will start its work in earnest in 2022.

In 2021 the Government produced a number of strategies and reviews which the Science Council engaged with, including the Innovation Strategy, the R&D People and Culture Strategy, the Government Science and Engineering Profession Strategy and the Spending Review.



Engagement with the Civil Service included a meeting between our President, Chief Executive and Sir Patrick Vallance, the Government's Chief Scientific Advisor about how the Science Council can work more closely with the Government Office for Science on shared priorities and issues such as professional registration and EDI issues for scientists working with and across Government.

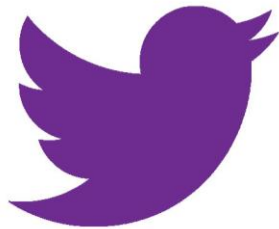
Another significant initiative was the letter sent to the Chancellor of the Exchequer, which was actively co-signed by 26 of the Science Council's Member Bodies and represented a level of collaboration on policy between Science Council and its Members which had not previously existed. The letter sent a clear message from the science community as to the collective scientific needs of the UK to ensure that it remains a leading scientific nation, providing global leadership to enable countries to collectively tackle the biggest global challenges facing humanity.

Looking ahead to 2022, the Science Council aims to undertake a series of events and engagement with Government which is more proactive on shared priorities including workforce challenges and internationalism. We will also plan to host a day-long policy conference on how the UK can achieve Net-Zero. The conference will provide a neutral forum for discussion among Members and the wider science community.

### **Influencing and informing**

As a membership organisation, our advocacy role goes beyond the aim of influencing government policy. Our social media platforms and website give us the opportunity to amplify our Members' activities and messages, maximising the impact and reach of the community. Twenty twenty-one saw an increase in activity across all our communications channels. A number of internal reports were produced throughout the year to analyse and continue to improve our work in this area. All of our other social media channels performed very well throughout the year and our posts have consistently received a high level of engagement. Success on social media was largely driven by the Showcasing Science Campaign and Women in Science Podcast series.

As of the end of December 2021, we had:



Twitter followers 5,687



Instagram followers 1,017



LinkedIn followers 2,690



Our website and newsletter continue to be important communication channels for us. Our website has been consistently well visited throughout the year and we posted a range of news articles, blogs and event posts. We reached 554,900 total website views in 2021 (467,600 unique views), which was an increase of 33% from 2020. Views peaked towards the end of summer, with pages on Chartered Scientist and information on professional registration proving the most popular.

### **International Day of Women and Girls in Science**

To celebrate International Day of Women and Girls in Science we produced 48 podcasts, featuring over 50 female scientists, the majority of whom came from biological or healthcare industries, ranging in their career level, from trainee & apprentice level to Chief Executive.



## Financial Review

### Results for the year

Income for the year totalled £888,167 (2020: £847,023). After total expenditure of £924,333 (2020: £780,826) the year's activities showed a deficit of £36,166 (2020: surplus £66,197), which when accumulated with the funds brought forward from previous years, leaves the Science Council with total funds at the year-end of £822,475 (2020: £858,641). This is represented by unrestricted funds of £810,475 (2020: £846,641) and restricted funds of £12,000 (2020: £12,000).<sup>2</sup>

### Reserves Policy

The reserves policy was reviewed in April 2021 and the Board has taken the view that it is appropriate to maintain a minimum reserve level of at £250,000 for the next 12 months. A significant proportion of the two-year strategic investment programme agreed by the Board will be funded from our reserves. The known uncertainties and risks to income as a result of COVID-19 have been taken into consideration and the Board considers this level as appropriate for the reported financial period. In setting this level the Board took account of risk to income, and legal and contractual obligations. The Science Council's reserves policy focuses on the level of free reserves, which excludes the net book value of the Council's fixed assets. The Science Council seeks to maintain sufficient free reserves to manage the risks to which it is exposed in the course of its business, including but not limited to safeguarding against fluctuations in its income from membership, licensing and registration. The target range for free reserves is calculated annually as part of the budget process on the basis of the financial impact of the current risks facing the Council.

During 2021, the Finance, Audit and Risk Committee undertook an in-depth review of the underlying methodology used to calculate how the reserves level is set. Acknowledging disclosure requirements under CC19, the Committee agreed on a methodology that is more appropriate to the type, structure and complexity of the Science Council. The initial timescale for completion of this work was Autumn 2021 so that it could support the 2022 budget setting process, but due to staffing changes the work has been deferred until 2022 and on completion the new methodology will support the 2023 budget setting process.

The Council's free reserves, less fixed assets were £804,846 at 31 December 2021 (2020: £837,795). This is clearly substantially higher than the target minimum.

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<sup>2</sup> The comparative split for restricted income and expenditure is shown in Notes 2 to 6.



## Statement on COVID-19

The Science Council's operations continued to be significantly affected by COVID-19 over 2021, particularly in relation to our charitable activities in service of our Members and Registrants. In line with Government guidance, the majority of staff continued to work remotely with some staff visiting the office as and when needs determined. We continued to hold all of our Board and Committee meetings online, and as was the case in 2020, this increased volunteer attendance and engagement.

The online network events provided to Members enabled us to continue our engagement activities with the community and attendance at these meetings remained strong throughout the year. The majority of our meetings in 2022 will continue to be held online and staff and volunteers will only meet in person when it is safe to do so.

It continues to be difficult to predict the long-term operational and financial impact of COVID-19 on the charity, but with healthy reserves and prudent financial management, we are confident that current operations are sustainable in the medium-term. We continue to evaluate the cost and benefit of our programme of activities and adopt mitigation measures to minimise any negative impact on our operations. In December, the Board established a sustainability working group to examine sustainability scenarios and options for changes to our business model. The group will carry out its work over 2022.

## Fundraising Practices

The Science Council does not fundraise directly from the general public and does not engage external fundraising support. Grant funding is occasionally sought for specific projects and such fundraising activity has been undertaken by Science Council employees. This was the case for the grant awarded by the Gatsby Charitable Foundation in 2019 for the purpose of promoting professional registration for technicians.

## Investment Policy

Currently the Science Council has not made any Investments, and only has cash on deposit. However the Science Council has the ability to make investments in line with its Investment Policy. Investment objectives are to ensure that market, credit and counterparty risks are managed, while ensuring that funds are available when they are likely to be required by the Science Council.

The Board delegates responsibility for overseeing investment decisions to the Finance, Audit and Risk Committee. In light of uncertainties relating to the long-term impact of COVID-19 and the Science Council's liquidity needs, investment opportunities have not been identified. A review of the suitability and timing of investments will take place when there is greater certainty in the market and of the Science Council's financial sustainability.






## Risk Review

The Finance, Audit and Risk Committee undertakes a rolling review of the Risk Register, ensuring that all areas are covered over the course of the year. The Register aims to provide management with a comprehensive tool to identify, assess and manage real-time risks to the Science Council, including outlining steps being taken to mitigate risks and identifying further action needed to mitigate risks further. As would be expected for a membership organisation, the Board is continuously mindful of the risk of a significant loss of support from Member and Licensed Bodies,. Management monitors engagement levels and continuously reviews the relationships.

Over the course of the year the Board considered the high risks to which the Science Council is exposed, primarily relating to the ongoing impact of COVID-19; the potential impact and probability associated with each risk; existing internal controls and accountability for them; and mitigating actions to reduce the level of risk.

### Principal Risks

At year-end key areas of risk identified include:

Risk area	Steps taken to manage risk
Relationship with Members and partner organisations does not lead to Registrant retention and growth 	The Board developed a new strategy aligned with the needs of the community. The Board approved a two-year investment programme to raise the profile and visibility of the Science Council, including a Registrant survey to better understand motivations for registration; cross-membership collaboration to improve technician pathways, raising profile of the Science Council and value of professional registration.
Recruitment and retention of sufficient quantity and quality of volunteers for R&L function 	Volunteer management programme undertaken in 2021, including conducting a volunteer survey and identify gaps to help with future recruitment; Volunteer Day held to celebrate volunteer contribution; move to online meetings has enabled volunteers to contribute more time to the Science Council.
Sustainability of business model, with particular regard to dependency on few income sources 	Continuing with existing office size and 75% reduction in F2F meetings in 2022 budget to reduce travel and subsistence costs. Regular I&E forecasting undertaken to keep control of costs. There continues to be broad Member support for the current membership model with no Members leaving and new licences being awarded in 2021. A sustainability group will interrogate alternative business models in 2022 with work scheduled to complete by year-end.



## Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Royal Charter. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website.

On behalf of the Board

**Adam Donnan, Chair of the Board**

**Mark Finnie, Honorary Treasurer**

Date: 31<sup>st</sup> May 2022





## Independent auditor's report to the Trustees of the Science Council

### Opinion

We have audited the financial statements of The Science Council (the 'charity') for the year ended 31 December 2021 which comprise the Statement of Financial Activity, Balance Sheet and notes to the financial statements, including significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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 responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.





## Other information

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 38, 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.



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

We have been appointed as auditor under section 1443 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity and industry, and through discussion with the directors and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to health and safety, anti-bribery and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and taxation legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management and internal audit; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and



- Performing analytical procedures with automated data analytics tools to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Reading minutes of meetings of those charged with governance.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (ie. gives a true and fair view).

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



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

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

A handwritten signature in black ink that reads "Kreston Reeves LLP".

Kreston Reeves LLP

Chartered Accountants

Statutory Auditors

Canterbury

Date:



## Statement of financial activities

		2021		2020	
		Unrestricted funds	Restricted funds	Total	Total unrestricted
	Note	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	2	156,634	-	<b>156,634</b>	156,746
Charitable activities	3	535,210	195,998	<b>731,208</b>	690,006
Investments	4	325	-	<b>325</b>	271
<b>Total income and endowments</b>		692,169	195,998	<b>888,167</b>	847,023
<b>Expenditure on:</b>					
Charitable activities	5	728,335	195,998	<b>924,333</b>	780,826
<b>Total expenditure</b>		<b>728,335</b>	<b>195,998</b>	<b>924,333</b>	780,826
<b>Net income / (expenditure) and net movement in funds</b>		(36,166)	-	<b>(36,166)</b>	66,197
<b>Reconciliation of funds:</b>					
Total funds brought forward	14	<b>846,641</b>	<b>12,000</b>	<b>858,641</b>	792,444
<b>Total funds carried forward</b>	14	<b>810,475</b>	<b>12,000</b>	<b>822,475</b>	846,641



## Balance Sheet

		2021	2020
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	8	5,629	8,846
<b>Current assets</b>			
Debtors	9	54,415	50,456
Cash at bank and in hand		819,232	868,037
		<u>873,647</u>	<u>918,493</u>
<b>Creditors: amounts falling due within one year</b>	10	56,801	68,698
<b>Net current assets</b>		<u>816,846</u>	<u>849,795</u>
<b>Total assets less current liabilities</b>		<u>822,475</u>	<u>858,641</u>
<b>Charity Funds</b>			
Unrestricted funds	14	810,475	846,641
Restricted funds	14	12,000	12,000
<b>Total charity funds</b>	15	<u>822,475</u>	<u>858,641</u>

These financial statements were approved by the Board on 31<sup>st</sup> May 2022 and were signed on their behalf by:

Adam Donnan, Chair

Mark Finnie, Honorary Treasurer

The accounting policies and notes on pages 47-57 form part of these financial statements.



## Statement of cash flows

		2021	2020
	Note	£	£
<b>Net cash flow from operating activities</b>	16	<b>(49,130)</b>	71,038
<b>Cash flow from investing activities</b>			
Payments to acquire tangible fixed assets		-	(9,650)
Interest received		325	271
<b>Net cash flow from investing activities</b>		<b>325</b>	<b>(9,379)</b>
<b>Net increase / (decrease) in cash and cash equivalents</b>		<b>(48,805)</b>	61,659
<b>Cash and cash equivalents at start of period</b>		868,037	806,378
<b>Cash and cash equivalents at end of period</b>		<b>819,232</b>	<b>868,037</b>
<b>Cash and cash equivalents consists of:</b>			
Cash at bank and in hand		819,232	868,037
<b>Cash and cash equivalents at end of period</b>		<b>819,232</b>	<b>868,037</b>





## Notes to the financial statements (continued)

### 1. Accounting policies

The Science Council is a charity incorporated in England and Wales by Royal Charter (RC000784). Its registered office is Fora Space, 71 Central Street, London, EC1V 8AB. The charity meets the definition of a public benefit entity under FRS102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations, but which has since been withdrawn. The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These accounts for the year ended 31 December 2021 are the seventh accounts for The Science Council prepared in accordance with Charities SORP (FRS 102) - 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 (effective 1 January 2019).

#### Fixed assets

Fixed assets with a cost of up to £500 (including computer equipment) and/or those purchased in relation to a fixed term project, are written off in the year of purchase. All other fixed assets are capitalised and depreciated to write off the cost of the asset, less any residual value, over its useful economic life. Website development costs are written off in the year in which they are incurred.

Provision is made for depreciation on the following bases:

Computer equipment	33% straight line
Fixtures and fittings	25% straight line
Office equipment	25% straight line

#### Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered and provision for bad and doubtful debts. Prepayments are valued at the amount prepaid net of any trade discounts etc.

#### Cash at bank and in hand

Cash at bank and cash 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 deposit or similar account.



## **Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts etc.

## **Taxation**

The Council has been granted charitable status for tax purposes with effect from 10 February 2004, therefore there is no Corporation Tax liability on surpluses arising or investment income applied for charitable purposes only. The Council has no output eligible for Value Added Tax.

## **Fund accounting**

Unrestricted funds are available for use at the discretion of the Board members in furtherance of the general activities of the organisation and which have not been designated for other purposes. Where a donor has specified a particular purpose for a grant or donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income unexpended at the year-end is shown as a restricted fund in the balance sheet.

## **Incoming resources**

All incoming resources are recognised by the Council during the year when the criteria of entitlement, certainty of receipt and ability to be measured have been met.

## **Resources expended**

Expenditure is accounted for on the accruals basis. Direct costs comprise costs that are wholly attributable to that activity; support costs are apportioned to activities on the basis of analysis of staff time. Governance costs are those associated with the running of the Council itself.

## **Financial instruments**

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

Financial instruments are recognised in the Council's balance sheet when the Council becomes party to the contractual provisions of the instrument.

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

### Basic financial assets

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



### Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

### **Derecognition of financial liabilities**

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

### **Pension scheme**

The Council does not maintain a staff pension scheme but, instead, contributes to individual staff personal pension plans. The Council's auto enrolment date was 1 February 2017.

### **Leasing commitments**

Rentals payable under operating leases are included in expenditure on a straight-line basis over the period of the lease.

### **Going concern**

While the ongoing impact of the COVID-19 pandemic has been assessed by the trustees so far as reasonably possible, due to its unprecedented impact on the wider economy, it is difficult to evaluate with any certainty the potential long-term outcomes on the charity's activities, its Members, Registrants and suppliers. However, taking into consideration the UK Government's response, its range of measures to support businesses and the charity's own reserves and planning, the trustees have reasonable expectation that the charity will continue its activities for the foreseeable future.

### **Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe there to be judgements or estimates that would be considered critical to the financial statements.



## 2. Donations income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	<i>Total</i> 2020 £
Membership	156,634	-	<b>156,634</b>	156,746
	156,634	-	<b>156,634</b>	156,746

All income received in 2021 and 2020 was unrestricted.

## 3. Charitable activities income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	<i>Total</i> 2020 £
Licence fees	£84,134	-	<b>£84,134</b>	£83,625
Registration renewal fees	£441,537	-	<b>£441,537</b>	£442,395
New Registration fees	£7,486	-	<b>£7,486</b>	£13,145
Other income related to professional registration	£2,052	-	<b>£2,053</b>	£6,200
Professional pathways / Grants / Donations / Contracts	-	195,998	<b>195,998</b>	144,641
	535,210	195,998	<b>731,208</b>	690,006

Income in the form of contracts, grants, and project contribution was £195,998 (2020: £144,641), which was 100% restricted (2020: 100%). Income for Professional Registration was all unrestricted in 2021 and 2020.

## 4. Investment income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	<i>Total</i> 2020 £
Interest – deposits	325	-	<b>325</b>	271
	325	-	<b>325</b>	271

All income received in 2021 and 2020 was unrestricted.



## 5. Charitable expenditure

	<b>Direct Staff Costs £</b>	<b>Other Direct Costs £</b>	<b>Support Costs £</b>	<b>Total 2021 £</b>	<i>Total 2020 £</i>
<b>Activities</b>					
Professional registers and professionalism	73,369	68,227	80,249	<b>221,845</b>	357,795
Professional Pathways (Gatsby funded)	87,054	108,944	-	<b>195,998</b>	144,641
Membership support and activities	87,054	108,944	77,890	<b>273,888</b>	136,357
Policy, Promotion and Public Affairs	205,494	54,335	77,890	<b>337,719</b>	142,033
	<b>448,556</b>	<b>239,748</b>	<b>236,029</b>	<b>924,333</b>	<b>780,826</b>
<i>Total resources expended 2020</i>	<i>342,292</i>	<i>177,087</i>	<i>261,447</i>	<i>780,826</i>	

Expenditure on charitable activities was £924,333 (2020: £780,826) of which £195,998 was restricted (2020: £144,641) and £728,335 unrestricted (2020: £636,185).



## 6. Support costs

	<b>Total</b>	<i>Total</i>
	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Staff costs (note 7)	<b>52,045</b>	<i>56,760</i>
Other staff costs	<b>1,290</b>	<i>10,333</i>
Premises costs	<b>30,089</b>	<i>65,220</i>
Office and administration costs	<b>70,263</b>	<i>51,492</i>
Professional fees	<b>1,361</b>	<i>1,785</i>
Depreciation	<b>3,217</b>	<i>1,215</i>
Governance	<b>77,764</b>	<i>74,642</i>
	<b>236,029</b>	<i>261,447</i>

Support costs are apportioned to charitable activities in relation to staff time.

Expenditure includes:	<b>2021</b>	<i>2020</i>
Auditor's remuneration	6,570	<i>6,570</i>
	<b>6,570</b>	<i>6,570</i>

## 7. Staff costs

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Wages and salaries	469,342	<i>408,531</i>
Social security costs	45,967	<i>39,407</i>
Employer pension costs	23,489	<i>18,451</i>
Staff training	3,573	<i>6,491</i>
Recruitment	9,880	<i>6,033</i>
	<b>552,251</b>	<i>478,913</i>



<b>The average monthly number of employees</b>	<b>2021</b>	<b>2020</b>
	12	10

The following number of staff received emoluments in the year in the bands:	<b>2021</b>	<b>2020</b>
£110,000 - £120,000	1	1

The Trustees and certain senior employees and consultants who have authority and responsibility for planning, directing and controlling the activities are considered to be key management personnel. As referenced in Note 13, the Trustees received no remuneration for carrying out their duties. The payments to key management personnel totalled £117,577 (2020: £117,588).

## 8. Tangible assets

	<b>Fixtures &amp; Fittings</b>	<b>Office Equipment</b>	<b>Computer Equipment</b>	<b>Total</b>
<b>Cost or valuation</b>	£	£	£	£
1st January 2021	1,782	889	15,699	18,370
31st December 2021	1,782	889	15,699	18,370
<b>Depreciation</b>				
1st January 2021	1,782	889	6,853	9,524
Charge for year		-	3,217	3,217
Eliminated on disposals		-		-
31st December 2021	1,782	889	10,070	12,741
<b>Net Book Value</b>				
31st December 2020	-	-	8,846	8,846
31st December 2021	-	-	5,629	5,629





## 9. Debtors

	2021	2020
	£	£
Debtors (subscriptions and professional registration)	8,104	39,101
Other debtors	2,600	2,600
Prepayments and accrued income	43,711	8,755
	<b>54,415</b>	<b>50,456</b>

## 10. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	29,886	35,661
Deferred income and accruals	23,286	14,905
Taxation and social security costs	-	13,019
Other creditors	3,629	5,113
	<b>56,801</b>	<b>68,698</b>

## 11. Leases

	2021	2020
	£	£
Between 0-1 years	6,240	9,360
	<b>6,240</b>	<b>9,360</b>

## 12. Remuneration and expenses of trustees

The Trustees receive no remuneration for carrying out their duties. £290 (2020: £1,231) was paid to 1 trustee (2020: 12) for expenses incurred in relation to attendance at meetings.

## 13. Related party transactions

Related party transactions are transactions related to Board member interests and exclude membership subscriptions, Registrant fees, grants and project contributions. There were no related party transactions in the reporting period.



## 14. Charity Funds

### Unrestricted funds

	2021	2020
	£	£
Balance at 1 January 2021	846,641	780,444
Net movement in funds	(36,166)	66,197
<b>As 31 December 2021</b>	<b>810,475</b>	<b>846,641</b>

### RESTRICTED FUNDS 2021

	Balance Brought Forward	Net Incoming Resources	Resources Expended	Balance Carried Forward
	£	£	£	£
Gatsby Professional Pathways Fund	-	195,998	(195,998)	-
Gareth Roberts Memorial Lecture	12,000	-	-	<b>12,000</b>
<b>Total</b>	<b>12,000</b>	<b>195,998</b>	<b>(195,998)</b>	<b>12,000</b>

### RESTRICTED FUNDS 2020

Gatsby Professional Pathways Fund	-	144,641	(144,641)	-
Gareth Roberts Memorial Lecture	12,000	-	-	<b>12,000</b>
<b>Total</b>	<b>12,000</b>	<b>144,641</b>	<b>(144,641)</b>	<b>12,000</b>

The **Gatsby Professional Pathways** fund relates to grant funding from the Gatsby Charitable Trust to develop and promote the Registered Scientist and Registered Science Technician professional registers.

The **Gareth Roberts Memorial Lecture** fund relates to a donation from Sir Gareth Roberts to support the Gareth Roberts Memorial Lecture usually held biennially. The Lecture was last held in 2015.



## 15. Analysis of net assets between funds

	2021	2021	2021	2020	2020	2020
	Unrestricted Funds	Restricted Funds	Total	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total</i>
Fund balances at 31st December are represented by:						
Fixed assets	5,629	-	<b>5,629</b>	8,846	-	8,846
Current assets	861,647	12,000	<b>873,647</b>	906,493	12,000	918,493
Creditors (Amounts falling due within one year)	(56,801)	-	<b>(56,801)</b>	(68,698)	-	(68,698)
<b>Total</b>	810,475	12,000	<b>822,475</b>	846,641	12,000	858,641



## 16. Net cash flow from operating activities

	2021	2020
	£	£
<b>Net income for year / period</b>	(36,166)	66,197
Interest receivable	(325)	(271)
Depreciation and impairment of tangible fixed assets	3,217	1,215
(Increase) / decrease in debtors	(3,959)	(18,255)
Increase / (decrease) in creditors	(11,897)	22,152
<b>Net cash flow from operating activities</b>	(49,130)	71,038

### Analysis of changes in net debt

	1 <sup>st</sup> January 2021	Cash flow	31 <sup>st</sup> December 2021
Cash at bank and in hand	868,037	(48,805)	819,232