

A large, abstract graphic on the left side of the page. It is composed of several overlapping, semi-transparent geometric shapes, primarily triangles and polygons, in shades of purple, blue, and green. These shapes are arranged in a way that they appear to be part of a larger, complex geometric structure, possibly a stylized letter 'S' or a series of connected lines.

# Science Council Annual Report and Financial Statements

**For the year ended 31<sup>st</sup> December 2018**

Registered Charity no. 1131661



# Contents

Page Title	Page Number
<a href="#"><u>Reference and administrative details</u></a>	2
<a href="#"><u>Chair's report</u></a>	3-4
<b>Board of Trustees' annual report</b>	
<a href="#"><u>Structure, governance and management</u></a>	5-13
<a href="#"><u>Achievements, performance and plans for future periods</u></a>	14-31
<a href="#"><u>Financial review</u></a>	32-33
<a href="#"><u>Statement of Trustees' responsibilities</u></a>	34
<a href="#"><u>Report of the independent auditors</u></a>	35-38
<a href="#"><u>Statement of financial activities</u></a>	39
<a href="#"><u>Balance sheet</u></a>	40
<a href="#"><u>Statement of cash flows</u></a>	41
<a href="#"><u>Notes to the financial statements</u></a>	42-51



## 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  
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 2018. Last year I wrote this report as interim Chair of the Board. This year I write in my capacity as Chair, having been asked by the Board in September to continue in the role. I am greatly honoured that the Board has put its faith in me to provide leadership while we work with our Members to deliver our long-term strategy.

## A new direction

Much of the Board's and staff's energy during the year was spent on building the relationship with Members and listening to and consulting with the community to develop a new, long-term strategy. Throughout the year we held meetings to provide our Members with the opportunity to help shape a clear direction for the Science Council and ensure its future success. The feedback we received from them over 2018 was of widespread support for the Science Council.

I am pleased to report that in October the Board adopted a new three-year strategy focusing on three key strands; Registers and Licenses; Community and Membership; and Policy and Influence. You can read our new strategy in full at [sciencecouncil.org/about-us/strategy](https://sciencecouncil.org/about-us/strategy).

## New faces

In July we welcomed Nazia Hirjee on secondment from Imperial College London as Director of Operations to lead the staff team and to provide support to the Board until a permanent CEO was appointed. In September we welcomed four new trustees to the Board; Dr Arthur Nicholas, Ruth Kaufman, Mark Finnie and Joan Ward. I am confident that they will be strong additions to the Board and will bring a valuable range of skills and expertise over the coming years. I would like to thank Dr Simon Festing and Sue Ferns who retired from the Board in 2018 for their service and commitment.

Towards the end of 2018 the Board undertook an open recruitment process to find a permanent Chief Executive. There was considerable interest in the role and we received a number of strong applications, and I am delighted that Helen Gordon has been appointed. Her experience of running professional membership organisations will stand the Science Council in good stead as she leads the organisation in the delivery of its new strategy.

## Success and setback

One of our major successes in 2018 was the take-up of the Technician Commitment across the higher education sector and, one year on from the launch, 75 institutions representing more than 50% of UK universities have now pledged to transform how they support their technical staff. We are extremely grateful for the continued support from the Gatsby Charitable Foundation.





*“What has been achieved in just the first year has exceeded all expectations. Rather than simply getting their house in order and putting a plan together, the vast majority of early signatories have forged ahead and already made significant changes. Demonstrable progress has been achieved both within institutions and across the sector more widely.”*

Lord Sainsbury of Turville

Owing to events earlier in the year, the growth in the registers was not as we would have liked. Longer-term, we should be setting ambitious but achievable goals on registrant numbers, and I am confident that, in partnership with our Members, the Science Council can make a positive case for professional registration over the coming years which will lead to growth in the registers.

Regrettably several organisations announced their intention to terminate their license and some will be leaving membership. We are sorry to lose them but the door is always open for their return. On a more positive note, we welcomed two organisations into membership in March; the Institute of Fire Engineers and the Institute of Measurement and Control. The Science Council aims to be a pan-science membership organisation, and to that end we will continue to work on the value proposition of membership and professional registration and broaden our appeal to the professional body community.

## Looking to the future

I am confident that the Science Council, in partnership with our Member Bodies, will continue to play a leading role in championing the value of the science profession to government, employers, scientists and science technicians, and to the wider public.

## Thank you

On behalf of my fellow trustees, I would like to thank all our Members and volunteers for their continued support of the Science Council and the Gatsby Charitable Foundation for its generous support over the past year. I look forward to working with them over the next year to help deliver our new strategy.

I would like to personally thank my fellow trustees for their ongoing support to me and their commitment to the Science Council.

Finally, I would like to thank staff for their hard work and commitment over the past year. Without their energy, dedication and professionalism, the Science Council would not be so optimistic about its future.

**Dr Helen Pain, Chair of the Board**



# Trustees' Annual Report

**The Board of Trustees present its annual report and the audited financial statements for the year ending 31st December 2018.**

## **Structure, governance and management**

### **Our Purpose**

The Science Council was established under Royal Charter in October 2003 and was registered as a charity with the Charity Commission in September 2009. 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. To fulfil this purpose, the Science Council advances professionalism in science through the professional registration of scientists and science technicians who meet a high professional standard and competence, and follow an established code of conduct, and provides a forum to connect Members for discussion and information exchange. This supports our Members in furthering their own commitment to advance science for the public's benefit.

### **The President**

The President represents the Science Council and leads in key strategic areas of professional registration, influencing science policy, strengthening and supporting science education and the numbers who are engaged in and appreciate science, and ensuring that the Science Council continues to grow both in size and influence. The President is elected by Member Bodies for an initial four-year term and is eligible for election for one further consecutive term of up to four years.

Professor Sir Keith Burnett FRS was elected Science Council President in September 2016.

### **The Board of Trustees**

The Board is collectively responsible for the long-term success of the Science Council, and in partnership with its constituent Members it sets the charity's values, standards, aims and objectives and delivering them 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 sub-committees.

Trustees submit a Register of Interest form on appointment and submit an updated form annually and declare any potential conflicts of interest at each Board meeting. 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. Trustees are not remunerated for their role.

At the beginning of 2018, Dr Helen Pain was appointed as interim Chair of the Board and appointed Chair in September 2018. The Board met five times during 2018 and discussed a number of issues, including: strategy formulation, development and implementation; financial sustainability; membership; the key risks facing the charity; and trustee, committee and executive recruitment.



The Chairs of the Finance, Audit and Risk Committee and the Registration Authority are not trustees but attend Board Meetings.

## Membership

### Chair

Dr Helen Pain CSci CChem FRSC (*Appointed September 2018*)

### Continuing Members

Adam Donnan (*elected June 2017*)

Jonathan Gorvin (*elected June 2017*)

Professor Patrick Kniveton (*elected June 2017*)

Dr Adam Law (Honorary Treasurer) (*elected June 2015*)

Dr Pantea Lotfian (*elected June 2017*)

Simon Toms (*elected June 2017*)

Dr Christopher Westcott (*appointed July 2018*)

### New Members

Ruth Kaufman (*elected September 2018*)

Mark Finnie (*elected September 2018*)

Dr Arthur Nicholas (*elected September 2018*)

Joan Ward (*elected September 2018*)

### Departures

Professor David Croisdale-Appleby (*retired January 2018*)

Dr Simon Festing (*retired September 2018*)

Sue Ferns (*retired July 2018*)

## Trustee recruitment

Trustees are nominated for election by Member Bodies and by applications from open recruitment. 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 by Member Bodies to serve in their capacity as individuals, not as representatives of organisations, interest groups or sectors. Elected Trustees normally serve a four-year term, with one quarter of elected Trustees retiring each year. The Chair of the Board is a trustee and is appointed by the Board of Trustees. At the end of 2018, as well as the Chair of the Board, there were ten Elected Trustees and one Appointed Trustee.

## Board Diversity

The Science Council Board has long championed the benefits of diversity on decision-making and seeks to have a diverse range of individuals on its Board and committees in terms of protected characteristics and in terms of diversity of background and experience. As a result of the elections of Ruth Kaufman and Joan Ward, at the end of 2018, the Board is 41% female. In December 2018 the Board appointed Dr Pantea Lotfian as its Diversity Champion. The purpose of the role is to provide strategic leadership and guidance on all aspects of equality and diversity across Science Council activities.



Towards the end of 2018 the Board undertook a skills audit to inform the skills and expertise needed to help deliver the new strategy. Following the audit, the Board identified two areas of expertise was required: policy formulation, development and public affairs expertise; and knowledge of the technician workforce. The Board also agreed that both vacancies would be filled by individuals from within the Science Council's membership.

## 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.

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 chaired by independent Chair, Nick Whitaker. Membership is comprised of trustees (who are considered independent members if they are neither an employee nor member of a Member Body) 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.

The Committee held six meetings during 2018 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 findings from the reviews are then reported to the Board.

The Committee is responsible for overseeing the Science Council's relationship with its external auditor and annually reviewing its role and performance. In September 2018 the Committee began an open tendering process for the Science Council's audit services. At the end of the process, the Board appointed Kreston Reeves as the charity's auditor. Kreston Reeves is not contracted to conduct any service other than audit of the Science Council's financial accounts. 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.

---

## Membership

### Chair

Nick Whitaker

Dr Ray Kemp

Dr Adam Law

### Continuing Members

Professor Patrick Kniveton

Dr Chris Westcott





## New Members

Ian Bong *(November 2018)*

Punit Ghumra *(November 2018)*

Susan Preston *(November 2018)*

Ian Sealy *(November 2018)*

Punit Ghumra *(January 2019)*

## Departures

## Governance Committee

In December 2018, the Board disbanded the Governance Committee, recognising that tasks delegated to the Committee should remain at Board level or delegated working groups where appropriate. A Nominations Committee was established with a new membership to assist the Board with the recruitment of trustee and other governance roles.

## Nominations Committee Membership

### Chair

Simon Toms

### Members

Dr Pantea Lotfian

Professor Patrick Kniveton

## 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 Committee is chaired by Dr Colin Grant CSci. Membership is comprised of employees and volunteers from Licensed Bodies. The Chair and members of the Committee are appointed by the Board. Representatives from the Engineering Council and the Society for the Environment attend as observers. Individuals from other Licensed Bodies attend meetings as invited attendees; the aim of which is to improve Licensed Body engagement with the Science Council.

In 2018 the Registration Authority met five times. Its activities over the year included conducting and approving 19 license renewals; reviewing and updating the existing license documentation; and reviewing the processes and systems to enhance applicants' and registrants' experience of the Science Council. To ensure that the professional register is as accurate and up-to-date as possible, and, in line with data protection legislation, reduce the quantity of data that the Science Council holds on its registrants, a pilot scheme was launched with five Licensed Bodies to trial the use of a new unique registrant ID number. At the time of writing the pilot scheme has concluded.

## Membership

### Chair

Dr Colin Grant CSci

### Continuing Members

Kevin Bown CSci

Dr Peter Barrett CSci

Dr Jason Owen CSci

Corinne Stevenson

### New Members

Dr Glynn Skerratt CSci *(July 2018)*

Professor Neville Punchard CBiol *(July 2018)*



Jocelyn Price CSci (*July 2018*)

Dr Hilary Jeffreys CSci (*July 2018*)

Dr Samantha Alsbury CBiol (*December 2018*)

### **Departures**

Emma Kelly-Dempster (*March 2018*)

Professor Liz Bacon CSci (*May 2018*)

Dr David Barr CSci (*May 2018*)

Ian Bowbrick CEng CEnv (*May 2018*)

Trevor Lewis CSci (*May 2018*)

Sarah May CSci (*May 2018*)

## **Sub-committee of the Registration Authority**

### **Registration Assessment Committee**

Reporting to the RA, the Registration Assessment Committee (RAC) advises on matters relating to quality assurance for the assessment of applications that come through the online 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 2018, the RAC met three times. Areas of work covered over the year included, but not limited to, volunteer and assessor recruitment and training requirements for each of the different registers; developing an appeals and complaints procedure for applicants coming through the CAP; and guidance to assessors around plagiarism of competence reports.

### **Membership**

#### **Chair**

Kevin Bown CSci

Alan Harper CSci

Ann West CSci

Nick Hubbard CChem

Adam Workman CSci

#### **Continuing Members**

Natalie Kennerley CSci

Dawn Alderson CSci (vice-chair)

Barry Lye CSci

Claire Pollard CSci



## Management

### Office location

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

### Chief Executive and senior staff

From July 2018 to December 2018 Nazia Hirjee was seconded from Imperial College London for two days per week as Director of Operations. In December 2018 the Board appointed Helen Gordon as Chief Executive, starting in February 2019.

### Science Council staff at year-end

Jane Banks	Business Development Manager
Nazia Hirjee	Director of Operations
Hayley McNeil	Registration Officer
Oliver O'Hanlon	Governance Manager
Richard Prescod	Office Manager
Kelly Vere	Higher Education Engagement Manager
Tanya Vina	Registration and Licensing Manager
Brian Wagenbach	Member Engagement Manager
Farzana Yasmin	Registration and Licensing Executive

As part of the work being supported by the Gatsby Charitable Foundation grant, Kelly Vere continues to be seconded from the University of Nottingham as Higher Education Engagement Manager, working with the Business Development Team to encourage higher education and research institutions to become Employer Champions and sign the Technician Commitment.

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

### Appraisal and remuneration

Employees' performance is appraised annually, and executive pay is reviewed annually and increases are normally linked to inflation. In setting executive pay the Board benchmarks against similar bodies including member organisations. This process recognises that, while the Science Council itself is a small organisation, its role as a membership body creates additional skill demands.



## Science Council volunteers at year-end

The Science Council draws on the support of volunteers for its committees, licensing and registration activities, and events; nearly 200 individuals have given their support in this way during 2018 for which we are most grateful.

In addition to trustees and committee members, there are two volunteer programmes managed by the Science Council: Registration Assessors (113 volunteers) and License Reviewers (28 volunteers). Assessors are skilled professionals who give their time and experience to assess applications for Registered Science Technician and Registered Scientist. They are recruited through an open application process and trained before becoming assessors. License Reviewers are staff and volunteer members 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.

## Member Bodies of the council

### Full Council and General Meetings

The Board of Trustees is answerable to the Council of Member Bodies. Member Bodies elect the President and Elected Trustees, consider and receive the Annual Report and Financial Accounts, approve applications for membership, approve amendments to the Bylaws and Charter, and approve amendments to the rates of subscriptions and fees.

The Member Bodies met as the full Council five times during the year including the Annual General Meeting in September. All Member Bodies are entitled to send two representatives to General Meetings.

### Membership Subscriptions

Member Bodies pay an annual subscription to the Science Council. The subscription rate in 2018 was £0.81 (2017: £0.795) per qualifying individual member. The maximum subscription is capped at 30,000 qualifying individual members. The minimum subscription is £750, which is charged if a Member Body has fewer than 943 qualifying members. The 2018 subscription rate has been frozen for 2019. Towards the end of 2018 the Board agreed to undertake a review of the Science Council's model and fee structure in 2019. At the time of publication a review of the value proposition, model and fees, in line with delivering the published strategy, has commenced.

### 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.





At the end of 2018 the total number of Member Bodies was 40.



The Association for  
Clinical Biochemistry &  
Laboratory Medicine

Better Science, Better Testing, Better Care



The Association  
for Science Education  
Promoting Excellence in Science Teaching and Learning



BIOCHEMICAL  
SOCIETY

ASSOCIATION OF  
ANATOMICAL PATHOLOGY TECHNOLOGISTS

CIWEM

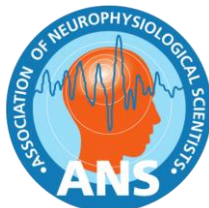


BRITISH  
SOCIETY OF SOIL  
SCIENCE



ASPiH

ASSOCIATION FOR SIMULATED  
PRACTICE IN HEALTHCARE



@BAA



The British  
Psychological Society

Promoting excellence in psychology



The British Association of  
Sport and Exercise Sciences



The COLLEGE  
of PODIATRY



energy  
institute



Institute of  
Animal Technology



Institute of  
Food Science  
+ Technology

ifst



The  
Geological  
Society



Institute of  
mathematics  
& its applications



Iom<sup>3</sup>

The Institute of Materials,  
Minerals and Mining



IOP

Institute of Physics



IPEM

Institute of Physics and  
Engineering in Medicine



iST

The Institute  
of Science  
& Technology

Institute  
of Water

IChemE

ADVANCING  
CHEMICAL  
ENGINEERING  
WORLDWIDE



THE  
OPERATIONAL  
RESEARCH  
SOCIETY



Royal Society of  
Biology



ROYAL  
STATISTICAL  
SOCIETY

DATA | EVIDENCE | DECISIONS



ROYAL SOCIETY  
OF CHEMISTRY



society of dyers  
and colourists





# Achievements, performance and plans for future periods

## Strategy 2019-2022

At the beginning of 2018 the Board began the process of consulting with Members on the future direction of the Science Council, culminating in the adoption of a new strategy in October 2018. As part of the review of strategy, the Board established two 'task and finish' groups - looking at competitive behaviours, and the future direction of the licenses and the professional registers - to address some of the concerns that Members had outlined in their letter sent to the Board in December 2017. Membership of the groups included trustees, Science Council staff and representatives from Member Bodies. The strategy focuses on three core strands: Registers and Licenses; Community and Membership; and Policy and Influence, which are outlined in more detail below. The strategy can be read in full at [sciencecouncil.org/about-us/strategy](https://sciencecouncil.org/about-us/strategy).

### Registers and Licenses

The Science Council acts as guardian of the registration standards, managing the registers on behalf of members and licensing them to award professional registration. In order to promote high standards of professionalism across all areas of science, the Science Council works with members to make the registers available as widely as possible.

Our goals are to administer the professional registers in a manner in keeping with the culture of peer-review, maintaining standards and supporting accessibility, and to promote the value of professional registration and grow the number of registrants, with a particular focus on technicians and increasing awareness of professional registration options for technicians.

### Community and Membership

The Science Council's strength comes from its broad membership across disciplines and professions and an ability to be multi- and inter-disciplinary in its approach. We take an inclusive approach to membership and welcome all qualifying organisations committed to high professional standards in science.

Our goal is to support the collective work of members for the benefit of science and the profession.

### Policy and Influence

Collectively the Science Council's members connect to a broad community of scientists, technicians, science teachers, students and trainees. Many member bodies actively engage with policy makers, lending their expertise to maximise the value of science to society. The Science Council can coordinate, showcase and amplify these voices to increase impact.

Our goal is to maximise the influence of all members and create an inclusive and professional culture in science.



## 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. The Science Council operates with four key values and guiding principles in mind.

- We will be **Inclusive** of all disciplines of science and all types of scientist and science technicians through our Members.
- We will be **Informed** by evidence and research and by our Members and Registrants.
- At all times, we will be **Positive** and balanced in our promotion of the contribution of scientists and 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.

## Demonstrating Public Benefit

In reviewing the Science Council's strategy and future activities, trustees have taken into account the Charity Commission's guidance on public benefit. Trustees always ensure that the activities undertaken by the Science Council are in line with its charitable objectives. In 2019, the Board updated the charity's Public Benefit Declaration to provide a fuller explanation of the activities sitting under each of the three core strands of the new strategy, that contribute to meeting the Science Council's charitable Objective.

## Public Benefit Declaration

### Preamble

The Board is mindful of its responsibility to ensure that the Science Council, as a charity, acts for the benefit of the public. The Public Benefit Declaration reflects the new strategy by providing an overview of activities undertaken by the Science Council in service of the three core strands that aim to deliver on its charitable purposes for the public benefit.

### Statement

To achieve its purpose, the Science Council provides public benefit by advancing science and science education, and advancing equality and diversity in science, in the following ways:

### Registers and Licenses

- Advancing professionalism in science by promoting high standards of professional competence, conduct and performance of scientists and science technicians, which requires registrants to demonstrate a commitment to continuing professional development and abide by a Code of Conduct which includes the obligation to have regard for the public interest at all times.
- Supporting science employers to enhance the competence, skills and knowledge of the science and science technician workforce, through the promulgation of the benefits of professional registration.





## **Community and Membership**

- Providing professional bodies with fora to share learning and good practice on issues affecting science and the science workforce.
- Working in partnership with Members and other professional bodies, science employers, academic institutions and national academies to achieve a science workforce that reflects the diversity of society, and creates environments free from harassment and discrimination in which everyone feels included and valued.

## **Policy and Influence**

- Maximising the influence and collective capacity of Member Bodies to raise the value of science to society by facilitating discussion, development and coordination of messages on key policy issues that impact on society and the environment.
- Championing the recognition of scientists and science technicians and the role they play in delivering societal benefit.



# Registers and licensing



## Licensing

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

The Science Council grants licenses to professional bodies within its membership to admit their own individual members to the professional registers. Nineteen license reviews across four registers were conducted in 2018. Following the resignation of licenses by the Institute of Brewing and Distilling and the Institute of Animal Technology, there were 29 Licensed Bodies at the end of the year, down from 31 at the end of 2017. In 2018 the license fee remained at £2,500 for one license, £3,500 for two or three licenses, and £4,500 for four licenses.

### Licensed Body

	RSci Tech	RSci	CSci	CSciTeach
Association for Clinical Biochemistry and Laboratory Medicine			✓	
Association for Science Education		✓		✓
Association of Neurophysiological Scientists			✓	
BCS, The Chartered Institute for IT (left membership 1 <sup>st</sup> March 2019)			✓	
British Association of Sport and Exercise Sciences (RSci license withdrawn 1 <sup>st</sup> January 2019)		✓	✓	



British Psychological Society	✓	✓	✓	
British Society of Soil Science (RSci/RSciTech licenses withdrawn 1 <sup>st</sup> May 2019)	✓	✓	✓	
Chartered Institution of Water and Environmental Management			✓	
College of Podiatry			✓	
Energy Institute (left membership 1 <sup>st</sup> February 2019)			✓	
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 Science			✓	
Nuclear Institute			✓	
Operational Research Society		✓	✓	
Royal Society of Biology	✓	✓	✓	✓
Royal Society of Chemistry	✓	✓	✓	✓
Royal Statistical Society			✓	
The Organisation for Professionals in Regulatory Affairs		✓	✓	



## Growing the registers

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. 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.

“ *Before I was awarded my professional registration, I felt I was always justifying why I was qualified or experienced to provide advice at the national and international level. After achieving the status, people recognise that in order to be awarded professional registration, I had to demonstrate a range of competencies which has helped me to cement my position as a senior and specialised scientist in my area.* ”

**Dr Jemma-Anne Lonsdale (PhD)**

Senior Advisor

Chartered Scientist through the Institute of Marine Engineering, Science and Technology

**CSci**  
Chartered  
Scientist

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

“ *I value being recognised for my knowledge and experience in my field and my commitment to my professional development.* ”

**Abigail Timothy**

Microbiology Analyst, Welsh Water

**RSci**  
Registered  
Scientist

“ *The whole process of registration was smooth and support was available, the interview was demanding but enjoyable and I feel proud that I have achieved this level of professional recognition.* ”

**Deanne Evans**

Water Quality Regulation Coordinator, Welsh Water

**RSci**  
Registered  
Scientist



Building on the findings of the task and finish group that looked at the future direction of the licenses and the professional registers, we will be conducting a review in 2019 of the Common Application Process to enhance the user experience.

“

*While the application was challenging, gaining formal recognition as a professional who can demonstrate competency in several complex areas makes it a meaningful and distinguishing achievement.*

”

**Caroline**

Deputy Technical Manager, University of Bristol

Chartered Scientist through the Institute of Science and Technology

**CSci**  
Chartered  
Scientist

Total registrant numbers at the end of the year was 12,742, down from 14,705 at 2017 year-end. The fall in numbers on the register can, in part, be attributed to reducing the number of duplicate records in our database, an increase in the price of CSci registration and to scaled-down marketing activities throughout the year. At the beginning of 2019, a new Marketing and Communications Officer was employed to implement a new marketing and communications strategy. Over the course of 2019 the Science Council will be working with its Members to develop a compelling case for professional registration, with the aim of growing the registers.

Registrant numbers at Year End 2018	
Chartered Scientist (CSci)	10,848
Chartered Science Teacher (CSciTeach)	250
Registered Scientist (RSci)	938
Registered Science Technician (RSciTech)	706

## CPD Learning Group

Formed in 2009, the CPD Learning Group brings together representatives from Licensed Bodies to develop and share good practice among Member and Licensed Bodies in the monitoring and support of registrants' CPD. The Learning Group is chaired by Dr Samantha Alsbury CBiol who succeeded Trevor Lewis CSci at the end of 2018.



## CPD Awards

The annual CPD Awards is designed to celebrate the continuing professional development (CPD) efforts and achievements of registrants from across the registers. Now in its fourth year, the awards offer them recognition for their broad and diverse range of professional activities. The 2018 CPD Awards took place in Burlington House on the 30<sup>th</sup> October. A full list of winners can be found on [our website](#).

## Employer engagement

“

*Being an Employer Champion underpins our commitment to supporting, recognising, growing and maintaining the professional status of all our technical staff. It also rightly raises the profile of technical staff across the institution.*

”

**Fred Hale**

Strategic Technical Lead, University of Bristol

Employer engagement continued this year with 3 organisations gaining Employer Champion status. Bristol University, Welsh Water and Imperial College London joined the cohort of employers who have been awarded Employer Champion status. The University of Nottingham, having been a trailblazer with regard to the development of technical talent received its Employer Champion award formally at the launch of its new *Vision for Technical Talent* Strategy. The Francis Crick Institute, Suez Water and Waste Management have also actively engaged staff as they too work towards gaining recognition early in 2019.

“

*Professional registration as a Chartered Scientist recognises the experience and knowledge I have gained over 20 years as a scientist working in the water industry. It also acknowledges how my skills have been used to make a practical difference in my working life.*

”

**Mark Porter**

Welsh Water

**CSci**  
Chartered  
Scientist





This year, due to the number of staff changes, the Science Council recruited three freelance workshop facilitators, known as, Applicant Support Mentors, to facilitate professional registration workshops within those employers who are working towards their Employer Champion status. A total of 12 employers hosted a Science Council workshop throughout 2018. Many of those that hosted workshops have a planned programme of activity that will mean they secure their award in the coming year. The work of the Technicians Commitment has delivered a steady pipeline of employers engaging in the development of recognition for scientists and science technicians through professional registration. The Science Council has been actively engaged with six employers that for the first or second time, brought together Technical Services colleagues from across their organisation to share best practice and learn from each other.

*“ Welsh Water is delighted to have been recognised as an Employer Champion, enabling us to support and encourage our colleagues through the professional recognition process. Having the award demonstrates to our employees our commitment to investing in the continuing development of our scientists. It encourages innovation and shows the high levels of competence within our organisation. ”*

Welsh Water



The Science Council current list of Employer Champions at the end of 2018:







## 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's *Technicians Make It Happen* campaign. 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.

“

*In the past, when asked what I do I would often say 'I'm just a Technician'. Now I've stopped saying 'just'. I think it's important that Technicians are valued and that they value themselves! I'm proud to be a Technician.*

”

**Saranna**

Core Facility Technician, University of Bristol

Registered Scientist through the Institute of Science and Technology

**RSci**  
Registered  
Scientist

Since its launch, 75 institutions - representing more than 50% of UK universities and a number of world-leading institutions - have pledged to transform how they support their technical staff. In November 2018 the report, [Technician Commitment: One year in](#) was launched at an event at the Tower of London, hosted by Lord Sainsbury of Turville. The report documents key themes emerging across the sector; most notably a distinct change in culture driving the professionalisation of technician roles and formal recognition of the vital role of technicians working to enable research and teaching.

Many signatories have already initiated programmes of work to identify and develop clear career pathways for technical colleagues, and demonstrated a desire to safeguard technical skills which has led to the development of new apprenticeships and opportunities to further drive talent. A [list of signatories](#) can be found on the Gatsby Charitable Foundation's website.

### Technician Commitment Steering Group

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

Advance HE

BCS, The Chartered Institute for IT

Careers Research & Advisory Centre Ltd  
(CRAC)

Engineering Council

Gatsby Charitable Foundation

King's College London



Medical Research Council (MRC)

Office for Students

Research Councils UK (RCUK)

Science Council

UK Research and Innovation (UKRI)

Universities and Colleges Employers  
Association (UCEA)

University of Nottingham

Wellcome Trust

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

## Plans for the future

Over the course of the next 12 months, our focus, as set out in the published strategy of October 2018, will be on promoting the value of professional registration and growing the number of registrants, with a particular emphasis on technicians and increasing awareness of professional registration options for technicians.

### Strategic Aim

### Activity to support delivery

**Administer the professional registers in a manner in keeping with the culture of peer-review, maintaining standards and supporting accessibility. Promote the value of professional registration and grow the number of registrants, the Science Council will:**

Ensure the standards for achieving and retaining registration are rigorously maintained.



We will initiate a review of the standards across the four registers to ensure that they continue to be seen as fit-for purpose.

Ensure that the registers are inclusive, continue to recognise and articulate competence, encourage continuous improvement, and support progression.



We will continue to support Members to improve diversity and inclusion across the science workforce by facilitating the sharing of good practice, and encouraging all Members to continue to use the Diversity and Inclusion Progression Framework.

Provide licensing models that are sufficiently flexible and appropriately priced to enable professional recognition to be made available to the maximum number of scientists, science teachers and science technicians.



We will continue to develop new license models that support smaller professional bodies' access the professional registers.



Collaborate with Members to articulate and promote the value of professional registration and continuing professional development to the individual scientist, the employer and the Licensed Body.



We will prioritise the development of the value proposition for membership, licensing and registration.



We will also continue to facilitate the sharing of good practice across the membership on topics of strategic and common interest.

---

Work with Licensed Bodies to develop recognition, and where appropriate, accreditation of education and training pathways to registration, including T-levels, apprenticeships, experiential routes and degrees.



We will work with Members and key stakeholders to build awareness among education providers and learners of the benefits of professional registration within science career pathways.



Following the standards review, we will undertake a feasibility study to identify how we can best align the Science Council's registers to other registers in science (known as 'mapping').



We will work with Members to develop a grant bid to the Gatsby Charitable Foundation focusing on career development and support for technicians.



We will review the pilot assessment of accrediting training providers on their delivery of an apprenticeship to accredit for RSci and RSciTech.

---

Raise the profile of technicians and positively promote the benefits of professional registration for all scientists.



We will continue to work with Members, Technician Commitment signatories, and Employer Champions to champion the technician community; and encourage more HEIs, research institutions and other employers to sign the Technician Commitment and engage with the Employer Champion scheme.



# Community and membership



## Member engagement

Member Bodies value opportunities to come together to discuss issues of common concern and to share good practice. There have been opportunities for Members to come together during the year. Trustees met with Chief Executives of Member Bodies throughout the year to discuss strategy, charity performance and governance issues.

The Science Council held five formal Council meetings throughout the year, including an Extraordinary General Meeting in January. Much of the focus at these meetings was on the future direction of the Science Council and providing Members with the opportunity to help shape the new strategy. Complementing the strategy review, discussions were held at General Meetings on how the Science Council and Members could continue to champion greater diversity and inclusion across the science workforce.

## Diversity, Equality and Inclusion

In 2018 the Science Council, working with the Royal Academy of Engineering, established the Progression Framework Implementation Group, chaired by Rosemary Cook CBE, Chief Executive of the Institute of Physics and Engineering in Medicine to support Members to start or continue using the Diversity and Inclusion (D&I) Progression Framework. The Framework was developed by professional bodies for professional bodies, focusing on progress on D&I in eight areas relevant to their activity, including:

- Governance and leadership
- Membership and professional registration
- Meetings, conferences and events



- Education and training, accreditation and examinations
- Prizes, awards and grants
- Communications, marketing, outreach and engagement
- Employment
- Monitoring and measuring.

Throughout 2018, working groups met regularly to progress work in 4 key areas: Resources; Extending use of the framework; Better D&I Measures; and Communications.

A webpage was established on the Science Council website to host a growing list of resources, blogs and case studies including a paper on better D&I measures, which can help organisations at every stage of managing their data. Events are planned for 2019 to address the two lowest performing areas of the Framework: Prizes, awards and grants; and Education and training, accreditation and examinations.

### Newsletters

Through a regular newsletter, the Science Council aims to keep its Members informed about its activities and where there are opportunities for Members, registrants and other interested groups to engage further in topics of interest.

### Partnership activities

The Science Council works inclusively and in partnership with other organisations across science, including engineering, IT and mathematics, and those beyond science. The Science Council continues to have excellent relationships with the Gatsby Charitable Foundation, Engineering Council, Royal Academy of Engineering, Society for the Environment and UKAS, of which the Science Council is a member.

### Plans for the future

The Science Council is a broad church, embracing all disciplines and professions across science. We recognise that this is one of our greatest strengths. In line with our strategy, over the course of the next 12 months, our focus, as set out in the published strategy of October 2018, will be on expanding our understanding of Members' interests, and reviewing our membership offer to retain current Members and attract organisations into membership that are committed to high professional standards in science.

#### Strategic Aim

**To support the collective work of Members for the benefit of science and the profession, the Science Council will:**

Expand its understanding of Members' interests and review the membership offer.

#### Activity to support delivery

We will work with our Members to understand common interests and develop a clearer value proposition for Science Council membership.



Facilitate sharing of learning and good practice amongst Members.



We will re-launch the CEO Forum to create a space for leaders of Science Council Members to discuss mutually important topics and identify common concerns.



We will continue to provide opportunities at General Meetings for Members to share learning and good practice.

---

With Members, work towards a science community that reflects the diversity of society and is inclusive.



We will continue to support Members to improve diversity and inclusion across the science workforce by facilitating the sharing of good practice, and encouraging all Members to continue to use the Diversity and Inclusion Progression Framework.

---

Work with Members to ensure science technicians are recognised and appropriately supported as part of the professional science community.



We will prioritise the development of the value proposition for professional registration.



We will continue to work with Members, Technician Commitment signatories, and Employer Champions to champion the technician community; and encourage more HEIs, research institutions and other employers to sign the Technician Commitment and engage with the Employer Champion scheme.





## Policy and influence



Owing to the events at the beginning of the year, the Science Council's policy activities were put into abeyance while the Board and Executive worked on rebuilding the relationship with Members and developing the new strategy. While many of our Members are actively engage with policy makers, looking forward, there is a role for the Science Council to play in this space by coordinating and amplifying activities to increase Members' impact. With a new strategy and leadership in place, we will review how the Science Council can coordinate, showcase and amplify our Members' collective voice.

### Strategic Aim

**Maximise the influence of all Members and create an inclusive and professional culture in science, the Science Council will:**

Facilitate discussion and coordination of messages in relation to key policy issues, to maximise the impact of all Members;  
Advocate a culture of continuing professional development in science to key stakeholder bodies and employers.



### Activity to support delivery

We will provide Members with opportunities to come together to discuss issue of key strategic importance.



Advocate for positive actions and the removal of barriers to create a diverse and inclusive science workforce.



We will continue to support Members to improve diversity and inclusion across the science workforce by facilitating the sharing of good practice, and encouraging all Members to continue to use the Diversity and Inclusion Progression Framework.

---

Raise the profile of science technicians and champion their recognition.



We will continue to work with Members, Technician Commitment signatories, and Employer Champions to champion the technician community; and encourage more HEIs, research institutions and other employers to sign the Technician Commitment and engage with the Employer Champion scheme.

---

Collaborate with Members to gather evidence and provide thought leadership on areas of mutual and strategic interest.



We will expand our understanding of our Members' collective interests.

---

Apply a targeted approach, recognising the expertise of other organisations and working in partnership where there is commonality.



We will work with our Members to explore how the Science Council can be most effective and provide added value in this area.





# Financial review

## Results for the year

Incoming resources for the year totalled £1,077,770 (2017: £967,603). After total expenditure of £780,431 (2017: £954,713) the year's activities showed a surplus of £297,339 (2017: surplus £12,890) which, when accumulated with the funds brought forward from previous years, leaves the Science Council with total funds at the year-end of £703,352 (2017: £406,013). This is represented by unrestricted funds of £658,314 (2017: £347,039) and restricted funds of £45,038 (2017: £58,974).<sup>1</sup>

## Reserves Policy

The reserves policy was reviewed in March 2018 and the Board agreed to maintain a minimum reserve of £250,000. 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 Council seeks to maintain 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. The Council's free reserves were £672,310 at 31 December 2018 (2017: £339,481). This is clearly substantially higher than the target minimum. The Board has taken the view that it is appropriate to maintain reserves at this higher level until the current uncertainty in many areas of the Science Council's work has been resolved.

## 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 2015 for the purpose of promoting professional registration for technicians. Mid-way through 2018 the Science Council received the last instalment of the multi-year funding from the Gatsby Charitable Foundation. Gatsby continued to provide bridge funding to fund work on the Technician Commitment, business development and across registration and licensing activities.

## 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 format of the Risk Register was reviewed in 2018, and an updated version adopted in November 2018. The new Register aims to provide the Executive with a more 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.

---

<sup>1</sup> The comparative split for restricted income and expenditure is shown in Notes 3 to 6.



The Board is continuously mindful of the risk of a significant loss of support from Member and Licensed Bodies, as would be expected for a membership organisation. The Executive monitors engagement levels and continuously review the relationships. Over the course of the year the Board considered the high risks to which the Science Council is exposed; 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
<p><b>Indifferent perception of value of professional registration</b></p> <p>Professional registers fail to attract and retain scientists and technicians; the charity is unable to attract more members, unable to grow and achieve its strategic objectives.</p>	<p>The Science Council will work with Members over 2019 to develop a new Gatsby bid which will include resources to support Members raise their membership offer to technicians; the Employer Champion and Technician Commitment projects work with higher education institutions to raise the profile and value of professional registration; prioritising a review of the value proposition of membership, licensing and professional registration.</p>
<p><b>Political uncertainty</b></p> <p>Uncertainties over the impact of Brexit has implications for attracting and retaining individuals on the register. Potential reduced funding for science following UK exit from the EU.</p>	<p>The Science Council will work with Licensed Bodies to articulate the value of professional registration and professional body membership to employers, individuals and government after the UK leaves the EU; work with Members to review the membership offer to provide value for money and attract professional bodies to join the Science Council.</p>
<p><b>Key person dependency</b></p> <p>Failure to attract, develop and retain staff in a competitive employment market leads to loss of expertise/corporate memory. Resulting recruitment and training costs impact on staff morale and continuity of service delivery.</p>	<p>A new Chief Executive began in February 2019 to provide Executive leadership; annual performance appraisals will include personal and professional development plans aligned to the charity's strategic needs; executive pay reviewed annually and increases normally linked to inflation; executive pay is benchmarked against organisations of similar size and structure.</p>
<p><b>Inability to recruit sufficient quantity and quality of volunteers</b></p> <p>Quality and quantity of volunteers not sufficient to deliver operational and strategic objectives.</p>	<p>Training and development opportunities for some volunteer roles in place; Registration Assessment Committee reviews volunteer and assessor recruitment and training requirements; development and succession planning programmes in place and reviewed.</p>



## 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.

### Auditors

In 2018 the Science Council market tested the provision of audit services. Following a tender process, Kreston Reeves was appointed as Auditor to the Science Council in October 2018.

On behalf of the Board

***Dr Helen Pain, Chair of the Board***

***Dr Adam Law, Honorary Treasurer***

Date: 21<sup>st</sup> May 2019



## 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 2018 which comprise Statement of Financial Activity, Balance Sheet and notes to the financial statements, including a summary of 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 2018, and of its incoming resources and application of resources, 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 Charities Act 2011.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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

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

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon.



Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

### **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
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; 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 35, the trustees are responsible for the preparation of financial statements which 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's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 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.

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.

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.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Kreston Reeves LLP  
Chartered Accountants  
Statutory Auditors  
Canterbury

Dated: 14/6/2019



## Statement of financial activities

		2018		2017	
		Unrestricted funds	Restricted funds	Total	Total
	Note	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	2	231,352	-	<b>231,352</b>	158,946
Charitable activities	3	654,702	190,994	<b>845,696</b>	798,275
Other trading activities	4	309	-	<b>309</b>	10,192
Investments	5	413	-	<b>413</b>	190
<b>Total income and endowments</b>		<b>886,776</b>	<b>190,994</b>	<b>1,077,770</b>	967,603
<b>Expenditure on:</b>					
Charitable activities	6	575,501	204,930	<b>780,431</b>	954,713
<b>Total expenditure</b>		<b>575,501</b>	<b>204,930</b>	<b>780,431</b>	954,713
<b>Net income / (expenditure) and net movement in funds</b>		311,275	(13,936)	<b>297,339</b>	12,890
<b>Reconciliation of funds:</b>					
Total funds brought forward	15	347,039	58,974	<b>406,013</b>	393,123
<b>Total funds carried forward</b>	15	<b>658,314</b>	<b>45,038</b>	<b>703,352</b>	406,013





## Balance Sheet

		2018	2017
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	9	2,597	7,558
<b>Current assets</b>			
Debtors	10	45,285	31,433
Cash at bank and in hand		743,231	497,837
		<b>788,516</b>	<b>529,270</b>
<b>Creditors: amounts falling due within one year</b>	11	87,761	130,815
<b>Net current assets</b>		<b>700,755</b>	<b>398,455</b>
<b>Total assets less current liabilities</b>		<b>703,352</b>	<b>406,013</b>
<b>Charity Funds</b>			
Unrestricted funds	15	658,314	347,039
Restricted funds	15	45,038	58,974
<b>Total charity funds</b>	16	<b>703,352</b>	<b>406,013</b>

These financial statements were approved by the Board members on 21st May 2019 and were signed on their behalf by:

Dr Helen Pain, Chair

Dr Adam Law, Honorary Treasurer

The accounting policies and notes on pages 42-51 form part of these financial statements.



## Statement of cash flows

		2018	2017
	Note	£	£
<b>Net cash flow from operating activities</b>	17	<b>244,981</b>	<b>141,188</b>
<b>Cash flow from investing activities</b>			
Payments to acquire tangible fixed assets		-	(3,175)
Interest received		413	190
<b>Net cash flow from investing activities</b>		<b>413</b>	<b>(2,985)</b>
<b>Net increase in cash and cash equivalents</b>		<b>245,394</b>	<b>138,203</b>
<b>Cash and cash equivalents at start of period</b>		<b>497,837</b>	<b>359,634</b>
<b>Cash and cash equivalents at end of period</b>		<b>743,231</b>	<b>497,837</b>
<b>Cash and cash equivalents consists of:</b>			
Cash at bank and in hand		743,231	497,837
<b>Cash and cash equivalents at end of period</b>		<b>743,231</b>	<b>497,837</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 2018 are the third accounts of The Science Council prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

#### 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.

### **Gifts in kind**

Gifts in kind received towards projects and activities are included as grant income (Note 2). The total value of such gifts during the year was £43,200 (2017: £0).

### **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 February 1<sup>st</sup> 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**

At the time of approving the accounts, the trustees have a reasonable expectation that the Council has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

### **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	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Membership	188,152	-	188,152	158,946
Gifts in Kind	43,200	-	43,200	-
	<b>231,352</b>	<b>-</b>	<b>231,352</b>	<b>158,946</b>

All income received in 2018 and 2017 was unrestricted.

## 3. Charitable activities income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Professional registration and development	654,702	-	654,702	389,975
Professional pathways / Grants / Donations / Contracts	-	190,994	190,994	408,300
	<b>654,702</b>	<b>190,994</b>	<b>845,696</b>	<b>798,275</b>

Income in the form of contracts, grants, project contributions and gifts was £190,994 (2017: £408,300) of which £190,944 was restricted and £0 (2017: £0) was unrestricted.

## 4. Other trading income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Shop income	575	-	575	4,519
Consultancy fees	(266)	-	(266)	5,673
	<b>309</b>	<b>-</b>	<b>309</b>	<b>10,192</b>

All income received in 2018 and 2017 was unrestricted.





## 5. Investment income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Interest – deposits	413	-	413	190
	<b>413</b>	<b>-</b>	<b>413</b>	<b>190</b>

All income received in 2018 and 2017 was unrestricted.

## 6. Charitable expenditure

	Direct	Other			
	Staff	Direct	Support	Total	Total
	Costs	Costs	Costs	2018	2017
	£	£	£	£	£
<b>Activities</b>					
Professional registers and professionalism	78,532	60,731	99,218	238,481	183,770
Professional Pathways (Gatsby funded)	110,117	95,428	(615)	204,930	449,922
Membership support and activities	58,220	-	99,200	157,440	140,810
Policy, Promotion and Public Affairs	59,031	21,329	99,200	179,480	180,211
	<b>305,900</b>	<b>177,488</b>	<b>297,043</b>	<b>780,431</b>	<b>954,713</b>
<i>Total resources expended 2017</i>	<i>395,770</i>	<i>275,082</i>	<i>283,861</i>	<i>954,713</i>	

Expenditure on charitable activities was £780,431 (2017: £954,713) of which £204,930 was restricted (2017: £449,922) and £575,501 unrestricted (2017: £483,469).



## 7. Support costs

	<b>Total</b>	<i>Total</i>
	<b>2018</b>	2017
	<b>£</b>	£
Staff costs (note 8)	<b>101,453</b>	74,579
Premises costs	<b>47,397</b>	60,745
Office and administration costs	<b>117,463</b>	121,102
Professional fees	<b>26,363</b>	21,105
Depreciation	<b>4,367</b>	6,330
	<b>297,043</b>	283,861

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

Expenditure includes:	<b>2018</b>	2017
Auditor's remuneration	4,750	3,700
Prior year under accrual	(56)	114
	<b>4,694</b>	3,814

## 8. Staff costs

	<b>2018</b>	2017
	<b>£</b>	£
Wages and salaries	<b>305,851</b>	388,062
Ex Gratia Payment	<b>30,000</b>	-
Social security costs	<b>30,281</b>	36,931
Other pension costs	<b>9,353</b>	13,198
Staff training	<b>3,013</b>	3,145
Recruitment	<b>39,533</b>	29,013
	<b>418,031</b>	470,349

<b>The average number of employees</b>	<b>8</b>	11
--	----------	----



The following number of staff received emoluments in the year in the bands:	<b>2018</b>	<b>2017</b>
£100,000 - £109,999	1	-
£110,000 - £120,000	-	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 other senior employees total £152,736. This includes a payment of £30,000 to Belinda Phipps which is outside of our normal contractual obligations.

## 9. 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 2018	15,425	7,389	18,934	41,748
Additions	-	-	-	-
Disposal	(11,980)	(6,500)	(7,766)	(26,246)
31st December 2018	3,445	889	11,168	15,502
<b>Depreciation</b>				
1st January 2018	12,469	7,249	14,472	34,190
Charge for year	1,773	140	2,453	4,366
Eliminated on disposals	(11,385)	(6,500)	(7,766)	(25,651)
31st December 2018	2,857	889	9,159	12,905
<b>Net Book Value</b>				
31st December 2017	2,956	140	4,462	7,558
31st December 2018	588	-	2,009	2,597



## 10. Debtors

	2018	2017
	£	£
Debtors (subscriptions and professional registration)	31,738	18,290
Other debtors	6,000	-
Prepayments and accrued income	4,452	10,585
Staff loan	3,095	2,558
	<u>45,285</u>	<u>31,433</u>

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

	2018	2017
	£	£
Trade creditors	39,279	71,624
Deferred income and accruals	34,162	43,105
Taxation and social security costs	8,579	10,398
Other creditors	5,741	5,688
	<u>87,761</u>	<u>130,815</u>

## 12. Leases

	2018	2017
	£	£
Between 0-1 years	-	7,747
Between 1-5 years	-	-
Later than five years	-	-
	<u>-</u>	<u>7,747</u>

## 13. Remuneration and expenses of trustees

The Trustees receive no remuneration for carrying out their duties. £3,603.74 (2017: £1,703) was paid to 10 Trustees (2017: 6) for expenses incurred in relation to attendance at meetings.



## 14. 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.

## 15. Charity Funds

### Unrestricted funds

	2018	2017
	£	£
Balance at 1 January 2018	347,039	292,527
Net movement in funds	311,275	54,512
<b>As 31 December 2018</b>	<b>658,314</b>	<b>347,039</b>

### RESTRICTED FUNDS 2018

	Balance Brought Forward	Net Incoming Resources	Resources Expended	Balance Carried Forward
	£	£	£	£
Gatsby Professional Pathways Fund	46,974	190,994	204,930	33,038
Gareth Roberts Memorial Lecture	12,000	-	-	12,000
<b>Total</b>	<b>58,974</b>	<b>190,994</b>	<b>204,930</b>	<b>45,038</b>

### RESTRICTED FUNDS 2017

Gatsby Professional Pathways Fund	88,596	408,300	(449,922)	46,974
Gareth Roberts Memorial Lecture	12,000	-	-	12,000
<b>Total</b>	<b>100,596</b>	<b>408,300</b>	<b>449,922</b>	<b>58,974</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.



## 16. Analysis of net assets between funds

	2018	2018	2018	2017	2017	2017
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
Fund balances at 31st December are represented by:						
Fixed assets	2,107	490	2,597	6,455	1,103	7,558
Current assets	714,446	74,070	788,516	410,629	118,641	529,270
Creditors (Amounts falling due within one year)	(58,239)	(29,522)	(87,761)	(70,045)	(60,770)	(130,815)
<b>Total</b>	<b>658,314</b>	<b>45,038</b>	<b>703,352</b>	<b>347,039</b>	<b>58,947</b>	<b>406,013</b>

## 17. Net cash flow from operating activities

	2018	2017
	£	£
<b>Net income for year / period</b>	<b>297,339</b>	<b>12,890</b>
Interest receivable	(413)	(190)
Depreciation and impairment of tangible fixed assets	4,366	5,712
(Profit) / loss on disposal of tangible fixed assets	595	616
(Increase) / decrease in debtors	(13,852)	58,346
Increase / (decrease) in creditors	(43,054)	63,814
<b>Net cash flow from operating activities</b>	<b>244,981</b>	<b>141,188</b>