

Charity no. 1185323



FACULTY OF  
**CLINICAL  
INFORMATICS**

**Report and Unaudited Financial  
Statements**

**31 December 2020**

**Faculty of Clinical Informatics**

**Contents**

**For the period ended 31 December 2020**

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## Faculty of Clinical Informatics

### Reference and administrative details

For the period ended 31 December 2020

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<b>Charity number</b>	1185323
<b>Registered office and operational address</b>	6 Alie Street London E1 8QT
<b>Trustees</b>	<p>The trustees who served during the period and up to the date of this report were as follows:</p> <p>Dr John Williams FRCGP FFCI - Chair (appointed 16 September 2019) Dr Nick Booth FRCGP FFCI (appointed 16 September 2019) Dr Paul Campbell FRCA FFCI (appointed 16 September 2019) Mr Paul Fredericks MSc FRCGP (Hon) (appointed 7 October 2019, resigned 26 August 2020) Professor Jonathan Kay FFCI (appointed 16 September 2019) Ms Yinka Makinde MRPharmS MBA (appointed 16 December 2019) Mr Bill Morgan MA FCA (appointed 29 November 2019)</p>
<b>Executive officers</b>	<p>Jonathan Kay, Chair of Council (from 1 June 2020) Nicholas Booth, Honorary Treasurer Paul Campbell, Honorary Secretary John Williams, Chair of Council (to 31 May 2020)</p>
<b>Business manager</b>	Jan Hoogewerf
<b>Bankers</b>	<p>The Co-operative Bank plc PO Box 101 Balloon Street Manchester M60 4EP</p>
<b>Independent examiners</b>	<p>Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD</p>

## **Faculty of Clinical Informatics**

### **Report of the trustees**

#### **For the period ended 31 December 2020**

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Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

#### **Structure, governance and management**

The Faculty of Clinical Informatics was established on 16 September 2019 as a Charitable Incorporated Organisation (CIO), with voting members other than its trustees. It was established under a Constitution which defines its objects and powers. Prior to becoming a CIO, the Faculty had operated as an unincorporated part of the Royal College of General Practitioners (RCGP). The activity within RCGP was formally transferred into the CIO on 6 January 2020.

FCI's trustee board is responsible for managing FCI's business as outlined in the Constitution. The board currently includes four first charity trustees (Chair of Trustees, Chair of Council, Honorary Treasurer and Honorary Secretary), all of whom were members of Council on 16 September 2019. The trustee board delegates responsibility for professional matters to the Faculty Council, whose members are elected by the Faculty membership. The Council can nominate up to four trustees for approval by the trustee board. Other trustees are appointed by an appointments panel, with the aim being to ensure the right mix of skills and experience.

Membership of the Faculty as either a Fellow or Member is open to individuals who have professional registration governed by the Professional Standards Authority (PSA) through application, assessed by a panel of Faculty Fellows. In addition there is an Associate category for individuals who are not PSA registered.

The trustee board is supported by a Business Manager and Membership Officer.

#### **Objectives and activities**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's public benefit guidance.

The charitable objects of the Faculty are to advance the health of the public, in particular, but not exclusively, through the following:

- The development and monitoring of professional standards in clinical informatics;
- The provision of education and training to clinicians;
- The provision of guidance on the commissioning, design, development and delivery of health and care information systems; and
- The promotion of the inclusion of clinical informatics in core clinical training to help promote safe, effective and professional standards.

The Faculty's principal activities are to:

- set and maintain comprehensive competency standards for clinical informaticians in health and social care;
- establish benchmarks of competence to achieve Member or Fellow status, with appropriate equivalence to gradings established by the Federation for Informatics Professionals (FedIP), and an entry mechanism by portfolio with a view ultimately to examination;
- work with relevant bodies to develop, as an integral part of existing processes, an appropriate appraisal and revalidation programme for clinical informaticians;

## Faculty of Clinical Informatics

### Report of the trustees

#### For the period ended 31 December 2020

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- develop and promote guidance on clinical informatics best practice. This includes guidance on the commissioning, design, development and delivery of health and care information systems, design and delivery of training, other development resources, mentoring and networking / collaboration;
- develop and maintain standards to accredit training courses (with appropriate consistency and equivalence to FEDIP/BCS etc course accreditation); and
- promote the inclusion of clinical informatics in core clinical training.

The Faculty will deliver public benefit by enabling a better understanding of clinical informatics, which will contribute to:

- safe clinical practice leading for example to the reduction of unsafe prescriptions and treatment which can directly result in patient harm;
- effective health and care practice, as clinicians will be provided with fuller and more accurate information to enable sound evidence based decisions to be made for example about which medicines and other treatments are proven to be most effective, and the promotion of the use of those interventions rather than ones which are less effective to maximise the benefit to patients; and
- efficient clinical practice, which is essential to advancing health, as resources available to deliver health and social care are limited. Efficient use of resources means that the limited resources are directed to the most effective health and care practice rather than being wasted.

#### Achievements and performance

During 2020, the Faculty continued to make progress in developing the clinical informatics profession to support the provision of safe, effective and efficient health and social care to the public.

Work on a fundamental building block was completed – the development and publication of a Core Competency Framework, describing the skills needed by all clinical informaticians. This will provide a tool for the Faculty to use in developing and accrediting courses and for individual clinical informaticians to use in structuring evidence to support Continuing Professional Development, job roles and professional appraisal and revalidation and to work towards membership of the FCI.

Faculty membership continued its pre-CIO growth with two recruitment cohorts in 2020, with 40 new Fellows, 153 new Members, 111 new Associates, and nine new international members, bringing the membership to over 800 across the UK health and care professions. This included 25 members who were awarded Shuri Network bursaries and a first cohort of international members. Subscription rates were marginally increased from August 2020, the first increase for members since the Faculty was founded in 2018.

The Faculty has a diverse membership and the trustee board commissioned a review of diversity within the Faculty membership and governance, which reported in December 2020, with recommendations to improve inclusiveness, which the trustee board is now driving forward. The review and the Faculty diversity policy are available on the website.

## **Faculty of Clinical Informatics**

### **Report of the trustees**

#### **For the period ended 31 December 2020**

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Support for the professional development of members was expanded during the year, in response to feedback from the Annual Membership Survey in February 2020, which called for greater value for money. Developments included:

- in addition to the Annual Membership Conference, a successful inaugural virtual Annual Scientific Conference, with both national and international speakers and instructional courses, which attracted over 150 delegates;
- expansion of the mentorship scheme, used by 19 members in the year, including appointment of a mentoring lead and recruitment of additional mentors, representing the diversity of the Faculty;
- a fortnightly CPD-accredited webinar programme, with wide-ranging topics, recorded and made available after the event via the Faculty's YouTube channel;
- a new associate network, aimed at supporting early career members through networking events, with 30 members at the end of the year;
- a re-vamped website and Customer Relationship Management (CRM) system to improve efficiency of Faculty operations and contacts with members; and
- new special interest and professional interest groups, including nursing and midwifery and allied health professionals and a technical group covering developments in computable biomedical knowledge. There were four new groups in 2020, making a total of 11.

#### **Financial review**

Although these first financial statements are for the period from registration with the Charities Commission as a CIO on 16 September 2019 to 31 December 2020, up to 5 January 2020 the Faculty operated as part of the Royal College of General Practitioners (RCGP). On 6 January 2020 the RCGP donated the net assets and operations that the Faculty had generated up to that date, with a value of £76,000, to the CIO.

In its first period of operation as a CIO the Faculty had a net income, including the RCGP donation, of £143,000. Accordingly, at 31 December 2020 the CIO had total funds carried forward of £143,000. This included cash at bank of £241,000.

Gross income of £385,000 comprised 69% from donations (of which £165,000 was provided by Health Education England and related bodies) and 31% from charitable activities (including £85,000 from membership subscriptions).

The CIO has only recently been established and the Faculty as a whole (including its time in RCGP) is only some three years old from a standing start. With funding uncertain through much of this period, the trustees maintained staffing and other costs at a very low level. This was not sustainable for long term success, and the Faculty developed a five year business plan, which it submitted in late 2020 to the Health Education England (HEE) Digital Readiness Programme Board, setting out plans for significant growth in its charitable activities and with a consequent growth in its cost base to support this. This resulted in agreement for initial future funding to be provided to further support the Faculty and enable it over the period to become self-sustaining.

As a young organisation with significant growth plans, and being reliant in the short to medium term on its ongoing requests for funding from HEE and others being successful, there is an inherent degree of uncertainty in the business plan. In order to ensure the CIO is resilient and able to continue through such things as delays in agreeing and/or receiving future funding, additional resources being necessary to deliver the planned income growth and failure to deliver planned profit on consulting projects, the trustees have agreed a reserves policy that the CIO should build its unrestricted funds up to a minimum of £300,000.

## **Faculty of Clinical Informatics**

### **Report of the trustees**

#### **For the period ended 31 December 2020**

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The total unrestricted funds at 31 December 2020 being £143,000 means that the CIO has reached almost 50% of the target reserve level at the end of its first period of operation. The trustees' business plan includes narrowing this gap in the coming years.

The Faculty has regular dialogue with its principal donors to date, Health Education England and related bodies, and expects to receive ongoing donations from these sources while its charitable activities (of which the most significant are currently membership subscriptions and consultancy income) are developed and grown to enable the Faculty to become independent of its principal donors in due course.

Having regard to the current level of reserves and the support of its principal donors the trustees are satisfied that the CIO has the ability to continue as a going concern.

#### **Statement of responsibilities of the trustees**

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with 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).

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 the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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 Constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

A trustee is not a member of the CIO unless they have been admitted to membership through the membership admission procedure. Members of the charity have no liability in the event of winding up. The trustees have no beneficial interest in the charity.

**Faculty of Clinical Informatics**

**Report of the trustees**

**For the period ended 31 December 2020**

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**Independent examiners**

Godfrey Wilson Limited were appointed as independent examiners to the charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 4 August 2021 and signed on their behalf by

John Williams, Chair of Trustees

## **Independent examiner's report**

**To the trustees of**

### **Faculty of Clinical Informatics**

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I report to the trustees on my examination of the accounts of Faculty of Clinical Informatics (the CIO) for the period ended 31 December 2020, which are set out on pages 8 to 16.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

- (1) accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Date: 5 August 2021

**Alison Godfrey FCA**

**Member of the ICAEW**

For and on behalf of:

**Godfrey Wilson Limited**

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

## Faculty of Clinical Informatics

### Statement of financial activities

For the period ended 31 December 2020

	Note	Restricted £	Unrestricted £	2020 Total £
<b>Income from:</b>				
Donations	2	24,318	242,313	<b>266,631</b>
Charitable activities	3	-	118,829	<b>118,829</b>
<b>Total income</b>		<b>24,318</b>	<b>361,142</b>	<b>385,460</b>
<b>Expenditure on:</b>				
Raising funds		-	52,657	<b>52,657</b>
Charitable activities		24,318	165,397	<b>189,715</b>
<b>Total expenditure</b>	4	<b>24,318</b>	<b>218,054</b>	<b>242,372</b>
<b>Net income and net movement in funds</b>	5	-	143,088	<b>143,088</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		-	-	-
<b>Total funds carried forward</b>		<b>-</b>	<b>143,088</b>	<b>143,088</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 11 to the accounts.

The CIO was dormant from the date of registration on 16 September 2019 to 5 January 2020, during which period the Faculty of Clinical Informatics operated as part of the Royal College of General Practitioners. On 6 January 2020, the Royal College of General Practitioners donated the Faculty's net assets and operations to the CIO.

## Faculty of Clinical Informatics

### Balance sheet

As at 31 December 2020

	Note	£	2020 £
<b>Current assets</b>			
Debtors	8	29,162	
Cash at bank and in hand		<u>241,363</u>	
		270,525	
<b>Liabilities</b>			
Creditors: amounts falling due within 1 year	9	<u>127,437</u>	
<b>Net current assets</b>			<u>143,088</u>
<b>Total assets less current liabilities</b>			<u>143,088</u>
<b>Net assets</b>			<u><u>143,088</u></u>
<b>Funds</b>	11		
Restricted funds			-
Unrestricted funds			
General funds			<u>143,088</u>
<b>Total charity funds</b>			<u><u>143,088</u></u>

Approved by the trustees on 4 August 2021 and signed on their behalf by

John Williams, Chair of Trustees

Bill Morgan, Trustee

## Faculty of Clinical Informatics

### Notes to the financial statements

#### For the period ended 31 December 2020

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#### 1. Accounting policies

##### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Faculty of Clinical Informatics meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves and having taken into account the support of Health Education England and related bodies. There are no material uncertainties about the charity's ability to continue as a going concern.

##### c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of provision of a contracted service is deferred until criteria for income recognition are met.

##### d) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

##### e) Expenditure and irrecoverable VAT

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

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

## Faculty of Clinical Informatics

### Notes to the financial statements

#### For the period ended 31 December 2020

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#### 1. Accounting policies (continued)

##### f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the proportion of direct costs as follows:

	<b>2020</b>
Raising funds	<b>21.7%</b>
Charitable activities	<b>78.3%</b>

##### g) Debtors

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

##### h) 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 of the deposit or similar account.

##### i) Creditors

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 due.

##### j) Pension costs

The charity operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

##### k) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying 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 if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no significant accounting estimates or judgements present in the current period of accounts.

## Faculty of Clinical Informatics

### Notes to the financial statements

For the period ended 31 December 2020

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#### 2. Income from donations

	Restricted £	Unrestricted £	2020 Total £
Health Education England	-	95,250	<b>95,250</b>
Building a Digital Ready Workforce	-	25,208	<b>25,208</b>
NHS Digital	-	45,000	<b>45,000</b>
Health Data Research UK	24,318	-	<b>24,318</b>
Royal College of General Practitioners	-	76,855	<b>76,855</b>
<b>Total income from donations</b>	<b>24,318</b>	<b>242,313</b>	<b>266,631</b>

#### Government grants

The charity receives government grants, defined as funding from Health Education England and related bodies to fund charitable activities. The total value of such grants in the period ending 31 December 2020 was £165,458. There are no unfulfilled conditions or contingencies attaching to these grants.

#### 3. Income from charitable activities

	Restricted £	Unrestricted £	2020 Total £
Membership subscriptions	-	84,852	<b>84,852</b>
Consultancy	-	25,920	<b>25,920</b>
Course accreditation	-	706	<b>706</b>
Conferences and events	-	4,226	<b>4,226</b>
Sponsorship	-	3,125	<b>3,125</b>
<b>Total income from charitable activities</b>	<b>-</b>	<b>118,829</b>	<b>118,829</b>

## Faculty of Clinical Informatics

### Notes to the financial statements

For the period ended 31 December 2020

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#### 4. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 6)	30,449	39,824	47,421	<b>117,694</b>
Office costs	-	-	23,692	<b>23,692</b>
Subcontractors	-	69,880	-	<b>69,880</b>
Insurance	-	-	1,576	<b>1,576</b>
Bank charges	-	-	2,325	<b>2,325</b>
Irrecoverable VAT	-	-	2,375	<b>2,375</b>
Professional fees and subscriptions	-	-	10,204	<b>10,204</b>
Bad debt provision	-	-	2,800	<b>2,800</b>
IT and website	-	-	11,596	<b>11,596</b>
Travel and accommodation	-	-	230	<b>230</b>
<b>Sub-total</b>	<b>30,449</b>	<b>109,704</b>	<b>102,219</b>	<b>242,372</b>
Allocation of support and governance costs	22,208	80,011	(102,219)	-
<b>Total expenditure</b>	<b>52,657</b>	<b>189,715</b>	<b>-</b>	<b>242,372</b>

Total governance costs were £1,440.

## Faculty of Clinical Informatics

### Notes to the financial statements

#### For the period ended 31 December 2020

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##### 5. Net movement in funds

This is stated after charging:

	<b>2020</b>
	£
Trustees' remuneration	Nil
Trustees' reimbursed expenses	218
Independent examiner's remuneration:	
▪ Independent examination (including VAT)	<u>1,440</u>

Trustees' reimbursed expenses are amounts paid to one trustee for travel costs.

##### 6. Staff costs and numbers

Staff costs were as follows:

	<b>2020</b>
	£
Salaries and wages	106,653
Social security costs	4,213
Pension costs	<u>6,828</u>
	<u>117,694</u>

One employee earned between £60,000 and £70,000 during the period.

The key management personnel of the charity comprise the Executive Officers and the Business Manager. The total employee benefits of the key management personnel were £64,157.

	<b>2020</b>
	No.
Average head count from 6 January 2020 (excluding Executive Officers)	3.00
Full time equivalent from 6 January 2020 (excluding Executive Officers)	<u>2.20</u>

##### 7. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

##### 8. Debtors

	<b>2020</b>
	£
Trade debtors	2,868
Accrued income	24,318
Other debtors	<u>1,976</u>
	<u>29,162</u>

**Faculty of Clinical Informatics**

**Notes to the financial statements**

**For the period ended 31 December 2020**

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**9. Creditors : amounts due within 1 year**

	<b>2020</b>
	<b>£</b>
Trade creditors	7,125
Accruals	66,075
Income in advance	7,400
Deferred income (see note 10)	<u>46,837</u>
	<u><b>127,437</b></u>

**10. Deferred income**

	<b>2020</b>
	<b>£</b>
Deferred during the period	46,837
Released during the period	<u>-</u>
At 31 December 2020	<u><b>46,837</b></u>

Deferred income relates to ongoing contracts with Health Education England and income from membership subscriptions relating to future periods.

## Faculty of Clinical Informatics

### Notes to the financial statements

For the period ended 31 December 2020

#### 11. Movements in funds

	At 16 September 2019 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2020 £
<b>Restricted funds</b>					
HDR UK knowledge management workstream	-	24,318	(24,318)	-	-
<b>Total restricted funds</b>	-	24,318	(24,318)	-	-
<b>Unrestricted funds</b>					
General funds	-	361,142	(218,054)	-	<b>143,088</b>
<b>Total unrestricted funds</b>	-	361,142	(218,054)	-	<b>143,088</b>
<b>Total funds</b>	-	385,460	(242,372)	-	<b>143,088</b>

#### Purpose of restricted funds

##### HDR UK knowledge management workstream

The primary aim of the project is to facilitate sustainable communication and sharing of informal and actionable knowledge within the Better Care research community through understanding their requirements and identifying suitable technical and social tools to support staff working in the research community.

#### 12. Related party transactions

There were no related party transactions in the period.