

THE INTENSIVE CARE SOCIETY
(Company Limited by Guarantee)

ACCOUNTS FOR THE YEAR ENDED

31 DECEMBER 2016

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THE INTENSIVE CARE SOCIETY (Company Limited by Guarantee)

REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2016

The trustees, present their annual report and the audited Financial Statements for the year to 31 December 2016. This Report is prepared in accordance with the Articles of Association (the governing document) and the recommendations of the Statement of Recommended Practice (SORP 2015) - Accounting and Reporting by Charities - and complies with applicable law.

Reference and Administrative Details

Company Number		02940178
Registered Charity Number	England and Wales Scotland	1039236 SC040052
Principal Address and Registered Office		Churchill House 35 Red Lion Square London WC1R 4SG
Auditors		MHA MacIntyre Hudson New Bridge Street House 30-34 New Bridge Street London EC4V 6BJ
Bankers		HSBC Bank Plc PO Box 6201 Coventry CV3 9HW
Solicitors		Hempsons Hempsons House 40 Villiers Street London WC2N 6NJ

Directors and Trustees

Dr N Arulkumaran (resigned 6 December 2016)	Dr Z P Khan (Treasurer until 5 December 2016 and appointed Vice Chair on 6 December 2016)
Dr A M Bentley	Dr G R Masterson (President from 6 December 2016)
Dr J Bewley (appointed 6 December 2016)	Dr B J Phillips (resigned 6 December 2016)
Dr S J Brett (President - resigned 6 December 2016)	Dr J S Pooni
C I Brown (appointed treasurer on 6 December 2016)	Dr J Strachan (appointed 6 December 2016)
L M Burgess(resigned 6 December 2016)	Dr G Suntharalingam (Hon Secretary)
S E Clarke	Dr F Wallace
Dr J Groves	Dr S T Webb
Dr R J Innes	Dr T Whitehouse
DR S Mathieu	

Objectives and Activities

The Society's purposes are set out in the objects contained in the company's Articles of Association;

To advance and promote the care and safety of critically ill patients by;

- (1) the advancement and promotion of those branches of medical science concerned with critical care, and;
- (2) the promotion of study and research into critical care and the publication of the useful results of such study and research

We have outlined below the approaches we use to meet these aims and which include:

- The research wing of the ICS, the Intensive Care Foundation underpins the majority of UK intensive care research and has a good track record of high ranking publications. The Foundation runs programmes funded by its direct grants, collaborations and external funding sources to enable the Society to lead critical care research in the UK. Research awards are openly advertised and enable the development of standards and publications and promoting and funding research and patient liaison.
- We offer resources for healthcare professionals and members of the public through the ICS website.
- We hold an extensive programme of educational meetings and we produce a range of publications.
- ICS participates in the development of all aspects of critical care education and training
- Our seminar programme continues to strengthen with a growing and diverse mix of regional and London based events.
- We have an annual flagship conference (State of the Art) which is the largest conference in critical care in the UK attended by over 1000 delegates from critical care in the UK and from other parts of the world. This is a key event for those who work in the critical care team
- The Journal of the Intensive Care Society (a well-respected publication) has evolved significantly and it is hoped that it will achieve PubMed listing in 2017
- The Society is the oldest intensive care membership organisation in the world with a growing multi-professional membership representing all those that work in the critical care team and membership now exceeds 3500
- The Society maintains constructive dialogue with the bodies involved in training, career development and service provision in critical care. These include the Faculty of Intensive Care Medicine, the Royal Colleges of Anaesthetists, and multidisciplinary organisations such as the British Association of Critical Care Nurses and Critical Care Pharmacists. Through these, the Society has maintained its influence on multidisciplinary training in critical care and the development of an academic career structure in critical care medicine. It is also represented on the Clinical Reference Group for adult critical care and the Critical Care Leadership Forum
- The Industry Partnership Scheme has fostered collaboration between the Society's members and the pharmaceutical and technical companies involved in the development and marketing of medicines and equipment for use in the critical care environment. The Society greatly values their participation and support which contributes to research and education

- The society supports the work of other organisations with similar focus and has been working closer with the UK CCRG supporting it to become established as a research forum organisation.

How our activities deliver public benefit

The main aims of the charity are to improve patient care and safety and to develop standards of care for intensive care units. We ensure that the objects are achieved through an extensive programme of education and training. We aim to raise awareness of patient safety for the benefit of healthcare professionals and members of the public through educational events, and through publication of studies and research into critical care. These findings are available to both the public and the profession.

The Society offers a range of activities which will continue to deliver the main strategic aims of the Society in fulfilling its charitable objects and delivering public benefit. We have noted below our achievements.

Summary of Achievements and Activities

Research

The Society continues as a significant sponsor of intensive care research in the UK through the Intensive Care Foundation, chaired by Dr Tim Gould, a co-opted council member. The Foundation is the charitable arm of the Society and a Foundation Board is responsible to Council for all research related activity. The Foundation 'pump primes' and develops research projects through a peer review process, which then attracts sponsorship from some of the major grant awarding bodies in the UK. The Foundation gratefully acknowledges support from a number of sources, including industry partners B Braun Medical, Draeger, and Orion whose funding supports much of the Research.

The Foundation was established in 2003 with the aim of facilitating and supporting this critical care research through the members of the Intensive Care Society. Research grants are advertised to attract high quality applications from those involved in intensive care. The progress and outcome of research projects is reviewed by a Research Committee and reported to Council. The Foundation aims to allow as many members of the clinical trials network as possible to be chief investigators in the different trials and provides funding to pump prime these activities which have subsequently been successful in attracting major funding. The Foundation's portfolio of projects has led to a number of publications and contributions to scientific meetings.

All of the awards granted by the ICF are made through a competitive peer review process assessed by the ICS Research Committee, chaired by Dr Andrew Bentley, a current trustee. The Research Committee jointly identify and judge potential future projects to be undertaken or funded by the ICF. Awards include;

- New Investigator Award - aimed primarily at encouraging new research workers. "New" generally means those either in training or in the first three years after appointment to a substantive post. The intention is that these awards will lead to further and more substantial support from other grant giving bodies.
- Nurse and Allied Health Professionals Award - this may be used towards costs associated with post-graduate study such as a course in research methods, research modules or to support the completion of a masters/doctoral research project relevant to intensive care.
- Medical Student Essay Prize - a prize of £200 is awarded to the successful undergraduate candidate for submitting the best essay on a topic relevant to critical care.
- The Intensive Care Foundation Research Gold Medal is awarded annually to a new investigator who has shown excellence in science relevant to intensive care practice so that their work is more widely appreciated. Winners are offered a seat at the ICS research committee for the following year.
- The Cauldron is a presentation based award given at the State of the Art conference which is designed for trainee members of the ICS. Runners up are invited to present their arguments in a unique intensive care Pecha Kucha session with the winner taking home the coveted Cauldron Pecha Kucha Prize.

In 2016 the ICF had five Directors of Research who are some of the highest regarded professionals within critical care. They focused on the identification, administration and execution of research undertaken by the ICF and worked on our collaborative UK critical care trials.

The Foundation was also able to maintain a significant level of research expenditure, facilitated through the support of members and the continued contributions of the Industry Partnership Scheme.

Membership

ICS Membership is designed for Specialty and Associate Specialist Doctors, Consultants, Nurses, Trainees, Allied Health Professionals, Students and Retired Doctors who work or show a keen interest in Critical Care. All members can benefit from a variety of discounted ICS seminars, including the annual State of the Art event.

Members receive four editions annually of our publication the 'Journal of the Intensive Care Society', a journal widely respected and distributed throughout the critical care community, and twelve newsletters annually to keep members updated on the key issues in intensive care.

An Annual JICS Award is made and presented at the State of the Art Conference. This award is jointly funded by our publishers, Sage and ourselves and recognises excellence in authorship and is directly linked to the readership of this publication

The Society continues to support its members in a number of ways, the promotion of excellence for consultants through the Advisory Committee for Clinical Excellence Awards, and the provision of personal accident insurance and free access to the Journal. Alongside a range of benefits offered as part of the membership of the Society, the interests of members continue to be promoted widely with Royal Colleges, the NHS and other government departments.

There is also the opportunity for members to stand for Council, the Society's Board of Trustees (subject to grade of membership), and also the opportunity to join the European Society of Intensive Care at a reduced rate.

We regularly review our membership services, through our Membership Services Committee, chaired by the ICS Honorary Secretary which sets the strategic objectives to ensure membership growth and continuity, and ensures members' internal and external representation. The committee sources and reviews member benefits, activities and records, and also reviews categories of membership, application processes as well as considering the diversity of membership.

Education and training

The Society hosts its annual scientific meeting in December, which in 2016 was held in London, which attracts a large number of delegates from the UK and beyond, with presentations from international speakers. We offer five students a free place at the conference as part of a student bursary scheme.

The Society plays a major role in education and training through its own Education & Training committee and through membership of the critical care committees of the Royal Colleges of Anaesthetists and Physicians, representation on the Faculty of Intensive Care Medicine and collaboration with other organisations such as nursing and allied health professional organisations. The Society has endorsed the publication of high quality educational material by these organisations.

London based seminars take place at Churchill House in Red Lion Square, where the Society is based, in the excellent educational facilities offered by the building. The educational programme continues to benefit from support and participation from its industry partners. The Society's programme of one-day seminars and training workshops continues to develop, and the Society also holds some regional seminars organised by our regional colleagues.

We also run two accredited educational events two to three times a year; Focussed Intensive Care Echocardiography (FICE) accreditation pathway, which is a practical and interactive training pathway for focused level echo aimed at general intensive care clinicians in the UK, which mirrors other pathways for other specialities and countries. The module was developed jointly with the British Society of Echocardiography (BSE) with administration managed by the Society.

CUSIC (Core Ultrasound Intensive Care course) is a training pathway for achieving accreditation in the core competencies in point of care ultrasound which is endorsed by the Faculty of Intensive Care Medicine and the Intensive Care Society. The pathway includes all aspects of what is considered core critical care ultrasound practice with the exception of focussed echocardiography which is covered by the Focussed Intensive Care Echocardiography (FICE) accreditation pathway. The ultrasound skills in these pathways are expected to become a standard level of competence for those practicing Intensive Care Medicine and is to be incorporated into the Faculty of Intensive Care curriculum in the future.

Journal of the Intensive Care Society

The Journal of the Intensive Care Society, first published in September 2000, continues to provide important articles on aspects of critical care medicine. An editorial board supports the work of the co-editors and the Editor-in-Chief, Dr Jonathan Handy. The Journal is available both as a paper subscription copy and via the website.

Standards

Through the Standards, Safety and Quality Committee, the documents that define the standards of the delivery of critical care medicine in the UK are updated and new standards and guidelines are produced. This is an important aspect of the work of the Society in ensuring that the patients receive safe, high quality care. Work on new standards is ongoing and procedures have been developed to secure NICE accreditation of future standards, in collaboration with the Faculty of Intensive Care Medicine.

Structure, Governance and Management

The Society is a Company limited by Guarantee, and is a Registered Charity with the Charity Commission for England and Wales and with the Office of the Scottish Charity Regulator.

The trustees are appointed for an initial three year period, and comprise those elected by members of the Intensive Care Society to serve on its Council. They may be re-elected for one further period of three years and serve as Members of Council in accordance with the Articles of Association. The Officers, consist of the President, Vice President (or President Elect, or Immediate Past President) Honorary Secretary and Honorary Treasurer, and form an Executive and, together with the Chief Executive, are the key management of the Society, supported by the Secretariat staff.

Trustee Induction and Training

Newly elected members are advised of their responsibilities as directors and trustees and sign an Annual Declaration of Interests. They are progressively inducted into all areas of the Societies work. This takes the form of tailored trustee training and the provision of a Trustee Induction and Documentation pack containing all relevant information regarding their roles and responsibilities as trustees of the charity.

Organisation and Management

Council meets every two months to direct the affairs of the Society and co-opts members as required to participate in its deliberations. An Executive Committee enacts the business of council and is comprised of all of the Officers plus the Interim CEO and the Head of Secretariat. Development and management of specific activities is delegated to sub-committees who report their proceedings to Council.

The full-time staff of the Society work closely with appointed Officers and Council members to ensure the effective management of the organisation. Professional advisers are used to provide specialist advice in areas of investment, finance, and strategy.

Risk Management

A formal comprehensive statement of all significant risks to which the Society is exposed and its financial controls is regularly reviewed and updated.

Policies and procedures exist to manage material risks and maintain internal controls. The directors have established systems of internal control, comprising financial accounts and annual budgets, delegated authorities for operational management and segregation of duties, reviews of financial and investment performance and the identification and management of risks. They have also established budgetary procedures and controls to manage the commercial risks inherent in organising large scientific meetings. The Society maintains a higher level of free reserves to mitigate the risk of an unplanned financial loss.

An interim advisor who fulfils the role of chief accountant considers financial management and the development of policy, in addition to monitoring the financial position of the Society. The internal controls are subject to ongoing assessment and evaluation by the directors. The interim financial advisor and an outsourced bookkeeper report on financial matters to each Council meeting of the Society. These meetings record the formal review and approval of all aspects of finance, internal controls and accounts.

Communication and related activities

The Society's website contains blogs, written by trustees, podcasts, and a variety of information for members and for the public whilst also enabling members to book onto educational meetings. The Society continues to improve its website design and functionality.

Requests from the media for information or comments related to areas of topical interest are frequently made to the Society. Council members always try to ensure that the responses provided are based on advice from colleagues with appropriate expertise, in a manner that will be understood by the public, and, wherever possible, that they continue to improve the profile of critical care medicine. The Society is developing its capability to communicate with, and inform, public media on intensive care issues.

Further details of the Society's activities are given in its Annual Review and more information on the activities of the Society is available on the ICS website.

Financial Review

The result for the 12 months ended 31 December 2016 was an overall deficit of £435,262 (2015: deficit £179,763). Unrestricted funds had a deficit of £417,231, (2015: deficit of £130,165.). The Memorandum of Association prohibits the payment of a dividend.

The main sources of income were subscriptions from members, which increased to £536,782, reflecting an increase in membership. Registration fees and associated income from meetings and seminars, remained an

important part of the income of the society and was almost the same as last year at £510,212 (2015 £509,344). The Industry Partnership scheme continued to provide an important link with companies providing products and services for critical care although income from this source was reduced in the year. Membership of the scheme generated an income of £135,103 (2015 £170,090).

The total cost of administering the Society increased to £759,723 (2015 £645,652), which included an interim Chief Executive Officer and redundancy payments to several former staff members as part of the exceptional staff related costs incurred as part of a programme of reorganisation. These costs of Membership and Support Services and Governance, comprise maintaining and staffing a secretariat for members and to support activities, the journal JICS, together with committees and the management costs of Council. Allocations of staffing and administration costs related to meetings and seminars, publications, the Industry Partnership Scheme and the Intensive Care Foundation are made to reflect the proportion of time and costs incurred. This is reassessed each year in line with usage. Governance costs are directly allocated or apportioned on an assessed basis.

Remuneration policy is based on offering a market level employment package, including pension, for central London charity employees with the skills required by the Society. These are reviewed annually and adjustments for inflation approved by the Council.

The outcome of the Society's educational activities, after deducting expenses, was an overall deficit due to higher costs for the ongoing development of the State of the Art scientific meeting. The financial policy on meetings is to attribute Industry Partnership income, and then set delegate fees to achieve break even after direct and allocated costs. Any surpluses generated are used to further the educational programme. The winter State of the Art meeting held in London in December 2016 represents the main financial risk to the Society.

Donations provided the main contribution to funding the Intensive Care Foundation, including Society members whose donations supported grant awards to New Investigators. The Foundation co-ordinates all research undertaken by the Society and the Foundation was able to cover net expenditure and maintain its programme. B Braun and Draeger continued funding for the Intensive Care Foundation, and Orion also supported the Foundations with a grant of £3,000.

All research related expenditure is co-ordinated by the Intensive Care Foundation and reported as Restricted Fund expenditure. Spending on New Investigator grants was £24,373 (2015 £47,104), with two awards. The costs of the five Directors of Research, were funded by grants from B Braun, Draeger and Orion with an additional contribution from the other donations received by the Foundation. The Foundation made a major award into Research Prioritisation (£50,002) which followed a rigorous selection process which was commenced in 2015. The Foundation's fund balance stood at £4,970 at the end of the year.

The investment portfolio comprised mainly shares and investment trusts in line with the Society's agreed ethical policy. The value of investments at the market prices ruling on 31 December 2016 resulted in a further increase in value due to improving global stock markets. The investments represent funds held for the development of the Society's activities in the medium to long term and have generated income over the year. Surplus cash is held on deposit.

Investment Powers and Policy

Under its Memorandum of Association the Society has the power to invest without restriction. The Society has adopted an ethical investment policy reflecting its position as a medical charity. The Society has set risk objectives, together with guidelines on diversification of the portfolio. Periodic reviews are undertaken with the investment manager, whilst council regularly reviews cash and investment balances. The investment strategy is reviewed formally, at least annually.

Reserves Policy

The policy on reserves, represented by cash and invested funds, is to use these to support and develop the Society's long term activities. The society has made use of reserves in the year under review as it has continued its reorganisation plan. Unrestricted funds are held as cash on deposit or readily realisable investments to meet approximately three months operating expenditure and an amount to ensure that an unplanned loss on the annual conference can be absorbed without detriment to the activities of the Society. Cash deposits held include amounts set aside for research spending by the Intensive Care Foundation and other Restricted Funds.

The unrestricted reserves of the Society are represented by the General Fund.

The administration costs are covered primarily by regular income from annual membership subscriptions, which are due at the beginning of each year. The reserves policy was met, which requires a minimum of £200,000 in cash or readily realisable investments to cover three months operating expenditure. The balance of cash reserves is being used to maintain spending levels until these are matched by income generation.

Plans for Future Periods

In the coming year, the Society will continue its extensive programme of education and training, major research funding, and to represent its members in the ongoing development of critical care for the benefit of all patients

and their families. Council intends to review its strategy to ensure that the Society fulfils its unique role in UK critical care in the most effective and financially sustainable way. The focus will be on continuing to develop the Society's communications, internally and externally, and further projects to implement its strategic plan. The Society will build on the success of the scientific meeting in London in December 2016, and the seminar programme, with more regionally based meetings in 2017. The Industry Partnership Scheme, reflecting the important longer term partnership between industry and the Society, will be actively developed in support of its aims.

The Society will also continue its leading role in critical care research through the Intensive Care Foundation. The Journal of the Intensive Care Society will continue to enhance its scientific status, with the aim of raising its profile and quality and aspiring to achieving Pub Med in 2017. There will be ongoing development of the website and use of social media to improve communication with both professionals and public.

Major changes have been made to both staffing, governance and the mode of operation of the society to ensure that the finances of the Society are sustainable, and the Secretariat will continue to meet the needs of members and provide support to the Council.

Fixed Assets

There were additions to fixed assets as shown in note 11.

Statement of Directors' and Trustees' Responsibilities

The Trustees (who are also directors of the Intensive Care Society for the purposes of company law) are responsible for preparing the Report of the Directors and Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Special Exemptions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the Board



Craig Brown
Treasurer

Date

4/7/17