



The First Annual Report of The Society for Radiological Protection Benevolent Fund

February 2018

A Charitable Incorporated Organisation (CIO)

Registered with the Charity Commission
Registration Number: 1172201

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Preamble

Introduction

The Society for Radiological Protection Benevolent Fund (SRP BF) was founded in 2017 when it was registered in England & Wales as a Charitable Incorporated Organisation (CIO) with the Charities Commission.

The Commission requires all registered charities to prepare an Annual Report. This document fulfils that requirement. As the first Annual Report, it provides more background than might normally be the case. This is to try to enable stakeholders in the fund to understand how the fund is structured and operated, in the public interest.

What is a "CIO"?

The term "CIO" is a new form of legal entity designed for non-profit organisations in the United Kingdom. The main benefits of this new entity are that it has legal personality, the ability to conduct business in its own name, and limited liability so that its members and trustees will not have to contribute in the event of financial loss. While these are already available to limited companies, and charities can be formed as companies, but then they must be registered with both Companies House and the Charity Commission. In contrast, the CIO only needs to register with the Charity Commission. This is expected to reduce bureaucracy for the charity. The CIO status became available to charities in England and Wales on 4 March 2013.

What is the purpose of the SRP Benevolent Fund?

The "object" of the SRP BF is to provide for the relief of financial hardship normally by the making of financial grants amongst those who are, or who have been, members of the Society for Radiological Protection (SRP) or who are dependents of members or former members, and those who are not members of the Society but who work, or have worked, in radiological protection. Such non-members would also include their dependents.

What is the Society for Radiological Protection?

SRP became a registered charity in 1973 and regularly provides awards, student bursaries and scholarships to develop radiation protection professionals. The Society's full objectives can be summarised as:

- To promote the science and art of radiation protection
- To disseminate knowledge and support relevant education
- To promote high professional standards to the public benefit.

The ubiquitous nature of radiation uses (both ionising and non-ionising) requires their field of activity to cover safety aspects of radiation in medicine, industry, the nuclear power cycle, education and research. There are also cross cutting issues such as regulatory control, accidents, prevention of terrorism and emergency response.

To pursue its objectives across all these fields the Society works with a number of allied societies and Government Departments and Agencies.

The Society has a programme of scientific meetings, workshops and seminars covering the full range of radiation protection and topical issues. The Society also runs international

symposia which attract high-profile international speakers and experts. The Society also publishes the internationally respected Journal of Radiological Protection for which scientific papers are subject to peer review.

More information on the work of the Society is available from the Society's own website, www.srp-uk.org. The website has a range of features to support the public, students and professionals in radiation protection.

The Annual Report of the SRP Benevolent Fund

The Society for Radiological Protection Benevolent Fund (“the SRP Benevolent Fund”) was entered on the Register of Charities (kept by the Charity Commission (“the Commission”)) on 22 March 2017. This followed appointment of the Founding Trustees and a period of preparation of an application, made in accordance with guidance provided by the Commission.

Registration with the Commission is a requirement of the Charities Act 2011.

In official documents of the SRP Benevolent Fund, the abbreviated terms “SRP BF” or “the fund” may be used when appropriate. Management of the fund is the responsibility of the “Trustees”.

Where can I contact the SRP Benevolent Fund?

The principal office of the fund is in England at:

The SRP Benevolent Fund,
DS009,
Dartington Space,
Dartington Hall,
Devon, TQ9 6EN

This is an administrative office without the presence of any of the Trustees. Any physical post, such as notices and applications can be sent to this address for forwarding to the Trustees.

In recognition of the nature of the work of the fund, a 24h telephone point of contact has been established. This is staffed by a contractor. The telephone number is:

020 363 79910

Further, recognising that most people use electronic communication, an email address has been established. This is:

info@rp-bf.org

Emails to this address are copied to all Trustees, to ensure a reasonably resilient system is in place.

Finally, the fund has a web presence at:

<https://rp-bf.org/>

The costs of the telephone contractor and the web presence and associated email address is covered by an industrial sponsor until at least March 2021. Therefore no charitable funds are expended on these services, although this could change after the prescribed period.

How can I make a donation to the SRP Benevolent Fund?

Please contact any of the Trustees using the mechanisms described below.

The Trustees

The founding Trustees of the fund are:

Chris Englefield (Chairman)

Catherine Griffiths OBE (Secretary)

Peter Bryant (Treasurer)

[Becky Anderson](#)

Philip Morgan-Brown

Robert Kerr

Each of these Trustees is also an active member of SRP. The personal profiles of the Trustees are provided on the SRP Benevolent Fund website at <https://rp-bf.org/the-trustees/>. Click on each name listed at this URL to see more details. This webpage constitutes the "Register of Trustees" that we are legally required to maintain and keep in the public domain.

Trustees have overall control of the charity and are legally responsible for making sure it's doing what it was set up to do. Trustees are volunteers but they are legally required to use their skills and experience to support their charities, helping them achieve their aims.

Could I be a Trustee of the fund?

Probably, as long as you are a member of SRP. And you would be welcomed. There are some legal requirements that must be met (see <https://www.gov.uk/guidance/charity-trustee-whats-involved>). Since the Constitution says that Trustees joining after the Founding Trustees must be appointed by SRP Council, a candidate must at least be known to them. The Trustees can also invite advisers and experts to assist them, as they see fit. These people would not have the legal responsibilities of a Trustee, but they would be helping the fund in its work. We are developing a process to apply to the recruitment of future Trustees. We are also preparing an information pack to support future Trustees.

What is the funds' "Constitution"?

The Constitution was carefully drafted and submitted to the Charities Commission ("the Commission") by the Trustees. The Commission has approved it as the governing framework of the SRP BF. The Constitution is not immutable, but any changes to it must proceed any actions by the Board of Trustees that are not otherwise enabled by the Constitution.

The Constitution of the SRP Benevolent Fund has primacy over any other Rules, Bylaws or policies of the fund.

What other information is available?

The fund is only required to publish its name, registration number, object, contact details, the names of Trustees and an annual report that includes details of the annual accounts.

Following publication of this report, all of these will be available at <https://rp-bf.org/>.

However, in order to ensure compliance with the Charities Act and specific requirements of the Commission, the Trustees are developing a suite of internal procedures under a policy framework. We have decided not to publish all of these documents. The reason is as follows:

On the one hand, the policies and processes and the general running of the fund have to meet the requirements of the Commission. The Commission can demand any document and the Trustees are obliged to provide it. If we reach a gross annual income in excess of £25 000, then we are required to have our accounts independently examined or audited. However, in the interests of transparency, we have decided to ensure an external examination of our accounts occurs each year.

On the other hand, the personal status of any applicants or beneficiaries may be very sensitive since the work of the fund is to support those in financial distress. We have a duty to protect the privacy and sensitive information of all applicants, and recipients (beneficiaries) of our grants. To keep these records in the public domain would not be in compliance with Data Protection legislation, nor the rights to privacy of affected individuals. The trustees will comply with the law on confidentiality and will put protective measures in place commensurate with the risk. The risk of information security failures will be minimised at every opportunity. The names of beneficiaries will only be published on the website or elsewhere when the person in question has given their written consent.

All procedures will be drafted and operated in accordance with guidance provided by the Commission.

Does the fund have an equality and diversity statement?

Yes. The Trustees of the SRP Benevolent Fund are committed to eliminating unjustified discrimination, and promoting equality of opportunity for all its Trustees, potential Trustees and beneficiaries. The Trustees are committed to creating and maintaining an organisation free from discrimination or harassment and where everyone is treated with fairness, dignity and respect and where inclusion is the norm.

The purpose of this policy is to promote equality and fairness throughout the work of the SRP Benevolent Fund and not to discriminate on grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sexual orientation, or trade union membership/activity.

Does the fund have a dignity, health, safety and environmental protection statement?

Yes. The Trustees of the SRP Benevolent Fund are committed to establishing and maintaining high levels of dignity, health and safety and environmental protection in their work.

How do the Trustees approach their management role?

The Trustees take a "Risk Management" approach. Risk management is the process whereby the Trustees can methodically address the risks attached to activities of the SRP Benevolent Fund. The ultimate goal of the risk management approach is to enable the fund to achieve its object and adhere to the Constitution and subordinate policy and

processes whilst ensuring sustainable benefits to the fund. The health and safety of Trustees is included within this scope. Risks will be assessed in these terms and managed in accordance with guidance provided by the Commission.

Trustees are professionals in their field of radiological protection. This is a very risk informed discipline, and so Trustees are very familiar with this way of working.

Do Trustees accept Sponsorship of events and running costs?

Yes. The Trustees are committed to minimising their running costs in order to protect the funds for more important beneficial purposes. Therefore, the Trustees are content to accept sponsorship (in the form of financial or other support) from third party individuals or organisations. However, the decision to do so in each case must be made by a quorum of Trustees and be formally recorded as a note that is communicated to all Trustees.

How will management of funds held work in practice?

The funds held by the fund will be managed in accordance with the Savings and Investment policy statement. This Policy Statement will be in place with effect from 01 April 2018. It will be reviewed annually by the Trustees.

How will funds be used?

The Fund will only apply the income of the fund towards the promotion of the object. Remuneration of trustees' reasonable expenses is part of the object. We know the funds running costs are being supported until at least March 2021 and we hope this will continue after that.

What about Travel and Subsistence?

Trustees are expected to make every effort to minimise their costs in contributing to the work of the Fund. These costs are supported by our industrial sponsor for the period given above.

When a claim for travel and subsistence is necessary, the guidance used at the time by SRP will be adopted by the Trustees of SRP Benevolent Fund.

When are Meetings of Trustees held?

Any Trustee may call a meeting of the charity trustees. Meetings will normally be scheduled for three times per year, at least two of which will be using electronic means. This complies with guidance provided by the Commission.

How are decisions made about allocation of grants?

Grants from the SRP BF will be awarded only in accordance with the law, the object of the fund and the processes described by the Trustees to implement the Constitution. In order to do this, some degree of examination of the financial position of applicants for grants will be required. This will need the cooperation of applicants and the provision of suitable evidence. In addition, some evidence of need may be requested.

What annual reporting will be undertaken?

The Trustees will comply with the requirements of the Charities Act 2011 about the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns.

The Trustees will arrange for the annual accounts to be audited or independently financially examined and reported on via the website.

An annual report will be provided to the Council of SRP not less than six weeks before that Society's AGM.

How can I make a complaint or a suggestion?

The Trustees will provide a mechanism for complaints and suggestions for improvements to the business of the fund. This mechanism will protect the identity of the originator, unless they waive this right in writing. The outcomes will be published on the SRP BF website within 6 months of receipt of the comments.

Where can I find the Annual Accounts?

The Annual Accounts for the SRP Benevolent Fund are published in a separate document that may be downloaded from the Fund's website: <https://rp-bf.org/>.

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Acknowledgements and thanks

The Trustees would like to thank the following for their support to the fund:

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Tessa Harris – Harris Associates

All donors, large and small who have helped boost our fund-raising.

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