

Annual Report and Accounts for the year ended 30 April 2018



NCOR Annual Report and Accounts for the year ended 30 April 2018

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NCOR Trustees information

Maurice Cheng
Duncan Empey (from 14 February 2018)
Rachel Ives (until 14 February 2018)
Carrie McEwan (from 14 February 2018)
Martin Pendry (until 14 February 2018)
Steve Vogel
Tim Walker (Chair)

NCOR Team

Dawn Carnes (Director)
Carol Fawkes
Austin Plunkett

NCOR stakeholders

British College of Osteopathic Medicine (BCOM)
College of Osteopaths (CO)
European School of Osteopathy (ESO)
General Osteopathic Council (GOsC)
Institute of Osteopathy (iO)
International College of Osteopathic Medicine (ICOM) at NESCOL
London School of Osteopathy (LSO)
Sutherland Cranial College (SCC)
Swansea University
University College of Osteopathy (UCO)

NCOR Policies and Objectives

The Trustees present their Annual Report together with the financial statements of the National Council for Osteopathic Research (the charity) for the year ended 1 May 2017 to 30 April 2018. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document, the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Report standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January, 2015), as amended by update Bulletin 1 (effective 1 January, 2016).

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit. The role of NCOR is to promote for the public benefit the advancement of education and the promotion of good health in particular but not exclusively by:

1. Leading and facilitating osteopathic research development in the UK, including developing a comprehensive and cohesive research strategy providing both direction and coordination of osteopathic research.
2. Representing the osteopathic profession on matters relating to the osteopathic evidence base and research development. Acting on behalf of the profession, in a research context, to the media, the public and patients, policy-makers, the inter-professional research community, other health professions and healthcare regulators.
3. Providing a forum for osteopathic educational institutions (OElS) through which to forge consistent standards in research governance, to share expertise, achieve economies of scale, and foster undergraduate and postgraduate research collaboration. Promoting research capacity and scholarship.
4. Providing osteopaths, the public and patients, healthcare professionals, and the research and academic community with a recognised, high quality and accessible resource of research-related information concerning the distinctive body of knowledge within osteopathic practice.
5. Improving awareness of osteopathic research development amongst osteopaths and the wider community. Establishing links and building networks within the research fraternity, nationally and internationally, with a view to development through collaboration. Formulating and fostering strategies for attracting funding for osteopathic research development.
6. Providing systems relevant for grants governance and research governance for the benefit of all stakeholders.
7. Fostering and disseminating outputs from osteopathic audit, evaluation, and research activities.

Activity Report for the year end to 30 April 2018

Foreword

The end of April 2018 saw the completion of the second three year contract between Queen Mary University of London and the National Council for Osteopathic Research (NCOR). We are delighted that Queen Mary University of London has agreed to continue to host NCOR and we have entered into a new three year contract until 2021.

In February two of NCOR's trustees stood down from their positions on the board: Martin Pendry and Rachel Ives. Both played a key role in establishing NCOR as a charity and helped to structure NCOR as it exists today. We thank them warmly for their contribution and support. We welcome two new trustees, Professor Duncan Empey nominated by the Osteopathic Foundation and Carrie McEwan nominated by the Council of Osteopathic Educational Institutions. We look forward to working together over the next three years.

Several new items of note occurred this year. The first was Carol Fawkes, NCOR's senior researcher, was awarded her PhD by Queen Mary University of London. The development and implementation of the national osteopathic patient reported outcome database formed the major part of her thesis therefore enabling the profession to benefit from the research. We hope to realise more projects of this nature in the future. The second key event was being accepted into the Council of Allied Health Professions Research group as a result of osteopathy being recognised as an allied health profession by NHS England. This affords the profession greater representation in the health care arena and osteopaths can now join the research hubs and mix with health care professionals from other sectors. Thirdly the Systematic review assessing the 'Effectiveness of manual therapy for distressed, unsettled and excessively crying infants' culminated in its publication (BMJ Open) and we started a new project to pilot test the Patient Reported Outcome Measurement (PROM) study in Europe with the support of the European Federation and Forum for Osteopathy (EFFO) and the Institute of Osteopathy.

We look forward to the year ahead.

Professor Dawn Carnes
Director NCOR

Professional collaboration and contribution

NCOR joined the Council for Allied Health Professions research group which represents physiotherapy, speech and language therapy, drama, art and music therapy, occupational therapy, paramedics, prosthetics and orthotics and podiatry, radiography, orthoptics, dietetics, operating department practice, and now osteopathy.

Liaison between the Osteopathic Educational Institutions' (OElS) research teams is generally facilitated through the NCOR council meeting days which took place twice in October and February this financial year.

NCOR continues to contribute to the Osteopathic Development Group (ODG); the General Osteopathic Council's (GOsC) Policy Advisory Committee; the GOsC Osteopathic Practice Standards review working group and the Continuing Professional Development partnership group.

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The Director of NCOR represents and promotes NCOR internationally by attending the Osteopathic International Alliance meetings and chairing the International Osteopathic Research Network.

Outreach, education, promotion and dissemination of research

The Centre for Reviews and Summaries (CFRS) volunteers programme invited its second intake of participants in December, 2017. Of the 23 participants who initially contacted NCOR, six dropped out and five said they would be interested in joining the next iteration of the programme, leaving 12 active participants. Two draft Snapshot Summaries have been completed: one the subject of kinesio-taping, the other on hip/knee arthritis care and management. Volunteers are trained and supported v by NCOR via email, phone calls, and regular Skype sessions. This project evolved out of NCORs strategy to promote research and evidence informed practice.

We have four active Research hubs in Exeter, Bristol, Leeds, Haywards Heath there are around 85 people are registered with these hubs who discuss clinical issues and research relevant to these issues. The hubs play a role in promoting research and evidence informed patient care – see Annex 3 for details of hub activities (for activity see annex 2).

NCOR also contributed to the iO Convention which ran from 20-22 October 2017, where we presented a workshop about using research when faced with clinical uncertainty, we presented on audit and patient reported outcomes and contributed to the discussions and debate about future concepts and practice relevant to osteopathic care.

This year we were to give talks at three osteopathic schools (CO (Stoke and Middlesex), ESO) and the Irish Osteopathic Association.

In addition the NCOR team has presented at a number of UK and international conferences, details of which can be found at Annex 1.

In collaboration with the GOsC we have conducted webinars about Clinical Audit and Patient Reported Outcome Measures as part of the GOsC continuing professional development initiatives for early adopters.

We continue to write for both *The Osteopath* and *Osteopathy Today*, contributing 22 articles over the year (see annex 3 for titles and dates of publication).

Table 1 – NCOR Activity Schedule

Activity	2017								2018			
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Articles for Osteopathy Today	●		●		●		●		●		●	
Articles for The Osteopath		●		●		●		●		●		●
AGM										●		
NCOR council meetings						●				●		
NCOR trustee meetings						●				●		●
Regional presentations												● (IRE)

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Regional Hub Meetings (see annex for detail)	●		●		●	●	●	●	●	●		●
OEI presentations							● (CO)					● (ESO)
Conferences presentations					● (OIA)						● (EFO)	
iO Council												●
iO Convention						●						
Osteopathic Development Group	●				●				●			●
Policy Advisory Committee meetings		●				●					●	
Osteopathic Practice Standards meetings									●			
Webinars PROMs			●		●				●	●	●	
Webinars Audit	●	●			●				●		●	
Virtual Drop-in research advice												●

Website

The NCOR website was refreshed during the latter half of 2017 and relaunched in December, 2017. The refresh focused on making key content more prominent: several positive reviews have been received. The website is now ‘mobile friendly’ in recognition of the increasing proportion of visitors using mobile devices. There are several more ‘dynamic’ aspects of the new website, featuring content that is automated or semi-automated:

Journals: The front page automatically lists editorial articles from the *International Journal of Osteopathic Medicine, Musculoskeletal Science and Practice* (formerly *Manual Therapy*), and *The Lancet*. An automatically-generated page at <https://www.ncor.org.uk/journals/> lists all current articles from all journals that osteopaths can access via the Elsevier package.

News: All NCOR staff can now contribute news stories which appear on the front page of the website. Other osteopathic institution websites can easily take a feed of these stories to display and post on social media. This replaces the time-consuming and less accessible PDF-based monthly news bulletins.

The NCOR website currently receives approximately 50 visitors per day, a slight increase from the 45 per day last year, possibly facilitated by the new mobile-friendly redesign. The most popular entry page is the front page, which receives 3,400 sessions from the total 13,000 sessions in the year April 2017 – March 2018. From there visitors tend to visit the research section of the website, particularly ‘Evidence for osteopathy’ at <http://www.ncor.org.uk/research/evidence-for-osteopathy/>

The second most popular entry page is ‘Risks of osteopathic treatment’ at <https://www.ncor.org.uk/practitioners/practitioner-information-communicating-benefit-and-risk-in-osteopathy/risk-and-patient-incidents/>. From this entry point, 93% of visitors leave the website, compared to 58% of visitors who enter via the front page. In other words, visitors who come to the

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NCOR website seeking information regarding risks of treatment are not interested in any other information regarding osteopathy or NCOR.

One interpretation might be that osteopaths use the website to seek evidence supporting their practice, while the general audience (perhaps including osteopaths) expects NCOR to provide evidence regarding risks.

Social media

Twitter followers now total 1,791, increasing by around 18 per month. This is a reduction on last year's new follower rate of 1 per day. In a typical month the NCOR Twitter feed has 2,900 views, down from last year's figure of around 4,000.

Facebook followers now total 1,746. Similar to Twitter, new Facebook follower numbers are also slowing. In a typical month the NCOR Facebook page garners around 100 views. Individual posts may reach between 200 and 1,000 views. This is down from last year's figures of 500 and 2,000 views.

This maybe in part explained by the controversy surrounding data used by social media organisations and the general public's reluctance to continue to engage, reflecting current trends.

Monthly e-bulletins

Web analytics reveal very low uptake of the monthly PDF news bulletins. Consequently, these have ceased in favour of the 'rolling news' capability of the new website.

Advisory roles

NCOR responded to 1-2 enquiries per week. These are quite variable; they include requests for: information relating to ASA guidelines; how to write for academic publishing; endorsement of commercial products (declined); advice regarding adverse events (from a patient); further details on topics addressed in Snapshot Summaries;

Special projects

Patient Reported Outcome Measurement: PROMs (UK)

The piloting of the PROM app was completed in late 2015, and the intervening time since then has been involved with its implementation into clinical practice. A multi-faceted implementation strategy has been used involving articles in the osteopathic media, face-to-face meetings involving small groups, using social media for frequent reminders, outreach visits, and third party endorsement through champions and members of the NCOR Council. The inclusion of PROMs in the GOSc's Continuing Professional Development (CPD) early adopters' scheme has also increased implementation.

Currently there are 273 osteopaths in the United Kingdom using the PROMs system with their patients. Data returns continue to grow steadily, and continued dialogue with participating osteopaths is helping to refine the implementation of the PROMs system. Current patient returns (at 30-05-2018) are:

Project stage	Baseline patient returns	One week patient returns	Six weeks patient returns
Pilot	257	99	48
Post-pilot	779	312	214
Total	1036	411	262

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Many users of the PROMs system are now in a position to receive their individual practice reports. The aggregate data for the profession are growing in value, these data describe osteopathic practice to external audiences and provide benchmarks for the profession.

Patient Reported Outcome Measurement: PROMs (Europe)

A proposal developed by NCOR for a PROM pilot study in Europe involving Germany, Switzerland, and Belgium was awarded funding by the European Federation of Osteopathy (EFO) in September, 2017. This project focused on translation of the PROMs, app technical content, and supporting documentation into Flemish, German, and French. Data collection began on February 2018 in Germany and Switzerland, and March in Belgium. To date (to April 2018) includes:

Baseline patient returns	One week patient returns	Six weeks patient returns
121	58	12

Patient Incidents Learning and Reporting System (PILARS), and Patient Reported Experience of Osteopathic Services (PREOS) learning platforms

PILARS and PREOS

Since September, 2016 PILARS has received 15 reported incidents with 43 comments. Although no new incidents have been reported since last year, eight more comments have been added. PREOS has received 31 reports in total, an increase of six since last year. The majority are very positive. Negative reports included: lack of appointment availability; cost; asking intrusive questions; treatment without discussion of consent or management plan or risks; pain or worsening symptoms after treatment.

Paediatric systematic review paper

This has been a significant piece of work culminating in paper titled: *Manual therapy for unsettled, distressed and excessively crying infants: a systematic review* published in BMJ Open. A separate funder report was also circulated.

Finance and governance review

Financial Review

During the year, total income amounted to £80,631 with costs of £77,985. Unrestricted reserves at the year end were £197,121.

Reserves policy

NCOR's cash reserves, serve three primary purposes:

- a. To ensure that the charity maintains liquidity throughout the course of each financial year.
- b. To ensure that any liabilities can be met in the event of closure of the charity, currently judged to be a requirement of a minimum of three months normal operating expenditure.
- c. To build up sufficient non-operational funding to support the delivery of specific projects agreed by the Trustees.

The Trustees will review this policy annually and report it in the Annual Report and Accounts.

Principal funding

NCOR is funded by donations from the General Osteopathic Council, the Institute of Osteopathy, the osteopathic educational institutions and the Osteopathic Foundation, and by other donations from members of public, osteopaths and supporters.

Structure, governance and management

NCOR is a Charitable Incorporated Organisation (registered charity number 1157217).

The 2018 AGM saw two of the NCOR trustees: Martin Pendry (appointed by the Osteopathic Educational Foundation) and Rachel Ives (appointed by the Council of Osteopathic Educational Institutions) step down as trustees, we thank them wholeheartedly for their contribution to the establishment of NCOR as a charity. Tim Walker, chair of the board of trustees (appointed by the General Osteopathic Council), Maurice Cheng (appointed by the Institute of Osteopathy), Steve Vogel (elected by the NCOR Research Council) were all re-appointed. NCOR welcomes two newly appointed trustees Professor Duncan Empey (appointed of the Osteopathic Foundation) and Carrie McEwan (appointed by the Council of Osteopathic Education Institutions).

The Trustees' role is not to sit as 'representatives' of their respective organisations but to ensure the effective operation of the charity, while the day to day research-related activities of NCOR are the responsibility of the NCOR Director and her team.

Dr Dawn Carnes is the NCOR director (one day per week), Carol Fawkes is the Senior Research Officer and Austin Plunkett is the Research Assistant (both three days per week).

The new European Union General Data Protection Regulation legislation becomes law in May 2018, we have audited and reviewed NCOR's operations to ensure GDPR compliance.

Forward Plan

NCOR is working to a four year strategic plan for 2017-21 as set out below.

Objective		Activity/initiatives
Strategic leadership	Advance and facilitate osteopathic research development in the UK, including developing a comprehensive and cohesive research strategy providing both direction and coordination of osteopathic research. This will focus the limited expertise and resources essential to deliver measurable progress in identified priority areas.	Continue to contribute to profession development
		Collaborate with the Osteopathic Foundation for strategic targeting of funds
		Convene meetings of the NCOR committee to provide a platform to generate initiatives, ratify decisions, help and support the NCOR staff achieve it aims.
		Convene meetings with the management board of trustees to ensure adequate oversight of expenditure and activity.
Advocacy	Represent the profession on matters relating to the osteopathic evidence base and research development. Act on behalf of the profession, in a research context, to the media, the public and patients, policy-makers, the inter-professional research community, other health professions, and others (such as the United Kingdom (UK) Advertising Standards Authority, Care Quality Commission, National Institute for Health and Clinical Excellence (NICE), etc.	Work with the iO, GOsC and others in representing osteopathic research interests to for example the ASA, NICE.
		Provide research information to support the promotion and image of osteopathy in the media and the wider health care community
		Promote osteopathic research, research priorities, and the work of NCOR within academic research networks, funding bodies, government departments, higher education institutions and other relevant healthcare bodies.
		Promote osteopathic research and the work of NCOR among patient groups, practices, and charitable organisations.
Research capacity and capability	To provide a forum for the Osteopathic Educational Institutions (OEIs) through which to forge consistent standards in research governance, to share expertise, achieve economies of scale, and foster undergraduate and postgraduate research collaboration. To promote research capacity and scholarship in the wider profession.	Provide research advice and establish a training course for osteopathic researchers and research supervisors.
		Liaise and network with international researchers and develop mechanisms for sharing international intelligence and expertise.
		Continue and develop the role and operation of the research hubs.
		Support osteopaths in clinical audit, using PROMs/PREMs to capture information about osteopathic practice and to disseminate the results.

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Information provision	To provide osteopaths, the public and patients, healthcare professionals, and the research and academic community with a recognised, high quality and accessible resource of research-related information concerning the distinctive body of knowledge within osteopathic practice.	Maintain and further develop information on the NCOR website.
		Provide website areas for patients, osteopaths, and other healthcare practitioners.
		Encourage osteopaths and other relevant organisations to link their websites to NCOR.
		Produce monthly NCOR e-bulletin and other regular updates for The Osteopath and Osteopathy Today.
		Publish new research summaries and update current research summaries. Identify hierarchy of areas for new research summaries.
		Provide suitable patient related outcome measures for use by osteopaths.
		Use social media to disseminate research relevant to osteopaths.
Liaison and promotion	To improve awareness of osteopathic research amongst osteopaths and the wider community. To establish links and build networks within the research fraternity, nationally and internationally, with a view to development through collaboration. To formulate and foster strategies for attracting funding for osteopathic research development.	Liaise and network with international researchers to promote NCOR and new initiatives, broker international relations.
		Promote the use of the NCOR website, research summaries to osteopaths via communication channels of the NCOR stakeholder organisations.
		Support and broker collaboration among osteopathic researchers.
		Seek to identify any international opportunities for research collaboration.
Research Governance	To provide a research governance framework, disseminate and advise where appropriate standards for writing grant applications and clinical research governance.	Provide advisory and review service for those wishing to publish their research about minimum standards for publishing research in medical journals
		Provide a research advisory service for osteopaths/educators/professional organisations considering applying for funding and undertaking research.
Knowledge Transfer	To foster and disseminate outputs from osteopathic audit, evaluation, and research activities via, for example, an annual research conference.	Organise research conferences and other events to help osteopaths understand the relevance and importance of research to their practice.
		Promote the work of NCOR through other osteopathic events.
		Support osteopaths' CPD through research <i>e.g.</i> online learning.
		Further develop online forums to facilitate research dialogue among osteopaths.
		Promote knowledge transfer into OEIs through regular stakeholder meetings.
Generation of funding	To formulate and foster strategies for attracting funding for osteopathic research development.	Promote opportunities for obtaining funding to continue with special projects funding.
		Promote, guide, advise OEIs and other interested bodies in applying for funding.

Trustees' responsibilities statement

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 judgments and accounting estimates that are reasonable and prudent;
- 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 that are sufficient to show and explain the charity's transactions and 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 trust deed. 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.

This report was approved by the Trustees on _____ and signed on their behalf by:

.....
Tim Walker
Chair of the Trustees

Reference and administrative details of the charity, its trustees and advisers for the year ended 30 April 2018

Trustees

Maurice Cheng
Duncan Empey (from 14 February 2018)
Rachel Ives (until 14 February 2018)
Carrie McEwan (from 14 February 2018)
Martin Pendry (until 14 February 2018)
Steve Vogel
Tim Walker (Chair)

Charity registration number

1157217

Principal office

Yvonne Carter Building
58 Turner Street
London
E1 2AB

Accountants

Goldwins
Chartered Accountants
75 Maygrove Road
West Hampstead
London
NW6 2EG

Bankers

NatWest
Black Lion House
45 Whitechapel Road
London
E1 1DU

Independent Examiner's Report to the Trustees of the National Council for Osteopathic Research

I report to the trustees on my examination of the accounts of the National Council for Osteopathic Research for the year ended 30 April 2018.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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

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 Trust 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.

Anthony Epton BA FCA CTA FCIE
Goldwins
Chartered accountants
75 Maygrove Road
West Hampstead
London NW6 2EG

Statement of Financial Activities for the year ended 30 April 2018

	Note	Unrestricted funds 2018 £	Total funds 2018 £	Restated Total funds 2017 £
Income from				
Membership and donations	2	72,031	72,031	130,832
Charitable activities	3	8,600	8,600	1,100
Total income		80,631	80,631	131,932
Expenditure on				
Charitable activities	4	77,985	77,985	77,469
Total expenditure		77,985	77,985	77,469
Net income and movement in funds		2,646	2,646	54,463
Reconciliation of funds				
Total funds brought forward		194,475	194,475	147,728
Prior year adjustment		-	-	46,747
Total funds carried forward		197,121	197,121	194,475

All activities relate to continuing operations.

The attached notes form part of these financial statements.

Balance Sheet as at 30 April 2018

	Note	£	2018 £	£	Restated 2017 £
Current assets					
Debtors	8	67,376		25,196	
Cash at bank and in hand		131,936		168,583	
Prior year adjustment		-		46,747	
		199,312		<u>240,526</u>	
Creditors: amounts falling due within one year	9	(2,191)		<u>(46,051)</u>	
Net current assets			197,121		<u>194,475</u>
Net assets			197,121		<u>194,475</u>
Charity funds					
Unrestricted funds			197,121		<u>194,475</u>
Total funds			197,121		<u>194,475</u>

The financial statements were approved by the Trustees on behalf, by:

and signed on their

.....
Tim Walker (Chair of the Trustees)

The attached notes form part of these financial statements.

Notes to the Financial Statements

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice from 1 April 2005 which has since been withdrawn.

National Council for Osteopathic Research constitutes a public benefit entity as defined by FRS 102. There are no significant estimates or judgements made by management in preparing these financial statements.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

1.3 Going concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

With respect to the next financial period, 2017-18, the most significant area of uncertainty that affects the charity is the level of income received.

There are no significant estimates at the reporting date that have a risk of causing a material adjustment to the carrying value of assets and liabilities within the next reporting period.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Notes to the Financial Statements

1. Accounting policies (continued)

Membership fees are recognised in the period to which the membership relates. Income received in advance is deferred.

Other donations are recognised when the charity has entitlement to the donation.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

1.5 Expenditure

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

All expenditure is recognised on an accruals basis.

Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include governance costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

1.6 Financial instruments

The charity only has basic financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.7 Debtors

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

1.8 Cash at bank and in hand

Cash at bank and 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.

1.9 Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments

1. Accounting policies (continued)

for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

2. Income from donations

	Unrestricted funds 2018 £	Total Funds 2018 £	Total funds 2017 £
Membership fees	71,800	71,800	121,900
Other donations	231	231	8,932
Total donations and legacies	<u>72,031</u>	<u>72,031</u>	<u>130,832</u>

3. Income from charitable activities

	Unrestricted funds 2018 £	Total Funds 2018 £	Total funds 2017 £
Project fees	8,600	8,600	1,100
	<u>8,600</u>	<u>8,600</u>	<u>1,100</u>

4. Analysis of expenditure by activities

	Activities undertaken directly 2018 £	Governance and support costs 2018 £	Total 2018 £	Total 2017 £
Expenditure	<u>44,677</u>	<u>33,308</u>	<u>77,985</u>	77,469

5. Direct costs

	Research activities 2018 £	Total 2018 £	Total 2017 £
Staff costs recharged	44,677	44,677	55,128
	<u>44,677</u>	<u>44,677</u>	<u>55,128</u>

6. Governance and support costs

	Governance £	Support £	Total 2018 £	Total 2017 £
Travel expenses	-	4,201	4,201	1,348
Conference costs	-	-	-	1,996
Website costs	-	1,513	1,513	1,326
Sundry costs	388	178	566	504
PROMs project	-	13,545	13,545	12,927
Honoraria costs	-	12,000	12,000	12,000
Independent examination fee	1,440	-	1,483	1,440
	1,828	31,437	33,308	31,542

7. Net income/(expenditure)

This is stated after charging:

	2018 £	2017 £
Independent Examination fee	1,483	1,440

The key management personnel of the charity comprise the Trustees and the Director. The Trustees all give their time and expertise without any kind of remuneration or other benefits in kind (2017: £nil). The Director received an honorarium of £12,000 (2017: £12,000).

During the year no Trustee received any reimbursement of expenses (2017: £nil).

8. Debtors

	2018 £	2017 £
Other debtors	67,376	25,144
Tax recoverable	-	52
	67,376	25,196

9. Creditors: amounts falling due within one year

	2018 £	2017 £
Other creditors, including accrued expenses	2,191	46,051
	2,191	46,051

10. Related party transactions

Queen Mary University London (QMUL) provided administration services to NCOR. Total costs were £47,388 (2017: £59,081) and comprised of recharged salary costs: £44,677 (2017: £55,128), and support costs: £2,711 (2017: £3,952). At the period end £66,003 (2017: £15,778) was due to NCOR and is included within other debtors.

A donation of £26,500 (2017: £26,500) was received from the General Osteopathic Council, a trustee of NCOR is an employee of this organisation.

A donation of £26,500 (2017: £26,500) was received from the Institute of Osteopathy, a trustee of NCOR is an employee of this organisation.

A donation of £2,800 (2017: £2,800) was received from NESCOL, a trustee of NCOR is an employee of this organisation.

A donation of £2,800 (2017: £2,800) was received from the University College of Osteopathy, a trustee of NCOR is an employee of this organisation.

Annex 1 – Conferences 2017-18

March, 2018: European Federation and Forum for Osteopathy in Europe (EFO).

Platform presentation providing an update on development of an app for use in Germany, Belgium and Switzerland, and the findings of the UK PROM data collection study.

November 2017, Society for Back Pain Research, Northampton UK.

Poster presentation: A systematic review of the measurement properties of the Bournemouth Questionnaire.

Published as: Fawkes C, Froud R, Carnes D. A systematic review of the measurement properties of the Bournemouth Questionnaire. *Orthopaedic Proceedings* 2018;100-B; SUPP_2.

October 2017, Institute of Osteopathy Convention. London UK.

- Workshop: Managing uncertainty using research
- Promotion stand: Patient Reported Outcomes Measures project
- Poster: Outcomes of osteopathic care.
- Poster: Using PROMs in osteopathic practice.

September 2017, Osteopathic International Alliance. New Zealand.

- Chair Research Pillar
- Presentation: Manual therapy for distressed, unsettled and excessively crying infants: a systematic Review
- IORN update members research in progress

June 2017, PROMs conference, St. Anne's College Oxford University, UK.

- Poster presentation: Collecting outcome data using a mobile and web app in musculoskeletal practice
- Platform presentation: Converging and diverging views about PROMs: A qualitative study involving patients and clinicians

Published as: Fawkes C, Froud R, Carnes D. Converging and diverging views about PROMs: a qualitative study involving patients and clinicians. *Health and Quality of Life Outcomes* 2017;15 (Suppl1):185-197.

May 2017 International Conference on Advances for Osteopathic Research (ICAOR), Milan, Italy

Plunkett A, Fawkes C, Carnes D. Thematic Analysis of Challenging Experiences in Osteopathic Practices in the United Kingdom from 2014 to 2016. – poster prize;

Fawkes C. Using PROMs in clinical practice: converging and diverging views of patients and clinicians. Platform presentation.

Fawkes C. Benchmarking your practice using Patient Reported Outcome Measures (PROMs). Platform presentation. Senior researcher's prize.

Annex 2: Articles in *The Osteopath* and *Osteopathy Today*

The Osteopath

- Fawkes C. Helping patients to manage their pain. *The Osteopath* Apr/May 2017: 16.
- Plunkett A. Multimodal care of low back pain. *The Osteopath* Apr/May 2017: 17-19.
- Fawkes C. Go to the PROMs for your CPD. *The Osteopath* Jun/July 2017: 16-17.
- Plunkett A. New SDC on its way. *The Osteopath* Jun/July 2017: 18.
- Plunkett A. Complaints, research, and the new CPD scheme. *The Osteopath*, June 2017
- Carnes D. NCOR Annual Report: How NCOR can help you. *The Osteopath* Aug/Sept 2017: 18.
- Fawkes C. What's in the latest edition of the International Journal of Osteopathic Medicine? *The Osteopath* Aug/Sept 2017: 19.
- Fawkes C. Trigger points and their use in osteopathic practice. *The Osteopath* Oct/Nov 2017:20-22.
- Fawkes C, Grice C, Ford Z, Waldron G, Johnston K, Thompson J, Howard K, Vickers H. Reviewing research on Restless Legs Syndrome. *The Osteopath* Dec 2017/Jan 2018: 18-20.
- Plunkett A. NCOR paediatrics systematic review. *The Osteopath*, March 2018.

Osteopathy Today

- Fawkes C. Healthcare professionals are a bit behind the times in asking patients what they think – PROMs quote. *Osteopathy Today* May/June 2017: 16.
- Fawkes C. Education and the dissemination of research. *Osteopathy Today* May/June 2017: 17.
- Carnes D. What is expertise? *Osteopathy Today* July/August 2017: 18-19.
- Fawkes C. An invitation to the PROM – your guide to Patient Reported Outcome Measures. *Osteopathy Today* July/August 2017: 20-21.
- Plunkett A. Collecting the data to take the profession forward. *Osteopathy Today* Sept/Oct 2017: 19.
- Plunkett A. Research in Focus: Finding research, disseminating information, and ongoing education *Osteopathy Today*, October 2017.
- Plunkett A. Research Digest: Research, education and osteopathy. *Osteopathy Today*, October 2017.
- Plunkett A. Finding research and research digest. *Osteopathy Today* Nov/Dec 2017: 16-17.
- Fawkes C. Early data from PROMs. *Osteopathy Today* Nov/Dec 2017: 18-19.
- Fawkes C. Developments in Patient Reported Outcome Measures (PROMs). *Osteopathy Today* Jan/Feb 2018: 22.
- Plunkett A. Writing case reports. *Osteopathy Today*, February 2018.
- Plunkett A. Non-specific low back pain. *Osteopathy Today*, March 2018.

Annex 3 – Hub Activity

Hub Meetings

Bristol	03.05.2017	Case studies and case series
	28.09.2017	Restless leg syndrome
	30.11.2017	Cryotherapy
	22.02.2018	The evidence underpinning breast cancer screening
Exeter*	08.07.2017	The placebo effect
	14.10.2017	Case-based discussion
	27.01.2018	An introduction to clinical audit
	21.04.2018	Reviewing audit findings, and breaking bad news in healthcare
Haywards Heath	24.05.2017	The management of anxiety
	04.10.2017	Osteoporosis and exercise
	13.12.2017	Cramp and its management
	21.02.2018	The use of quinine in its management of cramp
Leeds	15.05.2017	Trigger points
	04.09.2017	Intervertebral disc decompression and the evidence for MRI findings and disc changes
	11.12.2017	Case-based discussion
	13.02.2018	Case-based discussion

* The Exeter hub were awarded the hubs' prize at the Institute of Osteopathy Convention, 2017.