

# Report and Financial Statements

## The Association of Clinical Scientists

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**For the year ended 31 December 2015**

Charity number: 1040366

**Registered number: 02454426**

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## Reference and Administrative Details

For the year ended 31 December 2015

### **The Trustees since 1 January 2015 were:**

Chairman

Prof R A Lerski

Registrar/Secretary

Dr A W Rowbottom Resigned 23 June 2015  
Dr I M Godber Appointed 23 June 2015

Treasurer

Dr D T Vallance Resigned 23 June 2015  
Dr G McCreanor Existing trustee appointed as Treasurer on 23 June 2015 resigned  
as Treasurer on 10 December 2015, remained as trustee  
Dr D Stirling Existing trustee appointed as Treasurer on 10 December 2015

Other Officers

Dr D Baty  
Ms C Benton Appointed 21 April 2015  
Dr A Dalton  
Mrs S R Davey  
Dr K J Dodgson  
Dr R Hamilton  
Mr S J Harbottle  
Prof G Holder Appointed 10 December 2015  
Prof P H Jarritt Resigned 1 September 2015  
Dr V C Moore  
Mr J O Parsons Resigned 21 April 2015  
Dr R C Pottinger Resigned 10 December 2015  
Dr R S Sadler Appointed 23 June 2015  
Prof M Scott  
Dr J Vaarkamp Appointed 1 September 2015

### **Company registered number**

02454426

### **Charity registered number**

1040366

**The Association of Clinical Scientists  
(A company limited by guarantee)**

**Administrative details (continued)**

**Registered office**

130-132 Tooley Street  
London  
SE1 2TU

**Company secretary**

|                  |                        |
|------------------|------------------------|
| Dr A W Rowbottom | Resigned 23 June 2015  |
| Dr I M Godber    | Appointed 23 June 2015 |

**Chairman**

Prof R A Lerski

**Accountants**

Grant Thornton UK LLP  
Chartered Accountants  
Grant Thornton House  
202 Silbury Boulevard  
Milton Keynes  
MK9 1LW

**Bankers**

HSBC Bank plc  
130 New Street  
Birmingham  
B2 4JU

# Trustees' Report

**For the year ended 31 December 2015**

The Trustees present their annual report and financial statements of the charity for the year ended 31st December 2015. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## **Structure, governance and management**

### **Constitution**

The charitable company is constituted under a Memorandum of Association dated 20 December 1989 and is a registered charity number 1040366.

The charitable company is limited by guarantee and does not have share capital. All Trustees are members of the charitable company and guarantee to contribute £1 in the event of a winding up.

### **Method of appointment or election of Trustees**

Trustees are appointed or reappointed at the Annual General Meeting in accordance with the Articles of Association.

### **Key management personnel remuneration**

The Trustees consider the board of Trustees as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of trustees expenses are disclosed in note 5 of the accounts.

### **Policies adopted for the induction and training of Trustees**

New Trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

### **Organisational structure and decision making**

The Trustees administer the charitable company.

### **Risk management**

The Trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

## Trustees' Report (continued)

For the year ended 31 December 2015

### Objectives and Activities

#### Policies and objectives

The Association of Clinical Scientists (ACS) is an organisation representing the clinical science professions of the UK. Individuals can apply to the ACS for assessment for the Certificate of Attainment which allows successful candidates to register with the Health and Care Professions Council. Its Board consists of representatives nominated by the clinical science professions who set down the standards required for achievement of the Certificate of Attainment and thus for registration. The ACS is therefore responsible for maintaining and monitoring standards in each of the member professions. The ACS is intended purely to assess applicants against set standards of performance and breadth of competences.

### Achievements and performance

#### Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### Review of activities

There are 11 member organisations representing 13 clinical science professions that pay an annual subscription to the ACS to subsidise fees for applicants from their membership.

During the year 112 applications were received and 132 assessments were carried out resulting in 114 successes in obtaining the Certificate of Attainment, with 18 failing, a further 7 rejected as unacceptable portfolios and no candidates had withdrawn their application prior to completion of assessment. Since its inception in 2002, the ACS has received 3,048 applications with 2,596 successes, 232 failing at interview, 159 rejected for inadequate portfolio, 10 rejected for non-compliance of initial application requirements and 16 individuals withdrawing application prior to completion of assessment (the remainder are still in progress).

#### Investment policy and performance

Any surplus funds are held in short term deposits to help generate the income levels for future years.

#### Financial review

#### Results for the year

The attached financial statements show the current state of the charitable company which the Trustees consider to be sound.

#### Principal risks and uncertainties

The Trustees have reviewed all major risks to which the charity is exposed and established systems to mitigate them.

## Trustees' Report (continued)

For the year ended 31 December 2015

### **Reserves policy**

It is the policy of the charitable company to maintain unrestricted funds, which are the free reserves of the charity, at a level that provides sufficient funds to cover administration costs and allow a level of reserves to be maintained to support the ongoing aims of the charity. The Trustees believe the current level of reserves which stand at £24,238 (2014: £38,743) are sufficient to support the ongoing aims of the charity.

### **Plans for the future**

#### **Future developments**

There are no plans to change the strategies employed to carry out the objective of the charitable company.

### **Other considerations**

#### **Public benefit**

The Trustees have given due consideration to Charity Commission published guidance on the public benefit requirement. The Trust constitutes a public benefit entity as defined by FRS 102.

#### **Trustees' responsibilities in relation to the financial statements**

The charity Trustees are responsible for preparing a Trustees' annual report and 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 charity Trustees to prepare financial statements for each 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 the financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**The Association of Clinical Scientists**  
**(A company limited by guarantee)**

## Trustees' Report (continued)

**For the year ended 31 December 2015**

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

This report was approved by the Trustees on

and signed on their behalf by:

**Prof R A Lerski**

Trustee





## Independent Examiner's Report

For the year ended 31 December 2015

### **Independent Examiner's Report to the Trustees of The Association of Clinical Scientists**

I report on the financial statements of the charitable company for the year ended 31 December 2015 which are set out on pages 9 to 15.

This report is made solely to the charitable company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charitable company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's Trustees as a body, for my work or for this report.

### **Respective Responsibilities of Trustees and Examiner**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 1/11(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the charitable company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act ;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.



## Independent Examiner's Report (continued)

For the year ended 31 December 2015

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) published on 16 July 2014.have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Date:

William Devitt FCA  
For and on behalf of  
Grant Thornton UK LLP  
Chartered Accountants  
Milton Keynes

## Statement of Financial Activities

For the year ended 31 December 2015

|  | Note | Unrestricted<br>funds<br>2015<br>£ | Total<br>funds<br>2015<br>£ | Unrestricted<br>funds<br>2014<br>£ | Total<br>funds<br>2014<br>£ |
|--|------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|
| <b>Income</b>                                    |      |                                    |                             |                                    |                             |
| Investment income                                | 2    | 12                                 | 12                          | 14                                 | 14                          |
| Income from charitable<br>activities             | 3    | 38,690                             | 38,690                      | 62,360                             | 62,360                      |
| <b>Total income</b>                              |      | <b>38,702</b>                      | <b>38,702</b>               | 62,374                             | 62,374                      |
| <b>Expenditure</b>                               |      |                                    |                             |                                    |                             |
| Charitable activities                            | 4    | 53,207                             | 53,207                      | 80,724                             | 80,724                      |
| <b>Total expenditure</b>                         |      | <b>53,207</b>                      | <b>53,207</b>               | 80,724                             | 80,724                      |
| <b>Net expenditure and movement<br/>in funds</b> |      | <b>(14,505)</b>                    | <b>(14,505)</b>             | (18,350)                           | (18,350)                    |
| Total funds at 1 January 2015                    |      | 38,743                             | 38,743                      | 57,093                             | 57,093                      |
| <b>Total funds at 31 December 2015</b>           |      | <b>24,238</b>                      | <b>24,238</b>               | 38,743                             | 38,743                      |

The notes on pages 12 to 15 form part of these financial statements.

## Balance Sheet

As at 31 December 2015

|   | Note | Unrestricted<br>Funds<br>£ | Total funds<br>2015<br>£    | Total funds<br>2014<br>£ |
|---|------|----------------------------|-----------------------------|--------------------------|
| <b>Current assets</b>                             |      |                            |                             |                          |
| Debtors   | 6    | -                          | 1,587                       |                          |
| Cash at bank                                      |      | <u>25,978</u>              | <u>41,593</u>               |                          |
| <b>Liabilities</b>                                |      | <b>25,978</b>              | <b>43,180</b>               |                          |
| Creditors: amounts falling due<br>within one year | 7    | <u>(1,740)</u>             | <u>(4,437)</u>              |                          |
| <b>Net current assets</b>                         |      |                            | <u><b>24,238</b></u>        | <u>38,743</u>            |
| <b>Total assets less current liabilities</b>      |      |                            | <u><u><b>24,238</b></u></u> | <u><u>38,743</u></u>     |
| <b>Charity funds</b>                              |      |                            |                             |                          |
| Unrestricted funds                                | 8    |                            | <u><b>24,238</b></u>        | <u>38,743</u>            |
| <b>Total funds</b>                                |      |                            | <u><u><b>24,238</b></u></u> | <u><u>38,743</u></u>     |

The Trustees consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 December 2015 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with FRS102. The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with FRS 102.

The financial statements were approved by the Trustees on

and signed on their behalf, by:

**Prof R A Lerski**  
Trustee

The notes on pages 12 to 15 form part of these financial statements

## Statement of Cash Flows

For the year ending 31 December 2015

|  | Note | Total funds<br>2015<br>£ | Total funds<br>2014<br>£ |
|--|------|--------------------------|--------------------------|
| <b>Net cash used in operating activities</b>           | 9    | <u>(15,627)</u>          | <u>(19,396)</u>          |
| <b>Cash flows from investing activities</b>            |      |                          |                          |
| Investment income                                      |      | <u>12</u>                | <u>14</u>                |
| <b>Net cash provided by investing activities</b>       |      | 12                       | 14                       |
| <b>Cash flows produced by financing activities</b>     |      | <u>-</u>                 | <u>-</u>                 |
| <b>Net cash flows provided by financing activities</b> |      | <u>-</u>                 | <u>-</u>                 |
| <b>Change in cash and cash equivalents in the year</b> |      | (15,615)                 | (19,382)                 |
| Cash and equivalent brought forward                    |      | <u>41,593</u>            | <u>60,975</u>            |
| <b>Cash and cash equivalents carried forward</b>       |      | <u><u>25,978</u></u>     | <u><u>41,593</u></u>     |

# Notes to the Financial Statements

For the year ending 31 December 2015

## **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 note(s) 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 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

### **1.2 Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### **1.3 Reconciliation with previously Generally Accepted Accounting Practice**

In preparing the financial statements, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

### **1.4 Company status**

The charitable company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charitable company.

### **1.5 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 charitable company and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

### **1.6 Income**

All income is included in the Statement of Financial Activities when the charitable company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised in the period in which the charitable company is entitled to receipt.

Subscription and assessment fees are recognised in the period in which the services are delivered.

## Notes to the Financial Statements (continued)

For the year ending 31 December 2015

### 1.7 Expenditure

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charitable company and include project management carried out at Headquarters. Governance costs are those incurred in compliance with constitutional and statutory requirements.

### 2. Investment income

|                   | Unrestricted<br>funds<br>2015<br>£ | Total<br>funds<br>2015<br>£ | Unrestricted<br>funds<br>2014<br>£ | Total<br>funds<br>2014<br>£ |
|-------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|
| Investment income | 12                                 | 12                          | 14                                 | 14                          |

### 3. Income

|                 | Unrestricted<br>funds<br>2015<br>£ | Total<br>funds<br>2015<br>£ | Unrestricted<br>funds<br>2014<br>£ | Total<br>funds<br>2014<br>£ |
|-----------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|
| Subscriptions   | 17,150                             | 17,150                      | 17,000                             | 17,000                      |
| Assessment fees | 21,540                             | 21,540                      | 45,360                             | 45,360                      |
|                 | <b>38,690</b>                      | <b>38,690</b>               | 62,360                             | 62,360                      |

### 4. Analysis of charitable expenditure

|                            | Grant funded<br>activity<br>£ | Governance<br>costs<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|----------------------------|-------------------------------|--------------------------|--------------------|--------------------|
| Office expenses            | 38,140                        | -                        | 38,140             | 45,736             |
| Travel expenses            | 11,056                        | -                        | 11,056             | 27,086             |
| Website costs              | 162                           | -                        | 162                | 1,713              |
| Accountancy fee            | -                             | 1,992                    | 1,992              | 1,400              |
| Committee meeting expenses | -                             | 257                      | 257                | 2,501              |
| Insurance                  | -                             | 1,587                    | 1,587              | 1,900              |
| Legal fees                 | -                             | 13                       | 13                 | 388                |
|                            | <b>49,358</b>                 | <b>3,849</b>             | <b>53,207</b>      | 80,724             |

## Notes to the Financial Statements (continued)

For the year ending 31 December 2015

### 5. Trustees remuneration

During the year, no Trustees received any remuneration (2014 - £NIL).

During the year, no Trustees received any benefits in kind (2014 - £NIL).

During the year, Trustees received reimbursement of expenses of £1,315 (2014 - £4,261).

### 6. Debtors

|                                | 2015 | 2014  |
|--------------------------------|------|-------|
|                                | £    | £     |
| Prepayments and accrued income | -    | 1,587 |

All debtors in 2015 and 2014 relate to unrestricted funds.

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

|          | 2015  | 2014  |
|----------|-------|-------|
|          | £     | £     |
| Accruals | 1,740 | 4,437 |

All creditors in 2015 and 2014 relate to unrestricted funds.

### 8. Statement of funds

|                           | Funds<br>brought<br>forward | Income | Expenditure | Funds<br>carried<br>forward |
|---------------------------|-----------------------------|--------|-------------|-----------------------------|
|                           | £                           | £      | £           | £                           |
| <b>Unrestricted funds</b> |                             |        |             |                             |
| General Funds             | 38,743                      | 38,702 | (53,207)    | 24,238                      |



## Notes to the Financial Statements (continued)

For the year ending 31 December 2015

### 9. Reconciliation of net movement in funds to net cash flow from operating activities

|  | Total funds<br>2015<br>£      | Total funds<br>2014<br>£      |
|--|-------------------------------|-------------------------------|
| Net movement in funds                        | (14,505)                      | (18,350)                      |
| Deduct investment income                     | (12)                          | (14)                          |
| Decrease in debtors                          | 1,587                         | 1,026                         |
| Decrease in creditors                        | <u>(2,697)</u>                | <u>(2,058)</u>                |
| <b>Net cash used in operating activities</b> | <b><u><u>(15,627)</u></u></b> | <b><u><u>(19,396)</u></u></b> |



*Association of Clinical Scientists*

## **Chair's report to the Annual General Meeting for year ending December 2015**

This last year has been a busy one for the ACS although there has been, as expected, a significant drop in applicants for assessment. The office and Executive have worked extremely hard to continue our prime function to assess trainees and allow those who demonstrate the required competencies to become registered with the HCPC and therefore call themselves Clinical Scientists.

We have not progressed any arrangement with the Academy for Healthcare Science (AHCS) to establish an Integrated Assessment Unit. AHCS desired the procedure for providing advice to prospective applicants to be one where an experience outline was looked at by administrative staff whereas ACS have always used the relevant Professional Body Director(s) to assess and advise such individuals. I am of the firm view that the many variations in people's experience and the level of such experience (clinical scientist or otherwise) make it essential that an appropriate professional scientist looks at the detail. There is also an apparent difference in how research experience is viewed by ACS and AHCS. I believe that, in the meantime, we will continue as a distinct body from AHCS, providing a vital route to registration.

There has been concern in many disciplines that the number of trainee positions is insufficient to meet the long term needs of the service and I believe that we need to look at the possibility of relaxing the time scale required under Route 2 in order to help those who are hindered by the 6 year rule. This would require HCPC approval but, during a recent meeting with HCPC, it did appear that this could be possible. My idea is that the competences required could be unchanged but the indicative time period reduced perhaps to 4 years.

Although retired from my NHS post, I am happy to continue my tenure as Chair of ACS if the Board should so desire. It has been an enormous privilege to hold that office. This will, however, be my last year and I will be seeking a successor throughout the year!! I acknowledge wholeheartedly the fantastic support of Mike in the office who works tirelessly to support the assessment process and the many queries that reach him. I am happy also to give thanks to Ian Godber and to David Stirling who have worked hard in their posts as Secretary and Treasurer respectively.

The short term future of ACS and its function is assured but it is hard to know where assessment will be further down the line. I believe that it is absolutely vital that the ACS processes (Route 1 and Route 2) remain available for as long as there are candidates who require them. Route 2 is certainly required for some applicants. The work that Board Members and assessors do on behalf of ACS is essential to its continuance and I thank everyone who is involved for their efforts.

Dick Lerski  
Chair, ACS  
August 2016

## ACS Company Secretary Report

### August 2016

The primary object of the Association is to promote, advance and encourage the study and practice of science in a healthcare setting. The primary function of the ACS is to act as an assessment body for award of the ACS Certificate of Attainment that enables successful candidates to join the HCPC register as a Clinical Scientist. Consequently, the ACS must establish, uphold and improve the standards of qualification, training, competence and conduct Clinical Scientists and work with the Health and Care Professions Council on all matters related to education, training, standards of competence, assessment and maintenance of competence of Clinical Scientists.

The ACS has an appointed panel of 165 assessors. This panel is reviewed and assessors are expected to attend update sessions to be abreast with new processes and protocols within the ACS. The ACS Executive uses these sessions to gather comments and disseminate information to continually improve the assessment process. The ACS held a joint assessor update day in May 2016 with the Academy for Healthcare Science so as to keep assessors informed about the current work being carried out by both organisations and details of both assessment processes.

There continues to be a decrease in the total number of candidates utilising the ACS; 112 applications for assessment were received in 2015 (a decrease of 138 compared to 2014). During this period 132 assessment interviews were conducted. Of these, 18 failed at interview (a decrease of 10) and there were 114 successful candidates over the year by the end of 2015. During this period no candidates had withdrawn their application prior to reaching a result (a decrease of 6) and 7 applications were rejected at portfolio stage (a decrease of 3).

| <b>Result</b>                 | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------------|-------------|-------------|-------------|
| SUCCEEDED                     | 87%         | 85%         | 82%         |
| FAILED AT INTERVIEW           | 9%          | 10%         | 13%         |
| REJECTED PORTFOLIO            | 4%          | 3%          | 5%          |
| NOT ACCEPTED (non-compliance) | 0%          | 0%          | 0%          |
| WITHDRAWN                     | 0%          | 2%          | 0%          |

| <b>Modality</b>                        | <b>Applications 2013</b> | <b>Applications 2014</b> | <b>Applications 2015</b> |
|--|--------------------------|--------------------------|--------------------------|
| Audiology                              | 14                       | 15                       | 13                       |
| Cellular Science                       | 3                        | 1                        | 2                        |
| Clinical Biochemistry                  | 64                       | 17                       | 4                        |
| Clinical Embryology                    | 29                       | 46                       | 19                       |
| Clinical Genetics                      | 30                       | 10                       | 6                        |
| Clinical Immunology                    | 8                        | 5                        | 1                        |
| Clinical Microbiology                  | 16                       | 5                        | 3                        |
| Clinical Physiology                    | 1                        | 1                        | 3                        |
| Developing Science                     | 2                        | 5                        | 1                        |
| Haematology                            | 5                        | 7                        | 3                        |
| Histocompatibility & Immunogenetics    | 20                       | 9                        | 7                        |
| Medical Physics & Clinical Engineering | 138                      | 129                      | 50                       |
| <b>Total</b>                           | <b>330</b>               | <b>250</b>               | <b>112</b>               |

The number of applications received by the ACS during 2015 was 112 showing a continued significant decrease of 55.2% compared to that of 2014. This reflects the implementation of the Modernising Scientific Careers Scientist Training Programme whose successful candidates obtain registration via the Academy for Healthcare Science Certificate of Attainment rather than via the ACS.

The number and complexity of enquiries received by the ACS office has also increased significantly, particularly in the area of developing sciences. The ACS is striving to achieve an increased volume of activity without additional administrative input in order to keep costs low for the applicants and the professional bodies however the office now spends significantly more time dealing with each of a reduced number of applications.

The ACS received two appeals in 2015. The first related to an assessment where the first date was cancelled on the morning of the assessment and at the rearranged date an assessor was unable to attend at the last minute. It was agreed for an assessor from a different modality to participate by conference call. It took a long time to obtain feedback following assessment and it was concluded that there were some grounds for appeal; the circumstances were unusual though still within the rules of the ACS, however it was recognised that this was not ideal so fees for the next submission would be waived. The second appellant queried the relevance of submitting a fresh portfolio if that stage was already deemed successful. It was deemed there were no grounds for appeal and submitting a revised portfolio would be in their interest.

The ACS also received three formal complaints during 2015. The first submitted an appeal 3 months after their result (2 months later than receipt of appeal deadline) therefore this was considered as a complaint. The candidate felt questions at interview related to areas they are not familiar with, however it was deemed that there were no grounds for complaint as it is not unreasonable to ask questions relevant to the modality but outside of the candidate's current role. The second candidate complained that their application was still in process for a significant length of time due to time taken to arrange assessment with a lack of communication from office. For this application there were some grounds for complaint however it had been difficult to identify assessors and arrange for assessments to take place, the progress of application should have been better communicated to the candidate. The third complaint related to a candidate whose application was rejected at portfolio stage due to experience, so was not considered by the assessors as valid pre-registrant clinical scientist training/experience. It was concluded that there were no grounds for complaint as an investigation of complaint, including advice from the relevant professional body, found the assessors' grounds for rejection to be well founded.

For all complaints and appeals it became apparent that there were delays in investigating these resulting from a lack of detailed information on the assessment from the assessors being readily available to the ACS Board. This issue was discussed by the ACS Board and guidance was put out to assessors to ask them to document thoroughly the reasons for failure at the time of the assessment, and respond quickly if further information is requested at a later date.

Dr IM Godber  
Company Secretary  
18<sup>th</sup> August 2016