

Company registration number: 03683208  
Charity registration number: 1073289

# The Oxford Foundation for Ethics and Communication in Health Care Practice

known as  
The Ethox Foundation

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2015

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**The Oxford Foundation for Ethics and Communication in Health Care Practice  
known as  
The Ethox Foundation**

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**The Oxford Foundation for Ethics and Communication in Health Care Practice  
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The Ethox Foundation**

**Reference and Administrative Details**

<b>Charity registration number</b>	1073289
<b>Company registration number</b>	03683208
<b>Principal office</b>	6 County View Clifton Banbury Oxfordshire OX15 0PZ
<b>Registered office</b>	1G Network Point, Range Road Windrush Park Witney Oxfordshire OX29 0YN
<b>Trustees</b>	Mr D W Perry, Chairman Ms M Buchanan, Deputy Chairman Mrs A Young Mr G Pritchard
<b>Secretary</b>	Mr G Pritchard
<b>Bankers</b>	National Westminster Bank plc 121 High Street Oxford OX1 4DD
<b>Accountant</b>	Morgan Cameron Limited 9 Thorney Leys Park Witney Oxfordshire OX28 4GE

**The Oxford Foundation for Ethics and Communication in Health Care Practice  
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Trustees' Report**

The trustees present their report and the financial statements for the year ended 31 December 2015.

**Legal and administrative information**

**Status**

The organisation is a charitable company limited by guarantee, incorporated on 14 December 1998 and registered as a charity on 13 January 1999.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. Under these Articles, the Trustees must retire at each AGM, but are eligible for re-election.

**Objects of the charity**

The aim of the charity is to improve care in health and social care environments through:

1. enhancing the ethical and communication skills of health and social care professionals; and
2. developing effective ways in which organisations involved in the delivery of health and social care can promote high ethical standards.

In pursuit of these objects the Ethox Foundation has powers to employ its own staff on a full or part time basis; to engage consultants; to make grants; plan and manage training courses, seminars etc. alone or in cooperation with other bodies, and to provide support facilities for scholars working in the Foundation's area of interest.

**Organisation**

The charity is managed by the trustees, and no longer has any paid employees.

**Our aims**

The Foundation is committed to improving the quality of care through more informed ethical decision-making. The ethical concerns of the public, patients and carers are key to our investment decisions.

We seek to enable high standards of ethical decision-making and communication by healthcare practitioners through research, education and training, and by influencing policy.

We are aware of the importance of the influence of organisation culture, structure and processes on ethical decision-making and plan to ensure that these factors are understood and their impact taken into account.

**Review of the year**

The Foundation continued to review its core purpose and values, and to fund important ethical research work.

Details of the activities supported by the Foundation in 2015 are set out below

**The University of Oxford - Ethox Centre**

Grant of £13,861 for the Caroline Miles Visiting Scholarships.

The Ethox Centre, a cutting-edge research and teaching centre within the University of Oxford, was established in 1998, with funding from the University of Oxford and the Ethox Foundation. The Foundation and Centre both share the aim of improving the care of patients by enhancing the skills of health professionals and by helping organisations involved in the delivery of healthcare to promote high ethical standards. They also work to promote an understanding of the ethical concerns of patients and carers among all of those involved in the provision and management of healthcare.

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The Centre's work has three strands: research, education and training, and ethics support. The aim of the research, which involves the use of empirical ethics methods – the process of gathering and analysing 'real life' evidence as opposed to theoretical problem-solving – is to improve understanding of the issues arising for patients, carers and health professionals in day-to-day healthcare practice.

**University of Surrey**

Grant of £31,848 for Research Interventions that Promote Ethics in Social Care.

The total grant awarded amounts to £196,894. Including this year's payments of £31,848, total payments to date amount to £105,684.

The project was put on hold at the end of December 2014 due to staff changes. Recruitment of key staff was completed in May 2015.

**Reserves policy**

At 31 December 2015 general reserves stood at £148,857. The Board regularly compares planned and committed expenditure with the level of the reserves to ensure that activities can continue for the length of the commitment or at least two years ahead, whichever is the longer.

**Risk review**

The Foundation continues to use the Charity Commission's document 'Charity and Risk Management'. This is used to identify risk areas, their potential impact and mitigation. Relevant training courses for Trustees are circulated as part of an ongoing process. It has been agreed that matching funding for training is obtained from other charities when Trustees are also trustees of those other charities.

A conflict of interest policy is in place.

**Trustees**

The names of the trustees - who are the directors for the purpose of company law – who served during the year and up to the date of this report are set out on page 1.

Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the company in the event of winding up. The total number of guarantees at 31 December 2015 was 10 (2014-13).

The charity seeks to identify and recruit new trustees who can contribute to the furtherance of the charity's objectives. Potential recruits are invited to meet the current trustees and, if appropriate, be elected to the Board.

**Investment strategy**

The Foundation conducts a risk averse investment strategy. Funds are held in a deposit fund with the leading investment manager for charities in the UK. This strategy has seen funds maintained although low prevailing interest rate led to a fall in investment income in 2015.

**Statement of trustees' responsibilities**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the charities SORP;
- make judgements and estimates that are reasonable and prudent;

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- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Our strategy**

In 2014 the Foundation approved a two year grant to the University of Surrey of £196,894 for Research Interventions that Promote Ethics in Social Care.

The University of Surrey have established the "International Care Observatory" (for research and teaching in ethics in care), and the grant aided project has the objectives of testing different types of educational interventions in ethics in social care, to evaluate which are most cost effective.

**Small company provisions**

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, and the small companies regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:

.....  
Mr D W Perry  
Trustee

Date: 18 July 2016

**Independent Examiner's Report to the Trustees of  
The Oxford Foundation for Ethics and Communication in Health Care Practice**

I report on the accounts of the company for the year ended 31 December 2015, which are set out on pages 6 to 12.

**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 accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 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 charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.


**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 accounts which accord with the accounting records, 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

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Alan Thornton FCA  
Morgan Cameron Limited  
Chartered Accountants

Date: 22 Jan 2016

9 Thorney Leys Park  
Witney  
Oxfordshire  
OX28 4GE

**The Oxford Foundation for Ethics and Communication in Health Care Practice  
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**Statement of Financial Activities (including Income and Expenditure Account) for the  
Year Ended 31 December 2015**

		Unrestricted Funds	Total Funds 2015	Total Funds 2014
	Note	£	£	£
<b>Income and Endowments from:</b>				
Donations and legacies		-	-	39,819
Investments	2	767	767	897
Other trading activities		-	-	-
Total income		<u>767</u>	<u>767</u>	<u>40,716</u>
<b>Expenditure on:</b>				
Charitable activities	3	48,076	48,076	89,584
Total expenditure		<u>48,076</u>	<u>48,079</u>	<u>89,584</u>
Net income / (expenditure)		(47,309)	(47,309)	(48,868)
<b>Reconciliation of funds</b>				
Total funds brought forward		196,166	196,166	245,034
Total funds carried forward		<u><u>148,857</u></u>	<u><u>148,857</u></u>	<u><u>196,166</u></u>

The notes on pages 8 to 12 form an integral part of these financial statements.



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**Balance Sheet as at 31 December 2015**

		2015	2014
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	8	268	358
<b>Current assets</b>			
Debtors	9	77	77
Cash at bank and in hand		182,215	197,585
		<u>182,292</u>	<u>197,662</u>
<b>Creditors: Amounts falling due within one year</b>	10	<u>(33,703)</u>	<u>(1,854)</u>
<b>Net current assets</b>		<u>148,589</u>	<u>195,808</u>
<b>Net assets</b>		<u><u>148,857</u></u>	<u><u>196,166</u></u>
<b>The funds of the charity:</b>			
<b>Restricted funds</b>		-	-
<b>Unrestricted funds</b>			
Unrestricted income funds		<u>148,857</u>	<u>196,166</u>
<b>Total charity funds</b>		<u><u>148,857</u></u>	<u><u>196,166</u></u>

For the financial year ended 31 December 2015, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Board on 18 July 2016 and signed on its behalf by:

Mr D W Perry  
Trustee

The notes on pages 8 to 12 form an integral part of these financial statements.

**The Oxford Foundation for Ethics and Communication in Health Care Practice  
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**Notes to the Financial Statements for the Year Ended 31 December 2015**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities SORP 2015 (FRSSE)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

**Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

**Income and endowments**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

**Expenditure**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

**Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Fixed assets**

Individual fixed assets costing £200 or more are initially recorded at cost.

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**Notes to the Financial Statements for the Year Ended 31 December 2015**

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**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures and fittings	25% reducing basis
Office equipment	25% reducing basis

**2 Investment income**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2015 £</b>	<b>Total Funds 2014 £</b>
Interest on cash deposits	<u>767</u>	<u>767</u>	<u>897</u>

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**Notes to the Financial Statements for the Year Ended 31 December 2015**

..... continued

**3 Charitable Activities**

	<b>Grant funding of activities £</b>	<b>Support costs allocated £</b>	<b>2015 £</b>	<b>2014 £</b>
Research interventions that promote ethics in social care	31,849	-	31,849	73,836
Support and development costs	-	2,367	2,367	2,824
Training of committees providing ethics support to health professionals	-	-	-	5,680
Ethics issues with anorexia	-	-	-	3,130
Education and training activities connected with the Mental Capacity Act	-	-	-	4,114
Caroline Miles Visiting Scholarship	13,860	-	13,860	-
	<u>45,709</u>	<u>2,367</u>	<u>48,076</u>	<u>89,584</u>

**Support costs**

	<b>Support and development costs £</b>	<b>Total £</b>
Governance costs	1,880	1,880
Establishment costs	306	306
Travel and subsistence	72	72
Advertising and promotion	-	-
Bank charges	19	19
Depreciation of tangible fixed assets	90	90
	<u>2,367</u>	<u>2,367</u>

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**Notes to the Financial Statements for the Year Ended 31 December 2015**

..... continued

**4 Grants to institutions**

<b>Name of Institution</b>	<b>Activity</b>	<b>£</b>	<b>£</b>
University of Oxford	Caroline Miles Visiting Scholarship	13,860	
			13,860
University of Surrey	Research interventions that promote ethics in social care	31,849	
			31,849
			<u>45,709</u>

**5 Governance costs**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2015 £</b>	<b>Total Funds 2014 £</b>
Cost of trustee meetings	139	139	144
Independent examination fee	1,620	1,620	1,800
Legal and professional costs	121	121	121
	<u>1,880</u>	<u>1,880</u>	<u>2,065</u>

**6 Trustees' remuneration and expenses**

Expenses of £72 were paid to Maura Buchanan this year, in respect of her duties as a trustee. This was to reimburse the cost of a train fare.

No trustees received any remuneration during the year.

**7 Taxation**

The company is a registered charity and is exempt from taxation on its charitable activities.

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**Notes to the Financial Statements for the Year Ended 31 December 2015**

..... continued

**8 Tangible fixed assets**

	<b>Fixtures, fittings and equipment £</b>
<b>Cost</b>	
As at 1 January 2015 and 31 December 2015	<u>1,134</u>
<b>Depreciation</b>	
As at 1 January 2015	776
Charge for the year	<u>90</u>
As at 31 December 2015	<u>866</u>
<b>Net book value</b>	
As at 31 December 2015	<u>268</u>
As at 31 December 2014	<u>358</u>

**9 Debtors**

	<b>2015 £</b>	<b>2014 £</b>
Prepayments and accrued income	<u>77</u>	<u>77</u>

**10 Creditors: Amounts falling due within one year**

	<b>2015 £</b>	<b>2014 £</b>
Accruals and deferred income	<u>33,703</u>	<u>1,854</u>

**11 Members' liability**

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the 10 members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.