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**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT
("The Institute")**

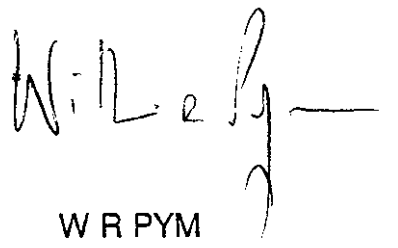
**REPORT AND FINANCIAL STATEMENTS
31 DECEMBER 1995**

Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN that the 29th ANNUAL GENERAL MEETING of the Institute will be held in the Swallow Hotel, Bristol on Saturday 18 May 1996 at 1210 to transact the following business:

1. To receive and consider the Report of Council and the audited Financial Statements for the year ended 31 December 1995.
2. To approve the Elections to Council.
3. To appoint Auditors and authorise Council to fix their remuneration.
4. To transact any other ordinary business of the Institute.

By Order of the Council


W R PYM

Secretary

2 Abingdon House
Cumberland Business Centre
Northumberland Road
Portsmouth
PO5 1DS

5 March 1996

Note:

It is provided by Regulation 58 of the Articles of Association of the Institute that no member may vote by proxy.



MEMBERS OF COUNCIL

President: Professor C Davies

Members: C Astley Esq CEng MIMechE MCIBSE FIHEEM MIM
R P Boyce Esq CEng FIMechE FIHEEM
M Brooke Esq IEng FIHEEM
M J Carter Esq CEng FCIBSE FIHEEM
R J Chatwin Esq CEng MIMechE MCIBSE CIHEEM MIM
D L Hall Esq IEng MIPlantE FIHEEM MRSH MIM LHA
V E Jones Esq IEng MIPlantE FIHEEM
R G Kensett Esq BA CEng MIMechE MCIBSE MInstE CIHEEM MIM
W P Lawrence Esq IEng FIPlantE FIHEEM MIM
G W M Leahy Esq BSc CEng MIMechE MIHEEM
G Marsh Esq IEng ACIBSE FIHEEM
W A Mosedale Esq IEng MCIBSE FIHEEM
W Nicholas Esq DipArch RIBA FIHEEM
R J Sear Esq BSc CEng MCIBSE FIHEEM
H Waugh Esq IEng FIHEEM
D J Wicks Esq IEng FIHEEM
K B Worsell Esq BA(Hons) CEng MIMechE FIHEEM MIM

Secretary: W R Pym

Registered Office: 2 Abingdon House, Cumberland Business Centre,
Northumberland Road, Portsmouth PO5 1DS.

Auditors: Moore Stephens, St Paul's House, Warwick Lane,
London EC4P 4BN.

STATEMENT OF COUNCIL MEMBERS' RESPONSIBILITIES

Company law requires the Council Members to prepare financial Statements for each financial year which give a true and fair view of the state of affairs of the Institute and of the profit or loss of the Institute for that Period. In preparing those financial statements, the Council Members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Institute will continue in business.

The Council Members are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the Institute and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT OF COUNCIL

Council have pleasure in submitting the audited financial statements and report of activities for the year ended 31 December 1995.

Finance

The income and expenditure account shows a surplus of £25,313 for the year ended 31 December 1995. The accumulated fund increased to £174,239 at the year end.

The improvement over 1994 is due to a VAT refund.

Conference

The 1995 Conference at the Imperial Hotel, Blackpool attracted 95 delegates and the first morning was combined with the Central Sterilizing Club's Conference. The technical sessions included:

- | | | |
|---|---|--|
| Sterilization | - | European Standards, Biological and Chemical Indicators, The Authorised Person, Clinical Waste, Environmental Standards. |
| Ventilation | - | Management Policy, Design Considerations, Ice Storage Systems. |
| Diagnostic Imaging | - | 100 years of X-ray, Developments in Mammography, Cost Benefit Analysis. |
| Engineering Aspects of the Health Care Estate | - | Sound & Vibration, Refrigerants, Lighting Fibre Optics, Fire Safety, Water Bye-Laws, Alternative Materials for Domestic Water Installations. |

The Conference concluded with a most interesting talk on Blackpool Trams and Illuminations by Tony Depledge and Keith Hall. Much of the success of the Conference was due to the efforts of the North West Branch, the Speakers and Chairmen from the area, and elsewhere, and NHS Estates who maintained the high standards expected from demanding audiences.

Seminars

Twenty eight seminars were held during the year covering:

HTM 85 & 86 - Fire Risk Assessment - Tunbridge Wells,
Hinckley, Falfield

Competitive Tendering - London, Edinburgh

Sterilization Workshop - Falfield, Bolton, Darlington,
Edinburgh, Tunbridge Wells,
Derby, Aberdeen

Sterilization Procedures - Gateshead, Belfast

HTM 2007 Electrical Services - Hexham

Safecode - Harlow, Newcastle

Latham - London

Laboratory Sterilizer Workshops - Harlow, Glasgow, Wigan,
Hexham, Derby, Falfield

Ventilation HTM 2025 - South Shields

CDM Regulations - Glasgow, London

Lighting & Security - London

The policy of holding many seminars outside London remains successful. However, despite more seminars being run in 1995, the total number of delegates attending seminars during the year was less than that for 1994.

Branches continue to run successful lunchtime seminars and evening sessions.

Engineering Council

Work by the Engineering Council and the Institutions on the Unification of the Engineering Profession was completed in 1995 and elections for the new Senate took place. The Institute, part of College A, is represented by Mr P Dipper of the Institute of Highway Incorporated Engineers.

The Engineering Council has continued with the development of policy for the registering of engineers in the future. The Institute is represented on the SARTOR Revisions Committee. A new licencing system is in place for those Institutes who wish to register engineers.

- Work by the Standing Conferences on Occupational Standards and NVQs continues. It is probable that NVQs will play an increased role in the routes to engineering registration. The Institute aims to be an Assessing Body, in due course, for appropriate areas and work on NVQs continues under control of the Technical Committee.

CPD remains important to the Engineering Council and is reflected in the Institute's policy.

Prizes

The Northcroft Silver Medal for 1995 has been awarded to Ian Stewart of Scotland.

No awards will be made from the John Bolton Memorial Fund or the William E Schall Fund.

Journal

The introduction of improvements to presentation and the improved use of colour at the beginning of 1995 has been reflected in increased advertising and a significantly better financial outcome. More articles by members would be welcomed and guidance for potential authors is available.

Branches

Branch Committees continued their hard work running Branch meetings, lunchtime/evening seminars, providing interview panels for new members and EngC registrants, and recruiting new members. Council would like to thank all those involved, often in increasingly difficult circumstances.

Institute's Development

The postal ballot conducted in the year resulted in a significant majority in favour of the Institute changing its title to the "Institute of Healthcare Engineering and Estate Management". Early indications of the effect of the name change from the membership and potential members are both positive. The new name took effect from 1 January 1996.

Work commenced in the Autumn to examine the potential of the development of an Institute Diploma in Healthcare Estate Management. A feasibility study is underway, under the guidance of a Project Manager, the results of which should be known by July 1996.

IFHE

The Institute's membership of IFHE continues and Professor C Davies was appointed as Vice Secretary during 1995; he will be elected Vice President of IFHE in June 1996.

Preparatory work for hosting the IFHE International Congress in 1998 at Edinburgh continued throughout the year.

Authorised Persons (Sterilizers)

NHS Estates have transferred responsibility for the management of the AP(S)scheme to the Institute, effective 1 January 1996. Work during 1995 concentrated on the completion of the mature candidate route, the initial stages of the development of a new qualification course for sterilizers, and the preparation of a Code of Conduct for AP (S). There are currently 27 Registered Authorised Persons.

Elections to Council

The following will retire at the Annual General Meeting on 18 May 1996:

M Brooke	Nominated Member	(IEng/EngTech)
R G Kensett	Area Member	Wales
G Marsh	Area Member	South & South West (appointed)
W A Mosedale	Area Member	East Midlands
W Nicholas	General Member	(Non-Engineer)
R J Sear	General Member	(Non-Engineer) (appointed)
D J Wicks	General Member	(IEng/EngTech)
K B Worsell	Area Member	North West

All retiring members, except M Brooke and R J Sear, are eligible for re-election, or if appointed are eligible for election, in their respective categories.

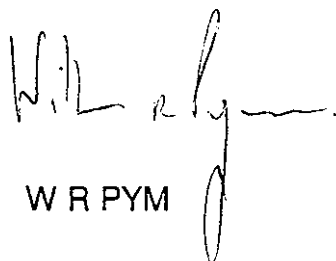
The following are the sole nominees in their respective categories:

D Griffiths	Area Member	Wales
G Marsh	Area Member	South & South West
W A Mosedale	Area Member	East Midlands
K B Worsell	Area Member	North West
J T G Webster	Nominated Member	(IEng/EngTech)
D J Wicks	General Member	(IEng/EngTech)

Auditors

The Institute auditors, Moore Stephens, are willing to continue in office. A resolution for their re-appointment and authorising Council to fix their remuneration will be submitted at the Annual General Meeting.

By Order of the Council



W R PYM

Secretary

5 March 1996

**THE INSTITUTE OF HEALTHCARE ENGINEERING
AND ESTATE MANAGEMENT**

**(FORMERLY THE INSTITUTE OF
HOSPITAL ENGINEERING)**

REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 1995

**The Institute of Healthcare Engineering and
Estate Management**

Statement of Council Members' Responsibilities

Company law requires the Council Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Council Members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council Members are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Report of the Auditors to the Members of
The Institute of Healthcare Engineering and
Estate Management**

We have audited the financial statements on pages 3 to 7 which have been prepared under the historical cost convention and the accounting policies set out on page 5.

Respective Responsibilities of Council Members and Auditors

As described on page 1, the Council Members are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

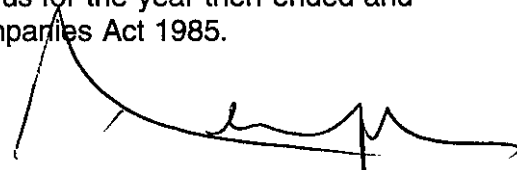
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs at 31st December 1995 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

St. Paul's House,
London, EC4P 4BN

S: made 1996



MOORE STEPHENS

Registered Auditor
Chartered Accountants

**The Institute of Healthcare Engineering and
Estate Management**

**Income and Expenditure Account
For the year ended 31st December 1995**

	1995		1994
Income			
Subscriptions and entrance fees	112,866		102,218
Interest	3,195		2,560
Seminars	72,906		76,117
Conference	17,063		19,169
Journals	72,130		62,829
Books	19,036		3,730
Other income	498		815
	<u>£ 297,694</u>		<u>£ 267,438</u>
Expenditure			
Seminars, conference and journal costs			
Seminar expenses	41,023		33,567
Conference	15,738		13,690
Journals	80,793		77,749
Books	22,091	159,645	3,176
			128,182
Expenses of meetings			
Council and Council committees	14,807		18,239
Branches	4,298	19,105	4,513
			22,752
Office expenses			
Salaries, pension contributions and social security costs	67,116		58,805
Rent, rates, cleaning and electricity	2,896		3,984
Postage and telephone	10,056		8,041
Printing and stationery	9,920		8,162
Audit fees and expenses	1,500		1,500
Legal and professional charges	3,956		3,000
Miscellaneous	616		1,663
Repairs and renewals	988		634
Provision for doubtful debts	1,535		117
Equipment	4,305		2,206
Advertising	1,028		1,009
Interest on bank loan and bank charges	6,574		6,085
Subscriptions	2,082		2,673
VAT reclaim	(18,941)	93,631	1,962
			99,841
		272,381	250,775
Surplus for the Year	<u>25,313</u>		<u>16,663</u>
	<u>£ 297,694</u>		<u>£ 267,438</u>

**The Institute of Healthcare Engineering and
Estate Management**

Balance Sheet - 31st December 1995

	<u>Note</u>	<u>1995</u>	<u>1994</u>
Fixed Assets			
Tangible assets	4	149,599	149,599
Investments	5	250	250
		<hr/>	<hr/>
		149,849	149,849
Current Assets			
Stocks	6	3,097	3,181
Trade debtors		13,223	18,310
Other debtors		7,610	4,518
Bank balances		58,060	51,343
		<hr/>	<hr/>
		81,990	77,352
Creditors, amounts falling due within one year			
Trade creditors		554	17,660
Journal subs in advance		3,518	2,267
Other taxation and social security payable		-	1,295
Accruals and deferred income		5,600	8,187
		<hr/>	<hr/>
		9,672	29,409
Net Current Assets		<hr/>	<hr/>
		72,318	47,943
		<hr/>	<hr/>
Creditors, amounts falling due after more than one year		222,167	197,792
Bank loan	7	44,512	45,483
		<hr/>	<hr/>
		£ 177,655	£ 152,309
Financed By:		<hr/>	<hr/>
Accumulated Funds	8	174,239	148,926
Award Fund	9	338	305
Lucas Scholarship Fund	10	3,078	3,078
		<hr/>	<hr/>
		£ 177,655	£ 152,309
		<hr/>	<hr/>

Approved by Council on 5th March 1996

C. DAVIES



**The Institute of Healthcare Engineering and
Estate Management**

Financial Statements for the year ended 31st December 1995

Notes

1. Accounting Policies

- (a) The Council considers that, as a result of the special nature of the Institute's activities, the financial statements provide more information than those set out in the Companies Act 1985.
- (b) The financial statements for the year ended 31st December 1995 have been prepared under the historical cost convention.
- (c) Income from subscriptions and entrance fees is only brought into account when received.
- (d) Additions and replacements of furniture and equipment are written off in the year of acquisition.
- (e) Leasehold property with unexpired periods of more than 50 years is not depreciated.

2. Staff Costs

	<u>1995</u>		<u>1994</u>
Wages and salaries	58,683		50,891
Social security costs	3,581		4,809
Other pension costs	4,852		3,105
	<hr/>		<hr/>
	£ 67,116	£	58,805
	<hr/>		<hr/>
The average number of persons employed by the Institute during the year was	4		4
	<hr/>		<hr/>

No emoluments are payable to any member of the Council.

The Institute operates a defined contribution money purchase pension scheme for certain employees. The assets of the scheme are held separately from those of the Institute in an independently administered fund. The pension cost charge represents contributions payable by the Institute to the fund and amounted to £4,852 (1994 £3,105).

3. Interest Payable

	<u>1995</u>		<u>1994</u>
On bank loan repayable over twenty years by instalments	£ 4,325	£	3,938
	<hr/>		<hr/>

**The Institute of Healthcare Engineering and
Estate Management**

Financial Statements for the year ended 31st December 1995

Notes (Continued)

4. Fixed Assets

	Long Leasehold <u>Property</u>	Office <u>Equipment</u>	<u>Total</u>
Cost or valuation At 1st January 1995 and 31st December 1995	£ 149,598	£ 633	£ 150,231
Being			
Valuation 1967	-	338	338
Cost	149,598	295	149,893
	£ 149,598	£ 633	£ 150,231
Depreciation At 1st January 1995 and 31st December 1995	£ -	£ 632	£ 632
Net book value 31st December 1995	£ 149,598	£ 1	£ 149,599
31st December 1994	£ 149,598	£ 1	£ 149,599

5. Fixed Asset Investments

	<u>1995</u>	<u>1994</u>
Quoted investment at cost		
£943.61 3½% War Loan (Market Value)		
31st December 1995 £428 (1994 - £389)	£ 250	£ 250

6. Stocks

Stocks of stationery, booklets, jewels, silver medals, ties etc. are valued at the lower of cost and net realisable value.

7. Bank Loan

The bank loan is secured on the leasehold land and buildings and is repayable over twenty years and bears interest at 3% over base rate.

**The Institute of Healthcare Engineering and
Estate Management**

Financial Statements for the year ended 31st December 1995

Notes (Continued)

8. Accumulated Funds

	<u>1995</u>	<u>1994</u>
Balance 1st January 1995	148,926	132,263
<u>Add:</u> Surplus for the year	25,313	16,663
	<hr/>	<hr/>
	£ 174,239	148,926
	<hr/>	<hr/>

9. Award Fund

	<u>1995</u>	<u>1994</u>
Northcroft Silver Medal Award		
Balance 1st January 1995	305	288
<u>Add:</u> Interest on investment	33	17
	<hr/>	<hr/>
	338	305
 <u>Deduct:</u> Cost of silver medals	 -	 -
	<hr/>	<hr/>
Balance 31st December 1995	£ 338	£ 305
	<hr/>	<hr/>

10. Lucas Scholarship Fund

	<u>1995</u>	<u>1994</u>
Balance 1st January 1995	3,078	3,078
 <u>Less:</u> Grants towards members' conference expenses	 -	 -
	<hr/>	<hr/>
Balance 31st December 1995	£ 3,078	£ 3,078
	<hr/>	<hr/>