

# **Trustees' Report and Financial Statements**

**31 December 2020**

CILIP: Registered charity number in England 313014

CILIP: Registered company number in England RC000780

CILIP: the Chartered Institute of Library and Information Professionals: Inaugurated April 2002 following the unification of the Institute of Information Scientists and the Library Association.

Originally incorporated by the Library Association Royal Charter 1898.

Registered office address: 7 Ridgmount Street, London WC1E 7AE

Website: [www.cilip.org.uk](http://www.cilip.org.uk)

## **Report of the Trustees**

### **For the year ended 31<sup>st</sup> December 2020**

The trustees present their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) for the Financial Year ended 31<sup>st</sup> December 2020. The accounts are those of CILIP and its 100% owned subsidiary CILIP Pathways. The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter. CILIP is a charity operating under Royal Charter registered with the Charity Commission (Reg. No 313014).

## **1. Objectives and activities**

### **Strategic objective**

As a Chartered Institute, CILIP operates under Royal Charter which sets the following objective:

*"The objects of the Institute shall be to work for the benefit of the public to promote education and knowledge through the establishment and development of libraries and information services and to advance information science (being the science and practice of the collection, collation, evaluation and organised dissemination of information)."*

We deliver this objective through the mission and activities set out in our 5-year Strategic Plan. The previous plan, *Securing the Future*, was completed in 2020 and by Agreement with the Board of Trustees a new strategy is currently under development to cover the period 2022-26.

CILIP's purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

As a charitable organisation, our work is strongly guided by our values, which include a commitment to:

- Human Rights, equality and diversity
- Public benefit
- Preservation and continuity of access to knowledge
- Intellectual freedom, including freedom from censorship
- Impartiality and the avoidance of bias
- Confidentiality and the right to privacy
- Promoting information rights and information literacy

### **Activities**

Our mission is to be the leading professional association for people working in information, knowledge and libraries. We will achieve this mission by focusing on 5 key priorities:

- Advocacy and representation on behalf of our members
- Training and CPD
- Professional recognition
- Access to expert communities of practice
- Engagement with sector employers

In setting our strategic priorities and developing our annual programme, we have due regard both to the Charity Commission's general guidance on public benefit and the improvement of education and knowledge for public benefit. The trustees review CILIP's annual delivery plans and budgets to ensure that all activities are in line with the charity's objects and goals.

### **Four nations, regional devolution and international**

CILIP is a UK-based organisation with a global reach. Through our international programmes, we support intercultural dialogue, cultural diplomacy and knowledge exchange with librarians, information and knowledge professionals worldwide.

We recognise the unique and distinct context of each of the four Nations that comprise the United Kingdom. Where possible, we develop programmes with a UK-wide remit, and work with our representative partners and members in all four Nations to tailor our activities and priorities to their national context.

To this end, in addition to the leadership of CILIP as the main UK-wide body, we also work in Scotland in affiliation with CILIP in Scotland, an independent charity registered in Scotland. In Wales, our work is led by CILIP Cymru Wales, a National Committee of CILIP. In Ireland, our work is led by CILIP Ireland, a National Committee of CILIP.

We have considered the current context of increased devolution in national policy and are satisfied that these governance arrangements provided an approach that is responsive to changing circumstances while supporting the overall delivery of our charitable purpose.

### **Wider context**

This report is provided in the context of a global pandemic that has transformed the lives of millions of people worldwide. Throughout the pandemic, CILIP has remained open and has continued to focus on supporting our members as they support the users and communities that depend on them.

In the early days of the pandemic, CILIP set out a 'COVID 19 Response Plan' which has enabled us to continue to meet our obligations throughout this period of disruption while continuing to deliver the benefits our members expect. This plan included:

- Delaying and deferring some regularised payments including contributions into the Defined Benefits Pension Scheme (now closed);
- Taking advantage of Government support through the Coronavirus Job Retention Scheme (JRS) and a Coronavirus Business Interruption Loan (CBIL) from the Royal Bank of Scotland;
- Working with our Member Networks, many of whom granted permission for CILIP to make use of free reserves for business continuity (including in some cases on a 'gift' – ie. non-refundable basis), and;

- Applying for support through the Arts Council England's *Culture Recovery Fund*

We are particularly grateful to our community of Member Networks and our colleagues in CILIP in Scotland, CILIP Wales and CILIP Ireland, without whose support it is unlikely that we could have maintained our operations on behalf of our members.

The challenges of the pandemic will be with us for many years to come. Entire societies have seen 'digital' access taking equal place alongside physical experiences. The impact on learners of all ages, and particularly schoolchildren and students, has been profound.

We have set out an ambitious programme for the future, helping to ensure that our profession is able to play its part at the centre of our national recovery.

### **How we deliver public benefit**

CILIP is a charity operating under Royal Charter. Our purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

We maintain a 'theory of change' which articulates how our work generates public benefit, both directly and indirectly. Our aim is to generate social, cultural, educational, economic, scientific and personal benefit for everyone by actively promoting an equal and inclusive information society and a competitive knowledge economy.

We have seen first-hand during the pandemic the vital role that reading, literacy, digital skills and access to information play in the lives of every citizen. Our role is to support the library and information professional workforce who deliver this benefit for everyone, regardless of their means.

## **2. What we did: activities, achievements and impact**

The table below summaries how we delivered against our priorities and objectives in 2020.

### **Member support**

CILIP has worked hard to provide support for our members throughout 2019-20, despite the complex challenges of COVID-19. A summary of our activities and impact is provided below.

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Member services	CILIP's membership team have provided timely and effective customer service for our members throughout the pandemic, helping to resolve queries, process changes and ensure members get value from their subscription.	We have seen positive results in terms of member engagement and retention, with members citing the friendly, helpful service provided by our team.

## Outcome

## Activity

## Impact

CILIP has implemented a wide range of COVID-19 support for our members, including authoritative advice through the *Coronavirus Information Service*, guidance for school librarians and the establishment of the £150,000 support fund by the CILIP Benevolent Fund.

CILIP has been able to deliver value for our members as a conduit to authoritative information from Public Health England and other public bodies.

We have demonstrated the value and importance of our role as an umbrella professional body for our membership, in the process enhancing the resilience of our professional community.

CILIP implemented our own 'digital pivot' early in the pandemic and have been able to continue to support our members through online events, activities, training and resources throughout.

We have received positive feedback from members throughout this year, highlighting the improved presence and accessibility of our work as an online offer.

As we begin to emerge from current restrictions, we will continue to develop our 'digital first' approach, ensuring that we can deliver the same quality of service to members, wherever they are based.

As a result, more members have been able to derive more value and use from their membership.

## Member Networks

Our busy and proactive network of Special Interest Groups have been working hard throughout the pandemic to provide specialist expertise and support for members.

The specialist support of the Special Interest Groups has been consistently cited as among the most valuable elements of our work, helping members to develop their skills, improve their practice and progress their careers.

Collectively, the SIGs and SIG Committees have delivered dozens of training and knowledge-exchange events, hundreds of networking opportunities and a vital programme of engagement and support for CILIP members across the UK.

As an umbrella body, it is essential that CILIP is able to support members *both* in their overall development as information professionals and within their chosen specialisms. The SIGs provide

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Devolved Nations	<p>The CILIP Regional Member Networks have acted as CILIP's 'face' in the English regions, helping to ensure that our support is timely, relevant and tailored to the distinct needs of each region.</p> <p>During the past year, the Regional Member Networks have provided CPD and professional development support through online events, training and content.</p>	<p>a highly effective mechanism to deliver this support.</p> <p>The Regional Member Networks ensure that CILIP is able to be effective both nationally and regionally. They are frequently the 'frontline' for engagement with and support for members, helping to drive recruitment and retention in our membership.</p> <p>As a result of the work of the Regional Member Networks, we have been able to deliver better value for members across the UK.</p>
	<p>CILIP in Scotland is CILIP's affiliated partner organisation in Scotland, delivering a proactive programme of member support, representation, networking and advocacy.</p> <p>During the past year, CILIPS' work has gone from strength to strength, helping to ensure that members in Scotland have access to authoritative support and representation tailored to the distinct nature of the Scottish context.</p> <p>CILIPS has represented the sector both in national policy development and local political decision-making while also supporting a busy community of Scottish Branches and Networks.</p>	<p>CILIPS has been able to provide clear leadership, representation and support for CILIP members in Scotland. As a result, recruitment and retention rates for membership have improved significantly over the course of the year and members can now benefit from a broader programme of support.</p> <p>The voice of the profession is clearly represented in key political processes in Scotland and there is evidence of strong and informed engagement with the whole sector across all types of library and information service by political leadership.</p>
	<p>The active CILIP Cymru Wales Committee and national Development Manager for Wales have been able to</p>	<p>Thanks to the efforts of the Committee and national Development Manager, there is a strong identity and</p>

deliver a strong programme of tailored support for members in Wales.

Significant progress has been made in advocating for the profession in Wales and securing recognition in public policy and decision-making.

At the same time, CILIP Cymru Wales has been able to act as a focal point for community, networking, solidarity and support for members in Wales throughout the pandemic.

purpose for the professional community in Wales.

As a result, membership recruitment and retention have shown positive signs during the past year and we have received very positive feedback relating to member engagement and CPD and training support for members in Wales.

**Outcome**

**Activity**

**Impact**

The CILIP Ireland Committee and national Development Manager for Northern Ireland have delivered a comprehensive programme of representation, support, advocacy and professional development throughout the past year.

The work of the CILIP Ireland Committee and national Development Manager have resulted in significant improvements in the visibility, profile and influence of CILIP Ireland as a sector-wide convening body and professional support.

As a result, CILIP Ireland has been able to provide leadership and a focal point for sector development and dialogue throughout the pandemic.

Ongoing engagement with sector employers in Northern Ireland is delivering real value and impact in terms of the recognition of professional skills, which in turn is having a positive effect on membership engagement.

Diversity Networks

The newly-established CILIP BAME Network has provided a platform for career development, support and knowledge-sharing for librarians and information professionals from BAME backgrounds.

The BAME Network has already delivered positive impact in terms of representation and inclusivity within CILIP membership. The network has been able to advise on key areas of sector and professional policy development and has provided a critical 'sounding

After a positive and inclusive launch event, the Network is

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	<p>developing a work programme to provide ongoing support for the professional community.</p>	board' for CILIP's wider activities.
	<p>The new LGBTQ+ Network was established in 2019 to provide a focus for professional representation and support for LGBTQ+ people in the library, information and knowledge profession.</p> <p>The network has already delivered an active programme of events, member engagement and CPD and training support.</p>	<p>The LGBTQ+ Network is already emerging as a force for positive change and better representation across all areas of CILIP's work.</p> <p>As a result, we are a more engaged, inclusive and representative organisation that is better-able to reflect and respond to the diversity of our professional community.</p>
Recruitment and retention	<p>The membership voted for the implementation of a new membership model from 2021, designed to deliver more value and impact for members while providing more flexibility to reflect the different circumstances of different membership groups and securing CILIP's overall financial viability as a professional association.</p> <p>Once the model was voted in, we were able to deliver a rapid deployment across our internal systems and processes, ensuring that the model was ready in time for January 2021 renewals (issued November 2020).</p>	Although it is too early to tell the impact of the new model on membership recruitment and retention in this reporting period, there are positive initial signs that it is helping to deliver on CILIP's targets for greater diversity and representation in our membership community.

### **Training and development**

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Professional Registration	CILIP has delivered a comprehensive programme of	As a result of the hard work of the new Sector

## Outcome

professional registration support throughout 2020, including maintaining the workflow of submissions, assessments and awards throughout the pandemic.

Candidates have been supported with new applications for Chartership, Certification, Fellowship as well as professional revalidation.

### Activity

CILIP concluded the Professionalism Review project in 2020, delivering a new, updated and more inclusive definition of 'professionalism' for the library and information community.

CILIP has worked with Health Education England to initiate a comprehensive review and refresh of the Professional Knowledge and Skills Base (PKSB) as a 'Sector Skills Standard' for our profession.

Also in partnership with NHS Health Education England, CILIP has commissioned a

Development Committee, the Professional Registration Panel and CILIP staff professional registration services have been maintained and improved throughout this year, supporting membership retention and helping members to invest in their own development and evidence their career progression to employers.

### Impact

It is clear that it will take a long time to refresh attitudes and ideas around 'professionalism' in the library community. It has come to be synonymous with exclusivity when our belief is that it ought to be robust, meaningful and inclusive.

The initial 'soft launch' publication has had limited impact and traction, but this is likely to change as we progress into 2021 and reflect the updated definition across all areas of our work and professional support.

The work had not yet been concluded within the period covered by this report. The initial 'discovery phase' of the work has already proven tremendously productive, highlighting both the robustness of the existing PKSB and key areas for development including digital skills.

The initial research and literature review are providing valuable insight into the likely

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	<p>'tech review' into the impact of AI, machine learning, process automation and robotics for our profession, due for publication in 2021.</p>	<p>future skills needs of the profession, which will be fed into the PKSB review process (above).</p>
Workforce development	<p>CILIP has successfully launched and rolled out 'KM Chartership' (professional registration for Knowledge Managers).</p> <p>CILIP has successfully launched <i>CILIP Pathways</i>, a new wholly-owned subsidiary company providing professional assessment services to the sector, beginning with registration as an end-point assessment organisation (EPAO) for the new Library, Archive and Information Services Assistant Level 3 Apprenticeship.</p>	<p>The move towards an explicit professional registration option for Knowledge Management practitioners have significantly enhanced CILIP's profile and reputation with the UK and international KM community, introducing us to new partners and stakeholders and creating new opportunities for business development.</p> <p>The first 'cohorts' of KM Chartership candidates filled almost immediately, with strong evidence of international demand for professional registration services in future.</p> <p>The establishment of an EPAO for library apprentices was the key 'final step' in creating an apprenticeship programme for our professional community.</p> <p>Thanks to the hard work of the CILIP staff and our Trailblazer group, sector employers are already actively recruiting new apprentices, who will be assessed over the next 18-24 months.</p> <p>In addition to unlocking a key element of our workforce development strategy, the registration of CILIP Pathways has created a new</p>

## Outcome

## Activity

income stream for the organisation, scheduled to break even and deliver a net return by 2023.

## Impact

During this reporting period, the new *Information Professional Jobs* platform continued to develop as the sector-leading source of information about jobs and vacancies.

*Information Professional Jobs* is a key element of ensuring that members can benefit from quality employment opportunities. In addition to advertising vacancies, the platform provides an opportunity for dialogue with employers and terms and conditions for our members, as well as key sector professional insight to help guide our CPD and training.

## Training and CPD

CILIP has continued to publish *Information Professional* magazine and the accompanying *Suppliers Guide* throughout 2020, providing an essential platform for current information, insight, analysis and professional development for our community.

*Information Professional* is consistently cited as among the most valuable and valued benefits of membership, providing quality editorial coverage and in-depth analysis into current developments across the breadth of our profession.

As a result, CILIP is able to demonstrate thought-leadership for our profession while ensuring that our priorities and activities are driven by current awareness of and insight into the challenges and opportunities confronting our members.

Facet Publishing has continued to act as a sector-leading specialist publisher throughout the pandemic, despite the impact of the coronavirus on global supply-chains. Facet has maintained a strong back-list of professional publications

Facet makes a central contribution to the thought-leadership, positioning and expertise of CILIP as a professional association. We have been able to do more this year to strengthen the collaboration between CILIP and Facet, helping to improve

while also developing a 'front-list' of new specialist titles.

the value we can offer to both authors and members.

Facet also provides a vital net return into CILIP's charitable activities, helping to ensure that our operations are sustainable and that we can deliver value-for-money for our members.

## **Outcome**

### **Activity**

As part of our 'digital pivot' the CILIP team moved our busy programme of events, training and conferences online, including a highly successful annual CILIP Conference, delivered through the Pheedloop platform.

We have been able to deliver a very popular programme of webinars covering a wide range of subjects as well as specialist online training support in partnership with our Member Networks.

CILIP has continued to provide support for international standards throughout 2020, including specifically our role in the international leadership and development of the RDA standard.

CILIP has provided ongoing support for LIS teaching and learning in the UK and internationally through our

### **Impact**

Professional development, training and CPD support is a key part of the value proposition for members and the wider community. As a result of our move online, we have seen significant increases in participation and engagement with our training events and activities.

The shift online has also helped us to begin to address the environmental impact of physical events and training. As we look ahead to post-pandemic recovery, it will be important to consolidate these gains in terms of participation and ease-of-access to our support programme.

There has been significantly increased engagement with and take-up of the RDA standard during this reporting period. We are actively engaged with the RDA community to implement a longer-term programme of development support.

Accreditation provides a vital mechanism to deliver on our vision for the future development of the

Accreditation programme, while also beginning to diversify our role as an accrediting body in related sectors including Archival and Museum Studies, Records, Information and Data Management.

professional workforce. By expanding into 'Short Course Accreditation' we are able to engage new and existing learning providers with a more flexible model that reflects the changing ways in which people undertake professional development.

International development

CILIP has led the ACE-funded *Working Internationally* programme, providing grant funding support to 4 public library authorities to develop collaborative programmes with their counterparts overseas.

*Working Internationally* has highlighted a significant appetite among UK libraries in all sectors for international working. The programme has provided an opportunity to showcase the positive benefits of international collaboration for innovation and knowledge exchange.

Looking ahead, CILIP and the *Working Internationally* Project Board are hoping to put forward a case for a Phase 2 programme, building on the lessons learned in Phase 1.

## **Advocacy**

### **Outcome**

Championing Equality, Diversity and Inclusion

### **Activity**

Through our *Changing Lives* programme, CILIP has made a lasting commitment to equality, diversity and inclusion across every aspect of our work, leadership and governance.

### **Impact**

*Changing Lives* has already delivered significant impact in terms of equality, diversity and inclusion in our work, helping us both to present a more representative voice for our professional community and to begin to tackle systems which prevent people from marginalised communities entering and progressing in our profession.

It is clear that this is the beginning of a long-term

process for CILIP and for our profession, but *Changing Lives* represents an unequivocal statement of intent allied to practical action.

## Outcome

Building political influence

## Activity

As the only independent association representing librarians, information and knowledge management professionals in all sectors, CILIP maintains an active programme of political relations in Westminster and the Devolved administrations.

Through our secretariat of the All-Party Parliamentary Group for Libraries (APPG Libraries) we have been able to develop and maintain relationships with Parliamentarians and key political stakeholders, providing a channel for regular dialogue and briefings.

We have also been able to reflect the priorities and capabilities of our professional community in key Government consultations, including those towards a Media and Information Literacy Strategy, a Digital Strategy for Wales and the consultation for a National Data Strategy.

We have continued to build the evidence base in support of our advocacy of librarians, information and knowledge management professionals in all sectors.

## Impact

Our political engagement is helping both to ensure that key decisions impacting on our professional community are based on insight, evidence and understanding and that our potential contribution is reflected in wider policy documents.

Our ongoing dialogue with political stakeholders means that we can answer questions, provide guidance and briefings to enable Parliamentarians to provide more effective support for library and information services in all sectors.

We have seen real progress in expanding the scope of our political dialogue to encompass a broader understanding of the scale, composition and impact of our profession beyond public libraries.

Although some progress has been made in assembling evidence in support of our arguments, it is clear that the overall evidence-base is still sorely lacking, particularly in respect of consistent and clear impact metrics for our profession in all sectors.

## Outcome

## Activity

Although we will continue to seek opportunities to address this on a piecemeal basis, it is clear that the whole sector would benefit from a sector-wide approach to evidence-based practice and the development of assessment data in support of advocacy.

## Impact

CILIP has maintained a proactive approach to public and media relations, providing commentary and quotes for national, local and trade press and media outlets throughout 2020.

As a result of our active engagement with media outlets, we were able to help 'tell the story' of the tremendous support provided by librarians and information professionals to their users, organisations or communities during the pandemic.

In the process, we have been able to present a more positive and proactive voice for libraries in all sectors, and to start to be more effective in securing recognition of the scope and size of the sector beyond public libraries.

CILIP has provided national representation for our professional community through participation in Working Groups, advisory councils and other strategic platforms, including the *English Public Libraries Strategic Working Group*, chaired by the Arts Council England.

As a result of this proactive representation, we have started to see real progress in 're-connecting' sector leadership and other stakeholder organisations with the central role and value of professional skills. This participation has provided us with an opportunity to set out our more progressive and inclusive vision of the role of professional skills and to enable key partners to see them as an opportunity rather than an obligation.

In addition to our national representation, CILIP has

CILIP has seen a marked shift from 'reactive' responses to

continued to provide local representation in support of our members.

proposed service reductions, particularly in Local Authorities, towards a more constructive and proactive dialogue that takes place increasingly *before* public announcements are made. This has provided us with an opportunity to make the case for the retention of professional skills and in some instances has helped to 'soften' the impact of proposed cuts to budgets.

**Outcome**

**Activity**

**Impact**

Promoting public engagement

Despite the disruptions of COVID-19, CILIP delivered a highly successful *Libraries Week 2020* campaign in the first week of October (coinciding with key moments in the political calendar, including budget-setting within Local Authorities).

The campaign focused on the theme of 'Books and Reading' and attracted widespread participation across most parts of the library and information sector, delivering significant public engagement and visibility.

During the 'first lockdown' in England, CILIP and the Youth Libraries Group worked with partners including Nielsen Book, Bolinda and OverDrive to launch the *National Shelf Service*, a YouTube channel featuring daily book recommendations for children and young people.

*Libraries Week* has continued to grow and develop as a key opportunity for public engagement during the year. The theme of 'Books and Reading' was timely in light of the huge shift towards e-reading and the increased national interest in readership more generally.

We are aware of a need to translate participation into ongoing engagement. Our future planning for *Libraries Week* will include a clear 'call-to-action' to ensure that new and existing audiences engaged through the campaign become longer-term and habitual users of library services.

The *National Shelf Service* had a tremendously positive impact, attracting thousands of views and helping to align librarians to the emerging national interest in reading.

CILIP was able to meet our advocacy goal, which was to re-state the role of librarians

## Outcome

## Activity

CILIP was able to deliver the Carnegie Greenaway Awards 2020 successfully as an online-only programme, supported by the UK-wide 'Shadowing Scheme'.

Despite the impact of COVID-19, the Awards process was delivered successfully, albeit with some changes to timings.

At the same time, the Awards are presented with a complex longer-term financial challenge as key sponsors revisit their priorities in response to the pandemic. As a result, CILIP commissioned a specialist Awards Agency to develop proposals for future financial sustainability.

CILIP continued to publish *Pen & Inc.*, the diversity magazine and listings guide throughout 2020.

and information professionals as 'expert recommenders of books', making a positive contribution to discovery and readership in the overall publishing sector.

## Impact

Thanks to the hard work of the CILIP staff team, the Youth Libraries Group, Working Party and awards judges, the 2020 Awards process went ahead and delivered an outstanding long-list and shortlist as well as worthy winners of both the Carnegie and Kate Greenaway Medals.

The new review into the longer-term financial and delivery model for the awards will help to ensure their longer-term sustainability.

*Pen and Inc.* addresses a key problem highlighted by CILIP members relating to better options to discover a broader and more diverse range of identities in books for children and young people.

The magazine is circulated to key contacts including bookshops and schools across the UK. It features, editorial, recommendations and examples of beautiful illustration, all highlighting the diversity and creativity of children's publishing.

Outcome	Activity	Impact
Targeted campaigns	<p>CILIP has continued to work with Health Education England and the Health Libraries Group to support 'A Million Decisions' – the campaign to highlight the life-changing impact of librarians and knowledge specialists in health.</p> <p>CILIP has supported the School Libraries Group and School Library Association (SLA) in the ongoing implementation of the <i>Great School Libraries</i> campaign.</p> <p>During 2020, we were pleased to support the launch of the findings of a research study funded by the Foyle Foundation, which highlighted concerns about the inequality of school library provision between the state and independent sectors.</p>	<p>The campaign has continued to deliver positive results throughout 2020, providing an opportunity to engage with clinicians and senior decision-makers in the healthcare sector.</p> <p>As part of this work, we have been pleased to support Health Education England with the development of their study <i>Value Proposition: The gift of time</i>, which provides further evidence in support of the campaign</p> <p><i>Great School Libraries</i> has provided an important platform from which to advocate for quality school library provision. The Research Report has provided the first comprehensive evidence of the 'state of the nation' in provision and sets out clear priorities for future advocacy.</p>
Employer engagement	<p>CILIP has continued to maintain and grow the Employer Partners Scheme, providing a much-needed platform for dialogue and knowledge-sharing between the professional body and sector employers.</p> <p>Following the 2020 AGM, we undertook additional research which confirmed the ongoing development and identity of the scheme.</p>	<p>The impact of the Employer Partners Scheme continues to be very significant for CILIP, providing a vital platform for sector development, prioritisation and advocacy across all sectors. As a result, participating employers have made a number of strong commitments to supporting CPD, development and professional registration for their staff, while also sharing</p>

key current insight back into the organisation.

## **Operations and governance**

We have successfully maintained efficient, accountable and effective operations throughout 2020 in support of our charitable objects. Highlights of this work and its impact are set out below:

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Governance	Effective leadership	CILIP continues to benefit from clear and effective governance and leadership across the CILIP Trustee Board, our national committees in CILIP Cymru Wales and CILIP Ireland and our affiliated partner CILIP in Scotland.
	Accountability	We have reviewed and updated the governance sections of the CILIP website to ensure that key governing documents and papers are publicly available for scrutiny by the membership.
Finance and Audit	Statutory compliance	CILIP completed a successful audit for 2019 with no material issues raised and the audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	Our risk register has provided an effective mechanism for the CILIP Board and Senior Leadership Team to track and manage risks and ensure that controls are adequate.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow. CILIP has also provided managed office services, meeting room and event hire through our wholly-owned property at 7 Ridgmount Street in London.

## **Future plans**

2020 represents the final year of CILIP's current 5-year strategy, *Securing the Future*. The aim of this strategy has been to:

- Modernise CILIP as the leading professional association for people working in libraries, information and knowledge management;
- Improve the profile, influence and visibility of our profession with employers and key decision-makers;
- Do more to help our members succeed in their careers and futureproof their skills;
- Create a sustainable long-term platform to support our members.

CILIP has made strong progress against these agendas in 2019 and during 2020, we plan to consolidate our role as a professional association and place of quality for librarians, information and knowledge management professionals to advance their skills and career.

We are committed to being an open, inclusive and democratic association, and so the process of developing our new 5-year plan (2022-26) will be undertaken in consultation with our membership and the wider profession.

## **Activities in the devolved nations**

We aspire to combine a UK-wide perspective and common goals with effective and equal representation across Wales, Scotland, Northern Ireland and England.

### **CILIP Cymru Wales**

During 2020 CILIP Cymru Wales comprised a National Committee for Wales supported by a CILIP Development Manager. CILIP Cymru Wales is active in ensuring that the needs of CILIP members in Wales are addressed and that their priorities are fed into our overall programmes. Key achievements included:

- The delivery of a successful CILIP Cymru Wales conference
- Representation of the profession to key policymakers, including at the Welsh Assembly
- Ongoing advocacy for the role and value of information, library and knowledge management professionals
- Provision of networking opportunities and representation

### **CILIP Ireland**

CILIP Ireland comprises a National Committee based in Northern Ireland supported by a CILIP Development Manager. CILIP Ireland is responsible for ensuring that the needs of CILIP members in Ireland are addressed and that their priorities are fed into our overall programmes. Key achievements for 2020 included:

- Representation of the profession to key policymakers

- Liaison with strategic partners across Northern Ireland
- Ongoing advocacy for the role and value of information, library and knowledge management professionals

During 2020, the CILIP Ireland Committee has developed a strategic plan which identifies key priorities, connected to the five strategic goals and priorities set out in the CILIP Action Plan.

### **CILIP in Scotland (CILIPS)**

CILIP in Scotland (CILIPS) is an independent organisation registered as a charity with OSCR, the Scottish Charity Regulator. Each year, CILIPS sets out its own business plan which is aligned to the priorities and goals set out in the CILIP action plan.

CILIPS is supported through an annual grant, agreed with CILIP, which includes the cost of staffing and delivery of activities to the benefit of CILIP members in Scotland.

The joint CILIP/CILIPS Service Level Agreement (SLA) agreed in 2018 has provided a strong foundation for mutual dialogue and collaboration throughout 2019. As a result, we have agreed to translate the SLA from a 'rolling annual' agreement to a permanent standing one, representing the trust and respect between our organisations and our mutual interest in meeting the needs of our members.

### **Monitoring and evaluation**

At the request of the CILIP Board, the Senior Management Team has developed a performance management framework which supports ongoing decision-making, evaluation and future planning. The performance management report focuses on:

- Business development metrics
- Membership growth metrics
- Customer satisfaction metrics
- Member engagement metrics
- Organisational performance indicators

### **External factors affecting our work**

We undertake a periodic 'foresight' exercise in order to identify the main trends and external factors, which will affect our work. The key trends we have identified in 2020, which will inform our future work, include:

- Ongoing channel shift – digital technologies and data continue to transform our world, and in the process are coming to define the future opportunities and challenges for our profession;
- Becoming an 'embedded' profession – the library, information and knowledge management workforce continue to be defined less by their job title and more by the application of their skills to the benefit of their communities and organisations;

- Continued shrinking in public funding – we will continue to see significant reductions in the funding available for public services, resulting in ongoing attrition in both infrastructure and the quality of services;
- Diversification into K&IM – CILIP has set the ambition to become the ‘natural professional home’ for people working in Knowledge and Information Management, reflecting the journey of the sector towards professionalization;
- Continued pressure on the ‘cost of knowledge’ – libraries and information services will continue to be exposed to rising costs in access to content on behalf of their users, including particularly increasing pressure on digital licensing costs;
- Ongoing devolution of decision-making powers - including devolution between the four nations, to local government and to individual decision-makers such as head teachers, resulting in greater fragmentation and a more complex network of relationships;
- Fake news, online harms and disinformation – there is likely to be a continued focus on the value of evidence and accountability in public life as well as the role of our profession in combatting fake news, online harms and disinformation and their impact on our democracy.

## **Fundraising**

The majority of CILIP’s income comes from its members and it undertakes very little direct fundraising activity involving individual donors. CILIP did not receive any complaints in relation to fundraising in 2020 and 2019. Due to the nature of CILIP, CILIP is not registered with the fundraising regulator.

## **3. Future plans**

2020 represents the final year of CILIP’s current 5-year strategy, *Securing the Future*. The aim of this strategy has been to:

- Modernise CILIP as the leading professional association for people working in libraries, information and knowledge management;
- Improve the profile, influence and visibility of our profession with employers and key decision-makers;
- Do more to help our members succeed in their careers and futureproof their skills;
- Create a sustainable long-term platform to support our members.

The strategy was largely successful, meaning that we look ahead to 2021 and beyond as a period of recovery and new ambition. The impact of COVID19 lockdown has resulted in the depletion of reserves, and so a key priority for 2021 is to re-build our free reserves investments to a minimum position in line with the Reserves Policy established by the Board of Trustees.

We are in the process of developing our new 5-year plan (2022-26) which will be undertaken in consultation with our membership and the wider profession.

Our primary plan for 2021 is therefore the establishment of a new, cash-positive 'business as usual' for CILIP which ensures that we can continue to deliver value for the membership. The key elements of this will be:

- Diversifying into new income-generating activities, including apprenticeship assessments, project and programme management and professional certification;
- Continuing to focus on membership retention and renewal by providing clear benefits, regular communications and excellent customer services to our members;
- Building a more open and collaborative relationship with Special Interest Groups, Member Networks and our Devolved Nation partners, to ensure that we can benefit from the skills and experience of our whole community by establishing the 'Community Strategy';
- Strengthening and growing our engagement with Knowledge and Information Management professionals in the UK and internationally;
- Continuing to 'pivot' towards digital delivery, with a particular focus on online engagement with events, CPD and training;
- Strengthening and re-affirming CILIP's role as the professional association for librarians, information and knowledge management professionals, including our role as a regulatory authority.

#### **4. Financial review**

The financial statements were in the format required under the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) and the Statement of Financial Activities (SOFA) reflects the strategic priorities of CILIP.

#### **Overview of 2020 financial position and performance for CILIP and CILIP Pathways Ltd**

During the pandemic year 2020, CILIP carried out a number of actions to ensure its short and medium term financial sustainability. These actions included:

- Negotiating a restructuring of deficit repair contributions to the Pension Scheme
- Implementing a furlough of all but 9 staff using the Government *Job Retention Scheme*
- Applying for 'emergency' financial support of £240,000 from the Royal Bank of Scotland under the Government-backed *Coronavirus Business Interruption Loan Scheme (CBILS)*
- Borrowing some of the Member Networks reserves to offset the overall financial position for 2020/2021
- Bringing forward the membership model and associated price increase to be effective from 1 January 2021
- Applied and obtained the 1<sup>st</sup> round of Recovery Fund grant from the government

Taking the above proactive actions enables CILIP's overall income to increase from £3,919,174 in 2019 to £3,946,319 in 2020. This 1% increase in overall income was mainly due to the Coronavirus Job Retention Scheme and the 1<sup>st</sup> round of government recovery fund grants. COVID-19 did have significant impact on CILIP's following activities;

- training, events and conferences income plummeted by 61% because of cancellation due to UK's economic lockdown
- publication income also have an adverse effect of 31% decrease in income
- membership income decreases by 3%
- rent and service charge income decreased by 10% due to the tenants giving up occupancy of some of their office spaces due to staff working from home

Fortunately, CILIP's diversification into professional services did have a favourable variance of 58% increase in income in 2020 compared to 2019

CILIP has made savings of 5% on overall expenditure by implementing restrictions on non-committed expenditure to manage outgoings thereby decreasing our costs from £4,093,946 in 2019 to £3,871,193 in 2020.

CILIP Pathways limited commenced trading in March 2020, incurring mainly start-up costs of £27,754. There is also a time lag between opening apprentices and receiving income from successful apprentices. Income from successful apprentices is expected to gradually increase during 2021.

### **Future financial outlook for CILIP and CILP Pathways Ltd**

2020 represents the final year of CILIP's current 5-year strategy '*Securing the Future*', we developed our longer term action based on an assumption of continued disruption in 2021 and 2022 due to the impact of COVID-19. In addition, we are developing longer term plans particularly through the Strategy Finance review that would be completed in July 2021. The recommendations from the strategic review would inform our new 5-year plan (2022-26) which will be undertaken in consultation with our membership and the wider profession.

In 2021, we have begun work on creating a 'Future CILIP' programme to ensure our future sustainability. This programme of work is looking in detail at:

- Our premises at 7 Ridgmount Street, which are a 'contingent asset' on the Pension Scheme
- The Pension Scheme itself, which represents a £350,000 annual liability to service an hypothetical deficit
- The actual and potential value of our invested funds
- The structure of our financial systems, including Designated Funds and Restricted funds
- Our long-term tenancy commitments
- Our diversified income model and
- the balance of membership and non-membership activities

**CILIP Pathways Ltd:** During the period ended 31 December 2020, CILIP Pathways Limited incurred losses of £27,754 in relation to start-up costs. CILIP Pathways limited forecast to make a modest profit in 2021 with an increase in profits year on year projected. The directors are confident that CILIP Pathways is establishing itself well and forecasts that growth in 2021 and beyond will be achieved.

## **CILIP's financial activities**

### **Reserves**

Total group's reserves in 2020 were £16,807,695 (2019: £17,325,118) which consists of unrestricted funds £14,045,723 (2019: £14,746,554), designated funds £1,812,273 (2019: £1,829,394) and restricted funds £949,699 (2019: £749,170). Further details about the funds are as stated below:

### **Unrestricted funds**

Unrestricted funds consist of CILIP's (i) central operations activities, (ii) Member Networks activities, (iii) designated funds activities, (iv) pension reserve and (v) revaluation reserve.

#### **(i) CILIP's central operations activities**

CILIP's Central operational activities during the year had a net expenditure of £213,650 (2019: £115,572). £137,162 deficit was due to the impact of COVID-19 on our operational activities and deficit of £76,488 on our investment assets due to the stock market performance.

The total reserve carried forward to 2020 for central office activities was £222,820, in 2019 it was £240,674 as per note 19.

#### **(ii) Member Networks activities**

Our Member Networks continue to provide a range of high quality events, conferences and training opportunities at a fee that our members can afford to ensure their professional development thereby having a positive movement of £27,688 in 2019 but this was negative movement of £22,469 in 2020 due to cancellation of events because of the pandemic.

The total reserve carried forward to 2020 for Member Network activities was £678,915 (2019:£701,384) as per note 19.

#### **(iii) Designated funds activities**

Designated funds consist of the fixed asset reserve and development fund reserve.

The movement on the designated fund fixed asset reserve as per note 17 was due to the acquisition in 2020 of £18,200 (2019: £nil) worth of computer assets and the depreciation charge for the year of £70,465 (2019: £72,590). The total fixed asset reserve carried forward to 2020 was £1,712,535 (2019: £1,764,800) and this did not include the revaluation reserve on buildings.

The total designated funds development reserves as per note 17 analysed below:

	2020 Amount	2019 Amount
Member Network development fund	£8,901	£8,901
My library by right campaign fund	£1,942	£1,802
Central office master plan building repairs fund	£60,572	£25,568
Member Network CPD Forum development fund	£4,103	£4,103
Infrastructure development fund	£24,220	£24,220
	<u>£99,738</u>	<u>64,594</u>

#### **(iv) Pension reserves**

The trustees believe that the defined benefit pension scheme funding calculation, which can vary considerably according to the assumptions made at each year-end, has no material effect on the charity's cash flows in the short term, and that in the longer term its effects are sustainable out of future income. For this reason, in the trustees' view, it is disregarded for reserves policy purposes. The movement on the pension reserve of £1,281,000 in 2020 (2019: £637,000) as per note 22 was mainly due to an increment in the present value of the defined benefit obligations. In 2020 the pension scheme deficit was £7,051,000 in 2019 this was £5,770,000.

#### **(v) Revaluation reserve**

CILIP fully owns the central office building as a primary asset of the charity which generates revenues (rental of office and meeting space) which are driven back to support our charitable objects. The freehold property revaluation takes place every two years. The market value as at 2019 £21,200,000 (as per note 9) in 2020 estimated to be £21,876,000 using property non-core prime yield guide at 4.25%.

#### **Restricted funds activities**

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, charged against the specific fund. The movement on the restricted fund is analysed in note 16.

#### **Subsidiaries**

CILIP has three subsidiaries of which two are dormant.

CILIP Pathways Limited incorporated on 4<sup>th</sup> March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. CILIP's customers are the employers of apprentices, the apprentices and apprenticeship-training providers. CILIP Pathway Ltd incurred a start-up cost of £27,754.

Further information on investment in subsidiary companies is set out in note 11.

### **5. Investment powers and selection of investments**

The Royal Charter gives powers to the trustees to invest the monies of the Institute not immediately required for the furtherance of its objects in or upon such investments, securities or

property as may thought fit. The Byelaws allow the Board to delegate power to an investment manager to buy and sell investments on behalf of the Institute, within a prescribed investment policy.

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee makes decisions on which managers are used.

### **CILIP's investment policy and investment:**

- a) to maximise the total return from short or long term investments, both income and capital growth, without taking undue risk, and
- b) to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

The trustees will not invest directly in investments which conflict with CILIP's aims and objectives as set out in the Royal Charter.

Restricted investments classified as long-term investments and unrestricted investments classified as short-term investments to fund CILIP's strategic plan capital projects.

CILIP holds units in M&G Charifund. The Fund had a net yield of 6% in 2020 (2019: 5.5%). In addition to offering an attractive yield, Charifund has a strong long-term performance record.

The value of the total investments decreased in 2020 by 17% to £864,283 with unrealised net loss of £181,041 due to the stock market. Further information on CILIP's investments is set out in note 10.

## **6. Reserves policy**

CILIP's reserves policy designed to determine the level of reserves required to:

- Cover periods of low income (resulting from adverse market conditions or a fall in membership) while remedial action is taken
- To cover an unexpected loss on a project
- To cover unforeseen expenditure items

Under the policy in place in 2020, the reserves required to fund central operations are a minimum of three months' (£803,571) and a maximum of six months' operating costs (£1,607,142). Central office reserves stood at £222,820 at 31 December 2020, which equates to approximately one months' costs.

In addition, the policy allows sums to be set aside in designated reserves for important expenditure outside the normal operating budget. If overspend occurs, this needs to be recouped within a few years.

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserve stood at £678,914 in 2020 (2019: £701,384).

## Going concern assessment

In June 2021, although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long term effect on income. However, having reviewed the funding facilities available to CILIP especially the government recovery fund and coronavirus job retention scheme together with the expected future cash flows, the trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

## 7. Principal risks and uncertainties

The Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk Committee provides assurance to the Board that this system is adequate and appropriate. The Senior Management Team is responsible for implementing the system of risk management and internal control and for identifying and evaluation of risks, putting in place appropriate mitigating action and monitoring and reporting progress.

Key risks identified during the year were:

Financial risk including possible declining income from membership income and tenant income; potential increasing costs in relation to pensions; fall in value of investments. Mitigating actions include regular review of risk by Finance, Audit and Risk Committee and Senior Leadership Team (SLT); introduction of new subscription levels and diversification of membership; introduction of marketing and sales strategy; and regular meetings with Pension Trustees and investment advisers.

Operational risk including possible failure to deliver business plan, failure to meet objectives throughout the year, failure to retain and motivate staff through extended periods of working at home. Mitigating actions include reviewing annual delivery plan at every SLT meeting, strong leadership from Board and SLT, regular communications with staff.

Reputational risk including failure to identify potential sources of reputational risk; failure to have in place adequate protocols for responding to events which carry reputational risk; failure to fully embrace obligations to equalities, diversity and inclusion. Mitigating actions include ensuring that reputational risk is factored into risk assessments, identifying key staff with responsibility for reputational risk, ensuring that we have a comprehensive equalities, diversity and inclusion change programme and that diversity is reflected in our leadership.

Compliance risk including possible breaches of CILIP's legal and regulatory duties; breaches of CILIP's duties under the Data Protection Act and the General Data Protection Regulation; breaches of CILIP's cyber security. Mitigating actions include Finance, Audit and Risk Committee regularly reviewing internal controls and implementation, CILIP website and virtual learning environment is secured with SSL encryption, new systems configured to comply with GDPR.

The risk register is regularly reviewed by the Board, Senior Leadership Team and by the Finance, Audit and Risk Committee. The trustees continue to assess the risks and uncertainties brought about by the COVID-19 pandemic.

## **8. Structure, governance and management**

### **CILIP Board**

Members of the Board are trustees of CILIP for the purpose of charity legislation.

The Board has twelve members elected directly by the membership, with a provision for up to three co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process. During 2020, nine of the twelve Board members were in place. All of these Board members were individual members of CILIP. In 2020 three co-opted members served on the Board of which one was co-opted as a new professional. The Chair of the Board, Caroline Brazier stood down on 30 January and was replaced on 26 March 2020 by John Trevor-Allen.

Reporting to the Board are the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities; and provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance and finance.

### **Chief Executive**

Day-to-day management of the Charity delegated by the trustees to the Chief Executive, who is responsible for managing staff and resources to implement the decisions made by the Board. The Chief Executive is also included as key management personnel and his salary reviewed and agreed by the Remuneration Committee.

### **Key management personnel**

Other key management personnel in 2020, in addition to the Chief Executive were the Chief Operating Officer; Editor, Information Professional; Head of CILIP in Scotland; Head of Digital and IT; Head of Facilities; Head of Finance; Head of Sales and Marketing; Head of Publishing; Head of Sector Development and Head of Programmes. Their salaries are included in CILIP's general pay scales.

### **Trustees' induction and training**

In January 2020 an induction day was held for all existing and new trustees. The focus was on the role of the Board and of individual trustees as well as on their financial, risk management responsibilities and collective decision-making.

Each new trustee received a welcome pack, which included:

- A copy of the governing Charter, Byelaws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP trustees
- A copy of the conflict of interest policy
- A register of interest form
- The latest Annual Report and Accounts
- Briefings on key current issues for CILIP

Changes to legislation or other rules affecting CILIP reported to CILIP Board to keep trustees up-to-date.

### **Office of the President**

The Office of the President comprises the President, the Vice-President and the Immediate Past President. They are directly elected by the membership, and are independent of the trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio on all committees.

### **The Annual General Meeting**

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year and agrees the appointment of CILIP's auditors. It also approves by resolution any proposed changes to the Royal Charter and Byelaws (subject to approval by the Privy Council). In all other respects, its role is mainly advisory but the CILIP Board will give serious consideration to its recommendations.

### **The Finance, Audit and Risk Committee**

The purpose of the Finance, Audit and Risk Committee is to assess CILIP's overall governance framework for fitness-for-purpose, to identify and escalate issues and to confirm to the Board that proportionate mechanisms exist to manage risk, strategy, compliance and finance. The Committee contributes to audit planning, identifying areas of concern, receiving and reviewing the audit report and monitoring the management response.

Following consideration of the Audit Findings Report, risk management, internal controls and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2020, it did not identify any particular issues to report as a matter of concern to the Board.

## 9. Membership information

### Membership and subscription income by category

In 2017, members voted at the AGM for the membership categories to change in 2018 in order to make it fairer and affordable for most members. The result of the change analysed below:

	2020	2020	2019	2019
Membership type	% of members	% of fees income	% of members	% of fees income
Leaders network	4%	8%	7%	14%
Member	38%	35%	31%	30%
Registered Professional (Full)	21%	32%	27%	34%
Student	10%	3%	5%	2%
<b>Members paying full rate</b>	<b>73%</b>	<b>78%</b>	<b>70%</b>	<b>80%</b>
Leaders network (concession)	1%	2%	1%	1%
Member (Concession)	12%	6%	11%	5%
Registered Professional (Concession)	14%	14%	18%	14%
Student Concession				
<b>Members paying discounted rates</b>	<b>27%</b>	<b>22%</b>	<b>30%</b>	<b>20%</b>

The average subscription per member in 2020 was £96 in 2019 it was £104.

### Membership by Geographical location

	2020	2019
East Midlands	545	547
East of England	817	837
London	1719	1,693
North East	283	270
North West	721	672
South East	1,441	1,366
South West	906	828
West Midlands	515	493
Yorkshire & Humberside	531	522
<b>England Total</b>	<b>7,478</b>	<b>7,228</b>
CILIP in Scotland	1,210	1,121
CILIP in Wales	405	383
CILIP in Ireland	105	181
<b>Total UK &amp; Ireland</b>	<b>9,198</b>	<b>8,913</b>
Overseas members	551	424
	<b>9,749</b>	<b>9,337</b>

Membership per geographical location numbers given above were as at 31 December 2020 and 2019

In addition to joining member networks in member's geographical area, members may join any group that they have interest in, namely:

1. Academic and Research Libraries group (ARLG)
2. Metadata and Discovery group (MDG)
3. Commercial, Legal and Scientific Information group (CLSIG)
4. Community, Diversity and Equality group (CDEG)
5. Government Libraries and Information group (GIG)
6. Health Libraries group (HLG)
7. Knowledge and Information Management group (KIM)
8. Information Literacy group (ILG)
9. International Library and Information group (ILIG)
10. Library and Information History group (LIHG)
11. Library and Information Research group (LIRG)
12. Local Studies group (LSG)
13. Multimedia, Information and Technology group (MMIT)
14. Prison Libraries group (PLG)
15. Public and Mobile Libraries group (PMLG)
16. Marketing and Communication group (MCG)
17. Rare Books and Special Collections group (RBSCG)
18. School Libraries group (SLG)
19. UKeIG: the UK e-information Group
20. Youth Libraries group (YLG)
21. Retired Professional Group (RPG)
22. Lesbian, Gay, Bisexual, Transgender, Transsexual and Questioning group (LGBTQ+)
23. Blacks, Asian Minority Ethnic group (BAME)

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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 Policies).

Charity law 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 its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently.
- b) Observe the methods and principles in the charities SORP.
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which 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 & Reports) Regulations and the provisions of the Royal Charter.

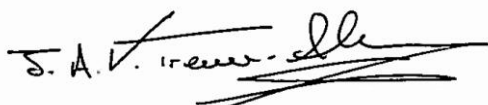
They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Annual Report and Accounts complies with current statutory requirements, the requirements of CILIP's Royal Charter and the current Statement of Recommended Practice on Accounting and Reporting by Charities.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

### Signed on behalf of the Board of trustees

A handwritten signature in black ink, appearing to read 'J. A. Trevor-Allen', with a horizontal line drawn underneath it.

John Trevor-Allen  
*Honorary Chair*

**Date:** 9th September 2021

# INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

## Opinion

We have audited the financial statements of Chartered Institute of Library and Information Professionals for the year ended 31 December 2020 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and of the parent charity's affairs as at 31 December 2020 and of the group's net movement in funds for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the [group/charity]'s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or
- sufficient accounting records have not been kept; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 33, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such

internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the group and the environment in which it operates, we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011, the Charity's Royal Charter, payroll tax and sales tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls). Audit procedures performed by the engagement team included:

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
- Challenging assumptions and judgements made by management in their critical accounting estimates

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.

*Haysmacintyre LLP*

Haysmacintyre LLP  
Statutory Auditors

10 Queen Street Place  
London  
EC4R 1AG

Date: 14 September 2021

Haysmacintyre LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**CONSOLIDATED CHARITY AND GROUP STATEMENT OF FINANCIAL ACTIVITIES  
(incorporating an income and expenditure account) for the year ended 31 December 2020**

	Notes	CHARITY 31-Dec-20 £	CHARITY 31-Dec-19 £	GROUP 31-Dec-20 £	GROUP 31-Dec-19 £
<b>INCOME</b>					
<b>Incoming from charitable activities</b>					
Members' subscriptions		1,009,480	1,040,172	1,009,480	1,040,172
Training, Events & Conferences		273,417	699,466	273,417	699,466
Publications		555,142	805,019	555,142	805,019
Professional Services		262,404	166,409	262,404	166,409
		<b>2,100,443</b>	<b>2,711,066</b>	<b>2,100,443</b>	<b>2,711,066</b>
<b>Incoming from trading activities</b>					
Rent & Service charge		878,081	973,372	878,081	973,372
CILIP Pathways income		-	-	-	-
<b>Income from donations and legacies</b>					
Grants-CJRS		159,807	-	159,807	-
Grant - ACE recovery fund		623,000	-	623,000	-
Grant-Others		70,500	167,500	70,500	167,500
Legacy		41,665	-	41,665	-
Donations from individuals		23,238	280	23,238	280
<b>Income from Investment</b>					
Income from quoted investments	3	49,585	66,956	49,585	66,956
<b>Other income</b>					
<b>TOTAL INCOME</b>		<b>3,946,319</b>	<b>3,919,174</b>	<b>3,946,319</b>	<b>3,919,174</b>
<b>EXPENDITURE</b>					
<b>Expenditure on Charitable Activities</b>					
Training, Events & Conferences		243,858	470,904	243,858	470,904
Publications		443,752	403,953	443,752	403,953
Professional services		2,944,283	2,954,513	2,972,036	2,954,513
<b>Total Charitable Expenditure</b>		<b>3,631,893</b>	<b>3,829,370</b>	<b>3,659,646</b>	<b>3,829,370</b>
<b>Expenditure on Raising Funds</b>					
Services to tenants		239,300	264,575	239,300	264,575
CILIP Pathway costs		-	-	27,754	-
<b>Total expenditure on raising funds</b>		<b>239,300</b>	<b>264,575</b>	<b>267,054</b>	<b>264,575</b>
<b>TOTAL EXPENDITURE</b>	4	<b>3,871,193</b>	<b>4,093,945</b>	<b>3,926,700</b>	<b>4,093,945</b>
<b>Net income &amp; expenditure before investment gains and (losses)</b>					
		<b>75,126</b>	<b>(174,771)</b>	<b>19,619</b>	<b>(174,771)</b>
Net Gains/(losses) on investment assets	10	(181,041)	192,118	(181,041)	192,118
<b>NET INCOME/(EXPENDITURE)</b>		<b>(105,915)</b>	<b>17,347</b>	<b>(161,422)</b>	<b>17,347</b>
<b>Transfers between funds</b>					
		-	-	-	-
<b>Other recognised gains/(losses):</b>					
Revaluation of tangible fixed assets	9	676,000	(9,060,000)	676,000	(9,060,000)
Actuarial gains/(losses) on defined benefit pension scheme	22	(1,032,000)	(630,000)	(1,032,000)	(630,000)
<b>NET MOVEMENT IN FUNDS</b>		<b>(461,915)</b>	<b>(9,672,653)</b>	<b>(517,422)</b>	<b>(9,672,653)</b>
<b>Reconciliation of Funds</b>					
Total Fund brought forward at 1 January 2020		17,325,118	26,997,771	17,325,117	26,997,771
<b>Total Fund carried forward at 31 December 2020</b>		<b>16,863,203</b>	<b>17,325,118</b>	<b>16,807,695</b>	<b>17,325,118</b>

**CONSOLIDATED CHARITY AND GROUP BALANCE SHEET**  
**As at 31 December 2020**

	Notes	CHARITY 31-Dec-20 £	CHARITY 31-Dec-19 £	GROUP 31-Dec-20 £	GROUP 31-Dec-19 £
<b>FIXED ASSETS</b>					
Tangible assets	9	21,963,032	21,339,297	21,963,032	21,339,297
Long term investments	10	498,078	599,935	498,078	599,935
Investments in subsidiary companies	11	4	4	4	4
Investment in CILIP Pathways	11	-	-	-	-
Other investments	11	1	1	1	1
<b>Total Fixed Assets</b>		<b>22,461,115</b>	<b>21,939,237</b>	<b>22,461,115</b>	<b>21,939,237</b>
<b>CURRENT ASSETS</b>					
Short term Investments	10	366,205	445,389	366,205	445,389
Stock and work in progress	12	91,108	144,008	91,108	144,008
Debtors	13	613,117	553,054	585,362	553,054
Cash at bank and in hand		1,877,700	894,543	1,877,700	894,543
		2,948,130	2,036,994	2,920,375	2,036,994
<b>LIABILITIES</b>					
Creditors: Amounts falling due within one year:	14	(1,291,795)	(853,501)	(1,319,548)	(853,501)
<b>NET CURRENT ASSETS</b>		<b>1,656,335</b>	<b>1,183,493</b>	<b>1,600,827</b>	<b>1,183,493</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>24,117,450</b>	<b>23,122,730</b>	<b>24,061,942</b>	<b>23,122,730</b>
<b>Creditors: Amounts falling due after more than one</b>					
Life members provision in advance		(23,247)	(27,612)	(23,247)	(27,612)
CBIL loan		(180,000)	-	(180,000)	-
<b>NET ASSET OR LIABILITIES EXCLUDING PENSION ASSET OR LIABILITY</b>		<b>23,914,203</b>	<b>23,095,118</b>	<b>23,858,695</b>	<b>23,095,118</b>
Defined benefit pension scheme funding deficit	22	(7,051,000)	(5,770,000)	(7,051,000)	(5,770,000)
<b>TOTAL NET ASSETS</b>		<b>16,863,203</b>	<b>17,325,118</b>	<b>16,807,695</b>	<b>17,325,118</b>
<b>REPRESENTED BY;</b>					
<b>Restricted funds</b>		<b>949,699</b>	<b>749,170</b>	<b>949,699</b>	<b>749,170</b>
<b>Unrestricted funds:</b>					
Revaluation Reserve		20,250,496	19,574,496	20,250,496	19,574,496
Pension Reserve	22	(7,051,000)	(5,770,000)	(7,051,000)	(5,770,000)
CILIP Pathways reserve	19	-	-	(27,754)	-
Central Operations reserve	19	222,820	240,674	195,066	240,674
<b>Total central operational funds</b>		<b>13,422,316</b>	<b>14,045,170</b>	<b>13,366,808</b>	<b>14,045,170</b>
Member Networks - other funds		678,915	701,384	678,915	701,384
<b>Total other unrestricted funds</b>		<b>14,101,231</b>	<b>14,746,554</b>	<b>14,045,723</b>	<b>14,746,554</b>
Designated funds-Fixed Asset Reserve	17	1,712,535	1,764,800	1,712,535	1,764,800
Designated fund - Development reserve	17	99,738	64,594	99,738	64,594
<b>Total Designated Funds</b>		<b>1,812,273</b>	<b>1,829,394</b>	<b>1,812,273</b>	<b>1,829,394</b>
<b>Total unrestricted funds</b>		<b>15,913,504</b>	<b>16,575,948</b>	<b>15,857,996</b>	<b>16,575,948</b>
<b>TOTAL CILIP'S RESERVE</b>		<b>16,863,203</b>	<b>17,325,118</b>	<b>16,807,695</b>	<b>17,325,118</b>

**Note: Charity and Group are the same in 2019.**

The notes on pages 39 to 61 form part of these financial statements approved by the Board on 9<sup>th</sup> September 2021.

Signed on behalf of the Board by:



Alison Wheeler  
Honorary Treasurer

## CONSOLIDATED CHARITY AND GROUP STATEMENT OF CASHFLOWS

### For the period ended 31 December 2020

Cash-flow from operating activities:	2020	2019
	£	£
<b>Net cash (used in)/provided by operating activities</b>	<b>979,525</b>	<b>(577,998)</b>
<b>Cash flows from investing activities</b>		
Investment income and bank interest	49,585	66,957
Purchase of tangible fixed assets	(18,200)	-
CILIP Pathways Ltd	(27,754)	
Sales of investments	-	453,000
<b>(Decrease)/Increase in cash</b>	<b>983,157</b>	<b>(58,041)</b>

#### Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net (expenditure) for the reporting period	(105,915)	17,347
Depreciation charges	70,465	72,590
Expenses and net interest costs	331,000	330,000
Pension contributions paid	(82,000)	(323,000)
(Gains)/losses on investments	181,041	(192,118)
CILIP Pathway investment loss/(profit)	27,754	-
Life members provision in advance	(4,365)	(4,687)
Investment income and bank interest received	(49,585)	(66,957)
Decrease/(Increase) in stocks	52,900	(44,052)
Decrease/(Increase) in debtors	(60,064)	(6,539)
Increase/(Decrease) in creditors	618,294	(360,582)
<b>Net cash (outflow)/inflow from operating activities</b>	<b>979,525</b>	<b>(577,998)</b>

#### Change in cash and cash equivalents in the reporting period

	At	Change	At
	1 January	In cash	31 December
	2020		2020
	£	£	£
Bank balances and cash in hand	894,543	983,157	<b>1,877,700</b>

#### Reconciliation of Net Debts

	At	Cash	At
	1 January	flow	31 December
	2020		2020
<b>Cash</b>	894,543	983,157	<b>1,877,700</b>
Loans due within one year	-	(60,000)	<b>(60,000)</b>
Loans due after one year	-	(180,000)	<b>(180,000)</b>
Totals	894,543	743,157	<b>1,637,700</b>

The notes on pages 39 to 61 form part of these financial statements.

# Notes to the Accounts

## 1. ACCOUNTING POLICIES

### 1.1 Basis of accounting

The consolidated financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

CILIP meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The consolidated financial statements presented show the consolidated statement of financial activities, balance sheet and cash flows of the CILIP Group for the year ended 31 December 2020. The CILIP Group financial statements consolidate the accounts of CILIP as a charity and CILIP Pathways Ltd wholly owned trading subsidiary on a line-by-line basis.

#### Going concern

These financial statements are prepared on the going concern basis. The trustees has considered the impact of the COVID-19 crisis on the going concern assumptions. The Finance and Audit Risk committee has reviewed and approved a detailed impact assessment presented by the Chief Operating Officer and Head of Finance on 16<sup>th</sup> June 2021.

The ultimate impact of the COVID 19 pandemic is still unclear, but management are modelling scenarios should there be a material effect on income. However, having reviewed the funding facilities available to CILIP together with the expected future cash flows for financial years 2022 and 2023, the trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, CILIP also continue to adopt the going concern basis in preparing the financial statements.

The particular accounting policies adopted by the Trustees described below and have been applied consistently throughout the current and preceding year.

### 1.2 Income

All income is included in the Statement of Financial Activities (SOFA) when CILIP is legally entitled to them as income or capital respectively, ultimate receipt is reasonably certain and the amount to be recognised quantified with reasonable accuracy.

1.2.1 Membership income: is the subscription received from members to buy a right to services and other benefits and this is recognised as income earned from the provision of goods and services as income from charitable activities.

1.2.2 Income from rent, royalties, interest, dividend and other income is accounted for when receivable and can be measured reliably by CILIP.

1.2.3 Income received in advance of specified service is deferred until the criteria for income recognition are met (see note 13)

1.2.4 Donation and grants income: is recognised when there is evidence of entitlement to the gift, receipt is probable and the amount can be measured reliably.

1.2.5 Government grants income: are accounted for when receivable, as long as there is evidence of entitlement, receipt is probable and the amount can be measured reliably.

1.2.6 Legacy: receipt of a legacy is recognised when it is probable that it will be received. Legacy receipt is probable when:

- there has been grant of probate
- the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay legacy and
- any conditions attached to the legacy are either within the control of the charity or have been met.

1.3 Expenditure and irrecoverable VAT

1.3.1 All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party on accrual basis, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to each activity. Where costs cannot be directly attributed to a particular heading, they have been allocated to activities on a basis consistent with the use of the resource.

1.3.2 Support costs have been allocated to activities on the following basis:

Building costs	Square footage occupied
ICT and Personnel costs	Per Capita basis
Finance costs	Estimated time spent
Governance costs	Proportion of total charitable expenditure and cost of raising fund

Governance costs relate to the organisational administration in compliance with constitutional and statutory requirements.

Costs of raising funds are primarily those incurred in raising funds for CILIP's charitable activities.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.4 Operating leases

Rental incomes under operating leases where substantially all of the benefits and risks of ownership remain with the lessors are recognised in the statement of financial activities as income.

1.5 Employee benefits

Short term benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Employee termination benefits

Termination benefits are accounted for on an accruals basis and in line with FRS 102.

1.6 Tangible fixed assets and depreciation

Freehold property: revaluation to market value every two years has been adopted. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Depreciation: is charged at the following rates, which are expected to reduce the assets to their net realisable values over their expected lives:

Furniture, fixtures and equipment	20% per annum on cost
Computers and programs	25% per annum on cost
Plant and machinery	Various rate

All tangible fixed assets are capitalised, subject to a cost threshold of £1,000.

#### 1.7 Investments

Investments are listed on a recognised stock exchange and stated at fair value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

#### 1.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow moving items. In the case of work in progress and finished goods, costs consists of direct materials, direct labour and attributable overheads. Net realisable value means estimated selling price less all further costs to completion and all costs to be incurred in marketing, selling and distribution.

#### 1.9 Financial instrument

CILIP has 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.

##### Debtors

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

##### Cash at bank and in hand

Cash at bank and in hand includes cash and short term deposits with a short maturity of three months or less from the date of opening of the deposit or similar account.

##### Creditors and Provisions

Creditors and provisions are recognised where CILIP has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.10 Fund accounting

1.10.1 Unrestricted funds: are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation and which have not been designated for other purposes.

1.10.2 Designated funds: comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 16.

1.10.3 Restricted funds: which are detailed in note 15, are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund.

#### 1.11 Accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions in the reported defined benefit pension scheme and property valuation in the disclosures made in the financial statements. Estimates, assumptions and judgements are continually evaluated and are based on historic experience and other factors, including expectations of future events that are believed to be reasonable.

#### 1.12 CILIP operates two pension schemes:

##### 1.12.1 CILIP operates a defined benefit pension scheme on behalf of employees.

The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by contributions from the employer in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. The Pensions Act 2004 sets out a statutory funding objective: that every pension scheme must have sufficient and appropriate assets to cover its funding target (referred to in legislation as Technical Provisions) and if there is a shortfall the trustees and the employer are required to agree a Recovery Plan to make this good. The Pension Scheme trustees have accepted a charge of the full value of the building secured on the freehold property against the shortfall. The pension scheme was closed to new members on 1 April 2009 and was closed to existing members for further accruals from 31 March 2011.

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the SOFA together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in note 21.

##### 1.12.2 CILIP also operates a defined contribution pension scheme

Payments made by CILIP into the group stakeholder salary sacrifice pension scheme on behalf of individual employees are charged to the Statement of Financial Activities as incurred.

2A CHARITY – 2020 STATEMENT OF FINANCIAL ACTIVITIES

Notes	Unrestricted funds			Restricted funds	Total 2019	Total 2019
	Central operations	Member Networks	Designated fund			
	£	£	£	£	£	£
<b>INCOME</b>						
<i>Income from charitable activities</i>						
Members' subscriptions	1,009,480	-	-	-	<b>1,009,480</b>	<b>1,040,172</b>
Training, Events, Conferences	250,812	22,605	-	-	<b>273,417</b>	<b>699,466</b>
Publications	532,342	22,800	-	-	<b>555,142</b>	<b>805,019</b>
Professional Services	162,781	99,623	-	-	<b>262,404</b>	<b>166,409</b>
	1,955,415	145,028	-	-	<b>2,100,443</b>	<b>2,711,066</b>
<i>Income from trading activities</i>						
Rent & Service charge	878,081	-	-	-	<b>878,081</b>	<b>973,372</b>
<i>Income from grants, donations and legacies</i>						
Grant-Coronavirus Job Retention scheme	159,807	-	-	-	<b>159,807</b>	-
Grant-Government Recovery fund scheme	-	-	-	623,000	<b>623,000</b>	-
Grant-Others	-	-	-	70,500	<b>70,500</b>	<b>167,500</b>
Donations from individuals	23,098	-	140	-	<b>23,238</b>	<b>280</b>
Legacies	41,665	-	-	-	<b>41,665</b>	-
<i>Income from investment</i>						
Income from quoted investments and bank interest	3	19,050	13,554	-	16,981	<b>49,585</b>
					<b>49,585</b>	<b>66,956</b>
<b>TOTAL INCOME</b>	<b>3,077,116</b>	<b>158,582</b>	<b>140</b>	<b>710,481</b>	<b>3,946,319</b>	<b>3,919,174</b>
<b>EXPENDITURE</b>						
<i>Expenditure on charitable activities</i>						
Training, Events & Conferences	(143,006)	(100,852)	-	-	<b>(243,858)</b>	<b>(470,904)</b>
Publications	(438,761)	(4,991)	-	-	<b>(443,752)</b>	<b>(403,953)</b>
Professional services	(2,393,211)	(75,208)	(70,465)	(405,399)	<b>(2,944,283)</b>	<b>(2,954,513)</b>
	(2,974,978)	(181,051)	(70,465)	(405,399)	<b>(3,631,893)</b>	<b>(3,829,370)</b>
<i>Expenditure on raising funds</i>						
Services to tenants	(239,300)	-	-	-	<b>(239,300)</b>	<b>(264,575)</b>
<b>TOTAL EXPENDITURE</b>	<b>4</b>	<b>(3,214,278)</b>	<b>(181,051)</b>	<b>(70,465)</b>	<b>(405,399)</b>	<b>(4,093,945)</b>
<b>Net income/expenditure before investment gains and losses</b>		<b>(137,162)</b>	<b>(22,469)</b>	<b>(70,325)</b>	<b>305,082</b>	<b>75,126</b>
<b>Net gain/(losses) on investment assets</b>	10	<b>(76,488)</b>	-	-	<b>(104,553)</b>	<b>(181,041)</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>(213,650)</b>	<b>(22,469)</b>	<b>(70,325)</b>	<b>200,529</b>	<b>(106,915)</b>
Transfers between funds	18	(53,204)	-	53,204	-	-
<i>Other recognised gains/(losses)</i>						
Revaluation of tangible fixed assets	9	676,000	-	-	-	<b>676,000</b>
Actuarial (losses)/gains on defined benefit scheme	22	(1,032,000)	-	-	-	<b>(1,032,000)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(622,854)</b>	<b>(22,469)</b>	<b>(17,121)</b>	<b>200,529</b>	<b>(461,915)</b>
<b>RECONCILIATION OF FUNDS</b>						
Total Fund brought forward		14,045,170	701,384	1,829,394	749,170	<b>17,325,118</b>
<b>Total Fund carried forward</b>		<b>13,422,316</b>	<b>678,915</b>	<b>1,812,273</b>	<b>949,699</b>	<b>16,863,203</b>
					<b>16,863,203</b>	<b>17,325,118</b>

2B CHARITY COMPARATIVE – 2019 STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds			Restricted	Total	Total
		Central	Member	Designated	funds	2019	2018
		operations	Networks	fund			
		£	£	£	£	£	
<b>INCOME</b>							
<i>Income from charitable activities</i>							
Members' subscriptions		1,040,172	-	-	-	1,040,172	1,101,087
Training, Events, Conferences		383,300	316,166	-	-	699,466	901,077
Publications		774,420	30,599	-	-	805,019	815,836
Professional Services		130,746	33,663	2,000	-	166,409	148,715
		2,328,638	380,428	2,000	-	2,711,066	2,966,715
<i>Income from trading activities</i>							
Rent & Service charge		973,372	-	-	-	973,372	956,740
<i>Income from grants and donations</i>							
Donations from individuals		195	-	85	-	280	4,463
Grants		-	-	-	167,500	167,500	169,500
<i>Income from investment</i>							
Income from quoted investments and bank interest	3	36,159	9,747	-	21,050	66,956	81,932
<b>TOTAL INCOME</b>		<b>3,338,364</b>	<b>390,175</b>	<b>2,085</b>	<b>188,550</b>	<b>3,919,174</b>	<b>4,179,350</b>
<b>EXPENDITURE</b>							
<i>Expenditure on charitable activities</i>							
Training, Events & Conferences		(276,136)	(194,768)	-	-	(470,904)	(664,742)
Publications		(391,560)	(12,393)	-	-	(403,953)	(487,888)
Professional services		(2,630,595)	(155,326)	(41,210)	(127,382)	(2,954,513)	(3,776,967)
		(3,298,291)	(362,487)	(41,210)	(127,382)	(3,829,370)	(4,929,597)
<i>Expenditure on raising funds</i>							
Services to tenants		(264,575)	-	-	-	(264,575)	(251,610)
<b>TOTAL EXPENDITURE</b>	4	<b>(3,562,866)</b>	<b>(362,487)</b>	<b>(41,210)</b>	<b>(127,382)</b>	<b>(4,093,945)</b>	<b>(5,181,207)</b>
<b>Net gain/(losses) on investment assets</b>	10	<b>108,930</b>	-	-	<b>83,188</b>	<b>192,118</b>	<b>(209,605)</b>
<b>NET (EXPENDITURE)</b>		<b>(115,572)</b>	<b>27,688</b>	<b>(39,125)</b>	<b>(144,356)</b>	<b>17,347</b>	<b>(1,211,462)</b>
Transfers between funds	18	(174)	-	-	174	-	-
<i>Other recognised gains/(losses)</i>							
Revaluation of tangible fixed assets	9	(9,060,000)	-	-	-	(9,060,000)	-
Actuarial (losses)/gains on defined benefit scheme	22	(630,000)	-	-	-	(630,000)	643,000
<b>NET MOVEMENT IN FUNDS</b>		<b>(9,805,746)</b>	<b>27,688</b>	<b>(39,125)</b>	<b>(144,530)</b>	<b>(9,672,653)</b>	<b>(568,462)</b>
<b>RECONCILIATION OF FUNDS</b>							
Total Fund brought forward		23,850,916	673,696	1,868,519	604,640	26,997,771	27,566,233
<b>Total Fund carried forward</b>		<b>14,045,170</b>	<b>701,384</b>	<b>1,829,394</b>	<b>749,170</b>	<b>17,325,118</b>	<b>26,997,771</b>

### 3 INVESTMENT INCOME AND BANK INTEREST – CHARITY AND GROUP

	2020					2019				
	Unrestricted fund					Unrestricted fund				
	Central operatio n £	Member Network £	Designated fund £	Restricted fund £	Total £	Central operatio n £	Member Networks £	Designated fund £	Restricted fund £	Total £
Investment income	18,082	7,350	-	16,960	<b>42,392</b>	34,979	8,922	-	21,014	<b>64,915</b>
Bank interest	968	6,204	-	21	<b>7,193</b>	1,180	825	-	36	<b>2,041</b>
<b>Totals</b>	<b>19,050</b>	<b>13,554</b>	<b>-</b>	<b>16,981</b>	<b>49,585</b>	<b>36,159</b>	<b>9,747</b>	<b>-</b>	<b>21,050</b>	<b>66,956</b>

### 4 TOTAL EXPENDITURE – CHARITY AND GROUP

	Direct costs £	Support costs £	Totals 2020 £	Totals 2019 £
<i>Charitable activities</i>				
Training, Events & Conferences	217,546	26,312	<b>243,858</b>	<b>470,904</b>
Publications	377,421	66,331	<b>443,752</b>	<b>403,953</b>
Professional services	<u>2,426,061</u>	<u>518,222</u>	<b><u>2,944,283</u></b>	<b><u>2,954,513</u></b>
Total Charitable expenditure	3,021,028	610,865	<b>3,631,893</b>	<b>3,829,370</b>
<i>Cost of raising funds</i>				
Services to tenants	-	239,300	<b>239,300</b>	<b>264,575</b>
<b>Total Expenditure</b>	<b><u>3,021,028</u></b>	<b><u>850,165</u></b>	<b><u>3,871,193</u></b>	<b><u>4,093,945</u></b>

In 2020 Professional services includes net defined benefit pension costs of £249,000 in 2019 it was £7,000. CILIP Pathways cost of £27,754 was included in the professional services.

### 4B COMPARATIVE 2019 TOTAL EXPENDITURE – CHARITY AND GROUP

	Direct costs £	Support costs £	Totals 2019 £	Totals 2018 £
<i>Charitable activities</i>				
Training, Events & Conferences	434,626	36,278	<b>470,904</b>	<b>664,742</b>
Publications	323,047	80,906	<b>403,953</b>	<b>487,888</b>
Professional services	<u>2,314,977</u>	<u>639,536</u>	<b><u>2,954,513</u></b>	<b><u>3,776,967</u></b>
Total Charitable expenditure	3,072,650	756,720	<b>3,829,370</b>	<b>4,929,597</b>
<i>Cost of raising funds</i>				
Services to tenants	-	264,575	<b>264,575</b>	<b>251,610</b>
<b>Total Expenditure</b>	<b><u>3,072,650</u></b>	<b><u>1,021,295</u></b>	<b><u>4,093,945</u></b>	<b><u>5,181,207</u></b>

In 2019 Professional services includes net defined benefit pension costs of £7,000 in 2018 it was £119,000.

## 5 SUPPORT COSTS CHARITY AND GROUP

	Finance	Personnel	Building	ICT	Governance	<b>Total 2020</b>	Total 2019
	£	£	£	£	£	£	£
Training, Events & Conferences	5,368	7,811	1,254	9,473	2,406	<b>26,312</b>	<b>36,278</b>
Publications	14,315	15,622	3,752	25,260	7,382	<b>66,331</b>	<b>80,906</b>
Professional services	128,832	89,828	16,994	243,132	39,436	<b>518,222</b>	<b>639,536</b>
Services to tenants	5,368	-	220,500	9,473	3,959	<b>239,300</b>	<b>264,575</b>
<b>Total Support Costs</b>	<b>153,883</b>	<b>113,261</b>	<b>242,500</b>	<b>287,338</b>	53,183	<b>850,165</b>	<b>1,021,295</b>
<b>2019 Support costs</b>	<b>179,020</b>	<b>134,670</b>	<b>263,399</b>	<b>342,965</b>	101,241	<b>1,021,295</b>	

## 5B COMPARATIVE 2019 SUPPORT COSTS CHARITY AND GROUP

	Finance	Personnel	Building	ICT	Governance	<b>Total 2019</b>
	£	£	£	£	£	£
Training, Events & Conferences	6,245	9,288	1,363	11,306	8,076	<b>36,278</b>
Publications	16,653	18,575	4,075	30,151	11,452	<b>80,906</b>
Professional services	149,877	106,807	18,457	290,200	74,195	<b>639,536</b>
Services to tenants	6,245	-	239,504	11,308	7,518	<b>264,575</b>
<b>Total Support Costs</b>	<b>179,020</b>	<b>134,670</b>	<b>263,399</b>	<b>342,965</b>	101,241	<b>1,021,295</b>
<b>2018 Support costs</b>	<b>176,699</b>	<b>134,065</b>	<b>250,716</b>	<b>412,949</b>	71,642	<b>1,046,071</b>

### Basis for the support cost allocation

Support costs allocated to activities as follows:

Building costs	Square footage occupied (includes insurance, lighting, heating, maintenance, cleaning and reception costs)
ICT and Human resources costs	Per Capita basis
Finance costs	Estimated time spent
Governance cost	Proportion of total charitable and cost of raising funds

## 6 STAFF COSTS – CHARITY AND GROUP

	<b>2020</b>	2019
	£	£
Wages and salaries	<b>1,565,502</b>	<b>1,417,692</b>
Social Security costs	<b>148,258</b>	<b>135,401</b>
Pension costs	<b>463,924</b>	<b>445,377</b>
Redundancy costs	<b>6,563</b>	-
	<b>2,184,247</b>	<b>1,998,470</b>

In addition, to the staff costs above, CILIP in 2020 used the services of agency staff whilst awaiting the recruitment to vacant posts making a total cost of £34,126 (2019: £66,814).

The number of employees whose emoluments exceeded £60,000 in the year was:

	<b>2020</b>	2019
	<b>Number</b>	Number
£60,001 to £70,000		1
£80,001 to £90,000	<u>1</u>	<u>1</u>
Total	<u>1</u>	<u>2</u>

Employer's pension contribution for higher earners totalled £6,439 (2019: £5,954).

The key management personnel of CILIP, comprises the trustees, member network committee members, the Chief Executive Officer, Chief Operating Officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £586,806 (2019: £541,935). No trustee and member network committee members received any remuneration from CILIP.

The average monthly employee head count was 46 (2019:45) and the average number of full time equivalent analysed by function, was:

	<b>2020</b>	2019
	<b>Number</b>	Number
Business services	7	8
Professional services	32	33
Support services	<u>2</u>	<u>2</u>
	<u>41</u>	<u>43</u>

## 7 TRUSTEES' REMUNERATION AND EXPENSES – CHARITY AND GROUP

No trustee has received any remuneration from CILIP during the year (2018: nil). Expenses totalling £30 (2019: £17,358) were reimbursed to trustees for travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year the charity paid £1,232 (2019: £1,081) in respect of trustees' indemnity insurance on behalf of the trustees. See Related Parties note 24 for arm's length payments to trustees.

## 8 NET EXPENDITURE FOR THE YEAR – CHARITY AND GROUP

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Net outgoing expenditure from operations for the year are stated after charging:		
<b>Auditors' remuneration:</b>		
Fees payable to CILIP's auditors for the audit of the annual accounts	<b>22,900</b>	<b>21,225</b>
Fees payable to CILIP's auditors for the audit of CILIP Benevolent Fund annual accounts	<u>780</u>	<u>750</u>
	<u>23,680</u>	<u>21,975</u>
<b>Depreciation of tangible fixed assets:</b>	<u>70,465</u>	<u>72,590</u>

9 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 January 2020	21,200,000	202,822	334,571	302,218	22,039,611
Additions in the year	-	-	18,200	-	18,200
Revaluation	676,000	-	-	-	676,000
<b>At 31 December 2020</b>	<b>21,876,000</b>	<b>202,822</b>	<b>352,771</b>	<b>302,218</b>	<b>22,733,811</b>
<b>Depreciation</b>					
At 1 January 2020	-	178,184	321,499	200,631	700,314
Charge for the year	-	2,301	12,752	55,412	70,465
<b>At 31 December 2020</b>	<b>-</b>	<b>180,485</b>	<b>334,251</b>	<b>256,043</b>	<b>770,779</b>
<b>Net book value</b>					
At 1 January 2020	21,200,000	24,638	13,072	101,587	21,339,297
<b>At 31 December 2020</b>	<b>21,876,000</b>	<b>22,337</b>	<b>18,520</b>	<b>46,175</b>	<b>21,963,032</b>

The freehold land and buildings were revalued March 2020 by Jones Lang LaSalle IP, Inc, Chartered Surveyors, on an open market basis at £21,200,000. The historic cost of freehold land and buildings was £1,625,504. In March 2012, the charge over the freehold and buildings in favour of the CILIP Pension and Assurance Scheme increased to the full value. In 2020, the property was estimated to fair value using publicly available indices of local property yields guide at 4.25% per annum.

9B COMPARATIVE 2019 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 January 2019	30,260,000	202,822	334,571	302,218	31,099,611
Additions in the year	-	-	-	-	-
Revaluation	(9,060,000)	-	-	-	(9,060,000)
<b>At 31 December 2019</b>	<b>21,200,000</b>	<b>202,822</b>	<b>334,571</b>	<b>302,218</b>	<b>22,039,611</b>
<b>Depreciation</b>					
At 1 January 2019	-	175,456	307,049	145,219	627,724
Charge for the year	-	2,728	14,450	55,412	72,590
<b>At 31 December 2019</b>	<b>-</b>	<b>178,184</b>	<b>321,499</b>	<b>200,631</b>	<b>700,314</b>
<b>Net book value</b>					
At 1 January 2019	30,260,000	27,366	27,522	156,999	30,471,887
<b>At 31 December 2019</b>	<b>21,200,000</b>	<b>24,638</b>	<b>13,072</b>	<b>101,587</b>	<b>21,339,297</b>

## 10 INVESTMENTS – CHARITY AND GROUP

<b>Quoted Investments</b>	<b>2020</b>		<b>2019</b>	
	<b>£</b>		<b>£</b>	
<b>Fixed Asset Long term Investments</b>				
Market value at 1 January	<b>599,935</b>		<b>516,747</b>	
Transfer to short term investments	-		-	
Unrealised (losses)/gains on revaluation of investment portfolio	<b>(101,857)</b>		<b>83,188</b>	
<b>Market value at 31 December</b>	<b>498,078</b>		<b>599,935</b>	
<i>Historical Cost at 31 December</i>	<i>233,715</i>		<i>233,715</i>	
<b>Fixed Asset Short term Investments</b>				
Market value at 1 January	<b>445,389</b>		<b>789,459</b>	
Transfer from long term investments	-		-	
Disposal proceeds	-		<b>(453,000)</b>	
Realised (losses)/gain on investment disposal	-		<b>43,942</b>	
Unrealised (losses)/gains on revaluation of investment portfolio	<b>(79,184)</b>		<b>64,988</b>	
<b>Market value at 31 December</b>	<b>366,205</b>		<b>445,389</b>	
<i>Historical Cost at 31 December</i>	<i>189,315</i>		<i>189,315</i>	
<b>Long and Short term investment holdings over 5%</b>				
	<b>2020</b>	<b>2020</b>	2019	2019
M&G Charifund	61,016 units	£864,283	61,016 units	£1,045,324
<b>Unlisted subsidiary –</b>				
Library Association Publishing Limited	3 units	£99	3 units	£99

## 11 INVESTMENT IN SUBSIDIARY COMPANIES

At 31 December 2020 and 31 December 2019 the institute held the following investments:

<b>Name of Company</b>	<b>Country of registration</b>	<b>Holding And operation</b>	<b>Proportion</b>	<b>Nature of business</b>
CILIP Pathways Limited	England	Company limited by Guarantee and not having a share capital	100%	Apprenticeship assessment
Library Association Publishing Limited	England	Ordinary shares	100%	Dormant
Clive Bingley Limited	England	Ordinary shares	100%	Dormant

The shares in Clive Bingley Limited are held by Library Association Publishing Limited.

The aggregate of the share capital and reserves are stated below:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Library Association Publishing Limited	(137,045)	(137,045)
Clive Bingley Limited	702	702

As full provision has been made in these accounts for the deficiency in Library Association Publishing limited, the latter's accounts have not been consolidated into CILIP's figures.

**Other investments:**

Library Services Limited

At 31 December 2020 and at 31 December 2019, CILIP held one share, out of 1,000 shares issued, in Library Services Limited.

**CILIP Pathways Limited (registered company no: 12497166)**

CILIP Pathways Limited incorporated on 4<sup>th</sup> March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers.

Details of the trading activities are set out below:

	<b>Pathways Ltd</b>	Pathways Ltd
	<b>2020</b>	2019
	<b>£</b>	<b>£</b>
<b>Income</b>	-	-
Costs	<u>(27,754)</u>	-
Profit/(loss)	<b>(27,754)</b>	-
Taxation	<u>-</u>	<u>-</u>
<b>Profit/(loss) after tax</b>	<b>(27,754)</b>	-

Summarised statement of financial position:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Current assets	-	-
Creditors: falling due within one year		
Creditors and accrued charges	<b>(27,754)</b>	-
Provision for liabilities and charges	<u>-</u>	<u>-</u>
<b>Total net assets</b>	<b>(27,754)</b>	-
<b>Capital and reserves</b>	<b>(27,754)</b>	-

## 12 STOCK – CHARITY AND GROUP

	2020	2019
	£	£
Finished books	88,486	72,690
Work in progress books	2,622	71,318
<b>Total stocks</b>	<b>91,108</b>	<b>144,008</b>

## 13 DEBTORS

	<b>Group</b>	Charity	<b>Group</b>	Charity
	<b>2020</b>	2020	<b>2019</b>	2019
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Amounts due within one year:</b>				
Trade debtors	<b>340,248</b>	340,248	<b>428,257</b>	428,257
Prepayment	<b>43,798</b>	43,798	<b>65,670</b>	65,670
Other debtors	<b>201,316</b>	229,071	<b>59,127</b>	59,127
<b>Total debtors</b>	<b>585,362</b>	<b>613,117</b>	<b>553,054</b>	<b>553,054</b>

## 14 CREDITORS

	<b>Group</b>	Charity	<b>Group</b>	Charity
	<b>2020</b>	2020	<b>2019</b>	2019
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>				
Trade creditors	<b>340,743</b>	340,743	233,261	233,261
Other taxes and social security	<b>52,216</b>	52,216	66,732	66,732
Other creditors	<b>397,007</b>	429,254	44,228	44,228
CBIL Loan	<b>60,000</b>	60,000	-	-
Deferred income (see below)	<b>297,709</b>	297,709	356,573	356,573
Accruals	<b>171,873</b>	171,873	152,707	152,707
<b>Total creditors</b>	<b>1,319,548</b>	<b>1,291,795</b>	<b>853,501</b>	<b>853,501</b>

**Other creditors** includes £337,000 owed to the Defined benefit pension scheme.

**CBIL loan** was used to supplement CILIP's operations between June and September 2020 due to the impact of the pandemic on CILIP's income. The loan is repayable over forty two months and the interest rate is 1.85% above the bank of England base rate.

	2020	2019
	<b>£</b>	<b>£</b>
Amount due within one year	60,000	-
Amount due one to two years	60,000	-
Amount due within two to five years	120,000	-
	<u>240,000</u>	<u>-</u>

### Analysis of the movement in Deferred income

	At 1 January 2020	Amount released	Amount deferred	At 31 December 2020
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Rental income	118,915	(119,913)	126,805	125,807
Conference income	32,080	(31,855)	-	225
Training income	13,705	(1,310)	-	12,395
Membership subscription	191,873	(191,873)	159,282	159,282
	<u>356,573</u>	<u>(344,951)</u>	<u>286,087</u>	<u>297,709</u>

Deferred income comprises advance rental, conference, training vouchers and membership income. Deferred income released and deferred in 2020 analysed above.

## 15 FINANCIAL INSTRUMENTS

	Group	Charity	Group	Charity
	2020	2020	2019	2019
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Financial assets measured at fair value (a)	864,283	864,283	1,045,324	1,045,324
Financial assets measured at amortised cost (b)	2,419,265	2,447,019	1,381,927	1,381,927
Financial liabilities measured at amortised cost (c)	<u>(1,267,333)</u>	<u>(1,239,579)</u>	<u>(786,769)</u>	<u>(786,769)</u>
Net financial assets measured at amortised cost	<u>2,016,215</u>	<u>2,071,723</u>	<u>1,640,482</u>	<u>1,640,482</u>

(a) Financial assets measured at fair value include investments.

(b) Financial assets measured at amortised cost include: short term deposits, cash in hand, trade debtors and other debtors.

(c) Financial liabilities measured at amortised cost include trade creditors, other creditors, accruals and deferred income.

16 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2020	Income	Expenditure	net gains	Transfer	At 31 December 2020
	£	£	£	£	£	£
Mitchell Memorial Fund	9,734	2	(783)	-	-	8,953
Anthony Thompson Scholarship Fund	10,001	365	(176)	(1,582)	-	8,608
Arundell Esdaile Memorial Fund	2,842	95	(51)	(412)	-	2,474
Catherine Hamilton Memorial Prize	1,779	-	(36)	-	-	1,743
K Pierce - legacy	11,646	393	(207)	(1,689)	-	10,143
F Robinson - legacy	14,346	484	(255)	(2,080)	-	12,495
Colin Mears – legacy	413,267	15,637	(16,857)	(67,183)	-	344,864
D Chilcot – legacy	14,221	5	(285)	-	-	13,941
Bob McKee-CILIP/IFLA Award	103	-	(2)	-	-	101
Foyle Foundation	6,157	-	(123)	-	-	6,034
ACE-Every Library data driven project	16,283	8,500	(24,783)	-	-	-
ACE-Working internationally project	66,613	44,000	(48,277)	-	-	62,336
ACE-Independent review of Public	-	18,000	-	-	-	18,000
Library Financing						
ACE-Recovery Fund	-	623,000	(313,564)	-	-	309,436
	<b>566,992</b>	<b>710,481</b>	<b>(405,399)</b>	<b>(72,946)</b>	-	<b>799,128</b>
GA Cooks legacy – CILIP Cymru	182,178	-	-	(31,607)	-	150,571
<b>Total Restricted Funds</b>	<b>749,170</b>	<b>710,481</b>	<b>(405,399)</b>	<b>(104,553)</b>	-	<b>949,699</b>

16B COMPARATIVE 2019 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2019	Income	Expenditure	net gains	Transfer	At 31 December 2019
	£	£	£	£	£	£
Mitchell Memorial Fund	10,277	3	(546)	-	-	9,734
Anthony Thompson Scholarship Fund	8,451	456	(205)	1,299	-	10,001
Arundell Esdaile Memorial Fund	2,442	119	(58)	339	-	2,842
Catherine Hamilton Memorial Prize	2,120	1	(342)	-	-	1,779
K Pierce - legacy	10,011	486	(238)	1,387	-	11,646
F Robinson - legacy	12,332	598	(293)	1,709	-	14,346
Colin Mears – legacy	358,357	19,379	(16,961)	52,492	-	413,267
D Chilcot – legacy	14,503	8	(290)	-	-	14,221
Bob McKee-CILIP/IFLA Award	105	-	(2)	-	-	103
Art Council PLSS	(174)	-	-	-	174	-
Foyle Foundation	30,000	-	(23,843)	-	-	6,157
ACE-Every Library data driven project	-	76,500	(60,217)	-	-	16,283
ACE-Working internationally project	-	91,000	(24,387)	-	-	66,613
	<b>448,424</b>	<b>188,550</b>	<b>(127,382)</b>	<b>57,226</b>	<b>174</b>	<b>566,992</b>
GA Cooks legacy – CILIP Cymru	156,216	-	-	25,962	-	182,178
<b>Total Restricted Funds</b>	<b>604,640</b>	<b>188,550</b>	<b>(127,382)</b>	<b>83,188</b>	<b>174</b>	<b>749,170</b>

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The International Library and Information Group (CILIP special interest group) manage the award for CILIP.

Arundell Esdaile Memorial Fund was set up to endow a lecture given periodically on librarianship and bibliography. Only the interest from the fund may be used.

Catherine Hamilton Memorial Prize awarded for the most outstanding Master's dissertation in the broad area of information retrieval or electronic text management.

K Pierce – legacy assists librarians to carry out engagements which would further the interests of librarianship in attending conferences overseas (not IFLA).

F Robinson – legacy was set up to reward innovation in library administration and particularly aimed at para professionals. Only the interest from the fund may be used.

The Colin Mears legacy provides funds for the Colin Mears Awards for the illustration of children's books.

The D Chilcot legacy provides funds to be utilised for information facilities at CILIP and education purposes.

Bob McKee-CILIP/IFLA Aspire award helps new professionals develop through networking at UK and international events. IFLA provides an international bursary to support new professionals.

Arts Council England (ACE) grant given for the development of Public Libraries Skills Strategy programme. The programme completed in 2018. CILIP wrote off the over spend of one hundred and seventy four pounds in 2019.

Foyle Foundation; provided the grant to commission a research to look into the level of school library provision in the UK.

ACE, every library data driven project; deployed to develop skills & capability for public librarians to advocate & build local political support and for public engagement to support public library sector development.

ACE, working internationally project; It is a two-year programme to promote international working for public libraries in England.

ACE-Recovery Fund; was given by the government towards CILIP sustainability due to the impact of COVID19 lock down on CILIP's operations.

The GA Cooks legacy; was donated for use by the Welsh Member Network of CILIP.

## 17 DESIGNATED FUNDS – CHARITY AND GROUP

The following designated funds have been set aside out of unrestricted funds for specific purposes:

	<b>At 1 January 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer</b>	<b>At 31 December 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Fixed asset Reserve	1,764,800	-	(70,465)	18,200	1,712,535
Development fund	64,594	140	-	35,004	99,738
	<b>1,829,394</b>	<b>140</b>	<b>(70,465)</b>	<b>53,204</b>	<b>1,812,273</b>

17B COMPARATIVE 2019 DESIGNATED FUNDS – CHARITY AND GROUP

	At 1 January 2019	Income	Expenditure	Transfer	At 31 December 2019
	£	£	£	£	
Fixed asset Reserve	1,837,391	-	(72,590)	-	1,764,800
Development fund	31,128	2,085	31,380	-	64,594
	<b>1,868,519</b>	<b>2,085</b>	<b>(41,210)</b>	<b>-</b>	<b>1,829,394</b>

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves, it excludes the revaluation reserve on the building.

The development reserve has been set aside for a number of one-off projects to enhance the effectiveness of CILIP services for its members.

18 TRANSFER BETWEEN FUNDS

	2020				2019			
	Central operations	Member Networks	Designated fund	Restricted fund	Central operations	Member Networks	Designated fund	Restricted fund
	£		£	£	£		£	£
Fixed Asset transfer	(18,200)	-	18,200	-	-	-	-	-
Development fund transfer	(35,004)	-	35,004	-	-	-	-	-
Cost Reimbursement	-	-	-	-	(174)	-	-	174
Totals	(53,204)	-	53,204	-	(174)	-	-	174

In 2020, fixed asset acquisitions transferred from central operations to designated funds. In 2019, no fixed asset acquisitions. In 2020, funds transferred from central operations to designated fund to cover the costs of major works on the central office building. In 2019, projects discontinued. In 2019, restricted fund grant over spent by a small amount written off.

19 UNRESTRICTED FUNDS

<i>Group Unrestricted funds</i>	At 1 January 2020	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2020
	£	£	£	£	£	£
Revaluation Reserve	19,574,496	-	-	676,000	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	240,674	3,077,116	(2,993,034)	(76,488)	(53,204)	195,066
CILIP Pathways ltd funds	-	-	(27,754)	-	-	(27,754)
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	<b>14,746,554</b>	<b>3,235,698</b>	<b>(3,450,837)</b>	<b>(432,488)</b>	<b>(53,204)</b>	<b>14,045,723</b>

**Charity Unrestricted funds**

	At				At	
	1 January		Gains and	Transfers	31 December	
	2020	Income	Expenditure	(Losses)	2020	
	£	£	£	£	£	£
Revaluation Reserve	19,574,496	-	-	<b>676,000</b>	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	240,674	3,077,116	(2,965,278)	(76,488)	(53,204)	222,820
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	<b>14,746,554</b>	<b>3,235,698</b>	<b>(3,395,329)</b>	<b>(432,488)</b>	<b>(53,204)</b>	<b>14,101,231</b>

**19B COMPARATIVE 2019 UNRESTRICTED FUNDS – CHARITY AND GROUP**

	At				At	
	1 January		Gains and	Transfers	31 December	
	2019	Income	Expenditure	(Losses)	2019	
	£	£	£	£	£	£
Revaluation Reserve	28,634,496	-	-	(9,060,000)	-	19,574,496
Pension Reserve (note 20)	(5,133,000)	-	(7,000)	(630,000)	-	(5,770,000)
Other funds – Head office	349,421	3,338,364	(3,555,867)	108,930	(174)	240,674
Member Networks	673,695	390,175	(362,486)	-	-	701,384
	<b>24,524,612</b>	<b>3,728,539</b>	<b>(3,925,353)</b>	<b>(9,581,070)</b>	<b>(174)</b>	<b>14,746,554</b>

**20 STATEMENT OF FUNDS**
**Group statement of funds**

	At				At	
	1 January		Gains and	Transfers	31 December	
	2019	Income	Expenditure	(Losses)	2019	
	£	£	£	£	£	£
Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,746,554	3,235,698	(3,450,837)	(432,488)	(53,204)	14,045,723
	<b>17,325,118</b>	<b>3,946,319</b>	<b>(3,926,701)</b>	<b>(537,041)</b>	<b>-</b>	<b>16,807,695</b>

**Charity statement of funds**

	At				At	
	1 January		Gains and	Transfers	31 December	
	2019	Income	Expenditure	(Losses)	2019	
	£	£	£	£	£	£
Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,746,554	3,235,698	(3,395,329)	(432,488)	(53,204)	14,101,231
	<b>17,325,118</b>	<b>3,946,319</b>	<b>(3,871,193)</b>	<b>(537,041)</b>	<b>-</b>	<b>16,863,203</b>

20B COMPARATIVE 2019 STATEMENT OF FUNDS – CHARITY AND GROUP

	At 1 January 2019 £	Income £	Expenditure £	Gains and (Losses) £	Transfers £	At 31 December 2019 £
Restricted fund	604,640	188,550	(127,382)	83,188	174	749,170
Designated fund	1,868,519	2,085	(41,210)	-	-	1,829,394
Unrestricted fund	24,524,612	3,728,539	(3,925,353)	(9,581,070)	(174)	14,746,554
	<b>26,997,771</b>	<b>3,919,174</b>	<b>(4,093,945)</b>	<b>(9,497,882)</b>	<b>-</b>	<b>17,325,118</b>

21 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds	Unrestricted				Restricted	Total
	Central operations	Member Networks	Designated Funds	Pathways Limited	Funds	2020
	£	£	£	£	£	£
Tangible assets	20,250,497	-	1,712,535	-	-	<b>21,963,032</b>
Long term investments	5	-	-	-	498,078	<b>498,083</b>
Fixed assets	20,250,502	-	1,712,535	-	498,078	<b>22,461,115</b>
Current assets	1,536,431	832,586	99,738	-	451,621	<b>2,920,376</b>
Current liabilities	(1,138,124)	(153,671)	-	(27,754)	-	<b>(1,319,549)</b>
Long-term liabilities	(7,254,247)	-	-	-	-	<b>(7,254,247)</b>
<b>Net Assets</b>	<b>13,394,563</b>	<b>678,914</b>	<b>1,812,273</b>	<b>(27,754)</b>	<b>949,699</b>	<b>16,807,695</b>
<b>Charity allocation of net assets to Funds</b>	£	£	£		£	£
Tangible assets	20,250,497	-	1,712,535		-	<b>21,963,032</b>
Long term investments	5	-	-		498,078	<b>498,083</b>
Fixed assets	20,250,502	-	1,712,535		498,078	<b>22,461,115</b>
Current assets	1,564,185	832,586	99,738		451,621	<b>2,948,130</b>
Current liabilities	(1,138,124)	(153,671)	-		-	<b>(1,291,795)</b>
Long-term liabilities	(7,254,247)	-	-		-	<b>(7,254,247)</b>
<b>Net Assets</b>	<b>13,422,318</b>	<b>678,915</b>	<b>1,812,273</b>		<b>949,699</b>	<b>16,863,203</b>

21B COMPARATIVE 2019 ALLOCATION OF NET ASSETS TO FUNDS – CHARITY AND GROUP

	Unrestricted			Restricted	Total
	Central operations	Member Networks	Designated Funds	Funds	2019
	£	£	£	£	£
Tangible assets	<b>19,574,497</b>	-	1,764,800	-	<b>21,339,297</b>
Long term investments	5	-	-	<b>599,935</b>	<b>599,940</b>
Fixed assets	<b>19,574,502</b>	-	1,764,800	599,935	<b>21,939,237</b>
Current assets	<b>1,067,659</b>	755,506	64,594	149,235	<b>2,036,994</b>
Current liabilities	<b>(799,379)</b>	(54,122)	-	-	<b>(853,501)</b>
Long-term liabilities	<b>(5,797,612)</b>	-	-	-	<b>(5,797,612)</b>
<b>Net Assets</b>	<b>14,045,170</b>	<b>701,384</b>	<b>1,829,394</b>	<b>749,170</b>	<b>17,325,118</b>

## 22 PENSION COMMITMENTS

CILIP operates two pension schemes;

### 22.1 Defined Contribution Pension Scheme

CILIP's existing employees were entitled to join the Scottish Widows group stakeholder salary sacrifice pension scheme, which is funded, by 5% of salary contribution from employee and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time. Staff may opt-out of the scheme at any time.

The amount paid into the scheme by CILIP in 2020 was £130,717 (2019: £190,729). The amount within trade creditors in note 14 above was £16,656 (2019: £15,131).

### 22.2 A Defined Benefit Pension Scheme in the UK.

This is a separate trustee administered fund, holding the pension scheme assets to meet long term pension liabilities. The results of the most recent triennial actuarial valuation as at 31 December 2016 showed a deficit of £8,079,000. 2016 results represent 72% of the Technical Provisions and 80% of PPF (section 179). The Institute and the Pension Trustees agreed a revised Recovery Plan with contributions of £106,416 per annum in respect of expenses and £207,000 per annum in respect of the funding shortfall with contributions increasing at 3.5% per annum beginning in January 2018 and running to 31 March 2031.

Contributions in 2020 were in accordance with the Recovery Plan agreed after the triennial actuarial valuation as at 31 December 2016 and were £205,000 per annum in respect of expenses and £132,000 per annum in respect of the funding shortfall.

The amount within other creditors in note 14 above was £337,000 (2019: £81,507).

Trustees are aware that the volatile investment market is expected to have an impact on the pension scheme in terms of asset values and the measure of liabilities. No information has been received to date as to the quantum of the impact of COVID-19 on the pension scheme, and no requests for any change to deficit funding have been received.

A full actuarial valuation was carried out at 31 December 2016 and updated to 31 December 2020 by a qualified actuary, independent of the scheme's sponsoring employer. The major assumptions used by the actuary shown below:

	2020	2019	2018
Discount rate	1.35%	2.15%	2.9%
Inflation (RPI)	2.90%	2.95%	3.2%
Inflation (CPI)	2.3%	2.05%	2.2%
Allowance for pension in payment increases of RPI	2.90%	2.95%	3.2%
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2.10%	2.15%	2.1%
Allowance for pension in payment increases of RPI or 3% p.a. if less	2.05%	1.90%	2.0%
Allowance for commutation of pension for cash at retirement	20%	20%	20%

#### Present values of defined benefit obligation, fair value of assets and defined benefit asset (liability):

	2020	2019	2018
	£'000	£'000	£'000
Fair value of plan assets	21,702	20,801	19,577
Present value of defined benefit obligations	(28,753)	(26,571)	(24,710)
Surplus (deficit) in plan	(7,051)	(5,770)	(5,133)
Defined benefit asset (liability) to be recognised	(7,051)	(5,770)	(5,133)

#### Reconciliation of opening and closing balances of the defined benefit obligation:

	2019	2019
	£'000	£'000
Defined benefit obligation at start of period	26,571	24,710
Scheme Administration Expenses	205	183
Interest expense	357	521
Actuarial losses/(gains)	2,500	2030
GMP equalisation impact/Past service costs	-	-
Benefits paid and expenses	(880)	(873)
<b>Defined benefit obligation at end of period</b>	<b>28,753</b>	<b>26,571</b>

**Reconciliation of opening and closing balances of the fair value of plan assets:**

	<b>2020</b>	<b>2019</b>
	<b>£'000</b>	<b>£'000</b>
Fair value of plan assets at start of period	20,801	19,577
Interest income	436	557
Actuarial (losses) gains	1,468	1400
Contributions by CILIP	82	323
Scheme administration expenses	(205)	(183)
Benefits paid	(880)	(873)
<b>Fair value of plan assets at end of period</b>	<b>21,702</b>	<b>20,801</b>

The actual return on the plan assets over the period ended 31 December 2020 was £1,904,000 in (2019: £1,957,000).

**Defined benefit costs recognised in statement of financial activities:**

	<b>2020</b>	<b>2019</b>
	<b>£'000</b>	<b>£'000</b>
Scheme administration expenses	205	183
GMP equalisation impact/past service costs	-	-
Net interest on the defined benefit liability	126	147
<b>Fair value of plan assets at end of period</b>	<b>331</b>	<b>330</b>

**Defined benefit costs recognised in other comprehensive income:**

	<b>2020</b>	<b>2019</b>
	<b>£'000</b>	<b>£'000</b>
Gain/(Loss) Return on plan assets (excluding amounts included in net interest cost)	1,468	1,400
Gain/(loss) Effects of changes in the demographic and financial assumptions underlying the present value of the plan liabilities	(2,500)	(2,030)
<b>Total gain/(loss) recognised in other comprehensive income</b>	<b>(1,032)</b>	<b>(630)</b>

**Assets:**

	<b>2020</b>	<b>2019</b>	<b>2018</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Cash	77	229	157
Immediate annuity policies	141	146	156
Managed growth	12,676	12,460	11,374
Liability driven investments	8,808	7,967	7,890
<b>Total assets</b>	<b>21,702</b>	<b>20,801</b>	<b>19,577</b>

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP.

The best estimate of contributions to be paid by CILIP to the scheme for the period commencing 1 January 2021 £303,000 (1 January 2020: £302,000).

## 23 CORPORATION TAXATION

CILIP is a registered charity and as such is exempt from taxation of its income and gains to the extent that they fall within the exemptions available to charities under the Taxes Act and are applied to its charitable objectives.

## 24 RELATED PARTIES

### **CILIP Benevolent Fund Registered Charity No. 237352**

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. CILIP provided £1,000 towards their running costs on a yearly basis. As at 31<sup>st</sup> of December 2019 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £1,575 (2019: £835).

### **The John Campbell Trust Registered Charity No. 802262**

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2020 and 2019.

### **Library Services Trust Registered Charity No. 287404**

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2020 and 2019.

### **CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP**

Ayub Khan received in 2020 £23 (2019: £35) as Royalty as an author for a book published for CILIP Facet publishing.

Jo Webb received in 2020 £41 (2019: £36) as Royalty as an author for a book published for CILIP Facet publishing.

Caroline Carruthers received in 2020 £nil (2019: £1,591) as Royalty as an author for a book published for CILIP Facet publishing.

There were no other related parties in the year or in the prior year.

## 25 OPERATING LEASE

At the end of the year, CILIP was committed to receiving the following rental incomes in respect of tenant leases:

	<b>2020 Land &amp; buildings £</b>	<b>2020 Plant &amp; Machinery £</b>	<b>2019 Land &amp; buildings £</b>	<b>2019 Plant &amp; Machinery £</b>
Leases which expire:				
- within one year	740,799	-	723,252	-
- within two to five years	1,828,533	-	1,749,731	-
- over five years	-	-	-	-
	<u>2,569,332</u>	<u>-</u>	<u>2,472,983</u>	<u>-</u>

## **CILIP'S Operational management directory**

The information shown below is that pertaining between 1 January 2020 and 9<sup>th</sup> September 2021, the date of signing the accounts.

### **CILIP Board members are trustees for the purpose of charity legislation**

#### **Chair**

John Trevor-Allen BA(Hons) MSc Econ MCLIP

#### **Honorary Treasurer**

Alison Wheeler MBE PG Cert Mgnnet MCLIP

#### **CILIP Board members**

Karen McFarlane CMG BA(Hons) MLib FCLIP (Trustee until 1 January 2021)  
Dawn Finch ACLIP (Trustee until 1 January 2021)  
John Trevor-Allen BA(Hons) MSc Econ MCLIP (from 1 January 2018)  
Sue Lacey Bryant BA(Hons) DipLib MSc MCLIP MIHM (from 1 February 2019)  
Jo Webb MA MLib MBA FCLIP FHEA FRSA (from 1 January 2018)  
Alison Wheeler MBE MCLIP (from 1 January 2017, re-elected 1 January 2021)  
Steve Williams BA MSc FBCS (from 1 January 2019)  
Shirley Yearwood-Jackman BA(Hons) MSc (from 1 January 2019)  
Nicola Davies BA(Hons) MSc Econ (from 1 June 2019)  
Helen Workman (from 1 January 2020)  
Binni Brynolf (from 1 January 2020)  
Simon Burton (from 1 January 2021)  
Stephen Phillips (from 1 January 2021)  
Alison Brettle (from 1 January 2021)  
Sue Ball (from 1 January 2021)  
Liz Jolly (from 30 April 2021)

#### **Presidential Team**

##### **President**

Judy Broady-Preston BA(Hons) MA PhD MCLIP FHEA (from 1 January 2020)  
Paul Corney (from 1 January 2021)

##### **Vice-President**

Paul Corney (from 1 January 2020)  
Kate Robinson JP, BA, MA, FCLIP, FRSA (from 1 January 2021)

## **CILIP Senior Leadership Team**

Chief Executive Officer	Nick Poole BA MA
Chief Operating Officer	Adam Pokun BA (Hons) MSc (from December 2019)
Editor, Information Professional	Rob Green (from April 2019)
Head of CILIP in Scotland	Sean McNamara (from April 2019)
Head of Digital and IT	Lisa Goldsmith MBA Bsc (from April 2019)
Head of Facilities	Fredy Castrillon (from April 2019)
Head of Finance	Abosedede Dada FCCA (from April 2019)
Head of Sales and Marketing	Gemma Wood MA (from August 2019)
Head of Publishing	Pete Baker (from July 2019)
Head of Sector Development	Jo Cornish FCLIP (from July 2019)
Head of Programmes	Natalie Jones (from December 2019)

## **Professional Advisers**

### **Bankers:**

Bank of Scotland  
Teviot House,  
41 South Gyle Crescent  
Edinburgh EH12 9XD

Unity Trust Bank PLC  
Nine Brindley place  
Birmingham B1 2HB

CCLA  
Senator House  
85 Queen Victoria Street  
London EC4V 4ET

### **Auditors:**

Haysmacintyre LLP  
10 Queen Street Place  
London EC4R 1AG

### **Solicitors:**

Bates, Wells  
10 Queen Street Place  
London EC4R 1BE

### **Pension providers:**

#### **Defined Benefit Scheme**

Isio (trading as Iseran Bidco Ltd)  
1 St Peter's Square  
Manchester M2 3AE

#### **Group Stakeholder Pension Scheme**

Scottish Widows  
69 Morrison Street  
Edinburgh EH3 8YF