

Industry and Parliament Trust



Annual Report and Financial Statements
For the year ended 31 December 2019

Registered as a charity no. 287527
A company limited by guarantee no. 1308583 (England and Wales)

CONTENTS

- 3 Statements by the Chairman of the Board of Trustees and the Chief Executive
- 4 Legal and Administrative Information
- 5 Report of the Board of Trustees
 - 5 Charitable Aims
 - 5 IPT Values
 - 5 Objects and Activities of the Charity
 - 6 Structure, Governance and Management
 - 7 Achievements and Performance
 - 7 IPT Fellowship Programme
 - 10 Policy Events
 - 11 Training
 - 12 Business Participation
 - 12 Communications
 - 13 Public Benefit
 - 14 Plans for the Future
 - 14 Financial Review
 - 16 Trustees' Responsibilities Statement
 - 17 Membership of the IPT
- 18 Independent Auditor's Report
- 20 The Financial Statements 2019
 - 20 Statement of Financial Activities
 - 21 Balance Sheet
 - 22 Statement of Cash Flows
 - 23 Notes to the Financial Statements
- 31 Supporting Organisations

STATEMENTS BY THE CHAIR OF THE BOARD OF TRUSTEES

AND THE CHIEF EXECUTIVE

REVIEW OF 2019

Chair of the IPT

It has been a great privilege and pleasure for me to have been Chair of the IPT Trustee Board throughout 2019. Despite the turbulent political situation, the past year has seen the charity continue to grow and prosper.

Since its creation in 1977, the Trust has provided a vital independent and non-political platform for parliamentarians to learn about the key issues facing the particular business sector they decide to study. From the business perspective, it provides a rare opportunity to share their views and concerns in areas where they hold expertise. It is a unique organisation founded on the mutual trust it creates between those who choose to be involved with its various programmes.

I would like to thank all parliamentarians and our business supporters for their support in the work of the Trust, all the Trustees and Executive Committee members for giving up their valuable time and the IPT Secretariat for their hard work over the last year.

Chief Executive

The broad reach of the IPT, and its ability to constantly evolve with the ever-changing economic and political landscape, leaves us in an ideal position to act as the main interface for Parliament with the business community. It is continued evidence of the IPT's unique role within Parliament that, during 2019, our business supporter base has continued to grow to a new record level of 202 subscribers.

As always, the Parliamentary Fellowship programme remains at the heart of the IPT's offering to supporters and gives parliamentarians the opportunity to spend focused time in industry and to understand the detailed challenges facing UK businesses. As an organisation, we have worked hard to build on the success of the Business Fellowship programme and we are currently placing parliamentarians into a huge variety of specialist areas. In direct support of the Fellowship programme, the Events Team organised an extensive range of over 50 Policy Events this year and we were joined by a high-profile array of speakers from both within Parliament and the business world. Throughout 2019, we placed an increased emphasis on our company training seminars and our site visits to significant UK industrial locations.

In 2020, we will continue to review our structure and governance to ensure that we are best placed to deliver the IPT's aims and values for the next stage of our evolution. Our cross-party Trustee Board is always strongly supportive, and I am very grateful for their strategic guidance and support. On the company side and under the strong leadership of Sharon Davies, the combined expertise and experience of the Executive Committee provides us with valuable business insights, which in turn enlighten and broaden the benefit of our programmes.

You will find within this 42nd Annual Report a comprehensive review of the positive impact that the IPT has had on legislators and the business community throughout the year. It also directly reflects the dedication and commitment of the team within the IPT Secretariat, who work hard to deliver our very distinctive set of programmes.

Thank you for all your support.

	
Baroness Margaret Prosser OBE	Nick Maher
Chairman of the Board of Trustees	Chief Executive

LEGAL AND ADMINISTRATIVE INFORMATION

Status	The Industry and Parliament Trust ("IPT") is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association dated 14 April 1977 (as amended 2 July 2018)
Charity Number	287527
Company Number	1308583
Directors and Trustees	<p>The directors of the charitable company are its Trustees for the purpose of charity law. The Trustees serving during the year and since the year end were as follows:</p> <p>Adrian Bailey MP (resigned December 2019) Sam Beckett Tony Bellis Dr Lisa Cameron MP Sharon Davies Philippa Helme (resigned June 2019) Kevin Hollinrake MP Lord Christopher Holmes MBE John Howell OBE MP (Deputy Chair) Pauline Latham OBE MP (elected June 2019) Tracey Jessup (elected June 2019) Dr Adam Marshall Edward McMullan Ian Mearns MP Baroness Prosser OBE (Chair) Baroness Scott of Needham Market Angela Smith MP (resigned December 2019) Andrew Walker QC</p>
Honorary Presidents	<p>The Rt Hon John Bercow MP, Speaker of the House of Commons (January to December 2019) The Rt Hon Sir Lindsay Hoyle MP, Speaker of the House of Commons (December 2019 to date) The Rt Hon Sir Norman Fowler, Lord Speaker</p>
Chief Executive	Nick Maher
Company Secretary	Angela Hodder
Registered Office	Suite 101, 3 Whitehall Court London SW1A 2EL
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal Banker	Lloyds Banking Group Butler Place Branch PO Box 132 1 Butler Place London SW1H 0PR
Solicitor	Womble Bond Dickinson LLP Oceana House 39-49 Commercial Road Southampton Hampshire SO15 1GA

REPORT OF THE BOARD OF TRUSTEES

This is the Trustees' report and financial statements for the year to 31 December 2019 as required by charity law and regulations and constitutes a directors' report for the purpose of company legislation.

The financial statements have been prepared in accordance with the accounting policies set out on pages 23 to 25 of the attached financial statements and comply with the charity's memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

CHARITABLE AIMS

The IPT's charitable aims are:

- To create a more business-aware and effective Parliament, more willing and more able to engage with wealth-creators;
- To foster a business community better able to understand and engage more effectively with Parliament and policy-makers; and
- To help civil servants gain a better understanding of Parliament and parliamentary processes.

IPT VALUES

The IPT is a values-based organisation which places key values at the centre of its operational model. These values are:

- Remaining a **non-party political** organisation
- Remaining a **non-lobbying** organisation
- Being **inclusive** in reacting to the changing needs of all parliamentarians and businesses of any size
- Being **innovative and forward-leaning**
- Promoting **mutual trust** between Parliament and business
- Being **collaborative** and seeking to work in **partnerships**

OBJECTIVES AND ACTIVITIES OF THE CHARITY

The IPT was established to promote mutual understanding between Parliament and the worlds of business, industry and commerce for public benefit. This is achieved by encouraging dialogue between legislators and wealth generators from all sectors of business. This aim is fulfilled by:

OBJECT 1: The provision of programmes of study, research, education and training in the organisation and practice of business, industry and commerce, and the workings of Government and Parliament, both within the UK and the European Union.

The emphasis of the IPT's work is on the quality of learning outcomes and the provision of accessible and beneficial educational experiences to a cross section of individuals from all backgrounds.

The IPT's educational and training programmes can be categorised into the following:

For parliamentarians:

- *The IPT Fellowship programme places parliamentarians within a UK industry sector as part of a structured 15 day educational programme designed around the learning objectives of each parliamentarian.*
- *Industry visits for parliamentarians support the Fellowship programme by providing one-day visits for groups of parliamentarians to significant or innovative business sites enabling them to learn more about the industry or sector.*

For business people and civil servants:

- The *Understanding Parliament* training scheme is a one-day introductory programme for civil servants and business people which explains the vital processes and functions of the Houses of Parliament.

REPORT OF THE BOARD OF TRUSTEES (continued)

OBJECTIVES AND ACTIVITIES OF THE CHARITY (continued)

- *Legislation Training* is a detailed half-day seminar which provides insight into the different types of Bills and Statutory Instruments, their scheduling and the progression of legislation up to Royal Assent.
- *Select Committee Training* is a comprehensive half-day seminar which helps delegates to understand the vital role Select Committees play in scrutinising the work of government departments.
- *Parliamentary Questions* is a half-day seminar which helps delegates develop a strong understanding of Parliamentary Questions, both written and oral, and delegates have the opportunity to engage with parliamentarians and experts involved in questions procedure.
- The *MP Civil Service Attachment Programme* matches civil servants with parliamentarians so that they can experience working in Parliament first-hand. The programme provides civil servants with a valuable understanding of parliamentary processes, with additional training in both Westminster and the MP's constituency.
- *Parliamentary Company Seminars* are organised to help company personnel achieve an overview of the inner workings of Parliament.

For all:

In addition to these educational programmes, IPT Policy Events bring together parliamentarians, business people, and civil servants to discuss and ask critical questions on a topical area relevant to industry and Parliament. Over 70 such events are held in Parliament on an annual basis.

OBJECT 2: The publication of the results of such study and research

The IPT has significantly increased its online presence and now provides a dynamic platform for communication with its main partners, highlighting the many different strands of research and reports which the IPT produces every year. The IPT will often produce a short research blog following an event, written internally or by a guest academic. Where appropriate, short written summaries of event themes are produced.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees is responsible for the direction and control of the IPT and met three times in 2019. Trustees are appointed for a four-year term of office at an AGM and may be re-appointed for one further period of four years. A third term of four years may be offered to the Chair or Vice-Chair positions to ensure political balance in these positions. The maximum number of Trustees is 18, normally made up of a maximum of 11 parliamentarians and 7 non-parliamentarians. Vacancies are advertised on the IPT website and other relevant Trustee recruitment websites. New Trustees receive an induction pack and are invited to spend half a day at the IPT's offices to learn about the work of the Secretariat. Each Trustee is required to declare any interests, directorships or positions which may conflict with any arrangements of the charity. Periodically, Trustees attend training courses to ensure they are fully aware of any changes to charity governance.

Article 49 of the IPT's Memorandum and Articles of Association states that the Board of Trustees may delegate any of its powers to committees consisting of such members of the IPT, or Board of Trustees, as it thinks fit. All committees have Terms of Reference approved by the Trustees. In 2019 the Board had the following formally constituted sub-committees:

REPORT OF THE BOARD OF TRUSTEES (continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Executive Committee

The Executive Committee met three times during 2019.

The Executive Committee is responsible for advising on the overall management of the IPT's operations on behalf of the Board of Trustees and in supporting the Chief Executive in the performance of his/her duties. The Board's responsibilities include: developing and implementing strategy, operational plans, policies, procedures and budgets. The Board also monitors operating and financial performance, and reviews supporting organisation applications.

Executive Committee members are from subscribing companies and the following people served during the year:

Sharon Davies (Chair and Trustee), DHL UK & Ireland
Tony Bellis, (Deputy Chair and Trustee), 3M
Jim Bligh, TCS
Susan Tyzack BOC (resigned May 2019)
Tim Alderslade, Airlines UK

Bobby Hain, STV Group plc
James Rowlands, Nationwide
Dean Gargano, Nestle
Pippa Morgan, GKN Aerospace

Audit Committee

The Audit Committee met in March 2019 with the auditor to review the annual report and the auditor's report on the 2018 financial statements, and again in October to review the Risk Map and the income and expenditure year to date.

Nominations Committee

The Nominations Committee did not meet in 2019 due to a lack of Trustee vacancies.

Remuneration Committee

The Remuneration Committee met in November to review the appraisal system, IPT staff remuneration, pensions and learning and development policy. Members of the Committee included Baroness Prosser (Chairman), Edward McMullan and Sharon Davies (DHL).

ACHIEVEMENTS AND PERFORMANCE

The IPT continues to play a vital role in facilitating an effective working relationship between Parliament and UK business.

IPT FELLOWSHIP PROGRAMME

Overview

The IPT Fellowship programme provides parliamentarians (MPs, Peers, and parliamentary staff) with the opportunity to learn about industry in a non-lobbying and non-partisan environment. A Fellowship is 15 days long and includes visits to a range of different businesses in support of pre-agreed learning objectives. Parliamentarians who have completed a Fellowship can opt to continue their learning with a Postgraduate Fellowship, where we continue to arrange visits for them on an ad hoc basis.

The IPT also arranges one-off visits for cross-party groups of parliamentarians to a range of businesses (Industry Visits) throughout the year. This allows us to engage with parliamentarians who do not have time to do a full Fellowship programme.

Parliamentarians Enrolled

At the dissolution of Parliament in November 2019, there were 72 parliamentarians enrolled in the Fellowship programme.

REPORT OF THE BOARD OF TRUSTEES (continued)

ACHIEVEMENTS AND PERFORMANCE (continued)

Following the General Election, 60 parliamentarians are currently on the programme.

The current breakdown is as follows:

MPs – 39
Peers – 13
Parliamentary officials – 8

The current political break down of the programme is:

Conservative – 20
Labour – 20
SNP – 8
Liberal Democrat – 2
Crossbench – 1
Independent – 1
Parliamentary Staff – 8

Fellowship Applications

We received eight applications for Fellowship programmes in 2019, four Conservatives, one Labour, and three parliamentary staff. Three of the applications were from Conservative peers. The small number of applications was due to uncertainties created by Brexit and the General Election.

Fellowship Visits

During 2019, 84 Fellowship visits took place. A visit is defined as someone on an IPT Fellowship Programme visiting a company as part of their Fellowship. Therefore, parliamentarians not on the Fellowship Programme who attended group visits are not included, while each Fellow who attended a group visit is counted individually. The General Election and the tight legislative agenda caused several scheduled visits to be cancelled or postponed. Over the course of 2019, a total of 152 visits had been planned.

We aim to engage with a wide range of companies with the Fellowship Programme to help ensure parliamentarians gain as broad a perspective of industry as possible. In 2019, parliamentarians visited 59 different companies as part of the Fellowship Programme. We also continued to arrange visits to companies that do not donate to IPT (approximately 30% of visits were to non-supporting organisations).

Fellowship Awards

In 2019, two members of parliament received their fellowship awards; another had completed her Fellowship Programme and will receive her award in 2020.

Industry Visits

In 2019, we arranged six Industry Visits for groups of parliamentarians covering a range of sectors:

London Stock Exchange
Tideway (staff only)
MBDA
BASF
BP
Drax

Two further planned Industry Visits to Mastercard and the National Theatre were postponed due to the General Election. The visit to Tideway was open only to staff of the House of Commons and House of Lords Committees and Libraries. In total, 15 MPs, 7 Peers and 10 parliamentary staff members attended one or more of these visits. Of the 22 parliamentarians in this group, 11 were not on a Fellowship Programme.

REPORT OF THE BOARD OF TRUSTEES (continued)

ACHIEVEMENTS AND PERFORMANCE (continued)

Courts and Tribunals Scheme

In 2019, three parliamentarians were enrolled in the Courts and Tribunals Scheme that IPT runs in partnership with the Royal Courts of Justice (RCJ). Currently, there are currently two Conservative MPs and one Labour MP on the scheme. An additional MP expressed interest in the programme. Enrolment numbers are limited due to resource constraints in the RCJ. Due to tight legislative agenda and votes and the General Election, scheduled visits for the Courts and Tribunal Scheme were cancelled (to be rescheduled in 2020).

Parliamentary Engagement

The unpredictable nature of parliamentary business in 2019 created challenges for our parliamentary engagement strategy. Our annual IPT Poppy Ride, a static bike ride in support of the Poppy Appeal with the Royal British Legion, had been scheduled for Wednesday 6 November, but was cancelled due to the dissolution of Parliament for the General Election. Over 100 parliamentarians had been scheduled to participate.

Case Studies

Industry Visit: BP

Location: Pangbourne, Berkshire

In July 2019, we arranged for a cross-party group of five MPs to visit BP's Technology Centre in Pangbourne, Berkshire to learn more about their business. Two Conservative MPs, two Labour MPs and one SNP MP spent a full day at the Pangbourne Technology Centre.

The technology centre has been the location for BP's development of fuels and lubricants, under the BP and Castrol brands, for more than 40 years. The parliamentarians toured the state-of-the-art facilities and learned about how BP were producing fuels and lubricants for the future of clean transport. They had the chance to see how BP was employing technology like machine learning to aid innovation.

They met with senior staff from across the organisation and learned about technological innovations that will impact the future of fuel and clean transport. Parliamentarians had the opportunity to meet STEM graduates and apprentices working on the site and learn how BP develop their talent pipeline.

Fellowship: Susan Elan Jones MP

Constituency: Clwyd South, 2010 – 2019

Political Party: Labour

Fellowship Themes: Corporate social responsibility, local banking

Fellowship Companies: Principality Building Society, National Literacy Trust, KPMG, Aldi, Co-operative Group, AirBnB, Building Societies Association, Nationwide Building Society, City of London, Lloyds Banking Group, Yorkshire Building Society, Michelin, Tideway, London Benchmarking Group, Tesco, We Mind The Gap

Fellowship Completed: 2019

Susan Elan Jones, former MP for Clwyd South, began her Fellowship in 2016 to gain a great understanding of the banking sector, specifically local banking. As her Fellowship continued, her learning objectives shifted to corporate social responsibility initiatives by various companies.

She said of her time on the Fellowship programme:

"For me, the highlights were making visits to a wide range of companies, community projects and organisations that facilitate CSR and community investment. I undertook visits in my home area and in London. There was plenty of opportunity to ask questions and reflect."

Reflecting on how her Fellowship supported her role as a parliamentarian, Susan said:

"It helped me in two main ways. I worked in the voluntary sector for 15 years before I became an MP and I am now co-chair of the All Party Parliamentary Group for Charities and Volunteering. CSR is a hugely important form of partnership for most charities, so it was good to have been able to think about this subject."

REPORT OF THE BOARD OF TRUSTEES (continued)

ACHIEVEMENTS AND PERFORMANCE (continued)

Also, crucially for me as a constituency MP, the visits and discussions have helped me to think of new ideas to support the communities within my North Wales constituency. Undertaking an IPT Fellowship has been an excellent experience - I would warmly recommend it."

POLICY EVENTS

The IPT's parliamentary events programme provides opportunities for education, dialogue and debate between industry and Parliament on a number of various cross-sector topical issues affecting the UK's diverse economy and public policy.

The IPT runs three events programmes each year in line with the parliamentary calendar, consisting of a winter term (January-March), a summer term (April-June) and an autumn term (October-December). Each event is held on the parliamentary estate under the Chatham House rule and features guest speakers from industry (and sometimes academia) with a parliamentarian chair.

In 2019 the IPT delivered a total of 50 events, consisting of 20 breakfast policy meetings and 26 dinner discussions alongside three receptions and one Brexit-related workshop aimed at parliamentarians and their staff. The reduced number of events compared to last year's total is due to the announcement of the 2019 General Election and the period of purdah, which in turn prevented the IPT from completing its third term events programme.

The IPT strives to ensure balanced representation of the political parties as well as maintaining equality of representation between industry and Parliament. Notable speakers and chairs in 2019 included: Andy Haldane (Chief Economist and Executive Director of Monetary Analysis and Statistics, Bank of England); Shai Weiss (Chief Executive Officer, Virgin Atlantic); Mark Evans (Chief Executive Officer, O2); Barbara Moorhouse (Chair, Rail Standards and Safety Board); Alderman Peter Estlin (Lord Mayor of the City of London Corporation); Clare Sumner (Director of Policy, BBC); David Brown (Chief Executive Officer, Go Ahead); Lisa Burger (Executive Director, National Theatre); Rt Hon Sir Norman Lamb MP; Rachel Reeves MP; Rt Hon Jake Berry MP; Heather Wheeler MP and many more.

Content, research and contributions to some of the events programme has been possible through working in partnership with world-renowned academics, institutions and foundations. The IPT has worked closely with: Aston University; Brunel University; Essex University; Lancaster University; University of Leicester; University of Sheffield; University of Warwick and the City of London Corporation to deliver a broad range of policy events, meetings and discussion in 2019.

Training

Our IPT training programmes are open to civil servants, Universities and business representatives. It allows them to increase their knowledge and understanding of the UK Parliament and Government.

In 2019 the total number of delegates who attended IPT training seminars increased to 938 continuing the trend of the last few years, a total of 852 and 765 in 2018 and 2017 respectively. Despite the disruption of the election in December, we were able to continue providing seminars during the election period, including a special training session on the General Election itself.

The content and effectiveness of these seminars was highlighted by the high number of attendees, thereby fulfilling the IPT's aim of educating businesses and the civil service about the workings of Parliament.

Civil Service Training

The IPT is still uniquely placed to play a greater role in providing in-depth understanding about Parliament for civil servants.

Unfortunately, due to the election, the IPT was unable to run the Civil Service specific seminar 'Supporting Ministers in Parliament' that has been run in previous years. However, the session has been rescheduled for early 2020.

Civil Service Attachment Scheme

The IPT's Civil Service Attachment Scheme saw 37 civil servants actively participate in the scheme during 2019, an increase from 28 in 2018. The scheme gives public servants a unique opportunity to shadow MPs for a few days in their Westminster office and, in some cases, the constituency, giving them a first-hand insight into the working life of an MP.

REPORT OF THE BOARD OF TRUSTEES (continued)

ACHIEVEMENTS AND PERFORMANCE (continued)

University Training

This year we increased our University training programme, running eight sessions for Universities. The courses were designed for a group of up to sixteen members from Universities to give them an understanding of Parliament and the research work Parliament does. The courses were well received and there are plans to run more seminars in the new year.

The Weatherill Bursary

The Weatherill Bursary was set up to provide bursaries for SMEs (small and medium sized enterprises) to attend its study programmes for business people. In 2019, the IPT ran six training sessions for organisations paid for by the Weatherill Bursary Fund.

BUSINESS PARTICIPATION

IPT supporters come from a variety of different business sectors and are primarily drawn from FTSE 100 and FTSE 250 companies. The IPT does take special care to ensure it works with SMEs and organisations that support SMEs, in order to give parliamentarians an insight into the important role they play in the UK economy. This extensive and diverse list enables the IPT to provide parliamentarians with a holistic view of British business.

The 2019 programme of activities reflected the needs and interests of parliamentarians by focusing on key sectors of the British economy, exploring the ramifications of Brexit on UK businesses and examining the Government's Industrial Strategy. The IPT's engagement with its business supporters is therefore of the utmost importance as their expertise is required to ensure that an exciting and informative series of activities and events is delivered. The IPT continues to be a trusted conduit between Parliament and business, enabling a transparent form of engagement free of partisanship and lobbying.

In 2019 the IPT welcomed a total of 20 new companies from a range of different business sectors including transport, infrastructure and technology.

The IPT ended 2019 with 202 supporting organisations (2018 – 190).

A full list of the 202 supporting organisations can be found at page 31.

COMMUNICATIONS

During 2019, the IPT continued to utilise a range of communications channels, focusing on a sophisticated and considered approach. A sample of the relevant tools include our website, social media, print and digital assets, and MailChimp.

Thanks to the hard work of the team and our excellent reputation within Parliament, we have created a solid working relationship with the parliamentary communications team. This gives us valuable opportunities to include notifications about our Fellowship and events activities on the parliamentary intranet and in publications sent exclusively to MPs and Peers.

Our website is integral to both generating engagement with our activities and meeting our commitment to transparency. It helps us recruit new supporters, sign up attendees to our events and training sessions, and display the diversity of the Fellowship portfolio. 2019 saw a 24% increase in website users over the previous year, including an 18% increase in average time spent on-page, indicating a considerable boost in website engagement.

Unfortunately, the annual IPT Poppy Ride, held in conjunction with the Royal British Legion, was cancelled this year due to the General Election. This single event continues to be our best performer on social media, but despite its cancellation, we grew our follower base by around 100 and still saw a very respectable reach of 280,700 impressions over the year.

We took advantage of the General Election to create informative and educational explainers about the ongoing election and the wider implication within Parliament. This opportunity helped us establish our position as experts in our field and, combined with carefully crafted and targeted newsletter emails, enabled us to keep our supporters informed.

In late 2019, we took the necessary decision to update our IT infrastructure, renewing all staff desktops and other related hardware.

REPORT OF THE BOARD OF TRUSTEES (continued)

PUBLIC BENEFIT

The Trustees confirm that they have complied with the Charity Commission's general guidance on public benefit when setting the aims and planning the work of the charity for the year. The issue of public benefit is reviewed frequently in order to provide added benefit and have concluded that the benefits for 2019 remain broadly similar to those outlined in the statements for the year ended 2018.

IPT activities do not just benefit a narrow section of the community, but rather serve to strengthen and support the UK's democratic institutions and help business and organisations of all sectors, sizes and types. Emphasis is on the quality of learning outcomes and the provision of accessible and beneficial educational experiences to a cross-section of individuals from all backgrounds.

Aim: To create a more business-aware and effective Parliament

A belief in the critical importance of well-informed legislators lies at the heart of the IPT purpose. The flagship Fellowship programme provides bespoke placement for MPs, Peers and parliamentary staff to learn and understand the wider issues facing UK businesses. By completing a Fellowship, parliamentarians are more likely to understand the impact of government policies and legislation on business, a benefit shared by the whole country. This aspect of the Trust's work has become ever more important in recent years as less politicians enter Parliament with any business-related experience (the estimate for new MPs in 2019 being approximately 20%).

In addition, IPT industry visits support the Fellowship programme by taking a group of parliamentarians out of Westminster to visit industry leaders in a variety of UK sectors.

The IPT also sponsors in-depth policy reports written by academics who use their own research and conclusions to summarise a policy discussion that has taken place at an IPT event. All reports are available to download from our website.

Aim: To foster a business community better able to understand and engage more effectively with Parliament and policy-makers

The IPT maintains strong links with a wide variety of cross-sector companies, ranging in size and from a multitude of business sectors. Many provide regular financial donations that account for a sizeable proportion of the IPT's charitable income. The IPT's offering for companies provides learning and insight into the legislative process with specific training that gives a detailed insight into the mechanisms of Parliament. By hosting parliamentarians on Fellowships and by contributing to a full calendar of policy events, companies are able to engage fully with Parliament.

IPT events and training are free and open to all business people (with the exception of those explicitly for parliamentarians). The Weatherill Bursary Scheme enables delegates from smaller companies to attend the study programmes which explain the practice and process of government in the UK. The IPT website provides free-to-access research material and includes case studies, podcasts and policy reports from leading academics.

Aim: To help civil servants gain a better understanding of Parliament and parliamentary process

The Civil Service MP Attachment Scheme has long enjoyed Cabinet Office and cross-party endorsement because of the way it supports the relationship between Parliament and detailed policy formulation/delivery.

This scheme provides a unique development opportunity for a civil servant to build on parliamentary knowledge and to experience the realities of life in Parliament through the attachment programme. IPT parliamentary training provides the understanding of politics and Parliament that is fundamental to a civil servant's work and directly contributes to the smooth running and delivery of government policy.

REPORT OF THE BOARD OF TRUSTEES (continued)

PUBLIC BENEFIT (continued)

IPT Staff Development and Intern Programme

The IPT has a very clear learning and development strategy for its own staff. Opportunities exist for:

- attendance on relevant internal parliamentary courses;
- attendance on external courses (including those delivered by our auditor);
- short attachments in Parliament or within a business;
- bespoke IPT group training; and
- mentoring from the Executive Committee/Trustee Board members.

Our investment in staff development has led to staff members going onto significant positions of responsibility during 2019.

The Trust is very proud of its intern programme, which it has operated for several years. One intern per year is taken on for a period of 10 months, running from September to July, during their university placement year. Throughout 2019, the IPT hosted an intern studying Events Management from Bournemouth University. Interns are paid the London Living Wage.

PLANS FOR THE FUTURE

The IPT is a unique organisation. It has a special position of trust and status within Parliament which is primarily based on its commitment to providing a platform for dialogue between industry and Parliament that is robust, topical and educational, yet always non party-political and non-lobbying. As we approach a post-Brexit era, the IPT is determined to build on this position by focusing on key business sectors and associated issues that are critical to the future growth of the UK economy and the well-being of society at large.

The IPT strategic objectives for 2020 will emphasize the following:

- Maximise the number of Fellowship programmes being delivered and develop a new recruitment strategy to encourage more parliamentarians to participate (especially the 2019 new intake);
- Maximise the number of relevant, high quality events delivered on the parliamentary estate;
- Expand parliamentary training options;
- Strengthen IPT governance and succession plans;
- Maximise meeting the identified learning and development needs of IPT Secretariat staff (with emphasis on core skills); and
- Exploit increased IT infrastructure capabilities.

FINANCIAL REVIEW

Financial performance overview 2019

The total income for the year ended 31 December 2019 amounted to £871,494 (2018: £854,035) and was generated in furtherance of the IPT's Objectives.

Expenditure totalled £751,525 (2018: £789,920). Direct expenses, overheads and staff costs are allocated to individual activities. Support and governance costs are shown separately within Note 2 and relate to servicing the Board of Trustees, audit fees and the AGM.

Overall accumulated funds were £1,002,115 at 31 December 2019 (2018: £882,146).

REPORT OF THE BOARD OF TRUSTEES (continued)

FINANCIAL REVIEW (continued)

Reserves Statement

Accumulated funds at the year-end were £1,002,115. This includes six designated funds (see below); the Weatherill Bursary of £33,814, the IT Infrastructure fund of £24,973, the Office Refurbishment fund of £4,268, the Brexit Events fund of £19,744, Future Anniversary Events fund of £5,000 and IPT Alumni fund (company recruitment and retention) of £5,000.

The Audit Committee reviewed the reserves policy in 2019.

Due to the Parliamentary Restoration and Renewal Programme, which commenced in 2019, it is anticipated that during the main parliamentary refit in 2025-2030 there will be significant disruption to the IPT's events and training programmes, key elements to the Trust's objectives.

This is due to the inability to hold its programmes on the Parliamentary Estate and therefore, on recommendations from the Audit Committee, the Trustees agreed that it would be prudent to increase the reserves funds to £1.25 million in the run-up to this period. This would allow for an approximate possible 30% increase in running the IPT's annual events and training programmes in outside venues over this period, as well as allowing for nine months operating costs in the unlikely case of the charity being unable to continue its charitable purpose.

Restricted Funds

There were no restricted receipts or payments made in 2019 and no restricted fund balances existed at either the start or end of the year.

Weatherill Bursary

In 2008, the Trustees originally ring-fenced £50,000 as a designated fund to enable SMEs to attend study programmes. A further designation of £6,000 was made in the year and £4,904 was expended.

Computer Server Fund

The Trustees have identified that expenditure will be required during 2019 and 2020 to upgrade the network infrastructure of the Trust. No further funds have been designated in 2019 for this purpose. Expenditure of £8,592 was incurred this year.

Office Refurbishment Fund

The Trustees identified that expenditure would be required during 2019 for office refurbishment. No further funds have been designated in 2019. Expenditure of £732 was incurred this year.

Brexit Events

The Trustees have identified that expenditure will be required during 2020 and 2021 for a specific Brexit events programme and £7,000 was designated for this purpose. Expenditure of £7,256 was incurred this year.

Future Anniversary Fund

The Trustees have identified funds required for future anniversary events and £5,000 was designated for this purpose.

IPT Alumni Fund (company recruitment and retention)

The Trustees have identified funds required for alumni functions in relation to company recruitment and retention and £5,000 was designated for this purpose.

Fundraising

The IPT does not actively fundraise for donations from individuals and all income in relation to donations are received from supporter companies.

REPORT OF THE BOARD OF TRUSTEES (continued)

FINANCIAL REVIEW (continued)

Risk Management

The Audit Committee is confident that the likely strategic, operational or financial risks (that could have a high impact on the work of the Trust) are identified below. Since 2015, more robust reporting structures and procedures to manage the reputational risks associated with the charity's activities have been developed.

The two key risks facing the IPT in 2019 were:

- *Proposed redevelopment of the Parliamentary estate (date estimated as 2025).*
The senior management team is monitoring the situation with some initial consideration of other venues which could be used for events when the closure of the Palace of Westminster happens.
- *Supporter companies reviewing discretionary memberships (such as the IPT) in light of the EU referendum.*
The senior management team ensure that relationships with companies are continually managed and developed, identifying opportunities for engagement with parliamentarians through activities such as fellowship visits and events. There is also a retention programme to maintain company engagement, as well as a continual recruitment drive to bring new companies on board.

Other lower-level key risks for the charity identified by the Trustees (and the mitigating action), are described below:

- *Lack of full engagement from parliamentarians on Fellowship programmes.*
The Fellowships team, overseen by the senior management team, ensure that relationships with new and potential parliamentarians are developed.
- *Reputational risk.*
The IPT Reputational Risk and Crisis Plan has been developed with input from the Executive Committee to help identify, manage and resolve any issue or crisis situation that may arise.
- *Succession planning.*
There is a risk of a lack of corporate memory as a result of key staff vacancies occurring quickly. To mitigate this, job descriptions are kept up to date and the CEO has written succession planning details for the CEO post. The team regularly share information about their work and shadow each other when appropriate.

The risks identified above are reviewed regularly by the Audit Committee and Trustees and strategies to mitigate possible effects are implemented as a result of this advice.

Post balance sheet events

The work of the Trust has been negatively impacted by the outbreak of Covid-19. The Audit Committee has carried out a post year-end review of the Trust's finances and concluded that, whilst the full financial impact may not be known until late 2020, the strength of the Trust's balance sheet is sufficient to ensure the Trust will be able fully to resume and continue its operations when circumstances allow. A further review will take place in March 2021.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of the Industry and Parliament Trust for the purposes of company law) are responsible for preparing the Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

REPORT OF THE BOARD OF TRUSTEES (continued)

TRUSTEES' RESPONSIBILITIES STATEMENT (continued)

Company 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 charitable company and of the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

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

Each of the Trustees confirms that:

- so far as the Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustee has taken all the steps that he/she ought to have taken as a Trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

MEMBERSHIP OF THE IPT

Aside from Trustees, subscription to the IPT is available to businesses and representative organisations. Conditions of subscription are governed by the Articles of Association. Members have the right to receive a copy of the Annual Report and vote at General Meetings of the IPT.

During 2019, the Chief Executive and senior members of the Secretariat contacted all the IPT's supporting organisations and met with many, to discuss the IPT's charitable activities and encourage their continuing support.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 10 June 2020 and signed on their behalf by:



Baroness Prosser OBE, Chairman of Trustees



Edward McMullan, Chairman of the Audit Committee

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDUSTRY AND PARLIAMENT TRUST

Opinion

We have audited the financial statements of Industry and Parliament Trust (the 'charitable company') for the year ended 31 December 2019 which comprise the statement of financial activities, the balance sheet, and statement of cash flows, and notes to the financial statements, including the summary of significant account 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 charitable company's affairs as at 31 December 2019 and of its income and expenditure 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 Companies Act 2006.

Basis for opinion

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 charitable company 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, 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 charitable company'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 charitable company 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.

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. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Katharine Patel (Senior Statutory Auditor)
For and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

18 June 2020

STATEMENT OF FINANCIAL ACTIVITIES (incorporating the Income and Expenditure Account)
Income and Expenditure Account for Year Ended 31 December 2019

	Notes	Un- restricted £	Restricted £	2019 Total £	Un- restricted £	Restricted £	2018 Total £
Income and expenditure							
Income from:							
Donations and legacies							
Contribution of supporters		758,531	—	758,531	753,274	—	753,274
Charitable Activities							
Policy events		69,290	—	69,290	66,540	—	66,540
Civil Service MP/MEP Attachment scheme		35,150	—	35,150	26,600	—	26,600
Investments		8,523	—	8,523	7,121	—	7,121
Other		—	—	—	500	—	500
Total Income		871,494	—	871,494	854,035	—	854,035
Expenditure on:							
Charitable Activities							
Fellowship programmes and briefings for parliamentarians	3	192,857	—	192,857	207,109	—	207,109
Policy events	3	321,661	—	321,661	343,463	—	343,463
Civil Service MP/MEP Attachment scheme	3	124,078	—	124,078	124,166	—	124,166
Induction and information events	3	91,445	—	91,445	87,206	—	87,206
Project costs	3, 6	21,484	—	21,484	27,976	—	27,976
Total Expenditure		751,525	—	751,525	789,920	—	789,920
Net income for the year and net movement in funds		119,969	—	119,969	64,115	—	64,115
Reconciliation of funds							
Fund Balances Brought Forward at 1 January		882,146	—	882,146	818,031	—	818,031
Fund Balances Carried Forward at 31 December		1,002,115	—	1,002,115	882,146	—	882,146

The statement of financial activities includes all gains and losses recognised in the year. All of the charity's activities derived from continuing operations during the above two financial periods.

BALANCE SHEET (Company Number: 1308583)
As at 31 December 2019

	Notes	Un- restricted £	Restricted £	2019 Total £	Un- restricted £	Restricted £	2018 Total £
Fixed Assets:							
Tangible assets	9	—	—	—	—	—	—
Total fixed assets		—	—	—	—	—	—
Current Assets:							
Debtors							
Trade debtors		—	—	—	198	—	198
Other debtors		2,244	—	2,244	4,167	—	4,167
Prepayments		39,676	—	39,676	34,286	—	34,286
Accrued income		619	—	619	2,307	—	2,307
		42,539	—	48,639	40,958	—	40,958
Cash in bank and in hand		1,313,769	—	1,313,769	1,142,905	—	1,142,905
Total current assets		1,356,308	—	1,362,769	1,183,863	—	1,183,863
Liabilities:							
Creditors: amounts due within less than one year							
Trade creditors		(5,186)	—	(5,186)	(4,772)	—	(4,772)
Other creditors		(4,814)	—	(4,814)	(5,328)	—	(5,328)
Accrued expenses		(35,815)	—	(35,815)	(21,422)	—	(21,422)
Deferred income	7	(294,850)	—	(294,850)	(257,450)	—	(257,450)
Taxation and social security		(13,528)	—	(13,528)	(12,745)	—	(12,745)
		(354,193)	—	(354,193)	(301,717)	—	(301,717)
Net current assets		1,002,115	—	1,002,115	882,146	—	882,146
Total net assets		1,002,115	—	1,002,115	882,146	—	882,146
The funds of the charity:							
Unrestricted funds							
General fund		909,316	—	909,316	790,863	—	790,863
Designated funds	6	92,799	—	92,799	91,283	—	91,283
		1,002,115	—	1,002,115	882,146	—	882,146
Restricted funds							
Total charity funds		1,002,115	—	1,002,115	882,146	—	882,146

Approved by the Trustees on 10 June 2020 and signed on their behalf by:



Baroness Prosser OBE, Chairman of Trustees



Edward McMullan, Chairman of the Audit Committee

The notes on the following pages form part of these financial statements:

STATEMENT OF CASH FLOWS 31 December 2019

	Notes	2019 £	2018 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	162,341	45,584
Cash flows from investing activities:			
Investment income received		8,523	7,121
Net cash provided by investing activities		8,523	7,121
Change in cash and cash equivalents		170,864	52,705
Cash and cash equivalents at 1 January 2019		1,142,905	1,090,200
Cash and cash equivalents at 31 December 2019	B	1,313,769	1,142,905

Notes to the statement of cash flows for the year to 31 December 2019

A Reconciliation of net movement in funds to net cash provided by operating activities

	2019 £	2018 £
Net movement in funds (as per the statement of financial activities)	119,969	64,115
Adjustments for:		
Interest receivable	(8,523)	(7,121)
(Increase) increase in debtors	(1,581)	3,536
Increase (decrease) in creditors	52,476	(14,946)
Net cash provided by operating activities	162,341	45,584

B Analysis of changes in cash and cash equivalents

	2019 £	2018 £
Cash at bank and in hand	1,313,769	1,142,905

C Analysis of changes in net debt:

	1 January 2019 £	Cash flows £	31 December 2019 £
Cash at bank and in hand	1,142,905	170,864	1,313,769
Total	1,142,905	170,864	1,313,769
	1 January 2018 £	Cash flows £	31 December 2018 £
Cash at bank and in hand	1,090,200	52,705	1,142,905
Total	1,090,200	52,705	1,142,905

NOTES TO THE FINANCIAL STATEMENTS

1) General information

Industry and Parliament Trust is a company, limited by guarantee and is registered in England and Wales. The registered number is 01308583 and the registered office is Suite 101, 3 Whitehall Court, London, SW1A 2EL.

2) Principal Accounting Policies for the Year Ended 31 December 2019

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

a) Basis of Preparation of the Financial Statements

The financial statements have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ('Charities FRS 102 SORP 2015'), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and are rounded to the nearest pound.

These financial statements have been prepared for the year to 31 December 2019.

b) Critical Accounting Estimates and Areas of Judgement

Preparation of the financial statements requires the Trustees and management to make significant judgements and estimates.

The items in the financial statements where these judgements and estimates have been made include:

- estimating the useful economic life of tangible fixed assets; and
- estimating the percentage of time each employee spent on each of the charitable activities of IPT.

c) Assessment of Going Concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The Trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the financial statements are detailed above.

d) Fund Accounting

The IPT maintains the following funds:

- Restricted: where the purposes for which the funds may be used have been restricted by donors.
- Designated funds: where monies are set aside out of unrestricted general funds for specific future purposes or projects.
- General: where the fund is freely available for application towards achieving any charitable purpose that falls within the charity's charitable objects.

2) Principal Accounting Policies (continued)

e) Income

Income is recognised in the period in which the charity is entitled to receipt, the amount can be measured reliably and it is probable that the funds will be received.

Income is deferred only when the charity has to fulfil performance related conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Donations are recognised when received and the amount can be measured reliably by the charity.

f) Expenditure

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

Where costs cannot be directly attributed they have been allocated on a percentage basis consistent with the resources expended. Overheads and other salaries are allocated between the activities and expense headings based on time spent.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. Such costs include direct and support costs in respect to each activity including governance costs.

All expenditure is stated inclusive of irrecoverable VAT.

g) Allocation of Support Costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Support costs are apportioned based on time spent. Staff related costs are allocated in the same proportion as directly attributable staff costs.

h) Fixed Assets

Tangible fixed assets in excess of £1,000 are capitalised. All fixed assets are depreciated on a straight line basis over three to four years, based on the estimated useful life of the asset.

i) Taxation

The charitable company has been granted charitable status and is exempt from direct taxation on its charitable activities.

j) Pensions

Contributions in respect of the charity's defined contribution pension schemes are charged to the statement of financial activities when they are payable to the schemes. The charity's contributions are restricted to the contributions disclosed in note 4. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

2) Principal Accounting Policies (continued)

k) Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight-line basis over the term of the lease.

l) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Debtors include trade debtors, other debtors (staff loans), accrued income (bank interest) and prepayments which are valued at the amount prepaid. Debtors have been discounted to the present value of the future cash receipt where such discounting is material.

m) Cash at Bank and in Hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

n) Creditors and Provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material. All creditors are paid on time and the IPT has no overdue creditors.

3) Total Expenditure				
a) Expenditure on charitable activities				
2019	Staff Costs	Support and governance costs	Other Direct Costs	Total 2019
	£	£	£	£
Fellowships	139,236	51,925	1,696	192,857
Civil Service Attachments	70,721	25,001	28,356	124,078
Policy events	207,099	75,004	39,558	321,661
Induction and information events	46,941	40,385	4,119	91,445
Project costs (note 6)	—	—	21,484	21,484
TOTAL	463,997	192,315	95,213	751,525

2018	Staff Costs	Support and governance costs	Other Direct Costs	Total 2018
	£	£	£	£
Fellowships	154,934	49,573	2,602	207,109
Civil Service Attachments	75,167	22,222	26,777	124,166
Policy events	214,773	63,248	65,442	343,463
Induction and information events	46,480	35,897	4,829	87,206
Project costs (note 6)	—	—	27,976	27,976
TOTAL	491,354	170,940	127,626	789,920

b) Analysis of Support Costs					
2019	Fellowship	Civil Service Attachments	Policy Events	Other Events	Total 2019
	£	£	£	£	£
Travel/Subsistence	2,366	1,139	3,418	1,840	8,763
Premises/Maintenance	25,764	12,405	37,215	20,039	95,423
Communication/IT	13,060	6,288	18,865	10,157	48,370
Postage/Printing	2,527	1,217	3,650	1,965	9,359
Legal/Professional	1,982	954	2,863	1,542	7,341
Financial Costs	521	251	753	403	1,928
Depreciation	—	—	—	—	—
CRM/CMS costs	1,987	957	2,870	1,546	7,360
TOTAL	48,207	23,211	69,634	37,492	178,544

Support costs are allocated on the basis of the estimated amount of time spent on each activity.

2018	Fellowship	Civil Service Attachments	Policy Events	Other Events	Total 2018
	£	£	£	£	£
Travel/Subsistence	2,495	1,118	3,183	1,807	8,603
Premises/Maintenance	28,001	12,552	35,726	20,277	96,556
Communication/IT	8,605	3,857	10,978	6,230	29,670
Postage/Printing	2,869	1,286	3,660	2,078	9,893
Legal/Professional	981	440	1,252	711	3,384
Financial Costs	397	178	506	287	1,368
Depreciation	—	—	—	—	—
CRM/CMS costs	2,205	989	2,814	1,597	7,605
TOTAL	45,553	20,420	58,119	32,987	157,079

Support costs are allocated on the basis of the estimated amount of time spent on each activity.

3) Total Expenditure (continued)					
c) Governance costs					
2019	Fellowship	Civil Service Attachments	Policy Events	Other Events	Total 2019
	£	£	£	£	£
Auditor's remuneration	3,094	1,490	4,469	2,407	11,460
AGM costs	624	300	901	486	2,311
TOTAL	3,718	1,790	5,370	2,893	13,771

Governance costs are allocated on the basis of the estimated amount of staff time spent on each activity.

2018	Fellowship	Civil Service Attachments	Policy Events	Other Events	Total 2018
	£	£	£	£	£
Auditor's remuneration	3,480	1,560	4,440	2,520	12,000
AGM costs	540	242	689	390	1,861
TOTAL	4,020	1,802	5,129	2,910	13,861

Governance costs are allocated on the basis of the estimated amount of staff time spent on each activity.

4) Net Income for the Year		
Net income is stated after charging:	Total 2019	Total 2018
	£	£
Auditor's remuneration	11,460	12,000
Depreciation (note 9)	—	—
Operating leases- land and buildings	64,173	62,615
Operating leases- office equipment	10,031	10,031

5) Employee Remuneration		
Employee Costs During the Year	Total 2019	Total 2018
	£	£
Salaries	354,889	380,487
Social security costs	31,774	36,289
Other pension costs	59,431	59,825
Training/other staff costs	17,903	14,753
Total employee costs	463,997	491,354

One employee received emoluments (including taxable benefits in kind but excluding employer pension costs) in the band £80,001 to £90,000 (2018: one employee). Employer pension contributions of £8,020 (2018: £7,970) were made on behalf of this employee.

5) Employee Remuneration (continued)

The average number of employees during the year, calculated on an average headcount basis, analysed by function, was as follows:

Staff numbers	2019 Number	2018 Number
Fellowship programme and briefing for parliamentarians	3	3
Policy events	4	4
Civil Service MP/MEP Attachment Scheme	2	2
Management and Administration	2	3
Total	11	12

The average number of employees during this year was 11 FTE (2018: 12 FTE).

The key management personnel of the charity are the Chief Executive and the Trustees in 2019.

The total employee benefits (excluding employer pension costs) of the key management personnel of the charity were £89,811 (2018: £89,314). Employer pension contributions of £8,020 (2018: £7,970) were made on behalf of these employees.

No Trustee received any remuneration for services to the IPT in their role as a member of the Board of Trustees

6) Designated Funds

	Balance at 1 January 2019 £	Utilised in Year £	New Designations £	Transfers £	Balance at 31 December 2019 £
Weatherill Bursary	32,718	(4,904)	6,000	—	33,814
Computer Server	33,565	(8,592)	—	—	24,973
Office refurbishment	5,000	(732)	—	—	4,268
BREXIT events	20,000	(7,256)	7,000	—	19,744
Future anniversary events	—	—	5,000	—	5,000
IPT Alumni fund	—	—	5,000	—	5,000
Total	91,283	(21,484)	23,000	—	92,799

	Balance at 1 January 2018 £	Utilised in Year £	New Designations £	Transfers £	Balance at 31 December 2018 £
Weatherill Bursary	32,931	(5,213)	5,000	—	32,718
40th Anniversary 2017	76	—	—	(76)	—
Computer Server	36,328	(22,763)	20,000	—	33,565
Office refurbishment	—	—	5,000	—	5,000
BREXIT events	—	—	20,000	—	20,000
Total	69,335	(27,976)	50,000	(76)	91,283

6) Designated Funds (continued)

Weatherill Bursary Fund: The Trustees set aside £50,000 in 2008 as a designated fund for SMEs to receive business bursaries to attend study programmes. £4,904 was awarded in 2019 (2018: £5,213).

Computer Server Fund: The Trustees set aside £25,000 in 2016 as a designated fund for expected costs in relation to upgrading IT equipment. £8,592 was utilised in 2019 (2018: £22,763).

Office Refurbishment Fund: The Trustees set aside £5,000 in 2018 as a designated fund for expected costs in relation to refurbishment of IPT's office space. £732 was utilised in 2019 (2018: £nil).

Brexit Events Fund: The Trustees set aside £20,000 in 2018 as a designated fund for expected costs in relation to additional events to be held in relation to Brexit in 2019. £7,256 was utilised in 2019 (2018: £nil).

Future anniversary events fund: The Trustees set aside £5,000 in 2019 as a designated fund for costs of events associated with future anniversary celebrations of the Trust.

IPT Alumni fund: The Trustees set aside £5,000 in 2019 as a designated fund for alumni functions in relation to company recruitment and retention.

7) Deferred Income

	2019 £	2018 £
Balance as at 1 January	257,450	277,820
Income received	294,850	257,450
Released to income and expenditure account	(257,450)	(277,820)
Balance at 31 December	294,850	257,450

Deferred income at 31 December 2018 and 2019 relates to contributions of supporters received in advance.

8) Operating Leases

Operating lease payments which fall due:	31 December 2019 £	31 December 2019 £	31 December 2018 £	31 December 2018 £
	Land and buildings	Other	Land and buildings	Other
Within one year	67,374	10,031	64,173	10,031
In the 2 nd to the 5 th year	106,975	—	174,350	10,031
Total	174,349	10,031	238,523	20,062

The above amounts are the total commitments of the IPT in respect of operating leases up to the first break clause in the lease.

9) Related Party Transactions

There were no related party transactions identified in the year (2018: none).

No travel expenses were paid to Trustees during the year (2018:none).

10) Pension commitments

IPT participated in a defined contribution pension scheme for the benefit of enrolled employees. The pension cost for the year represents contributions due by the company to the scheme in respect of the financial year and amounted to £59,431 (2018: £59,825). Amounts outstanding at the year end were £4,813 (2018: £5,333).

11) Company Limited by Guarantee

The guarantee given by each subscribing member comprises an understanding that they will contribute the maximum sum of £1,000 and the Trustees each contribute the maximum sum of £1 in the event that the charitable company is wound up.

SUPPORTING ORGANISATIONS DURING 2019 (202)

*new supporting organisation

3M United Kingdom	DHL International	OCR
Abellio Group	Dawney Holdings	Octopus
Aberdeen Standard Investments	Diageo	Orsted UK*
Addleshaw Goddard LLP	Direct Line Group	Pensions and Lifetime Savings Association*
Adobe	Dover Harbour Board	Pernod Ricard
ADS Group	Drax Power	Phoenix Group*
Advertising Association	DXC Technology	Post Office
Affinity Water	EA Technology Group	Publish Interactive
Aggregate Industries	EDF Energy*	Price Waterhouse Coopers LLP
Aggreko	Energy Innovation Centre	Qinetiq
Airbus UK	Energy Networks Association	Quilter Business Services
Airlines UK	Energy UK	Rail Safety & Standards Board*
Airport Operators Association	E.ON UK*	Raytheon UK
Allen & Overy LLP	ESCP Europe	Reaction Engines*
Alzheimer's Research UK	Eurostar International	Reed Smith LLP
Anglian Water Group	ExxonMobil	Rio Tinto
Anglo American	Federation of Master Builders	Rolls-Royce
Arqiva	Federation of Small Business	Royal Mail Group
ASIS International UK	First Utility	RSM International
Associated British Foods	Food and Drink Federation	Russell Cooke
Associated British Ports	Freshfields Bruckhaus Deringer LLP	RWE Generation UK
Association of British Insurers	FTI Consulting*	Santander UK
Association of Chartered Certified Accountants (ACCA)	G4S	Sellafield
BAE Systems	GKN Aerospace	Serco Group
Bank of England	Go Ahead Group	Severn Trent Water
Barclays	Heineken UK*	Shell
Barratt Development*	Homebase	Short Brothers
BASF	Honda Motor Company	Siemens
Bayer Pharmaceuticals	House of Fraser	Singapore Airlines
Bazalgette Tunnel T/A Tideway	HSBC	Skanska UK
BBC	Institute of Chartered Accounts of Scotland (ICAS)	Slaughter and May
Bechtel	Imperial Tobacco	Smart Energy GB
BHP Billiton	Inmarsat	Sodexo
Bircham Dyson Bell LLP	Integrated Care 24 Limited	Solicitors Regulation Authority
Birmingham Airport Limited	Interserve Group	St James's Place Wealth Management
BOC Group	ITV	STV
Boeing Defence UK	Jacobs UK	Tata Consultancy Services
Boeing UK	John Lewis Partnership	Tate and Lyle Sugars
Booker Group	Johnson & Johnson	Tech UK*
BP	Kellogg Brown & Root	Tesco
Bristol Myers Squibb Pharmaceuticals*	Kingston Smith HR Consultancy	Thales
British Chambers of Commerce	Kleinwort Benson	Thames Water
British Property Federation	Korn Ferry UK	TLT LLP
BT	Law Society	Tori Global
Bryan Cave Leighton Paisner	Leonardo Company	Total E&P UK
Budweiser Brewing Group UK & Ireland*	Linklaters LLP	Transport for London
Building Societies Association	Liverpool Victoria Group	Travers Smith LLP*
BUPA*	London Stock Exchange Group*	TSB
Cadent Gas	Manchester Airports Group	TUI
Capita	Manufacturing Technologies Association	UK Petroleum Industry Association (UKPIA)
Capital One (Europe)*	Marks and Spencer	UK Power Networks
Cast Iron Radiators	Marsh Limited	UK Power Reserve
Caterpillar UK	Mastercard*	UK Finance
Centrica	MBDA	Utilitywise
Channel 4	McCain Foods (GB)	Vestey Foods
Chartered Institute of Building (CIB)	Michelin Tyre	Virgin Atlantic Airways
Chartered Management Institute (CMI)	Mondelez International	Virgin Money
Chartered Institute of Management Accountants (CIMA)	Motor Insurance Bureau	WM Morrison
Cisco	Mott MacDonald	WSP UK*
City & Guilds	National House Building Council	XC Trains
Clarkslegal LLP	Nationwide Building Society	Yakult UK Limited
Clifford Chance LLP	NATS	Yorkshire Building Society
Coca-Cola European Partners	NCC Group	
Collyer Bristow LLP	Nestle UK	
ConocoPhillips (UK)	Newable	
Construction Industry Training Board (CITB)	Nissan Motor Company	
Crown Estate	Nominet UK	
Cuadrilla Resources	Novartis Pharmaceuticals UK*	
	NPower	
	NuGeneration	
	O2 UK	

*Joined in 2019

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