

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

TRUSTEES ANNUAL REPORT
AND FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 MARCH 1997

REGISTERED CHARITY No. 1017372

COMPANY REGISTRATION No. 2788160

Registered Address:
10 Norwich Street
London
EC4A 1BD

Operating Address:
Shenley Hall
Rectory Lane
Shenley Radlett
Herts. WD7 9AN



ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1997**

CONTENTS

Legal and Administrative Information	2
Chairman's Report.....	4
Narrative Information.....	6
Council Structure and Representation.....	6
Strategic Planning.....	7
Operations.....	8
Industry Standards and Qualifications	8
Driving Standards.....	10
Training for Young People.....	11
Investor In People.....	12
Information Services and Communication.....	12
Facilities and Resources	13
Financial Statements for the year ended 31 March 1997	15
Appendices	25
Appendix I Brief History leading to the Constitution of the Council	26
Appendix II Road Haulage and Distribution Training Council and Committee Representation	27

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1997**

LEGAL AND ADMINISTRATIVE INFORMATION

- A Name of Charity
Road Haulage and Distribution Training Council
- B Governing Document
Memorandum and Articles of Association
- C Constitution
Company Limited by Guarantee
- D Registration Numbers
Charity 1017372
Company 2788160
- E Trustees
See references to Directors at Appendix II, page 27
The Directors form the Council of Management and are the Trustees in respect of the Charity. New Directors are confirmed through the Council in accordance with the declared levels of representation within the articles of Association.
- F Registered Office
Norwich Street
London
EC4A 1BD
- G Solicitors
Macfarlanes
Norwich Street
London
EC4A 1BD

H Bankers

Barclays Bank plc
Wembley & Park Royal Business Centre
Acorn House
Park Royal Road
Park Royal
London
NW10 7JA

I Auditors

Godley & Co.
Upper Gladstone Road
Chesham
Bucks
HP5 3AF

J Object of the Company within its Memorandum:

See references in Appendix I, page 26.

CHAIRMAN'S REPORT

In my report last year I mentioned that the Council must continue to be pro-active, developing and moving forward to meet the expected demands of the industry in the late 1990s and into the new millennium. I believe that the Council has taken two significant steps in this direction during the past year.

During the year the Council committed itself to achieving Investor In People status (IIP) and I was delighted when through the commitment of the staff this was achieved in February last. This set another benchmark upon which the Council can be judged and sets a standard for the industry to achieve.

Towards the end of 1996 the Government through the Department for Education and Employment invited the Council along with other ITOs to be one of the early bids to become a National Training Organisation within the last Government's plans for the national educational and training framework. Sound support for the planning and preparation for this development was established through the Council, the trade associations and the industry, and a very comprehensive submission document prepared by the staff with support from Pye Tait Associates was presented.

Whilst appreciating the effects a general election and a change of Government can have on such, it is extremely disappointing that the Council is still awaiting a decision after the submission was made to the requested timescale at the end of January. This naturally has a significant effect on planning and actioning future developments, supporting financial arrangements and consequently on the morale of RHDTC staff.

It is, however, pleasing to note that whilst there have been externally generated delays in finalising a complete suite of revised standards and qualifications, the RHDTC staff continue to seek and establish the means to widening the platform of opportunity and choice for the industry in respect of careers, training and development.

Particular developments of note in this respect, promulgated or supported by the RHDTC during the year have included:

- Publication of a careers information pack
- Implementation of the Young (LGV) Driver Scheme (revised)
- Continued promotion and implementation of the Modern Apprenticeship
- Introduction of new Level 2 Standards for Distribution and Warehousing Operations
- Publication of Candidate Support packs for Transporting Goods by Road and Organising Road Transport Operations
- Additional awarding body arrangements with City & Guilds and EdExcel Foundation.

Whilst the accounts currently show a reasonably healthy picture the Council, in recognising the commitment required for future effective operations under the likely Government NTO status, the need to become self-funding by the year 2002 and the effect that external forces may have on the ability to generate income, is carefully considering future approaches to income generation.

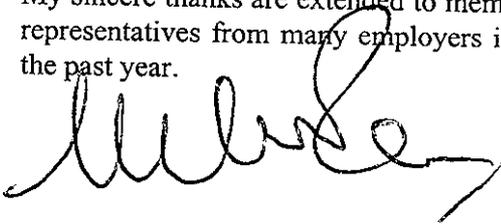
Plans in this respect will be developed in the coming year and will also address the future structure of the Council, its staffing and corporate identity.

The Council was delighted to learn that Dr Pat Hedges of Parcelforce and the founding Deputy Chairperson of the Road Haulage and Distribution Training Council received an MBE in the New Year's Honours.

The award was made for 'services to the freight industry' which clearly recognised her active involvement in establishing a coherent framework of occupational standards and nationally recognised qualifications for the industry through her services on the Council and as the Chairperson of the Council's Standards Development Steering Group. Pat retired from the Council in June 1996 and her work with the Council is greatly appreciated by all.

I sincerely trust that the industry will continue to support the operation and development of the Council to meet the changes and challenges ahead, and in maintaining our now well recognised position within the education and training framework of the industry and nation.

My sincere thanks are extended to members of the Council, its sub-committees and the staff and representatives from many employers in the industry for their commitment and support during the past year.

A handwritten signature in black ink, appearing to read 'Victor M Ross', with a long horizontal stroke extending to the right.

Victor M Ross
Chairman

NARRATIVE INFORMATION

COUNCIL STRUCTURE AND REPRESENTATION

A brief history leading to the Constitution of the Council is shown at Appendix I.

There have been three changes in representation on the Council during the year. Mr John Coates and Dr Pat Hedges MBE resigned as Directors due to retirement from their respective industry organisations and Mr Malcolm Humphreys resigned due to taking early retirement from the Department for Education and Employment (DfEE).

The Council is pleased to have filled the vacancies with Mr Brian Lee and Mr Ken Rogers joining as Directors and Mr Andy Child joining as the DfEE representative.

The Council is extremely grateful for the commitment, guidance and participation of past and present representation on the Council and within its various sub-committees and ad hoc working groups.

A complete list of representation on the Council and its respective sub-committees also staff resources is shown at Appendix II.

NARRATIVE INFORMATION

STRATEGIC PLANNING

National Training Organisation: During 1996 the Government introduced plans to set up a framework of National Training Organisations (NTOs) to replace and rationalise the current framework of Industry Training Organisations, Lead Bodies and Occupational Standards Councils.

With the assistance and support of the member trade associations - the British Association of Removers, the Freight Transport Associates and the Road Haulage Association - the Council has prepared a detailed strategic plan which recognises the Government's detailed NTO criteria and the perceived needs of the industry over the years 1997/98 - 1999/2000.

Following endorsement by the member trade associations and the Council the detailed plan was submitted in late January 1997 to the Department for Education and Employment (DfEE) with the view to the Council becoming the National Training Organisation for the road haulage and distribution industry.

The outcome from DfEE through their recognition panel chaired by Mr Gordon Beaumont is awaited. Due to the intervening election a decision is not expected until late June 1997.

Sector Targets: Work continued during the year to establish sector targets under the Government funded initiative managed by the National Advisory Council for Education and Training Targets (NACETT). Targets associated with Foundation Skills and Life Time Learning have been initially established for and agreed with Livestock Carriers, Removals and Bulk Tanker sub-sectors of our industry.

The approach taken by the Council has been well received by NACETT and the DfEE and it is hoped that the targets will help the sectors to focus on these established needs and establish their own ways of achieving them.

The work undertaken to date will enable further sub-sector work to be actioned in due course.

NARRATIVE INFORMATION

OPERATIONS

INDUSTRY STANDARDS AND QUALIFICATIONS

Introduction: The take up of NVQ/SVQ standards has been disappointing during 1996/97. The cumulative total of Level 1 and 2 awards achieved was 2389 compared with 1607 at the end of 1996, an increase of only 782. It is believed that this is primarily due to external delays encountered in being able to introduce revised Level 1 and 2 Standards. Also, in respect of livestock interests, the effects of the BSE scare has not encouraged training expenditure in the sector.

The Council has continued with the revision of its suite of standards and the development of a wider platform of schemes and awarding body provisions which provide greater opportunity for industry and the people working within it.

Development and Updating of RHDTC Standards and Qualifications: This year the Council has been reviewing and updating its occupational standards at Levels 3 and 4. Working closely with industry and training specialists the Council will be seeking to ensure the new standards are accredited by NCVQ and SCOTVEC in time for their introduction in January 1998 and to provide continuity as the original standards were to be accredited at the end of December 1997.

It is likely - subject to industry support - that the Council will endorse MCI's revised management standards together with the standards derived from the Small Business Lead Body. At the same time the Council will be seeking accreditation for an entirely new 'technical' Level 3 qualification, which will be relevant to occupations which are currently being seen as, for example, the 'super driver' and the 'super warehouseperson'. This latter qualification is likely to become a key provision within the Council's future Modern Apprenticeship framework.

Due to various external reviews associated with the national vocational education and training framework the Council's standards for Levels 1 and 2 qualifications, of which the review and updating was completed in 1996, have yet to be accredited. It is likely that the standards will now require amendment to the format of presentation in respect of post-Beaumont and Dearing recommendations. It is planned to have the complete package of Levels 1, 2, 3 and 4 available for accreditation submissions by the awarding bodies before the end of 1997.

Approval has been received from NCVQ for a new Level 2 NVQ in Distribution and Warehousing Operations. During 1997 this new qualification will run alongside the RHDTC's existing warehousing-related NVQ - Storing Goods for Transport by Road. The qualification which will ultimately replace the existing RHDTC award at the end of 1997 will form an integral part of the Council's Modern Apprenticeship and the future National Traineeship for warehouse operations. The qualification shares a common suite of units with the Distributive Occupational Standards Council.

Specific awarding arrangements for the road haulage and distribution industry have currently been agreed with City & Guilds. Discussions are taking place with the Council's other awarding body partners with the view to them also offering the qualification identified with the road haulage and distribution industry.

Candidate Support Packs: In support of the implementation of NVQs/SVQs, two assessment packs have been developed and published. Written specifically for candidates and assessors working towards Level 2 awards in Road Haulage and Distribution, the packs have been well received and are proving extremely popular.

Each pack identifies the requirements which candidates must prove they can accomplish and understand, descriptions of the evidence they must collect together with examples of worksheets.

Packs are currently available for 'Transporting Goods by Road' and 'Organising Road Transport Operations'. There are current plans to develop a further pack for the Council's new qualification 'Distribution and Warehouse Operations' and in the longer term for the newly proposed technical Level 3 qualification.

Awarding Bodies: Joint awarding partnerships have continued throughout the year with RSA Examinations Board, the Scottish Vocational Educational Council (SCOTVEC) and the National Proficiency Tests Council (NPTC). During the year, RTITB Services Limited (RSL) ceased to be a direct awarding body and operational links for the future have been established between RSL and the RSA.

The Council is also pleased to have joined forces with City & Guilds to offer the full range of NVQs and Scottish VQs for the road haulage and distribution industry.

In a similar arrangement, the Council has also formed a partnership with SCOTVEC and the Edexcel Foundation (formerly known as BTEC) which will be providing awarding body services to the Defence School of Transport for its LGV drivers.

Contextualisation of RHDTC Standards: The wider recognition and application of the NVQ/SVQ standards produced for the industry is further supported by the Petroleum Employers Skills Council (PESC). It agreed during the year that the RHDTC's Transporting Goods by Road standards are relevant and the associated NVQ/SVQ award is achievable for drivers within the petroleum industry. Working closely with ATI, the RHDTC's Standards Development consultants, PESC has established that no further units are required to be developed specifically for the petroleum industry.

User friendly guidance is now being developed which will serve to contextualise the RHDTC's standards for implementation in the petroleum industry.

Heavy Vehicle Maintenance and Repair Standards and Qualifications: The Motor Industry Training Standards Council (MITSC) has continued to hold development discussions with representatives of the RHDTC, Bus and Coach Training (B&CT), industry and other interested parties in respect of the review and harmonisation of standards. Due to the need to carefully consider existing generic engineering occupational standards within the national framework (which have not proved acceptable to the motor and road haulage industries) the final outcomes from this development have been delayed. Further consideration as to the way forward and support funding will need to be established in the coming year.

Due to engineering operations in the bus industry an award has been submitted to NCVQ for accreditation which incorporates generic engineering standards. It is however accepted that maintenance and repair standards as seen by the other sectors could also apply within bus maintenance.

DRIVING STANDARDS

Driving Instructor Qualifications and Registration: In conjunction with Bus and Coach Training Limited, the Driving Standards agency and other interested parties, the Council has been at the forefront of developments for a new driving instructor qualification.

This level 3 NVQ/SVQ is based on a core plus options structure in respect of applications for LGV, PPV, motor cycle and motor car instructors and should prove popular in the long term. Discussions regarding awarding arrangements are currently underway in conjunction with the Driving Standards Agency.

Driving Instructor Registration: Throughout the year the Council has been represented on the Driving Standards Agency development committee and an associated working group engaged in establishing standards for a Voluntary national register for driving instructors. The Council is pleased to be associated with this development, which has Government support, and will continue to be represented on a future 'management committee'. The register became operational in April 1997.

The Driving Standards Agency continues to seek advice through the Council on various associated issues and through consultation papers.

TRAINING FOR YOUNG PEOPLE

Career Paths: 1996 - 1997 has seen the bringing together of many of the strands of work which the Council has undertaken over the preceding three years. This has entailed the creation of training frameworks for young people: the Modern Apprenticeship, The Young LGV Driver Scheme and the National Traineeship, currently under development. As well as developing and promoting individual frameworks, as has been done, we have also concentrated on presenting these frameworks as a coherent package of opportunities for young people. The work of bringing together the Modern Apprenticeship, The Young LGV Driver Scheme and the National Traineeship has been complemented by the publication of a careers information pack developed in partnership with the BAR, the FTA and the RHA. This is being distributed to Careers Offices, training providers, employers and others involved in the promotion of the industry.

The Council now has in place the essentials of a national entry framework for the industry and the means for promoting this to employers, young people, parents and schools.

Modern Apprenticeship: Work has continued to promote the apprenticeships in conjunction with local TEC/LEC interest and at the end of the year we had undertaken 10 local launches and further events are planned in the forthcoming year.

The DfEE had recorded 150 registrations of Modern Apprenticeships in Road Haulage and Distribution by Christmas 1996 and it was estimated that around 250 Apprentices had been registered by March 1997.

Young Driver Scheme: The redevelopment of the scheme culminated in an official launch in February 1997 in the presence of the then Minister for Road Safety, John Bowis MP. The scheme backed by legislation now has some 26 centres approved to provide local administrative and training services. Currently there are 12 employers and trainees in the

system with much interest being expressed through enquiries. The Scheme is linked to the Modern Apprenticeships framework for apprentices requiring to obtain the optional qualification in 'Transporting Goods by Road' and it is planned to incorporate the Scheme into the National Traineeship.

INVESTOR IN PEOPLE

This year the Council achieved Investor In People (IIP) status having committed itself in March 1996 to work towards gaining the award. This was achieved in February 1997 and the Council and its staff are delighted to have achieved the required standard in such a short time. This is a sound reflection on the commitment of the staff to meeting the exacting assessment criteria and process. The Council is also appreciative of the support received from Hertfordshire TEC over the period which culminated in the official awards being made at a presentation dinner at the end of April.

This award complements the Council's bid for National training Organisation status and strengthens the platform upon which the Council can advise industry on IIP and its requirements.

INFORMATION SERVICES AND COMMUNICATION

The range of schemes and information which we are able to provide to employers and others is increasing rapidly and, for example, we are generating a substantial level of enquiries from Trailblazer and from articles in the trade press as well as referrals from Government Departments and other external organisations. This growth in our external communications is welcomed, however it does place new demands on our staff resources and systems.

Communicating with employers remains a key 'one to one' role for all Council staff, however contact with employees and potential trainees, schools and Careers Services is progressively being systematized in order to provide an efficient and affordable signposting service. Enquiries on various aspects have increased from a rate of around ten per day at the beginning of the year to a rate of up to fifty a day throughout the staff at peak periods towards the end of the year. The addition of the 'hotline' during the year has assisted here and we are hopeful that the development of our Eurofreight Web Site will help us to more effectively use this medium in the future.

'Trailblazer', the Council's newsletter, continues to prove popular as a key communication medium with over 30,000 copies being distributed through the trade press and via the RHDTC's own databank. It continues to promote the achievements of the Council and its staff, the wide opportunities and support for the industry, contacts and methods of communication, forthcoming attractions

and developments. It also continues to promote, through advertising, approved training organisation services.

Press and PR activities have continued to be provided through Bob Little Press and PR with regular contributions being maintained within a wide range of trade and professional publications in addition to producing a further four editions of Trailblazer over the past year.

Staff continue to maintain contacts and interests across a wide range of external organisations including:

TECs	Government Departments
LECs	Trade Unions
Educational Organisations	Training Organisations
Professional Institutes	Other ITOs
Ministry of Defence	

FACILITIES AND RESOURCES

The Council continues to reside at Shenley Hall with a staffing complement of six comprising Chief Executive, HR Development Manager, Business Development Manager, Administration Manager and two Administrators.

Staff development has continued through attendance at various conferences, seminars and specific job related training sessions.

The Council is once again very grateful for the professional consultancy services provided by ATI, Cardiff and Pye-Tait Associates, Harrogate, in bringing together certain DfEE funded initiatives during the past year.

Company Registration No: 2788160

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

Registered Charity No: 1017372

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 1997

**GODLEY & CO.
CHARTERED ACCOUNTANTS
1 UPPER GLADSTONE ROAD
CHESHAM
BUCKS**

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

REPORT OF THE DIRECTORS

The directors present their report, together with the financial statements for the year ended 31 March 1997.

1 Status

The Council operates as a nonprofit making company limited by guarantee and is a registered charity.

2 Objectives

The company exists to establish and maintain standards and to ensure the adequate provision of effective training in Great Britain for persons employed or intending to be employed in the road freight and distribution industry.

3 Review of the developments, activities and achievements

A review of the developments, activities and achievements of the company is set out in the accompanying Trustees' Annual Report.

4 Directors

The directors in office during the year are listed below.

V.M. Ross - Chairman
G.R. Westcott - Deputy Chairman
Dr. H.E. Avery
J. Coates (retired 26.6.96)
R.L. Davies
Dr. P.A. Hedges (retired 26.6.96)
D. Higginbottom
J. Hill
B. Lee (appointed 26.6.96)
Dr. J.C. Massey
R. Pott
M.D. Price
K. Rogers (appointed 26.6.96)
N.K. Rogers
J.E. Searle
K.H. Taylor

The directors form the Council of Management

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

REPORT OF THE DIRECTORS (continued)

5 Directors responsibilities

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

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

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

6 Share capital

The company does not have a share capital and is limited by guarantee.

7 Auditors

The auditors, Godley & Co., will be proposed for reappointment in accordance with Section 385 of the Companies Act 1985.

The financial statements have been prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

Signed on behalf of the Board

D.B. SCOTT
Secretary



Suite C, Shenley Hall
Rectory Lane
Shenley
Radlett
Herts. WD7 9AN

18 June 1997

**REPORT OF THE AUDITORS TO THE MEMBERS OF
ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL**

We have audited the financial statements on pages 19 to 24, which have been prepared under the accounting policies set out on page 21.

Respective Responsibilities of Directors and Auditors

As described on page 17, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

Basis of Opinion

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

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

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 1997 and of the excess of income over expenditure for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



Godley & Co.
Chartered Accountants
and Registered Auditor
1 Upper Gladstone Road
Chesham
Bucks HP5 3AF

18 June 1997

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 1997

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 1997	Total Funds 1996
		£	£	£	£
INCOME AND EXPENDITURE					
Incoming resources					
Grant income		272557	-	272557	265038
Euroqualification & development projects funding					
- completed projects		-	109890	109890	121520
- projects in progress		-	21000	21000	71553
Other income		26642	-	26642	23138
Investment income		16160	-	16160	15393
Total incoming resources		315359	130890	446249	496642
Resources expended					
Personnel	2	139139	-	139139	146711
Administration	3	102210	-	102210	73040
Establishment	4	28696	-	28696	28064
Financial	5	26317	-	26317	20860
Development projects	6	-	107762	107762	139639
Total resources expended		296362	107762	404124	408314
Net income before transfers		18997	23128	42125	88328
Transfers between funds		40510	(40510)	-	-
Net movement in funds		59507	(17382)	42125	88328
Balances brought forward at 1 April 1996		297813	17829	315642	227314
Balances carried forward at 31 March 1997		£ 357320	£ 447	£ 357767	£ 315642

Continuing operations

All income and expenditure relates to continuing operations.

Total recognised gains and losses

There are no recognised gains or losses other than those shown in the statement of financial activities.

The accompanying notes form part of these financial statements

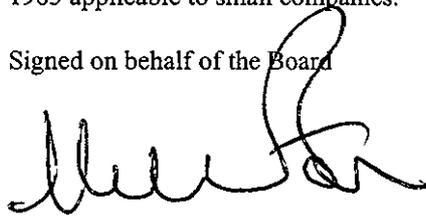
ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

BALANCE SHEET AS AT 31 MARCH 1997

	Notes	1997		1996	
		£	£	£	£
Fixed assets					
Tangible assets	7		40092		43247
Current assets					
Debtors	8	27237		37138	
Cash at bank and in hand		302636		277734	
		329873		314872	
Creditors: amounts falling due within one year	9	12198		42477	
Net current assets			317675		272395
Total assets less current liabilities			£ 357767		£ 315642
Council funds					
Unrestricted funds			357320		297813
Restricted funds			447		17829
			£ 357767		£ 315642

The financial statements have been prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

Signed on behalf of the Board



V.M. Ross

Director

Approved by the Board on: 18 June 1997

The accompanying notes form part of these financial statements

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 1997

1 Accounting policies

a) Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice and under the historical cost convention.

b) Income

Grant income and other incoming resources are recognised on a receivable basis.

c) Expenditure

Expenditure is taken into account in the year in which costs are incurred.

d) Development projects

Income and expenditure arising on development projects is accounted for through restricted funds and a net transfer made to unrestricted funds on completion of each project.

e) Depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by equal instalments over their useful lives.

The periods generally applicable are:

Motor vehicles	- 2 to 4 years
Office equipment	- 4 years

f) Pension contributions

Contributions to the ITB Pension Funds are charged to the income and expenditure account for the year in which they are payable to the scheme.

g) Operating leases

Rental costs under operating leases are charged to the income and expenditure account in equal instalments over the periods of the leases.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)

2	Personnel	1997 £	1996 £
	Salaries (including social security costs)	126474	140934
	Seconded temporary staff	7724	932
	Motor expenses	3293	4369
	Pension contributions	5571	5394
	Medical insurance	1693	780
	Contribution to motor expenses	(4981)	(4777)
	Other employee contributions	(635)	(921)
		£ 139139	£ 146711

The company contributes on behalf of its employees to the ITB Pensions Funds at a rate of 5% of gross salary.

The average number of employees during the year (including Directors) was 20 (1996:20).

One employee received remuneration (including benefits in kind) in the range £40000 - £50000.

The directors received no remuneration in the year.

3	Administration	1997 £	1996 £
	Seminars and training courses	4811	5300
	Travel and subsistence	10594	7956
	Committee expenses	7896	3625
	Telephone and fax	4740	3624
	Postage and carriage	5517	5148
	Printing and stationery	10348	25156
	Publications	830	831
	Professional services and memberships	12346	3367
	Marketing and advertising	43500	17098
	General expenses	1628	935
		£ 102210	£ 73040

4.	Establishment	1997 £	1996 £
	Office accommodation	24137	23527
	Insurance	4559	4537
		£ 28696	£ 28064

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)

5.	Financial		1997		1996
			£		£
	Loss/(profit) on disposal of fixed assets		65		(548)
	Depreciation		20022		15041
	Audit and accountancy		3055		2585
	Office equipment leases and maintenance		3175		3782
		£	<u>26317</u>	£	<u>20860</u>
			-----		-----
6.	Development projects		1997		1996
			£		£
	Euroqualification and Force		6081		44920
	ED supported projects		101681		94719
		£	<u>107762</u>	£	<u>139639</u>
			-----		-----

The salary and other costs of the company personnel have not been included in the above analysis of development projects.

7	Tangible fixed assets		Total		Motor vehicles		Office equipment
			£		£		£
	Cost						
	At 1 April 1996		63076		44498		18578
	Additions		23640		17168		6472
	Disposals		(12500)		(12500)		-
	At 31 March 1997	£	<u>74216</u>	£	<u>49166</u>	£	<u>25050</u>
			-----		-----		-----
	Depreciation						
	At 1 April 1996		19829		11310		8519
	Provided in year		20022		14368		5654
	On disposals		(5727)		(5727)		-
	At 31 March 1997	£	<u>34124</u>	£	<u>19951</u>	£	<u>14173</u>
			-----		-----		-----
	Net book amount at 31 March 1997	£	<u>40092</u>	£	<u>29215</u>	£	<u>10877</u>
			-----		-----		-----
	Net book amount at 31 March 1996	£	<u>43247</u>	£	<u>33188</u>	£	<u>10059</u>
			-----		-----		-----

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)

8	Debtors: amounts falling due within one year	1997	1996
	Other debtors	£ 27237	£ 37138
		-----	-----
9	Creditors: amounts falling due within one year	1997	1996
	Other creditors	£ 12198	£ 42477
		-----	-----

10 **Operating lease commitments**

At 31 March 1997 the company had annual commitments of £1575 (1996: nil) under non cancellable operating leases which expire within two to five years and £531(1996: £740) under non cancellable operating leases which expire within one year.

11 **Status**

The company is limited by guarantee and does not have a share capital.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 1997

APPENDICES

APPENDIX I

A BRIEF HISTORY LEADING TO THE CONSTITUTION OF THE COUNCIL

The Council was originally established in December 1990 under the title of Road Haulage Industry Training Standards Council (RHITSC) to take over the 'standards' responsibilities formerly vested in the Road Transport Industry Training Board (RTITB) in respect of the Road Haulage Industry.

Establishing the RHITSC enabled, for the first time, the interests of the key operations within the industry to be brought together in respect of the Hire or Reward and Own Account operations. In addition the overall remit of the Council extends to recognise 'road haulage' activities across industries and other associated operations.

During the years 1991 and 1992 the RHITSC successfully developed its operations whereby in June 1991 it was awarded Lead Body status with the prime objective of developing and maintaining standards within the Government's National and Scottish Vocational Qualification (NVQ/SVQ) framework. a programme to develop these standards was subsequently initiated.

Once the standards-setting process was initiated the Council established its first five year Corporate Plan. Its objective was not only to create the objectives and the structure within which the Council would operate, but also to demonstrate industry commitment to become an independent Industry Training Organisation (ITO) which would meet the minimum criteria of the Secretary of State for Employment and thus enabling the Council to be recognised as the ITO for its sector. Such recognition was gained in September 1992.

Over the initial two years of operation the Council also worked towards establishing itself as an independent registered company with limited liability and charity status. This was duly confirmed in February 1993 under the Company's new title - Road Haulage and Distribution Training Council. Its objectives and associated activities provide for the Company to establish and maintain standards and to ensure the adequate provision of effective training in Great Britain of persons employed or intending to be employed in the road freight and distribution industry. These objectives and activities, as presented within the Council's Memorandum of Association, continue to effectively support the Council's Lead Body, ITO and charity status.

APPENDIX II

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL AND
COMMITTEE REPRESENTATION AS AT 31 MARCH 1997

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL MEMBERSHIP

DIRECTORS

ASSOCIATION OF PRINCIPALS OF COLLEGES

Dr H E Avery OBE B Sc. PhD.
Principal
Tile Hill College of F.E.

BRITISH ASSOCIATION OF REMOVERS

Mr M D Price
Director
BAR (Training Services) Ltd

FREIGHT TRANSPORT ASSOCIATION LTD

Mr R L Davies
Group Training Manager
Transport Development Group

Dr J C Massey
Senior Operations Manager
J Sainsbury plc

Mr N K Rogers
Training Manager
Biffa Waste Services Ltd

Mr J Searle
Training Manager
Wincanton Limited

Mr K H Taylor
Executive Director, Personnel & Business Services
Freight Transport Association Ltd

ROAD HAULAGE ASSOCIATION LTD

Mr B Lee
Managing Director
Allan Morris Transport

Mrs R Pott
Controller - Employment and Distribution
Road Haulage Association Limited

Mr K Rogers
Managing Director
Van Hee Transport

Mr V M Ross (Chairman)
Human Resources Director
NFC UK & Ireland

Mr G Westcott
Chairman
G J Cooper Holdings Ltd

TRADES UNIONS

Mr D Higginbottom
General Secretary
United Road Transport Union

Mr J E Hill
National Chairman & Branch Secretary
Transport & General Workers Union

OTHER REPRESENTATION

*TRAINING, ENTERPRISE AND EDUCATION DIRECTORATE -
DEPARTMENT FOR EDUCATION & EMPLOYMENT*

Mr M Humphreys
Development Manager
Department for Education & Employment

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL

Mr D B Scott
Chief Executive
Road Haulage and Distribution Training Council

RTITB SERVICES LTD

Mr R J McCartney
Chief Executive & Managing Director
RTITB Services Ltd

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERSHIP

Mr R Bartup
Director
G B Liners Limited

* Mr R L Davies
Group Training Manager
Transport Development Group

Mr T H Marshall
Finance Director
P & O Distribution Ltd

* Dr J C Massey
Senior Operations Manager
J Sainsbury plc

* Mr V M Ross (Chairman)
Human Resources Director
NFC UK & Ireland

Mr D B Scott (Chief Executive)
Chief Executive
Road Haulage & Distribution Training Council

* Directors

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL

STANDARDS DEVELOPMENT STEERING GROUP MEMBERSHIP

Mr R Alcock
Head of Unit
ATI/WJEC

Mr M Bray
County Transport Manager
East Sussex County Council

Mr J Bridge
Managing Director
CW Bridge (General Haulage) Ltd

Mr H Calderwood
Training Adviser
Transport Training Services Ltd

Ms V Caldwell
SVQ Project Officer
SCOTVEC

Ms J Foster
NACETT

Mr J Griffiths
Principal Adviser
NCVQ

Mr M Humphreys
Development Manager
Department for Education and Employment

Lt Col P M Poole MBE
Senior Instructor
Advanced Training Wing HQ

* Mrs Pott
Controller - Employment and Distribution
Road Haulage Association Ltd

Ms R Roberts
Head of Section SPD B4
Health & Safety Executive

* Directors

* Mr N K Rogers (Chairman)
Training Manager
Biffa Waste Services Ltd

Mr D Rowlands
HR Development Manager
Road Haulage & Distribution Training Council

Mr D Scott
Chief Executive
Road Haulage & Distribution Training Council

Mr J D Sparham
Head of Training
Freight Transport Association Ltd

Mr J Swanwick
Head of Quality & Training
Parcelforce

* Directors

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL

MARKETING COMMITTEE MEMBERSHIP

Mr T Graham
Managing Director
Wessex Transport Training

Mrs R Groves
NVQ Development Officer
Boots the Chemists Ltd

Mr I Hetherington
Business Development Manager
Road Haulage and Distribution Training Council

* Mrs R Pott (Chairperson)
Controller - Employment & Distribution
Road Haulage Association Ltd

* Mr M Price
Director
BAR (Training Services) Ltd

Mr J D Sparham
Head of Training
Freight Transport Association Ltd

* Directors

ROAD HAULAGE & DISTRIBUTION TRAINING COUNCIL

YOUNG DRIVERS COMMITTEE MEMBERSHIP

Mr A Clay
Operations Manager
RTT Training Services Ltd

Mr J Coates
Managing Director
J Coates (HGV Services) Limited

Mr I Hetherington
Business Development Manager
Road Haulage and Distribution Training Council

* Mr D Higginbottom
General Secretary
United Road Transport Union

* Mr J E Hill
National Chairman & Branch Secretary
Transport & General Workers Union

Mr M Humphreys
Development Manager
Department for Education and Employment

Mr G Newton
Managing Director
Trent Transport Training Ltd

* Mrs R Pott
Controller - Employment & Distribution
Road Haulage Association Ltd

Mr D Scott
Chief Executive
Road Haulage and Distribution Training Council

* Mr K H Taylor (Chairman)
Executive Director - Personnel & Business Services
Freight Transport Association Ltd

Mr Weatherby
Driver Licensing Policy Division
Department of Transport

* Directors

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL

STAFF

Mr D B Scott
Chief Executive

Mr D H Rowlands
H R Development Manager

Mr I R Hetherington
Business Development Manager

Miss J N Wilson
Administration Manager

Mrs G Patchinsky
Administrator

Vacant (Position filled temporarily by agency staff)
Administrator