ANNUAL REPORT AND FINANCIAL STATEMENT 2018
President’s Foreword

The Institution of Lighting Professionals brings together the community of lighting designers, engineers, manufacturers and contractors to promote the importance of good lighting. Drawing upon the skills of engineering, design, technology and construction, our members strive to deliver high quality lighting schemes that improve our public places, make buildings more dynamic places to work, keep our streets safe and are environmentally friendly to all.

There are many ways that the ILP works to achieve this: providing lighting professionals the chance to meet and share knowledge, teaching and educating, supporting members to develop professionally, collaboration and reaching out to the wider world to offer guidance and technical advice.

In our 24-hour society the demand for artificial lighting is only going to continue, but it is our responsibility as custodians of the planet to ensure the changes and innovations we develop are sustainable. As a small charity we rely on a hard-working team of volunteers, members, staff and supporters to achieve our goals. The ILP is consistent in being recognised as the most influential Institution and has continued to perform highly in 2018, whilst setting and implementing ambitious plans for now and the future.

I hope that, as you read through this report, like me it makes you proud to be a member of the ILP and I hope that it inspires you to join us in working together to make the world a better lit place. Together, we can achieve great things and provide better lighting for all.

All the best.

Colin Fish I.Eng MILP
ILP President
Our mission
To provide leadership promoting best practice for all aspects of lighting for the benefit of everyone.

By providing membership support, CPD, training, education and events for those in the lighting profession and related fields to develop their knowledge, competencies and skills, we achieve public benefit.

Our vision
Better lighting for all.

In setting and establishing standards for good practice, the Institution seeks to ensure that its members attain and develop the professional knowledge, education and skills to meet necessary competencies, and to enhance their careers.

Working on exterior and interior projects, in public spaces, workplace, leisure, retail and residential applications, members of the Institution of Lighting Professionals deliver excellence in light and lighting.

Our objectives
The objects for which the Institution is formed is to promote, encourage and improve the science and art of lighting for the benefit of the public and for this purpose to facilitate the exchange of information and ideas on the subject among members of the Institution and otherwise and in furtherance thereof.

Structure, governance and management
The Institution of Lighting Professionals has previously been known as:
The Institution of Lighting Engineers
The Institution of Public Lighting Engineers
The Association of Public Lighting Engineers Limited

The organisation was incorporated in 21 January 1928. It is registered as a charity 268547 with the Charity Commission and company 227499 with Companies House in England. The Institution’s present governing document is its Articles of Association 2010, as amended by Special Resolution on 23 September 2015. This document is available at www.theilp.org.uk and ILP staff will send out printed copies on request.

The Trustees of the Charity are also Directors of the Company. They make up the ILP Executive Board; the governing body of the Institution.
This team is responsible for the regulatory and financial functions with the Chief Executive Officer holding the position of Company Secretary.

During the year, the Trustees of the Institution had due regard to the Charity Commission’s public benefit guidance when exercising their powers and duties. The Executive Board considers that the Institution’s objectives and activities are for the public benefit. This consideration underpins the projects and decisions made by the organisation.

At the start of 2018, the members of the Executive Board were:

President                                      Alan Jaques
Senior Vice President                          Colin Fish
Immediate Past President                       Kevin Grigg
Honorary Treasurer                             Fiona Horgan
Assistant Honorary Treasurer                   Guy Harding
Chief Executive Officer (non-voting)           Richard Frost

Tracey White became Chief Executive Officer on 3rd April following the retirement of Richard Frost.

The posts of Senior Vice President, Honorary Treasurer and Assistant Honorary Treasurer are subject to annual appointment in line with the requirements of the Institution’s Articles of Association.

At the instigation of the Chief Executive, a request for expression of interest in all posts is sent to the two serving treasurers and every vice president serving at the commencement of each calendar year.

Expressions of interest are considered at a meeting of the Executive Board and the previous five Past Presidents, as defined in the Articles.

From that meeting the nominations for elections to the three positions are put forward to the subsequent Annual General Meeting. Progression from Senior Vice President to President is automatic.

Anthony Smith was nominated by the Executive Board and Past Presidents as the new Senior Vice President, that nomination was confirmed at the AGM.

Fiona Horgan, the serving Honorary Treasurer, was confirmed in position for 2018 with Guy Harding, Assistant Honorary Treasurer also confirmed for the year.
We held our Annual General Meeting on 13 June and as a result the Executive Board comprised:

President                                    Colin Fish
Senior Vice President                       Anthony Smith
Immediate Past President                    Alan Jaques
Honorary Treasurer                          Fiona Horgan
Assistant Honorary Treasurer                Guy Harding
Chief Executive Officer                     Tracey White

Kevin Grigg was Co-opted onto the Board as a non-voting member in August.

**Volunteers**

The ILP Council; comprising Regional Representatives, Vice-Presidents, YLP and the Executive Board meet regularly to discuss, and co-ordinate ILP activities and initiatives.

Young Lighting Professionals (YLP) is a section of the ILP focussing on how best to serve members aged 35 or under, or in the first few years of their lighting career, supported by a volunteer YLP committee.

Vice Presidents take responsibility for key areas within the Institution, supported by committees, working groups and other volunteers.

At the start of 2018, the following Vice Presidents were in post:

Membership Development                      Glen Warner
Events                                         Scott Pengelly
Architectural                                 Graham Festenstein
Highways (interim)                            Simone Rossi
Infrastructure                                Rebecca Hatch
Technical                                      Haydn Yeo
Education                                     Anthony Smith

With the election of Anthony Smith to Senior Vice President, elections were duly held for the post of Vice President Education with Kimberly Bartlett taking on the role in September. Scott Pengelly resigned in October.

Following a short break, Ian Jones rejoined the Presidential team as Vice President Highways in the Autumn.
Regional Review

Consultations with members during 2017 indicated that Continuing Professional Development (CPD) was key for our members.

Following the consultations, and a subsequent ballot of all members, the Executive Board approved a proposal that the traditional ILP regional structure would be replaced by a network of Lighting Delivery Centres (LDCs) in June 2019.

Since June, an Implementation Panel comprising the current Regional Vice-Chairmen, a YLP representative, Kevin Grigg (as co-opted Board Member/Chairman) and CEO have been meeting at regular intervals to develop and debate the migration to the new LDC structure. James Duffin joined the Panel as Chairman in November.

Key highlights of the new structure are:

The LDC’s principal focus will be on development and delivery of CPD events and programmes.

A National CPD curriculum will be drawn up and approved by the ILP Council. From June 2019, each LDC will deliver at least two technical sessions with many of the papers drawn from the Curriculum. Other papers that meet local need will also be delivered.

Although the focus of LDCs will be on CPD delivery, there remains the opportunity to host local networking events and sponsorship will still be welcomed.

All LDC Chairmen will have a seat on the Council. The Council will set the National CPD curriculum and co-ordinate delivery of services to members at a national and local level and ensure the promotion of the Institution and its work by liaising with the Vice Presidents and the LDCs.

A new post of Junior Vice President will be created who will be a non-voting member of the Executive Board.

The ILP Byelaws will be amended to reflect this and all serving Vice Presidents, Treasurers and immediate past LDC chairs will be eligible for election to this new post.

Election to this new role will be considered at the annual meeting of the Past Presidents in line with other Executive Board positions. If necessary, a ballot will be carried out.
Our activities during 2018

Professional Lighting Summit

Held over two days in Oxfordshire, the Summit provided members and lighting professionals with an opportunity to attend a wide mix of CPD talks, workshops, an exhibition zone, the ILP Professional Development Zone and networking opportunities.

Light School at the Surface Design Show

For 2018, the ILP co-ordinated the Light School at the Surface Design Show, and hosted a stand promoting education in lighting.

Light Talks, a key element of Light School, consisted of presentations and hands-on demonstrations with top UK lighting designers taking on the role of lecturers. Fourteen presentations were held across two and a half days.

Lightscene: The A to Z of Asset Management

This event took place on Tuesday 9 October at Rotherham United Football Club.
The one off CPD day provided lighting engineers, designers installers and manufacturers with a unique opportunity to access free to attend CPD seminars alongside an exhibition of companies.

How to be Brilliant

Our free and informal series, designed for people who want to get into lighting went from strength in 2018, with our first How to be Brilliant in Scotland.

Educational Activities

In 2018, our Education programme continued to deliver:

The ILP Exterior Lighting Diploma
The ILP Exterior Lighting Diploma is the established industry qualification for exterior lighting professionals, comprising of three five-day residential modules and an independent final project. Successful students are then awarded the ILP Exterior Lighting Diploma.

Fundamental Lighting Course
The ILP Fundamental Lighting Course covers the foundations of light, lighting design and maintenance.
Electric Know How for Architectural Lighting Designers
Launched in 2017, the course is aimed at those who do not have electrical training but who need to liaise with engineers and contractors on schemes.

Technical Knowledge and Assistance

During 2018, the Technical Committee, led by their Vice President worked on the development of numerous publications. The Technical Services Manager worked closely with the team to offer practical support. This year saw the publication of two documents:

GN02 Lighting for Televised Sporting Events

The document is written for those involved in the provision of arenas, stadia and sport facilities that require artificial lighting in order to broadcast televised events in the United Kingdom. It is intended to supplement Standards and good practice to enable a coherent lighting brief to be written that meets the needs of the relevant sports and the television broadcast companies. The revised document GN2/18 has been updated and improved by means of a ‘light-touch’ to align it more with changes in Standards and best practice recommendations since its original publication.

GN08 Bats & Artificial Lighting

Written by a panel of experts representing the ILP, Bat Conservation Trust and ecologists, this Guidance note provides practical guidance on considering the impact upon bats when designing lighting schemes. The guidance note supersedes the previous 2009 guidance and goes into depth about lighting levels and colour temperature impacts on different bat species. It is intended to raise awareness of the impacts of artificial lighting on bats but also the potential solutions to avoid and reduce this harm.

The Lighting Journal

The Lighting Journal is distributed to lighting professionals including lighting designers, consultants and engineers. The Lighting Journal delivers information on all aspects of the lighting profession including technical coverage and development, new products and services, and professional news. ILP members receive every issue of the Lighting Journal by post or digitally and can also access back issues in the library at Regent House.
The Lighting Column Technical Forum (LCTF)

The Forum is an independent section of the ILP. The group was formed to provide a source of knowledge, expertise and information on all aspects of lighting column specification, design, manufacture, supply, storage and installation together with many of the associated products, materials and treatments.

Support for our Members and the Public

Our website continues to provide advice and information to everyone through our free to read pages and pages restricted to members-only.

Our online member portal allows members to record CPD, access ILP documents, change personal details, pay subscription fees and check membership grades and numbers.

Our Vice President Membership Development delivered 6 presentations to regions on the process to upgrade membership.

After each CPD event, we upload as much content as possible to SlideShare, providing free access to information.

We also produced a suggested wording for local authorities to use when drafting Freedom of Information responses to a range of requests, emanating from the North East about alleged negative health effects from a recently installed Central Management System.

External Engagement

In January our President, Alan Jaques, wrote to the Mayor of London urging him to include public lighting considerations within the newly drafted London Plan. In the Autumn, we followed this by writing to the London Plan Panel encouraging public lighting to be included in a range of policy areas including the night-time economy, creative industries, design and inclusivity.

Our new Chief Executive joined the Institution in April and has met with a wide range of stakeholder groups as she seeks to develop relationships and opportunities for partnership working.

In September, the ILP hosted a ‘Presidents Dinner’ at the House of Lords. The evening provided a networking event for Presidents and Chief Executives of lighting organisations such as the HEA, SLL, IALD, LIA and Lightmongers to meet the ILP Executive team and discuss issues of common concern.
The Chief Executive has also written on members’ behalf to decision makers on a number of topics including;

- The Transport Secretary on the need to support infrastructure investment when considering the use of lighting columns as EV charging points as part of the Road to Zero strategy.
- The Mayor of London urging lighting professionals be represented on the Electric Vehicle Infrastructure Taskforce.
- The Parliamentary Under Secretary of State for the Ministry of Housing, Communities and Local Government to respond to the announcement of a £675m fund for transforming shopping centres and town centres. She urged the Minister to ensure that the issue of lighting be properly recognised in information about the fund and will be reflected in bids that are made to it.

**Our Future**

Our members will remain at the heart of the Institution. In 2018 we extended our auditing process for members Continuing Professional Development records, with 93% of those eligible for monitoring supplying completed records when contacted.

We will seek ways of developing better links with international lighting and engineering groups. We will begin this by working in partnership with Engineers Ireland to deliver the Fundamental LED course in Dublin. We will also deliver ILP-specific content at a meeting of Engineers Ireland’s Electrical and Electronic Division Committee.

During 2019, we will continue to develop our role as the UK and Ireland’s largest and most influential professional lighting association by introducing a new staff role of Technical Director. Alongside becoming the external facing technical excellence champion of the ILP, the Technical Director will lead on the research, development and delivery of all ILP technical documentation, working alongside our Vice -Presidents and the Technical Committee.

Four new Vice-Presidential roles will be created to lead and advise our work in the areas of Products, Contracting, Government & Policy and Engineering Council.

We will continue to represent the views of our members on the national stage, including being a participant in the examination stage of the London Plan consultation process.
Financial Report 2018

This report is presented in a summarised form in an effort to make the Institution’s financial affairs more readily understood. For those who wish to have sight of the full financial statements, these are available upon request at the Annual General Meeting or from the Institution’s Rugby office.

The trustees, who are also directors of the ILP for the purposes of the Companies Act 2006, have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). The accounts have been audited by Magma Audit LLP, Chartered Accountants, and approved and signed by the Institution’s Executive Board on 16 May 2019.

As can be seen on the Statement of Financial Activities, turnover in 2018 is £716,486. The net movement in funds which includes loss on investment assets is -£106,924. The net assets on the Balance Sheet at 31 December 2018 is £1,570,203, compared with £1,677,127 at 31 December 2017.

Statement From 121-Advice Ltd


Increased uncertainty over a range of economic matters saw most world indices fall back in 2018. For the most part, Sterling weakened against the US Dollar and the Euro during the year which would ordinarily aid exporting companies in the UK. The Oil price fell in the second half of the year, rising before Christmas due to reduced output from OPEC and its allies. Any increase in the price of Oil will ultimately lead to cost-push inflationary pressures further down the line.

During the 12 months to 31st December 2018, the ILP portfolio proved resilient, returning a net loss of 5.73% against a loss on the FTSE100 over the same period of -10.41% and a loss on the FTSE All-World Index of -11.3%.

The investment risk of the ILP portfolio is restrained due to diversification across global equity markets and other asset classes, such as Gilts, fixed interest instruments and some commercial property. Indeed, the move to invest some of the portfolio into funds specialising in technology, infrastructure and global healthcare have provided excellent returns since February 2016, in particular Allianz Technology Trust (119% gain),
Scottish Mortgage Investment Trust (67% gain) and First State Global Listed Infrastructure (42% gain).

Previous Executive Board decisions saw a proportion of the portfolio moved to cash, to fund ongoing ILP developments and to allow reinvestment into the portfolio over a period of time. This decision has proven effective.

The portfolio remains well-placed in respect of expected economic matters arising in 2019."

The process for budget setting of events, courses and exhibitions continues to be reviewed and the processes put in place ensure that these are accurately set, monitored and reviewed after the event has taken place. A full set of ILP accounts is prepared each quarter and these are compared to the budget. The accounts are discussed and approved by the Executive Board. Each of the 7 regions is also required to prepare quarterly accounts which are submitted to the Finance Manager. They are then circulated to the Chief Executive, Honorary Treasurer and Assistant Honorary Treasurer. The ILP continues a rolling programme of market-testing for the provision of goods and services.

The ILP’s Executive Board remains committed to providing value for money services and benefits to the members and account should be taken of the wide range of activities and initiatives carried out by the President, Vice Presidents, the Chief Executive and staff, and by members themselves. All of these people are to be congratulated on the excellent work which has been done during the year and it must not be forgotten that a lot of this is carried out by members in their own time, unpaid and with the generous support of their companies for which we are very grateful.

As Honorary Treasurer, my thanks are due to the Executive Board, the various Committees, the President, Vice Presidents, the Chief Executive, staff at Rugby and to you, the members, for your continuing support of the Institution. Special thanks should also go to Guy Harding for his support as Assistant Honorary Treasurer.

Fiona Horgan
Honorary Treasurer
Statement by the Institution’s Trustees

The financial information presented on the following pages is only a summary of information shown in the Institution’s statutory financial statements.

The Institution’s financial statements for the year ended 31 December 2018 have been audited. The auditor issued an unqualified opinion on the annual accounts, and reported that the information given in the Report of the Executive Board Members was consistent with the financial statements.

The report did not contain any statements in respect of section 498 (2) (a) or (b) (accounting records or returns inadequate or accounts not agreeing with records or returns), or section 498 (3) (failure to obtain necessary information and explanations) of the Companies Act 2006, and was therefore also unqualified in these respects. The full financial statements have been filed at Companies House.

The Trustees

Date: 24 May 2019
Independent auditor’s statement on summarised financial statements

We have examined the summarised financial statements of the Institution of Lighting Professionals for the year ended 31 December 2018 set out on pages 14 to 15.

Respective responsibilities of the trustees and the auditor

The Trustees (who are also the directors of the charitable company for the purposes of company law) 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.

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 a Report of the Independent Auditors 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/auditors responsibilities. This description forms part of our Report of the Independent Auditors.

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 Auditors 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.

Victoria Craig (Senior Statutory Auditor)
The Institution of Lighting Professionals  
Statement of Financial Activities  
for the year ended 31 December 2018

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<th>Total funds 31/12/2018 £</th>
<th>Total funds 31/12/2017 £</th>
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<td><strong>INCOME AND ENDOWMENTS FROM</strong></td>
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<td>Charitable activities</td>
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<td>Other trading activities</td>
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<td>Investment income</td>
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<td><strong>Total</strong></td>
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<td><strong>EXPENDITURE ON</strong></td>
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<td>Charitable activities</td>
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<td>Other</td>
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<td><strong>Total</strong></td>
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<td><strong>Net gains/(losses) on investments</strong></td>
<td>(17,215)</td>
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<td><strong>NET INCOME/(EXPENDITURE)</strong></td>
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<td>Other recognised gains/losses</td>
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<td>Gains/(losses) on revaluation of fixed assets</td>
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<td><strong>Net movement in funds</strong></td>
<td>(106,924)</td>
<td>30,130</td>
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**RECONCILIATION OF FUNDS**

| Total funds brought forward | 1,677,127 | 1,646,997 |
|**TOTAL FUNDS CARRIED FORWARD** | 1,570,203 | 1,677,127 |

**CONTINUING OPERATIONS**
All income and expenditure has arisen from continuing activities
The Institution of Lighting Professionals  
Balance Sheet  
At 31 December 2018

<table>
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<th></th>
<th>31/12/2018 £</th>
<th>31/12/2017 £</th>
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<td><strong>CREDITORS</strong></td>
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<td>Amounts falling due within one year</td>
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<td>(100,780)</td>
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<td><strong>NET CURRENT ASSETS</strong></td>
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<td><strong>TOTAL ASSETS LESS CURRENT LIABILITIES</strong></td>
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<td><strong>NET ASSETS</strong></td>
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<td><strong>Funds</strong></td>
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<td>Unrestricted funds</td>
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<td><strong>TOTAL FUNDS</strong></td>
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Institution of Lighting Professionals
Registered office: Regent House,
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www.theipl.org.uk
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