

## Joint WSHFT and BSUH Board of Trustees Meeting in Common

Thursday 29 October 2020 12:00 – 12:30

Meeting via TEAMS

**Please access TEAMS through the diary invite**

### AGENDA

- |   |       |  |           |                                 |
|---|-------|--|-----------|---------------------------------|
| 1 | 12.00 | <b>Welcome and Apologies for Absence</b><br>To note                      | Verbal    | Chair                           |
| 2 | 12.00 | <b>Declarations of Interests</b><br>To note                              | Verbal    | Chair                           |
| 3 | 12.00 | <b>Love Your Hospital Annual Accounts and Report</b><br>To approve       | Enclosure | Karen Geoghegan<br>Joanna Crane |
| 4 | 12.10 | <b>BSUH and LYH Joint Investment Manager Tender</b><br>To approve        | Enclosure | Karen Seabridge                 |
| 5 | 12.20 | <b>BSUH Revised Authorised Signatories</b><br>To approve                 | Enclosure | Hansen Quao                     |
| 6 | 12.30 | <b>NHS Charities Together Stage Two Funding Governance</b><br>To approve | Enclosure | Glen Palethorpe                 |

<b>Agenda Item:</b>	3	<b>Meeting:</b>	Board of Trustees	<b>Meeting Date:</b>	29 <sup>th</sup> Oct 2020
<b>Report Title:</b>	Love Your Hospital Final Annual Report & Accounts 19/20				
<b>Sponsoring Executive Director:</b>	Karen Geoghegan, Chief Operating Officer				
<b>Author(s):</b>	Julia Drennan, David Rose & David Clayton-Evans				
<b>Report previously considered by and date:</b>					
<b>Purpose of the report:</b>					
Information	<input type="checkbox"/>	Assurance	<input type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input checked="" type="checkbox"/>		
<b>Reason for submission to Trust Board in Private only (where relevant):</b>					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
<b>Link to Trust Strategic Themes:</b>					
Patient Care	<input type="checkbox"/>	Sustainability	<input type="checkbox"/>		
Our People	<input type="checkbox"/>	Quality	<input type="checkbox"/>		
Systems and Partnerships	<input type="checkbox"/>				
<b>Any implications for:</b>					
Quality					
Financial	Statutory requirement				
Workforce					
<b>Link to CQC Domains:</b>					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input type="checkbox"/>	Use of Resources	<input checked="" type="checkbox"/>		
<b>Communication and Consultation:</b>					
n/a					
<b>Executive Summary:</b>					
<ol style="list-style-type: none"> <li>1. Love Your Hospital Final Annual Report &amp; Accounts 19/20 for Trustee approval and sign off.</li> <li>2. Representation Letter to Kreston Reeves LLP, Statutory Auditor, for Trustee approval and sign off.</li> </ol>					
<b>Key Recommendation(s):</b>					
<p>The Committee is asked to APPROVE the Annual Accounts for 2019/20.</p> <ol style="list-style-type: none"> <li>1. The Committee is asked to APPROVE the Love Your Hospital Final Annual Report &amp; Accounts 19/20: <ol style="list-style-type: none"> <li>a. The Chair of Charitable Funds Committee is asked to SIGN the accounts on page 40</li> <li>b. The Chair of Charitable Funds Committee is asked to SIGN on page 44</li> </ol> </li> <li>2. The Committee is asked to APPROVE the Representation Letter to Kreston Reeves <ol style="list-style-type: none"> <li>a. The Chair of Charitable Funds Committee is asked to SIGN the Representation Letter to Kreston Reeves</li> </ol> </li> </ol> <p>Appendices:</p> <ol style="list-style-type: none"> <li>1. Annual Accounts 2019/20 including Annual Report;</li> <li>2. Letter of Representation;</li> </ol>					



**Love** Your  
Hospital

Dedicated charity of



**Western Sussex Hospitals**  
NHS Foundation Trust

# Love Your Hospital

## Annual Report 2019-2020

St Richard's | Worthing | Southlands



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# Chairman's report



As I reflect on 2019/20, it's acutely apparent what a rollercoaster ride of emotions **Love Your Hospital** and Western Sussex Hospitals NHS Foundation Trust have both been on.

Significant highlights include a celebration of the tenth anniversary of the formation of Western Sussex on 1 April 2019, following the merger of Royal West Sussex and Worthing & Southlands NHS Trusts. There was also the publication of a second 'Outstanding' Care Quality Commission report for Western Sussex Hospitals NHS Foundation Trust, a historic award making us the only trust to become the first non-specialist acute trust in the country to be rated 'Outstanding' in all the key inspection areas assessed.

Of course, during these momentous occasions of pride and joy, we could never have foreseen facing one of the biggest world-wide public health crises putting our frontline staff and wider organisation to the ultimate test which, may I add, they rose to admirably and with undeniable courage.

Throughout all these trials and tribulations, **LYH** has been there along the way supporting the

Trust whether that is on our continuous journey to improve patient care or during times of intense change and challenge. On page [12], you can read more about the impact of COVID19 and the Hospital Heroes COVID19 Appeal launched by the Charity in late March. This was in immediate response to the pandemic, and specifically to support the health and wellbeing of Western Sussex staff during this unprecedented time.

Looking back to before COVID, the Charity has continued to support wide-scale trust events for staff. Having initially invested £500,000 in helping to launch our Patient First strategy back in 2016, which has become our leading, long-term approach to transforming the way we deliver services for the better, it's rewarding for the Charity to continue this support by funding the annual Patient First STARS Awards recognising the skill, enthusiasm and innovation of staff who go above and beyond for patient care.

The 2019/20 Staff Conference was also funded by the Charity with this year's focus on Inclusivity. 'Inclusion Cafés' encouraged open and honest discussions around discrimination and harassment and this feedback has informed Staff Policies applied in respect of equality and diversity aiming to protect employees from discrimination and harassment while promoting equal opportunity and the value of diverse cultures and backgrounds within the workforce.

This report will highlight many more examples of how the Charity has worked alongside the Trust to achieve shared goals and objectives to benefit our patients. This crucial support is made possible by all the individuals, community groups and organisations, who donate, fundraise tirelessly and act as charity ambassadors across our three hospitals and out in the community.

On behalf of **LYH** and Western Sussex, I extend a heartfelt thanks to all who have given their time, financial support and dedication to help the Charity achieve great accomplishments over the last year. We simply couldn't do it without you.

**Alan McCarthy**  
Chairman

# Message from Head of Charity

## A very warm welcome to the Love Your Hospital annual report and accounts for 2019/20.



Firstly, I would like to introduce myself as the interim head of the charity following the departure of Amanda Tucker in January 2020. Amanda had been in post since 2015 and it's been a privilege to have the opportunity to take over the helm and support the dedicated **LYH** team through this leadership role.

Just a few short months after joining the team, the arrival of the coronavirus pandemic hit the UK and impacted the third sector significantly. In response to the public's wish to support their local hospitals, we launched our Hospital Heroes COVID-19 Appeal, which has seen people across our region doing amazing things to raise money for their local hospital staff.

Donated funds have been used to meet the immediate and urgent needs of staff, volunteers and patients as well as helping tackle the longer term effects on staff health and wellbeing. The **LYH** team has been working with tireless commitment, dedication and enthusiasm to support the Trust during this unprecedented time.

While we have been astounded by the amazing support from the community during this global health crisis, the longer term effects on the charity and other NHS charities is an unknown entity.

The charity team may have gone through significant change and challenge over the last 12 months, but our focus hasn't wavered; supporting patient care and investing in staff development at St Richard's, Worthing and Southlands Hospitals remains the central objective that drives us forward.

We have supported many hospital projects over the last year in areas such as paediatric and neonatal care, critical care rehabilitation and research and development. You can learn more about this in the 'Putting Patients First' section on page [14].

We have also strengthened our corporate connections with the inaugural launch of our First Fifty Club, encouraging some healthy entrepreneurial competition by inviting companies to grow a small investment through

fundraising initiatives. Read more about their endeavours on pages [22] and [23].

The support from patients, their loved ones and the local community continues to enable us to reach many areas of care and, in a time of economic and political uncertainty, NHS charities will be needed to support patient care and innovative projects across our hospitals more than ever before.

Looking forward, we are committed to working with the Trust to continue building on all the achievements of 2019-20. The charity will be investing in long-term legacy projects made possible through COVID-19 funding including improving spaces for patients and our staff both inside and outside on our hospital sites. We will also continue to diversify and respond to the changes in the sector to ensure we can continue to invest in the latest medical equipment, improve hospital services and facilities and help staff reach their full potential through training opportunities and recognition.

I want to express a huge gratitude to everyone who has supported **LYH**. Just when we thought we couldn't receive any more good will and well wishes from the local community, you have truly gone above and beyond enabling us to respond in the here and now, and to invest in the future of health care across West Sussex.

Thank you so much.

**David Clayton-Evans**  
Head of Charity

# Dedicated to raising funds for our three local hospitals

## Our vision

Outstanding healthcare and facilities available to local patients and their families across West Sussex.

## Our goals

Working together with partners and communities, we aim to fund the very latest medical equipment, improve the hospital environment for all, enable innovative research and support staff development, health and wellbeing at St Richard's, Worthing and Southlands Hospitals.

## Our values

### Trust

We are committed to ensuring your donations are invested into hospital projects that show a clear and direct benefit to the patient.

### Progress

We are investing in local healthcare for future generations by supporting additional education and training for staff, and funding innovative trust initiatives that will impact positively on patient care for years to come.

### Collaboration

We build strong relationships with local community groups and businesses to ensure we can work together and continue to put our patients first.

**Love Your Hospital** is an NHS Charity dedicated to raising funds for the three hospitals that make up Western Sussex Hospitals NHS Foundation Trust:

- **St Richard's Hospital** in Chichester provides a full range of general acute hospital services including A&E, maternity, outpatients, day surgery and intensive care.
- **Worthing Hospital** provides a full range of general acute hospital services including A&E, maternity, outpatients, day surgery and intensive care. It is also home to the West Sussex Breast Screening service.
- **Southlands Hospital** in Shoreham-by-Sea provides outpatient, diagnostic and day surgery services alongside a new, purpose-built ophthalmology centre for eye patients.

**LYH** takes its fundraising seriously and values its donors and their privacy. The Charity takes care to obtain signed written agreements between the Charity and any commercial participators or professional fundraiser that we work with. The Charity also adheres to the Fundraising Code of Practice and has a robust Information Governance policy.

We are signed up with the Fundraising Regulator, which ensures that we monitor and report on the following:

- whether a professional fundraiser or commercial participator carried out any fundraising activities on behalf of the Charity
- whether the Charity, or any person acting on its behalf, voluntarily subscribes to recognised fundraising standards or scheme for fundraising regulation

- any failures to comply with the standards or scheme
- the number of complaints received about the charity's fundraising
- how the Charity protects the public, including vulnerable people, from unreasonable intrusion on a person's privacy, unreasonably persistent approaches or undue pressure to give.

During the year there were no failures to comply with the Fundraising Code of Practice, however the Charity received one complaint which was dealt with in line with our complaints policy and can be viewed at [www.loveyourhospital.org/complaints-procedure](http://www.loveyourhospital.org/complaints-procedure)

The Charity handles charitable funds on behalf of the trust and holds over 170 individual ward funds so the community can support an area of care that is important to them. The Charity also manages three general funds for money donated for general purposes and the charitable bid application process from submission to sign off.

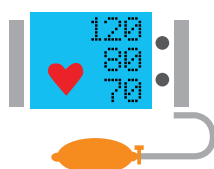
Thanks to the generosity and kindness of our supporters through fundraising, donations, the **LYH** Lottery and gifts in wills and in memory, we are able to support a wide variety of hospital projects. From smaller touches like wall art for a children's playroom and hall hire for a neonatal family support group, to larger projects such as funding a state-of-the-art breast scanner and redeveloping outside staff spaces, **LYH** works alongside the trust and our clinical colleagues to ensure donations are well spent and that putting the patient first is at the heart of everything we do.

**Love Your Hospital** is registered with the Charity Commission for England and Wales (1049201). As a registered charity, **LYH** complies with charity law and the regulatory requirements of the Charity Commission. This includes ensuring that all gifts are spent for the maximum public benefit and in alignment with the donors' wishes. Our charity trustees have a duty to 'have regard' for the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.



# Highlights of 2019/2020

Over the last year,  
**Love Your Hospital**  
received 170 charitable  
bid applications.  
Let's take a look at  
some of the ones  
we funded...



**£2,857**

## Carescape Blood Monitor

Providing better access to additional equipment has made it quicker and easier for staff to record blood pressure at appropriate intervals.



**£80**

## Transport for patient

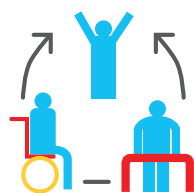
Helping to boost the mental health and wellbeing of a patient going through a difficult time in hospital.



**£9,999**

## Reusable Thank You Cups

Recognising the hard work and dedication of our 8,000 staff and volunteers.



**£5,995**

## Thera Trainer

Helping intensive care patients through the first phase of physical rehabilitation by accelerating strength and healing.



**£334**

## Neonatal Developmental Aids

Reducing stress, providing warmth and promoting comfort for babies born early.



**£1,050**

## Emotional Resilience Training

Providing support and coping techniques for staff who work within emotionally demanding and high stress areas.



**£35,000**

## Staff Conference

Enabling staff from across the trust to come together to learn, share success and facilitate learning.

# LYH Response to COVID-19

In February 2020, the UK began to experience the impact of COVID-19 with the implications of social distancing, and the need for keeping vulnerable people safe becoming ever more present in daily life. By the middle of March, the county had started to go into lockdown.

The implications for **Love Your Hospital**, like many other charities, meant that life changed significantly.

The charity team had previously been busy planning to attend a number of events in 2020 including quiz nights, a concert in Arundel Cathedral, the Chichester 5k Inflatable Run, staff conferences, Patient First Staff STARS Awards and Worthing Pride.

Many of our community partners who were organising events shared with us that they would not be able to undertake these, both to keep their members and the community safe. In turn, we also stood down the events we had planned over the months thereafter.

However, the Charity adapted quickly to support the hospital and our colleagues who were facing the challenges of Coronavirus.

## Fundraising

On 25 March 2020, **LYH** launched its Hospital Heroes COVID-19 Appeal and joined other NHS Charities across the country in raising funds to look after the wellbeing of all our staff.

The team worked agilely to quickly set up the campaign, designing resources, materials and communications of an exceptional standard. The campaign was supported and assisted by the Charitable Funds Committee (CFC) and for the first time in shared learning and involvement with our colleagues in the Brighton and Sussex University Hospitals (BSUH) Charity.

Alan McCarthy, Chair of Western Sussex Hospitals NHS Trust (WSHT) and BSUH, agreed to be the figurehead for the appeals. Working with the CFC and others, we developed fundraising and expenditure processes to enable us to obtain items to support staff wellbeing.

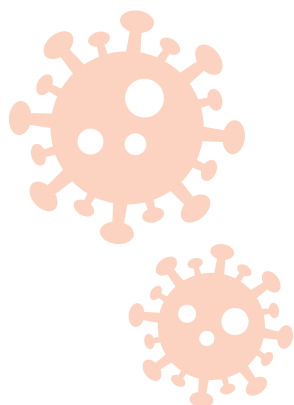
To date the **LYH** appeal has raised over £79,000 and the Charity has also received an additional £87,500 from the national campaign run by NHS Charities Together with further grants expected.

In order to support the appeal, the charity team has:

- Raised funds via calls, web enquiries and press interviews
- Purchased items for staff comfort packs
- Secured items to support quiet spaces for staff

## Co-ordinating non-financial gifts

In addition to our fundraising campaign, the Charity had the privilege of coordinating the many items donated to the Trust by our local community through the networks and relationships that the Charity has cultivated over many years.



The Charity was selected to undertake this task so its skilled team could:

- Thank all those who wished to donate
- Explain and support where we might not be able to accept items
- Direct those items that the Trust were able to use, including offers of food and drink, accommodation, equipment and PPE
- Coordinate and refer offers of help with logistics and tenders for procurement

Within just one week, the team had dealt with over 200 offers of help and support.

As the need to safeguard our communities and patients increased, the Trust made the decision to reduce visiting to the hospital. In turn, the Charity managed the expectations of donors and explained the temporary restrictions on accepting gifts.

The Charity has:

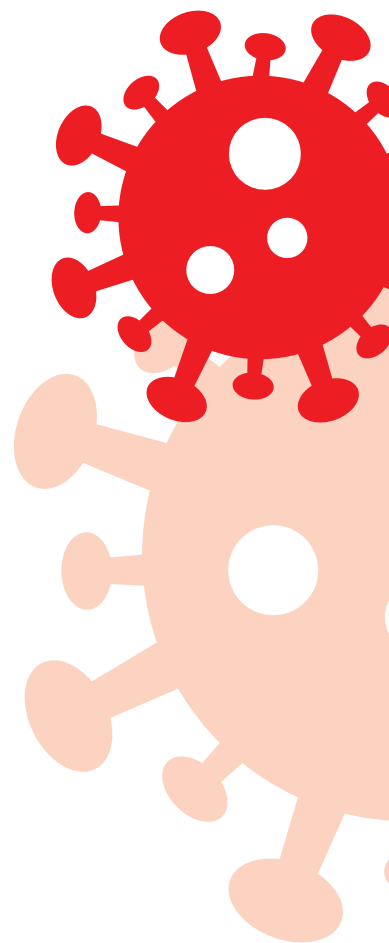
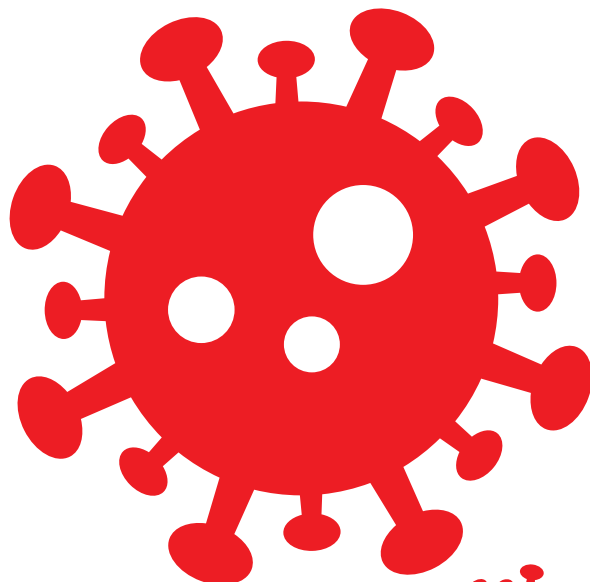
- Accepted four brand new BMW Estate cars loaned to our Trust for logistic support during coronavirus thanks to our established relationship with Rolls Royce (BMW/Mini UK being the parent company).
- Received and distributed over 14,000 Easter eggs
- Collected supplies of snacks, drinks and skincare products
- Coordinated the distribution of donations to reach thousands of staff
- Worked with supermarkets to procure extensive supplies of certain products

All of these offers of non-financial donations whether accepted or not were thanked on the calls received and sent a written acknowledgement of their kindness.

### Supporting isolated patients and their families

As part of the Charity's work through COVID-19, **LYH** has sought to support patients who are isolated from their families while being cared for in the trust. This has included the provision of communication technology, such as mobile phones for wards to allow patients to stay in touch. We have also worked with our IT colleagues to buy iPads to enable some patients to keep in touch with their loved ones via video calling to help reduce the feeling of isolation.

During this time of COVID-19, the Charity has never been busier, and we are very proud to support our colleagues and patients across the Trust. We are also overwhelmed by the generosity of our local community. We are pleased that we have been able to help say thank you and to support a campaign that will look after our staff through this difficult time and beyond.



# THERA-Trainer

Critical Care Rehabilitation, St Richard's Hospital £5,995

When we think of recovery from a critical illness, we often picture the tubes and beeping monitors used as part of the intensive and immediate care given to patients. However, the introduction of movement and exercise is a crucial part of the recovery process too. Every day a patient spends in bed can result in 1-3% of lost muscle mass and cardiovascular issues, so it's important to provide ongoing rehabilitation to help regain strength after being in a hospital bed for many days or even months. If patients have spent a long time on a ventilator, respiratory care through rehabilitation is necessary to clear the lungs too and in order to enable recovery from chest infections, pneumonia and chronic lung disease.

The Critical Care Physiotherapy team at St Richard's Hospital provide rehab support for seriously ill patients to help them face the next chapter of lives after being in a critical condition. Rehabilitation comes in many forms including bed exercises, weights and the use of exercise machines. As part of this exercise regimen provided, the team requested a THERA-Trainer, designed to work the legs or upper body with or without motorised assistance – from the patient's chair or wheelchair.

The THERA-Trainer facilitates functional recovery and improved motor skills through regular power, endurance and mobility training. It improves circulation, stimulates the metabolic process and improves bladder and bowel function. It also helps therapists, and the 5-10 patients in their care each week, achieve rehabilitation therapy goals.



Richard Battye spent 75 days in intensive care following major bowel surgery. "I gained my confidence back through rehabilitation. The Thera trainer was the catalyst for me getting better physically and mentally."

*"We specifically use the THERA-Trainer with intensive care patients in those initial stages when the patient can manage sitting up in a chair, but they're not able to stand or walk. It's a brilliant tool for the first phase of physical rehabilitation by accelerating strength and healing."*

**Dan Geere, Senior Physiotherapist**

## In memory of Charlie

The purchase of the THERA-Trainer was made possible through a donation by the Sellers family in memory of Charlie Sellers who received great care from the Intensive Care Team at St Richard's Hospital. The family said, "A simple "Thank you" from grateful relatives often feels inadequate, so to be able to contribute towards rehabilitation equipment that will help future patients is an honour."



# Transport for Sasha

Botolphs Ward, Worthing Hospital £80

It is often the case that while medical care is crucial in giving patients a chance at returning to normality after a serious illness or accident, sometimes, a gesture of kindness and thoughtfulness can have an equally significant impact. When Sister Jo Midgely was caring for Sasha Nevill on Botolphs ward at Worthing Hospital, she saw an opportunity to lift her patient's spirits during a particularly difficult time.

Sasha, a 40 year old full-time working mum with two boys aged 11 and 13, had undergone a gruelling 8-hour operation to remove a brain tumour growing on her optic nerve. There were complications during the operation and Sasha suffered a stroke. She awoke to find her face paralysed on one side and no movement in her left arm. Unable to get out of bed on her own, understandably, Sasha's mental health was affected by the stark reality of her situation.

Jo Midgely had seen Sasha particularly upset one morning and after talking with her had learnt she was sad and frustrated to be missing her youngest son, Fin, appear in a play to mark his final year of junior school. Jo immediately got in touch with the Charity office and asked if it would be possible to provide emergency funding for a wheelchair accessible taxi to take Sasha to see her son's play. The amount needed was small, but the reward was huge.



Thanks to a joint effort to discharge her from the ward for a few hours, Sasha was able to share a milestone moment with Fin giving her a real lift when it was needed the most.



*"Seeing Fin's face when I arrived to watch him perform was a special moment that will stay with me forever. A small gesture of kindness from Jo, **Love Your Hospital**, and the determination of the ward staff, provided a real turning point in my recovery helping to boost my mood and giving me a real focus to get better. After being moved to the stroke rehabilitation unit at St Richard's Hospital, I concentrated on improving my mobility and made it back home that Christmas."*

**Sasha Nevill**

# Carescape Blood Monitor

Howard Ward, St Richard's Hospital £2,857

During regular safety audits on Howard Ward, staff had picked up on a continuing theme of infants and children needing baseline blood pressure recorded in a timelier manner on admission.

Using the Patient First Improvement System, a framework that forms part of the trust's long-term 'Patient First' approach to transforming hospital services for the better, the issue was raised as a project with a working group to analyse further. The goal was to remove any potential barriers to recording appropriate and regular blood pressures for patients.

The group identified that blood monitors were in short supply and searching the ward looking for equipment was a poor use of staff time and resources. Machines also had to be kept with infectious and isolated patients and continually moving the equipment carried risk of cross contamination.

The introduction of a new, lightweight and easily transportable blood monitor to the ward has moved staff time and resource away from looking for and cleaning equipment which was impacting on patient care.



Ethan Farrell has his blood pressure checked by nurse Ashley Jewson after being admitted to Howard Ward following a fall off his bike.

*"Our ward staff now have better access to additional blood pressure monitoring equipment and the accessories have been streamlined across all our different monitor models wherever possible, making it quicker and easier for our young patients to have their blood pressure recorded at the appropriate intervals. The new monitors have really helped us improve patient care."*

**Janine Hemmings, Patient Safety Lead for Children's Services**

# Zaky HUG and Peanut pillows

Development Aids, Neonatal Unit, St Richard's Hospital £334.39

The neonatal period (birth to one month) is a time of extensive and ongoing transition for babies from being inside the womb to adjusting to the outside world. Babies born early are admitted to neonatal care for extra help with things like breathing, feeding and keeping warm. Developmental care aids are a very important part of this care helping to reduce stress, promote growth and wellbeing, and enhance babies' recovery overall. The Neonatal Unit teams received two different types of developmental aids through funding from **Love Your Hospital** helping staff to individualise care of infants to maximise neurological development and reduce long-term cognitive and behavioural problems.

## The Zaky HUG

For babies, the feel and touch of a parent is paramount for parent-child bonding, and holds many benefits such as regulating breathing and heart rate, to reduce crying and results in better growth rate. Premature babies need to be stable before they can be first held by their parents and, when that moment arrives, it's understandably one of the happiest milestones.

*"Those first few months can be stressful for premature babies which is why we are committed to providing a pro-developmental care environment on our neonatal unit such as reducing noise levels, adjusting lighting and involving parents in the daily routine. Developmental aids like the ZAKY Hug and Peanut Pillow enable us to tailor care to the infant's physiological and emotional needs to give them the best possible start in life."*

**Hilary Sparkes, Neonatal Sister**



When babies are unable to be held, the Zaky HUG mimics the size, weight and feel of a parent's hand and forearm. These cleverly weighted cushions mould around babies promoting the sense of safety and reassurance. They can be used for babies of all gestations from very small preterm infants to full-term infants that may require ventilation support and minimal handling due to their conditions.

The neonatal team have found them particularly beneficial for babies that may be displaying symptoms of abstinence syndrome which can include trembling, too much crying, sleep problems, and poor feeding. These hands can be placed around and over babies to mimic cuddles and 'containment holding' where one hand is placed around the baby's head and the other around their bottom as a form of positive touch.

## Peanut pillows

The way a baby lies in the incubator, cot, or in their parents' arms can have an effect on their development. Babies born early are subject to the effects of gravity and immobilisation on a firm surface for prolonged periods. Poor positioning can lead to muscle imbalances and can impact on the infant's future development and reduces head pressure.

Peanut pillows are used as head supports for babies until they get to 36 weeks old. These soft cushions keep the head in the centre position when the baby is awake and lying on their back during feeding or nappy changing.



# Helping shape the future

Staff Conference £35,000

Trust conferences play a vital role in helping shape the future of the NHS. They allow staff from across all areas of the organisation to come together to learn and share. For the Charity, it's vitally important to play a key role in supporting the Western Sussex Hospitals NHS Foundation Trust staff conference through charitable funding.



The event has attracted many influential speakers over the last few years adding great value, but it also serves as a highly effective way for the Trust to engage with staff and provide a platform to debate topical issues, share successes and challenges, and facilitate learning.

The 2019 staff conference was held on the 24 May and 13 June 2019 at the Avisford Park Hotel, Arundel with this year's theme being 'Inclusion' following the increase in WSH staff experiencing discrimination as highlighted in the 2018 National NHS Staff Survey. It identified that 8.2% of staff

experienced discrimination at work over a period of 12 months from patients, relatives or the public (the average for acute trusts is 6.1%) and 7.6% of staff experienced discrimination at work over a period of 12 months from managers / team leaders or other colleagues (the average for acute trusts is 7.7%).

More than 400 colleagues attended the Staff Conference with guest speakers Dr Habib Naqvi, NHS England's Workforce Race Equality Standard (WRES) policy lead, Yvonne Coghill, Director of the Workforce Race Equality Standard Implementation,





and senior analyst Owen Chinembiri. Chief Executive, Marianne Griffiths led the address and spoke about white privilege while Dr Habib talked about the need to respect different cultures and embrace the diversity of the 1.4 million employees within the NHS as a whole.

The day also included a range of thought-provoking ‘inclusion cafés’ that explored hate crime, transgender issues, disability rights and cultural diversity. **Love Your Hospital** was proud to host one of the cafés with speaker Dr Sophie Cook FRSA who became the first transgender woman to work in football’s Premier League as club photographer for AFC Bournemouth. Sophie shared the compelling journey of her transition from Steve to Sophie in the summer of 2015, and her mental health struggles around identity and living authentically. In a post-conference survey, staff voted Sophie’s Inclusion Café as one of the most popular and engaging ones over the two conference days.

The feedback from the 2018 National Staff Survey and the Staff Conferences have helped to prioritise the ongoing support for staff alongside the Trust’s ‘Reducing Abusive Behaviours’ project, and participation in the Best Place to Work cultural transformation scheme informing the Trust’s commitment to drive the equality agenda forward.

*“As an organisation that has a predominately white workforce we have an obligation to think about the advantage we have and how we help everybody to have the same advantage. I was also struck by Habib’s talk and clearly having an equal society is the moral thing to do – and that’s really important – but it’s also really important that staff at the conference were asked to rate the appropriateness of different behaviours at work for patient care and financial sustainability, and this whole agenda really chimes with all our Patient First focus and True North areas.”*

**George Findlay, Chief Medical Officer and Deputy Chief Executive**



# A thank you to staff

Reusable Thank You Cups £9,999

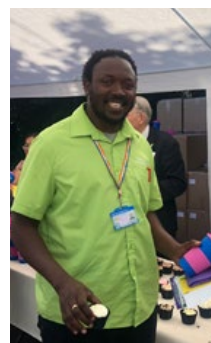
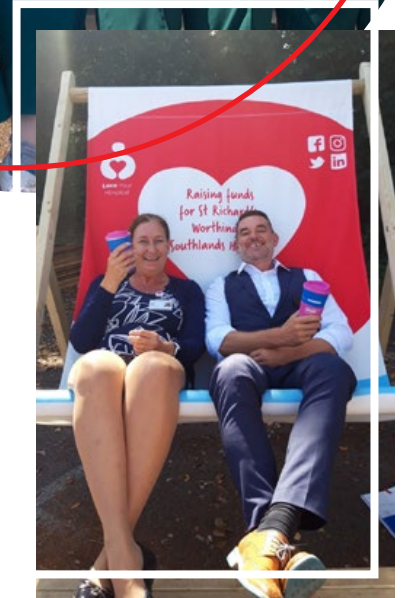
Six months into an eventful year including another 'Outstanding' award from the Care Quality Commission and a summer heatwave, the Trust wanted to say a huge thank you to staff and volunteers for their hard work and dedication.

Following staff feedback, and as part of a sustainability initiative, a WSH and **Love Your Hospital** branded reusable thermal cup was gifted to every member of staff at three Thank You events throughout August 2019.

The reusable cups, which were made in the UK and sourced by a Sussex-based company, were double walled to keep drinks hot, able to be used in the microwave and dishwasher and, crucially, have helped to reduce the thousands of single use cups thrown away every year in the Trust.

The Charity contributed funding for the cups, which staff could also write their own names on, and were able to include the **LYH** logo on the branding helping to raise awareness of the Charity amongst staff and to carry on the tradition of supporting annual thank you events across our three hospitals.

The Charity team were also able to unveil the new **LYH** giant deckchair at the thank you events providing a wonderfully fun engagement tool for staff.





# Safeguarding staff mental health

Emotional Resilience Training £1,050

## The cost of caring for others in emotional or physical pain can be high.

For NHS staff, stressful situations can form part of the daily working experience, such as delivering bad news to patients and their families or supporting patients who are in emotional or physical distress. This can be exhausting with the danger of leading to burn out, mental health issues and leaving the field if the right support and self-care is not in place.

Through a staff health and wellbeing survey, the Breast Care team at Worthing Hospital identified a need to support colleagues in preventing traumatisation and compassion fatigue. To combat this, the team applied for funding for emotional resilience training offering hourly sessions each month, which helps to identify and manage key areas of work that are stressful for staff. As a group, they explored the concept of emotional resilience, explored definitions and the supportive practices that enhance it. They also focussed on what resilience looks like in practice through goal setting, personal qualities, interactions with others, problem solving, organisation, self-confidence and the ability to self-care.

Having a safe space in which to reflect upon difficulties experienced in work situations, the team recognised that there was already a good level of emotional resilience in place and now have techniques such as mindfulness practices to access and ensure they stay well while continuing to deliver the best possible care to patients.



*“This emotional resilience training offered great assistance in coping with the unexpected changes in job pattern and challenging clinical situations. It also promotes team building, improved communication and support amongst colleagues which is crucial to working effectively and providing the best possible care for our patients.”*

**Dr Adrian C Moss,**  
Consultant in Medical Oncology

# The biggest thank you...

Total Raised: £3,386



*"In those early days, every new movement felt like a small victory and I was excited to show the team what I could do. The Donald Wilson staff are really quite amazing and I was motivated to get fit and raise as much as I could for **Love Your Hospital** in aid of more rehabilitation equipment to help other patients get their lives back too."*

**Richard Jackson**

Richard Jackson had just turned 39 years old when his world was unexpectedly turned upside down. Just days after celebrating his birthday, Richard became unwell on 4 December 2018 and was admitted to the A&E department at St Richard's Hospital in Chichester. Medical staff discovered he had contracted campylobacter bacteria, an infection that enters the system through eating raw or undercooked poultry. This triggered a rare auto-immune condition called Transverse Myelitis, an inflammation of both sides of one section of the spinal cord.

After being moved to the hospital's Intensive Care Unit, Richard was placed in an induced coma after quickly deteriorating and losing nearly all movement in his body. Ten days after being admitted, Richard was gradually brought out of the coma and then transferred to the hospital's acute neurological rehabilitation unit, Donald Wilson House. It was here, with the help of the dedicated team, that he began a long journey to regain his mobility and independence.

Despite having no core strength and unable to sit up unaided, Richard took comfort from accomplishing small things, like lifting his foot off the bed or learning to use a knife and fork again. Shelton Bates, Ward Manager of Donald Wilson House said: "Our main focus was getting Richard out of bed to help him establish his environment. His will to challenge himself was evident and we supported him in his determination to push his limits. Without his own positive outlook on life, Richard wouldn't be where he is now."

After just under two months' treatment at Donald Wilson House, he eventually returned home in January 2019, and began to gradually get back to as normal a life as possible. Performing basic daily tasks left him feeling tired, but he persevered and managed to walk slowly to the local shops and back. It was during these months that Richard decided to set himself a goal... to run 5k almost a year to the day he was first admitted to hospital and raise funds for Donald Wilson House as a thank you to the team for getting him back on his feet again.



His story captured the interest of local and national media making headlines across the UK. BBC South East interviewed Richard in his flat along with Specialist Neuro Physiotherapist, Jo Ferris, who was a part of the team who cared for him.

On 8 December 2019, Richard completed his 5k run at the Goodwood Motor Circuit in Chichester with close friends for support raising a fantastic £3,386 towards rehabilitation equipment for the unit.



# Roman 500 Cycle challenge

Total Raised: £437.60



James Thomas from Yapton has suffered from a chronic and lifelong condition called Crohn's disease for 25 years. It affects parts of the digestive system which becomes inflamed, and is one type of a condition called inflammatory bowel disease (IBD). Crohn's disease can be both painful and debilitating, and sometimes may lead to life-threatening complications. For those, like James who suffers with severe Crohn's Disease, it may sometimes be necessary to remove the entire colon.

In May 2018, James underwent major bowel surgery at Worthing Hospital and, as part of the procedure, he was fitted with stoma bag which is connected to the small intestine through an opening in the wall of the abdomen. To thank the team at Worthing Hospital for giving him a better quality of life, and the stoma nurses at St Richard's Hospital for his ongoing care and support, James decided to embark on a fundraising challenge to raise funds for the two hospitals. A keen cyclist, he came up with the idea of the 'Roman 500 Challenge', a seven day 500 mile self-supported bike ride starting in Chichester and following ancient Roman roads in a loop travelling through Silchester, Cirencester, Bath, Dorchester, Salisbury, Winchester and returning back to Chichester to mark the end of the route.

On 17 May 2019, the one-year anniversary of his surgery date, James set off with a tent, sleeping bag, cooker and clothes strapped on his touring bike. Following his procedure, James' body couldn't absorb food and water as efficiently as it once did, so extra careful planning was required to make sure he could monitor his hydration and nutrition along the way. With a target of covering 62 miles a day, he kept a daily diary on his Facebook page, posting videos and updates on sleeping in a tent, his run ins with wildlife, the majestic views across the counties and the people he met who cheered him on along the way. After pushing his limits physically and mentally, James arrived back in Chichester on 24 May making a symbolic stop at The Loxwood

Centre at St Richard's Hospital where he received post-op stoma care. James raised more than £400 for the staff who he says saved his life and hopes to take on another cycling challenge in the near future.

*"James is such a huge inspiration, literally getting back on his bike just one year following major surgery for this massive challenge. It's a brilliant demonstration of what is possible and that living with a stoma doesn't stop you from living an active life. We are so proud of him and admire his determination."*

**Rebecca Hartley, a Stoma Care Nurse**

*"On reflection it was a far greater challenge than I expected. Torturous hills, warm weather, road closures and dangerous main roads all put together made for one hell of a bike ride. Dehydration is a problem with stomas and I did experience a loss of energy at times, but at the forefront of my mind was why I was doing this... to raise funds for **Love Your Hospital**, thank the hospital staff for a job well done and show others with Crohn's disease that they can lead an active and full life with a stoma. The ride was difficult and painful at times, but if I can do it, anyone can."*

**James Thomas**

# Archie raises vital funds for breast care patients

Total Raised: £1,200

When Stephanie Woodward discovered she had a lump and it was diagnosed as cancerous; it was understandably a devastating blow to her and the whole family. Stephanie received treatment with the breast care team at St Richard's Hospital and underwent a mastectomy followed by chemotherapy treatment. She made a full recovery and her son, 9-year-old Archie, was so thankful to the team, that he decided to run the Boxgrove 5K in June 2019 to raise funds for the unit and to help breast care patients just like his mum.

"Both Archie and his sister Isabelle were understandably upset when we told them I had breast cancer" recalls Stephanie "Isabelle was my little helper and I'm so proud of the way Archie focused on this race. He stood up and told his whole school all about what he was doing and really challenged himself."

Stephanie, Archie, Isabelle and the rest of the Woodward family came to visit the breast care team and deliver a cheque for a fantastic £1,200 collected through Archie's fundraising with the help of the local community, his swimming club and school friends. **Love Your Hospital** proudly presented Archie with a medal and certificate in recognition of his achievement. With the guidance of



*"Thanks to Archie's inspirational fundraising, we are able to provide patients undergoing breast surgery with a heart-shaped cushion which is really useful post-surgery. Our patients are always delighted to receive one as a gift and the Breast Team at St Richard's are extremely grateful on behalf of our patients to Archie and all those who continue to support us."*

**Elaine Thomas, Breast Care Nurse Specialist**

Breast Care Nurse Specialist, Elaine Thomas, the family agreed the money could be put towards special heart-shaped pillows that offer support to women after they've had a mastectomy and designed to gently mould into the body contours and offers comfort and protection of the surgical site when travelling to and from hospital.



# Family walk 18 Miles for Unit

Total Raised: £1,650

On 25 August 2018, Poppy and Jessica Jennions arrived 10 weeks and 1 day early at the Queen Alexander Hospital in Portsmouth. At ten days old, the twins were strong enough to be transferred for specialist care at St Richard's Hospital for a further 40 days, where they were treated for chronic lung disease and anaemia before finally going

home. They then spent a further seven weeks on oxygen under the care of a St Richard's outreach nurse offering ongoing support to the Jennions family.

Parents Lauren and Philip from Havant wanted to find a special way to support both neonatal units involved in the twins' care.

To follow in the footsteps of Poppy and Jessica, they arranged an 18 mile charity walk on 20 April 2019, starting at the Queen Alexander and ending at St Richard's Hospital. The couple were joined by friends and family on what was then the hottest day of the year. Lauren's social media posts promoting the walk attracted members of the local community, who had also experienced care on both neonatal units, to join in too.



# Woodstock Nursery Toddle Waddle

Total Raised: £1,029



On Thursday 9 May 2019, more than 25 children from the Woodstock Nursery in Worthing, donned their warmest coats and set off on a 'Toddle Waddle' to raise funds for Worthing Hospital. Accompanied by parents, siblings and staff, the 80-strong group set off on a particularly blustery day walking along the seafront with babies in buggies and

children aged up to five holding hands in pairs and in high visibility vests for safety.

The mile and a half walk went along the promenade, onto the pier and back past Beach Green, where the children were able to play at the sand playground, and then it was back to the nursery for well-earned drinks and

nibbles. A couple of weeks later, John Price, our Corporate and Community Fundraiser, attended the Woodstock Nursery's Family Tea Party to thank all involved and celebrate the children raising a fantastic amount for their local hospital.

The Brookfield Hotel in Emsworth showed their support by kindly providing complimentary refreshments and bacon sandwiches for the group part way through their walk.

On Friday 26 July, a special and emotional visit was shared when Lauren, Phil, Poppy and Jessica came back to St Richard's Hospital to see the neonatal team and present them with a cheque for £1,650 raised from the sponsorship and support they received from loved ones and the local community.

*"We don't often get to see how our babies are developing after they leave the unit, so it was overwhelming to see the girls again! They were really tiny when they arrived at St Richard's and went through a lot so it was rewarding for the team to see them looking so healthy. Donations like this allow us to improve patient care so we're really grateful to Lauren, Phil and everyone who took part in the walk to support us."*

**Katherine De Guzman,  
Neonatal Staff Nurse**



# The First Fifty Club

Total Raised: £6,523.06

Corporate support can provide a significant marketing boost, exposure to new sectors and access to large workforces for non-profits organisations. While this can mean money in the bank for the charity and a tick in the social responsibility box for businesses, the charity and corporate relationship is so much more than purely a transactional and reputational opportunity.

**Love Your Hospital** has always recognised the importance of forging strong connections with local businesses across West Sussex, and that asking not what corporates can do for the Charity, but what the Charity can do for corporates makes for a successful partnership. As part of this ongoing commitment, **LYH** developed a specific corporate challenge to steer away from one-off donations and more towards long-term strategic partnerships by appealing to the objectives of local businesses.

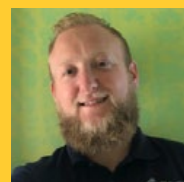
The First Fifty Club is a simple concept which involves the Charity giving participating companies £50 and in return asking that the amount is turned into as much as possible using creative and ingenious fundraising ideas. Businesses were given five months to maximise their total and raise money in any way they saw fit, as long as it was ethical and legal.

The launch of the First Fifty Club took place on 10 October 2019 at the Goodwood headquarters of Rolls-Royce, also a long-term corporate supporter of **LYH**. More than 40 local businesses attended including Crouchers Orchards, Fordingbridge PLC, Infinity Business and Financial Solutions, Proto Restaurant Group and Owen Kenny Solicitors.

This provided a fantastic opportunity for the Charity to explain further about the First Fifty Club and the importance of corporate support for our local hospitals. The Chief Nurse of Western Sussex, Dr Maggie Davies and Trust Governor, John Thompson, also touched on the impact this has on patients and their families, such as the provision of a maternity bereavement suite at Worthing Hospital. As an extra special surprise, a bespoke mini Rolls-Royce for children to drive themselves to theatre at St Richards Hospital in Chichester made an appearance in the main foyer, much to the delight of guests.



(L-r Dr Maggie Davies, Trust Governor, John Thompson and representatives from our local corporates.)

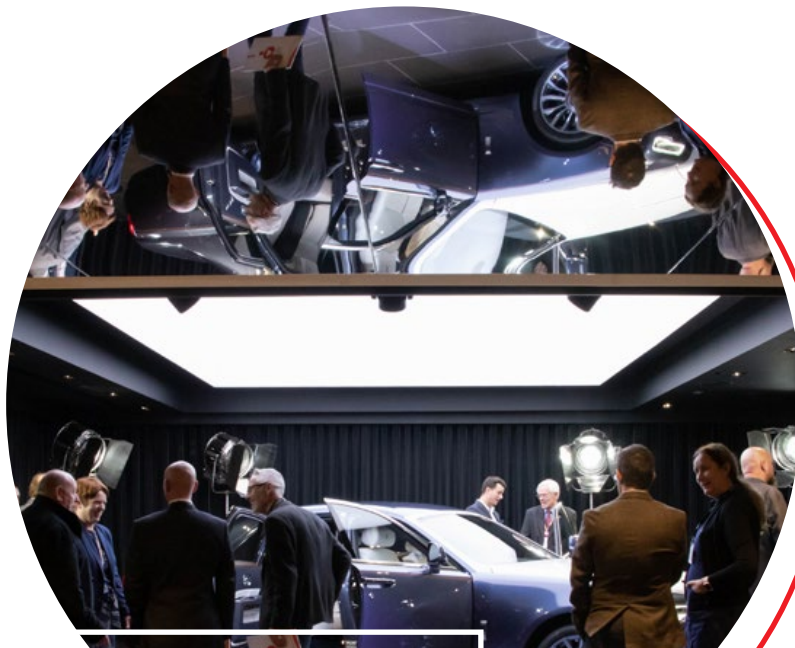


*"Being entrusted to grow the charity's £50 stake into as much money as possible is an honour and it's great to give something back to our local hospitals. We all have different businesses, so it's been fun to see the range of fundraising ideas introduced to the challenge."*

**Rob Danby-Hammacott,**  
Director of We Mean Clean Ltd



## Love Your Hospital FIRST £50 CLUB



Thirty four companies signed up to take part in the First Fifty Club and, committed to get their entrepreneurial thinking caps on and between them, raising more than £6,500 through various fundraising initiatives including quiz nights, charity dinners, raffles and challenge events. Sadly, due to the coronavirus pandemic, **LYH** had to cancel the awards evening scheduled in March 2020 to celebrate the achievements of all First Fifty Club supporters. However, the event will go ahead in the future when it is safe to do so, recognising categories such as Most Raised Overall, Best Event, Innovation and Team Spirit.



*“We’ve got some of the best hospitals in the world and I think local business has a big role to play in supporting those facilities. We can work in partnership with **Love Your Hospital** to support the children, patients and the great staff working at our hospitals.”*

**Andy Sparsis, Owner of Proto Restaurant Group**



*“**Love Your Hospital** is a charity close to my heart, since I live and*

*run my business in West Sussex. This fundraiser is an excellent opportunity to give back to the local community, while having lots of fun at the same time.”*

**Claire Byrne, Infinity Business and Finance Solutions**



Children’s author, Lynne Healy, raffled an A3 original watercolour of Birdham Bear, a character featured in her books, and a signed copy of ‘Birdham Bear’s First Christmas’ raising £340.



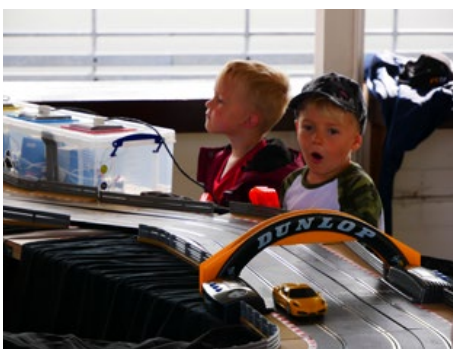
# Saywell Supercar Track day

Total Raised: £7,620.52

After the success of the Saywell Supercar Track Day event supporting **Love Your Hospital** in 2017, the Charity was thrilled to be invited back by aviation parts distributor, Saywell International, to enjoy another family-friendly day at the Goodwood Motor Circuit.

A fleet of supercars descended upon the historic track on 20 July 2019 including a Ferrari, Lamborghini, McLaren, Porsche and Pagani Zonda. With the motors proudly lined up, spectators wandered amongst the models taking turns to sit in the driver's seat and appreciate the interiors and bodywork up close. With the walk around concluded, spectators cleared the track to watch a parade of super cars, sports cars and vintage models zoom past with racing fans making generous donations to experience the high of hitting the circuit in a supercar of their choice.

**LYH** hosted a raffle, lucky dip, cake stall, held a 'supercar selfie' champagne competition with adults and youngsters alike enjoying an old school Scalextric track. Despite the changeable weather, the day was well attended and raised an incredible £7,620.52 for St Richard's, Worthing and Southlands Hospitals.



"I myself have encountered some health issues over the past few years, and have been fortunate enough to be cared for and treated by these wonderful people of the nursing profession. We all do to tend to take them for granted, and it's only when we need them most that we appreciate their commitment. So, it is with pride and enthusiasm that we can support them by arranging a track day to raise funds for our local hospitals."

**Peter Saywell,**  
Managing Director of  
Saywell International

# Christmas Toy appeal



One of the south's award winning pie shops launched a campaign in October 2019 to support poorly children at Worthing Hospital over the festive period.

Staff at Turner's Pies wanted to spread a little joy to children spending Christmas away from their families on Bluefin Ward, a paediatric unit caring for youngsters aged 0 to 16. The company placed collection crates for donations in its four stores across West Sussex located in Chichester, Bognor Regis, Worthing and Rustington.

Turners Pies was overwhelmed by the generosity of its customers who kindly donated hundreds of toys, games, puzzles and gadgets to the appeal. The Bluefin play team welcomed a visit from Senior Manager, Joe Turner, on to the ward and were able to wrap the gifts and deliver them throughout December, much to the delight of young patients and their families.

*"As a company we are super keen to play as big a role as we can in the communities we serve. We've admired for some time the fantastic work that **Love Your Hospital** undertake and were delighted that they accepted us as a partner for this campaign and were right behind our efforts to try to bring some joy to deserving children at Christmas."*

**Joe Turner, Senior Manager**



# Dare devil staff take a leap of faith!

Total Raised: £3,742



For Western Sussex staff looking for an escape from the norm, the **Love Your Hospital Skydive** on Sunday 4 August 2019 provided the opportunity to experience the freedom of flight with a sponsored 10,000ft and 15,000ft free-fall parachute jump.

The fearless group of seven, comprising of the Charity's corporate and community fundraiser, John Price, Ian Baker, Disha Jani, Branca Todorovic, Ryan McCluskey, Michael Brooks and former staff member, Jon Clayton, made their way to the skydive 'drop zone' based at Salisbury in Wiltshire.

*"After leaving the plane, my heart was in my throat, but once you start falling, you just take in everything around you and enjoy the adrenalin ride down."*

**Ryan McCluskey, Clerical Assistant**

A team of professional skydive instructors, experienced in more than 50,000 jumps and specially trained to work with first-time tandem skydivers, went through the safety procedures, pre-jump assessment and simulated training with the group before getting them into their jumpsuits and harnesses.

They were then split into two camps – those jumping from 10,000ft and those from 15,000ft (that's a maximum jump height of 2.8 miles!). With their adrenaline pumping, they climbed into the plane and started their ascent into the clouds.



Once at the desired altitude, each staff member and instructor moved towards the door and one-by-one started their high-adrenaline freefall reaching speeds of up to 125mph as they hurtled towards Earth. Before landing under the canopy of a parachute, the group took in views of the historical Wiltshire countryside with sights of major prehistoric significance including the Iron Age hill fort of Old Sarum and the world heritage site of Stonehenge.

Not only did this raise more than £3,700 for Western Sussex Hospitals, but it also brought together colleagues from across our hospitals enabling them to get to know each other and share in this uniquely magical experience.

*"A skydive has always been on my bucket list. As soon as I heard that Love Your Hospital was arranging one, I took the opportunity to sign up straight away. To colleagues thinking of doing a skydive, I would say 100% do it! It's an amazing experience and it goes to a great charity that supported us all the way."*

**Michael Brooks, Support Secretary for Trauma and Orthopaedics**



# Run Tessa, Run!

Total Raised: £501

Tessa Brai didn't just choose to take on one running challenge, nor did she find taking on two sufficient either. Instead, the Endoscopy Decontamination Services Manager, decided to sign up for four half marathons and two full marathons over a six month period covering a total distance 104.8 miles!

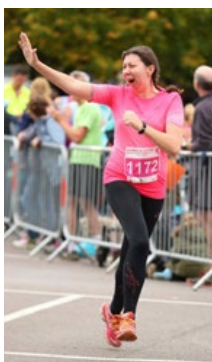
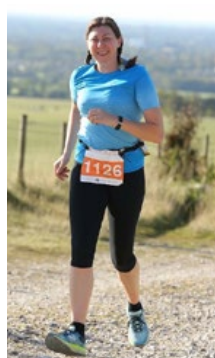
Tessa wasn't the only staff member at Western Sussex taking part in the Brighton Half marathon! Here she is posing at the finish line with Rob Hains (Surgical Care Practitioner for Urology) and Paul Curtis (IT & Audio-Visual Manager) along with Vicky Slaughter, Ness and Clair Ramsden, our community supporters.



Having worked in Endoscopy for 15 years, both at St Richard's and Worthing Hospital, Tessa wanted to give something back to the wonderful colleagues she'd worked alongside and, with Western Sussex Hospitals Endoscopy Units seeing approximately 22,000 patients per year, she hoped the money raised could fund medical equipment to improve the patient experience and benefit the working environment for staff too.

Tessa's training consisted of 20 to 30 miles every week including three gym sessions and 10 miles on the weekend. The Hard Way, a no frills hilly half marathon which starts with a lung-bursting climb up to the South Downs, took place during a yellow weather warning when many other sporting events had been cancelled, with Tessa enduring up to 80 mph winds and driving rain along the route. Not having much luck with the weather, Tessa also caught the tail end of Storm Dennis while running along the seafront during the Brighton Half in February of this year.

However, the Beachy Head Marathon proved to be her biggest challenge. Sadly, Tessa's gran passed away a week before the run, but, she says, it made her even more determined to complete the course, known as one of the toughest marathons in the UK climbing 4000ft over Seven Sisters chalk cliffs by the English Channel.





# ACU Team: Surrey Hills Challenge

Total Raised: £3,369.28

## Tessa's running itinerary:

10 August 2019

The Hard Way, Half Marathon (13.1 miles)

6 October 2019

Chichester Half Marathon (13.1 miles)

26 October 2019

Beachy Head Marathon (26.2 miles)

2 February 2020

Portsmouth Coastal Half (13.1 miles)

23 February 2020

Brighton Half Marathon (13.1 miles)

19 April 2020 (date to be confirmed)

Brighton Marathon (26.2 miles)

It's not bad going for someone who ran their first half marathon in 2017 and Tessa hasn't finished yet! With the Brighton Marathon being cancelled due to COVID19, it's her sixth and final running challenge still to complete. As always, she's fully determined to see it through to reach her £1,000 target.

*"I decided to test myself with several rough running challenges which saw me in constant training throughout 2019 and 2020, but it's all been for a great cause. The Endoscopy teams truly do put the patient at the heart of everything they do, and I wanted to raise funds to enable them to purchase whatever they need to make their jobs a little easier and so they can continue to deliver exceptional patient care."*

**Tessa Brai,**  
Endoscopy Decontamination  
Services Manager



Five members of the Acute Cardiac Unit Team at St Richard's Hospital took on the Surrey Hills Challenge on 22nd of September 2019, walking a distance of 26 miles!

Ward sister, Nadia Chuter, ward sister, Sarah Finlay, ward clerk, and staff nurses, Molly Shepherd, Catherine Golding and Abby Myerscough, all wanted to raise funds to provide new mobile cardiac monitors, which would allow patients to have more freedom and improve their wellbeing, along with a new ECG machine and special chairs for heart failure patients.

The Surrey Hills Challenge is set in an Area of Outstanding Natural Beauty (AONB) on the Greensand Way, but this doesn't make the route any less demanding. The ACU team had to complete the highest summit in South England, Leith Hill, showing much stamina and determination to complete the route. A huge well done to the team who absolutely smashed their original target of £2,500!

# Response, Recovery and Resilience

It has been a time of immense change and challenge for the third sector with charities having seen great support and recognition in many areas and huge impact and difficulties in others.



## Challenge

Many organisations who rely on the face-to-face contact for fundraising, engagement and awareness raising have been unable to do so due to the impact of COVID-19. Charities will now need to innovate and work differently in order to reach stakeholders, raise awareness and secure funds.

**Love Your Hospital** has continued to be overwhelmed by the incredible support and recognition that has been given to our teams, our hospitals and for the work of the Charity. In addition to the kind and generous donations and legacies left to the Trust, the Charity is also privileged to see the many heartfelt messages that accompany these recognising the incredible care provided to patients, families and the community.

The rhythms of daily life have now changed and as we navigate the months ahead, it will be crucial for **LYH** to find new ways to engage with existing supporters and to build relationships with those who have been introduced to the work of the Charity through the launch of our COVID-19 campaign in March 2020.

Digital fundraising will become more important than ever in order to take advantage of such opportunities post-crisis. Virtual events, such as online quizzes and personal running challenges, are already proving popular, and understanding our donors' new behaviours and needs will be paramount in striking the right balance in terms of where to focus our time, resource and to upskill the team in order to embrace new technologies.

As well as the Charity's role in raising important funds and connecting with the local community, we will also be developing further support for our internal stakeholders in helping them to access funds. This will include developing ward and department packs which promote how to apply for funding in their area and how to get involved in future fundraising themselves. We will also start attending senior staff meetings to share the support available from the Charity, answer questions and seek feedback on how we can develop further. In the year 2019/20 the Charity received 170 funding applications and we are pleased to have worked with applicants across a wide range of wonderful projects, as shared on pages [10] to [17].



## Response

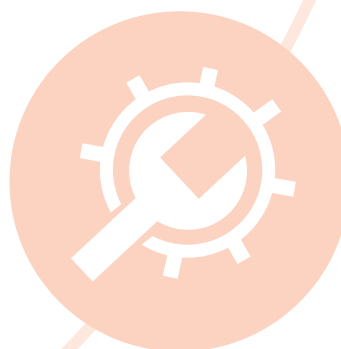
The introduction of 'Charity Clinics' will provide a regular opportunity for potential bid applicants to ask for advice, share expressions of interest or seek help in the application process, and an updated bid form will aim to better describe the stages of applying for more funding.

Meanwhile, we are in the process of developing an online application process designed to make the accessing of funds clearer and more straightforward, while enhancing rigour and governance moving forward. We have also undertaken work to look at underutilised funds and making the very best of our income streams which in an uncertain climate remains challenging.

After welcoming David Clayton-Evans as the interim Head of Charity, the charity team were starting to work on our next five year strategy just as the pandemic took hold. The focus suddenly switched from long-term future projections to response and, eventually, recovery after an intense period of time. We are now committed to delivering a short, medium and long-term plan with flexibility built in and around our core purpose to provide vital funds supporting outstanding patient care and investing in staff wellbeing and development. The only certainty will be that the landscape continues to look uncertain and challenging in the months and even years to come as we establish what constitutes our 'new normal' within the sector.



## Resilience



## Recovery



# Our Board of Directors

We share our Board of Directors with Western Sussex Hospitals NHS Foundation Trust. This helps ensure the Charity is supporting the objectives of the Trust and that we operate alongside the Trust, complementing its core work. All new Trustees receive an introduction to the Charity explaining their role in its operation. Those directly involved with the Charitable Funds Committee may receive additional specific training if required.

## Non-Executive Directors



**Alan McCarthy**

Chairman

Chair of the Executive Appointments and Remuneration Committee; a chartered civil engineer with 40 years' experience in the public sector; Chief Executive of Brighton and Hove City Council for five years; held various non-Executive positions including eight years as the Chair of Surrey and Sussex Healthcare NHS Trust and a year chairing Brighton and Hove PCT.



**Joanna Crane\***

Senior Independent Director

Chair of the Charitable Funds Committee and the Trust's Quality Assurance Committee; formerly worked in the financial services industry for 25 years including roles with Credit Suisse and European Investment Bank (EIB).



**Patrick Boyle\***

Non-Executive Director

Fellow of the Chartered Institute of Personnel and Development; member of the Association for Coaching; retired from the civil service with 30 years senior leadership and governance experience in central Government and the NHS; currently operating an executive coaching practice.



**Mike Rymer**

Deputy Chair

Formerly a Consultant Obstetrician and Gynaecologist joining Worthing Hospital in 1992; elected Staff Governor in 2013; Chair of the BMA local negotiating committee and the Sussex Gynaecological Tumour Group; member of various committees including the Speciality Training Committee of the Royal College of Obstetricians and Gynaecologists.



**Lizzie Peers\***

Chair of the Finance and Performance Committee

Qualified chartered public finance accountant; formerly an external auditor for the UK public sector and senior manager for the Audit Commission and Ernst & Young LLP; Financial Adviser to the board of a non-FT NHS hospital; University of Portsmouth lecturer and Treasurer and Trustee for a national children's charity.



**Jon Furmston**

Chair of the Audit Committee

Board Secretary and Director Internal Audit for Openreach; formerly Chief Operating Officer of Legal Governance & Compliance for BT Group; member of the Chartered Institute of Management Accountants; Trust nominated Non-Executive lead for Emergency Planning and Business Continuity.

\*Member of the Charitable Funds Committee

## Executive Directors

**Marianne Griffiths**

Chief Executive

**Dr George Findlay**Chief Medical Officer  
& Deputy Chief Executive**Pete Landstrom**

Chief Delivery and Strategy Officer

**Karen Geoghegan\***

Chief Financial Officer

**Dr Maggie Davies**

Chief Nurse

**Denise Farmer**Chief Workforce and Organisational  
Development Director (until 14 January 2020)Group Organisation Development Director  
(From February 2020)**Jayne Black**

Chief Operating Officer (until October 2019)

**Fiona Ashworth**

Chief Operating Officer (from January 2020)

# Structure, Governance and Management

**Love Your Hospital was formed and registered in 2009 when Royal West Sussex NHS Trust merged with Worthing and Southlands Hospitals NHS Trust.**

The Board of Western Sussex Hospitals NHS Foundation Trust (WSHFT) is the Corporate Trustee for **LYH**, while the Charitable Funds Committee is responsible for overseeing the day-to-day management of **LYH** funds. Members of the Charitable Funds Committee are appointed by the Board and in 2019/20 consisted of two Non-Executive and two Executive directors of WSHFT.

The governing documents of **LYH** are the St Richard's Hospital Governing Document, dated 29 August 1995, the Worthing and Southlands Hospitals Governing Document, dated 19 May 1995 and the new Declaration of Trust, published when the previous charities merged and amended by supplemental deed on 28 August 2009.

## **Associate Non-Executive Directors (non-voting members of the Board)**

From 1st April 2017, the Western Sussex Hospitals NHS Foundation Trust took on responsibility for the operation of Brighton and Sussex University Hospitals NHS Trust (BSUH) under a three year management contract. As part of the Board arrangements, the Non-Executive Directors for BSUH (Kirstin Baker and Martin Sinclair) attend Western Sussex Board and Committee meetings as Board advisors but with no formal accountability or voting rights.

## **Accounting**

The accounting records and day-to-day administration of the funds are dealt with at the Charitable Trust office and the Finance office located at St Richard's Hospital.

The Charity's Annual Report and Financial Accounts for the year ended 31 March 2020 have been prepared by the Corporate Trustee in accordance with Part 8 of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. The Charity's report and accounts include all the separately established funds for which WSHFT is the sole beneficiary.

Those featured on page 32 and 33 were members of Western Sussex Hospitals NHS Foundation Trust Board for all or part of 1 April 2019 until 31 March 2020 (i.e. the accounting period).



# Charitable Funds Committee

The Charitable Funds Committee is chaired by a nominated non-Executive Director. The structure of the Committee also includes further nominated non-Executive Directors, a Director of Finance, and a Chief Workforce and Organisational Development Director (the Lead Officer for the Committee).

In the absence of the chair, the Committee is chaired by the Chairman of the Western Sussex Hospitals NHS Foundation Trust.

## Meetings

The Committee meets at least quarterly, and minutes are presented to the Trust Board.

## Function of the Charitable Funds Committee

The Charitable Funds Committee has oversight of the financial and functional activities of **Love Your Hospital**, but delegates the day-to-day running of the Charity to the Head of Charity.

The Committee's responsibilities include:

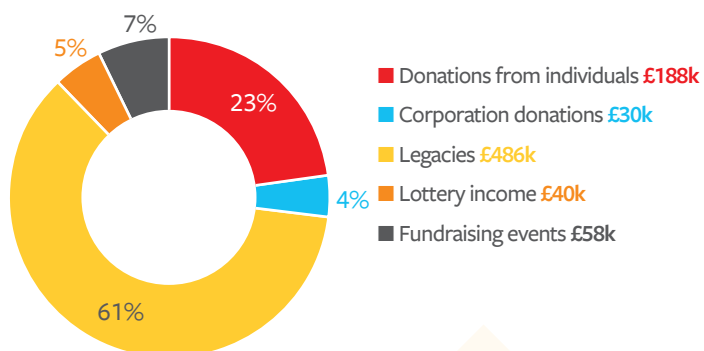
- appointing and supervising managers of the Charity funds
- determining, reviewing and monitoring the Reserves and Investment policies
- undertaking an annual assessment of risks facing the Charity
- determining the level of expenditure which the Head of Charity can authorise and the level which the Charitable Funds Committee can authorise. Sums above these levels are to be authorised by the Corporate Trustee (The Trust Board)
- ensuring expenditure complies with any terms, conditions or restrictions applicable to the fund of the Charitable Trust from which it is drawn
- monitoring the management of the funds of the Charity to ensure the proper use of the funds, and administrative efficiency
- reviewing the accounts of all charity funds

- ensuring that the accounts of the Charity are examined annually and prepared in compliance with the requirements of the Charity Commission
- ensuring that the accounts and the annual return are submitted to the Charity Commission within the timescales laid down by the Commission
- overseeing the responsible management of the Charity's budget.

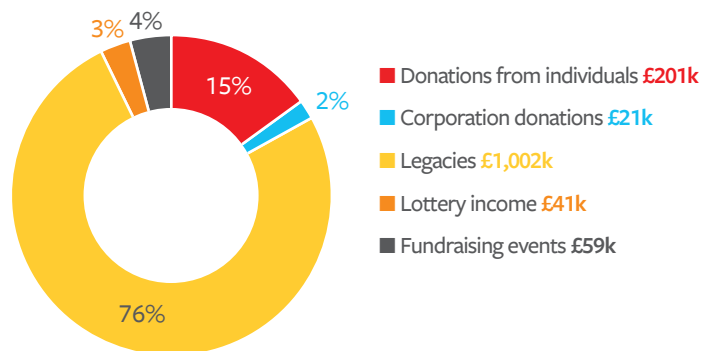
# Financial review

## Income comparison

2019/2020



2018/2019

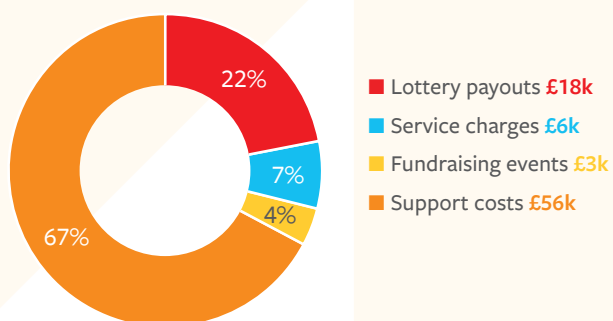


## Income comparison

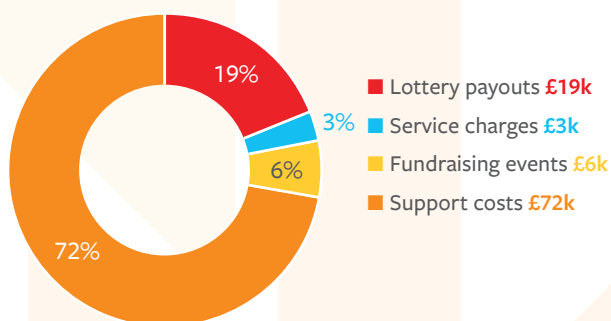


## Fundraising expenditure comparison

2019/2020



2018/2019

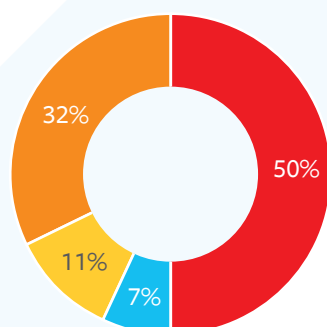


## Fundraising expenditure comparison



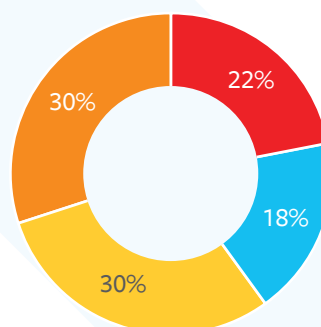
## Where we spent your money

2019/2020



- Purchase of new equipment **£329k**
- Building & refurbishment **£46k**
- Patient education & welfare **£74k**
- Staff education & welfare **£206k**

2018/2019



- Purchase of new equipment **£128k**
- Building & refurbishment **£104k**
- Patient education & welfare **£172k**
- Staff education & welfare **£169k**

## Where we spent your money

**£201k** 

Purchasing of  
new equipment

**£58k** 

Building &  
refurbishment

**£98k** 

Patient education  
& welfare

**£37k** 

Staff education  
& welfare



# Grant Making and Reserves Policies

## Grant Making Policy

Grants are made from the Charity's funds for wards and departments. These funds are overseen by Fund Managers who make recommendations on how to spend the money within their area within the terms of the donation and the Fund. Fund Managers' recommendations are subject to approval by Capital Investment Group and the Medical Equipment Committee where appropriate for equipment grants and in addition to full business case scrutiny for larger sums.

## Reserves Policy

Under SORP 2019, charitable reserves are identified as income which becomes available to the Charity and is to be spent at the Trustee's discretion in furtherance of any of the Charity's objectives but which is not yet spent, committed or designated.

The definition of 'reserves' should exclude:

- Endowment funds
- Restricted funds
- Designated funds.

The majority of our income is classified as designated funds, for the benefit of specific wards and departments.

Each ward and department is expected to have an expenditure plan, which is updated regularly. The funds are closely and regularly monitored, ensuring they are spent within a reasonable period of time. In line with the Charity Commission's guidance, a separate Reserves Policy is not required for designated funds. The policy of the Trustee is to spend these monies in accordance with the plans of expenditure as quickly as possible, unless there is a need to save monies for a major purchase. For unrestricted funds, the policy of the Charity is to hold a minimum equivalent to six months operational costs for the Charity.

Unrestricted and undesignated funds allow much more flexibility, and these funds enable **Love Your Hospital** to support the Trust's strategic aims. Where possible, we encourage generic giving. The Trustee reviews the balance of funds on a regular basis.

Reserve Balances as at 31 March 2020:

- Restricted Reserves £41,000
- Designated Reserves £1,453,000
- Free Unrestricted Reserves £853,000
- Total Reserves £2,347,000

The Charity Reserve Policy is to hold minimum reserves equivalent to six months operational costs (19/20 £191,000 budget). The final operational reserve balance was £853,000 as at 31 March 2020, giving a surplus of £662,000 above minimum reserves which provides a buffer in the event of a future drop in income.

# Funds and Risk Management

## Ward and Department Designated Funds

Ward and Department Funds have authorised signatories in place and each Fund has a nominated Fund Holder, and two other signatories, all of whom hold a contract of employment with Western Sussex Hospitals NHS Foundation Trust or an honorary contract.

## Funds

The Charitable Funds Committee has delegated authority for the requisition and authorisation of expenditure. All applications for funding must meet public benefit, be entirely charitable and must meet the Charity's objectives. Bids of up to £2,499 may be authorised by the Fund Holder but are then ratified and approved by the Head of Charity. The following level of sign off are agreed:

- Up to £2,499 Authorised by Fund Holder
- Between £2,500 and £9,999 Authorised by Director of Finance
- £10,000 and £49,999 must be approved by the Committee
- Above £50,000 approval is required from the Board.

## Risk Management

**Love Your Hospital** like all charities has a responsibility to ensure it is aware of, and mitigates against any significant risks. As such **LYH** has developed a comprehensive risk register.

The **LYH** risk register is divided into key areas covering Operational, Financial and Governance risk. This risk register identifies all possible risks to the charity, the potential impact if those risks are realised and the steps we have put in place to reduce those risks.

With risk comes opportunity and we are incredibly grateful to our community for demonstrating to us how much they really do love their hospital.

## Investments

The Charity manages its investments risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes. All investments were made in companies listed on a UK stock exchange or incorporated in the UK and therefore all investments are treated as investment assets in the UK. Restricted appeals to fund specific equipment or assets are held on notice deposit or overnight on the money markets in accordance with the Trustees' Investment Policy.

The Charity does not make use of derivatives and similar complex financial instruments as it takes the view that investments are held for their longer term yield total return.

Whilst the Charity absolutely aims to spend accumulated funds as quickly as possible in line with the priority of the Trust, where plans take longer to mature we always invest funds wisely.

# Statement of Trustee’s Responsibility

The Trustee is responsible for preparing the Trustee’s Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2019 (FRS 102).
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, 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 charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Confirmation to auditors**

The Trustee confirms that they have taken steps that they ought to have taken to make themselves aware of any information needed by the Charity’s auditor for the purposes of their audit and to establish that the auditor is aware of that information. The Trustee is not aware of any other information of which the auditor should be aware.

Approved by the Trustee and signed on their behalf by:

Signed

Name

Role

Dated



# Independent Auditor's Report

## to the Trustee of Western Sussex Hospital Charity

### Opinion

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

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### Basis for opinion

We 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 charity 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 Trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity'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 Trustee is responsible for the other information. The other information comprises the information included in the Trustee's 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.

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

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

- the information given in the financial statements is inconsistent in any material respect with the Trustee's report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

# Independent Auditor's Report *continued*

## Responsibilities of Trustee

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the Trustee determines 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 Trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intends to liquidate the charity or to cease operations, or has no realistic alternative but to do so.

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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustee.

- Conclude on the appropriateness of the Trustee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Use of our report

This report is made solely to the charity's trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

**Kreston Reeves LLP, Statutory Auditor**  
Chichester

Date

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

# Statement of Financial Activities

Year ended 31 March 2020					
	Note	Unrestricted Funds £'000	Restricted Funds £'000	<b>Total Funds 2020 £'000</b>	Total Funds 2019 £'000
<b>Income from:</b>					
Donations and legacies	4	694	10	<b>704</b>	1,224
Other trading activities	5	98	–	<b>98</b>	100
Investments	7	43	–	<b>43</b>	46
<b>Total income</b>		<b>835</b>	<b>10</b>	<b>845</b>	<b>1,370</b>
<b>Expenditure on:</b>					
Raising Funds	8	(83)	–	<b>(83)</b>	(100)
Charitable Activities:					
Purchase of new equipment	9	(327)	(2)	<b>(329)</b>	(128)
Building and refurbishment	9	(46)	–	<b>(46)</b>	(104)
Patient education and welfare	9	(73)	(1)	<b>(74)</b>	(172)
Staff education and welfare	9	(205)	(1)	<b>(206)</b>	(169)
Total charitable activities		(651)	(4)	<b>(655)</b>	(573)
<b>Total expenditure</b>		<b>(734)</b>	<b>(4)</b>	<b>(738)</b>	<b>(673)</b>
Net Gains & (losses) investments	16	(123)	–	<b>(123)</b>	5
<b>Net income/(expenditure) and net movement in funds</b>		<b>(22)</b>	<b>6</b>	<b>(16)</b>	<b>702</b>
Reconciliation of funds					
Total funds brought forward		2,328	35	<b>2,363</b>	1,661
<b>Total funds carried forward</b>		<b>2,306</b>	<b>41</b>	<b>2,347</b>	<b>2,363</b>



# Balance Sheet

as at 31 March 2020

	Note	Unrestricted Funds £'000	Restricted Funds £'000	Total Funds 2020 £'000	Prior Year Funds 2019 £'000
<b>Fixed Assets</b>					
Investments	16	1,377	41	1,418	1,531
<b>Total Fixed Assets</b>		<b>1,377</b>	<b>41</b>	<b>1,418</b>	<b>1,531</b>
<b>Current Assets</b>					
Debtors	17	391	–	391	224
Cash and cash equivalents	18	614	–	614	1,218
<b>Total current assets</b>		<b>1,005</b>	<b>–</b>	<b>1,005</b>	<b>1,442</b>
<b>Liabilities</b>					
Creditors falling due within one year	19	(54)	–	(54)	(601)
Deferred Income	19	(22)	–	(22)	(9)
<b>Total current liabilities</b>		<b>(76)</b>	<b>–</b>	<b>(76)</b>	<b>(610)</b>
<b>Net current assets/(liabilities)</b>		<b>929</b>	<b>–</b>	<b>929</b>	<b>832</b>
<b>Net assets</b>		<b>2,306</b>	<b>41</b>	<b>2,347</b>	<b>2,363</b>
<b>The funds of the charity:</b>					
Restricted income funds	20	–	41	41	35
Unrestricted income funds	20	2,306	–	2,306	2,328
<b>Total Charity Funds</b>		<b>2,306</b>	<b>41</b>	<b>2,347</b>	<b>2,363</b>

The notes at pages [47] to [59] form part of these accounts.

The financial statements were approved by the Trustee and authorised for issue

and signed on their behalf by:

Signed

Name

Trustee

# Statement of Cash Flows

## for the year ending 31 March 2020

	Note	Total 2020 £'000	Total 2019 £'000
<b>Cash flows from operating activities :</b>			
<b>Net cash provided by (used in) operating activities</b>		<b>(637)</b>	683
<b>Cash flows from investing activities :</b>			
Dividends and interest from investments	7	43	46
Proceeds from sale of investments	16	469	453
Purchase of investments	16	(479)	(479)
<b>Net cash provided by (used in) investing activities</b>		<b>33</b>	20
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(604)</b>	703
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>1,218</b>	515
<b>Cash and cash equivalents at the end of the reporting period</b>	18	<b>614</b>	<b>1,218</b>

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

	Note	2020 £'000	2019 £'000
<b>Net Income/(expenditure) for 2019/20 (as per the Statement of Financial Activities)</b>		<b>(16)</b>	702
<b>Adjustments for:</b>			
(Gains)/losses on investments	16	123	(5)
Dividends, interest and rents from investments	7	(43)	(46)
(Increase)/decrease in debtors		(167)	195
Increase/(decrease) in creditors		(534)	(163)
<b>Net cash provided by (used in) operating activities</b>		<b>(637)</b>	683

# Notes to the Accounts

## 1. Accounting Policies

### a) Basis of preparation

The financial statements have been prepared on a going concern basis under the historic cost convention, with the exception of investments which are included at fair value, and on an accruals basis. The Covid-19 pandemic has had an impact on the charity's fundraising income although this is partially offset by restricted income from the NHS Charities Together national appeal. As a grant making charity with few on-going commitments, this will impact on the new grants that can be made in the short term rather than affecting the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £'000.

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS 102, the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019. The charity constitutes a Public Benefit Entity under FRS 102.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been applied consistently to all years unless otherwise stated.

### b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor. Where the restriction requires the gift to be invested to produce income but the Corporate Trustee has the power to spend capital, it is classified as an expendable endowment.

Unrestricted funds comprise those funds which the Corporate Trustee is free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds which relate to specific wards or departments and where the Corporate Trustee, at their discretion, have created a fund for a specific purpose. These are kept separate to ensure that monies collected for each department are used for that department. Where the donor has made known their non-binding wishes, the donation is placed in these funds.

### c) Income

All income is recognised once the charity has entitlement to the resources, it is probable that the income will be received and the monetary value of income can be measured with sufficient reliability.

### d) Income from legacies

Legacies are accounted for as income either upon receipt or where the receipt of the legacy is probable and the amount can be measured with sufficient reliability. A legacy receipt is considered to be probable once there has been a grant of probate, confirmation has been received from the representatives of the estate(s) that there are sufficient assets to enable the legacy to be paid and once all conditions attached to the legacy have been fulfilled.

Material legacies which have been notified but not recognised as income in the Statement of Financial Activities are disclosed in a separate note to the accounts with an estimate of the amount receivable.

### e) Expenditure

Expenditure is recognised when a liability is incurred and the liability is deemed to be of a charitable nature. Grant commitments are recognised when a constructive obligation arises that results in payment being unavoidable.

Grants are only made to related or third party NHS bodies and non NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Trustee or by the panel of signatories who has delegated authority from the Trustee to approve expenditure up to £10,000.

Contractual arrangements are recognised as goods or services supplied.

### f) Irrecoverable VAT

Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

### g) Allocation of overheads and support

Overhead and support costs have been allocated as a direct cost or apportioned on an appropriate basis (refer to note 12) between Charitable Activities and Raising Funds. Once allocation and/or apportionment of overhead and support costs has been made between Charitable Activities and Raising Funds, the cost attributable to Charitable Activities is apportioned across those activities in proportion to total spend.

### h) Expenditure on raising funds

The costs of raising funds includes the cost of generating donations, legacies, fundraising and lottery income and the cost of investment management.



**i) Expenditure on Charitable activities**

Costs of charitable activities comprise all the costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and an apportionment of overhead and support costs as shown at note 12.

**j) Governance costs**

Governance costs comprise all costs incurred in the governance of the charity. These costs include costs related to statutory audit and subscriptions.

**k) Fixed assets**

The Charity holds no property, equipment or heritage assets.

Quoted stocks and shares are initially recognised at fair value which is normally the transaction price excluding transaction costs. Subsequently they are measured at fair value at the balance sheet date. The Statement of Financial Activities includes net gains and losses arising on revaluation and disposals throughout the year.

**l) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Due to high market volatility, the gains or losses are assigned to a specific fund for each site and are not apportioned to individual funds.

**m) Unrealised gains and losses**

Unrealised gains and losses are calculated as the difference between the market value at the year end and the opening market value (or date of purchase if later). Due to high market volatility, the gains or losses are assigned to a specific fund for each site and are not apportioned to individual funds.

**n) Pensions**

The Trustees do not employ any staff directly however there are pension costs associated with the recharge of Salaries from WSHFT.

**o) Pooling scheme**

An official pooling scheme is operated for investments relating to the funds managed by Western Sussex Hospitals NHS Foundation Trust. The scheme was re-registered with the Charity Commission on 29 March 2004.

**p) Apportionment of interest and dividends**

Interest and dividends are held in a specific fund for each site.

**q) Debtors and creditors receivable**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**r) Judgements and key sources of estimation uncertainty**

In applying the above accounting policies, the Trustee is required to make judgements and estimates. The key judgements applied in these financial statements are in determining the allocation of funds as restricted or designated. The key sources of estimation uncertainty relate to the recognition of income from legacies where the actual amount received may differ from that initially recognised.

# Notes to the Accounts *continued*

## 2a. Unrestricted funds – Statement of Financial Activity for the year ended 31 March 2020 Comparator

	Note	Year ended 31 March 2020 Unrestricted Funds £'000	Year ended 31 March 2019 Unrestricted Funds £'000
<b>Income from:</b>			
Donations and legacies	4	694	1,218
Other trading activities	5	98	100
Investments	7	43	46
<b>Total income</b>		<b>835</b>	<b>1,364</b>
<b>Expenditure on:</b>			
Raising Funds	8	(83)	(100)
Charitable Activities:			
Purchase of new equipment	9	(327)	(128)
Building and refurbishment	9	(46)	(104)
Patient education and welfare	9	(73)	(170)
Staff education and welfare	9	(205)	(165)
Total charitable activities	9	(651)	(567)
<b>Total expenditure</b>		<b>(734)</b>	<b>(667)</b>
Net Gains & (losses) investments		(123)	5
<b>Net income/(expenditure)</b>		<b>(22)</b>	<b>702</b>
Transfers between funds		–	–
<b>Net movement in funds</b>		<b>(22)</b>	<b>702</b>
Reconciliation of funds			
Total funds brought forward		2,328	1,626
<b>Total funds carried forward</b>		<b>2,306</b>	<b>2,328</b>

## 2a. Unrestricted Funds – Balance Sheet as at 31 March 2020

	Note	Year ended 31 March 2020 Unrestricted Funds £'000	Year ended 31 March 2019 Unrestricted Funds £'000
<b>Fixed Assets</b>			
Investments	16	1,377	1,496
<b>Total Fixed Assets</b>		<b>1,377</b>	<b>1,496</b>
<b>Current Assets</b>			
Debtors	17	391	224
Stock		–	–
Cash and cash equivalents	18	614	1,218
<b>Total current assets</b>		<b>1,005</b>	<b>1,442</b>
<b>Liabilities</b>			
Creditors falling due within one year	19	(54)	(601)
Deferred Income	19	(22)	(9)
<b>Total current liabilities</b>		<b>(76)</b>	<b>(610)</b>
<b>Net current assets/(liabilities)</b>		<b>929</b>	<b>832</b>
<b>Total assets less current liabilities</b>		<b>2,306</b>	<b>2,328</b>
<b>Total Unrestricted income funds</b>		<b>2,306</b>	<b>2,328</b>



# Notes to the Accounts *continued*

## 2b. Restricted funds – Statement of Financial Activity for the year ended 31 March 2020 Comparator

	Note	Year ended 31 March 2020 Restricted Funds £'000	Year ended 31 March 2019 Restricted Funds £'000
<b>Income from:</b>			
Donations and legacies	4	10	6
Other trading activities	5	–	–
Investments	7	–	–
<b>Total income</b>		<b>10</b>	<b>6</b>
<b>Expenditure on:</b>			
Raising Funds	8	–	–
Charitable Activities:			
Purchase of new equipment		(2)	–
Patient education and welfare	9	(1)	(2)
Staff education and welfare	9	(1)	(4)
Total charitable activities	9	(4)	(6)
<b>Total expenditure</b>		<b>(4)</b>	<b>(6)</b>
Net Gains & (losses) investments		–	–
<b>Net income/(expenditure)</b>		<b>6</b>	<b>–</b>
Transfers between funds		–	–
<b>Net movement in funds</b>		<b>6</b>	<b>–</b>
Reconciliation of funds			
Total funds brought forward		35	35
<b>Total funds carried forward</b>		<b>41</b>	<b>35</b>

**2b. Restricted Funds – Balance Sheet as at 31 March 2020**

	Note	Year ended 31 March 2020 Restricted Funds £'000	Year ended 31 March 2019 Restricted Funds £'000
<b>Fixed Assets</b>			
Investments	16	41	35
<b>Total Fixed Assets</b>		41	35
<b>Current Assets</b>			
Debtors		–	–
Stock		–	–
Cash and cash equivalents		–	–
<b>Total current assets</b>		–	–
<b>Liabilities</b>			
Creditors falling due within one year		–	–
Deferred Income		–	–
<b>Total current liabilities</b>		–	–
<b>Net current assets/(liabilities)</b>		–	–
<b>Total assets less current liabilities</b>		41	35
<b>Total Restricted income funds</b>		41	35

**3. Related Party Transactions**

The Board of Directors of Western Sussex Hospitals NHS Foundation Trust (WSHFT) acts as the corporate trustee for the charity.

None of the members of WSHFT's Board of Directors or parties related to them has undertaken any transactions with the charity or received any benefit from the charity in payment or in kind. These directors received no honoraria or emoluments in the year. No expenses have been paid by the charity to these directors.

WSHFT makes a number of clerical and transaction services available to the charity, by agreement with the trustee. These include fundraising, administrative and finance support services at a cost of £279,000 in 2019/20 and £283,000 in 2018/19. These costs are included within support costs – see note 12.

WSHFT is the main creditor and debtor of the charity – see notes 17 and 19.

# Notes to the Accounts *continued*

## 4. Income from donations and legacies

	Unrestricted funds £'000	Restricted funds £'000	2020 Total £'000	2019 Total £'000
Donations from individuals	178	10	188	201
Corporate donations	30	–	30	21
Legacies	486	–	486	1,002
<b>Total</b>	694	10	704	1,224

There were 6 material legacies for £2,000 and over received during the year. See note 21.

## 5. Analysis of income from other trading activities

	Unrestricted funds £'000	Restricted funds £'000	2020 Total £'000	2019 Total £'000
Lottery income	40	–	40	41
Fundraising events	58	–	58	59
<b>Total</b>	98	–	98	100

## 6. Role of volunteers

Volunteers add significant benefit to the charity, without them we would not be able to deliver the breath of support for the trust that we do. Like all charities, the charity is reliant on a team of volunteers to assist in the running of the charity. Our volunteers perform the following roles:

- Fundholders – staff who manage how the charity's designated funds should be spent. These funds are earmarked by the trustees to be spent for a particular purpose or in a particular ward or department. Each fund advisor has delegated powers to spend the designated funds that they manage in accordance with the trustee's wishes.
- Fundraisers – there are a number of local individuals who actively fundraise for the charity by running events such as coffee mornings, sponsored walk/runs, collection tins, fundraising BBQ's, etc.

## 7. Gross investment income

	Unrestricted funds £'000	Restricted funds £'000	2020 Total £'000	2019 Total £'000
Fixed asset equity and similar investments	43	–	43	46
<b>Total</b>	43	–	43	46

## 8. Analysis of expenditure on raising funds

	Unrestricted funds £'000	Restricted funds £'000	2020 Total £'000	2019 Total £'000
Lottery payouts	(18)	–	(18)	(19)
Service charges	(6)	–	(6)	(3)
Fund raising events	(3)	–	(3)	(6)
Support costs	(56)	–	(56)	(72)
<b>Total</b>	(83)	–	(83)	(100)



## 9. Analysis of charitable expenditure

The Charity did not undertake any direct charitable activities on its own account during the year. All of the charitable expenditure was in the form of grant funding in both the current and prior year. Of the grants made £4,000 was from restricted funds (2018/19: £6,000). Grants were approved in favour of Western Sussex Hospitals NHS Foundation Trust for the benefit of patients and staff.

	Grant funded activity £'000	Support costs £'000	2020 Total £'000
<b>Charitable Activities</b>			
Purchase of new equipment	(213)	(116)	<b>(329)</b>
Building and refurbishment	(30)	(16)	<b>(46)</b>
Patient education and welfare	(48)	(26)	<b>(74)</b>
Staff education and welfare	(132)	(74)	<b>(206)</b>
<b>Total</b>	<b>(423)</b>	<b>(232)</b>	<b>(655)</b>

	Grant funded activity £'000	Support costs £'000	2019 Total £'000
<b>Charitable Activities</b>			
Purchase of new equipment	(79)	(49)	(128)
Building and refurbishment	(64)	(40)	(104)
Patient education and welfare	(106)	(66)	(172)
Staff education and welfare	(104)	(65)	(169)
<b>Total</b>	<b>(353)</b>	<b>(220)</b>	<b>(573)</b>

## 10. Analysis of Grants

The charity does not make grants to individuals. All grants are made to Western Sussex Hospitals NHS Foundation Trust (WSHFT) to provide for the care of NHS patients and for the education and welfare of its staff. These are granted in furtherance of our charitable aims. The total cost of making grants including support costs, is disclosed on the face of the Statement of Financial Activities and the actual funds spent on each category of charitable activity is disclosed in note 9.

The trustee operates a scheme of delegation for charitable funds under which fund managers manage their funds in accordance with the directions set out by the trustee. Funds managed in this way represent ongoing activities and it is not possible to segment these activities into discrete individual grant awards. The total value of grants awarded is £423,000 (2018/19: £353,000) as shown in note 9.

## 11. Movements in funding commitments

	Current Liabilities 2020 £'000	Non-current Liabilities 2020 £'000	Total Liabilities 2020 £'000
Opening balance at 1 April	602	–	602
Additional commitments made during the year	(54)	–	(54)
Amounts paid during the year	(494)	–	(494)
<b>Closing balance at 31 March 2020</b>	<b>54</b>	<b>–</b>	<b>54</b>

# Notes to the Accounts *continued*

## 12. Allocation of support costs and overheads

Support and overhead costs are allocated between raising funds and charitable activities. Governance costs are those support costs which are related to the strategic management of a charity.

The basis of allocation used are as follows:

**Time:** based on the timesheets produced by the staff

**Direct allocation:** where a cost is wholly attributable to a particular activity.

	Raising funds £'000	Charitable Activities £'000	2020 Total £'000	2019 Total £'000	Basis
External audit	–	9	9	9	Direct Allocation
Investment costs	–	9	9	4	Direct Allocation
<b>Governance</b>	–	18	18	13	
Finance administration	–	47	47	44	Direct Allocation
Charity office	50	144	194	213	Time (%)
Miscellaneous	6	23	29	22	Time (%)
<b>Total</b>	56	232	288	292	

## 13. Trustee's remuneration, benefits and expenses

The Board of Directors of WSHFT act as the corporate trustee of the charity. Their services are provided at no cost to the charity.

## 14. Analysis of staff costs and remuneration of key management personnel

	2020 Total £'000	2019 Total £'000
Salaries and wages	192	202
Social Security costs	20	21
Employers pension contribution	27	29
<b>Total</b>	239	252

The charity does not directly employ staff. The Charities team and the Finance staff are employees of WSHFT, and their cost is recharged to the charity.

The average head count during the year was 10 (10 in 2018/19) and the average number of full time equivalent employees during the year was 5.38 (5.97 in 2018/19). The employees were involved in providing support services to charitable activities.

No employees received employee benefits of more than £60,000 in the current or preceding year.

The charity considers the members of the Board of Directors of WSHFT (the corporate trustee) to be its key management personnel. As stated in note 13, their services are provided at no cost to the charity.

## 15. Auditor's remuneration

The Auditor's remuneration for the 2019/20 audit is at £7,500 net of VAT (£7,300 net of VAT in 2018/19).

The amount included within the Governance costs is the gross value of £9,000.

## 16. Fixed Asset Investments

### Movement in fixed asset investment

	31 March 2020 Total £'000	31 March 2019 Total £'000
Market value brought forward	1,531	1,500
Add: additions to investment at cost	479	479
Less: disposals at carrying value	(469)	(453)
Add: net gain/(loss) on revaluation	(123)	5
<b>Market value as at 31 March</b>	<b>1,418</b>	<b>1,531</b>

### Fixed asset investment by type

	31 March 2020 Total £'000	31 March 2019 Total £'000
Fixed Interest Funds	872	694
Equities	260	18
Unit/Investment Trust	286	819
<b>Total</b>	<b>1,418</b>	<b>1,531</b>

All investments are carried at their fair value.

### Fixed asset investment by fund type

	31 March 2020 Total £'000	31 March 2019 Total £'000
Unrestricted funds	1,377	1,496
Restricted funds	41	35
<b>Total</b>	<b>1,418</b>	<b>1,531</b>

## 17. Analysis of current debtors

	31 March 2020 Total £'000	31 March 2019 Total £'000
<b>Debtors under 1 year</b>		
Debtors – Owed by WSHFT	26	108
Accrued income	365	116
<b>Total</b>	<b>391</b>	<b>224</b>



# Notes to the Accounts *continued*

## 18. Analysis of cash and cash equivalents

	Unrestricted Funds £'000	Restricted Funds £'000	31 March 2020 Total £'000	31 March 2019 Total £'000
Cash held on Deposit	493	–	493	662
Cash held at bank including cash within investment portfolio	121	–	121	556
<b>Total</b>	614	–	614	1,218

The cash held on deposit are sums held on interest bearing deposits with Charities Aid Foundation (CAF) bank.

	1 April 2019 Total £'000	Cash flows £'000	At end of year 31 March 2020 Total £'000
<b>Reconciliation of cash flows to net debt</b>			
Cash	662	(169)	493
Cash Equivalents	556	(435)	121
	1,218	(604)	614
Loans falling due within one year	–	–	–
<b>Total</b>	1,218	(604)	614

## 19. Analysis of liabilities

	31 March 2020 Total £'000	31 March 2019 Total £'000
<b>Creditors under 1 year</b>		
Creditors – for grants owed to WSHFT	(42)	(562)
Accruals – for grants owed to WSHFT	(12)	(39)
Deferred income – lottery subscriptions	(22)	(9)
<b>Total</b>	(76)	(610)

There are no creditors falling due after more than 1 year.

## 20. Analysis of charitable funds

	Balance at 1 April 2019 £'000	Income £'000	Expenditure £'000	Gains and losses £'000	Balance at 31 March 2020 c/fwd £'000
<b>Material funds</b>					
<b>Restricted funds</b>					
Fernhurst Appeal	(35)	(10)	4	–	<b>(41)</b>
Total Restricted Funds	(35)	(10)	4	–	<b>(41)</b>
<b>Unrestricted Funds</b>					
<b>Designated Funds</b>					
Cancer Funds	(160)	(95)	70	–	<b>(185)</b>
Cardiac Funds	(311)	(13)	55	–	<b>(269)</b>
Diabetic Funds	(168)	(6)	2	–	<b>(172)</b>
General Fund	(649)	(472)	381	123	<b>(617)</b>
Lottery Fund	(190)	(39)	19	–	<b>(210)</b>
	(1,478)	(625)	527	123	<b>(1,453)</b>
Others	(850)	(210)	207	–	<b>(853)</b>
Total Unrestricted Funds	(2,328)	(835)	734	123	<b>(2,306)</b>
<b>Grand Total</b>	(2,363)	(845)	738	123	<b>(2,347)</b>

### Details of Material funds

Name	Description of the nature and purpose of each fund
<b>Restricted funds</b>	
Fernhurst Appeal	To provide and maintain a Cancer Day Unit at the Trust
<b>Designated funds</b>	
Cancer Funds	For the provision of cancer services
Cardiac Funds	For the benefit of Cardiac patients and staff
Diabetic Funds	For the provision of diabetic services
General Fund	For the general benefit of patients and staff in the hospitals
Lottery Fund	For lottery income and prizes

# Notes to the Accounts *continued*

## 21. Material legacies

There were 6 material legacies over £2,000 received during the year as shown below:

Legacy	£
Unrestricted Funds :	
Breast Cancer Care	50,000
General Fund	54,282
Accident & Emergency & ITU	15,000
Cardiac Fund & Cardiac Cath Lab	75,584
Diabetic Fund & Ophthalmics	50,053
General Fund	5,000
Sub Total	249,919
Other Legacies*	235,755
Total Unrestricted	485,674
Restricted Funds:	–
<b>Total Legacies</b>	<b>485,674</b>

The definition and structure of unrestricted and restricted funds can be found under Accounting Policies in Note 1 part (b).

\* Other includes legacies notified but not received until after the end of 2019/20.

The Charity has a further £68,940 in contingent assets in respect of potential legacy income. This relates to outstanding residuary legacies at the year end, expected to be received in the next financial year, less 10% for anticipated costs.

## 22. Commitments, liabilities and provisions

The Trustee recognises liabilities in the accounts once they have incurred a legal or constructive obligation to expend the funds. No provision has been included in this set of accounts as no such circumstances existed at the year end.

## 23. Contingencies

There were no contingent gains or losses.

## 24. Post Balance Sheet Events

There were no post balance sheet events.

## 25. Controlling party

The Board of Directors of WSHFT act as the corporate trustee of the charity, the ultimate controlling party.

# Administration details and professional advisors

## Charity name:

Western Sussex Hospitals NHS  
Foundation Trust Charity operating as  
**Love Your Hospital**

## Registration Number:

1049201

## Registered Office:

### Love Your Hospital

Charity Management Office:  
Western Sussex Hospitals  
NHS Foundation Trust  
Stillman House  
2nd Floor  
St Richard's Hospital  
Chichester  
West Sussex  
PO19 6SE

Charitable funds received by the Charity are accepted, held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990 and these funds are held on trust by the corporate body.

## Professional Advisors

### Bankers:

**Lloyds Bank Plc**  
10 East Street  
Chichester  
PO19 1HJ

### CAF Bank LTD

25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

### Auditors:

**Kreston Reeves LLP**  
9 Donnington Park  
85 Birdham Road  
Chichester  
West Sussex  
PO20 7AJ

## Solicitors:

### Thomas Eggar

The Corn Exchange  
Baffins Lane  
Chichester  
PO19 1GE

### Capsticks

77 – 83 Upper Richmond Road  
London  
SW15 2TT

## Investment managers:

### Sanlam UK

Exchange Building  
St John's Street  
Chichester  
PO19 1UP



Registered with  
**FUNDRAISING  
REGULATOR**





**Love** Your  
Hospital

**Love Your Hospital Charity**

Western Sussex Hospitals NHS Foundation Trust  
Stillman House  
2nd Floor  
St Richard's Hospital  
Chichester  
West Sussex  
PO19 6SE

[www.loveyourhospital.org](http://www.loveyourhospital.org)

Registered Charity No. 1049201



29<sup>th</sup> October 2020

**Kreston Reeves LLP**  
**Statutory Auditor and Chartered Accountants**  
**9 Donnington Park**  
**85 Birdham Road**  
**Chichester**  
**West Sussex**  
**PO20 7AJ**

Worthing Hospital  
Lyndhurst Road  
Worthing  
West Sussex  
BN11 2DH

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Dear Sir/Madam

This letter is furnished at your request in connection with the audit of the financial statements of the charity for the period ended 31 March 2020 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the results and financial position of the charity in accordance with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed, and in accordance with United Kingdom Generally Accepted Accounting Practice, including the Statement of Recommended Practice *Accounting and Reporting by Charities* applicable to charities preparing their accounts in accordance with FRS102("the SORP"), including all subsequent Update Bulletins issued that apply to the period under review.

We recognise that our representations concerning the matters referred to below are significant in enabling you to form an opinion on the financial statements.

In particular, we have carefully considered the impact of the COVID-19 pandemic on the charity's business and its financial statements.

We have fulfilled our responsibilities as trustees of the charity, as set out in your terms of engagement, under the Charities Acts for preparing financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice, which give a true and fair view of the financial position of the charity as of the period end and of the results of operations for the period then ended and for making accurate representations to you.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that, so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each trustee has taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

## **Fraud**

We acknowledge our responsibility for the design, implementation and maintenance of a system of internal control in order to prevent and detect fraud.

We have assessed the risk that the financial statements may be materially misstated as a result of fraud and it is our opinion that any such risk is minimal.

We are not aware of any irregularities involving management or employees who have a significant role with regards to the internal control system or that could have a material effect on the financial statements.

We are not aware of any fraud or suspected fraud of any kind communicated by current or former employees, analysts, regulators or any others.



We are not aware of matters related to fraudulent activity or other non-compliance with law or regulation arising since the beginning of the period which have been communicated to the Charity Commission.

### **Provision of information**

We have made available to your representatives all significant financial records and related data. We have provided to you all other information requested and given unrestricted access to persons within the charity from whom you have deemed it necessary to obtain audit evidence. All other records and related information, including minutes of all management meetings, have been made available to you.

### **Accounting records**

All financial transactions of the charity have been properly reflected in the accounting records in accordance with the requirements of the Charities Act 2011 and have been properly reflected in the financial statements.

We confirm that all significant assumptions used by us in making accounting estimates, including those measured at fair value are reasonable and applicable to the financial statements. We confirm that we have informed you of all such significant assumptions.

### **Minutes and Contracts**

The minute books presented to you contain complete and authentic minutes of all meetings of the charity's trustees held since the beginning of the period under review.

We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance.

None of the trustees had at any time in the period an interest in any contract with the charity except as disclosed in the notes to the financial statements.

### **Law and Regulations**

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal and regulatory framework within which the charity conducts its business and which are central to the charity's ability to conduct its business, except as explained to yourselves and disclosed in the financial statements.

We confirm that we have reviewed the guidance "How to report a serious incident in your charity" published by the Charity Commission. We also confirm that no Serious Incident Reports have been submitted to the Charity Commission, nor any events considered for submission, during the accounting period or in the period from the balance sheet date to the date of approval of the financial statements.

We are not aware of any instances during the period where the charity has operated outside its charitable objectives as laid down in its governing documents.

We can confirm that our procedures for handling data are compliant with the General Data Protection Regulation and that there have been no events which could result in any penalty being levied by the Information Commissioner's Office which could have a material impact on the financial statements.

The charity subscribes to the fundraising Code of Practice as issued by the Fundraising Regulator. During the period there were no instances of any non-compliance with the Code of Practice by the charity or any persons engaged by the charity to undertake fundraising activity on our behalf, nor did



the charity receive any complaints in respect of its fundraising activities. We confirm that the disclosure included within the annual report in respect of fundraising is an accurate reflection of the charity's approach taken in respect of its fundraising activities.

## **Investments**

None of the charity's investments have declined in value to an amount less than the carrying value in the balance sheet.

## **Other Current Assets**

We are of the opinion that other current assets have a value on realisation in the ordinary course of operations at least equal to the amounts at which they are stated in the financial statements. In particular adequate provision has been made against all amounts owing to the charity, which are known, or may be expected, to be irrecoverable.

## **Assets - General**

We confirm that the charity has satisfactory title to all assets appearing in the balance sheet and that they are free from any lien or charge unless otherwise stated in the financial statements.

We have no intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

## **Liabilities - General**

All known liabilities of the charity at the balance sheet date have been included in the financial statements. Adequate provisions have been made in the financial statements for liabilities, which are known to exist but the amount of which, cannot be accurately determined.

Provision has been made for all grant commitments made by the charity in line with the requirements of the SORP.

## **Contingent Liabilities**

We have disclosed to you all claims in connection with litigation or any other claim of material importance that have been, or are expected to be, received and any such claims have been appropriately accounted for and disclosed in the financial statements.

We have disclosed to you all other contingent liabilities

## **Taxation**

The charity has not undertaken any activities during the year upon which a tax liability arises.

## **Statement of financial activities**

All income of the charity for the period under review has been included in the financial statements.

Except as disclosed in the financial statements the results for the period were not materially affected by:





- transactions of a sort not usually undertaken by the charity.
- circumstances of an exceptional or non-recurring nature.
- charges or credits relating to prior periods.

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such income.

## **Transactions with trustees and other related parties**

### *Trustees' remuneration*

We confirm that no remuneration was paid to trustees during the period under review.

### *Key management personnel compensation*

We confirm that the key management personnel of the charity comprise solely the trustees of the charity who have held office during the period. No other person has had any authority or responsibility for planning, directing or controlling the activities of the charity.

### *Related party transactions*

We confirm that we have fully disclosed to you the identity of all of the charity's related parties.

You have been provided with details of all transactions between the charity and its related parties that have arisen during the accounting period and we confirm that the disclosure made in the financial statements of these transactions is complete and accurate.

We confirm the factual accuracy of the controlling party disclosure in the financial statements.

## **Capital Commitments**

The financial statements make full disclosure of all outstanding amounts contracted for at the balance sheet date in respect of capital expenditure.

## **Post Balance Sheet Events**

Since the balance sheet date no events or transactions have either occurred or are pending which would have a material effect upon the financial statements at that date, or for the period then ended, or which are of such significance in relation to the charity's affairs as to require disclosure in the financial statements.

## **Financial Facilities**

Since the balance sheet date adequate financial facilities have continued to be available to the charity and we have no reason to believe that such facilities will be withdrawn within the next twelve months.

## **Proposed adjustments and misstatements detected by the auditors**

We acknowledge our responsibility for the maintenance of the accounting records and the preparation of the financial statements. We have considered the amendments that you have proposed to the accounts presented to you for audit. We approve these amendments and have authorised you to reflect them in the financial statements. We confirm that we have reviewed these amendments and are satisfied that they have been correctly made and the financial statements updated accordingly.



We acknowledge our responsibility for the maintenance of the accounting records and the preparation of the financial statements which you have compiled on our behalf. We confirm that we have reviewed these financial statements and are satisfied that they have been correctly compiled.

### **Review of going concern basis**

We confirm that we have considered the charity's future operations, working capital requirements and cashflows and we feel that the going concern basis is appropriate for the preparation of the financial statements for the period under review. Our considerations have covered a period of not less than 12 months from the date of the approval of the financial statements.

Our consideration has included a thorough assessment of the charity's ability to continue trading as a going concern in light of the COVID-19 pandemic and the global economic uncertainty it has caused. We have taken appropriate measures, as far as possible based on the information currently available to us, to safeguard the current and future operations of the charity.

In making this assessment we have prepared revised forecasts, cashflows and our disaster planning includes due consideration of coronavirus contingency measures.

All projected cashflows, management accounts and other information and assumptions used in reaching this conclusion have been made available to you for the purposes of your audit.

There are no material uncertainties of which we are aware that cast doubt on the charity's ability to continue as a going concern.

We are of the opinion that the disclosure on going concern in both the trustees' report and the financial statements is an accurate reflection of the charity's financial position.

### **Current economic climate – COVID-19**

We confirm that we are aware of our responsibility as trustees to consider, as far as possible with the information currently available to us, the full impact of the COVID-19 pandemic and its effect on the global economic climate (together 'COVID-19'), on all aspects of the charity's financial and narrative reporting.

We confirm that all representations made in this letter include due consideration of these factors. In particular this includes, but is not limited to, the following:

- Appropriate disclosure has been included in the charity's narrative reporting regarding the impact of COVID-19 on the charity's performance during the period, our assessment of principal risks and uncertainties and the future activity of the charity;
- We acknowledge our responsibility in the preparation of the financial statements for making appropriate judgments, estimates and assumptions. We have informed you of the judgements and estimates, including those related to COVID-19, that have had the most significant impact on the financial statements;
- The financial statements reflect the conditions which existed at the reporting date, to the extent that the spread of COVID-19 was known, together with its impact on the global economic climate. The effect of material non-adjusting events subsequent to the reporting date has been disclosed in the financial statements;
- We have reassessed the value of the charity's investments in light of COVID-19. We confirm that they have not declined in value to an amount less than the carrying value at the reporting date.

### **Approval of Financial Statements**

We confirm that the above representations are made on the basis of enquiries of management and



staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The financial statements and the contents of this letter were formally approved by the board at a meeting held on the date shown below.

Yours faithfully

**Trustee**

for and on behalf of the Board of Trustees  
Date:

Agenda Item:	4	Meeting :	Board of Trustees	Meeting Date:	29 <sup>th</sup> October 2020
Report Title:	<b>Charitable Funds Investment Manager Tender</b>				
Sponsoring Executive Director:	Karen Geoghegan, Chief Financial Officer				
Author(s):	David Rose, Assistant Director of Finance, WSHFT Hansen Quao, Associate Director of Finance, BSUH				
Report previously considered by and date:					
<b>Purpose of the report:</b>					
Information	<input type="checkbox"/>	Assurance	<input type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input checked="" type="checkbox"/>		
<b>Reason for submission to Trust Board in Private only (where relevant):</b>					
Commercial confidentiality	<input checked="" type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
<b>Link to Trust Strategic Themes:</b>					
Patient Care	<input type="checkbox"/>	Sustainability	<input checked="" type="checkbox"/>		
Our People	<input type="checkbox"/>	Quality	<input type="checkbox"/>		
Systems and Partnerships	<input type="checkbox"/>				
<b>Any implications for:</b>					
Quality	None				
Financial	Annual Fee for Investment Management Services				
Workforce	None				
<b>Link to CQC Domains:</b>					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input type="checkbox"/>	Use of Resources	<input checked="" type="checkbox"/>		
<b>Communication and Consultation:</b>					
N/A					
<b>Executive Summary:</b>					
<p>The paper outlines the approach taken to joint tender the contract for both 'Love Your Hospital' and BSUH Charity's Investment Management services and seeks approval for the award of the contract.</p>					
<b>Key Recommendation(s):</b>					
<p>The <b>Board of Trustees</b> of both Western Sussex Hospitals NHS Foundation Trust and Brighton and Sussex University Hospitals Trust are asked to <b>APPROVE</b> the award of the Investment Management contract for both 'Love Your Hospital' and BSUH Charity to <b>SANLAM</b> for a period of <b>3 years from 1<sup>st</sup> December 2020</b>.</p>					

## Appendix 1: Detailed scoring for each supplier

## Appendix 2: Financial Evaluation



To: Board of Trustees

Date: 29<sup>th</sup> October 2020

From: Karen Geoghegan, Chief Financial Officer

Agenda Item:

## **FOR APPROVAL**

### **CHARITABLE FUNDS INVESTMENT MANAGER TENDER**

#### **1. INTRODUCTION**

- 1.0.1 In January 2020, it was agreed to jointly tender the Investment Manager provision of both Western Sussex Hospitals NHS Foundation Trust 'Love Your Hospital' charity and Brighton and Sussex University Hospitals Trust Charity.
- 1.0.2 Following a review of procurement options available and due to the lack of a suitable framework for Investment Management Services, it was agreed a local tender process was suitable for this procurement.
- 1.0.3 The Western Sussex Hospitals NHS Foundation Trust CFC was held on 8<sup>th</sup> October 2020, where the recommendation to award to Sanlam, as per this paper, was approved.
- 1.0.4 The Brighton and Sussex University Hospital Trust CFC approval was sought virtually on 14<sup>th</sup> October 2020 and has also now been received.

#### **2. MARKET TESTING**

- 2.0.1 An Invitation to Tender (ITT) was published on 3<sup>rd</sup> September 2020 on Bravo e-tendering, with a closing date of 24<sup>th</sup> September 2020, giving the investment managers 3 weeks to reply.
- 2.0.2 Eleven (11) Investment Managers were invited of the originally identified twelve (12) (we were unable to contact Blackrock with their published email).
- 2.0.3 All Eleven (11) submitted written responses in accordance with the ITT, with only Newton Investment Management requiring an extra 2 hours to submit their response.
- 2.0.4 Initial Technical (Quality) evaluations were undertaken on the 25<sup>th</sup> September by members of both Trust's Finance teams:
  - David Rose, Assistant Director of Finance, WSHFT
  - Hansen Quao, Associate Director of Finance, BSUH
  - Julia Drennan, Senior Finance Manager, WSHFT

Marks were awarded for the quality of responses to a set of pre-determined (and pre-communicated within the ITT) questions.

The marks were moderated to reach a consensus with the top 5 being shortlisted and invited to present to the Chairs of both Western Sussex Hospitals NHS Foundation

Trust CFC and Brighton and Sussex University Hospitals Trust CFC, Joanna Crane and Lizzie Peers respectively, as well as the Technical evaluators (in 2.0.4 above) and Jeremy Day, WSHFT Procurement Lead.

2.0.5 Evaluation and Weightings for each element of the submissions were as follows:

- Technical (Quality): 70%
- Commercial (Pricing): 30%

2.0.6 Presentations took place on Wednesday 30<sup>th</sup> September in the morning.

2.0.7 Whilst the presentations in and of themselves did not attract a mark or weighting, the initial technical scoring was moderated to reflect the content of the presentations and the responses of the suppliers to questioning. It should be noted that whilst some individual marks were adjusted as a result of this the relative position of each supplier did not change.

2.0.8 Appendix 2 shows the detailed technical scoring for each supplier. The total technical scoring is shown in the table below:

Supplier	Technical Score	Rank
Brewin Dolphin	64	4 and shortlisted
Cazenove	58	6
CCLA	48	11
Investec	64	3 and shortlisted
Newton (BSUH Incumbent)	59	5 and shortlisted
Quilter Cheviot	51	10
Rathbone	56	7
Ruffer	55	8.5
Sanlam (WSHFT Incumbent)	69	1 and shortlisted
Sarasin	55	8.5
Smith & Williamson	65	2 and shortlisted

2.0.9 For the commercial scoring, maximum marks were awarded to the lowest bid price. Points were then awarded to other suppliers based on the difference from the lowest bid price. The evaluation was undertaken based on the fee quoted for managing two (2) separate investment portfolios.

2.0.10 The table below shows the impact of the commercial scoring when combined with the technical scoring:

Supplier	Technical Score	Commercial Score	Total Score	Rank
Brewin Dolphin	64	24.6	88.6	3
Cazenove	58	28.9	86.9	5
CCLA	48	24.9	72.9	10
Investec	64	28.2	92.2	2
Newton (BSUH Incumbent)	59	26.1	85.1	7
Quilter Cheviot	51	28.1	79.1	9
Rathbone	56	30.0	86.0	6
Ruffer	55	16.5	71.5	11
Sanlam (WSHFT Incumbent)	69	24.3	93.3	1
Sarasin	55	27.9	82.9	8

Smith & Williamson	65	22.5	87.5	4
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2.0.11 The highest combined score for technical and commercial is that of **SANLAM**.

2.0.12 Investment manager fees depend on the size of the portfolio 'under management' and the proportion of funds invested directly versus indirectly i.e. via/through another investment manager.

2.0.13 Indicative investment manager fees for the 3 year contract period would be:

- WSHFT 'Love Your Hospital': £40k
- BSUH Charity: £292k

### 3. BACKGROUND

#### 3.0 Western Sussex Hospitals NHS Foundation Trust 'Love Your Hospital' Charity

- 3.0.1 The 'Love Your Hospital' charity (registered charity number 1049201) is managed by the Corporate Trustee and is overseen by the Board of WSHT. The Board delegates the role of governance and oversight to a Charitable Funds Committee (CFC).
- 3.0.2 The total current value of the charity investment portfolio is approximately £1.6m. The current risk profile for the investment portfolio is low.
- 3.0.3 On the 4<sup>th</sup> July 2019, Western Sussex Hospitals NHS Foundation Trust's Charitable Funds Committee agreed to convene an Investment Sub-Committee to discuss the Charity's options in relation to further investment.
- 3.0.4 On the 24<sup>th</sup> July 2019, the Charitable Funds Investment Sub Committee met to discuss, amongst other items, options for the Market Testing of Providers for Investment Management. It was agreed to proceed with market testing.
- 3.0.5 It has been 10 years since WSHFT last signed an agreement with Thesis (now Sanlam) to be the Investment Manager for LYH's investment portfolio.
- 3.0.6 On 13<sup>th</sup> August 2019, an up to date client agreement was signed with Thesis (now Sanlam) allowing LYH to benefit from Thesis' new, trade inclusive, fee structure but not committing LYH to a longer term contractual commitment.
- 3.0.7 On the 10<sup>th</sup> January 2020, a Charity Funds – Investment Manager Tender Options paper was brought to the CFC, with a list of potential providers.
- 3.0.8 At the CFC meeting on 10th January 2020 there was discussion about extending the tender to include BSUH, with the minutes reflecting *"8.9 The Committee NOTED the Investment Manager Tender Options paper and APPROVED the list of companies to invite to tender and agreed that they would recommend to the Corporate Trustees the potential to tender jointly with BSUH."*
- 3.0.9 The Chairs' of both WSHFT CFC and BSUH CFC agreed to proceed on this basis and sought agreement in principle from the Board which was granted.
- 3.0.10 With the Covid -19 pandemic causing volatility in worldwide stock markets and the cancellation of April 2020's Charitable Funds Committees, tender timelines were updated.



3.0.11 A revised tender timeline was brought to the Western Sussex Hospitals NHS Foundation Trust Charitable Funds Committee on 9<sup>th</sup> July 2020.

Date	Event
9 July 2020	<b>WSHT Charitable Funds Committee:</b> Seek approval from CFC for revised timeline and to agree preferred format/medium for tender presentations.
{15 to 22 July 2020}	<i>WSHT LYH Charity Audit</i>
w/b 27 July 2020	Meet with BSUH Charity and Finance team to agree approach and plans
w/b 3 August 2020	Meet with WSHT Procurement to update approach and plans
w/b 17 August 2020	Agree paperwork with BSUH Charity and Trust procurement
w/b 24 August 2020	Send out paperwork to prospective Investment Managers
w/b 21 Sept 2020	Review responses and determine short list
w/b 28 Sept 2020	<b>CFC Investment Sub Committee:</b> Panel Interviews and recommend decision
8 October 2020	<b>WSHT Charitable Funds Committee:</b> Seek approval/agreement for/to recommendation
9 October 2020	Arrange Contracts and appoint Investment Manager and give notice to incumbent
9 November 2020	Transition to New Investment Manager

### 3.1 Brighton and Sussex University Hospitals Trust Charity

- 3.1.1 On 1 April 2017 the Western Sussex Hospitals NHS Foundation Trust took on responsibility for the operation of Brighton and Sussex University Hospitals NHS Trust (BSUH) under a three-year management contract.
- 3.1.2 The intention of the management agreement was to provide strong and stable leadership to the Trust for at least three years; following a period of instability and deterioration in all aspects of performance. The Trust has agreed an extension of the management contract arrangements for a period of up to one year, to 31st March 2021, in order to establish a formal, sustainable and scalable group structure with WSHFT.
- 3.1.3 At the beginning of July 2020 the Boards of WSHFT and BSUH agreed to explore a merger with the aim of creating a new single organisation.
- 3.1.4 The Brighton and Sussex University Hospitals charity (registered charity number 1050864) is managed by the Corporate Trustee and is overseen by the Board of BSUH. The Board delegates the role of governance and oversight to a sub Board Committee - Charitable Funds Committee (CFC).
- 3.1.5 The total current value of the charity investment portfolio is approximately £12.8m. The current risk profile for the investment portfolio is low/medium.
- 3.1.6 BSUH Charity has been a client of Newton Investment Management Limited for over 17 years, since 2003. The returns from the fund have been used to cover the cost of operations.



- 3.1.7 In September 2017, an Investment policy was proposed for approval at the CFC. Minutes to the meeting note the Committee expressed concern around the risks of holding all the investments in one pooled fund. The policy was not approved and was to be presented in subsequent meetings. It was also established that the services of the Investment manager had not been subject to re-tender for some considerable time.
- 3.1.8 Following a review of the governance arrangements, it was agreed to update the investment policy of the Charity to be in line with LYH. This was completed and approved in October 2019.
- 3.1.9 The review highlighted the discrepancy between the previous investment policy and the features of the Investment portfolio. The previous investment policy noted “It is the Trustee’s policy that no direct investment shall be made in tobacco related shares, in companies listed under alcoholic beverages or anything which does not comply with the aims and ideals of the NHS.”
- 3.1.10 However, one of the principal features of the Newton Growth and Income Fund for Charities managed by BNY Mellon is that no direct investment is made in companies that derive more than 10% of turnover from tobacco products. The portfolio also had holdings in Diageo, one of the world’s largest producers of spirits and beers.
- 3.1.11 The CFC invited Newton to the meetings in October 2019 and February 2020 to discuss, address the discrepancy and propose alternate portfolios that will meet the objectives of the Investment policy.
- 3.1.12 At the extraordinary CFC meeting in October 2019, the Chair confirmed agreement that the Private Board held in October 2019 had approved that the Committee can determine if the investment manager tender should go ahead with WSHFT.
- 3.1.13 As a result of the outbreak of Covid-19, there was a delay to the originally proposed timetable for the tender and the exercise commenced in July 2020.

#### **4. RECOMMENDATION**

- 4.0.1 The Board of Trustees of both Western Sussex Hospitals NHS Foundation Trust and Brighton and Sussex University Hospitals Trust are asked to APPROVE the award of the Investment Management contract for both ‘Love Your Hospital’ and BSUH Charity to SANLAM for a period of 3 years from 1<sup>st</sup> December 2020.**

**Karen Geoghegan**

**Chief Financial Officer**

Appendix 1: Detailed scoring for each supplier

Contract Ref: T1403ZMC - Investment Management Services  
Evaluation Template

											Incumbent								Incumbent					
Section	Specification Ref.	Question	BREWIN		CAZENOVE		CCLA		INVESTEC		NEWTON		QUILTER		RATHBONE		RUFFER		SANLAM		SARASIN		S&W	
Experience of the Investment Firm	4.0 (1a)	Describe the ownership and structure of your organisaation.	5	2.5%	3	1.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	3	1.5%	5	2.5%	3	1.5%	5	2.5%
Experience of the Investment Firm	4.0 (1b)	Please provide the quantity of portfolios in the £1.5m to £13m range currently under your management.	5	2.5%	3	1.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%
Experience of the Investment Firm	4.0 (1c)	Summarise your experience with other NHS charities	5	2.5%	5	2.5%	5	2.5%	5	2.5%	3	1.5%	3	1.5%	5	2.5%	1	0.5%	3	1.5%	5	2.5%	3	1.5%
Experience of the Investment Firm	4.0 (1d)	Substantiate the suitability and experience of the Investment Manager and the wider team.	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%	5	2.5%
Services available	4.0 (2a)	Please describe what services are available to charities with £1.5m to £13m portfolios.	5	15.0%	3	9.0%	3	9.0%	5	15.0%	3	9.0%	3	9.0%	3	9.0%	3	9.0%	5	15.0%	3	9.0%	5	15.0%
Research and Investment Process	4.0 (3a)	Please outline how research is conducted and the philosophy for investing charity funds.	5	5.0%	5	5.0%	3	3.0%	5	5.0%	5	5.0%	5	5.0%	5	5.0%	3	3.0%	5	5.0%	5	5.0%	5	5.0%
Research and Investment Process	4.0 (3b)	Describe the outline internal decision making process for funds selection.	5	5.0%	5	5.0%	3	3.0%	3	3.0%	5	5.0%	5	5.0%	5	5.0%	5	5.0%	5	5.0%	5	5.0%	5	5.0%
Research and Investment Process	4.0 (3c)	Define your ability to reflect a charity's ethical views and constraints.	3	3.0%	1	1.0%	1	1.0%	5	5.0%	1	1.0%	1	1.0%	5	5.0%	5	5.0%	5	5.0%	1	1.0%	5	5.0%
Performance Tables	4.0 (4a)	Please provide a benchmark comparison for past three years for low to medium risk profiles, using ARC type benchmarking.	5	10.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%	3	6.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%
Performance Tables	4.0 (4b)	Please give an indication of how the portfolio would benefit with a three year time horizon under different risk scenarios.	5	10.0%	5	10.0%	3	6.0%	3	6.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%	5	10.0%
Administration and Reporting	4.0 (5a)	Please outline how regular reports and valuations will be provided.	3	6.0%	5	10.0%	3	6.0%	5	10.0%	5	10.0%	3	6.0%	1	2.0%	3	6.0%	5	10.0%	3	6.0%	3	6.0%

Technical Evaluation	51	64.00%	45	58.00%	41	48.00%	51	64.00%	47	59.00%	43	51.00%	49	56.00%	43	55.00%	53	69.00%	45	55.00%	51	65.00%
Portfolio Type		Bespoke		Pooled		Pooled		Bespoke		Pooled		Pooled		Bespoke		Bespoke		Bespoke		Pooled		Bespoke
Technical Evaluation Rank (top 5 invited for interview/presentation)		4.0		6.0		11.0		3.0		5.0		10.0		7.0		8.5		1.0		8.5		2.0
Financial Evaluation		24.6%		28.9%		24.9%		28.2%		26.1%		28.1%		30.0%		16.5%		24.3%		27.9%		22.5%
Financial Evaluation Rank		8.0		2.0		7.0		3.0		6.0		4.0		1.0		11.0		9.0		5.0		10.0
Combined Evaluation		88.6%		86.9%		72.9%		92.2%		85.1%		79.1%		86.0%		71.5%		93.3%		82.9%		87.5%
Combined Evaluation Rank		3.0		5.0		10.0		2.0		7.0		9.0		6.0		11.0		1.0		8.0		4.0

Appendix 2: Financial Evaluation

		Assets Under Mangement (AUM)	£																
		LYH	1,600,000																
		BSUH	12,800,000																
		Total	14,400,000																
Technical					Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	3 Year		Financial		Combined		
Evaluation	Rank														Evaluation	Rank	Evaluation	Rank	
		£			Direct Management Fee*				Indirect (3rd Party Fund Management Fee)*				Total	Per Mth					
		Brewin Dolphin	LYH	0.35%	5,600	5,600	5,600	16,800	6,533	6,533	6,533	19,599	36,399	1,011					
		(Bespoke Portfolio)	BSUH	0.35%	44,800	44,800	44,800	134,400	52,229	52,229	52,229	156,687	291,087	8,086					
64.0	4	Total		0.35%	50,400	50,400	50,400	151,200	58,762	58,762	58,762	176,286	327,486	9,097	24.6	8	88.6	3	
		Investec	LYH	0.34%	5,467	5,467	5,467	16,400	6,317	6,317	6,317	18,950	35,350	982					
		(Bespoke Portfolio)	BSUH	0.34%	43,733	43,733	43,733	131,200	39,936	39,936	39,936	119,808	251,008	6,972					
64.0	3	Total		0.34%	49,200	49,200	49,200	147,600	46,253	46,253	46,253	138,758	286,359	7,954	28.2	3	92.2	2	
		Newton	LYH	0.80%	12,800	12,800	12,800	38,400	182	182	182	547	38,947	1,082					
		(Pooled Fund)	BSUH	0.69%	88,320	88,320	88,320	264,960	1,505	1,505	1,505	4,516	269,476	7,485					
59.0	5	Note: BSUH Incumbent	Total	0.70%	101,120	101,120	101,120	303,360	1,688	1,688	1,688	5,063	308,423	8,567	26.1	6	85.1	7	
		Sanlam	LYH	0.35%	5,600	5,600	5,600	16,800	7,680	7,680	7,680	23,040	39,840	1,107					
		(Bespoke Portfolio)	BSUH	0.35%	44,800	44,800	44,800	134,400	52,480	52,480	52,480	157,440	291,840	8,107					
69.0	1	Note: LYH Incumbent	Total	0.35%	50,400	50,400	50,400	151,200	60,160	60,160	60,160	180,480	331,680	9,213	24.3	9	93.3	1	
		Smith & Williamson	LYH	0.47%	7,520	7,520	7,520	22,560	5,750	5,750	5,750	17,251	39,811	1,106					
		(Bespoke Portfolio)	BSUH	0.47%	60,160	60,160	60,160	180,480	46,003	46,003	46,003	138,010	318,490	8,847					
65.0	2	Total		0.47%	67,680	67,680	67,680	203,040	51,754	51,754	51,754	155,261	358,301	9,953	22.5	10	87.5	4	

<b>Agenda Item:</b>	5	<b>Meeting:</b>	Extra ordinary BSUH and LYH Trustees in common meeting	<b>Meeting Date:</b>	29.10.20
<b>Report Title:</b>	<b>Proposed authorised signatory list for BSUH Charity portfolio investment manager</b>				
<b>Sponsoring Executive Director:</b>	Karen Geoghegan, Chief Financial Officer				
<b>Author(s):</b>	Hansen Quao, Associate Director of Finance- Financial Services				
<b>Report previously considered by and date:</b>					
<b>Purpose of the report:</b>					
Information	<input checked="" type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input checked="" type="checkbox"/>		
<b>Reason for submission to Trust Board in Private only (where relevant):</b>					
Commercial confidentiality	<input checked="" type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
<b>Link to Trust Strategic Themes:</b>					
Patient Care	<input checked="" type="checkbox"/>	Sustainability	<input type="checkbox"/>		
Our People	<input checked="" type="checkbox"/>	Quality	<input type="checkbox"/>		
Systems and Partnerships	<input type="checkbox"/>				
<b>Any implications for:</b>					
Quality					
Financial	The accounts set out the financial position and performance of the Charity				
Workforce					
<b>Link to CQC Domains:</b>					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input type="checkbox"/>	Use of Resources	<input checked="" type="checkbox"/>		
<b>Communication and Consultation:</b>					
<b>Executive Summary:</b>					
<p>This paper proposes to update the authorised signatories for the Brighton and Sussex University Hospitals NHS Trust Charitable Fund.</p> <p>The updated signatory list is to align with the existing signatory list of Western Sussex University Hospitals Foundation Trust's Charitable Fund -Love Your Hospital (LYH) and ensure a seamless migration of funds from BNY Mellon to Sanlam.</p>					
<b>Key Recommendation(s):</b>					
<p>The Committee is asked to</p> <ul style="list-style-type: none"> <li>NOTE the paper,</li> <li>APPROVE the proposed authorised signatory list and post holders for communications</li> <li>APPROVE the transfer of the Charity's investment portfolio from BNY Melon to Sanlam following the appointment of Sanlam.</li> </ul>					

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Report to:	Extraordinary BSUH and LYH Trustees in common meeting
Meeting date:	29 <sup>th</sup> October 2020
Report from:	Karen Geoghegan, Chief Financial Officer
Author:	Hansen Quao, Associate Director of Finance- Financial Services
Title:	Proposed authorised signatory list for BSUH investment manager

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## **Introduction**

1. The Brighton and Sussex University Hospitals NHS Trust Charitable Fund (The Charity) investments with BNY Mellon are currently being managed by Newton.
2. This paper proposes to update the existing authorised signatory list of the Charity held by BNY Mellon.
3. This is to align with the existing authorised signatory list of Western Sussex University Hospitals NHS Foundation Trust's Charitable Fund -Love Your Hospital (LYH) and facilitate a seamless transfer of the portfolio from BNY Mellon to Sanlam.

## **Current overview**

4. Following the recommendation to award the services of the Charity's investment manager services to Sanlam, the authorised signatory list is being updated to allow the portfolio to be transferred from Newton to Sanlam.
5. The proposed signatory list will also align with the existing signatory list of LYH.
6. The current signatories for LYH are the Chief Executive and the Chairman. In addition, the Senior Finance Manager and Charity Accountant at Western Sussex University Hospitals NHS Foundation Trust (WSHFT) have access to communications with the Investment manager.
7. The corresponding arrangement at BSUH is the Associate Director of Finance- Financial Services and the Finance Manager have permission to communicate with BNY Mellon on matters relating to monthly and quarterly reports for reporting purposes.

## **Proposed authorised signatory list for the Charity**

8. The following are the proposed signatories for management of the investment portfolio. Future instructions are to be signed by any two of the three signatories below with the backing of approved minutes from the Board of Trustees.
  - a. **Chief Executive-** Marianne Griffiths DBE
  - b. **Chairman-** Alan McCarthy MBE
  - c. **Chief Financial Officer-** Karen Geoghegan
9. It is proposed to have two out of three signatures to provide flexibility. Hence the updated authorised signatories list of the Charity will align with LYH and also provide flexibility and adequate cover.
10. It is proposed that the following post holders are granted permission to receive and respond to communications from the investment manager. However, no changes to the portfolio are to be made without the approval of Board of Trustees and the two of the authorised signatories above.
  - a. **Associate Director of Finance** – Hansen Quao
  - b. **Finance Manager-** Mark Frake
  - c. **Group Company Secretary-** Glen Palethorpe



- d. **Charity Director-** Sarah Tasker

**Recommendation**

11. The Committee is asked to:

- a. **note** the paper,
- b. **approve** the proposed authorised signatory list and post holders for communications,
- c. **approve** the transfer of the Charity's investment portfolio from BNY Mellon to Sanlam following the appointment of Sanlam.

<b>Agenda Item:</b>	<b>6</b>	<b>Meeting:</b>	Boards of Trustees	<b>Meeting Date:</b>	29.10.20
<b>NHS Charities Together Stage Two Funding - governance</b>					
<b>Sponsoring Executive Director:</b>	Glen Palethorpe, Group Company Secretary				
<b>Author(s):</b>	Sarah Tasker, David Clayton-Evans				
<b>Report previously considered by and date:</b>					
<b>Purpose of the report:</b>					
Information	<input type="checkbox"/>	Assurance	<input type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input checked="" type="checkbox"/>		
<b>Reason for submission to Trust Board in Private only (where relevant):</b>					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
<b>Link to Trust Strategic Themes:</b>					
Patient Care	<input type="checkbox"/>	Sustainability	<input type="checkbox"/>		
Our People	<input type="checkbox"/>	Quality	<input checked="" type="checkbox"/>		
Systems and Partnerships	<input type="checkbox"/>				
<b>Any implications for:</b>					
Quality					
Financial					
Workforce					
<b>Link to CQC Domains:</b>					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input type="checkbox"/>	Use of Resources	<input type="checkbox"/>		
<b>Communication and Consultation:</b>					
<b>Executive Summary:</b>					
<p>As briefly discussed at the October CFC meetings for both BSUH &amp; WSHT, this paper sets out the governance process for funds have been allocated to individual NHS provider charities in Sussex by the national membership organisation, NHS Charities Together.</p> <p>As BSUH Charity and Love Your Hospital have consistent Trustees the paper is submitted in respect to both charities to respective CFC members, and then to the common Board of Trustees</p>					
<b>Key Recommendation(s):</b>					
<p>The CFCs for BSUH and WSHT are asked to <b>review and provide recommendation</b> to the Trustees for approval of the following approach and priority areas. This will also be approved by all eight Sussex member charities through their own governance processes, and includes the attached terms of reference for the associated programme board. This would increase delegated limits of the Heads of BSUH Charity and Love Your Hospital to £20,000 BUT only within the confines of NHSC phase 2 monies.</p>					

## **NHS Charities Together Stage Two Funding – governance**

This paper sets out the governance process for funds that have been allocated to individual NHS provider charities in Sussex by the national membership organisation, NHS Charities Together.

The Head of charity for both BSUH Charity and Love Your Hospital has liaised with the six other provider charities in Sussex (8 in total) to develop an agreed approach to this. Heads On, the charity for Sussex Partnership NHS Foundation Trust, has been appointed lead charity for the distribution of NHS Charities Together Stage 2 funding in Sussex.

### **1. Terms of Reference for the SUSSEX PROGRAMME BOARD: NHS CHARITIES TOGETHER STAGE TWO FUNDING**

- The Sussex Programme Board is being established with representation from each of the 8 Sussex based NHS Charities (including BSUH Charity and Love Your Hospital)
- Heads On has been appointed lead charity for the distribution of NHS Charities Together Stage 2 funding in Sussex.
- Heads On is the charity for Sussex Partnership NHS Foundation Trust and is an NHS charity in the corporate trustee model.
- To ensure the effective and objective distribution of Stage 2 funding in Sussex, and in accordance with NHSCT guidance for this funding, a Sussex Programme Board has been convened comprising membership from all 8 NHS charities operating in Sussex.
- All 8 Charitable Funds Committees (or Corporate Trustees) for the Sussex NHS Charities are asked to approve the Terms of Reference noting:
  - Sussex Programme Board members (Heads of each Charity) need delegated authority from their CFC's to make decisions on their behalf at the Sussex Programme Board.
  - Decisions will be taken at the Sussex Programme Board by a simple majority.
  - Approval thresholds have been recommended to accommodate the needs and governance of all Sussex member charities. Heads On will be ultimately responsible for the dispersal of funds in Sussex in accordance these approval thresholds and its own governance procedures.

### **2. Priority Areas for the distribution of NHSCT Stage Two Funding in Sussex**

NHSCT have made grants available to NHS charities to support the voluntary, care and hospice sector within their ICS footprint so that NHS patients can leave hospital more quickly and safely, stay or remain out of hospital, working across both physical and mental health.

Sussex's allocation is £802,000 - monies have been allocated by NHSCT using the population of ICS footprint. Monies are charitable funding, they cannot be used to support core NHS activity.

In partnership with the Sussex Programme Board, Heads On consulted with the Sussex Health and Care Partnership (SHCP) to identify priority areas for dispersal of funds in Sussex, which it could then work with the third sector to develop projects within, and would complement the Sussex Restoration and Recovery Plan. These priorities were discussed

and agreed at the Gold meeting of the SHCP on 27 August 2020 for recommendation to the Sussex Programme Board. The Sussex Programme Board approved these priorities at their meeting on 8 September 2020 and they are now recommended to the 8 Charitable Funds Committees for their approval.

All 8 Charitable Funds Committees for the Sussex NHS Charities are asked to approve the priority areas for NHSCT Stage 2 funding in Sussex as follows:

- Overarching priority: Health Inequalities including people with a learning disability and BAME communities
- Mental Health priority: Suicide Prevention (for example this would include people at risk due to long waits or in chronic pain, older people facing loneliness and isolation given the MH risks loneliness poses and also the bereaved older community due to Covid)
- Physical Health priority: Supportive hospital discharge (this would support End of Life Care, those with Physical Frailty who need additional care and support to leave hospital and also rehab support)

Charitable Funds Committees are asked to note that final decisions on which projects will be funded within Sussex rest with the 8 Sussex NHS Charities and NHSCT.

### 3. Next Steps for NHSCT Stage 2 Funding in Sussex

The 8 Charitable Funds Committees of the Sussex charities are asked to note the next steps for the dispersal of funding in Sussex:

- Heads On to draft Expression of Interest Guidance Notes for the third sector in Sussex to nominate projects against the Priority Areas for further development with Heads On and subsequent inclusion in the funding request to NHSCT. Heads On will hold online information events for third sector partners to attend prior to submitting Expressions of Interest.
- Each Sussex NHS Charity will need to identify (via the Charity Exec sponsors) clinicians from within its parent Trust to participate in the evaluation of projects and organisations nominated by the third sector. This is not expected to exceed 1/2 clinicians per trust and clinicians will only be asked to review in their area of speciality.
- Heads On will manage the assessment process of nominated projects and make recommendations to the Sussex Programme Board for projects to take forwards, which will then need to be ratified by the 8 CFC's.
- Heads On to then draft the first stage application to NHSCT for submission before Christmas 2020.

It is assumed that the 8 member charities will all input into any guidance notes, applications, assessment procedures developed by Heads On to ensure that the needs of all 8 NHS charities are represented. This is not an exhaustive list of documents to be prepared.

**Sarah Tasker & David Clayton-Evans**  
**October 2020**

# **SUSSEX PROGRAMME BOARD: NHS CHARITIES TOGETHER STAGE TWO FUNDING**

## **TERMS OF REFERENCE**

### **Purpose**

The Sussex Programme Board: NHS Charities Together Stage Two Funding (the Sussex Programme Board) is responsible for overseeing the distribution of NHS Charities Together Stage Two funding in Sussex.

### **Duties**

- To oversee the work of Heads On as lead NHS charity for the distribution of NHS Charities Together Stage Two funding in Sussex, ensuring objectivity in decision making and use of funding across the system to support the population of Sussex during the Covid-19 pandemic.
- To agree the funding priorities for the distribution of NHS Charities Together Stage Two funding in Sussex and subsequently recommend the priorities to their own Charitable Funds Committees and Charity Boards for approval.
- To review and approve the projects developed for inclusion in the funding application to NHS Charities Together, including full supporting financial information, from third sector and public partners, and subsequently recommend the projects to their own Charitable Funds Committees and Charity Boards for approval.
- To review and approve the funding application to NHS Charities Together for Stage 2 funding.
- To oversee the work of Heads On in delivering the project against funding terms and conditions from NHS Charities Together, including contracting and paying suppliers funded through Stage 2 funding.
- To oversee the delivery of projects funded under Stage 2 and Heads On's management of those projects.
- To approve any variances in project delivery in accordance with NHS Charities Together terms and conditions.



- To review and approve regular progress reports, including income and expenditure statements, for project delivery. Approving escalation of key variances/risks to Heads On's Charitable Funds Committee in the first instance and all member Charitable Funds Committees / Charity Boards if required.
- Oversees the Programme's strategy, governance, major plans and key risks on behalf of their respective NHS Charities.
- Approves the recharge of costs to Heads On / Sussex Partnership NHS Foundation Trust for services supplied in relation to managing the NHS CT Stage Two Funding.

## Authority

The Sussex Programme Board brings together the 8 NHS Charities operating in Sussex to oversee the distribution of NHS Charities Together Stage 2 Funding in Sussex. Heads On, as lead charity for the Stage 2 Funding in Sussex, takes on the responsibility for the day to day delivery of this work including developing the funding application, supporting the Programme Board and managing the project delivery once funding is confirmed and subsequent evaluation.

Heads On is the charity for Sussex Partnership NHS Foundation Trust and is an NHS charity in the corporate trustee model, meaning its parent trust is its sole trustee. Heads On's delivery of the Stage 2 funding project will be bound by Sussex Partnership NHS Foundation Trust's policies and procedures including Standing Financial Instructions.

Heads On's work is overseen by its Charitable Funds Committee. The committee is authorised by the board of directors to obtain such internal information as is necessary and expedient to the fulfilment of its functions, and to instruct professional advisors and request the attendance of individuals and authorities from outside the trust with relevant experience and expertise.

Grant expenditure approval for the Stage two funding is built in to both the Sussex Programme Board and Heads On's Charitable Funds Committee as follows:

Delegated limits for grants approval:

Applies to NHS Charities Together Stage 2 Funding Only;

- Approval by Project Manager (up to £500 per request).
- Approval by Head of Charity (£501 - £3,000 per request).
- Approval by 1) Programme Board and 2) Heads On Charitable Funds

<p>Committee (£3,001 - £20,000 per request).</p> <ul style="list-style-type: none"> <li>Approval by 1) Programme Board, 2) all 8 Sussex NHS charity Charitable Funds Committees/Charity Boards and 3) Sussex Partnership NHS Foundation Trust Board (greater than £20,000 per request).</li> </ul>	
Members	Quorum
<p>The membership of the Sussex Programme Board consists of the Heads and Directors of Charity of all 8 Sussex NHS Charities as follows:</p> <p>Brighton &amp; Sussex University Hospitals Charity - Sarah Tasker</p> <p>East Sussex Healthcare NHS Trust Charitable Fund - Peter Palmer</p> <p>Heads On - dedicated charity for Sussex Partnership NHS Foundation Trust - Rachael Duke</p> <p>Love Your Hospital - dedicated charity for Western Sussex Hospitals NHS Foundation Trust - David Clayton-Evans</p> <p>QVH Charity - dedicated charity for Queen Victoria Hospital NHS Foundation Trust - Clare Pirie</p> <p>SASH Charity - dedicated charity for Surrey &amp; Sussex Healthcare NHS Trust - Andrew Bickerdike</p> <p>South East Coast Ambulance Service NHS Foundation Trust Charitable Fund - Jay Agostinelli</p> <p>Sussex Community NHS Foundation Trust Charitable Funds - Rosie Hemming</p> <p>Members may appoint a deputy to attend in their absence but only a member may have voting rights.</p> <p>The Sussex Programme Board is chaired by Rachael Duke, Head of</p>	<p>The Sussex Programme Board will be deemed quorate to the extent that a minimum of 5 members are present.</p> <p>The Sussex Programme Board will endeavour to make decisions by consensus but in the event that this is not possible a simple majority will be sufficient.</p> <p>All members have delegated authority from their respective Charitable Funds Committees to make decisions through the Sussex Programme Board on their behalf.</p>

<p>Charity for Heads On.</p> <p>The Programme Board can require the attendance of any other person to support the work of the board.</p>	
<b>Frequency</b>	<b>Calling Meetings</b>
<p>The Programme Board shall meet monthly from September 2020 until the Stage 2 Funding project is complete.</p>	<p>Notice of each meeting, including an agenda (and where available supporting papers) will be sent to the membership &amp; attendees five clear days before the date of the meeting.</p>
<b>Reporting</b>	<b>Communication</b>
<p>The minutes of the Sussex Programme Board shall be formally recorded and a summary of the meeting will be reported to the 8 Charitable Funds Committees/Charity Boards following a meeting. Minutes can also be made available to the 8 NHS Trust Boards of Directors upon request.</p> <p>The Sussex Programme Board will produce an annual report to be shared with the 8 Sussex NHS Trust Boards of Directors, the Sussex Health &amp; Care Partnership and NHS Charities Together, setting out the effectiveness of its work during the year.</p>	<p>All papers, minutes and documents are available in alternative formats, if requested.</p> <p>All meetings are in accessible venues, taking account of the needs of all attendees.</p> <p>During the Covid-19 pandemic all meetings will be held remotely until such time as all 8 parent trusts allow face to face meetings to take place.</p>
<b>Review</b>	
<p>These terms of reference will be reviewed annually.</p>	