

Trust Charitable Funds

Annual Report

2019-20



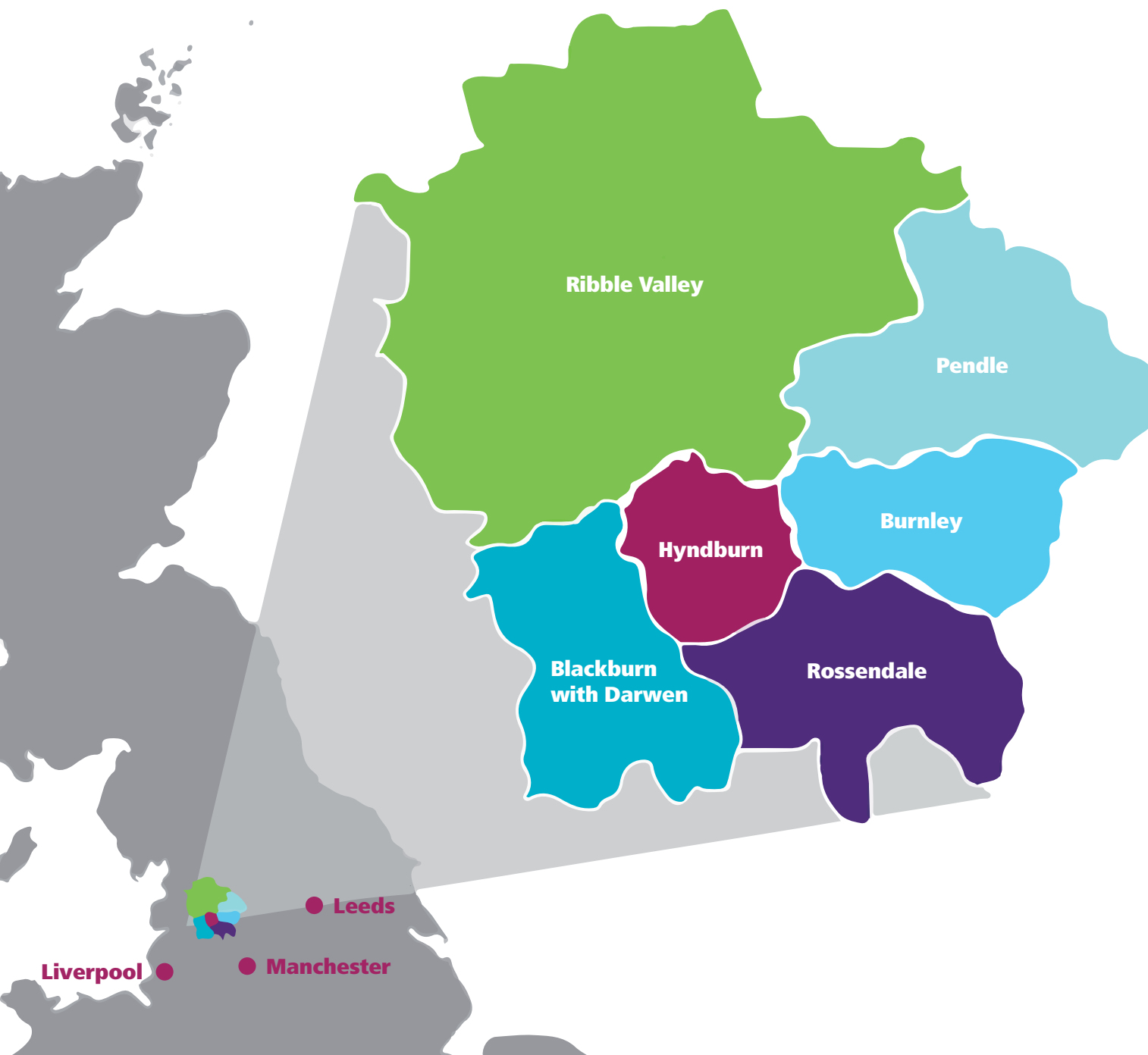
ELHT&me
your local hospital charity



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The area we cover



Chairman's report

As Chairman of the East Lancashire Hospitals NHS Trust, the sole corporate trustee of the Trust's Charity, ELHT&Me and Chairman of the Trusts Charitable Funds Committee, we are pleased to present the Charity's Annual Report for the period to 31 March 2020.

The Charitable Funds Committee acts on behalf of the corporate trustee and the Annual Report is designed to give an insight into the extent of the work that has been undertaken during the year. We would like to take this opportunity to thank those individuals who have served on the Charitable Funds Committee, during the course of the year and on their behalf to express our appreciation to the staff of the Trust for their dedication in caring for our local population.

Every single donor and fundraiser enables the Trust to enhance and improve the level of service it provides in so many ways. We would like to extend our sincere thanks and appreciation to everyone who has given their time and contributed throughout the year to improve the level of service the Trust is able to provide to all users.

The pandemic generated an outpouring of gratitude from our communities. We have been overwhelmed by donations, gifts, and support; and we are incredibly grateful to everyone. Although COVID-19 began to dominate the latter part of the reporting year, it would be remiss not to mention one of our key projects of 2019-20, our commitment to the Trust's development of robotic surgery. The initial down payment from charitable funds secured the delivery of two state-of-the-art robots, enabling the Trust to perform complex surgery on two of the main hospital sites.

Our aim is to continue to build on our strong foundations and to further utilise the funds we gain to improve and develop departments, services and wards throughout the Trust and into the community. It is crucial for the Trusts Charitable Funds Committee to ensure that ELHT&Me has robust governance, risk, legal and compliance practices in place. We want to be known for our effective engagement and stewardship of donors, innovative and inspirational fundraising activities and, of course, for our demonstrable success in delivering significant benefit for the population of Pennine Lancashire.

This Annual Report lays out how we are moving in that direction and details examples of where the donations of our generous supporters have really made a difference for the patients of Pennine Lancashire. Thank you on behalf of the Committee to each and every one of you who have supported ELHT&Me with donations, legacies, volunteering or in other ways to show how much you care.



Professor Eileen Fairhurst
Chairman
East Lancashire Hospitals NHS Trust



Stephen Barnes
Non-Executive Director and
Charity Committee Chairman

Objectives and activities

ELHT&Me was launched in 2016 and the object of the Charity is 'for any charitable purpose or purposes relating to the general or any specific purposes of the East Lancashire Hospitals NHS Trust or the purposes of the National Health Service'.

The Trust, the sole corporate trustee of the Charity, provides a range of health care services, predominantly for the local population of East Lancashire of over half a million people.

As a public benefit entity, the main charitable activities of the Charity are to fund;

- Improvements to the services provided to patients, primarily through the purchase of equipment that would be outside the NHS funding, as well as improvements to the patient environment and experience
- Training for Trust staff and to help to develop and improve staff amenities.

ELHT&Me's first Football Charity Ambassador, Darragh Lenihan, Blackburn Rovers.





Achievements and performance

Our supporters

Supporters of the charity signed up to run, walk and climb mountains to increase income for our hospitals across East Lancashire.

Our corporate donors stepped up to a challenge to replace all the defibrillators across the Trust and funds raised made the down payment to state of the art equipment that now provides robotic surgery across our two main sites.

Engagement at the seasonal markets rose and the charity was chosen by the Mayor of Burnley which involved the charity team attending many events including the Mayors Ball.

The Issa family, ELHT&Me supporters, with Elmore.



Community Fundraising

Community fundraising is one of the oldest, best known and most resilient forms of fundraising. It is the public face of our charity, it has mobilise large numbers of supporters, raised substantial sums and increased awareness of and engagement in our many charitable causes.

East Lancashire's hospitals are the beating heart of our community and this year has seen people across our county coming together to show their support. They marked special birthdays, took on challenges, ran further than ever before and documented a chapter in a loved ones life so it would never be forgotten. And all the time raising vital funds.

ELHT&Me's community is coming together and supporting our aims, to create a lasting legacy whilst making new memories.



The Big NHS Walk

Hundreds of hospital staff and members of the community took part in the first ever **Big NHS Walk** on 23 June 2019, which raised £14,000 for the charity.

Almost 200 walkers set off on two 12-mile walks from the Royal Blackburn and Burnley General Teaching hospitals, with official duties performed by the Mayors of Burnley (Councillor Anne Kelly) and Blackburn with Darwen (Councillor Jim Shorrocks).

Participants walked through beautiful East Lancashire scenery to meet up at the headquarters of main sponsor, Business First, at Shuttleworth Mead Business Park in Padiham. First to welcome the finishers was ELHT&Me mascot, ELMORE and each finisher was presented with a specially designed Big NHS Walk medal.





#TeamELHTandMe tackle the 10ks

A 24 strong team of ELHT staff ran the 'Run for All' ASDA Foundation **Burnley 10k** in July 2019, as part of #TeamELHTandMe, raising significant funds for the charity. The run began at Turf Moor Football Stadium, home of Burnley Football Club.

And in November, members of the Fundraising Team, Communications Team, a Ward Clerk running in memory of her late father and a group of nurses from Pendle Community Hospital, formed another #TeamELHTandMe to run the first ever Blackburn 10k. The event started and ending at Ewood Park Stadium, home to Blackburn Rovers Football Club.

Elliot's legacy

Family and friends of Elliot Andrew Davey, who passed away aged nine on 28 September 2019, fundraised for ELHT&Me, in his memory.

The funds were used to purchase two vein viewers for the Children's Unit at Royal Blackburn Teaching Hospital, where Elliot received treatment. Elliot's family had already donated his personal vein viewer, a device which makes finding veins easier and less painful, to the ward and launched their campaign for a second one shortly before he passed away.

Elliot was diagnosed with a significant brain injury in June 2010, after suffering a major stroke and kidney failure at only five weeks old. The result of such tragic circumstances meant that he needed 24/7 complex care and medication throughout his life. He experienced frequent emergency admissions to the Children's Unit and extended stays on the ward. When Elliot was required to be cannulated, his visits were so close together it was often difficult to find suitable veins to give him the appropriate treatment.

Elliot's legacy will mean children with the same vein issues will benefit from a much better, less painful, experience.

Tea trolley donations raise funds for wards and departments

Several wards and departments raise significant funds by requesting donations in exchange for tea, coffee and biscuits from family members and visitors.

The Postnatal Ward at Lancashire Women and Newborn Centre raised more than £700 from tea trolley donations, and the Ambulatory Care Unit at Royal Blackburn Hospital raised an amazing £2,079.44 in total from their tea trolley.

achievements and performance

ELHT&Me is captains choice!

Whalley Golf Club's Lady Captain selected #ELHTandMe as the chosen charity for 2019-20, and hosted a coffee morning and other events to raise funds for the charity.

Following a fundraising day on in July 2019, Darwen Golf Club presented ELHT&Me with a donation of £2,128.25 for the care of dementia patients in both the hospital sites and across community services.

Improving the patient's experience

Representatives from the WM and BW Lloyd charity visited Royal Blackburn Teaching Hospital to hand over a cheque for £8,000 to purchase a portable, hand-held ultrasound device which can perform quick, easy and non-invasive scans of the bladder.

Having a mobile bladder scanner improves care for patients as the scanner can be taken to their bedside rather than the patient having to be taken to where the scanner is – getting a diagnosis for patients faster and more efficiently.

Generous donation from Issa Family

The Issa Family, founders of the international company EG Group, donated funds to ELHT&Me to purchase Fibreoptic Endoscopic Evaluation of Swallowing (FEES) equipment.

Mr Issa, father of the company's CEOs Mohsin and Zuber Issa, chose to make the donation to the Speech and Language Therapy department. The donation is another example of EG Group's support for the hospital's charity.

Fibreoptic Endoscopic Evaluation of Swallowing (FEES) is the use of a Fibreoptic Nasendoscopy, a very thin camera, which is inserted through the nose into the throat to look at the voice box from above. FEES can be used to assess a patient's swallow, their voice, and the structures of the throat, secretions and sensation. It can help to make decisions on whether a patient is safe to eat and drink, to facilitate voice assessment and accurate care planning. The new equipment provides crystal clear, videoscope images with added features to assess and analyse voice in more detail, and will enable staff to produce reports instantly, giving them increased capacity to see more patients and develop the FEES service further.





ELHT&Me enjoys Blackburn Rovers charity match day

Blackburn Rovers dedicated their match against Barnsley in November 2019 to ELHT&Me, as one of their official chosen charities for the 2019-20 season.

ELHT&Me held a bucket collection in the grounds prior to the game, and hosted an awareness stall in the FanZone.

Hundreds of staff and their families attended the game with proceeds from those tickets all going to ELHT&Me. The Rovers team warmed-up in ELHT&Me t-shirts, and at half-time Director of Communications and Engagement, Christine Hughes, and the charity's mascot ELMORE, made an appearance on the pitch.

The first ELHT&Me Fashion Show

The charity's first fashion show was held at Accrington Golf Club which took place in partnership with 'Fizz Fashion', an independent fashion retailer with four outlets in the North West of England.

The event featured a catwalk show with a selection of affordable clothes to purchase on the night, and ELHT&Me received 10% of all sales.



Multiple teams take on the Three Peaks challenge

The Yorkshire Three Peaks challenge was a popular fundraising activity for ELHT&Me this year. The challenge takes on the peaks of Pen-y-ghent, Wharfedale and Ingleborough, usually in this order, and in under 12 hours.

These peaks form part of the Pennine range, and encircle the head of the valley of the River Ribbles, in the Yorkshire Dales National Park. The Yorkshire Three Peaks route is 24 miles (38.6km), and includes 1585m (5200ft) of ascent.

We were lucky to have a team from the Trust's Urology Department, a member of the ELHT&Me team (who had also run the Burnley 10k) and a team from Space 48; a local E-Commerce Agency.



Festive Fundraising

We had the very first ELHT&Me Christmas light switch-on by Football Charity Ambassador, Darragh Lenihan, of Blackburn Rovers. It signified the start of the return of ELHT&Me's Christmas Market, which once again brought festive cheer to Royal Blackburn Teaching Hospital!

December was a non-stop charity event with festive sounds of Christmas carols echoing through the wards and corridors of both Burnley and Blackburn Teaching Hospitals.

The local community came out in force to show their compassion, bringing gifts and Christmas cheer.



A new challenge ahead

As we moved through the start of 2020, the world was changing in a way no-one could predict. Frontline clinicians, support staff and all those working behind the scenes came together to meet the challenges presented by the most significant health emergency of our times.

As shelves emptied early on in the pandemic, we received generous donations of essential items which were distributed to our hard working colleagues. We also accepted donations of gifts for patients who were unable to receive visitors.

This was the start of our pandemic story, which continued throughout the year.



Chosen charity for the Mayor of Burnley

ELHT&Me were delighted to be selected as the Mayors Charity 2019-20. The pledge from the Mayor was to provide a piece of equipment for Burnley General Teaching Hospital which would help to provide treatment for our cancer.

Councillor Kelly said:

"I am delighted to support ELHT&Me during my Mayoral term. I feel that fundraising for our local hospital is a really effective way to positively impact all the people of Burnley, and I am confident we will raise the funds we need.

"We are all sure to use hospital services at some point in our lives. Giving something back by investing in new diagnostic equipment means we can improve care for people now, and in years to come."

Due to the end of the Mayoral year being effected by the emergence of COVID-19, the official presentation has been post-poned. However, a generous cheque was received.

It was an honour to be able to attend and support the Mayor's events and activities throughout the year.

In addition, Councillor Kelly has committed her support to become an ambassador of the charity for future years.



Financial review

Total income, which has increased significantly to £997,000, includes a £343,000 donation from Euro Garages for the purchase of defibrillators in 2020-21. The Charity also received £25,000 from local cancer charity, CARES.

Analysis of income	2019-20 £'000	2018-19 £'000
Income from donation and legacies		
Donations	692	273
Legacies	1	7
Grants	13	73
	<u>706</u>	<u>353</u>
Income from other trading activities		
Income from training activities	80	60
Other income	143	159
	<u>223</u>	<u>219</u>
Income from investments		
Investments listed on the London Stock Exchange	67	74
Interest on cash/bank	1	1
	<u>68</u>	<u>75</u>
Total	997	647

Total expenditure for 2019-20 of £1,013,000 compares to £802,000 in the previous financial year. At £535,000, expenditure on medical and surgical equipment represents the largest use of charitable funds. This includes £79,000 relating to lease payments on two robotical surgical systems enabling surgeons to perform delicate and complex operations through a few small incisions with robotic assisted surgery; The Charity has entered into a seven-year contract in December 2019 at an annual cost of £238,000.

The Charity received a further donation of £48,000 from Euro Garages for an imaging system and an Endostrobe 4K Workstation for the Speech & Language Therapy Clinic.

£31,000 was also spent on an OCT Machine for the Trust's Ophthalmology department and £53,000 on an Endobronchial Ultrasound to improve the waiting times for suspected lung cancer patients.

financial review

Analysis of expenditure	2019-20 £'000	2018-19 £'000
Expenditure on raising funds		
Investment Management and Admin Fees	7	22
	<u>7</u>	<u>22</u>
Expenditure on charitable activities		
Staff welfare/training/amenities	114	128
Retirement gifts and Long Service Awards	37	46
Furniture and Equipment	83	85
Training	61	52
Medical and surgical equipment	535	326
Other expenditure	183	165
	<u>1,013</u>	<u>802</u>
Total	1,020	824

Other significant areas of expenditure for the Charity were the £114,000 spent on welfare, training and amenities for Trust staff and the £83,000 spent on furniture and equipment for the Trust.

When net losses on investments of £138,000 are taken into account, fund balances have fallen by £161,000 in 2019-20 to £2,014,000, £1,982,000 of which is unrestricted.

Reserves Policy

The Charity derives its income mainly from donations and legacies, the level of which cannot be accurately predicted year on year.

Since the charity aims to spend the income it receives for its charitable purpose, there are a number of reasons why it needs to retain a proportion of the income it receives as reserves, which include:

- Ensuring income from donations and legacies are spent in line with the donors' wishes, particularly where restrictions have been placed on its use.
- Ensuring sufficient funds are available to fund planned future projects;
 - for gifts of endowment where the charity has no power to treat the monies as income to fund charity related expenditure; and
 - meeting current or anticipated expenses such as management, administration and governance costs, including audit costs.

For these reasons, the Charity holds reserves at a minimum level of £500,000.



Investment Strategy and Policy

The aim of the investment strategy is to ‘invest funds so as to provide as high a current income as possible, consistent with the objective of at least preserving the income generating value of capital over the long term’. The balance of investments after taking into account the reserved funds are managed in an investment portfolio designed to provide a return in the medium to longer term. The Charitable Funds Committee is assisted in this aspect by the professional advice of an independent Investment Funds Manager.

The Charitable Funds Committee aims to turn over the majority of charitable funds, excluding specific long term legacies, once every three years.

Structure, governance and management

The Charity which was formerly known as the East Lancashire Hospitals NHS Trust Charitable Fund and other related charities, is now known as ELHT&Me.

The Charity was created under a Trust deed executed on 28 January 2004 and constituted with East Lancashire Hospitals NHS Trust as sole corporate trustee. This deed consolidated a number of charitable funds held by the former Burnley Healthcare and Blackburn, Hyndburn and Ribble Valley Health Care NHS Trusts prior to their merger to form the East Lancashire Hospitals NHS Trust. A deed of amendment was executed on 11 July 2018 to provide clarity as to the purposes for which the charitable funds are held and to simplify the administration of the Charity.

The Trust is funded by the Charity to employ a Fundraising Manager, a Community Fundraising Officer and a Communications Officer (0.5 WTE) to support ELHT&Me. These posts reflect the important role that fundraising has to play in the enhancement of the patient experience and patient and public engagement.

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.

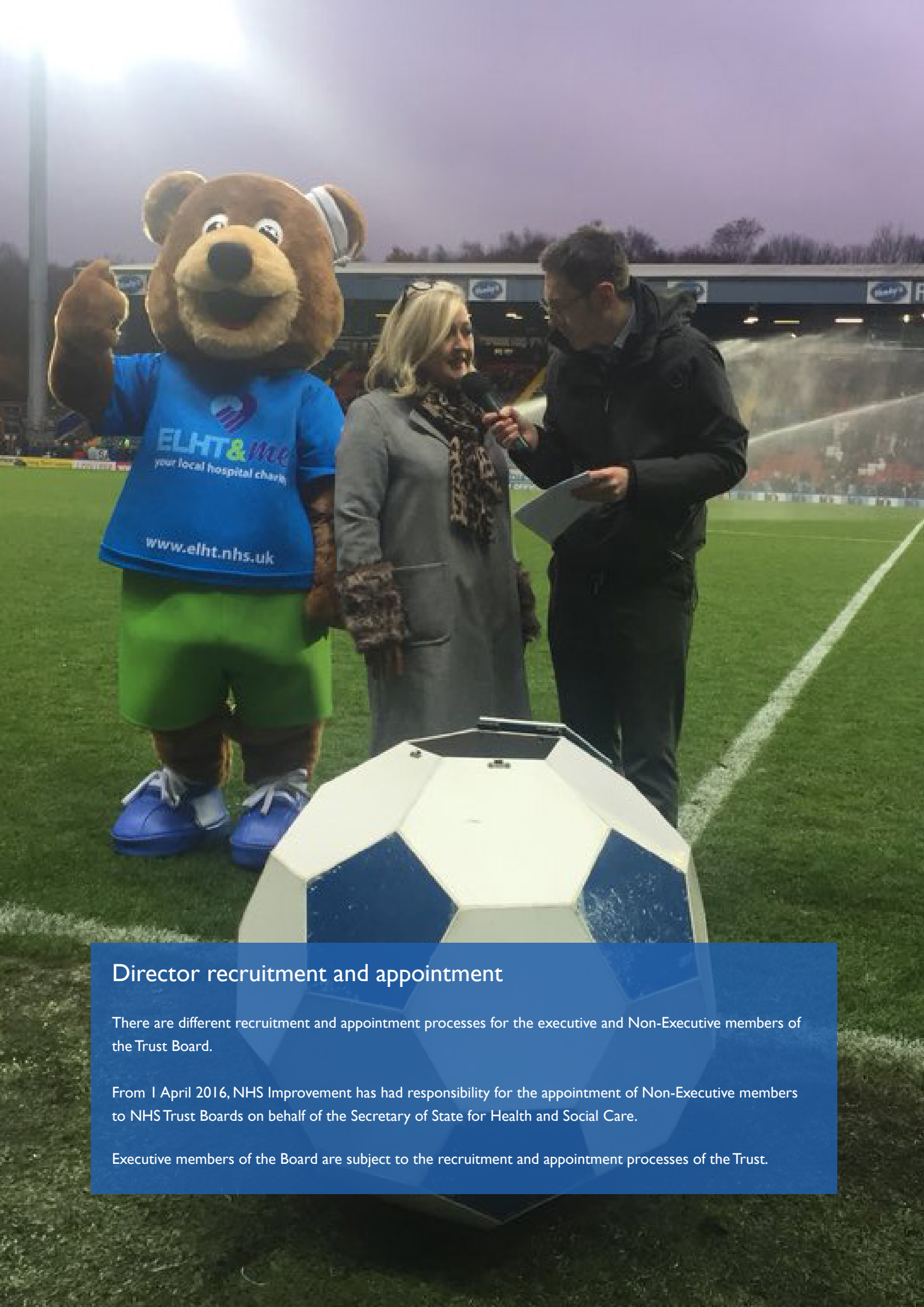
In practice, responsibility for the monitoring and approval of activities relating to charitable fundraising and the uses to which charitable funds are applied has been delegated by the Trust Board (Corporate Trustee) to the Trust's Charitable Funds Committee. The terms of reference for the Committee are reviewed annually by the Trust Board and compliance with these terms of reference is also assessed on an annual basis by the Committee and reported back to the Trust Board as part of the reporting from the Charitable Funds Committee.

Membership of the Charitable Funds Committee is drawn from the Trust Board and comprises a Non-Executive Director Chair of the Committee, one further Non-Executive Director/Associate Non-Executive Director member, the Executive Director of Finance (as lead director for the Committee), the Executive Director of Nursing and the Executive Director of Communications and Engagement.

The Associate Director of Corporate Governance/Company Secretary, together with the Deputy Director of Finance or Financial Controller and the Fundraising Manager attend meetings of the Committee to provide advice and assistance.

All Trust Board members are entitled to attend the meeting and have sight of the supporting documents. The Committee provides regular reports of its decisions to the formal Trust Board meetings.

There are a number of individual funds within the umbrella of the Charity, each of which has a designated funds manager with day-to-day responsibility for the administration of the fund, being involved in fundraising activities and decisions on how donations should be expended within the financial framework of the charity.



Director recruitment and appointment

There are different recruitment and appointment processes for the executive and Non-Executive members of the Trust Board.

From 1 April 2016, NHS Improvement has had responsibility for the appointment of Non-Executive members to NHS Trust Boards on behalf of the Secretary of State for Health and Social Care.

Executive members of the Board are subject to the recruitment and appointment processes of the Trust.

Committee membership



Stephen Barnes
Non-Executive Director and
Charity Committee Chairman



Richard Smyth
Non-Executive Director



Christine Hughes
Executive Director of
Communications and Engagement



Christine Pearson
Executive Director of Nursing



Jonathan Wood
Executive Director of Finance
(to 31 July 2019)



Michelle Brown
Executive Director of Finance
(from 1 August 2019)

committee membership

Name	Position	Committee Member
Professor Eileen Fairhurst	Chairman	
Mr Kevin McGee	Chief Executive Officer	
Mrs Trish Anderson	Non-Executive Director (from July 2018 to May 2019) (from October 2019 to present)	
Professor Graham Baldwin	Non-Executive Director (From 1 January 2020)	
Mr Stephen Barnes	Non-Executive Director	Committee Member Committee Chair
Mrs Michelle Brown	Executive Director of Finance (Acting from 1 August to 2019, substantive from 30 October 2019)	Committee Member
Mr Harry Catherall	Associate Non-Executive Director (non-voting) (from July 2019)	
Mr Stephen Fogg	Non-Executive Director (from 1 April 2020)	
Mr Martin Hodgson	Deputy Chief Executive/ Executive Director of Service Development	
Mrs Christine Hughes	Executive Director of Communications and Engagement (non-voting)	Committee Member
Mr Jawad Husain	Executive Medical Director (from 17 February 2020)	
Miss Naseem Malik	Non-Executive Director	
Mr Kevin Moynes	Executive Director of HR and OD (non-voting)	
Mrs Feroza Patel	Associate Non-Executive Director (non-voting) (from May 2019)	
Mrs Christine Pearson	Executive Director of Nursing	Committee Member
Mr Richard Smyth	Non-Executive Director	Committee Member
Mr Khalil Rehman	Associate Non-Executive Director (from 1 January 2020)	
Mr Mike Wedgeworth	Associate Non-Executive Director (non-voting)	
Mr John Bannister	Director of Operations (non-voting) (to May 2019)	
Dr Damian Riley	Acting Chief Executive (from 1 May to 31 October 2019) Executive Medical Director (to 31 April 2019 and from 1 November 2019 to 16 February 2020)	
Dr Ian Stanley	Acting Executive Medical Director (May 2019 to October 2019)	
Professor Mike Thomas	Non-Executive Director (to 31 December 2019)	
Mr David Wharfe	Non-Executive Director (to 28 February 2020)	
Mr Jonathan Wood	Executive Director of Finance and Deputy Chief Executive (to 31 July 2019)	Committee Member (to 31 July 2019)



Declaration

The Corporate Trustee declares that it has approved the annual report of ELHT&Me for 2019/20.

Stephen Barnes
Non-Executive Director
Charitable Funds Committee Chair
East Lancashire Hospitals NHS Trust

Michelle Brown
Executive Director of Finance
East Lancashire Hospitals NHS Trust

Reference and administrative details

Registered charity name	ELHT&Me
Charities Charity Registration Number	1050478
Principal Office Address	East Lancashire Hospitals NHS Trust Trust Headquarters Royal Blackburn Teaching Hospital Haslingden Road Blackburn BB2 3HH
Trustee:	East Lancashire Hospitals NHS Trust

The following key professional services are provided to the Charity by external organisations:

Charity bankers	Governing Banking Service c/o NatWest Bolton Customer Service Centre PO Box 2027 Parklands De Havilland Way Horwich Bolton BL6 4YU
Charity external auditors	Grant Thornton LLP UK 4 Hardman Square Spinningfields Manchester M3 3EB
Charity investment managers	Brewin Dolphin 1 The Avenue Spinningfields Square Manchester M3 3AP
Charity solicitors	Hempsons City Tower Piccadilly Plaza Manchester M1 4BT
Charity internal auditors	Mersey Internal Audit Agency (MIAA) Regatta Place Brunswick Business Park Summers Road Liverpool L3 4BL

