



**Plymouth Hospitals General Charity
and Other Related Charities**

Registered Charity No 1048679

Year Ended 31 March 2021

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Corporate Trustee's Annual Report for the Charity

Foreword

Welcome to our annual report for 2020/21. We are Plymouth Hospitals Charity, the official NHS charity for University Hospitals Plymouth NHS Trust.

Our charity Trustee is University Hospitals Plymouth NHS Trust (UHP). We exist to raise funds and receive donations for the benefit of UHP patients across the region.

We aim to provide resources and equipment to meet the needs of our patients and their families.

2020/21 has been a year like no other as Covid-19 has affected many of our plans for the year.

Key highlights of our year:

- Receiving £197,000 in stage 1 grants from NHS Charities Together that we used to help UHP in response to the Covid-19 pandemic;
- Being nominated as the lead NHS charity for Devon to develop and instigate the Community Partnerships Grants Programme in collaboration with the voluntary sector and funding from NHS Charities Together;
- Preparing to receive the £198,000 Stage 3 Grant from NHS Charities Together for the year 2021/22;
- Working closely with UHP on receiving and distributing goods generously donated to support NHS staff throughout the lockdown period from March to July 2020.

Donations made by local people have made so much of our work possible during this past year. Countrywide donations to the national Emergency Covid Appeal have been cascaded to the 241 NHS Charities and have had a massive impact on what we have been able to achieve.

Overall, our total income resources increased by £208,000 to £955,000 compared to £747,000 for the year 2019/20. This was principally due to a total of £197,000 in grants awarded by NHS Charities Together. This year also saw increases of £233,000 in legacy income - £294,000 in 2020/21 compared to £61,000 in 2019/20. However, general donations decreased by £195,000 to a total of £284,000 compared to £479,000 in 2019/20. Analysis has revealed that this reduction reflects a decline in fundraising income caused by the Covid-19 pandemic.

Expenditure in designated funds and applications to our Grants panel reduced in 2020/21 to £714,000 compared to £878,000 in 2019/20. This reduction was due to the impact of Covid-19. The staff were dealing with complex clinical situations; wards were changed or moved and workers were redeployed to different areas. As a counterbalance, we were able to spend a large proportion of the Stage 1 funds received from NHS Charities Together.

Looking forward, we anticipate that Covid-19 will continue to be a factor for a while to come and we are shaping our plans to respond to this.

This is my first report as Chair of the Charity's Strategic Committee and I would like to thank everyone who has donated gifts or money this year. I would also like to thank the charity team who supported our frontline staff over this past year, which has been unlike any other.

The Charity Strategic Committee has written this report to let you know how we are following the wishes of all our donors. Without you, none of this would be possible. All of your stories are profound and individual and we feel very privileged that you share them with us.

If you would like to be involved, our contact details can be found on page 20. We would love to hear from you. Please support us.

Thank you.

Elizabeth Kay,

Non-Executive Director and Chair of the Charity Strategic Committee

What we do and why we do it

Plymouth Hospitals NHS Charity (PHC) is a registered charity (registered number 1048679).

By securing donations, legacies, and support, PHC can provide the 'icing on the cake' to make a real difference for patients, their families and the staff who look after them. Monies and gifts-in-kind donated to the NHS must be held separately from Exchequer funding provided by the taxpayer. As the official NHS Charity for UHP, we receive these donations and use this income to do our best to make things better for patients and staff over and above what the Exchequer budget provides.

The emphasis is, and will always be, about going above and beyond what the NHS budget can ordinarily cover.

UHP is a centre of excellence for healthcare and is our key strategic partner in fulfilling our charitable aims. The Trust provided general and specialist care for over 106,000 patients on hospital wards, 550,000 outpatient appointments and 126,000 emergency attendances.

Charitable Activities

We work with the NHS and assist patients from every walk of life irrespective of race, creed, ethnicity and personal or family financial circumstances.

We do this by running a Grants Programme that:

- provides grant opportunities to create a more patient-friendly environment and
- awards grants for diagnostic and specialist equipment.

And we work closely with two areas within the Trust that fund:

- a research grant of £55,000 to UHP's Research and Development Department which is utilised to promote the advancement of understanding and
- a grant allocation of £50,000 for distribution by the Learning and Development department 'for the benefit of staff education to support better patient care.'

Strategic Report

Our Vision

To become a trusted, recognisable NHS Charity able to make a big difference to patients and help staff reach their full potential.

Our Mission

To support the work of UHP in providing the best possible care to patients and to support the work of NHS staff to raise standards above the level that NHS funding alone enables.

Our year: April 2020 to March 2021

In addition to our Key Highlights, here are some of the other incredible things that we have achieved because of the amazing donations of support and gratitude we have received from you. **You** are the public, ex-patients, families, carers, individuals and businesses who have wanted to show appreciation to the staff that cared for you or your loved ones.

A huge thank you to **You**. Here is a sample of the things that you funded:

- The wonderful Electric Shuttle Bus (bought with donations from grateful patients and families) was used for taking people to and from their COVID Vaccine appointments, with new screens inside to make it COVID-secure.
- A fantastic rocket-shaped mock-MRI machine designed to ease the anxiety of children needing scans. The play scanner lets them practice lying still in an MRI-like environment, so when they go through with their actual MRI they are more likely to complete their scan. The play rocket MRI results in fewer children having their scans under general anaesthetic.
- The neurosurgical unit reached its fundraising target to buy a state-of-the-art Ultrasound machine. This followed some incredible fundraising by a few inspirational fundraisers as well as being Cornwall business Kelsall Steel's charity of the year together with the receipt of a large legacy. This equipment offers a full suite of innovative technologies with advanced controls and adjustments that help achieve the best possible image quality.

CASE STUDY 1

Electric Bus

In October 2020 a brand new electric minibus was delivered to the hospital having been purchased by a grant from the Charity.

This new shuttle bus will transport people around the large and complex site with a road circuiting the main hospital and several car parks. There are also several entrances which can be a challenge if you have mobility issues.

People will be able to call the minibus from numerous stops around the route, really helping people with mobility problems to access areas of the hospital they may need to visit.

Used to support the Covid-19 vaccination programme, the bus successfully transported people to the COVID vaccination area of the hospital thereby reducing stress and difficulty for all - a previously unseen but hugely welcome bonus.

We would like to send our heartfelt thanks to Door Care South West for fitting screens free of charge to make the bus COVID secure.

CASE STUDY 2

Volunteer Polo Shirts

2020 saw an application to the charity's Priority Fund for volunteer polo shirts.

Volunteers help to improve people's experience of being in hospital. They perform many roles that support and supplement the work of paid staff, from directing people through the complex building as Hospital Guides, to visiting people on the hospital's wards. Volunteers are also fulfilling response roles in which they support hospital teams by running errands. Volunteers have also been extremely important during the pandemic. For example, they have been handing out masks to staff as they enter the building and helping in the Discharge Lounge which plays a crucial part in freeing up beds in this extremely busy hospital.

Not only does the orange polo shirt help to give volunteers a sense of belonging, being visible is incredibly important when undertaking such valuable tasks. People who come into the hospital need to see whether the person helping them is trustworthy or hospital staff. Having a clear but informal uniform helps to facilitate the right conversations in the right context. It helps people to have clearer expectations of hospital volunteers:

'The T-shirt was a great hit in the Discharge Lounge today... Patients could clearly see what my involvement is and it makes it easier to explain I need to check with nursing staff before being able to answer any queries.'

Sue, one of the Discharge Lounge Volunteers

The polo shirts have led to clear signposting with a poster at the entrance of UHP

'If you need directions or help, please ask our volunteers in the orange t-shirts for assistance.'

They also have their own hashtag #AwesomeOrangeArmy to enhance their sense of community.

The Charity Grants Panel was unanimous in its support of the application and we would like to thank all the volunteers for their hard work and dedication.

Review of our finances

The net assets of the charitable funds as of 31 March 2021 were £4,766,000. There was an excess of income over expenditure totalling £241,000. With a rise in the value of investments of £513,000, there was an overall increase in our net assets of £754,000.

The Charity continues to rely on donations, legacies and investment dividends as the main sources of income.

Total incoming resources increased by £208,000 to £955,000 compared to £747,000 for 2019/20. This is principally due to grants awarded by NHS Charities Together totalling £197,000. In addition, there was an increase of £233,000 in legacy income, which amounted to £294,000 in 2020/21 compared to £61,000 in 2019/20. General donations decreased by £195,000 to £284,000 compared to £479,000 in 2019/20. Analysis has shown that this is due to a decline in fundraising income due to the Covid-19 pandemic.

Expenditure reduced in 2020/21 to £714,000 compared to £878,000 in 2019/20.

The Charity can continue to support the work of University Hospitals Plymouth NHS Trust only for as long as we receive the money needed. Almost all of our income comes from the voluntary efforts of the general public to whom we are indebted for their support.

Purchase of new equipment and facilities

The Charity made capital payments of £75,800 to Plymouth Hospitals NHS Trust for the purchase of medical equipment and improvements to premises and facilities; in 2019/20 this figure was £116,000.

Our response to COVID-19

Impact and recovery

The year the NHS faced its biggest challenge was one that will stand out in the history books, from an NHS Charity's point of view, as a remarkable year for fundraising and outpouring of public support. There was a huge groundswell of public gratitude as hospitals across the country became the frontline in the urgent response to care for people seriously unwell with COVID-19.

“Thank you all so much for going above and beyond what’s expected to help those that are so gravely ill in these unprecedented times ...not all heroes wear capes”

Suddenly NHS Charities everywhere were responding to the emergency and supporting people who wanted to say 'thank you' to NHS staff and services. Reminded that all donations and gifts must, by law, be received by the Charity and not the NHS Trusts, NHS Charities across the country were all hands to the pump.

Locally, the pandemic had a big impact across the Trust. Through the year, unsurprisingly, the number of grant applications were reduced. UHP staff were extremely busy; some were redeployed and wards were changed or moved. Inpatient numbers fell as hospital services moved to alternative hospitals, hotels and a football stadium. Expenditure from designated funds saw a reduction due to uncertainty and staff focused on managing the situation.

Fundraising activities were cancelled nationally, so our anticipated annual calendar of activities, including cake sales, 10k runs and people doing all sorts of sponsored events, stopped overnight. We saw a reduction in this type of income by £195k down from the previous year. However, to counterbalance that, the funding we received from grants and local donations because of COVID saw our overall income go up by £208k on the previous year.

Our work for the Charity's Strategic Committee (CSC) and the charity team increased as everyone reacted to and oversaw the distribution of the Covid-19 local donations and grant income from NHS Charities Together.

NHS Charities Together (NHSCT) is the membership body for the 241 member NHS Charities. NHSCT coordinated the national emergency fundraising appeal and they are distributing the income in the form of payments and grants to their membership.

Plymouth Hospitals Charity has received four disbursements from NHSCT.

Grants received

- | | |
|---------------------|---|
| Stage 1:1 | £35,000 received for staff and patient welfare |
| Stage 1:2 | £59,500 received for staff and patient welfare |
| Stage 1:3 | £50,000 received for an Equality and Diversity Project for UHP staff from
Black, Asian and Minority Ethnic backgrounds |
| Second Wave: | £50,000 received and committed to fund the infrastructure for the new
staff networks; to support front line staff in the Emergency Department
and provide funds for the children's wards to support parents and |

families in a COVID secure environment. This money has also funded some of the infrastructures for the new staff networks.

The charity Trustee was keen that we consult with staff about their key priorities for support in the early stages of the pandemic. We used a variety of platforms to attempt to reach as many staff as we could to let them know their opinion was important.

How we distributed the first two grants totalling £94,500:

- We were able to refurbish changing areas and locker spaces for staff working in COVID red and amber zones;
- We bought new toys for Children's Theatres and funded activity packs for older patients waiting for results, who are in the hospital on their own;
- New toasters, coffee machines and hot food boxes all helped the staff on the front line cope through such a difficult time;
- A fun fitness App helped staff on the children's wards as they walked virtually around the world;
- Provided beds for staff either wanting or having to stay overnight;
- Bought Fleece for Vaccinator staff working outdoors;
- Working with The British Red Cross and local charity Provide Devon to coordinate this additional service, we provided fresh food parcels for many patients going home to an empty house.

We also had hundreds of offers of "gifts in kind" and lots of text messages of gratitude for Derriford staff. Where these donations were not material they were immediately distributed to and consumed by staff and patients.

Green spaces and gardens

To complement what was being offered locally, we were keen to improve working conditions. We wanted to create outdoor spaces where staff could step away from their clinical pressures safely.

With this at the forefront of many requests by staff, the charity is funding three new gardens at different spots across Derriford Hospital. We hope that the new spaces will really help both staff and patients escape the urban structure of the hospital and provide areas to read a book, meet friends, take some time out and generally take a breather.

ICU Secret Garden

Along with a grant from the Charity's Priority Fund, £50k has been awarded from Stage 1 Covid funds for the ICU Secret Garden.

The intention is to build an outdoor two-bedded ward for high dependency patients. Alongside this is the aim of providing a beautiful garden space to assist the rehabilitation of patients from around the hospital as well as creating chill-out zones for staff.

Another fundraiser, Robin Hanbury-Tenison together with his family raised £15,000 for the ICU Secret Garden. His experience of the current ICU garden as a patient in ICU with Covid-19 motivated him to want to raise money for rehabilitation gardens across the South West. His achievement was quite remarkable in reaching the summit of Brown Willy in Cornwall less than six months after being discharged and after being in a coma for weeks. We are so grateful to him and all the other fundraisers, both staff and patients who have got behind the Secret Garden. Thanks to you all.

The Garden of Life

The Garden of Life will come into being in 2021 at the front of the hospital. This new outdoor space has received £28k from the Covid grant and we will continue to fundraise throughout the next financial year to ensure it is a lasting legacy to everyone who lost friends and family, who worked on the frontline or in support roles here in the Trust. This space will be a reflective area, where we can all remember our loved ones and collect our thoughts and feelings in a tranquil and therapeutic space.

Breathing Space Garden at PGMC

The third garden called Breathing Space Garden at PGMC, is to be created next to the Post Graduate Medical Centre (PGMC) and is funded from local donations during 2020. This area will be open for all staff to meet outdoors in an area near the nature reserve. The area will be a garden of hope, a space and place where staff can be social with each other, share food, fun and good times. Taking a break from work in an outdoor space that is special for them.

Local support was phenomenal throughout the year and we received £73,277.96.

CASE STUDY 3

Ollie's Story

Oliver aged 5, but nearly 6, raised over £3,500 and captured our hearts. His enthusiasm and commitment lifted a lot of spirits.

A few weeks previously, Ollie had gone to his dad with his hard earned pocket money and asked him to buy cakes for his teachers and friends. They were still at school during the Lockdown and he wanted to cheer them up and make them smile. The recipients were 'over the moon' so Ollie decided he wanted to help other people too.

He then thought of Derriford Hospital:

"On the 8 June I will be turning six," said Ollie. "Before I get there I would love to help the doctors and nurses at Derriford Hospital by raising £150 to go towards helping poorly people."

Taking on a mile every day in fancy dress he ran a marathon of 26 miles, smashing his first target of £50 within the first 24 hours. His family posted videos of him running in his costumes. His huge smile and happy enthusiasm were contagious - 'this S is for the Superheroes of the NHS – thank you for sponsoring me!' he explained while running with a Superman costume.

Ollie smashed each target he set himself, finally raising over £3,500.

On the morning of his birthday, joined by his parents, Chris and Liz and two very special guests from the Masked Marvels, Spiderman and Deadpool, Ollie ran his final mile dressed as a doctor. He crossed the finish line cheered on by family, friends and neighbours, where he was presented with an NHS medal and Plymouth Hospitals Charity certificate. Within minutes of crossing the finish line, Ollie was coming up with ideas for his next challenge including cycling and even doing a skydive.

Thank you Ollie and well done on your fantastic achievement!

Other key highlights

Plymouth Hospitals Charity was nominated as the lead NHS charity for Devon to deliver a large Community Partnership grant from NHS Charities Together.

Stage 2

The stage 2 grants programme, funded by NHS Charities Together, resulted in the Charity Manager convening a consortium of NHS Charities in Devon with charity representatives from RD&E, Torbay, North Devon, Devon Partnership Trust and South West Ambulance Charity. We met weekly to shape how NHS Charities could better work in partnership with the Voluntary sector and deliver meaningful and relevant projects to benefit people's health and wellbeing in Devon. As the lead charity, we conducted a large consultation exercise with the voluntary sector and from over 30 applications we chose eight delivery partners to work with over the next 24 months. The projects, which will receive a portion of the £534,639 grant in 2021 and 2022, are all supporting patients through schemes like Hospital discharge, dying with dignity and expert care at home, emergency frontline community interventions and vaccination initiatives for isolated or vulnerable people. We look forward to working with them closely to develop long-lasting partnerships as these links can only improve systems and pathways for our patients.

Looking to the future

Stage 3 Grant funding from NHSCT:

Plymouth Hospitals Charity will be applying for the Stage 3 Grant from NHSCT in 2021 in aid of a **Wellbeing for All** project working with colleagues from Occupational Health, Psychologists, Human Resources, Occupational Development and the Director of People to design the programme. The project will provide staff with the training and support to

become skilful colleagues in recognising and supporting wellbeing in their diverse teams. They will be able to support wellbeing at the earliest stage so we can keep each other well. The project will also provide practical, dedicated psychological support to teams as we emerge from COVID, recognising from research that much of the psychological impact will be in the longer term. Wellbeing for All will emphasise the need for continuous focus on psychological support and awareness that will create and maintain a supportive culture amongst our #1BigTeam at UHP.

What else?

The Charity refreshed its three-year Strategic plan 2021-2024 which has four key aims:

- To be recognised by UHP as a strategic partner; to add greater value to the Trust, its patients and staff, as well as the wider community;
- To develop and implement a Grants Programme across 200 funds that enhances patient and staff experience;
- To promote the Charity and increase its profile, raising public awareness;
- To increase annual income by developing a diverse fundraising strategy.

These aims will help us position the Charity to do more with the donations we receive. They will enable us to buy the state-of-the-art equipment and fund projects and ideas that will make a big difference for patients, alongside looking after our staff and improving the environment. We want to be able to do more and use your money and gifts to make the biggest impact possible.

We are developing a new Grants Programme that will align much closer with UHP over the next three years and increase levels of income generation to achieve our target of £1m a year. This will help us work with our NHS partners to transform the health prospects for patients in our hospitals.

About You

Without you, our donors and supporters, we would not be able to provide crucial support to our hospitals.

When we talk, you tell us...

- You want to make a difference;
- You want to support your hospital to do more to help people like yourselves and your families;
- You want to support the amazing staff that helped you;
- You want to mark the life-changing moment when you left the hospital;
- You want to thank the people that held your hand.

Every donation, whatever the size, helps us make a difference and make yours and our hospitals even better.

Special thanks:

Leaving a Gift in your Will leaves a lasting legacy and can mean so much to so many more people. We are indebted to Ms D Eaton, Ms E Weldon, Ms S Ashton-Evans, Mr A Carter, Mr L Worth, Mr I Burch and Mr G Austin for their kindness.

What hasn't worked so well and what we've learnt from it.

We learnt, as we refreshed our strategy towards the end of this year, that our three-year financial forecast for our Priority Fund is not as resilient as we would like. The Priority Fund relies on unrestricted donations that, in so many respects, cannot be predicted. We can monitor trends but unprecedented events such as Covid-19 can add uncertainty about the recovery of the health of the nation, the economy and the impact of a year on all our lives. The four key aims in our strategic plan are what we hope will provide us with financial resilience to continue to fund projects and resources for areas across the Trust that don't have designated charity funds.

The charity and the Trust said goodbye to some key staff this year. Although not directly employed by the Charity, Mr Robert Turton and Ms Gill Hunt both retired. They had been, for many years, instrumental in supporting the Charity's work, managing its finances, its governance and performance. Mr Lee Budge, the Executive Lead who reported to the Corporate Trustee on our behalf also left the Trust in December 2020. It is fair to say that the last quarter of this extraordinary year has been unique and at times quite challenging. But like UHP itself, the charity has embodied the 'Emerging Stronger' motto and we believe the foundation stones that have been laid are strong enough for us to build on. It is with sadness that we say goodbye to three of our colleagues. They did so much for Plymouth Hospitals Charity during their time here. We want to say a huge thank you.

Before the first lockdown, we interviewed and appointed a Fundraiser for our Children's wards. In preparation for this significant investment we had developed a Memorandum of Understanding with one of our affiliated charities, The Children's Happy Hospitals Fund, about partnership working and it was going to be exciting. The timing just couldn't have been any worse; the new post-holder arrived during lockdown with a pocket full of fundraising plans and ideas that just could not be achieved because fundraising and face to face conversations were not happening. Looking forwards, our strategy is to adapt to new ways of fundraising by embracing digital toolkits, new ideas and a variety of innovative methods to raise income.

In more detail

Structure, Governance and Management

University Hospitals Plymouth NHS Trust is a related party through being Corporate Trustee of the Charity. By working in partnership with the Trust, the Charity uses its funds to best effect. The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objects of each fund. By designating funds the Corporate Trustee respects the wishes of our generous donors to benefit patient care and advance the good health and welfare of patients, carers and staff.

We remain indebted to the volunteers of the Derriford Hospital League of Friends and Royal Eye Infirmary League of Friends, who raise thousands of pounds of funds each year through a wide range of fundraising activities. Many affiliated charities support other clinical areas and we are so thankful to The Primrose Foundation, The Chestnut Appeal and Plymouth and District Leukaemia Fund, to name but a few, for their consistent and dedicated support to improve equipment and environments for patients across the Trust.

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were either part of this fund or registered as separate restricted funds under the main charity. Subsequent donations and gifts received by the Charity that are attributable to the original funds are added to those fund balances within the existing charity. Where funds that have specific restrictions set by the donor have been received, new restricted funds have been established.

Governing Document

Charitable funds received by the Charity are accepted, held and administered 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. These funds are held on trust by the corporate body.

- Members of the Trust Board and the Charity Strategic Committee are not individual trustees under charity law, but act as agents on behalf of the Corporate Trustee.
- Non-Executive members of the Trust Board are appointed by the National Health Service Improvement (NHSI) and executive members are subject to recruitment by the Trust Board.
- All members are subject to the induction and training processes of the Trust. The NHS Trust, as Corporate Trustee, appoints a Charity Strategic Committee to manage the charitable funds under delegated authority.

The Charity Strategic Committee is required to:

- Control, manage and monitor the use of the fund's resources;
- Provide support, guidance and encouragement for all its income raising activities whilst managing and monitoring the receipt of all income;
- Ensure that best practice is followed in the conduct of its affairs fulfilling all of its legal responsibilities;
- Ensure that the investment policy approved by the Corporate Trustee is adhered to and that performance is continually reviewed while being aware of ethical considerations;
- Keep the Corporate Trustee fully informed on the activity, performance and risks of the Charity.

Authority to spend is delegated to individual fund advisors and the Charity Operational Group. Expenditure is reviewed on a regular basis by the Charity Strategic Committee to ensure compliance.

The Terms of Reference for the Charity Strategic Committee are reviewed every two years.

Fundraising

We regulate all our fundraising activities by others in accordance with the Fundraising Regulator's Code of Practice including those in aid of the Charity or on our behalf. The charity has a guidance document about supporting vulnerable people that forms part of the staff handbook. Adapted from the Institute of Fundraising document 'Treating Donors Fairly' the charity is mindful of people in vulnerable circumstances and any cause for concern is acted on immediately with an individualist approach.

We are registered with the Fundraising Regulator and have committed to the Code and the Fundraising Promise. During the year we received no complaints about our fundraising.

Objects

The objects of the Charity are, for public benefit:

These objectives define what we do and as such the Charity exists to provide any charitable purpose or purposes relating to the National Health Service. Our governance structure and reporting measures have to ensure everything we do is for Public Benefit and that means...

- we do what the charity is set up to achieve - this is known as the Charity's 'purpose';
- how the Charity's purpose benefits the public or a sufficient section of the public - this is the 'public aspect' of public benefit;
- ensuring the trustee will carry out the charity's purpose for the public, this is what is known as 'furthering' the Charity's purpose for the public benefit.

Activities for the public benefit

Grant Making

Our Grants Panel known as the Charity Operational Group (COG) is made up of a wide section of staff from UHP representing all the care groups and specialisms. The Panel meets every other month to assess applications and award grants for a wide variety of activities. This is achieved in accordance with charity law, our Charity's objectives and the wishes and directions of donors. In awarding grants, we endeavour to reflect the wishes of patients and staff by directing funds towards areas that meet the criteria for priority funding.

- The Charity Operational Group can award grants up to the value of £20,000 but within the annual budget of whatever is set by the Charity's Strategic Committee.
- COG report to the CSC six times per annum on the grants awarded and the remaining budget.
- The Terms of Reference for the Charity Operational Group are reviewed every two years.

The intentions behind the donations and bequests made to the Charity usually preclude the making of grants to other bodies. However, the Trust will make grants to staff for educational purposes and to other charities where it furthers the Charity's main objectives.

Corporate Trustee

University Hospitals Plymouth NHS Trust is the Corporate Trustee of the Charitable Funds. It is governed by the law applicable to trusts, principally the Trustee Act 2000 and also the law applicable to Charities governed by the Charities Act 2011. The Board devolved responsibility for the on-going management of funds to the Charity Strategic Committee. During the year, a non-executive chair was appointed to the Committee, replacing the previous executive chair role that had been shared by two Executive Directors.

The members of the NHS Trust Board who served during the financial year and up to the date of approval of the financial statements were as follows:

*Non-voting member

Non-Executive Directors

Richard Crompton	Chairman
Bill Boa*	Associate Non-Executive Director
Alastair Camp	Non-Executive Director (appointed April 2021)
Jacky Hayden	Non-Executive Director
Elizabeth Kay	Non-Executive Director and, since March 2021, Chair of Charity Strategic Committee
Hisham Khalil	Non-Executive Director
Valerie Lee*	Associate Non-Executive Director (appointed April 2021)
Graham Raikes	Non-Executive Director
Helen Teague	Non-Executive Director
Henry Warren*	Associate Non-Executive Director (left April 2021)

Executive Directors

Ann James	Chief Executive
Kevin Baber*	Director of Strategy and, since June 2021, executive lead for the Charity (previously Chief Operating Officer (voting Board member) and joint executive chair Charity Strategic Committee)
Jo Beer	Chief Operating Officer (previously Director of Integrated Care and Partnerships (non-voting Board member) and executive lead for the Charity until June 2021)
Sarah Brampton	Director of Finance
Lee Budge*	Director of Corporate Business and joint chair of Charity Strategic Committee (left December 2020)
Lenny Byrne	Chief Nurse and Director of Clinical Professions
Jayne Carroll*	Interim Director of Integrated Care and Partnerships (from June to September 2021)
Mark Hamilton	Medical Director (appointed January 2021)
Phil Hughes	Medical Director (left December 2020)
Steven Keith*	Director of People
Nick Thomas*	Director of Planning and Site Services (left March 2021)
Stuart Windsor*	Future Hospital Director (appointed April 2021)

Management

The Charity has three staff, a Strategic Committee and a Grant Awarding Panel. Day to day management is delegated to the Charity Development Manager and the Charity Strategic Committee who comprise the senior leadership team.

Risk

The major risks to which the Charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate against those risks. The most significant risk identified was a possible loss from a fall in the value of the investments and the level of reserves available to minimise the impact of such losses. This has been carefully considered and there are procedures in place to review the investment policy and also to ensure both spending and firm financial commitments remain in line with income. The Charity's risk register is maintained by the Charity Strategic Committee.

Reserves

Following the broader definition of reserves set out in the Charity Commission booklet CC19, the Charity's Reserves Policy takes account of both expendable endowment, which is available to be spent at the discretion of the Corporate Trustee, and unrestricted income funds including designated funds. By taking a broad definition, the requirement for wholly unrestricted reserve balances is minimised. By this measure the total reserves of the Charity increased by £397,000 to £3,470,000. The value of restricted and endowment funds amount to £1,296,000.

The Corporate Trustee intends to reduce the total funds invested by increasing the rate of charitable expenditure. However, it will be undertaken prudently to ensure that the charity maintains a level of reserves in accordance with its Reserves Policy, which was updated during the course of the year.

Maintaining a level of reserves will help to mitigate significant fluctuations in the level of donations and legacies thereby underpinning the ongoing programmes of support to the Trust. Income and expenditure are being monitored in total and are reviewed on a quarterly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

Investment management

The value of investments was low on 31 March 2020 but has steadily risen and was back at pre-pandemic levels by 31 March 2021.

The Charity's investments are managed by Sarasin & Partners LLP, on a discretionary basis (although they are instructed to avoid those companies involved in tobacco). Our object is to protect the real value of the portfolio over time whilst generating a reasonable level of income. The investments are split between the Alpha Common Investment Fund for Income and Reserves and the Long Term Fund (Endowment).

The investment objective of the Income and Reserves fund is to achieve a consistently attractive level of income coupled with the potential for longer term capital appreciation and to preserve the value of capital over the shorter term. The portfolio will be fixed interest orientated with the remainder in a mix of global equities, convertible bonds and cash.

The investment objective of the Long Term Fund is to achieve long-term capital and income growth (long term is classified as 5 plus years), to provide sufficient income to support today's beneficiaries whilst seeking real growth in capital to meet the future needs of the Charity.

The Charity will not invest in any company or collective fund with significant involvement in tobacco products, whether direct and indirect. This would be in conflict with the aims of the Charity with tobacco being harmful to health and therefore creating an additional burden on NHS resources.

Fund advisors

There are a total of 194 restricted and designated unrestricted funds, each of which supports a different department, ward, clinic, research or other programme in line with donors' preferences. Fund advisors, who are mostly senior clinical staff with specialist knowledge of the department or purposes supported by the fund, have responsibilities to ensure the funds are spent appropriately.

Fund Accounting

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were either part of this fund or registered as separate restricted funds under the main charity. Subsequent donations and gifts received by the Charity that are attributable to the original funds are added to those fund balances within the existing Charity. Where funds have been received which have specific restrictions set by the donor, new restricted funds have been established.

Each allocation is managed by the use of a designated fund within the general unrestricted fund. For example, there are charitable funds for medicine which include allocations for most of the wards and departments including Dermatology and Haematology.

Each fund has a Fund Advisor and an authorised signatory and they can spend up to £5,000 for charitable purposes. Approval from the Charity Operational Group is required for spends above £5,000 and only the Charity Strategic Committee may consent to expenditure over £20,000.

Moving forwards the Charity hopes to initiate a reduction in the number of designated funds by encouraging the concept of consolidation across specialities. It is anticipated to be made up of a number of phases that could span at least 2 years.

Fundraising

The Charity manages relationships with fundraisers with the aid of a dedicated Customer Relationship Management database and records communications and stewardship evidence in accordance with the General Data Protection Regulations and the Data Protection Act 2018. The Charity has made a promise never to share, sell or use people's personal information for anything other than communicating with them. People opt-in to receive further communications and can unsubscribe at any time with clear instructions about how to do so. There is a complaints process and procedure they can also follow if they have any cause for concern.

Reference and Administrative Details

The main charity, Plymouth Hospitals General Charity, was entered on the Central Register of Charities on 15th August 1995. This is the umbrella charity under which 3 Special Purposes funds are registered. There were 194 earmarked funds at the 31st March 2021. The notes to the accounts distinguish the types of fund held and disclose separately all material funds.

<https://www.plymouthhospitals.nhs.uk/charity-home>

Plymouth Hospitals Charity
Level 5, Opp Pharmacy,
Derriford Hospital,
Plymouth PL6 8DH

(t) 01752 430332

(m) 07494 315141

phcharityteam@nhs.net

Registered charity number: 1048679

Registered with the Fundraising Regulator

Our legal advisors

Bevan Brittan, 35 Colston Avenue, Bristol, BS1 4TT

Our Bankers

Barclays Bank, Plymouth Group of Branches, Plymouth, PL1 2EU

Our Auditors

Bishop Fleming, Salt Quay House, 4 North East Quay, Plymouth, PL4 0BN

Our Investment Fund Manager

Sarasin & Partners LLP, Juxon House, 100 St Paul's Churchyard, London, EC4M 8BU

Statement of Corporate Trustee's responsibilities

The Corporate Trustee is responsible for:

- keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust and to enable them to ensure that the accounts comply with requirements in the Charities Act 2011 and those outlined in the directions issued by the Secretary of State;
- establishing and monitoring a system of internal control; and
- establishing arrangements for the prevention and detection of fraud and corruption.

The Corporate Trustee is required under the Charities Act 2011 and the National Health Service Act 1977 to prepare accounts for each financial year. The Secretary of State, with the approval of the Treasury, directs that these accounts give a true and fair view of the financial position of the funds held on trust, in accordance with the Charities Act 2011. In preparing those accounts, the Corporate Trustee is required to:

- apply on a consistent basis accounting policies laid down by the Secretary of State with the approval of the Treasury;
- make judgements and estimates which are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

The Corporate Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 14 to 37 attached have been compiled from and are in accordance with the financial records maintained by the Corporate Trustee.

By Order of the Corporate Trustee

Signed

Board member



Date: 17 November 2021

Board member



Date: 17 November 2021

Independent Auditor's Report to the Trustees of Plymouth Hospitals General Charity and Other Related Charities

Opinion

We have audited the financial statements of Plymouth Hospitals General Charity and Other Related Charities (the 'charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, Balance Sheet, Statement of cash flows, Analysis of changes in net debt and notes to the financial statements, including 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 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Corporate Trustee's Annual Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 trustees' report; or
- the charity has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Corporate Trustee's responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the 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 trustees either intend to liquidate the charity or to cease operations, or have 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. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We have considered the nature of the Charity and sector, control environment and financial performance;
- We have considered the results of our enquiries of management and members in relation to their own identification and assessment of the risks of irregularities within the Charity; and
- We have considered any matters we identified having obtained and reviewed the Charity's documentation of their policies and procedures relating to:
 - Identifying, evaluating and complying with laws and regulations and whether they are aware of any instances of non-compliance;
 - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
 - The internal controls established to mitigate risks of fraud or non-compliance with laws and regulations.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included FRS 102, the Charities SORP and Charities Act 2011.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty, including the Fundraising Regulator's Code of Practice. Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management in relation to actual and potential claims or litigation;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Performing detailed transactional testing in relation to the recognition of revenue with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments, assessing whether the judgements made in accounting estimates are indicative of potential bias, and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.


We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, 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 trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Craig Sullivan (Senior Statutory Auditor)
for and on behalf of
Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
Salt Quay House
4 North East Quay
Sutton Harbour
Plymouth
PL4 0BN

22 November 2021

Financial Report

Plymouth Hospitals General Charity and Other Related Charities

Registered Number 1048679

Year ended 31 March 2021

Statement of Financial Activities

(Incorporating Income and Expenditure Account for the year ended 31 March 2021)

	Notes	Unrestricted	Restricted	Endowment	Total Funds	Total Funds
		Funds	Funds	Funds	2020/21	2019/20
		£'000	£'000	£'000	£'000	£'000
Income and endowments from:						
Donations and legacies	2	395	380	-	775	540
Charitable activities		46	2	-	48	63
Investment income	5	132	-	-	132	144
Total incoming resources		573	382	-	955	747
Expenditure on:						
Raising funds	3	(145)	(14)	-	(159)	(143)
Patient welfare & amenities		(53)	(82)	-	(135)	(130)
Staff education & amenities		(105)	(26)	-	(131)	(264)
Research		(35)	-	-	(35)	(17)
Equipment		(67)	(5)	-	(72)	(69)
General support to the NHS		(148)	(28)	-	(176)	(254)
Other Expenditure		(6)	-	-	(6)	(1)
Total expenditure		(559)	(155)	-	(714)	(878)
Net gains / (losses) on investments		383	87	43	513	(137)
Net income/(expenditure)		397	314	43	754	(268)
Net movement in funds		397	314	43	754	(268)
Reconciliation of Funds:						
Total funds brought forward		3,073	735	204	4,012	4,280
Total funds carried forward	9	3,470	1,049	247	4,766	4,012

All incoming resources and resources expended are derived from continuing activities.

The notes on pages 29 to 48 form part of these accounts.

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Balance Sheet as at 31 March 2021

	Notes	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds 31 March 2021 £'000	Total Funds 31 March 2020 £'000
Fixed Assets						
Investments	5	3,647	495	247	4,389	3,872
Total Fixed Assets		3,647	495	247	4,389	3,872
Current Assets						
Debtors	6	18	-	-	18	15
Cash and cash equivalents	8	(130)	585	-	455	245
Total Current Assets		(112)	585	-	473	260
Liabilities						
Creditors falling due within one year	7	(65)	(31)	-	(96)	(120)
Net Current (Liabilities) Assets		(177)	554	-	377	140
Total Net Assets		3,470	1,049	247	4,766	4,012

Funds of the Charity

Endowment Funds	-	-	247	247	204
Restricted Income Funds	-	1,049	-	1,049	735
Unrestricted Income Funds	3,470	-	-	3,470	3,073
Total Funds	9	<u>3,470</u>	<u>1,049</u>	<u>247</u>	<u>4,766</u>
					4,012

The notes on pages 29 to 48 form part of these accounts

Signed 

Sarah Brampton, Director of Finance

Dated: 29 October 2021

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Statement of cash flows

	2021	2020
	£000	£000
Cash flows from operating activities:		
Net cash provided by (used in) operating activities (Note 14)	82	(141)
Cash flows from investing activities:		
Dividends and interest	132	144
Purchase of investments	-	(2)
	(4)	-
Net cash used in investing activities	210	3
Change in cash and cash equivalents in the reporting period	210	3
Cash and cash equivalents at the beginning of the reporting period	245	242
Cash and cash equivalents at the end of the reporting period	455	245

Analysis of changes in net debt

	At start of year £'000	Cash flows £'000	At end of year £000
Cash	245	210	455
TOTAL	245	210	455

Notes to the Financial Statements

Accounting Policies

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention with the exception of investments, which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice by Charities 2019 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) and the Charities Act 2011.

These accounts have been prepared on the basis that the charity is a going concern. At this time the Corporate Trustee has no doubts that the charity holds sufficient funds to meet all its obligations for the foreseeable future.

The Charity is a public benefit entity. Expenditure is approved to ensure it complies with Charity Commission guidance on public benefit.

(b) Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance date and the amounts reported for revenue and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. There were no significant judgements or estimates made that will have a significant effect on amounts recognised in the financial statements.

(c) Presentation currency

The financial statements are prepared in sterling which is the presentation currency of the charity and rounded to the nearest £'000.

(d) Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as an endowment fund, where the donor has expressly provided that only the income of the fund may be applied, or as a restricted income fund where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose.

Endowment funds, where the capital is held to generate income for charitable purposes, are sub analysed between those where the Corporate Trustees have the discretion to spend the capital, (expendable endowment), and those where there is no discretion to expend the capital, (permanent endowment).

Unrestricted income funds are sub analysed between designated funds, where the Corporate Trustees have set aside amounts to be used for specific purposes often reflecting the non-binding wishes of the donors, and unrestricted funds, which are applicable for any purpose at the Corporate Trustees' unfettered discretion.

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to the Financial Statements
Accounting Policies (continued)

(e) Incoming resources

All incoming resources are included in the Statement of Financial Activities as soon as all three of the following factors are met:

- i) Entitlement - arises when a particular resource is receivable, or the Charity's right becomes legally enforceable;
- ii) Probability - when it is probable that the incoming resources will be received and the Charity is legally entitled to the income; and
- iii) Measurement — when the monetary value of the incoming resources can be measured with sufficient reliability.

(f) Incoming resources from legacies

Legacies are accounted for as incoming resources, either upon receipt or where the receipt of the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been fulfilled and the amount of incoming resources maybe reasonably estimated.

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

(g) Incoming resources from endowment funds

The incoming resources received from the investment of endowment funds are wholly unrestricted but have been earmarked in accordance with the donor's stated wishes.

(h) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. All expenditure is recognised once there is a legal or constructive obligation committing the Charity to the expenditure. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to the Financial Statements
Accounting Policies (continued)

(i) Recognition of liabilities for grants payable

Grants payable are payments made to related parties or third party NHS bodies and non NHS bodies in furtherance of the charitable objectives of the funds held on trust, primarily for the relief of those who are sick. The grants are accounted for on an accruals basis where the conditions for their payment have been met or where the recipient has a reasonable expectation that they will receive a grant. Provisions are made where approval has been given by the Corporate Trustee, due to the approval representing a firm intention, which is communicated to the recipient.

(j) Allocation of overhead and support costs

Overhead and support costs have been allocated between Charitable Activities. Costs that are not wholly attributable to an expenditure category have been apportioned. Where costs are shared by two or more charitable activities, support costs have been apportioned between categories, for example financial administration costs, on the basis of the number of individual transactions within the accounting period for each category of charitable activity and this is analysed in Note 5.

(k) Costs of raising funds

The costs of raising funds are those costs directly attributable to generating income for the Charity.

(l) Charitable activities

Costs of charitable activities comprise all costs identified as wholly or mainly incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure therefore include support costs and an apportionment of overheads, as shown in Note 5.

(m) Auditors' Remuneration

These costs include costs related to statutory audit and relate solely to the audit with no other additional work being undertaken. The cost for 2020/21 amounts to £7,000 (2019/20 £4,616).

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to the Financial Statement
Accounting Policies (continued)

(n) Staff and pension costs

Analysis of staff costs	2021 £000	2020 £000
Salaries and Wages	93	73
Social Security Costs	9	8
Other Pension Costs	6	5
Total	<u>108</u>	<u>86</u>

The average number of full time equivalent employees during the year was 3.2 (2019/20 – 2.4). No employees had emoluments in excess of £60,000 (2019/20 Nil). The salary costs are incorporated in expenditure on raising funds costs.

No director of the Corporate Trustee received remuneration or reimbursement of expenses during the year (2019/20 Nil). There were no transactions with any trustees or connected person. No Corporate Trustees indemnity insurance was purchased.

Contracts of employment are held with University Hospitals Plymouth NHS Trust although the posts provide support to fundraising for the Charity.

Pension costs

Past and present employees are covered by the provisions of the two NHS Pension Schemes. Details of the benefits payable and rules of the Schemes can be found on the NHS Pensions website at www.nhsbsa.nhs.uk/pensions. Both are unfunded defined benefit schemes that cover NHS employers, GP practices and other bodies, allowed under the direction of the Secretary of State in England and Wales. They are not designed to be run in a way that would enable NHS bodies to identify their share of the underlying scheme assets and liabilities. Therefore, each scheme is accounted for as if it were a defined contribution scheme: the cost to the NHS body of participating in each scheme is taken as equal to the contributions payable to that scheme for the accounting period.

In order that the defined benefit obligations recognised in the financial statements do not differ materially from those that would be determined at the reporting date by a formal actuarial valuation, the FRM requires that “the period between formal valuations shall be four years, with approximate assessments in intervening years”. An outline of these follows:

a) Accounting valuation

A valuation of scheme liability is carried out annually by the scheme actuary (currently the Government Actuary’s Department) as at the end of the reporting period. This utilises an actuarial assessment for the previous accounting period in

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to the Financial Statements
Accounting Policies (continued)

conjunction with updated membership and financial data for the current reporting period, and is accepted as providing suitably robust figures for financial reporting purposes. The valuation of scheme liability as at 31 March 2021, is based on valuation data as 31 March 2020, updated to 31 March 2021 with summary global member and accounting data. In undertaking this actuarial assessment, the methodology prescribed in IAS 19, relevant FReM interpretations, and the discount rate prescribed by HM Treasury have also been used.

The latest assessment of the liabilities of the scheme is contained in the report of the scheme actuary, which forms part of the annual NHS Pension Scheme Accounts. These accounts can be viewed on the NHS Pensions website and are published annually. Copies can also be obtained from The Stationery Office.

b) Full actuarial (funding) valuation

The purpose of this valuation is to assess the level of liability in respect of the benefits due under the schemes (taking into account their recent demographic experience), and to recommend contribution rates payable by employees and employers.

The latest actuarial valuation undertaken for the NHS Pension Scheme was completed as at 31 March 2016. The results of his valuation set the employer contribution rate payable from April 2019 at 20.6% and the Scheme Regulations were amended accordingly.

The 2016 funding valuation was also expected to test the cost of the Scheme relative to the employer cost cap set following the 2012 valuation. Following a judgement from the Court of Appeal in December 2018, Government announced a pause to that part of the valuation process pending conclusion of the continuing legal process.

Pension costs – other scheme

Under the terms of the Pensions Act 2008 the Trust is required to provide a pension scheme for employees who are not eligible for membership of the NHS Pension Scheme. Qualifying employees are enrolled in the National Employment Savings Trust (NEST) managed scheme. NEST is a defined contribution scheme managed by a third party organisation. It carries no possibility of actuarial gain or loss to the Trust and there are no financial liabilities other than payment of the employer's contribution of qualifying earnings. Employer contributions are charged directly to the Statement of Comprehensive Income and paid to NEST monthly. At 31st March 2021 there were no employees enrolled in the scheme (nil at 31st March 2020). Further details of the scheme can be found at www.nestpensions.org.uk

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to the Financial Statements
Accounting Policies (continued)

(o) Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Quoted stocks and shares are included in the balance sheet at mid-market price, excluding dividend. The Corporate Trustee does not consider that any individual holding of securities would have a material effect on the quoted market price.

(p) Capitalisation of Fixed Assets

Tangible and Intangible fixed assets are capitalised if they are capable of being used for a period which exceeds one year and they individually have a cost of at least £5,000.

Valuation:

Tangible and intangible fixed assets are stated at the lower of replacement cost and recoverable amount. On initial recognition they are measured at cost (for leased assets, fair value) including any costs such as installation directly attributable to bringing them into working condition.

Depreciation, amortisation and impairments:

Fixed assets are depreciated at rates calculated to write them down to estimated residual value on a straight-line basis over their estimated useful life. Equipment is depreciated evenly over the estimated life of the asset.

(q) 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). Unrealised gains and losses are calculated as the difference between the carrying value at the year end and opening market value (or purchase date if later).

(r) Financial Instruments

The Charity only holds basic financial instruments –cash, creditors, debtors and investments held in Sarasin & Partners Alpha Common Investment Fund (see note 6 on page 40).

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to the Financial Statements
Accounting Policies (continued)

Cash is in the form of a bank current account and instant access deposit account.

Creditors are amounts owed by the Charity. They are measured at the amount that the Charity expects to have to pay to settle the debt.

Debtors are amounts owed to the Charity. They are measured on the basis of their recoverable amount.

(s) Event After the Reporting Period

The Coronavirus pandemic as alluded to in our, What hasn't worked so well and what we've learnt from it, on page 14, has greatly reduced the level of donations currently being received directly from the general public. Future spending plans will incorporate this reduced level of financial support.

Post year end has seen a recovery in Global investment markets resulting in the value of the charity's investments recovering to a level seen prior to the start of the Coronavirus pandemic.

(t) Prior Period Adjustment

There were no prior period adjustments.

(u) Cash Flow Statements

The Charity produces a cash-flow statement, which is presented on page 28.

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to Financial Statements

Note 1a

Unrestricted Funds - Statement of Financial Activity for year ended 31 March 2021

	2021	2020
	£'000	£'000
Income and endowments from:		
Donations and legacies	395	457
Charitable activities	46	63
Investment income	132	144
Total incoming resources	573	664
Expenditure on:		
Raising funds	(145)	(128)
Charitable activities		
Patient welfare & amenities	(53)	(87)
Staff education & welfare	(105)	(254)
Research	(35)	(17)
Equipment	(67)	(67)
General support to the NHS	(148)	(238)
Other Expenditure	(6)	(1)
Total expenditure	(559)	(792)
Net gains/(losses) on investments	383	(101)
Transfer between funds	-	5
Net expenditure	397	(224)
Net movement in funds	397	(224)
Reconciliation of Funds:		
Total funds brought forward	3,073	3,297
Total funds carried forward	3,470	3,073

Plymouth Hospitals General Charity and Other Related Charities
Registered Number 1048679
Year ended 31 March 2021

Notes to Financial Statements

Note 1a

Unrestricted Funds

Balance Sheet as at 31 March 2021

	2021	2020
	£'000	£'000
Investments	3,647	3,260
Total Fixed Assets		3,260
Current Assets		
Debtors	18	15
Cash and cash equivalents	(130)	(102)
Total Current Assets	(112)	(87)
Liabilities		
Creditors falling due within one year	(65)	(100)
Net Current (Liabilities) / Assets	(177)	(187)
Total Assets less current liabilities	(65)	3,073
Unrestricted Funds	3,470	3,073
Total Unrestricted Funds	3,470	3,073

Plymouth Hospitals General Charity and Other Related Charities
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Year ended 31 March 2021

Notes to Financial Statements

Note 1b

Restricted Funds - Statement of Financial Activity for year ended 31 March 2021

	Funds 2021 £'000	Funds 2020 £'000
Income and endowments from:		
Donations and legacies	380	83
Charitable activities	2	-
Total incoming resources	382	83
Expenditure on:		
Raising funds	(14)	(15)
Charitable activities		
Patient welfare & amenities	(82)	(43)
Staff education & welfare	(26)	(10)
Equipment	(5)	(2)
General support to the NHS	(28)	(16)
Total expenditure	(155)	(86)
Net gains/(losses) on investments	87	(25)
Transfer between funds	-	(5)
Net (expenditure) / income	314	(33)
Net movement in funds	314	(33)
Reconciliation of Funds:		
Total funds brought forward	735	768
Total funds carried forward	1,048	735

Plymouth Hospitals General Charity and Other Related Charities
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Notes to Financial Statements

Note 1b
Restricted Funds

Balance Sheet as at 31 March 2021

	Funds 31 March 2021 £'000	Funds 31 March 2020 £'000
Fixed Assets		
Investments	<u>494</u>	<u>408</u>
Total Fixed Assets		408
Current Assets		
Cash and cash equivalents	<u>585</u>	<u>347</u>
Total Current Assets		340
Liabilities		
Creditors falling due within one year	<u>(31)</u>	<u>(20)</u>
Net Current Assets	<u>554</u>	<u>327</u>
Total Assets less current liabilities	<u><u>1,048</u></u>	<u><u>735</u></u>
Restricted Funds	<u>1,048</u>	<u>735</u>
Total Restricted Funds	<u><u>1,048</u></u>	<u><u>735</u></u>

Plymouth Hospitals General Charity and Other Related Charities
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Notes to Financial Statements

Note 1c

Endowment Funds - Statement of Financial Activity for year ended 31 March 2021

	Funds 2021 £'000	Funds 2020 £'000
Income and endowments from:		
Net gains/(losses) on investments	43	(11)
Net income	43	(11)
Net movement in funds	43	(11)
Reconciliation of Funds:		
Total funds brought forward	204	215
Total funds carried forward	247	204

Plymouth Hospitals General Charity and Other Related Charities
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Year ended 31 March 2021

Notes to Financial Statements

Note 1c

Endowment Funds

Balance Sheet as at 31 March 2021

	Funds 31 March 2021 £'000	Funds 31 March 2020 £'000
Fixed Assets		
Investments	<u>204</u>	<u>204</u>
Total Fixed Assets		204
Total Assets less current liabilities	<u><u>204</u></u>	<u><u>204</u></u>
Endowment Funds	204	204
Total Endowment Funds	<u><u>204</u></u>	<u><u>204</u></u>

Plymouth Hospitals General Charity and Other Related Charities
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Notes to Financial Statements

2 Analysis of Voluntary Income

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds 2020/21 £'000	Total Funds 2019/20 £'000
Donations	256	28	-	284	479
Legacies	139	155	-	294	61
Other Grants Receivable (NHSCT)	-	197	-	197	-
Total	395	380	-	775	540

3 Expenditure on raising funds

	Unrestricted Funds £'000	Restricted Funds £'000	Total Funds 2021 £'000	Total Funds 2020 £'000
Fundraising expenditure	145	14	159	143
	145	14	159	143

Plymouth Hospitals General Charity and Other Related Charities
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Notes to Financial Statements

4 Analysis of Charitable Expenditure

	Grant funded activity £000	Support costs £000	Total 2020/21 £000	Total 2019/20 £000
Patient welfare and amenities	133	2	135	130
Staff education and welfare	128	3	131	264
Research	35	-	35	17
Equipment	71	1	72	69
Support to the NHS	129	47	176	254
Other Expenditure	-	6	6	
Total	496	59	555	734

		Grant Funded Activity	Support costs	Total 2021
		£000	£000	£000
Patient Welfare		133	2	135
Staff Welfare		63	2	65
Research		35	0	35
Support to the NHS	Education and Training	65	1	66
Support to the NHS	Equipment	71	1	72
Support to the NHS	Other	129	47	176
Other Expenditure	(Audit fee & Bank charges)	-	6	6
Total		496	59	555

Support costs represent payment to University Hospitals Plymouth NHS Trust reimbursing the Trust for costs associated with administering and operating the Charity amounting to £53,616 (2019/20 £51,263) and £12,000 to provide a serviced communications function (2019/20 £12,000). Prior to the adoption of Charities SORP (FRS102) governance costs were separately analysed on the Statement of Financial Activity (SOFA). Under the new regulations, incorporated within the support costs is the cost of governance including the external audit of the accounts amounting to £7,000 (2019/20£4,616).

Support to the NHS Other consists of grants award to University Hospitals Plymouth NHS Trust which do not fall under any of the other categories listed in Note 4 and can range from high value grants improving facilities associated with patient care to low cost items.

Summary of Grants to Institutions

The majority of grant support was given to University Hospitals Plymouth NHS Trust. The Trust was the only institution in receipt of material grants.

5 Fixed Asset Investments

Movement in fixed asset investments

	2021 £000	2020 £000
Market value brought forward	3,872	4,009
Add: Additions to investments at cost	4	-
Add: Net gain (loss) on revaluation	513	(137)
Market valuation as at 31 March	4,389	3,872

Plymouth Hospitals General Charity and Other Related charities
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Year ended 31 March 2021

Notes to Financial Statements

5 Movement in fixed asset investments continued

	Unrestricted	Restricted	Endowment	Total value held in the UK 2021 £000	Total value held in the UK 2020 £000
Investments listed on the Stock exchange	3,647	495	247	4,389	3,872
	<u>3,647</u>	<u>495</u>	<u>247</u>	<u>4,389</u>	<u>3,872</u>

Dividends are received from our investment managers net of their fees, which amounted to £130,000 (2019/20 £142,000).

6 Debtors

	2020/21 £000	2019/20 £000
Accrued income	<u>18</u>	<u>15</u>
Total	<u>18</u>	<u>15</u>

7 Creditors falling due within one year

	2020/21 £000	2019/20 £000
Other creditors	<u>77</u>	<u>113</u>
Accruals	<u>19</u>	<u>7</u>
	<u>96</u>	<u>120</u>

8 Analysis of cash and cash equivalents

	2020/21 £000	2019/20 £000
Bank accounts	<u>(130)</u>	<u>(102)</u>
Unrestricted Funds	<u>585</u>	<u>347</u>
Restricted Funds	<u>455</u>	<u>245</u>
Total	<u>455</u>	<u>245</u>

Cash and cash equivalents consist only of cash held in banks.

Plymouth Hospitals General Charity and Other Related Charities
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Notes to Financial Statements

9 Analysis of charitable funds

	Balance 31 March 2020	Incoming Resources	Resources Expended	Transfers	Gains and Losses	Balance 31 March 2021
	£000	£000	£000	£000	£000	£000
Restricted Funds	735	382	(155)	-	87	1,049
Unrestricted Funds	3,073	573	(559)	-	383	3,470
Endowment Funds	204	-	-	-	43	247
Total	<u>4,012</u>	<u>955</u>	<u>(714)</u>	<u>-</u>	<u>513</u>	<u>4,766</u>

Unrestricted Funds	Balance 31 March 2020	Income	Expenditure	Transfers	Gains / Losses	Balance 31 March 2021
	£000	£000	£000	£000	£000	£000
General Fund and Management Service Lines	1,308	241	(317)	-	166	1,398
Acute/Diabetic Medicine & Endocrinology	25	1	(2)	-	3	27
Anaesthetics	85	16	(4)	-	10	107
Autism Service	-	2	(1)	-	-	1
Cancer Services	489	83	(92)	-	60	540
Cardiology	146	10	(7)	-	18	167
Cardiothoracic & Vascular	75	29	(17)	(5)	10	92
Clinical Management	26	-	-	-	3	29
Clinical Professions	1	-	-	-	-	1
Colorectal Surgery	5	2	(1)	-	1	7
Critical Care	53	27	(12)	5	6	79
Dental & Max Fax	2	-	-	-	-	2
Dermatology	1	1	-	-	-	2
Emergency Services	10	3	(6)	-	1	8
Endoscopy	1	-	-	-	-	1
ENT Audiology	6	1	-	-	1	8
Gastroenterology	8	-	-	-	1	9
General Transplant & UGI	14	2	(1)	-	2	17
GU Medicine & PAC	1	-	-	-	-	1
Gynaecology	21	-	(1)	-	3	23
Healthcare of the Elderly	13	2	(3)	-	2	14
Healthcare Science & Technology	2	-	-	-	-	2
Hepatology	5	1	-	-	-	6
Imaging	13	-	(1)	-	2	14
Maternity	6	-	(1)	-	1	6
Neonates	29	10	(10)	-	4	33
Nephrology	299	4	(11)	-	37	329
Neurology	21	2	(4)	-	3	22
Neurosurgery	79	2	(3)	-	10	88
Oncology/Haematology/Immunology	19	-	(1)	-	2	20
Ophthalmology	35	9	(7)	-	4	41
Paediatrics Acute	64	19	(39)	-	7	51
Carry Forward	2,862	467	(541)	-	357	3,145

Plymouth Hospitals General Charity and Other Related Charities

Registered Number 1048679

Year ended 31 March 2021

	Balance 31 March 2020	Income	Expenditure	Transfers	Gains/ Losses	Balance 31 March 2021
	£000	£000	£000	£000	£000	£000
Unrestricted funds						
Brought Forward	2,862	466	(541)	(5)	358	3,145
Paediatrics Community	15	-	(2)	-	2	15
Pain Service	7	1	-	-	1	9
Pathology	46	-	(1)	-	6	51
Pharmacy	4	-	-	-	-	4
Plastic & Breast	12	100	(2)	-	1	111
Theatres Central	33	-	(1)	-	4	36
Thoracic	72	3	(8)	-	9	76
Trauma, Orthopaedics & Rheumatology	18	1	(4)	-	2	17
Urology	4	1	-	-	1	6
Totals	3,073	573	(559)	(5)	383	3,470

There were 172 unrestricted funds, the majority of which are designated funds relating to various wards and departments throughout the organisation, the analysis above reflecting the managerial structure of the Trust. Annually, Fund Advisors are requested to produce spending plans to ensure there is sufficient funding available to meet the plans.

Restricted Funds	Balance 31 March 2020	Income	Expenditure	Transfers	Gains / Losses	Balance 31 March 2021
	£000	£000	£000	£000	£000	£000
Management Service Lines	9	197	(50)	-	2	158
Cancer Services	91	2	(5)	-	11	99
Cardiothoracic & Vascular	21	1	-	-	3	25
Gynaecology	4	-	-	-	1	5
Maternity	149	2	(2)	-	18	167
Neonates	280	25	(88)	-	32	249
Nephrology	56	-	(9)	-	7	54
Neurology	28	-	-	-	3	31
Neurosurgery	0	155	-	-	(1)	154
Oncology	9	-	-	-	1	10
Thoracics	72	-	(1)	-	8	79
Urology	16	-	-	-	2	18
Totals	735	382	(155)	-	87	1,049

There were a total of 22 restricted funds. All restrictions have arisen as a result of terms of bequests and generally the restriction stipulates that the bequest should be spent on medical equipment. On an annual basis Fund Advisors are requested to produce spending plans to ensure that proposed expenditure meets the restrictions and that there is sufficient money available.

10 Volunteers

The Charity acknowledges the support it receives from unpaid volunteers and community groups. There are many volunteers who actively raise funds for the Charity.

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised as income in the accounts.

11 Contingencies, liabilities and provisions

There were no contingent losses or gains, liabilities or provisions as at 31 March 2021 (2020 Nil)

During the year none of the Corporate Trustee or members of the key management staff or parties related to them has undertaken any material transactions with the Plymouth Hospitals General Charity

The charitable trust has made revenue and capital payments to the University Hospital Plymouth NHS Trust where the Corporate Trustee are also members of the Trust Board, amounting to £789,200 (2019/20 £676,000), representing grants of £723,500 (2019/20 £613,000) and administration and communications agreements of £65,600 (2019/20 £63,200). University Hospitals Plymouth NHS Trust also made payments to the Charity amounting to £46,200 (2019/20 £57,000). As at the 31 March 2021 the Charity owed £71,500 (2019/20 £101,000) to the Trust, which is reflected within the stated expenditure for the year and within the creditors figure in note 7.

12 Related party transactions

During the year none of the Corporate Trustee or members of the key management staff or parties related to them has undertaken any material transactions with the Plymouth Hospitals General Charity

The charitable trust has made revenue and capital payments to the University Hospital Plymouth NHS Trust where the Corporate Trustee are also members of the Trust Board, amounting to £789,200 (2019/20 £676,000), representing grants of £723,500 (2019/20 £613,000) and administration and communications agreements of £65,600 (2019/20 £63,200). University Hospitals Plymouth NHS Trust also made payments to the Charity amounting to £46,200 (2019/20 £57,000). As at the 31 March 2021 the Charity owed £71,500 (2019/20 £101,000) to the Trust, which is reflected within the stated expenditure for the year and within the creditors figure in note 7.

Plymouth Hospitals General Charity and Other Related Charities
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Year ended 31 March 2021

13 Commitments

As at 31st March 2021 the agents of the Corporate Trustee have approved the following items, which were not transacted in the year and for which no provision is made in these financial statements:

		2021	2020
		£000	£000
Snowdrop Appeal	*	50	50
General Education Fund	*	50	100
Mobility Centre	*	-	33
Research & Development Grants (2 Years X £50K)	*	55	86
Charity Development Office Salaries	*	100	100
MRI Simulator	*	-	20
Secret Garden	*	240	-
Shavewave Diagnostic Software	d	22	-
Ultrasound Scanner	d	62	-
Secret Garden	d	50	-
Garden of Life	d	28	-
PGMC Garden	d	62	-
BAME Project		38	
Schemes under £20,000	*	34	53
Schemes under £20,000	d	46	-
		837	442

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

	2020/21	2019/20
	£000	£000
Net income (expenditure) for the reporting period (as per the statement of financial activities)	754	(268)
Adjustments for:		
(Gains)/ losses on investments	(513)	137
Dividends / Interest	(132)	(144)
(Increase)/ decrease in debtors	(3)	57
Increase/ (decrease) in creditors	(24)	77
Net cash provided by (used in) operating activities	82	(141)

There are no performance related conditions attached to the commitments. The commitments will be funded by funds held within either the General Fund (*) or designated funds (D).

The financial statements were authorised for issue by the Corporate Trustee.