



Trustees' Annual Report for the period

Period start date

Period end date

From

01 April 2020 To

31 March 2021

Section A

Reference and administration details

Charity name

National Association for Hospice at Home

Other names charity is known by

NAHH

Registered charity number (if any)

1158250

Charity's principal address

c/o The Compleat Conference Company Ltd

Lancaster Court, 8 Barnes Wallis Way,

Fareham, Hampshire

Postcode

PO15 5TU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tracey Doherty	Co-chair		
2	Heather Mitchell	Co-chair		
3	Jane Green	Secretary		
4	Sue Eskins			
5	Sally Taylor			
7	David Stewart Marks			
8	Helen Parkinson			
9				
10				
11				
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14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Research Lead	Kay Greene	Mary Ann Evans Hospice

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution 11 August 2014 (Revised August 2016)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees using an application process – includes application form, skills audit, written references and interview.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

This year the Trustees have continued to build upon and consolidate the governance requirements of the Charity. The overall governance of the Charity remains a priority as the Board ensures there is the necessary skill, expertise and experience not only to fully support the Charity as a whole but to also underpin future growth.

A small number of volunteer Trustees continue to manage the Charity. Two Co-chairs remain in place who are supported by the Vice Chair. There is a dedicated Secretary and recruitment is underway to appoint a new Treasurer. The Charity continues to have close links with key national stakeholders in the field of palliative and end of life care.

The Charity holds a risk register which is regularly reviewed with a clearly identified process to identify, investigate and act upon any identified actual or potential risks that could affect its operation. All requirements of GDPR are strictly adhered to.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Association has supported 80 member organisations over the past 12 months along with many other individuals who have requested help, support or guidance concerning any matters related to Hospice at Home during a global pandemic. Due to the pandemic, The Association has had to quickly adapt and change practice to offer support. The Association has complied with their duty to have due regard to the commissions public guidance when exercising any powers or duties to which the guidance is relevant, all of this whilst remaining compliant with rapidly changing national and local guidelines and mandated lockdowns during this year.

The planned conference to be held in Warwickshire was cancelled and the AGM was held virtually with very good attendance. This was run alongside a networking conversation and 'your shout' which allowed members to swap good practice and concerns that have arisen due to working in healthcare during the COVID – 19 situations.

Planned Healthcare Assistant training in End-of-Life care was also cancelled.

The Association is governed by their constitution (15 August 2014), which was revised in August 2016. The Charity contracts the services of N.W. Saville to ensure the effective operations of the Charity and that regulatory requirements are fulfilled.

The website content is regularly reviewed and the contract with Web-Feet.co.uk continues ensuring the website remains relevant and current for members and the general public to access.

The Charity does not have any investment funds at present.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

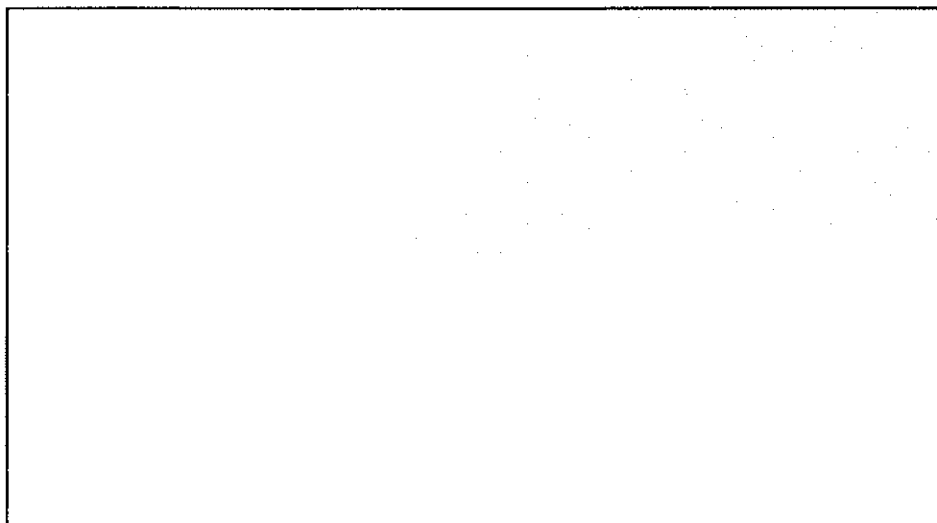
The NAHH has achieved the following in 2020 – 2021

- Built upon and consolidated the governance requirements of the Charity.
- The overall governance of the Charity remains a priority as the Board ensures there is the necessary skill, expertise and experience not only to fully support the Charity as a whole but to also underpin future growth.
- Review its use of technology to communicate and support during a very difficult time for Trustees and the membership.
- Due to the pandemic a tough financial climate where many member organisations have faced financial challenges with every expenditure being scrutinised has resulted in a drop in membership but the Trustees are reviewing membership and the costs to join the association. Ensuring value for money.
- Monitored the formal contract with Compleat Conference Company to ensure continued effective governance and effective use of the Charity's funds.
- Due to the pandemic, streamlined process and meeting to ensure effective time and resource management – most of the Trustees are in Clinical Roles and were in some cases moved back within local teams to provide care to patients and families
- Planned a two-day virtual conference for June 2021 for member services and other professionals engaged with and/or interested in Hospice at Home care ensuring all speakers are contemporary and relevant to the requirements and request of member organisations – 'Restore, Reach and Revive' being the theme.
- Managed the Association within budget requirements
- Held Trustee meetings virtually in line with national and local pandemic guidelines, Zoom was purchased for The Association in order to facilitate this.
- Maintained an online donation facility

Additional details of objectives and activities (Optional Information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity now has a clear reserves policy which is reviewed regularly in line with all policy monitoring to ensure effective and coordinated management of the Association in line with recognised governance requirements.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of income remains to be from membership fees. The fee covers costs relating to administration of the Charity and on-going website support.

The Charity has an online donation facility and will from time to time receive donations from the general public.

Section F Other optional information

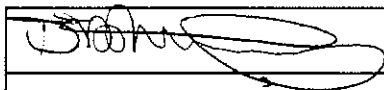
This report will be shared with member services alongside a more detailed report linking strategy as well as the year-end financial report at the forthcoming AGM on the 15 September 2021.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Tracey Doherty

Position (eg Secretary, Chair, etc)

Chair

Date

10th September 2021

NATIONAL ASSOCIATION FOR HOSPICE AT HOME
INCOME AND EXPENDITURE STATEMENT
AND STATEMENT OF FUNDS, ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31ST MARCH 2021

Co-Chair: Heather Mitchell
The National Association for Hospice at Home
Lancaster Court
8 Barnes Wallis Road
Fareham
Hampshire
PO15 7BP

Bankers: Barclays Bank
Leicester
LE87 2BB

Auditors: N.W. Saville & Co
Accountants
29 Plymouth Road
Sheffield
S7 2DE

NATIONAL ASSOCIATION FOR HOSPICE AT HOME
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED

31ST MARCH 2021

31/03/20

<u>Income</u>		
2,100	Sponsorship	0
189	Miscellaneous Income - Advert NAHH Website	200
5,805	Exhibition Spaces etc. - Solo Protect Refunded	(450)
2,724	Private Donations	3,338
7,982	Membership Fees Received	9,875
37,426	Delegate Fees - Returned	<u>(1,550)</u>
56,226		11,413

<u>Expenditure</u>		
46,061	Administration & Conference Costs	6,293
3,375	Expenses & Travelling Costs	0
1,699	Website and IT Costs	1,239
894	Printing, Stationery and Postage	1,023
305	Insurances	305
325	Bookkeeping Costs	266
5	Bank Charges	0
0	Miscellaneous & sundry Expenses	0
100	Audit and Accountancy Fees	100
<u>52,763</u>		<u>9,225</u>
3,463	EXCESS OF INCOME (EXPENDITURE)	<u>£ 2,188</u>

NATIONAL ASSOCIATION FOR HOSPICE AT HOME
STATEMENT OF FUNDS, ASSETS AND LIABILITIES
AT 31ST MARCH 2021

31/03/20

Income and Expenditure Fund

15,051	Balance b/fwd. - 01/04/2020	18,514
3,463	Excess of Income over (Expenditure) - Y/E 31/03/2021	2,188
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18,514		£ 20,702
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Assets

18,614	Balance at Barclays Bank-Community Account	20,802
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Liabilities

(100)	Creditors and Accruals - Accountancy Fee	(100)
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18,514		£ 20,702
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AUDITORS REPORT

We have prepared the above Statements from the books, vouchers and information supplied to us in order to verify the Income and Expenditure of the National Association for Hospice at Home for the year ended 31st March 2021.

N.W. SAVILLE & Co.
ACCOUNTANTS

APRIL 2021

