



Trustees' Annual Report for the period

Period start date

01 April 2021

Period end date

31 March 2022

From

To

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

Lancaster Court

8 Barnes Wallis Road

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/Chair	Stepped down December 2021	
2	Sally Taylor	Vice Chair		
3	Heather Mitchell	Co-Chair	Stepped down as Co-Chair May 2021	
4	Jane Green	Secretary	Stepped down May 2021	
5	Sue Eskins			
6	Debbie Robson		August 2021	
7	David Stewart Marks			
8	Tricia Evans			
9	Louise Compton			
10	Jonathon Wellbeck-Pure		August 2021	
11	Helen Parkinson		Stepped down August 2021	
12				
13				
14				
15				
16				
17				

1				
8				
1				
9				
2				
0				

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	Constitution 11 August 2014 (Revised August 2016)
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	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

This year new Trustees have joined the NAHH bringing new skills and experience which is being used to best advantage to support the organisation. The Trustees continue 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. A change from two co-chairs to a Chair, Vice Chair and a new Secretary provides a strong core to the Board. 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

and procedures to manage them.

or potential risks that could affect its operation. All requirements of GDPR are strictly adhered to. All policies are in date.

Section C

Objectives and activities

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

The Association has supported 62 member organisations and has expanded the Associate members joining. The NAHH continue to support many other individuals who have requested help, support or guidance concerning any matters related to Hospice at Home.

The annual conference was delivered virtually and was very well supported and evaluated. The plans are underway to replace the quarterly newsletters with quarterly on-line coffee and chat sessions where a speaker will present on a chosen topic and group discussion follows. Support to members is also given via an online forum with a separate Trustee identified each month who holds responsibility for checking the forum and ensuring responses are made in a timely manner.

The overall strategy of the Charity is regularly reviewed along with the associated work plan of activity to help deliver it. 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.

The Association is governed by their constitution (11 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-Foot remains in place ensuring the website remains relevant, current and secure for members and the public to access.

Trustees continue to be recruited to the Charity using an agreed application process that includes the completion of an application form, skills audit, written references and an interview. The welcome pack for new Trustees has been reviewed and all who are appointed to the Board receive information concerning role descriptions, NAHH Constitution together with the last NAHH report, NAHH finance statement and a copy of the last Trustees minutes. Trustees are recruited via the annual conference and by direct discussion or approach by existing Trustees.

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 2021-2022

- Continued to recruit new Trustees with clear consolidation of exiting Board Member members
- Regularly reviewed and updated the work plan to support the Strategic aims of the Charity
- Maintained a risk register in line with the Risk Management policy to ensure effective governance of the CIO
- Monitored the formal contract with the Compleat Conference Company to ensure continued effective governance and effective use of the Charity's funds
- Built upon and consolidated relationships with key stakeholders in the field of Palliative and End of Life care along with support of the Carer Support Needs Assessment Tool research team (CSNAT)
- Support of the Optimum Hospice at Home Services for End of Life Care (OPEL) research project
- Maintained a partnership and Memorandum of Understanding with Together for Short Lives
- Maintained a Memorandum of Understanding with Sue Ryder to further promote joint working
- Delivered a very positively reviewed virtual conference – financial impact due to minimal sponsorship and low delegate fees but delivered on 10 & 11 June to membership
- Delivered the AGM online in September followed by a Your Shout session to ask questions of both the NAHH Trustees and peers and a Mindfulness session
- Managed the Association within budget requirements and delivered a reserves policy
- Held five Trustee meeting, all of which were held via Zoom
- 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 grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The continued pressure on both the NAHH Trustees and members due to Covid-19 has meant a realistic review of exactly what has been achievable whilst delivery to employers and the public in these very challenging times.

All Trustees have continued to meet regularly and the workplan was reviewed in line with the membership needs and Covid restrictions in place.

The delivery of an online conference was a first for the organisation.

The decision was made that the conference should not be recorded allowing attendees to speak freely of their experiences, the impact on their mental health and the future of the services offered by their organisations. The honesty in experiences shared was powerful and allowed members to speak freely.

The AGM was also delivered via Zoom and was well attended. The AGM was followed by a 'Your Shout' Session for members to discuss challenging topics.

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity 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

The Charity experienced a loss this year but has reserves in the bank to manage this.

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 has been from membership fees. The fee covers costs relating to administration of the Charity and on-going website support. Income was reduced this year due to the lack of sponsorship with no live event. Roma Publications kindly supported the conference but the lack of sponsorship and delegate income has meant the organisation ran at a financial loss this year.

The Charity has an online donation facility and donations have been received regularly from the public.

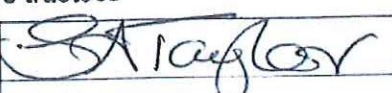
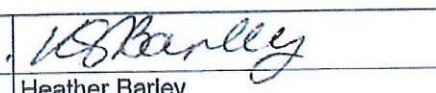
Section F Other optional information

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 13 September 2022.

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)	Sally Taylor	Heather Barley
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	6 September 2022	

NATIONAL ASSOCIATION FOR HOSPICE AT HOME
INCOME AND EXPENDITURE STATEMENT
AND STATEMENT OF FUNDS, ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31ST MARCH 2022

Treasurer: Heather Barley
The National Association for Hospice at Home
Lancaster Court
8 Barnes Wallis Road
Fareham
Hampshire
PO15 5TU

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 2022

31/03/21

Income

0 Sponsorship - Roma Publications	400	
200 Miscellaneous Income - St Johns Hospice	75	
(450) Exhibition Spaces etc.	0	
3,338 Private Donations	3,468	
9,875 Membership Fees Received	7,667	
(1,550) Delegate Fees	845	
	<hr/>	
11,413		12,455

Expenditure

6,293 Administration & Conference Costs	14,608	
1,239 Website and IT Costs	1,504	
1,023 Printing, Stationery and Postage	54	
305 Insurances	280	
266 Bookkeeping Costs	276	
0 Miscellaneous & sundry Expenses	274	
100 Audit and Accountancy Fees	100	
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<u>9,225</u>		<u>17,096</u>
2,188 EXCESS OF INCOME (EXPENDITURE)		£ (4,641)
		<hr/> <hr/>

NATIONAL ASSOCIATION FOR HOSPICE AT HOME
STATEMENT OF FUNDS, ASSETS AND LIABILITIES
AT 31ST MARCH 2022

31/03/21

Income and Expenditure Fund

18,514	Balance b/fwd. - 01/04/2021	20,702
2,188	Excess of Income over (Expenditure) - Y/E 31/03/2022	(4,641)
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20,702		£ 16,061
		<hr/>

Assets

20,802	Balance at Barclays Bank-Community Account	16,161
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Liabilities

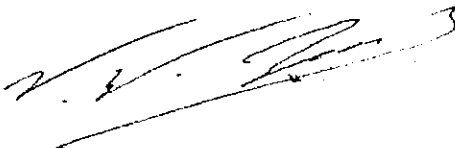
(100)	Creditors and Accruals - Accountancy Fee	(100)
		<hr/>
20,702		£ 16,061
		<hr/>

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

AUGUST 2022




HEATHER BARLEY

31.8.2022