

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	June	2021		31	May	2022

Section A Reference and administration details

Charity name

NTSP Ltd

Other names charity is known by

National Tracheostomy Safety Project

Registered charity number (if any)

1160824

Charity's principal address

Acute Intensive Care Unit,

Wythenshawe Hospital, Manchester University NHS FT

Southmoor Rd, Wythenshawe, Manchester

Postcode

M23 9LT

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	Dr B McGrath	Chair	Since May 31 2014	
2	Dr L Bates	Secretary	Since May 31 2014	
3	Dr J Moore	Director	Since May 31 2014	
4	Dr D Atkinson	Treasurer	Since May 31 2014	
5				
6				
7				
8				

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Legal	Mrs Emma McGrath	12 Alcester Road, Sale, Manchester. M33 3QP
Financial	Mr Tim McInnes	34, Cumberland Drive, Bowdon, Altrincham. WA14 3QP
Paediatric	Dr Catherine Doherty	Department of Anaesthesia, RMCH, Oxford Rd, Manchester M13 9WL
SLT	Mrs Sarah Wallace	Dept of Speech, Swallowing & Voice, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT
Respiratory physiotherapy	Mrs Barbara Bonvento	Dept of Physiotherapy, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Adopted Memorandum & Articles of Association, incorporated 29 th May 2014 as amended by special resolution, dated 29 th January 2015 (following advice from the Charities Commission) as amended by special resolution registered at Companies House, dated 20 th February 2015.
How the charity is constituted (eg. trust, association, company)	Charitable company limited by guarantee
Trustee selection methods (eg. appointed by, elected by)	Appointment by ordinary resolution by existing trustees

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.

NTSP Ltd has partnered with the Royal College of Anaesthetists and the Global Tracheostomy Collaborative on a number of Quality Improvement Projects, notably 'Improving Tracheostomy Care' (2016-19), 'Evidence into Practice' (2017) and the 6th *International Tracheostomy Symposium* (2021). We supply regular updates to the RCoA and GTC and final reports of our activities.

The results of these QI projects have been taken forward by NHS England as a National Patient Safety Improvement Program (NatPatSIP) 'Safer Tracheostomy Care' commencing April 2020 (to May 2021).

We have secured funding for educational activities and promotion of our resources from the UK Health Foundation. Again, we supply written progress reports and final reports, including financial statements.

We have opened our accounts up to annual inspection in line with our governing documents and the regulations of the Charities Commission. Reports are shared with the Directors at the AGM and available to the Commission and to the Public on request.

NTSP Ltd has applied for Innovate UK funding (August 2022) to fund new developments in Virtual Reality tracheostomy education.

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

To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

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 objects of the Charity were achieved through hosting and attending local, national and international conferences, meetings and training courses related to tracheostomy safety on behalf of the Company. These included:

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Developing new resources for tracheostomy care during the COVID-19 pandemic, with UK and international reach.

Developing the 'trachy ward round game'.

Developing a successful video library of 52 videos for patients, families and carers, disseminated through social media. The YouTube video channel received 463,700 views (441,500 watch time minutes) in 2022.

Updated video resources to support children with tracheostomies accessing education during the pandemic.

Continue to work with the Advanced Life Support Group to develop international tracheostomy safety courses. We have formed a working group to work on VR additions to the course offerings we have.

We confirm that the Trustees of the Charity have exercised their duties for the public benefit as defined in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. Our program for this reporting period was determined by consensus and designed to continue to deliver our Charitable Objectives for the public benefit. This guidance shall be reviewed annually in planning future activities of the Charity.

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.

Mrs Emma McGrath has been kindly volunteering her legal expertise to assist the directors in preparing the required reports and submissions to satisfy the regulations of the Charities Commission, Companies House and HMRC.

The NTSP has supported travel for working party members by administering travel bursaries. These have been funded by the grant programmes. Applications are considered by 2 or more directors, usually by email.

Summary of the main achievements of the charity during the year

NHS England and NHS Improvement National Patient Safety Improvement Program (NatPatSIP) *Safer Tracheostomy Care* rolled out nationally in response to rising tracheostomy rates during the coronavirus pandemic.

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Written a report of the impact of the NatPatSIP with a grant from NHS England, working with the University of Manchester.

Continued to build a multidisciplinary team and expertise around tracheostomy care, including patients and their families in our steering groups and as co-applicants in grant applications.

Continue to work with the Advanced Life Support Group to develop international tracheostomy safety courses with a new focus on VR.

NHS England agreed the role of National Tracheostomy Lead Clinician (to which our Chair was appointed).

Contributing a representative to the Global Tracheostomy Collaborative Board of Directors (Dr B McGrath)

Section E

Financial review

Brief statement of the charity's policy on reserves

NTSP LTD is a company limited by guarantee and not having a share capital (Company Registration Number: 09062489 (England and Wales))

NTSP LTD does not have a policy for reserves.

Abbreviated (Unaudited) Financial Statements have been prepared and will be submitted to Companies House in accordance with Company Law.

Period of accounts

Start date: 1st June 2021

End date: 31 May 2022

These accounts detail:

Total assets (less current liabilities) at the **start** of the reporting period of £9,867

Total assets (less current liabilities) at the **end** of the reporting period of £22,798

This included £22,798 in the NTSP Ltd bank account on 31st May 2021.

Total income during the reporting period of £37,056.
(Sponsorship, course fees, YouTube Ad revenue)

Total expenditure during the reporting period of £24,125
(Expenses associated with NTSP and GTC meetings and events, video film making, website development and admin)

Details of any funds materially in deficit

N/A

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.

Application to BBC Children in Need – competitive application (not successful)

Application to Innovate UK – Fast Start Scheme (Awarded Aug 2022)

Expenditure has supported directors, officers and representatives of NTSP Ltd in supporting our charitable objectives through education.

NTSP Ltd has submitted our financial affairs to independent external examination as per the guidelines of the Charities Commission, based on our turnover.

Section F

Other optional information

Plans for 2023 & Next report:

Continue to contribute to COVID-19 tracheostomy literature

Continue to work on NIHR i4i grant of approximately £800,000 to embark on a 3 year Programme to develop a novel device to assist patients with tracheostomies vocalise.

Continue to work on national patient safety improvement program for NHS England (NatPatSIP) – current project is to attempt to extrapolate the results of our 20-site project to estimate the impact of the NatPatSIP.

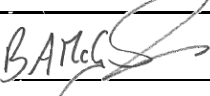

Redesign and evaluate trachy safety course into VR.

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)	Dr Brendan McGrath	Dr Dougal Atkinson
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	16/2/2023	

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of 'NTSP Ltd'

I report on the accounts of the company for the year ended **31 May 2022**, which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 34 Cumberland Drive, Bowdon, Altrincham, Cheshire WA14 3QP

Date: 21st February 2023

Balance Sheet Report for NTSP Ltd

Account	31 May 2022		31 May 2021	
	Asset	Liability	Asset	Liability
LONG-TERM ASSETS				
IT Equipment	£0.00		£270.00	
Long-term Assets (total)	£0.00		£270.00	
CURRENT ASSETS & LIABILITIES				
NTSP Ltd Bank account	£22,797.91		£1,096.96	
Balance on Customers	£0.00		£8,500.00	
Current Assets & Liabilities (total)	£22,797.91	£0.00	£9,596.96	£0.00
Net current assets (liabilities)	£22,797.91		£9,596.96	
Total assets less current liabilities	£22,797.91		£9,866.96	
LONG-TERM LIABILITIES				
Long-term Liabilities (total)		£0.00		£0.00
Total net assets (liabilities)	£22,797.91		£9,866.96	
CAPITAL & RESERVES				
Profit and loss		£19,391.80		£6,460.85
Capital & Reserves (total)		£19,391.80		£6,460.85
OPENING BALANCES				
Opening Balances		£3,406.11		£3,406.11
Total assets	£22,797.91	£22,797.91	£9,866.96	£9,866.96

Prepared on 17 Jan 2023 at 11:53:24

Profit and Loss Report for NTSP Ltd

Account	1 Jun 2021 to 31 May 2022		1 Jun 2020 to 31 May 2021	
	Expense	Income	Expense	Income
SALES				
Fees income		£37,056.23		£11,284.60
Total Revenue (Turnover)		£37,056.23		£11,284.60
INDIRECT EXPENSES				
Course expenses	£7,935.90		£0.00	
Legal, professional	£6,294.66		£170.00	
Website / internet	£5,200.91		£1,056.00	
Travel, subsistence	£2,285.27		£0.00	
Advertising	£1,486.20		£3,380.00	
Media / Design	£566.61		£359.31	
Depreciation	£270.00		£1,592.87	
General admin	£49.48		£0.00	
Finance charges	£36.25		£3.72	
Training	£0.00		£384.00	
Indirect Expenses (total)	£24,125.28		£6,945.90	
Total Expenses	£24,125.28		£6,945.90	
Net Income		£12,930.95		£4,338.70

Prepared on 17 Jan 2023 at 08:03:35

Cash Flow Report for NTSP Ltd

Account	1 Jun 2021 to 31 May 2022
CASH FLOW FROM OPERATIONS	
Net Income	£12,930.95
Depreciation	£270.00
Decrease in Customers Balance	£8,500.00
Operations (total)	£21,700.95
CASH FLOW FROM INVESTING	
Investing (total)	£0.00
CASH FLOW FROM FINANCING	
Financing (total)	£0.00
Total Cash Flow	£21,700.95
Cash Balance At Start	£1,096.96
Total Cash Flow	£21,700.95
Cash Balance At End	£22,797.91

Prepared on 17 Jan 2023 at 11:54:01

Accounts by Category for NTSP Ltd

Period from 1 Jun 2021 to 31 May 2022.

Assets

Category	Account	B/F	Debit	Credit	Balance	Notes
Fixed assets	IT Equipment	£270.00	£0.00	£270.00	£0.00	

Final depreciation this financial year to zero balance.