



# Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	06	04	2020		05	04	2021

## Section A Reference and administration details

Charity name	AFRICAN HOSPITAL LIBRARIES
Other names charity is known by	AHL
Registered charity number (if any)	1170968
Charity's principal address	56, ELMS DRIVE, OXFORD  Postcode OX3 0NL

### 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	Claire Blacklock			
2	Alexander Blacklock			
3	Edward Carberry			
4	Tracey Lumsden			
5	Stephanie (Stevie) Russell			

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

Name	Dates acted if not for whole year
n/a	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

### 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
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment 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.

### Ongoing development of improved organisational and governance processes

During this reporting period, African Hospital Libraries was accepted onto the THET Health Partnerships Capacity Development Programme. Engagement with this programme commenced in the next reporting year (April 2021). This programme, in addition to extremely helpful and practical advice received during this first external financial review process for the current reporting year, have readied us to continue to strengthen our organisational processes in the next reporting year (April 2021-April 2022). We are very grateful for the support and expert advice we have received regarding improved governance and organisational structure, as our organisational activities have continued to grow. We look forward to communicating our progress in these areas in the next reporting year, for example in the forming of an organisational risk register, and development of other organisational and governance processes.

### Assets

African Hospital Libraries supports the set-up and running of hospital libraries in Makeni, Bo and Kenema Government Hospitals, in addition to three link-up libraries in Makeni School of Clinical Sciences, the Department of Community Health Sciences (University of Sierra Leone) and Princess Christiana Maternity Hospital/ Ola During Children's Hospital in Freetown.

AHL has Memoranda of Understanding with all partners (for example Hospital Management Teams) representing the institutions where the libraries are situated. The MoUs set out the parties involved and their roles and contributions. The libraries are entities within themselves, and as such assets within a specific library are the property of that library. The assets are therefore not owned by the hospital, but by the library. Likewise, AHL does not therefore own these assets, but instead they are the property of the library. This has therefore been amended on this year's CC16a form, to show that no assets belong to AHL (compared to last reporting year, when assets such as books and IT equipment were shown as belonging to AHL). However, AHL does maintain an oversight role in the ongoing stewardship and replenishment of library assets, particularly in the libraries at Bo, Makeni and Kenema Government Hospitals.

### Learning from incident of theft

A theft of books occurred from Makeni Hospital Library during this reporting year, which was reported to the Charity Commission as a Serious Incident by Trustees. This incident was thoroughly investigated, and mitigating measures were taken to reduce the risk of future occurrences. Further detail is given in section C below.

## Section C

## Objectives and activities

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

TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.

**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)**

Activities of African Hospital Libraries overlap in their fulfilment of the objects of the charity. Activities within the reporting period are summarised below, under the following headings:

1. Implications of coronavirus pandemic on AHL
2. Team capacity building activities
3. Shipments
4. Makeni Hospital Library and Resource Centre
5. Bo Hospital Library
6. Kenema Hospital Library
7. Link-up libraries
8. Fundraising and support
9. Volunteers

**1) Implications of coronavirus pandemic on activities during the reporting period**

- Like many other organisations, AHL activities have been impacted by the coronavirus pandemic during this reporting period. Specifically, the pandemic has been associated with the following:
  - Restrictions on travel within Sierra Leone, leading to reduced frequency of visits by staff to other library sites.
  - Temporary closure of training institutions, leading to fewer students using the libraries.
  - Social distancing measures, mask wearing and IPC in library premises.
  - Restrictions on international travel leading to no visits by UK trustees to Sierra Leone in this reporting period
  - Restrictions on face-to-face meetings in the UK leading to limited face-to-face interactions between trustees. The majority of trustee interactions took place online.
  - The novel use of zoom as a form of communication between staff in Sierra Leone and UK trustee, which has been further developed in the next reporting period. This was a positive development in communication between UK and Sierra Leone.

**2) Team capacity-building activities**

- During this reporting period we have been trying to enhance and develop capacity, in both Sierra Leone and the UK. By doing so, we hope to improve the quality and impact of AHL activities, and also strengthen governance processes in the organisation. Capacity-building activities have included:
  - Creation of new Professional Librarian role in Sierra Leone (advertised and successful candidate recruited during this reporting period)
  - Successful application to participate in the THET Health Partnerships Capacity Development Programme, funded by UKAID. [Health Partnership Capacity Development Programme - THET](#) Our participation in this programme started in the next reporting period.
  - Continuation of AHL support for BSc degree of Bo Library Administrator.
  - Provision by Bo Library Administrator of training, support and supervision to staff at Makeni and Kenema Hospital Libraries.
  - Development of the new practice of zoom meetings between UK trustees and Sierra Leone staff.

**3) Shipments**

- Two shipments were sent from the UK to Sierra Leone during this reporting period, totalling 38 boxes of books and other resources, including two desktop computers for the new Makeni Hospital

Resource Centre (preloaded with quality educational e-resources), and a large collection of high-quality anatomical posters for five libraries supported by AHL, donated by AnatomyStuff.

#### 4) Makeni Hospital Library

- During this reporting period, the construction of a purpose-built Resource Centre was completed at the Makeni Government Hospital site. The official opening of the Resource Centre took place in March 2021, and hospital staff and stakeholders were invited to the opening event. A keynote speech was delivered by Prof Conteh-Morgan, from the University of Sierra Leone. The new Resource Centre replaced the tiny previous library space, and now offers two study halls, office space, and toilet facilities. AHL paid for the construction costs of the Resource Centre, with water, electricity and land provided by the hospital management team.
- Two shipments of books and two desktop computers for the new Resource Centre, were sent during this reporting period.
- Makeni Hospital Library received a collection of high-quality anatomical posters donated by AnatomyStuff during this reporting period.
- During this reporting period, a new Library Assistant was recruited to replace the departing Library Assistant. The new Library Assistant was trained by the Makeni Library Administrator and was supported by the Bo Library Administrator in carrying out duties, which included basic administration of the library service, during the Library Administrator's maternity leave.
- During this reporting period, a new Professional Librarian was recruited and appointed to the AHL sponsored team, to be based at the Makeni Hospital Resource Centre and to support the other AHL-supported libraries in Sierra Leone. Preparations for recruitment and selection were made in consultation with diverse expert stakeholders, in Sierra Leone and the UK. The appointment was made following advertisement, short-listing, practical assessment, and interviewing. The interview panel included members of the hospital management team, the AHL sponsored Coordinator, and senior librarians from the University of Sierra Leone. In addition, two UK trustees and a health librarian from a UK University, joined the panel via zoom. The Professional Librarian started working in the next reporting period (April 2021).
- An alleged theft of missing books was investigated during this reporting period. This matter was reported to the Sierra Leone police, relevant book donors, and to the Charities Commission. Actions taken following the incident included strengthened monitoring and stock checking systems. Learning from this incident was reflected on and shared with all members of the AHL sponsored team.
- AHL continues to support the Makeni Library Administrator's salary and the Makeni Library Assistant's salary, the costs associated with shipping and transporting books, and the day-to-day library consumables, etc. AHL pays for a Library Coordinator to support all AHL-run and AHL link-up libraries in Sierra Leone. During this reporting period, the Bo Hospital Library Administrator provided training and supportive supervision to the Library Assistant, during the period of maternity leave of the Library Administrator.
- The Makeni Library Administrator continues to have a UK Health Librarian mentor, facilitated by AHL, who is also a mentor for the newly appointed Professional Librarian.

#### 5) Bo Hospital Library

- Bo Hospital Library continues to be very well-used by hospital staff and healthcare students from surrounding training facilities. The two

desktop computers continued to be very popular with library users during this reporting period.

- The Bo Library Administrator continued to study for his BSc in Procurement and Logistics during this reporting period, which was supported by AHL.
- AHL continues to support the Bo Library Administrator and Library Coordinator (based in Bo) salaries and professional development activities. The costs associated with shipping and transporting books, and the day-to-day library consumables, etc. have continued to be met by AHL.
- Bo Hospital Library received a collection of high-quality anatomical posters donated by AnatomyStuff during this reporting period.
- The Bo Library Administrator has a UK Health Librarian mentor, facilitated by AHL.
- The Bo Library Administrator continues in his mentoring and support role to the Kenema Library Administrator, and also provided significant outreach to the Makeni Library Assistant during this reporting period, during a period of maternity leave of the Makeni Library Administrator.
- During this reporting period there was a break-in and theft (two monitor screens) at Bo Hospital Library. This incident was investigated by Sierra Leone police and reported to the Charities Commission. Following the incident, the hospital management team employed a security company in the hospital. AHL supported the costs of repair and making the library secure once more.
- We have still been unable to secure funds to go ahead with the construction of a Resource Centre in Bo Government Hospital during this reporting period, however the design we have agreed in Makeni will form the basis of the design in Bo once fundraising has been completed. The necessary land at the hospital site has been provided by the Bo Hospital Management Team, who are keen for us to start as soon as possible.

#### 6) Kenema Hospital Library

- Kenema Hospital Library has been continuing its provision of library services to hospital staff and students from the adjacent Eastern Polytechnic.
- A list of requested books from library users and faculty of the Eastern Polytechnic were collated by the Kenema Library Administrator. This was used to form the basis of an application to the British Medical Association Information Fund, for books, particularly relating to nutrition. These books were successfully shipped to the library in the following reporting period.
- Kenema Hospital Library received a collection of high-quality anatomical posters donated by AnatomyStuff during this reporting period.
- AHL employs a Library Administrator to run the operations of the library, and pays for library consumables, furniture, shipping of books etc.
- The Kenema Library Administrator has a UK Health Librarian mentor, facilitated by AHL.

#### 7) Link-up libraries

- During this reporting period, AHL has continued to support the link-up libraries at Makeni School of Clinical Sciences, Department of Community Health, Fourah Bay Campus, and Princess Christiana Maternity Hospital/ Old During Children's Hospital joint library service, through contact with staff, and provision of additional educational resources, such as a collection of high-quality anatomical posters, and in the case of PCMH/ODCH, books.

- Further engagement with the link-up libraries occurred in the following reporting period.

#### 8) Fundraising and support

- In the reporting period, a trustee undertook a sponsored cycle ride, and a volunteer undertook a sponsored run.
- We gratefully received co-sponsorship for the new Professional Librarian role from AnatomyStuff, in addition to the generous donation of a large collection of high-quality anatomical posters.
- We continued to benefit from donations of books from the Oxford Book Transplant scheme, Book Aid International, and the BMA Information Fund.
- We were the grateful recipients of a donation from the Souter Foundation, and a donation from the RAF Churches Collection Fund.
- We continue to be supported by the generosity of several committed individuals.

#### 9) Volunteers

- An expert UK volunteer helped to set up the two desktop computers during this reporting period, and provided IT advice
- Two UK health librarian experts provided feedback and advice on recruitment and selection materials, and on shortlisting applicants for the Professional Librarian post.
- A UK educationalist provided feedback and advice on the recruitment and selection materials for the Professional Librarian post.
- A UK health librarian, three members of the hospital management team, and two senior librarian stakeholders in Sierra Leone, participated in the interview panel for the recruitment of the new AHL Professional Librarian.

#### Declaration

**Trustees have had regard to the guidance issued by the Charity Commission on public benefit**

### **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.

## **Section D**

## **Achievements and performance**

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Main achievements:

- Continued partnership with healthcare and educational institutions
- 1635 borrowing episodes across the three libraries in Bo, Makeni and Kenema Government Hospitals.
- Construction of a purpose-built resource centre at Makeni Government Hospital
- Recruitment and appointment of professionally qualified librarian
- Successful application to THET Health Partnership Capacity Training Programme (course commenced in next reporting year)
- Continuation of library service activities during the pandemic
- 38 boxes of books and educational materials shipped from the UK to Sierra Leone

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves Policy: AHL aims to hold the equivalent of two months' salary costs in reserves in respect of library staff.

**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.

Please see note in section B regarding assets.

#### **Breakdown of money spent in Sierra Leone**

In addition to the CC16a form, here is a breakdown to show how the money transferred by AHL to Sierra Leone was spent:

- Salaries = 46%
- Building costs (for construction of Resource Centre at Makeni Government Hospital) = 36%
- Internal travel = 8%
- Consumables and equipment = 5%
- Other = 5%

Each library has its own registered bank account.


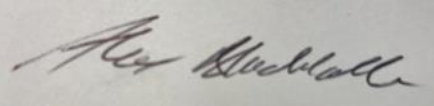
## Section F

## Other optional information

## 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)	Claire Blacklock	Alexander Blacklock
Position (eg Secretary, Chair, etc)	Co-Founder and Trustee	Co-Founder and Trustee
Date	04.02.22	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

AFRICAN HOSPITAL LIBRARIES

1170968

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
06/04/2020

To

Period end date  
05/04/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	31,354	1,000	-	32,354	22,194
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	31,354	1,000	-	32,354	22,194
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	31,354	1,000	-	32,354	22,194
<b>A3 Payments</b>					
Fund Raising	445	-	-	445	1,520
Charitable Activities	34,994	-	-	34,994	22,478
Travel	-	-	-	-	1,652
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	35,439	-	-	35,439	25,650
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	35,439	-	-	35,439	25,650
<b>Net of receipts/(payments)</b>	- 4,085	1,000	-	- 3,085	- 3,456
<b>A5 Transfers between funds</b>	5,000	- 5,000	-	-	-
<b>A6 Cash funds last year end</b>	3,019	5,000	-	8,019	11,475
<b>Cash funds this year end</b>	3,934	1,000	-	4,934	8,019

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account	3,934	1,000	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,934</b>	<b>1,000</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	-
			-	-
			-	-
			-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Claire Blacklock	CLAIRE BLACKLOCK	04.02.22	
	Alexander Blacklock	ALEXANDER BLACKLOCK	04.02.22	

## **Independent Examiner's Report to the Trustees of African Hospital Libraries**

I report to the Trustees on my examination of financial statements of African Hospital Libraries for the year to 5 April 2021.

### **Respective responsibilities of trustees and examiner**

As The Trustees of African Hospital Libraries you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of African Hospital Libraries financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by The Charity Commission given by the Charity Commission under section 145 of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with examination giving me cause to believe that in any material aspect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Name: Richard Bray

Relevant professional qualifications: ACA DChA

Address: 17, Thornhill Road, PLYMOUTH PL3 5NF

Date: 3 February 2022