

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	6	APR	2020		5	APR	2021

## Section A Reference and administration details

Charity name

TALK Foundation

Other names charity is known by

Registered charity number (if any) 1177093

Charity's principal address

24 Windsor Avenue

Radyr

Cardiff

Postcode

CF15 8BW

### 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	Cristina Diaz- Navarro	Chair (founding member)		N/A (first charity trustee)
2	Andrew Hadfield	Treasurer (founding member)		N/A (first charity trustee)
3	Sonia Pierce	Secretary (founding member)		N/A (first charity trustee)
4	Mark Price	Deputy treasurer		N/A (first charity trustee)
5	Esther Leon Castelao			N/A (first charity trustee)
6	Sandrine Bacquaert			N/A (first charity trustee)
7				
8				

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

Name	Dates acted if not for whole year
N/A	

### Name of chief executive or names of senior staff members

Mariam Paes - New Initiatives and Fundraising Director  
Rebecca Wheeler - Organisational Development Director

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution Registered 09 FEB 2018
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	<p>The three founding members will be indefinite trustees. The other 3 first trustees have been appointed for a period of 3 years and can be reappointed up to 3 times.</p> <p>Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees.</p>

### Additional governance issues (Optional information)

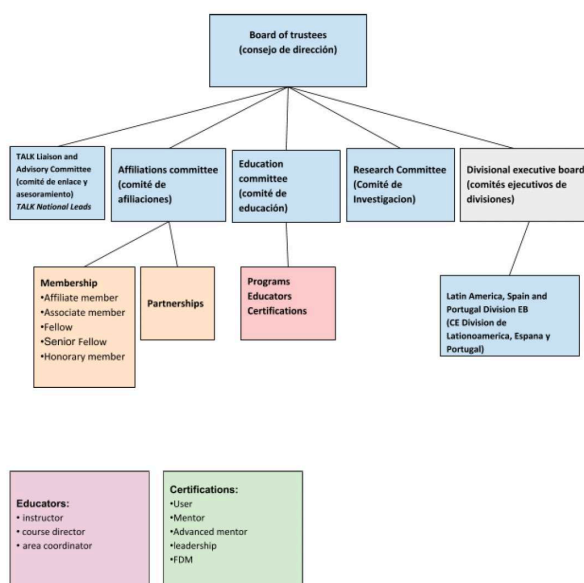
You **may choose** to include additional information, where relevant, about:

- 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.

The Organisation has the following Policies & Procedures in place:  
(The date following each title is the date of the latest revision, all available on request)

Affiliations Committee Terms of reference (May 2020)  
 Business plan v3 (May 2019)  
 Code of Conduct (October 2020)  
 Conflicts of Interest (September 2020)  
 Contractor Agreement (December 2020)  
 Declaration on Appointment (April 2018)  
 Disciplinary Procedure for Staff (April 2020)  
 Disciplinary Policy and Procedure for Volunteers (April 2020)  
 Education Committee Terms of reference (March 2020)  
 Equality Policy (September 2020)  
 Financial Controls Policy (January 2020)  
 Fit and proper person declaration (April 2018)  
 Fundraising Policy (March 2021)  
 Memorandum of Understanding (May 2020)  
 TALK Research Committee Terms of reference (March 2020)  
 TALK Foundation Constitution (2016)  
 Volunteer management policy (March 2020)

Organisational chart (Organigrama)



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

For the public benefit to advance the education of clinical teams in patient safety in such ways as the charity trustees think fit.

Our Vision, Mission and Values focus on maximising the opportunity for healthcare improvement, patient safety and staff wellbeing through the use of TALK, empowering a culture of patient safety through the education of clinical teams ethically, inclusively and positively.

### 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)

Meetings of the Board of Trustees have been held at least quarterly and minutes are available on request.

The TALK Foundation has worked in parallel with TALK Research and Innovation Staff Exchange grant provided by the European Commission through the Horizon 2020 programme, Marie Skłodowska-Curie Actions, which is funding a 3 year project on the use of the TALK framework for clinical debriefing under grant agreement ID: 734753. The activities have included:

- Development of freely downloadable training materials (<https://www.talkdebrief.org/startingtotalk> )
- International diffusion of TALK concept (Implemented in the UK, Spain, Norway, Denmark, Netherlands, Germany, France, Portugal, Australia, Chile, Singapore, USA, Mexico and Argentina)
- Networking at a national and international level. As a consequence, a strategy advisory board has been developed.
- Formalising collaboration and data-sharing

Other activities have included development of The TALK Foundation webpage <https://www.talkdebrief.org/talk-foundation> and the opening of TALK Foundation bank account (through CAF Bank).

In addition to the above activities, the TALK Foundation has focused on development of the charity's infrastructure:

- into committees and divisions, including appointment of key individuals and development of guiding documents (such as specific terms of reference)
- introduction of non-voting members (definition of terms and admission policies)
- Further development of appropriate policies and procedures (Business plan, Financial policy and Volunteer Management policy).

Trustees are aware of the Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008 and this has been considered when planning the charity's activities. Whilst it is recognised that the TALK tool is a commercially viable product, the aim of the Foundation is to ensure that any surplus is used for public rather than personal 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.

This remains a young CIO, and the emphasis during initial stages has been on building a solid framework both with regard to organisational / legal guidance and volunteer workforce development.

Furthermore, the TALK Foundation is the legacy to the TALK Research and Innovation Staff Exchange grant provided by the European Commission through the Horizon 2020 programme. This Marie Skłodowska-Curie Actions grant is funding a 3 year project on the use of the TALK framework for clinical debriefing under grant agreement ID: 734753.

The natural course of the EU funded project has mandated a similar pace at Foundation level. All materials and international network generated as outcomes of this work will be passed on to the TALK Foundation at the end of the project, which has been delayed due to the COVID-19 pandemic.

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

The Charity has focused on further defining the key services and activities offered by the Foundation and continued development of the resources to support these services and activities.

The TALK RISE project has entered its final year, following the delay due to COVID. There has been an emphasis on international promotion of the Foundation, coinciding with the RISE phase of international dissemination.

The outcome of this dissemination has revealed the need to accelerate our infrastructural development, which has resulted in the further development of committees and divisions as well as the introduction of non voting members categories. (See details in organisational chart, section B).

Previous achievements included development and review of Foundation documentation, as well as policies and procedures:

- Code of Conduct
- Financial controls policy
- Disciplinary Policy and Procedure for Volunteers
- Disciplinary Procedure for Staff
- Affiliations Committee Terms of reference
- Conflicts of Interest
- Contractor Agreement
- Equality Policy
- Fundraising Policy
- Development of a Memorandum of Understanding template document

During this financial year, we developed further the business plan (April 2021 –March 2024).

The initial three-year period for Trustees ceased in February 2021. MAP, SB and ELC agreed to continue in their roles for a further 3 years.

There has been further development of the TALK website and the creation of memberships. Criteria for discounts in membership and courses according to income has been instituted. It entails a stratified approach to fees according to residence in low, middle or high income countries, and for the latter according to profession.

The TALK Foundation organisational chart has been further developed and updated.

There has been significant course development and initiation of a course management system - this includes educational materials / local training sessions for TALK, as well as an instructor guide.

## Section E

## Financial review

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

The TALK Foundation does not currently have a policy on reserves. The charity is starting to raise initial funds for its activity. Development of a reserve policy will be a point for future action.

All reserves would be used to strengthen the financial basis of the charity in line with its stated objectives.

### 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.

Current / potential sources of income:

- Donations
- Memberships
- Income from educational courses pertaining to the TALK clinical debriefing tool, from interested healthcare institutions.
- Grants applied for, from NGOs and specific philanthropic organisations with an interest in funding healthcare and patient safety (none received yet).

## Section F


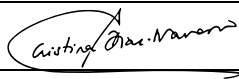
## Other optional information

## 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)	Dr Sonia Pierce	Dr Cristina Diaz-Navarro
Position	Secretary	Chair
Date	22/01/2022	22/01/2022



## Receipts and payments account

For the period from	Period start date 06/04/2020	To
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
Teaching fees	686	-	-
Course fees	4,478	-	-
Memberships	42	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b> (Gross income for AR)	5,206	-	-
<b>A2 Asset and investment sales, (see table).</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total receipts</b>	5,206	-	-
<b>A3 Payments</b>			
Zoom meeting subscription	144	-	-
Bank account fees	69	-	-
Website charges	227	-	-
Foreign currency transaction fees	18	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b>	458	-	-
<b>A4 Asset and investment purchases, (see table)</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total payments</b>	458	-	-
<b>Net of receipts/(payments)</b>	4,748	-	-
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	782	-	-

<b><i>Cash funds this year end</i></b>	5,530	-	-
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## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £
<b>B1 Cash funds</b>		-
		-
		-
	<b>Total cash funds</b>	<b>5,530</b>
	(agree balances with receipts and payments account(s))	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>
		-
		-
		-
		-
		-
		-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>
<b>B5 Liabilities</b> CCXX R3 accounts (SS)	<b>Details</b>	<b>Fund to which liability relates</b>
	3	26/01/2022

Signed by one or two trustees on  
behalf of all the trustees



Signature

Print Name



Dr A. H. H. H.

177093

units

Period end date  
05/04/2021

CC16a



Total funds

Last year

to the nearest £

to the nearest £

686	-
4,478	-
42	-
-	-
-	-
-	-
-	-
-	-
5,206	-

-	-
-	-
-	-

5,206	-
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144	-
69	-
227	-
18	-
-	-
-	-
-	-
-	-
-	-
458	-

-	-
-	-
-	-

458	-
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4,748	-
-	-
782	-

5,530	-
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od

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	

-	
-	
-	
-	

ame	Date of approval
adfield	24/01/2022