

## Trinidad and Tobago Healthcare UK Forum Trustees' annual report for the period

From	Period start date			To	Period end date		
	Day 01	Month 06	Year 2019		Day 31	Month 05	Year 2020

### Reference and administration details

Charity name

*Trinidad and Tobago  
Healthcare UK Forum*

Other names charity is known by

*TTHUF*

Registered charity number

*1183695*

Charity's principal address

*74 Haynt Walk*

*London*

*SW20 9NX*

*United Kingdom*

Names of trustees for the charity

<i>Roger James</i>	<i>Chair</i>	
<i>Dr Natalie Johnson</i>	<i>Vice Chair &amp; Assistant Secretary</i>	<i>Role as Assistant Secretary ended March 2020</i>
<i>Tricia Zenisa George</i>	<i>Secretary</i>	
<i>Leanard Phillip</i>	<i>Treasurer</i>	
<i>Natasha Queva</i>	<i>Assistant Treasurer</i>	
<i>Rosalind Phillips McMillan</i>	<i>Trustee</i>	
<i>Kirt Hunte</i>	<i>Trustee</i>	
<i>Carol-Ann Murray</i>	<i>Trustee</i>	
<i>Vashti Ragoonanan</i>	<i>Trustee</i>	
<i>Allyson Williams MBE</i>	<i>Trustee</i>	
<i>Michaelene Holder- March</i>	<i>Ex-Officio Trustee</i>	
<i>Lehoma Tannis-Harriet</i>	<i>Trustee</i>	<i>Resigned as Trustee January 2020</i>

**Advisors for the charity**

<i>Shelley McLetchie-Holder</i>	<i>Education Advisor</i>	Resigned November 2019
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**Patrons for the charity**

<i>His Excellency Orville London</i>	<i>Trinidad and Tobago High Commissioner to the United Kingdom</i>
<i>Professor Andrew Ramroop OBE</i>	<i>The only practicing tailor on Savile Row to be appointed Officer of The Most Excellent Order of the British Empire (OBE) from Her Majesty Queen Elizabeth II for services to tailoring and training.</i>

**Bankers for the charity**

<i>Metro Bank</i>	<i>Unit 1&amp;2 Wimbledon Bridge House Wimbledon London SW19 7NW</i>
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## Structure, governance and management

Type of governing document	<i>Constitution adopted 17 October 2018.</i>
How the charity is constituted	<i>Charitable Incorporated Organisation</i>
Registered Charity status	<i>Association managed by 10 Trustees and 1 Ex-Officio Trustee.</i>
Trustee selection methods	<i>Trustees volunteered and were appointed at the Annual General Meeting (AGM) in October 2018, for a three-year term. Thereafter. Trustees are either co-opted to the Board, as and when or reappointed every three years at the AGM.</i>

### 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

*TTHUF has the following policies in place:*

- *Membership policy*
- *Finance policy*
- *Working with NGOs policy*
- *Fundraising strategy*

*All trustees give their time voluntarily and receive no remuneration or other benefits.*

## Objectives and activities

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

*The relief of sickness and the preservation of health in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries, in particular but not exclusively by:*

- (1) Utilising the skills, knowledge and experience of members and other healthcare professionals to facilitate safer and more effective healthcare in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries.*
- (2) Collaborating with the Ministry of Health, healthcare and professional organisations, training institutions and registration bodies in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries;*
- (3) Collaborating with and supporting Non-Governmental Organisations (NGOs) that represent patients in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries;*
- (4) Sharing best practice between the United Kingdom, Trinidad and Tobago, the Commonwealth and non-Commonwealth countries;*

### Summary of the main activities undertaken for the public benefit in relation to these objects

*In planning the charity's activities for the year, the Board kept in mind the Charity Commission's guidance on public benefit at its trustee meetings.*

*The focus of the charity's activities remains contributing to improving healthcare standards. Improved structures, policies and governance, will benefit the population by making the health service safer and more effective.*

*TTHUF focus has been on establishing and maintaining relationships with various people in authority in the health sector in Trinidad and Tobago. The charity's goals continue to be identifying what are their vision and priorities for services and establishing how TTHUF could be of assistance.*

### **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

*Contributions are made by Trustees and volunteer members. The Board is grateful for the many hours Trustees and members have spent liaising with key contacts in T&T, supporting the charity's fundraising activities and participating in sub-committees. Without this valuable contribution of time, energy, expertise and money, the charity would not have been able to achieve what it has.*

## Achievements and performance

### Trustees Report

For the period ended 30 September 2020

Trustees present their annual report and unaudited financial statements for the year ended 31 May 2020.

The financial statements comply with the Charities Act 2011 and the organisation's Constitution.

#### **Charitable operations**

The Trinidad and Tobago Health UK Forum (TTHUF) is a registered charity, established for the public to benefit from the relief of sickness and the preservation of health in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries. This is currently achieved by providing services such as advice, education and support to professional organisations and communities.

#### **Structure, governance and management**

TTHUF is a Charitable Incorporated Organisation (CIO), founded in 2017. TTHUF was registered as a charity on 3 June 2019 and entered onto the Register of Charities with the Charity Registration Number 1183695.

The TTHUF Board is currently made up of 10 Trustees and 1 Ex-Officio Trustee. There can be a maximum of 15 trustees. The day-to-day running of the organisation is led by Trustees who are the Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer, all of whom are volunteers. Other Trustees play a vital role in ensuring that the charity achieves its objectives.

The diversity of the appointed Trustees is planned to provide a variety of skills, knowledge, experience and qualifications relevant to the aims of the charity. Trustees meet at least 10 times per year and are responsible for the overall direction of the charity and for the development of its policies. The TTHUF constitution makes clear, the responsibilities and procedures for reporting decisions, actions and issues, including recruitment and induction of new Trustees.

#### **Risk management**

Trustees have overall responsibility for ensuring that the charity has appropriate systems of control, financial or otherwise. Trustees currently believe that sufficient controls exist.

#### **COVID-19 Pandemic**

In 2020, the world was hit by the COVID-19 pandemic. The way we live, work and socialise, have been severely impacted by the pandemic, with restrictions placed on how we go about our daily lives.

The pandemic has meant that the board was not able to meet face to face and has been meeting virtually via Zoom, since March 2020.

## Objectives and activities

### a. Policies and objectives

TTHUF's objective for the public benefit is:

- 1) The relief of sickness and the preservation of health in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries.

The charity's events are supported by its members and other members of the public. After deducting costs, all funds raised go towards the running of the organisation and supporting projects that are aligned with the charity's objectives.

Trustees participated in various events in Trinidad and Tobago. For example, Trustee, (Kirt Hunte) presented at a nursing conference in November 2019 in Port-of-Spain, Trinidad. This presentation promoted cooperation, support and the sharing of knowledge. Kirt also participated in two interviews on local radio stations, in which healthcare in Trinidad and Tobago was discussed.

Trustees actively promote TTHUF and its activities to potential donors with a view to raising additional funds to pass onto the activities it supports.

### b. Public benefit

The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims, objectives and activities and are satisfied that they fully meet it.

## Review of activities and performance

### a. The Board

The TTHUF Board is made up of Trustees who are continuing in office. Lehoma Tanis-Harriet resigned from the Board and organisation in January 2020. Shelley McLetchie-Holder resigned as Education Lead in November 2019. This was not a board position.

### b. Leadership and management

The Assistant Secretary's post has been vacant since March 2020. The board continues to welcome volunteers from its membership to become Trustees.

### c. Key events and achievements TTHUF 2019 Annual Programme

Project	Date	Lead	Date completed	Comments
Fundraising Curry-Que	20 July 2019	Tricia	20 July 2019	Reported on in last year's report
Obtain equipment for health check stall	30 September 2019	Board	Cancelled	Reported on in last year's report
Obtain financial donations/sponsorships from businesses and other organisations	30 September 2019	Roger	Ongoing	Applications made
Explore opportunities to work on projects outside of Trinidad and Tobago	30 September 2019	Board	Ongoing	
World Mental Health Week in Trinidad and Tobago	October 2019	Carol-Ann	Cancelled	Reported on in last year's report
Complete at least one	31 December	Board	Ongoing	

project in Trinidad and Tobago	2020			
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## 5-year Strategy Milestones

Milestone	Due Date	Who's responsible	Date completed
Sign Strategic Partnership Agreement with TTRNA	30 June 2019	Roger James	12 June 2019
Become an approved supplier of services to the Ministry of Health	30 June 2019	Roger James	26 February 2019
Become a Registered UK Charity	30 June 2019	Roger James	3 June 2019
Launch paid membership scheme	30 June 2019	Tricia George	1 August 2019
Launch website	30 June 2019	Tricia George	6 August 2019
Participate in World Mental Health Week in Trinidad and Tobago	31 October 2019	Carol-Ann Murray	Completed in October 2020
Complete at least one project in Trinidad and Tobago	31 March 2020	Board	Ongoing
Launch online training for staff	31 March 2021	Roger James	
Launch accreditation scheme	31 March 2022	Roger James	
Launch recruitment agency	31 March 2023	Roger James	
Launch Hospital Twinning Programme	31 March 2024	Roger James	

### Summary of the year

This year is the charity's first full year operating as a Registered Charity. The report covers the period 1 June 2019 to 31 May 2020. The charity Board agreed to amend its reports year, so that it started from the month it became a Registered Charity.

Whilst Trustees remain focused and committed to TTHUF's purpose there have been several challenges.

There has been a vacancy for an assistant secretary for several months which has had an impact on the ability to be timely and efficient in certain administrative tasks.

The COVID-19 pandemic has meant that Trustees have been unable to have meetings face to face. Despite this, Trustees have continued to meet online, so that there was good governance of the charity.

Trustees' communication with key contacts in Trinidad and Tobago has not been as strong as the previous year. The impact of the pandemic and administrative and legal challenges are reasons for this. The Chair wrote to the Trinidad and Tobago Registered Nurses Association to ask if they would like our partnership to continue in the manner it was intended but have not received a response.



Despite these challenges, there have also been some achievements.

TTHUF began the year with a financial balance of £3,130.06 and ended the year with a balance of £5767.49 This achievement of increasing the charity's financial balance by almost £2,637.43, during a pandemic must be commended and was down to the hard work and dedication of the TTHUF Board and its members.

The paid membership scheme commenced in August 2019. At the time of this report, there are 25 registered members. Membership fees are £60.00 annually for adults and £30.00 for students and Old Aged Pensioners.

In November 2019, Trustee Kirt Hunte visited Trinidad and attended the 8<sup>th</sup> Quadrennial Health Conference, where he presented on the topic of Healthcare Regulation. Whilst in the country, Kirt also participated in two radio interviews and visited St Ann's Hospital (Mental Health). During the visit, several opportunities were discussed about TTHUF's engagement with the authorities in Trinidad and Tobago, but these are yet to materialise.

During the year, the charity expanded its online presence. In addition to the website, the charity now has the following social media accounts:

- Facebook Group page
- Facebook page
- Twitter
- Instagram
- LinkedIn
- Youtube Channel

The pandemic has meant that Trustees have had to communicate online and this has been done by opening a Zoom account. Board and membership meetings now take place via Zoom.

The charity applied for funding from organisations that would enable the delivery of the charity's strategy. Application for funds have been made from the following organisations:

- Lottery Charity Fund
- London Community Response Fund
- Commonwealth Foundation COVID-19 Fund

The charity was unsuccessful in its bids to the Lottery Charity Fund and the London Community Response Fund. The outcome of the bid to the Commonwealth Foundation COVID-19 Fund will be known in December 2020.

The charity has never had a permanent meeting place. Therefore, we the charity applied to the Centric Community Projects for a meeting room. Rooms are free of charge for Registered Charities. The charity is on the waiting list and waiting to hear whether we will be offered a meeting room over the next few months.

## Financial review

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

*The charity holds cash at bank of £5767.49, all of which are unrestricted funds. These funds are held to re-imburse members expenses spent on TTHUF business, purchase marketing materials, meet upfront costs for TTHUF events, and pay for venue hire as appropriate.*

### Details of any funds materially in deficit

*Not applicable*

### 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.

*TTHUF's main source of funds this year has been through membership fees.*

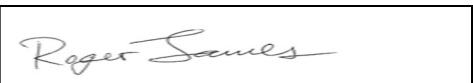
### **Plan for 2020/21**

- *Re-establish relationships with the Trinidad and Tobago Registered Nurses Association (TTRNA).*
- *Re-establish contacts made with the Eastern Regional Health Authority (ERHA), North West Regional Health Authority (NWRHA), South West Regional Health Authority (SWRHA), and Tobago Regional Health Authority (RHA).*
- *Draft a proposal on developing a cardiology service for the Tobago House of Assembly.*
- *Identify, with support from Trustees, suitable sources of donors and sponsors to help our chosen projects.*
- *Attempt to increase the membership and their involvement in the charity's projects.*
- *Build relationships with other charities and organisations throughout the Commonwealth that have similar objectives to TTHUF, with the aim of establishing long-term projects and sponsorships.*
- *Continue to strengthen internal administrative and communication processes.*
- *Use Zoom as our main source of communication and hold a series of healthcare-related educational webinars.*

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)	Roger James
Position	Chair
Date	15 November 2020

## Annual Financial Report – 2019/2020

Registered Charity Number 1183695

### Trinidad and Tobago Healthcare United Kingdom Forum (TTHUF)

**Registered office and operational address:** 74 Haynt Walk, London, SW20

**Prepared by:** Leanard Phillip – Treasurer

In my third year as Treasurer of the Trinidad and Tobago Healthcare UK Forum herein after referred to as “TTHUF” or “the charitable company”, I am pleased to report that the charity continues to be in a healthy financial position.

TTHUF officially became a charity registered with the Charity Commission in June 2019. Therefore, these are the first official annual financial report that will be filed with the Charity Commission in 2021.

According to the Charity Commission website, *“This is a newly registered charity - accounts and annual return not required yet. The charity does not need to update its information until 10 months after its first financial period ends.”*

The previous annual financial report was for the period 01/10/2018 to 30/09/2019. There is therefore a period of three (3) months for which figures for Q3 2019 appears in both reports. The two previous financial reports are available on TTHUF’s website (<https://www.tthuf.org.uk/annual-report-and-finacial-statemem>)

The charity’s work is reliant on income from its charitable activities. The two (2) main sources of income for the reporting period are the curry que fund raiser and membership fees. A breakdown of total income from for the reporting period is **£5,534.46** income and **£2,927.13** expenditure.

The charity continues to meet its financial objectives in generating a small surplus and is financially sound with the balance sheet showing total charity funds of **£5767.49**

The charity currently does not have any fixed assets or investments to report.

	Charity Name: Trinidad and Tobago Healthcare UK Forum (TTHUF)				Reg. No: 1183695
	Receipts and payments accounts				
	For the period	Period start date 01/06/2019	To	Period end date 31/05/2020	
Section A Receipts and payments					
	Unrestricted	Restricted	Endowment	Total 2019/20	
<b>A1 Receipts</b>					
Grants & Donations	£0.00	£0.00	£0.00	£0.00	
Membership subscriptions	£1424.50	£0.00	£0.00	£1424.50	
Polo shirts	£22.50	£0.00	£0.00	£22.50	
Curry-Que Fundraiser	£4087.46	£0.00	£0.00	£4087.46	
Lapel pin badges	£0.00	£0.00	£0.00	£0.00	
PayPal	£0.00	£0.00	£0.00	£0.00	
Gift aid receipts	£0.00	£0.00	£0.00	£0.00	
<b>Sub total</b>		£0.00	£0.00	<b>£5,534.46</b>	
<b>A2 Asset &amp; investment sales etc</b>					
<b>Total receipts</b>					
<b>A3 Payments</b>					
Polo shirts	£37.15	£0.00	£0.00	£37.15	
Curry-Que Fundraiser	£485.00	£0.00	£0.00	£485.00	
Flyers/Leaflets	£149.00	£0.00	£0.00	£149.00	
TTHUF Website Expenses	£275.40	£0.00	£0.00	£275.40	
Lapel pin badges	£145.38	£0.00	£0.00	£145.38	
Room Hire	£1055.20	£0.00	£0.00	£1055.20	
Travel expenses (T&T Mental Health)	780.00	£0.00	£0.00	780.00	
Administration					
<b>Sub total</b>	<b>£2,927.13</b>			<b>£2,927.13</b>	
<b>A4 Asset investment purchases</b>					
	£0.00				
<b>Total payments</b>	<b>£2,927.13</b>			<b>£2,927.13</b>	
Net of receipts/(payments)	£0.00	£0.00	£0.00	£0.00	
<b>A5 Transfer between funds</b>					
	£0.00	£0.00	£0.00	£0.00	
<b>A6 Cash funds last year end</b>					
	£0.00	£0.00	£0.00	£0.00	
<b>Cash funds this year end</b>	<b>£5767.49</b>			<b>£5767.49</b>	
Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	

<b>B1 Cash funds</b>	Cash at bank	<b>£5767.49</b>			
	<b>Total cash funds</b>	<b>£5767.49</b>			
<b>B2 Other monetary assets</b>	Final Gift Aid Claim	£0.00			
		Funds to which asset belongs	Cost (optional)	Current value (optional)	
<b>B3 Investment assets</b>	None		-	-	
		Funds to which asset belongs	Cost (optional)	Current value (optional)	
<b>B4 assets retained for the charity's own use</b>	None				
			-	-	
		Funds to which liability relates	Amount due (optional)	When due (optional)	
<b>B5 Liabilities</b>	None				