

# FOOTESTEPS FOUNDATION

England & Wales · Charity number 1196432

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2021-11-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 172 Bridge Avenue  
London  
W7 3AR

**Phone** 02035241917

**Email** [mickfoote65@gmail.com](mailto:mickfoote65@gmail.com)

**Website** <https://www.footestepsfoundation.org>

## Activities

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**Objects:** THE OBJECT OF THE CIO IS, FOR THE PUBLIC BENEFIT, TO PROMOTE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF PEOPLE WHO WORK NIGHT SHIFTS IN HEALTH AND SOCIAL CARE ROLES, IN PARTICULAR BUT NOT EXCLUSIVELY BY PROVIDING TRAINING AND ADVICE.

**Activities:** Advance safer night work for health & social care staff by; raising awareness, providing training to employers / staff on fatigue risks, reviewing shift patterns. Highlighting concerns impacting staff health and well-being. Road testing devices that improve personal safety and working environments. Providing access to employee screening program for sleep disorders for referral to further support.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Other Defined Groups

## Geography

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- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£20,010	£6,295	-	-
2024-03-31	£20,865	£18,170	-	-
2023-03-31	£27,780	£5,945	-	-

## Trustees

Name	Role	Appointed
<b>Michael Anthony Foote</b>	Chair	2020-12-18
Caroline Bishop		2020-12-18
Christopher David Robert Newton		2020-12-18
Coral Williams		2020-12-18
Jacqueline Foote		2020-12-18
Julie QUINN		2025-02-07
Paul Anthony Coleman		2020-12-18
TRACEY DANN		2020-12-18

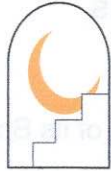
**FOOTESTEPS FOUNDATION**

England & Wales - Charity number 1196432

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# Accounts

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**FOOTESTEPS**  
FOUNDATION

## FOOTESTEPS FOUNDATION

REGISTERED CHARITY NUMBER: 1196432

### Report of the Trustees and Financial Statements

For the period ending 31<sup>st</sup> March 2025

## Legal and Administrative Details

Footesteps Foundation presents the report of its Board of Trustees and financial statements for the year ended 31 March 2025.

### Trustees' Annual Report for the period

From 01/04/2024 to 31/03/2025  
Period start date Period end date

**Charity name:** FOOTESTEPS FOUNDATION

**Charity registration number:** 1196432

**Governing document :** CIO

**Charity registered address:** 172 Bridge Avenue  
Hanwell  
London  
W7 3AR

**Email:** [info@footestepsfoundation.org](mailto:info@footestepsfoundation.org)

**Website:** <https://www.footestepsfoundation.org/>

### The Trustees as at 30/03/2025

Michael Foote	Chair
Coral Williams	Treasurer
Tracey Dann	
Jacqueline Foote	
Julie Quinn	
Christopher Newton	
Caroline Bishop	
Paul Coleman	

**Bankers:** The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP.

## Objectives and Activities

### Summary of the purposes of the charity as set out in its governing document

The CIO, established for the public benefit, has objectives to promote and protect the physical and mental health of people who work night shifts in health and social care roles, in particular, but not exclusively, by providing training and advice.

The Charity aims to ensure that our health and social care night workers are skilled, valued, and kept safe.

### Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

Following the resignation of our charity director, discussions were held to determine the charity's future. The closing payments for this role included **£954** for wages and pension contributions and **£234.39** to HMRC in tax.

At the beginning of May 2024, Footesteps received its final donation from London Cyrenians Housing Ltd of **£20,000** to support the Charity. This raised our charity account to just over **£40,000**. Because of this last donation, Footesteps will need to be self-funded, and this will need to be made a priority.

Considerations were given to exploring opportunities related to existing contacts at two NHS trusts, St. George's Hospital NHS Trust and West London NHS Trust.

Initial discussions, in May 2024, had been taking place with the Health & Safety lead at St George's Hospital, with a view to the Trust piloting a training package of their choice provided by Footesteps. It was hoped that if the pilot was successful, St George's would act as advocates to promote Footesteps with other NHS Trusts.

It was clear that St George's recognised the correlation associated with night staff and fatigue, and through relationships developed with Professor Steven Lockley at Surrey University, it was proposed that the Charity could act as a facilitator for the SAFER programme.

An additional option was to progress the delivery of training regarding Mindfulness for night staff through Nidra Yoga specialist Kate Rock with West London NHS Trust. This is known as TMR, i.e. 'The Mindful Reset'.

The **SAFER Programme** (Sleep Alertness Fatigue in Emergency Responders) is an initiative that aims to provide sleep education and screening for sleep disorders to healthcare workers, to highlight and reduce fatigue. It offers actionable next steps and advice for improvement. Developed by Professor Steven Lockley of the University of Surrey, the Sleep, Alertness, and Fatigue in Emergency Responders Program (SAFER) draws on his extensive 25-year research on sleep and circadian rhythms.

A study at Harvard Medical School, led by Professor Lockley, implemented similar education and screening programs for police officers and firefighters. Shockingly, over a third of active-duty personnel were found to be at risk of sleep disorders without their knowledge.

Further studies within the program demonstrated significant improvements in long-term health among hundreds of active-duty personnel who sought treatment for sleep disorders. In one instance, a fire department saw a nearly 50% reduction in long-term disability days and a 24% decrease in the likelihood of workplace accidents or injuries.

During the Spring and Summer months of 2024, the Footesteps Foundation website and branding continued to be developed with commissioned support from Solomon Productions, a contemporary creative agency based in London, specialising in developing and supporting brand strategy, visual identity, and marketing campaigns. This was a company that Footesteps had used previously and was charged a reasonable fee of **£500.00** for their work. New elements were added to the website platform maintained by Wix.com for **£230.40**.

It was intended for the pilot to commence in July and again in September. The aim is that Footesteps will be a gateway or springboard for potentially 16,000 staff being signposted to the SAFER program site. This will be the first in the world when all three elements of the SAFER programme, i.e. screening, rotas and environmental analysis, will be engaged by one organisation.

In tandem with the SAFER programme, the charity conducted a series of meetings with West London NHS Trust after being invited to provide a presentation to present on the experiences of a bereaved family of Mental health homicide, a patient safety learning, by the Head of Patient Safety and Clinical Lead for High Secure & Forensic Services. The presentation was for the Specialist Community Forensic Teams (SCFT) annual conference and training day. This also provided an opportunity for the charity to highlight our work on both the Mindful Reset pilot and SAFER programme.

**The Mindful Reset (TMR)** pilot would offer ward-based staff the opportunity to have individual (online link via Footesteps to Mindful Reset Website hosted by Kate Rock) guided 10-minute reset sessions each night shift by a qualified practitioner focussing on breathing, relaxation and mindfulness. Participants would be asked to rate aspects of their wellbeing before the 3-month pilot and again at the close of the programme via an online questionnaire on the Footesteps website. This could provide data to the trust on staff's perceived improvements in their wellbeing, e.g. better sleep, fewer mistakes, lower stress, etc., therefore improving staff and patient safety.

On 3<sup>rd</sup> October 2024, the SAFER programme was launched at St George's Hospital, with a presentation by Professor Lockley to a diverse audience of medical personnel. The charity was represented by two trustees supporting Prof. Lockley. To assist with the promotion and marketing of the SAFER programme, we employed the services of a printing company called Harlow Solutions for 1000 flyers/leaflets with our new branding for **£161.98**.

In November, Footesteps was able to finalise payments to the wages administrator Fosden Consulting for the sum of **£ 3,273.43**. In addition, at the beginning of 2025, Verdant Accounts (certified independent examiner) audited the charity accounts for the trustees' annual 2023/24 return for the sum of **£480.00**.

In February 2025, Julie Quinn was elected and confirmed as a trustee. Prof. Lockley reported that the SAFER program response had dwindled, with not many completing the survey and suggested increasing promotion of the program during the timely '**Sleep Awareness' week from 9th to 15th March 2025**. Previous experience has shown that face-to-face engagement has provided better outcomes for participation. Unfortunately, due to scheduling, we were unable to participate in the Sleep Awareness week; it is alternatively planned for July 2025. A few activities were also planned for the TMR to coincide with the **National Night Shift Workers Day on 14<sup>th</sup> May 2025**. This included a focus on using mainstream social media to promote our events. This was at a cost of **£172.45**, and in addition, there were further leaflet printing costs for **£88.09**.

## **Financial Review**

### **Review of the charity's financial position at the end of the period**

Charitable expenditure for this period was £6,296, with a healthy cash balance of £41,002 at year-end and with an unrestricted reserves balance of £21,838 at the end of the financial period.

The Charity has been bestowed with a donation of £60,000 over a three-year period by London Cyrenians Housing (LCH) to help carry out its objectives. In May, LCH, who have since rebranded to just.org.uk, provided the last donation of £20,000. The employment of a part-time charity director, even for a short period, was proven to be a success. During their nine-month employment, they attended conferences and seminars and engaged with other night-time charities, extending our profile and developing potentially new working relationships, such as the SAFER programme. In addition, the charity was able to use the funds to rebrand (see new logo) and develop the charity website, giving it a fresher and up-to-date perspective.

### **Statement explaining the policy for holding reserves, stating why they are held**

It is Footesteps policy to hold approximately 3 months' reserves for operational purposes to pay staff, maintain the website for business as usual and pay for any assigned projects. Our policy is to hold 3-months minimum in operational reserves and 3 months of residual salaries for paid staff.

### **A description of the principal risks facing the charity**

It is anticipated that, despite concerted efforts to engage with NHS trust staff to improve their health and well-being, especially in the workplace, due to low morale and funding, the pilot programmes being launched may have low participation.

## Structure, Governance and Management

Charitable Incorporated Organisation (CIO)

Trustees are elected to the post by the board of trustees.

All trustees on induction are provided with:

- Charity Commission Guidance for Trustees (PDF)
- CIO – Governance document
- All policies & procedures documents

The Charity is formed of eight (8) trustees from diverse backgrounds and experiences, including the appointment of our previously employed charity director. The Charity trustees also include two family members related to the victim of the homicide that generated the formation of the Charity. There are also two friends of the victim, one is a full-time social worker and part-time student studying for the bar, and the other is an estate agent with bookkeeping experience and training to be an accountant, a CEO of a charity ([just.org.uk](http://just.org.uk)) and two independent solicitors. The Board is satisfied that there are no conflicts of interest. The Charity does not work with any wider network at this stage.

There are now two sons of the trustee's family members who volunteer their time, with one designing and maintaining the Charity website and the other managing promotions and social media. The two trustee family members are husband (Michael Foote - chair) and wife, Jacqui Foote (account signatory). There are no conflicts of interest regarding remuneration, as the Charity's financial management policy deals with independent trustee authorisations for expenditure.

Footesteps Foundation would like to thank London Cyrenians Housing, ([just.org.uk](http://just.org.uk)), for their donations to the charity since its inception and for their continued support.

**The trustee declares that they have approved the trustee's report above.**

**Signed on behalf of the charity's trustees**



Michael Foote

Chair

21 January 2026

# FOOTESTEPS FOUNDATION

For the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025  
STATEMENT OF FINANCIAL ACTIVITIES & BALANCE SHEET

	Apr-24 to Mar-25	Apr-23 to Mar-24	Apr-22 to Mar-23
<b>Income</b>			
From Donations and Charitable Activities	20,010	20,864	27,781
<b>Total Income</b>	<b>20,010</b>	<b>20,864</b>	<b>27,781</b>
<b>Expenditure</b>			
Charitable Expenses	(6,296)	(18,170)	(5943)
<b>Total resources expended</b>	<b>(6,296)</b>	<b>(18,170)</b>	<b>(5943)</b>
<b>Net Income</b>	<b>13,714</b>	<b>2,695</b>	<b>21,838</b>
<b>Reconciliation of Funds</b>			
Total Funds Bought forward	24533	21,838	-
Total Funds Carried Forward	38247	24,533	21,838
<b>Balance Sheet</b>			
Debtors	0	0	0
Cash at bank	41,002	27,288	24,593
Cash in hand	0	0	0
	<b>41,002</b>	<b>27,288</b>	<b>24,593</b>
Accruals			(2,755)
<b>Net current assets (Liabilities)</b>	<b>41,002</b>	<b>27,288</b>	<b>21,838</b>
<b>Reserves and Funds</b>	<b>41,002</b>	<b>27,288</b>	<b>21,838</b>

**Income Resources from donations and Charitable Activities  
Breakdown**

	<b>Apr-24 to Mar-25</b>	<b>Apr-23 to Mar-24</b>	<b>Apr-22 to Mar-23</b>
London Cyrenians Housing	<b>20,000</b>	20,000	20,000
End SH UK/ Cheetah Pointless	-	-	1,500
Just Giving	-	832	5,605
UK Online Giving			155
Other individual Donations (Adyen N.V & Amazon Europe Core)	<b>10</b>	33	521
<b>Total Income Resources</b>	<b>20,010</b>	<b>20,864</b>	<b>27,781</b>

**Charitable Expenses - Breakdown**

Publicity/Promotions	423		2,800
Venue Hire			100
Website-Mailbox & Hosting	931	381	288
Professional fees	3753	1,321	2,755
Overheads	1188	16,468	
<b>Total Expenses</b>	<b>6296</b>	<b>18,170</b>	<b>5,943</b>

Approved by Trustees and signed on their behalf



Michael Foote

Chair

21 January 2026

# FOOTESTEPS FOUNDATION

For the year ended 31<sup>st</sup> March 2025  
Trustees Annual Report

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## Trustees Responsibilities

The Trustees are responsible for preparing the Trustees Annual Report and Financial Statements in accordance with applicable law and regulations.

### In preparing these financial statements, the trustees are required to;

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and accounting estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue in operation.

Approved by the Trustees and signed on their behalf by;



Michael Foote

Chair

21 January 2026

**FOOTESTEPS FOUNDATION**

England & Wales - Charity number 1196432

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# Accounts

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**FOOTESTEPS**  
FOUNDATION

# **FOOTESTEPS FOUNDATION**

**REGISTERED CHARITY NUMBER: 1196432**

## **Report of the Trustees and Financial Statements**

For the year ended 31 March 2024

Verdant Accountants  
Chartered Certified Accountants  
20-22 Wenlock Road  
London  
N1 7GU

# FOOTESTEPS FOUNDATION

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For the year ended 31 March 2024

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# FOOTESTEPS FOUNDATION

## LEGAL AND ADMINISTRATIVE DETAILS

For the year ended 31 March 2024

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<b>Charity Name</b>	Footesteps Foundation	
<b>Status</b>	Registered as a CIO 5 <sup>th</sup> November 2021	
<b>Registered charity no.</b>	1196432	
<b>Governing document</b>	CIO	
<b>Registered address</b>	172 Bridge Avenue Hanwell London W7 3AR	
<b>Website</b>	<a href="http://www.footestepsfoundation.org">www.footestepsfoundation.org</a>	
<b>Email</b>	<a href="mailto:info@footestepsfoundation.org">info@footestepsfoundation.org</a>	
<b>Trustees</b>	Michael Foote Coral Williams Tracey Dann Jacqueline Foote Christopher Newton Caroline Bishop Paul Coleman	Chair Treasurer
<b>Bankers</b>	The Co-operative Bank p.l.c. P.O. Box 101 1 Balloon Street Manchester M60 4EP	
<b>Independent examiner</b>	Chaweewan Williams FCCA Verdant Accountants Limited Chartered Certified Accountants 20-22 Wenlock Road London N1 7GU	

# Draft Trustees Annual Report 2023/24

## Objectives and Activities

### *Summary of the purposes of the charity as set out in its governing document*

For the public benefit, the CIO's objective is to promote and protect the physical and mental health of people who work night shifts in health and social care roles, particularly, but not exclusively, by providing training and advice.

The charity aims to have our health and social care night workers skilled, valued and safe.

### *Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.*

During this reporting period, the trustees decided to employ the services of a part-time experienced charity executive to further the charity's objectives. Their role would aim to assist the charity in securing funding so that the charity's services could be financed by grants, donations, and paid memberships, which may be individual and /or corporate.

During May to July, a recruitment process commenced after paying an advertisement with Jobber Ladder at £329.00. Approximately forty (40) applicants submitted their CVs and personal statements describing their suitability for the role of charity executive. These significant numbers were shortlisted to six applicants for interview at the end of June. The successful candidate had extensive experience in health and social care in addition to working in the charity sector, compiling bids for funding. They were employed in July and supplied with a laptop, mouse and software costing £472.00. The job description was reviewed, and the title 'Charity Director' was felt more appropriate. Having employed our first staff member, we created a payroll system and registered with HMRC and the Pensions Regulator via NEST. We used the services of Fosden Consulting, a bookkeeper/auditor, to assist in setting up the payroll system, accounting, ensuring financial compliance, and year-one HMRC submissions. The accounts were audited by certified accountants Verdant Accountants on 30<sup>th</sup> January 2024 for £480.00.

Following on from the emerging themes in year 1 (see below) the charity director was given a work plan and being managed by the deputy chair.

1. Health & Wellbeing - acknowledging the impact of working nights and what support could provide.
2. Having a voice with commissioning bodies on the risks faced by staff and lobbying for change.
3. Innovate and best practice support for night staff with online training.

In achieving our objectives, we supported the **'Fighting Fatigue Together Campaign'** after identifying research conducted by founder, Dr Nancy Redfern from the Royal College of Anaesthetists (RCOA). Dr Redfern's research, at Newcastle Hospital, supported a large and growing body of evidence on the impact that fatigue has on staff performance. The impact of the disturbance of our natural circadian rhythms as a result of working night shifts has been a focus of scientists, regulators and staff.

**FRMSc** (Fatigue Risk Management), experts in fatigue research, held their first national conference on 7<sup>th</sup> November 2023, which our charity director was able to attend and engage with speakers from the

airline and rail industry, leading on this research with scientists and NHS. There was also an opportunity to engage with Dr Redfern, who is positive about working collaboratively with Footesteps Foundation.

We have engaged with a fairly new independent NHS regulator funded by the government named the **Health Services Safety Investigations Body (HSSIB)**, who investigate patient safety concerns that occur in England provided by the NHS and incidents that may have implications for patient safety. They will also investigate the independent sector, who provide healthcare on behalf of the NHS and will examine how improvements could be made within the NHS system. On 18<sup>th</sup> December 2023, our charity director was asked to work with HSSIB and review and edit the HSSIB proposal for an investigation into the impact of fatigue in the NHS. If approved this investigation will be key to transforming the regulatory landscape. HSSIB have intimated that they are amenable to recommending Footesteps as a solution depending on a positive testimonial from an NHS Trust. We await the decision from them on the fatigue investigations they intend to enact in 2024.

Alongside the activities, we were in contact with Professor Steven Lockley, an expert in Sleep Science from the University of Surrey and Associate Professor at Harvard Medical School. Professor Lockley's work is focused on combatting fatigue in the workplace and he has produced extensive research in the USA and UK, evidencing the effects of fatigue and how it can be helped. Professor Lockley's work has progressed to the **SAFER programme** (Sleep And Fatigue with Emergency Responders), which has been implemented in the US and UK police services, in the UK, this is offered by the welfare association Oscar-Kilo (OK). Surrey needs to show a wider impact of the SAFER programme to continue funding this work, and as a consequence, we have identified this programme as an opportunity for Footesteps to work with Professor Lockley and the sleep science team at the University of Surrey for Footesteps to offer this bespoke service to advance safer nights for health and social care staff. Our delivery package will also significantly improve the patient safety and wellbeing of staff. Footesteps have approached St. Georges University Hospital NHS Trusts to implement a pilot, with a proposal to deliver a comprehensive support package to the night staff and managers. This will include training, on site reviews and information packs;

- Raise awareness of the impact of fatigue and share strategies to reduce risk.
- Manage shift work more effectively and support personal safety.
- Provide bespoke tips and advice on improving sleep quality and quantity.
- Provide optimum health rota by sleep pattern review.
- Consider the work environment and suggest quick-win improvements e.g. lighting.
- Reflect on nighttime patient safety and make suggestions to improve alertness and reduce errors.
- Short health and fitness podcast with practical nighttime exercises, safe to and from work travel advice and risk awareness.
- Reduce sick absence and improve sense of wellbeing by piloting nighttime mindfulness techniques.

To support this programme, Footesteps reviewed the website and concluded that a revamp was required. Using the skills and experience of a family member who volunteered their time and links with a professional designers Solomon Productions Ltd, which delivered graphic design services at a significantly reduced rate of £500.00, Footesteps agreed on a new logo, brand colours and files that provide an initial basis for the website. This work continues in preparation for the Safer Programme launch in Autumn 2024. The charity is also proposing to offer an additional wellbeing programme pilot hosted on the website, for hybrid workers known as Mindful Reset a bespoke Non-Sleep-Deep-Reset and yoga nidra practice. This an online 10 minute mindful reset session aimed at ward night staff to take time and space during their shift. Discussions are taking in place with West London NHS Trust.

### *Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit*

In exercising their powers and duties, the trustees of Footesteps Foundation have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission.

## Financial Review

### *Review of the charity's financial position at the end of the period*

During this period the charity successfully raised unrestricted funds of £2,864. Charitable expenditure for the period was £18,170, with a healthy cash balance of £27,288 at year-end and with unrestricted reserves balance of £27,288 at the end of the financial period.

The part Charity Director was employed from August 2023 to March 2024 with the total cost as follows;

- Pay - £11,693.63
- Income Tax – £3,510.44
- Pension contribution - £664.14

The Charity has been bestowed with a donation of £20,000 by London Cyrenians Housing (LCH) to help carry out its objectives.

### *Statement explaining the policy for holding reserves stating why they are held*

It is Footesteps policy to hold approximately 3 months' reserves for operational purposes to pay staff, maintain the website for business as usual and pay for any assigned projects. Our policy is to hold 3 months minimum in operational reserves and 3 months residual salaries for paid staff.

### *A description of the principal risks facing the charity*

It is anticipated that as the charity grows and staff are employed that there is a risk staff wages may not be met if the charity does not meet its objective of raising sufficient funds from donations, grants or paid membership. To prevent this from occurring the part Charity director resigned from Footesteps in March 2024, and continues to support the charity as a volunteer.

## Structure, Governance and Management

Charitable Incorporated Organisation (CIO)

Trustees are elected to post by the board of trustees.  
All trustees on induction are provided with:

- Charity Commission Guidance for Trustees (PDF)
- CIO – Governance document

- All policies & procedures documents

The charity is formed of seven trustees from diverse backgrounds and experience. The charity trustees include two family members related to the victim of the homicide that generated the formation of the charity. Two friends of the victim are a social worker and an estate agent, with bookkeeping experience, a CEO of a charity (LCH) and two independent solicitors. The charity does not work with any wider network at this stage. However, as described, there are plans to collaborate with Professor Lockley and the University of Surrey on the 'Safer Programme' pilot and yoga expert, Kate Rock on the 'Mindful Reset' pilot.

A son of the trustee's family members volunteers his time to maintain the charity website. The two trustee family members are husband (Michael Foote - chair) and wife Jacqui Foote (account signatory). There are no conflicts of interest regarding remuneration as the charity's financial management policy deals with independent trustee authorisations for expenditure.

Footesteps Foundation would like to thank London Cyrenians Housing for their donation to start the charity and for their continued support. We would also like to express our appreciation to all those who have participated in fundraising and donated to support our cause.

# FOOTESTEPS FOUNDATION

## TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

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### Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and Financial Statements in accordance with applicable law and regulations.

In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and accounting estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Church will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose, with reasonable accuracy at any time, the financial position of the Charity and which it ensure that the financial statements comply with the Charities Acts 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on the  
and signed on their behalf by:

 18/25

  
**Michael Foote**  
Chair & Trustee

# FOOTESTEPS FOUNDATION

## INDEPENDENT EXAMINER'S REPORT

For the year ended 31 March 2024

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### Independent Examiner's Report

I report to the Trustees on my examination of the accounts of Footesteps Foundation for the period from registration 05 November 2021 to 31 March 2023.

### Responsibilities and basis of report

As the charity trustees of Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a Fellow of the Chartered Association of Certified Accountants which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 accounts to be



Chaweevan Williams FCCA  
Verdant Accountants Limited  
Chartered Certified Accountants  
20-22 Wenlock Road  
London N1 7GU

Date: 18 January 2025

**FOOTESTEPS FOUNDATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2024

	<u>Notes</u>	<b>Total Unrestricted Funds 2024 £</b>	<b>Total Funds 2023 £</b>
<b>INCOMING RESOURCES</b>			
Incoming resources from charitable activities	2	<b>20,865</b>	<b>27,781</b>
<b>Total incoming resources</b>		<b>20,865</b>	<b>27,781</b>
<b>RESOURCES EXPENDED</b>			
Charitable expenses	3	<b>(18,170)</b>	<b>(5,943)</b>
<b>Total resources expended</b>		<b>(18,170)</b>	<b>(5,943)</b>
<b>NET INCOME/ (EXPENDITURE)</b>			
Net income / (expenditure)		<b>2,695</b>	<b>21,838</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>21,838</b>	<b>0</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>24,533</b>	<b>21,838</b>

All funds for the years 2024 and 2023 were unrestricted.

# FOOTESTEPS FOUNDATION

## BALANCE SHEET

As at 31 March 2024

	Notes	2024 £	2023 £
<b>CURRENT ASSETS</b>			
Debtors	4	0	0
Cash at bank		27,288	24,593
Cash in hand		0	0
		27,288	24,593
<b>CURRENT LIABILITIES</b>			
Amounts falling due within 1 year:			
Accruals	5	(2,755)	(2,755)
Net current assets (liabilities)		24,533	(2,755)
<b>TOTAL NET ASSETS</b>		<b>24,533</b>	<b>(2,755)</b>
<b>RESERVES AND FUNDS</b>			
Unrestricted funds		24,533	21,838
		<b>24,533</b>	<b>21,838</b>

Approved by the trustees on the  
and signed on their behalf by:

 18/25



**Michael Foote**  
Chair & Trustee

# FOOTESTEPS FOUNDATION

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2024

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### 1 ACCOUNTING POLICIES

#### 1.1 BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015); Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

#### 1.2 FUND ACCOUNTING

Unrestricted funds are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are those funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be Quantified with reasonable accuracy.

#### 1.3 EXPENDITURE

Expenditure has been recognised in the accounts on an accrual basis including post balance date liabilities.

All expenditure that includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examination fees (where applicable) and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as seen by the Trustees.

# FOOTESTEPS FOUNDATION

## NOTES TO THE ACCOUNTS (Continued...)

For the year ended 31 March 2024

	2024	2023
	£	£
<b>2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
DONATIONS		
London Cyrenians Housing	20,000	20,000
End SH UK/Cheetah Pointless	0	1,500
Just Giving Donations	832	5,605
UK Online Giving	0	155
Other Individual Donations	33	521
<b>Total Incoming Resources</b>	<b>20,865</b>	<b>27,781</b>
	2023	2022
	£	£
<b>3 CHARITABLE EXPENSES</b>		
Overheads	16,468	0
Publicity/Promotion	0	2,800
Venue Hire	0	100
Website – Mailbox & Hosting	381	288
Accountancy & Examination Fees	1,321	2,755
<b>Total Resources Expended</b>	<b>18,170</b>	<b>5,943</b>

# FOOTESTEPS FOUNDATION

## NOTES TO THE ACCOUNTS (Continued...)

For the year ended 31 March 2024

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	<b>2024</b>	2023
	<b>£</b>	£
<b>4 DEBTORS</b>		
Misc	0	0
<b>Total Debtors</b>	<b>0</b>	0
	<b>2023</b>	2022
	<b>£</b>	£
<b>5 CREDITORS &amp; ACCRUALS</b>		
Accruals	<b>2,755</b>	2,755
<b>Total Creditors &amp; Accruals</b>	<b>2,755</b>	2,755

**FOOTESTEPS FOUNDATION**

England & Wales - Charity number 1196432

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# Accounts

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## **FOOTESTEPS FOUNDATION**

**REGISTERED CHARITY NUMBER: 1196432**

### **Report of the Trustees and Financial Statements**

For the period from registration 05 November 2021 to 31 March 2023

Verdant Accountants  
Chartered Certified Accountants  
20-22 Wenlock Road  
London  
N1 7GU

# FOOTESTEPS FOUNDATION

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For the period from registration 05 November 2021 to 31 March 2023

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## Reference and Administrative Details

Footesteps Foundation presents the report of its Board of Trustees report and independent examined financial statements for the year ended 31 March 2023.

### Trustees' Annual Report for the period

From 05/11/2021 to 31/03/2023  
Period start date Period end date

**Charity name:** FOOTESTEPS FOUNDATION

**Charity registration number:** 1196432

**Charity registered address:** 172 Bridge Avenue  
Hanwell  
London  
W7 3AR

**Email:** [info@footestepsfoundation.org](mailto:info@footestepsfoundation.org)

**Website:** <https://www.footestepsfoundation.org/>

### The Trustees as at 31/03/2023

Michael Foote	Chair
Coral Williams	Treasurer
Tracey Dann	
Jacqueline Foote	
Christopher Newton	
Caroline Bishop	
Paul Coleman	

**Independent Examiner:** Chaweevan Williams FCCA, Verdant Accountants Limited  
Chartered Certified Accountants 20-22 Wenlock Road London N1 7GU

**Bankers:** The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP.

## Objectives and Activities

### Summary of the purposes of the charity as set out in its governing document

The object of the CIO is, for the public benefit, to promote and protect the physical and mental health of people who work night shifts in health and social care roles, in particular, but not exclusively by providing training and advice.

The charity aims to have our health and social care night workers skilled, valued and safe.

### Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

Since the charity's registration, in November 2021, the trustees have collaborated with West London NHS Trust to organise a joint conference to raise awareness of some of the risks faced by the beneficiaries, i.e., night-time staff who are –

providers of health and adult care support and

providers of health and social care for mental health services and

service users who benefit from that support.

In preparation for the conference the charity engaged with subject matter experts (SME's) specialising in:

- the impact on bereaved families that have lost loved ones through mental homicide,
- expert advice on personal security,
- health and well-being fitness sessions for night-time sedentary work and
- government advisor on relational security in specialist mental healthcare facilities.

During this period the trustees were able to use the knowledge and experience of a family member to create and launch the 'Footesteps Foundation website. This allowed for the implementation of freely available video content focussed around, personal and physical safety, health and well-being and an introduction to relational security in the form of interview podcasts.

Footesteps Foundation was publicly launched at the *Night time Health & Social Care Conference* on 6<sup>th</sup> July 2022 held at the Holiday Inn, Brentford. The agenda included presentations from some of the SME's mentioned earlier and as part of blended learning videos and group activities were included.

The attendees included social and healthcare staff from the private and public sectors. Their roles included hostel care staff and managers, clinical psychiatrists, forensic social workers and specialist community forensic staff that are engaged in shift work especially at night.

The following benefits of the conference were.

- Raise awareness of the security and health risks to night working particularly, for health and social care staff working in the mental health sector.

- Share experiences of staff and service users working nights
- Identify solutions to improve personal security, health and well-being in the workplace.
- Networking to gain a better understanding the different nighttime roles
- To discuss and record the concerns and priorities of the beneficiaries.

At the conclusion of the conference feedback was collated from the attendees and this highlighted that they now recognised valuable learning about the potential risks to their personal safety and health, how to improve relational security with patients / service users and how to stay alert and active during the night shift.

The attendees praised the charity for organising the event and they were provided with health and well-being merchandising as a token gift. Merchandising costs totalled £1,600.

This therefore, provides a broader benefit to the wider community engaged in mental health.

The feedback provided some emerging themes.

1. Health & Wellbeing - acknowledging the impact of working nights and what support could provide.
2. Having a voice with commissioning bodies on the risks faced by staff and lobbying for change.
3. Innovate and best practice support for night staff with online training.

As a consequence, these themes will be the focus of the charity for year 2.

In order to achieve this, consideration is being given to employing a charity director to coordinate the appropriate resources.

Their role will assist the charity in securing funding so that the charities services can be financed by grants, donations and paid memberships that maybe individual and / or corporate. Members will be able to access online training, information and guidance and safety product reviews.

The charity has received approximately, £27,781 in funding for this reporting period:

May 2022 – Received £20,000 which is part 1 of a 3-year charitable donation from London Cyrenians Housing (LCH) to assist the charity in becoming established and is subject of the charity receiving satisfactory annual auditing. (Years 2 = £20,000 and Year 3 = £10,000)

September 2022 - friends and family completed the Ealing Half Marathon raising over £630

January 2023 - Babcock colleagues, Trustees, family and friends embarked on a 13.1 mile 'Winter Walk' covering the iconic sights in London. A Babcock employee organised the walk and obtained Babcock sponsorship for printed t-shirts, to raise awareness and funding to the sum of £4,100.00. Footesteps spent just over £400.00 on promotional baseball caps and drawstring bags to assist 25 walkers encourage donators on the streets of London.

January 2023 – The charities patron, celebrity and actor, Chizzy Akudolu, took and part in the TV quiz show 'Pointless Celebrities' partnered with fellow actor Colin Salmon. After winning the show Chizzy donated her share of the prize money of £1,500.00 to our charity.

## **Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit**

In exercising their powers and duties, the trustees of Footesteps Foundation have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission.

## **Financial Review**

### **Review of the charity's financial position at the end of the period**

In its first year of operation the charity opted to extend its Accounting Reference Date (ARD) to a 17-month period, from 05 November 2021 to March 2023. During this period the charity successfully raised unrestricted funds of £27,781. Charitable expenditure for the period was £5,943, with a healthy cash balance of £24,593 at year end and with unrestricted reserves balance of £21,838 at the end of the financial period.

The Charity has been bestowed with a donation of £60,000 over a three-year period by London Cyrenians Housing (LCH) to help carry out its objectives. Plans are in place to recruit a part-time charity director, to manage the day-to-day direction of the charity to achieve its objectives and to raise more income for the charity by tendering for commissioned contracts and other fundraising activities, ensuring the organisation's growth and sustainability. To that end consideration is also being given to developing the current website to make it more user-friendly and to extend its reach to new audiences and potential donors.

### **Statement explaining the policy for holding reserves stating why they are held**

It is Footesteps policy to hold approximately 3 months' reserves for operational purposes to pay staff, maintain the website for business as usual and pay for any assigned projects. Our policy is to hold 3 months minimum in operational reserves and 3 months residual salaries for paid staff.

### **A description of the principal risks facing the charity**

It is anticipated that as the charity grows and staff are employed that there is a risk staff wages may not be met if the charity does not meet its objective of raising sufficient funds from donations, grants or paid membership.

## **Structure, Governance and Management**

Charitable Incorporated Organisation (CIO)

Trustees are elected to post by the board of trustees.

All trustees on induction are provided with:

- Charity Commission Guidance for Trustees (PDF)
- CIO – Governance document

- All policies & procedures documents

The charity is formed of seven trustees from diverse backgrounds and experience. The charity trustees include two family members related to the victim of the homicide that generated the formation of the charity. There are also two friends of the victim who are social worker and estate agent with bookkeeping experience, a CEO of a charity (LCH) and two independent solicitors. The charity does not work with any wider network at this stage.

There is a son of the trustee family members who volunteers his time to maintain the charity website. The two trustee family members are husband (Michael Foote - chair) and wife Jacqui Foote (account signatory). There are no conflicts of interest regarding remuneration as the charities financial management policy deals with independent trustee authorisations for expenditure.

Footesteps Foundation would like to thank London Cyrenians Housing for their donation to start the charity and for their continued support. We would also like to express our appreciation to all those who have taken part in fundraising and those who have donated to support our cause.

**The trustee declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**



Michael Foote  
Chair  
30 January 2024

# FOOTESTEPS FOUNDATION

## Independent Examiner's Report

For the period from registration 05 November 2021 to 31 March 2023

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### Independent Examiner's Report

I report to the Trustees on my examination of the accounts of Footesteps Foundation for the period from registration 05 November 2021 to 31 March 2023.

### Responsibilities and basis of report

As the charity trustees of Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a Fellow of the Chartered Association of Certified Accountants which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 accounts to be reached.



Chaweevan Williams FCCA  
Verdant Accountants Limited  
Chartered Certified Accountants  
20-22 Wenlock Road  
London N1 7GU

Date: 31 January 2024

# FOOTESTEPS FOUNDATION

## STATEMENT OF FINANCIAL ACTIVITIES

For the period from registration 05 November 2021 to 31 March 2023

		<b>Total Unrestricted Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<b>INCOMING RESOURCES</b>			
	<u>Notes</u>		
Incoming resources from charitable activities	2	27,781	0
<b>Total incoming resources</b>		<u>27,781</u>	<u>0</u>
<b>RESOURCES EXPENDED</b>			
Charitable expenses	3	(5,943)	0
<b>Total resources expended</b>		<u>(5,943)</u>	<u>0</u>
<b>NET INCOME/ (EXPENDITURE)</b>			
Net income / (expenditure)		21,838	0
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<u>0</u>	<u>0</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>21,838</u></u>	<u><u>0</u></u>

All funds for the year 2023 were unrestricted.

# FOOTESTEPS FOUNDATION

## BALANCE SHEET

As at 31 March 2023

	Notes	2023 £	2022 £
<b>CURRENT ASSETS</b>			
Debtors	4	0	0
Cash at bank		24,593	0
Cash in hand		0	0
		<u>24,593</u>	<u>0</u>
Amounts falling due within 1 year:			
Accruals	5	(2,755)	0
		<u>21,838</u>	<u>0</u>
<b>Net current assets (liabilities)</b>			
		<u>21,838</u>	<u>0</u>
<b>TOTAL NET ASSETS</b>			
		<u>21,838</u>	<u>0</u>
<b>RESERVES AND FUNDS</b>			
Unrestricted funds		<u>21,838</u>	<u>0</u>
		<u>21,838</u>	<u>0</u>

Approved by the trustees and signed on their behalf on 30 January 2024 by:



**Michael Foote**  
Chair & Trustee

# FOOTESTEPS FOUNDATION

## NOTES TO THE ACCOUNTS

For the period from registration 05 November 2021 to 31 March 2023

---

### 1 ACCOUNTING POLICIES

#### 1.1 BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015); Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

#### 1.2 FUND ACCOUNTING

Unrestricted funds are available for the use at the discretion of trustees in furtherance of the general objectives of the charity.

Restricted funds are those funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be Quantified with reasonable accuracy.

#### 1.3 EXPENDITURE

Expenditure has been recognised in the accounts on an accrual basis including post balance date liabilities.

All expenditure that includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examination fees (where applicable) and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as seen by the Trustees.

# FOOTESTEPS FOUNDATION

## NOTES TO THE ACCOUNTS (Continued...)

For the period from registration 05 November 2021 to 31 March 2023

	2023	2022
	£	£
<b>2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
<b>DONATIONS</b>		
London Cyrenians Housing	20,000	0
End SH UK/Cheetah Pointless	1,500	0
Just Giving Donations	5,605	0
UK Online Giving	155	0
Other Individual Donations	521	0
<b>Total Incoming Resources</b>	<b>27,781</b>	<b>0</b>

	2023	2022
	£	£
<b>3 CHARITABLE EXPENSES</b>		
Publicity/Promotion	2,800	0
Venue Hire	100	0
Website – Mailbox & Hosting	288	0
Accountancy & Examination Fees	2,755	0
<b>Total Resources Expended</b>	<b>5,943</b>	<b>0</b>

# FOOTESTEPS FOUNDATION

## NOTES TO THE ACCOUNTS (Continued...)

For the period from registration 05 November 2021 to 31 March 2023

	2023	2022
	£	£
<b>4 DEBTORS</b>		
Misc	0	0
	<u>0</u>	<u>0</u>
<b>Total Debtors</b>	<u>0</u>	<u>0</u>

	2023	2022
	£	£
<b>5 CREDITORS &amp; ACCRUALS</b>		
Accruals	2,755	0
	<u>2,755</u>	<u>0</u>
<b>Total Creditors &amp; Accruals</b>	<u>2,755</u>	<u>0</u>