



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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FOOTESTEPS FOUNDATION

LEGAL AND ADMINISTRATIVE DETAILS

For the year ended 31 March 2024

Charity Name	Footesteps Foundation	
Status	Registered as a CIO 5 th November 2021	
Registered charity no.	1196432	
Governing document	CIO	
Registered address	172 Bridge Avenue Hanwell London W7 3AR	
Website	www.footestepsfoundation.org	
Email	info@footestepsfoundation.org	
Trustees	Michael Foote Coral Williams Tracey Dann Jacqueline Foote Christopher Newton Caroline Bishop Paul Coleman	Chair Treasurer
Bankers	The Co-operative Bank p.l.c. P.O. Box 101 1 Balloon Street Manchester M60 4EP	
Independent examiner	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 30th 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 7th 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 18th 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

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

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
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20-22 Wenlock Road
London N1 7GU

Date: 18 January 2025

FOOTESTEPS FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2024

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

All funds for the years 2024 and 2023 were unrestricted.

FOOTESTEPS FOUNDATION

BALANCE SHEET

As at 31 March 2024

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

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

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
	£	£
2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
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
Total Incoming Resources	20,865	27,781
	2023	2022
	£	£
3 CHARITABLE EXPENSES		
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
Total Resources Expended	18,170	5,943

NOTES TO THE ACCOUNTS (Continued...)

For the year ended 31 March 2024

	2023	2022
5 CREDITORS & ACCRUALS	£	£
Accruals	2,755	2,755
Total Creditors & Accruals	2,755	2,755