

**THE CHARITABLE TRUSTS FOR THE
UNITED BRISTOL HOSPITALS**

formerly

**The Special Trustees for the United Bristol Hospitals
Registered Charity Number 229945**

Annual Report and Accounts

Year ended 31 March 2000

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

(formerly The Special Trustees for the United Bristol Hospitals)

Registered Charity Number 229945

Legal and Administrative Information

The Trustees are appointed by the Secretary of State for Health to receive and administer the charitable funds for the institutions, wards and departments of the United Bristol Hospitals and associated bodies. The Special Trustees were renamed Charity Trustees in a Statutory Instrument which was laid before Parliament on 4 February 2000 and, with effect from 1 April 2000, the Charity's new name became the Charitable Trusts for the United Bristol Hospitals.

The formal legal position is that the Special Trustees for the United Bristol Hospitals held their funds on the trusts prescribed by S95 of the National Health Service Act 1977. The Charitable Trusts for the United Bristol Hospitals hold and administer the trust property transferred to them and specified in the schedules of trust property prepared by, agreed by and signed on behalf of the Special Trustees and the Charity Trustees on 8 March 2000 (SI 2000 615) and by the Avon Health Authority and the Charity Trustees on 8 March 2000 (SI 2000 616).

The Trustees maintain a policy that any support provided must be capable of being sustained from charitable funds. It is not part of their responsibilities to subsidise the core

services that are properly the responsibility of either the United Bristol Healthcare NHS Trust or the University of Bristol.

Aims and Objectives

The aim of the Trustees in fulfilment of their responsibility is to nurture and use their funds to the best possible effect to assist and support the United Bristol Hospitals in improving facilities for patients and the working environment for staff, and to support research and education for the ultimate benefit of patients.

The Trustees work in close association with the United Bristol Healthcare NHS Trust and with the medical and dental departments of the University of Bristol to the extent that their activities occur within the United Bristol Healthcare NHS Trust. The Trustees are committed to ensuring that all decisions on the disbursement of the funds within their responsibility are in accordance with the policies and objectives of the United Bristol Healthcare NHS Trust.

Mission Statement

The Trustees will consciously and visibly build and utilise a strong sense of team identity and commitment to their goals. The Trustees and their staff believe that they should be people-orientated, recognising the valuable contribution made by individuals.

The aim of the organisation is to provide support to the United Bristol Healthcare NHS Trust, and to the University of Bristol, in those areas relating to medicine and research and in improving conditions for staff and patients.

Charitable Trusts' Office: The Abbot's House
Blackfriars
Bristol
BS1 2NZ

Tel: 0117 927 7120

Fax: 0117 925 2017

Email: Trustees@stubh.demon.co.uk

Officers and Advisors to the Trustees:

Clerk to the Trustees
Ms Rosina J Clarke

Director of Finance
Mr Christopher S Marshall

General Manager
Mr Paul D Wren

Legal advisors
Lyons Davidson, Bristol
Ropes & Gray, Boston, Mass, USA

Auditors
RSM Robson Rhodes, Bristol

Stockbrokers
Cazenove, London

Land and property agents
Alder King, Bristol

Planning Consultants
MVM Planning Limited

Quantity Surveyors
A L Currie & Brown, Bristol

Architects
Atkins, Walters & Webster Limited Rogers Design Associates

Consulting Engineers
Hastings Clements and Leach Limited
King Cathery Partnership

Registered Charity Number 229945

For the period of this report the Trustees appointed by the Secretary of State for Health were:

Professor Peter Wells DSc; FEng (*term of office ended 30 September 1999*)
UBHT – Chief Physicist; Clinical Director Specialty Services; Scientific Advisor
(Elected by his fellow Trustees as Chairman, in January 1998)

Sir John Kingman FRS

Vice Chancellor of the University of Bristol, a former Chairman of the Science and Engineering Research Council and holds a number of directorships

Dr Trevor Thomas FRCA (*term of office ended 30 September 1999*)
A Consultant Anaesthetist of the United Bristol Healthcare NHS Trust, previously
Chairman of the Hospital Medical Committee of the United Bristol Healthcare Trust,

Chairman of the Division of Anaesthesia and Clinical Director of Obstetric Anaesthesia and Operating Anaesthetic Services

Mr Roger Baird BSc Hons Anatomy; ChM; FRCS
Consultant Surgeon and former Medical Director of the United Bristol Healthcare Trust

Mr Robert Bryant Pearson FRICS
Chief Executive of Allied Surveyors plc and a former Non-Executive Director of the United Bristol Healthcare Trust
(Elected by his fellow Trustees as Chairman, in November 1999)

Mr Malcolm Hanney
(*appointed 14 October 1999*)
Non-Executive Director of Avon Health Authority and Co-Leader and Councillor of Bath and NE Somerset Council

Ms Julie Austin
(*appointed 3 November 1999*)
Solicitor, Beachcroft Wansbroughs

The United States Foundation

The Foundation was set up in order that the Trustees could receive donations from America in a tax efficient way.

Special Trustees for the United States Foundation for the period of the Report are

Mr Bruce Komiske, USA
Mr Louis Fazzano, USA
Mr Daniel Wall, USA
Mr Robert Bryant Pearson, UK (President of the Foundation)
Dr Trevor Thomas, UK

Method of appointment and selection of Trustees

The constitution of Trustee bodies of Healthcare NHS Trusts should consist of two nominees who are non-executive directors of the relevant Healthcare Trust and the relevant Health Authority respectively, and three lay members.

Advertisements are placed locally in the media for applicants to fill vacancies which occur from time to time. Applicants must live in, work in, or be strongly connected with the area served by the Healthcare NHS Trust, and must be able to contribute to the efficient management and application of the properties and funds held on trust through the application of relevant skills and knowledge, and be able to demonstrate a commitment to the healthcare needs of the local community and the aims of the hospitals to which the funds are to be applied.

Trustees receive no remuneration. Their appointments are made by the Secretary of State for Health, the normal term of appointment being four years. All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

Chairmen are elected by their peers, there is, therefore, no distinction in the appointment process between Chairmen and other Trustees.

Activities and Support

The support provided by the Trustees, from their General Purpose Funds has taken a number of forms during the year. A few examples are:

- The Trustees pay the running costs of the donated minibus which is used to take children from the Bristol Royal Hospital for Sick Children on various trips and outings
- The Samaritan Fund provides assistance for those patients who have no other financial help, ie, for reimbursement of bus fares and the general alleviation of hardship
- The Trustees have funded a Touch Screen Information System for the Bristol Oncology Centre. This is being increasingly used by both patients and visitors to the Centre.
- Televisions on wards
- An Annual Service of Remembrance is held for those children who have died on the Paediatric Intensive Care Unit during the year
- Office facilities and all administrative funding to enable the Grand Appeal for the new Bristol Royal Hospital for Children to operate, thus contributing considerably to minimising the costs of the Appeal
- Funding to provide ward Christmas decorations, and to provide presents for patients in hospital during the Christmas period
- Support for chaplaincy services in the United Bristol Hospitals

Support for staff includes:

- Holiday Playscheme – an annual grant is made towards funding this valuable facility for the children of members of staff
- UBHT Sports Club – an annual grant is made to the Sports Club which enables them, amongst other things, to purchase kit for their various teams. It also enables the Sports Club annual exchange with Nantes to continue to take place; all of the competitors doing Bristol proud often playing against bigger and more experienced opponents
- Bereavement Support Group

- Nursing Bursaries - enabling significant numbers of Healthcare Trust nurses to further their education
- Staff Harassment Project – funding to support the re-launching of the Healthcare Trust’s updated anti-harassment and bullying policy
- Long Service Awards and Retirement Parties
- NHS Retirement Fellowship – an annual grant to support the Fellowship in promoting the welfare and interest of retired NHS staff
- Audit Oscars – annual funding of the first and second prizes - winners chosen from amongst various high quality clinical audit projects, all of which help to ensure that patients receive the best possible care

In addition there have been numerous equipment purchases, and research projects undertaken, by individual wards and departments, and fund advisors for the ward and departmental funds are able to advise the Trustees to support numerous staff training and welfare projects.

Items of equipment over £5,000 includes:

- Cardiac catheter machine (which will continue to be leased for the next three years)
- Flexible laryngoscope
- Ventilators and humidifiers for the Paediatric Intensive Care Unit
- Colposcopy chair
- Audioscan monitor to assist in the fitting of hearing aids for young children
- Propaq transport monitor for the Paediatric Intensive Care Unit
- Incubators for the Neonatal Intensive Care Unit
- Resuscitation Monitor for the Accident and Emergency Department
- Cooling blanket for children following cardiac surgery
- Diabetic Retinal Camera
- Blood pressure saturation monitor
- Infusion pumps
- Cardiothoracic imaging equipment for research of colo-rectal diseases
- Radio communications analyser for measuring specific absorption rate in the brain from microwaves from mobile telephones.

Research and Training

Medical and Non-Medical Research Committees:

The usual annual grants for the Medical and Non-Medical Research Committees were not made this year from the Trustees’ General Purpose Funds. Bequests and donations received for medical research tend to be earmarked for specific hospitals or specific funds

and this greatly limits the Trustees' ability to assist the generality of medical research. In the future it is hoped that the Trustees will endorse a policy of fundraising for 'Medical Research at the Bristol Hospitals' which will give the Trustees the necessary latitude as and when funds from efforts of this nature are received. Meanwhile, funds which have been donated/bequeathed for research into diabetes, leukaemia in children, cancer, and disorders of the eye have been identified. These funds were not so specific as to have to be placed with the existing fund advisors for those specific purposes and, therefore, provided peer-review confirms that these moneys are applied to the headings as stated in general, some latitude will be achieved.

Projects submitted to these committees for consideration are peer-reviewed and of extremely high quality. The research is included in the Healthcare Trust Culyer return. Of course, research is also carried out in other areas by various individual fund advisors. There are many examples of this, which include leukaemia, cot death syndrome etc.

The Bristol Medical Simulation Centre:

This represents a major investment by the Trustees in the advanced training of medical and non-medical staff who have to deal with both routine and emergency situations. The training is geared specifically to the needs of a wide range of medical and healthcare professionals. At the time of writing this report the Bristol Medical Simulation Centre is the world leader in its field. It utilises the most advanced Human Patient Simulator and scenario software, lecture theatre and audio visual equipment. It has added to these extensive facilities with the acquisition of a Paediatric Simulator, which has increased the opportunities to train clinicians and others throughout the United Kingdom.

Finance Investments

Investment Policy

The Trustees wish to maximise the income from retained funds by the prudent investment in property and quoted securities, taking into account available dividend and rental yield, and potential growth in the value of the investments.

All investments will be made on due consideration of the advice and recommendation of specialist property and investment advisors of the Trustees, subject to the investments meeting the ethical constraints which prohibit the investment in tobacco and other carcinogenic products.

Reserves Policy

The Trustees wish to provide long term support to the United Bristol Healthcare NHS Trust and the University of Bristol for research and development of medical services from the reserves held in the General Purpose funds.

In order to ascertain the level of reserves to be maintained, the Trustees will review, on an annual basis, the levels of funds held and the reliability of each source of income and the prospects for new sources of income.

In conjunction with the above, the Trustees will prepare a schedule of commitments for the year, and for successive years, where a scheme extends beyond one year's duration. Consideration will also be given to planned expenditure for the succeeding three years.

On completion of the above, the Trustees will be able to establish if the reserves held are adequate to meet the needs of the charity for the four year period.

Property Investments

The Trustees are currently holding investment properties to the value of £3,747,000 which generates an income of £300,000 per annum.

Additionally, the Trustees are planning to provide an Education Centre to house the Bristol Medical Simulation Unit and provide training facilities for the United Bristol Healthcare NHS Trust. It is estimated that the cost of this project will be in the order of £6.6m.

Summary Financial Report

In 1999/00 the Charitable Trusts for the United Bristol Hospitals (formerly the Special Trustees for the United Bristol Hospitals) expended £3,288,000 compared with income of £3,640,000. The surplus, after adjusting for realised and unrealised gains on investments, shows a net inflow of funds of £603,000 and the balance of funds at the year end totalled £10,838,000 (1998/99 - £10,235,000).

Overall, the income for the year, excluding legacies, was similar to levels achieved during the previous year, totalling £2.6m (1998/99 £2.4m). However, the income from legacies increased to £1.0m compared with £0.3m for the previous year.

Expenditure for the year decreased, and totalled £3.3m (1998/99 £3.5m). Of this sum, expenditure incurred on the provision of patients' and staff amenities was maintained at £1.0m whilst expenditure on research reduced by £0.3m to £1.2m. Expenditure on other services of £1.1m included grants to the United Bristol Healthcare NHS Trust for upgrading the Central Delivery Suite at St Michael's Hospital and the lease of the BRI Cardiac Catheter machine (£0.4m), fundraising and management expenses (£0.3m) and transfer to other charitable organisations following the change of status to Section 11 Trustees (£0.3m).

The Report and Accounts are prepared in accordance with the Statement of Recommended Practice Accounting by Charities (SORP).

A copy of the full audited financial returns for the Charitable Trusts for the United Bristol Hospitals are available on request, in writing, from the Director of Finance.

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

STATEMENT OF FINANCIAL ACTIVITIES

1999/2000 1998/1999

£'OOOs £'OOOs

INCOMING RESOURCES

Donations 1,962 1,924
Legacies 1,016 337
Investment Income 584 509
Other 78 13

TOTAL INCOMING RESOURCES 3,640 2,783

RESOURCES EXPENDED

Direct Charitable Expenditure:

Grants Payable to other NHS Charities 124 0

Other Grants Payable 2,865 3,036

Total Direct Charitable Expenditure 2,989 3,036

Other Expenditure:

Fundraising & Publicity 12 47

Management & Administration 287 415

Total Other Expenditure 299 462

TOTAL RESOURCES EXPENDED 3,288 3,498

Net Incoming / (Outgoing) Resources 352 (715)

GAINS & LOSSES ON INVESTMENT ASSETS

Movement in value of investments 251 (78)

NET MOVEMENT IN FUNDS 603 (793)

Fund Balance brought forward at 31st. April 1999 10,235 11,028

Fund Balance carried forward at 31st. March 2000 **10,838 10,235**

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

BALANCE SHEET AS AT 31st MARCH 2000

31st. March 31st. March

2000 1999

£'OOOs £'OOOs

FIXED ASSETS

Tangible Assets 448 448

Investments 9,796 9,995

10,244 10,443

CURRENT ASSETS

Debtors 522 416

Short Term Investments & Deposits 949 450

Cash at Bank and in Hand 109 27

TOTAL CURRENT ASSETS 1,580 893

Creditors: Amounts falling due within one year 986 1,025

Net Current Assets 594 (132)

TOTAL ASSETS LESS CURRENT LIABILITIES **10,838 10,311**

Creditors: **Amounts falling** due after one year 0 76

TOTAL NET ASSETS **10,838 10,235**

Endowment Funds 80 8

Restricted Funds 9,907 9,469

Unrestricted Funds 851 686

TOTAL OF ALL FUNDS **10,838 10,235**

AUDITORS REPORT

We have audited the Statement of Financial Activities and Balance Sheet which have been approved by the Trustees on 26th. September 2000. In our opinion the financial statements give a true and fair view of the funds held on trust at 31st. March 2000 and of the incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Charities Act 1993

RSM Robson Rhodes,

10 Queen Square, Bristol BS 1 4NT.

3rd October 2000

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

Registered Charity Number 229945

What we do

Each year many hundreds of people give generously to show their appreciation for the care and treatment they have received from the United Bristol Healthcare Trust. The Trustees are appointed by the Secretary of State to receive and administer the donations and bequests made to the United Bristol Hospitals.

If any patients, or their relatives, wish to acknowledge the help they have received from the United Bristol Healthcare Trust, they can make a donation in the following ways:

- **To the General Fund**

which the Trustees use to further medical research, provide items of equipment (medical and non-medical), or to improve the facilities within the hospitals; or

- **To any of the 500 Special Purpose Funds**

administered for various wards and departments throughout the United Bristol Healthcare Trust

Their donations, however small, are greatly appreciated and used by the Trustees to enhance those aspects of patient care which are not funded by the National Health Service.

Donations

Cheques and postal orders should be made payable to 'The Charitable Trusts for the United Bristol Hospitals' and sent to:

The Clerk to the Trustees
The Charitable Trusts for the United Bristol Hospitals
The Abbot's House
Blackfriars
Bristol
BS1 2NZ

Legacies Should they wish to make a bequest in their Will, any solicitor or trustee department of a bank can give advice on the appropriate wording of a Will; alternatively, they should telephone the Trustees' office for assistance:

Telephone: 0117 927 7120

Facsimile: 0117 925 2017

Email: Trustees@stuh.demon.co.uk