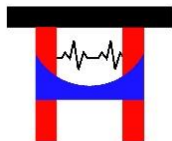


Trinidad and Tobago Healthcare UK Forum Trustees' annual report for the period



	Period start date				Period end date			
	From	Day	Month		Year	To	Day	Month
		01	10	2018		30	09	2019

Reference and administration details

Charity name

*Trinidad and Tobago
Healthcare UK Forum*

Other names charity is known by

TTHUF

Registered charity number

1183695

Charity's principal address

74 Haynt Walk

London

SW20 9NX

United Kingdom

Names of trustees for the charity

<i>Roger James</i>	<i>Chair</i>	
<i>Dr Natalie Johnson</i>	<i>Vice Chair & Assistant Secretary</i>	<i>Assistant Secretary From 18 September 2019</i>
<i>Tricia Zenisa George</i>	<i>Secretary</i>	
<i>Lehoma Tannis-Harriet</i>	<i>Assistant Secretary</i>	<i>Resigned as Assistant Secretary 1 September 2019</i>
<i>Leanard Phillip</i>	<i>Treasurer</i>	
<i>Natasha Queva</i>	<i>Assistant Treasurer</i>	
<i>Rosalind Phillips McMillan</i>	<i>Trustee</i>	
<i>Kirt Hunte</i>	<i>Trustee</i>	
<i>Carol-Ann Murray</i>	<i>Trustee</i>	
<i>Vashti Ragoonanan</i>	<i>Trustee</i>	
<i>Allyson Williams MBE</i>	<i>Trustee</i>	
<i>Michaelene Holder- March</i>	<i>Ex-Officio Trustee</i>	

Advisors for the charity

<i>Shelley McLetchie- Holder</i>	<i>Education Advisor</i>	
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Patrons for the charity

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

Bankers for the charity

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

Type of governing document	<i>Constitution adopted 17 October 2018.</i>
How the charity is constituted	<i>Association consisting of 25 Registered Members.</i>
Registered Charity status	<i>Became a registered charity with the Charity Commission on 3 June 2019.</i>
Trustee selection methods	<i>Trustees volunteered and were appointed at the last Annual General Meeting (AGM) in October 2018, for a three-year term. Thereafter, Trustees are either co-opted to the Board, as and when or reappointed every three years at the AGM.</i>

Additional governance issues (Optional information)

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

- Policies and procedures adopted for the induction and training of trustees
- The charity's organisational structure and any wider network with which the charity works
- Relationship with any related parties
- Trustees' consideration of major risks and the system and procedures to manage them

TTHUF has the following policies in place:

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

In September 2019, the Board appointed Astrid Weeks, as Internal Auditor for the charity. Ms. Weeks will work pro-bono with the Board, to ensure its corporate governance systems and processes are robust.

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

Objectives and activities

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

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

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

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

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

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

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

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

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

Achievements and performance

Trustees Report

For the period ended 30 September 2019

Trustees present their annual report and unaudited financial statements for the year ended 31 October 2019.

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

Charitable operations

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

Structure, governance and management

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

The TTHUF Board is currently made up of 12 Trustees and can have a maximum of 15. The day-to-day running of the organisation is managed by Trustees who are the Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. All of whom are volunteers. Other Trustees play a vital role in ensuring that the charity achieves its objectives.

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

Risk management

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

Objectives and activities

a. Policies and objectives

TTHUF objective for the public benefit is:

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

TTHUF organises a major fundraising event once per year, with smaller ad hoc events throughout the year. The charity's events are supported by its members and other members of the public. After deducting the costs, all funds raised go

towards the running of the organisation and supporting projects that are aligned with the charity's objectives.

Trustees participate in various events in Trinidad and Tobago. For example, the Chair did a presentation in a nursing conference in June 2019 in San Fernando, Trinidad. These presentations promoted cooperation, support and the sharing of knowledge between the people involved.

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

b. Public benefit

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

Review of activities and performance

a. The Board

The TTHUF Board is made up of Trustees who are continuing in office. Lehoma Tanis-Harriet resigned as Assistant Secretary in September 2019, but remains as a Trustee

b. Leadership and management

During the year, Dr Natalie Johnson was elected unopposed as both the Vice Chair and Assistant Secretary. The Vice Chair's post was vacant, and Dr Johnson replaced Lehoma Tanis-Harriet as Assistant Secretary, until March 2020.

c. Key events and achievements TTHUF 2019 Annual Programme

Project	Date	Lead	Date completed	Comments
Submit proposals to the MoH 1. Non-Communicable Diseases Proposal 2. Emergency Department Nursing Proposal	January 2019	Roger	11 th April 2019 4 th June	Awaiting official feedback
Launch 5-Year Strategic Plan	February 2019	Roger	24th February 2019	
Register with the Charity Commission	June 2019	Roger	3rd June 2019	Registered Charity Number 1183695
Fundraising health check stall	4 th August 2019	None	Not completed	
Sign Strategic Partnership Agreement with TTRNA	June 2019	Roger	12th June 2019	
Become an approved supplier of services to the Ministry of Health	June 2019	Roger	26th February 2019	

Launch paid membership scheme	June 2019	Tricia	26/06/2019	Notification given in Whatsapp forum
Launch website	June 2019	Tricia	06/08/2019	Live website
Fundraising Curry-Que	20th July 2019	Lehoma	20 th July 2019	
World Mental Health Week in T&T	October 2019	Carol-Ann	Not completed	

5-year Strategy Milestones

Milestone	Due Date	Who's responsible	Date completed
Sign Strategic Partnership Agreement with TTRNA	30 June 2019	Roger James	12 June 2019
Become an approved supplier of services to the Ministry of Health	30 June 2019	Roger James	26 February 2019
Become a Registered UK Charity	30 June 2019	Roger James	3 June 2019
Launch paid membership scheme	30 June 2019	Tricia George	1 August 2019
Launch website	30 June 2019	Tricia George	6 August 2019
Participate in World Mental Health Week in Trinidad and Tobago	31 October 2019	Carol-Ann Murray	Not completed
Complete at least one project in Trinidad and Tobago	31 March 2020	Board	
Launch online training for staff	31 March 2021	Roger James	
Launch accreditation scheme	31 March 2022	Roger James	
Launch recruitment agency	31 March 2023	Roger James	
Launch Hospital Twinning Programme	31 March 2024	Roger James	

During the financial year, TTHUF had many achievements, but also some challenges. TTHUF produced electronic notebooks and brochures as marketing materials. These were distributed to the Ministry of Health (MoH) and other contacts in Trinidad and Tobago.

TTHUF began the year with a financial balance of £3,489.09 and ended the year with a balance of £6,370.69. This achievement of increasing the charity's financial balance by almost £3,000 must be commended and was down to the hard work and dedication of the TTHUF Board and its members.

In February 2019, TTHUF launched its Five-year Strategic Plan (2019-2024). TTHUF's strategy describes how it will undertake various activities in cooperation with the Ministry of Health of Trinidad and Tobago, Regional Health Authorities, other healthcare organisations, training institutions and professional and registration bodies, to improve

the quality of healthcare that people receive. Obtaining cooperation from the authorities has been a challenge. The most successful relationship TTHUF has developed so far, has been with the Trinidad and Tobago Registered Nurses Association (TTRNA).

Also in February 2019, TTHUF was accepted by the MoH in Trinidad and Tobago to be on their list of organisations to provide consultancy services. This followed TTHUF completing the application as advertised on the MoH's website. Being accepted on this list was important, as TTHUF has been vetted and considered to be suitable to provide consultancy services. TTHUF has been told that when the MoH wants it to bid to provide for consultancy services, they would contact the organisation.

In April 2019, TTHUF signed a Strategic Partnership Agreement agreed with the TTRNA. The agreement sets out how both organisations will work together to improve the quality of healthcare in Trinidad and Tobago. TTHUF and the TTRNA has been working together since then and the partnership has the potential to benefit patients and nurses in Trinidad and Tobago.

Between April and June 2019, TTHUF submitted proposals to the MoH on Non-Communicable diseases and Accident & Emergency Nursing Management. This was after a request by the MoH.

In June 2019, TTHUF achieved major milestones by becoming a Registered Charity with the Charity Commission and being Registered with Her Majesty's Revenue and Customs (HMRC). TTHUF is registered as a Charitable Incorporated Association (CIO). As a Registered Charity, TTHUF is a legal entity, which should open opportunities to trade, contract, and attract donations and sponsorships.

Also, in June 2019, the Chair visited Trinidad and met with Chief Executive Officers (CEO) of three Regional Health Authorities, did media interviews, visited St Ann's Hospital and did a presentation at the Nursing Now Conference. The presentation topic was on Healthcare Regulation, which was well received by the audience. During the visit, several opportunities were discussed about how TTHUF could engage with the authorities in Trinidad and Tobago, but these are yet to materialise.

In July 2019, TTHUF's major fundraising event took place, the annual, 'Life in London' Fundraising Curry-Que. The event was at a new venue, Long Lane Football Club in Kidbrooke, South East London.

The event was over-subscribed and presented several challenges. The event was profitable. The Board reflected on the event and have considered to lessons learnt, with a proposed new format going forward. The Board has unanimously agreed to have the event next year.

The Board would like to take this opportunity to thank the planning committee, chefs volunteers, supporters and attendees of the event. Without them, the event would not have been possible. The Board also thanks Long Lane Football Club, for their generosity and support during the event.

In August 2019, TTHUF launched its paid membership scheme. This was agreed since January 2018 but took some time to implement. Paid membership is necessary, because it is a requirement of the charity's Constitution. As a Registered Charity, members must make a positive decision to join the charity, fill out an application form and receive a membership number. These things were not possible via the chat group. As a result of the launch of the Paid Membership Scheme, only registered members can access the TTHUF chat group.

August 2019 also saw the launch of the TTHUF website, www.tthuf.org.uk. This was a major achievement. The website was built and will be maintained in-house, thereby reducing cost and enabling new skills to be developed.

In September 2019, the Board agreed for Astrid Weeks to be the charity's internal auditor. Ms. Weeks will work pro-bono with the Board, to ensure its corporate governance systems and processes are robust.

Post period highlight

In October 2019, Kirt Hunte, Trustee and Public Health Lead, did a presentation at the 8th Quadrennial Nursing Conference in Trinidad. The presentation was entitled, Healthcare Regulation- a pathway to safe quality care.

Financial review

Brief statement of the charity's policy on reserves

The charity holds cash at bank of £6,370.69, all of which are unrestricted funds. These funds are held to re-imburse members expenses spent on TTHUF business, purchase marketing materials, meet upfront costs for TTHUF events, and pay for venue hire as appropriate.

Details of any funds materially in deficit

Not applicable

Further financial review details: (Optional information)

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

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

TTHUF's main source of funds this year has been through the Curry-Que and members fees. The charity also sold souvenir polo-shirts to Board members.

Future Plans for 2020

- *We will continue to build on relationships established with the Chief Nursing Officer and the TTRNA.*
- *We will re-establish contacts made with the Eastern Regional Health Authority (ERHA), North West Regional Health Authority (NWRHA), South West Regional Health Authority (SWRHA), and Tobago Regional Health Authority (RHA).*
- *We will participate in World Mental Health Week in T&T in October 2020.*
- *We will hold our fundraising Curry-Que in the summer 2020*
- *We will increase the profile and visibility of TTHUF, by building new or improve existing relationships within the Commonwealth.*
- *We will identify, with support from Trustees, suitable sources of donors and sponsors to help our chosen projects.*
- *We will increase the membership and their involvement in the organisation's projects.*
- *We will build relationships with other charities and organisations throughout the Commonwealth that have similar objectives to TTHUF, with the aim of establishing long-term projects and sponsorships.*
- *We will continue to strengthen internal administrative and communication processes.*

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Roger James

Position

Chair

Date

15 November 2019

Honorary Treasurer's Report 2018-2019 – Leanard Phillip

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

In my second year as Treasurer of the Trinidad and Tobago Healthcare Forum (TTHUF), I am pleased to report that the charity is in a healthy financial position.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'.

TTHUF began the year with a financial balance of **£3,489.09** and ended the year with a balance of **£6,370.69**. The hard work and dedication of the TTHUF Board and its members contributed to this achievement of increasing the charity's financial balance by almost £3,000 during the year, which must be highly commended.

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

	Charity Name: Trinidad and Tobago Healthcare UK Forum (TTHUF)				Reg. No: 118369 5
	Receipts and payments accounts				
	For the period	Period start date 1/10/2018	To	Period end date 30/9/2019	
Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowme nt funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants & Donations	105.00	-	-	105.00	
Membership subscriptions	612.50	-	-	612.50	
Polo shirts	85.00	-	-	85.00	
Curry-Que Fundraiser	4991.89	-	-	4991.89	
Lapel pin badges	5.00	-	-	5.00	
PayPal	9.47	-	-	9.47	
Gift aid receipts	-	-	-	0.00	
Sub total				6103.86	
A2 Asset & investment sales etc					
	-	-	-	0.00	
Total receipts				6103.86	
A3 Payments					
Polo shirts	240.00	-	-	240.00	
Curry-Que Fundraiser	976.91	-	-	976.91	
Curry-Que Flyers	59.00	-	-	59.00	
TTHUF Website	230.40	-	-	230.40	
TTHUF Domain name	37.15	-	-	37.15	
Lapel pin badges	145.30	-	-	145.30	
Room Hire	806.00	-	-	806.00	
Promotional leaflet	90.00	-	-	90.00	
Travel expenses (T&T Market stall)	637.50	-	-	637.50	
Administration	-	-	-		
Sub total				3222.26	
A4 Asset investment purchases					
	-	-	-	0.00	
Total payments				3222.26	
Net of receipts/(payments)				2881.60	
A5 Transfer between funds					
A6 Cash funds last				3489.09	

year end					
Cash funds this year end				6370.69	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	
B1 Cash funds	Cash at bank	6370.69			
	Total cash funds	6370.69			
	(Agree balances with receipts and payments account(s))				
B2 Other monetary assets	Final Gift Aid Claim	0.00	-	-	

Funds to which asset belongs Cost (optional) Current value (optional)

B3 Investment assets			-	-	
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Funds to which asset belongs Cost (optional) Current value (optional)

B4 assets retained for the charity's own use					
	None		-	-	

Funds to which liability relates Amount due (optional) When due (optional)

B5 Liabilities	Travel expenses (T&T conference)	Unrestricted	780		
	Room Hire (AGM)	Unrestricted	106		
	Room Hire (Board Away Day)	Unrestricted	293.20		

Be not afraid of greatness. Some are born great, some achieve greatness, and others have greatness thrust upon them. *William Shakespeare, Twelfth Night*