



Cardiac Rehab Support West Sussex

GUIDEBOOK FOR CRSWS 2016

supporting cardiac patients and their carers in the West Sussex area

Cardiac Rehab Support West Sussex is a registered Charity No. 1154903
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Foreword

Cardiac Rehabilitation Support (CRS) was formed initially from a focus group brought together by Worthing and Southlands NHS Trust as it was then. The aim of the focus group was to gain some patient involvement into the cardiac rehab service provided by the Trust, but this snowballed into a desire to try to provide much more support than the NHS could ever fund. In 2004 we held the first ever sponsored walk along Worthing seafront to celebrate 10 years of the cardiac rehab service, and to our amazement the patients and their families helped us raise over £7,000 to help improve cardiac rehab services locally. It was so successful this has now become an annual event. The money raised was initially kept in the NHS Hospital Trust Funds, but due to some concerns over our power to ring-fence this money purely for cardiac rehab, the focus group became a registered charity (no 1123816) and the money from walks in subsequent years was banked into the charity account. In 2013 CRS (charitable association) became CRSWS – a Charitable Trust (1154903) to simplify operating procedures, but at the same time to future-proof the work of the charity in supporting cardiac rehabilitation.

Hayley Fairclough

Cardiac Rehab Physiotherapist
Manager of the Worthing and Southlands arm of Cardiac Rehab
Western Sussex Hospitals NHS Foundation Trust
Founder member of CRS

1 Introduction

Cardiac Rehab Support West Sussex (CRSWS for short) is a Charitable Trust registered with the Charity Commission. Registered as a Trust on 12 November 2013 CRSWS has been set up by a group of local ex-patients and their carers to provide on-going support for cardiac patients and their carers.

Through the very generous support we have received in the past from members of the community - particularly cardiac patients and their families - through donations, and fundraising events, CRSWS works with Western Sussex Hospitals NHS Foundation Trust to support the process of cardiac rehabilitation - it assists the Trust in supporting the hospital's cardiac 'buddy' support service consisting of volunteer former patients and carers, and offers financial support to organisations and individuals tackling heart disease in the area.

2 Terms of reference

1. Title

The full title of the organisation is Cardiac Rehab Support West Sussex.

2. Principles

CRSWS as an organisation exists to:

- relieve the needs of West Sussex patients who suffer – or are recovering – from a cardiac condition, their families or carers, by providing support, advice and information; and
- advance the education of the public in all matters relating to cardiac conditions.

To meet our charitable objects, CRSWS will direct its own affairs separately from the NHS Trust and ensure that it is properly administered

with strict financial probity and that it has the capacity to deliver the charitable objects.

3. Purpose

CRSWS supports those who have a cardiac condition, including coronary heart disease, e.g. this could be people with angina, those who have had a heart attack, heart surgery or heart failure. It includes illness, distress, stress, uncertainty, any kind of disability arising from an underlying cardiac condition. We are also prepared to support those experiencing financial hardship.

We also provide assistance to individuals and organisations working to support and advise cardiac patients and their families/carers, and those whose work is to educate the public in all matters relating to cardiac conditions. We promote, encourage and support a network of local exercise classes run by cardiac qualified fitness instructors. By providing support in this way we hope that we can make a real difference to patients, their families/carers, as well as providing appropriate educational materials and resources to inform the general public about cardiac conditions and how these can affect people's lives.

CRSWS also provides financial assistance to Western Sussex Hospitals NHS Foundation Trust's Cardiac Rehabilitation Department to enable it to fund the purchase, repair or improvement of equipment or services that help the department meet our main purpose, where such funds are not normally provided by the NHS.

4. Equality and diversity

We aim to be an organisation that values, recognises and responds to the diverse needs of our members and supporters, and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics.

3 List of Trustees

Peter Hawkes	Steven Hodder	Gill Ranson	Geoff Taylor
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The Trust treasurer is Henrik Allen, BSc MIAB.

4 Cardiac Buddies

The buddy service began when one or two ex-patients agreed to help the NHS team with the provision of exercise classes. In recent years the service has grown to become a network of 20+ hospital volunteers who are either ex-patients of the NHS rehab team, or are the carer of a patient. Buddies are available at all points where a patient may meet the NHS cardiac rehab team: the cardiac ward, education sessions or exercise classes. The buddy service also provides a telephone helpline for callers who would like to speak to someone over the phone on non-clinical matters. CRSWS supports the delivery of the buddy service and may fund its further development and expansion in the future. As well as facilitating training sessions for buddy volunteers, CRSWS subsidises the buddy service by providing the distinctive 'blue shirt' every buddy wears when on duty. CRSWS also pays for the 01903 550084 'buddy helpline' which has been set up for patients and carers who wish to talk to someone who knows what it's like to have a heart condition. Buddies have first-hand knowledge of what patients are going through and can offer practical advice and support when required.

5 CRSWS financial policy

Budget Responsibility

The Trustees have ultimate responsibility for the management of the CRSWS budget and comply with their obligations under the Charities Act 2011. This means that we:

- keep accurate accounting records of the charity
- prepare annual statements of account
- ensure our statements of account are independently examined
- send a copy of our annual statements of account to the Charity Commission
- prepare an Annual Report and send a copy to the Charity Commission together with an Annual Return.

In order to enable practical budget management, certain responsibilities are delegated to the Chair and the Treasurer as set out below.

All cheques and orders for the payment of money from such an account must be signed by two Trustees.

The Trustees may commission a third party to administer the CRSWS budget on their behalf.

1. Development Fund

The Board of Trustees is responsible for deciding how much of the Trust's assets should be retained in a Development Fund. The Fund is intended to sponsor projects in support of the Trust's charitable purposes. Two Trustees are required for authorising any payments from the Development Fund agreed by the Trustees. The Development Fund is divided into two elements:

1.1 Grants

The Trustees are also responsible for deciding on an annual basis how much of the Trust's assets should be set aside for Grants. Our Grants

programme is open to applications from individuals living in West Sussex and from West Sussex-based charities and organisations. Further details can be found in Section 7 and on the CRSWS website www.cardiacrehabsupport.org.uk

1.2 Continuing professional development

A separate training budget has been created and is administered by a Training Committee comprising one or two Trustees and the Senior Cardiac Rehabilitation Physiotherapist. We also support cardiac rehab team members and have provided grants for those wishing to attend cardiac-based conferences or courses. Since April 2014 almost £3000.00 has been used to cover such costs. The training budget is also intended to ensure that Cardiac 'Buddy' volunteers are properly and regularly trained and equipped to carry out their roles in supporting patients, their families and carers. Such training sessions are seen as key opportunities for networking and development. The training budget may also be used for cardiac training of fitness instructors to allow them to more easily offer services to cardiac patients.

2. Charity Running Costs / Overheads

This budget heading covers costs that are accepted as part of the "business" of the Trust – e.g. particular items of equipment agreed as being central to the effective running of the Worthing & Southlands arm of Cardiac Rehab; the cost of room hire for Trust meetings; hire charges for any additional time needed at Worthing Leisure Centre to provide after-session mentoring support to patients / carers; the cost of relaxation CDs; buddy uniforms; the purchase of stationery to support mail-outs for our Christmas re-union and our annual sponsored walk; publicity material, including booklets / brochures. This budget heading also covers projects which have been discussed and agreed previously and have an ongoing cost.

A small petty cash fund is maintained for expenditures where it is not sensible to make any disbursement by cheque, because of the inconvenience and costs of writing, signing, and then cashing the cheque. The Senior Cardiac

Rehabilitation Physiotherapist has been given delegated authority to manage the petty cash account on behalf of Trustees.

The petty cash fund is operated according to the imprest system, with an initial amount of £100. This amount is considered sufficient since the expenses to be covered are for small amounts.

As expenditures are made, the Senior Cardiac Rehabilitation Physiotherapist reimburses as appropriate and receives a petty cash voucher with a receipt/invoice attached in return. At any given time, the total of cash in hand plus reimbursed vouchers must equal the original fund.

When the amount left in the fund falls to an amount less than or equal to £20, the Senior Cardiac Rehabilitation Physiotherapist requests a top up and submits the vouchers to the Treasurer for reimbursement. Provided the vouchers plus the remaining cash balance total £100, a cheque will be issued in an amount that returns the balance to £100.

3. Reserves

The trustees are committed to retaining a small reserve fund to cover any unexpected costs or interruptions to income streams.

6 Allocations for 2015 - 16

On the basis of our March 2015 balances of £41156, the following allocations have been agreed.

	£	%
Development Fund		
Grants	22224	54
Continuing professional development	6173	15
Charity Running Costs / Overheads	10700	26
Reserves	2058	5
Total	41155	100

The proportion of funds allocated to each of these categories will be reassessed at their April meeting by the Trustees.

7 Receipts and payments accounts 1.4.14 - 31.3.15



Charity Name		No (if any)		CC16a
Cardiac Rehab Support West Sussex		1154903		
Receipts and payments				
For the period from	Period start date	To	Period end date	
	01/04/2014		31/03/2015	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Voluntary income	7,780	-	-	7,780	302
Activities for generating funds	5,049	-	-	5,049	-
Investment income	-	-	-	-	-
Incoming resources from charitable activities	4	-	-	4	4
Other incoming resources	38,213	-	-	38,213	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	51,045	-	-	51,045	306
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	51,045	-	-	51,045	306
A3 Payments					

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Costs of generating voluntary income	1,156	-	-	1,156	-
Fundraising trading costs	-	-	-	-	-
Investment management costs	-	-	-	-	-
Charitable expenditure	8,348	-	-	8,348	32
Governance costs	659	-	-	659	-
Other resources expended	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	10,163	-	-	10,163	32

A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	10,163	-	-	10,163	32
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Net of receipts/(payments)	40,882	-	-	40,882	274
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	274	-	-	274	-
Cash funds this year end	41,156	-	-	41,156	274

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

Categories	Details	Unrestricted funds to nearest £	Restrict ed funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC Community Account	41,057	-	-
	Cash in hand	99	-	-
		-	-	-
	Total cash funds	41,156	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restrict ed funds	Endowment funds

	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Debtors - Hayley Fairclough	10	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Equipment, fixtures & fittings	Unrestricted	588	486
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

8 Strategic Plans

Where do we go from here?

We continue to grow and develop. We have a number of plans for taking our work forward. Some will be dealt with in the short term; others will take longer to put in place. All our development work is intended to improve support for our cardiac patients and their families, and provide more accessible information on how we can all lead full lives despite living with a cardiac-related condition.

Key issue 1: Raising the profile of CRSWS

Activity / action	Success Criteria	Estimated costs	Lead (and team members, if any)	Completion by (date), milestones
1.1 Produce a questionnaire to get the views of buddies and the cardiac team to establish their views on priorities for CRSWS spending.			SH	
1.2 Publicise the CRSWS Grant Application process by using the press notice that will follow-up on the annual fund-raising walk.			SH	Contacting the local press in Aug. 14 proved ineffective. Fresh attempts to be made in 2015
1.3 Arrange local newspaper publication of a letter inviting applications for a CRSWS grant, including inviting local clubs, etc. to apply for the cost of purchasing a public access defibrillator (budget and number to be determined.)			GT / SH	Phase 1 – within the fortnight 12-26 January

1.4 Consider making a donation (depending on availability of funds) towards a project or piece of equipment required either by the Cardiac Department or Cardiac Rehab Support.			HF	Agreement in principle obtained but further discussion needed. HF to enquire and report back.
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Key issue 2: Enhancing current provision

Activity / action	Success Criteria	Estimated costs	Lead (and team members, if any)	Completion by (date), milestones
2.1 Provide support for transport costs (taxis / public transport) to education sessions and exercise classes .			HF / CR Team	Achieved. If suitable recipient is identified, CR team will refer for funding.
2.2 Work on a process which supports the accompaniment of selected patients by buddies to exercise classes where this is identified to encourage more patient participation.			HF / CR Team	Achieved. If suitable recipient is identified, CR team will discuss with buddy.
2.3 Improve access / opportunities for younger / fitter patients by offering cardiac training to instructors in existing gyms.				Fit4 instructor on training.
2.4 Pump-prime the introduction of lower intensity classes for older / more infirm patients. (HF to seek the interest of one or two current providers based in the Worthing area.			HF	6 months (June 2015)

Key issue 3: Review and develop CRSWS website and communication to patients, carers and other providers

Activity / action	Success Criteria	Estimated costs	Lead (and team members, if any)	Completion by (date), milestones
3.1 Create a plan for the further development of the website and dissemination of information (including a record of mailings, the publication of the charity's annual accounts and the minutes of its meetings).			PH	
3.2 Review existing documentation, including the website to ensure the distinction between Western Sussex Hospitals NHS Foundation Trust and CRSWS is clear.				

Key issue 4: Support and enable the delivery of high quality training courses to buddies targeted to develop and improve performance

Activity / action	Success Criteria	Estimated costs	Lead (and team members, if any)	Completion by (date), milestones
4.1 Expand the capacity of the cardiac team to manage patients' stress and anxiety issues by funding appropriate training.			HF / CR Team	

	To be actioned		Work in progress		Achieved
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9 Grants

CRSWS is a small charity, heavily reliant for its funding on an annual sponsored event and assorted gifts and donations. It follows, therefore, that any allocation of grant funding will be subject to an 'affordability' test. In other words, CRSWS Trustees will take into account the Trust's income stream against current and expected commitments before deciding on the extent of their award programme. Such a test may impact on how many grant applications can be approved, together with the amount of funding the Trust is able to allocate.

Any individual, company or organisation that works with cardiac patients or their families / carers who live in West Sussex may apply for money from our Grant Fund. We also provide money for relieving the needs of individuals suffering or recovering from a cardiac condition, their families or carers. Such funding can be used to assist and provide support, advice and information.

Since April 2014 CRSWS trustees have agreed grants totalling just over £15,000.00. As well as providing additional equipment requested by the hospital's Cardiac Rehab Department, the charity has funded the start-up costs for new cardiac exercise classes in Lancing and Worthing, and has paid towards the specialised training costs for a number of new cardiac exercise instructors. CRSWS likes to support new innovations, so this funding has also included support to set up a low intensity/chair-based exercise class. We have paid for new song books for a local 'Sing for Better Health' group and money has also been set aside to fund a number of Automated Defibrillators for use in local community centres, and for two seven-day event recorders requested by Worthing Hospital's Cardiac Department.

This sample letter of invitation to bid for grant funding outlines the process and criteria:

Dear Colleagues,

The purpose of this letter is to share the arrangements for applying for support from the CRSWS Grant Fund. This Fund is intended to be used to provide grants to individuals and organisations working to support and advise cardiac patients and their families/carers which will lead to improved provision, as well as assisting those whose work is to educate the public in all matters relating to cardiac conditions. The intention is that this Fund will be used to make a real difference to patients, their families/carers, as well as providing appropriate educational materials and resources to inform the general public about cardiac conditions and how these can affect people's lives.

The following guidance will hopefully give you a clear understanding of the process. If you wish to clarify anything in relation to an application please contact XXXX or myself.

Bidding process and criteria

Applications should be made using the Grant Application Form which can be accessed either as a 'Word' or 'PDF' document via the CRSWS website www.cardiacrehabsupport.org.uk . Please note that requests for Grant should be received by The Trustees, Cardiac Rehab Support West Sussex, 4 Highdown Drive, Littlehampton, West Sussex BN17 6HJ no later than midday on 25 March, 24 June, 24 September or 25 December. The charity's Trustees meet on the second Monday in April, July, October and January to consider all such requests, deciding which requests meet agreed criteria and granting assistance in approved cases.

Grant applications should:

- fit in with CRSWS's aims
- contain a well-justified description of the work to be carried out
- give a breakdown of the costs you are asking CRSWS to fund
- describe the difference your work will make

- *give clear timelines and milestones*
- *have clear success criteria and outcomes*
- *indicate how the work will be monitored and reported*
- *show full and detailed costings*

Interim reports to CRSWS may be required as appropriate to the activity. A condition of any grant awarded is that:

- *it will only be used for the purposes described in the application and the Trust may require evidence (for example, receipts) to confirm that this has taken place, and*
- *you will be asked to report to the Trust on the impact the grant has made. To do this the Trustees may require you to attend an assessment meeting and/or complete an assessment form.*
- *you agree to CRSWS publicizing details of your award on the CRSWS website within 10 days of the grant being awarded. CRSWS reserves the right to publicize your award to local media so that our fundraisers know the beneficiaries of their hard-earned efforts. It would be especially helpful if you also publicize details of our grant award in local media.*

We hope that you will find this opportunity of interest. Whether or not you choose to apply we hope that work from those who do will be of benefit to those who suffer – or are recovering from – a cardiac condition, together with those who work hard to support and advise them, by providing improved advice, support and rehabilitation care.

We look forward to hearing from you.

Yours sincerely,

For and on behalf of CRSWS Trustees

Press Release: For immediate release – XX January 2015

Working with heart patients in West Sussex

Set up by a group of local former patients and their carers, Cardiac Rehabilitation Support West Sussex (CRSWS for short) is a Charitable Trust registered with the Charity Commission to support the increasing number of people in West Sussex living with a cardiac condition.

The Charity works with Worthing & Southlands NHS Trust to help run exercise classes for heart patients; it provides a 'buddy' support service run by former patients, and uses its funds to help NHS staff, local organisations and individuals tackle heart disease in the area. It has provided defibrillators for local fitness trainers, paid for NHS nurses and physiotherapists to go on specialist training courses and made sure that up-to-date leaflets are available free for cardiac patients.

Geoff Taylor, a Trustee of Cardiac Rehab Support West Sussex, said that:

"We raise money to help local people who have heart disease. So, if you, or someone you know, could benefit from our help or just wants someone to talk to about it, we would love to hear from you".

If you or your organisation deal with heart patients and would like to apply for a grant to help you in your work, you can get more information, including how to apply, at www.cardiacrehabsupport.org.uk or by writing to: The Trustees, Cardiac Rehab Support West Sussex, 4 Highdown Drive, Littlehampton, West Sussex BN17 6HJ.

Notes for Editors

1. *The aims of Cardiac Rehabilitation Support West Sussex (CRSWS) are: To relieve the needs of West Sussex patients who suffer - or are recovering - from a cardiac condition, their families or carers, by providing support, advice and information; and to advance the education of the public in all matters relating to cardiac conditions.*

2. We support those who have a cardiac condition, their carers and families. This could be people with angina, those who have had a heart attack, surgery, a coronary artery bypass or heart failure. It includes illness, distress, stress, uncertainty and any kind of disability arising from an underlying cardiac condition. We are also prepared to support those experiencing financial hardship as a result of their cardiac condition.

For more information see: <http://www.cardiacrehabsupport.org.uk/> or ring Hayley Fairclough, Cardiac Rehab Senior Physiotherapist, on 07765376618

10 Communications

Website

The CRSWS website (www.cardiacrehabsupport.org.uk) aims to provide a central resource for CRSWS including a record of mailings, the publication of the charity's annual statements of account and the minutes of its meetings. Some areas are publicly available while a Trustees' login will allow access to minutes and documents produced by Trustees for Trustees.

11 List of cardiac rehab staff

Current staff in the NHS cardiac rehab team:

Hayley Fairclough Physiotherapist and manager	Tracey Molina Senior Physiotherapist/ Team Lead	Sandra Dooley Physiotherapist	Annie Ray Physiotherapist
Ruth Nicol Physiotherapist technician	Viv Smith Nurse	Carol Wrapson Nurse	Jackie Bambro Secretary

12 How you can help us

We continue to receive great support from members of the community and, in particular, cardiac patients and their families. The support can vary from small donations as well as income from fundraising events such as our annual fun walk in Worthing. But we very much need your further help to enable us to continue with our valuable work.

You can do this by:

- taking part in our fundraising events
- working as a volunteer cardiac buddy
- making a donation
- making a Bequest

If you would like to know more about our future fundraising events or maybe you have some ideas of your own, please feel free to contact us.

Gift Aid Declaration

Taxpayers can further help **Cardiac Rehab Support West Sussex** by allowing us to claim, from the Treasury, the tax they have already paid on the amount they are donating.

This represents 25p extra for every £1 donated.

As a donor it costs you nothing and increases your gift to us considerably. All that is needed is for you to complete the **Gift Aid Declaration** giving your full name and home address along with the date.

I would like Cardiac Rehab Support West Sussex to reclaim tax on my personal donation of £_____ and regard it as Gift Aid.

Signed:.....

Title:..... Name:.....

Address:.....

.....

..... Postcode:.....

Email address

[optional]:.....

Including your email address means we can keep you updated on CRSWS developments

- If you are sending a cheque from a joint account then it must be signed by the taxpayer.
- You need to pay income or capital gains tax at least equal to the amount of tax reclaimed by all charities or Community Amateur Sports Clubs (CASCs) on all your donations in the tax year (6th April one year to 5 April the next).
- Other taxes such as Council Tax and VAT do not qualify.
- If donations enclosed with this form are from more than one person and you would like more Gift Aid Declaration forms please contact us.

Cardiac Rehab Support West Sussex
4 Highdown Drive | Littlehampton | West Sussex | BN17 6HJ
Email: info@cardiacrehabsupport.org.uk | Web: www.cardiacrehabsupport.org.uk

October 2015