

Annual Report & Accounts 2019



The Hospital Broadcasting Service
Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Registered as a Charity
SC009138

Phone : 0141 - 221 - 4043
Email : studio@hbs.org.uk
<http://www.hbs.org.uk>

Executive Committee Members

Chairman	Niall Anderson
Treasurer	Stephen Boardman <i>(until 14/04/19)</i>
	Robert Crow <i>(from 14/04/19)</i>
Programme Director	Spence Canniffe
Technical Director	David Bannerman
Annual Post-Holders	Fraser Barbour <i>(from 14/04/19)</i>
	Peggy Mack
	Iain Rose

Charity Number

SC009138

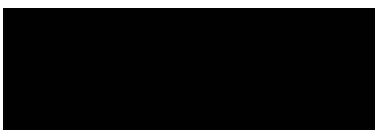
Principal Address

Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

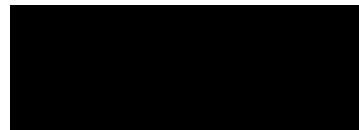
Bankers

The Royal Bank of Scotland
18 Tay Walk
Town Centre
Cumbernauld
G67 1DE

Signed on behalf of the Executive Committee



Niall Anderson
Chairman
23rd August 2020



Robert Crow
Treasurer
23rd August 2020

Accounts independently examined



Jordan Abraham
23rd August 2020

Executive Committee's Report

The Executive Committee of The Hospital Broadcasting Service are pleased to submit their report and accounts for the year 1st January to 31st December 2019.

The Hospital Broadcasting Service (also known On-Air as 'HBS') is registered with the Office of the Scottish Charity Regulator and governed by a Constitution.

This report and attached accounts have been prepared in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006. The accounts are prepared on a Receipts and Payments basis.

The accounts are produced on a cash basis and do not take account of any future anticipated income or expenditure. As such there are no reserves held to fund future projects. The Studio Development fund contains donations for specific projects e.g. upgrade studios and provision of recording equipment, but these funds are not available for running costs.

Charitable Objects

The objects of The Service shall be to relieve sickness, infirmity, handicap and old age amongst persons living in the area served by providing a local broadcasting service for hospitals, residential homes, nursing homes for the elderly and other similar establishments.

The radio station currently broadcasts to bedside radios of approximately three thousand patients in the following establishments:

- Beatson Oncology Centre (West of Scotland Cancer Centre)
- Gartnavel General Hospital
- Queen Elizabeth University Hospital
- Royal Alexandra Hospital

Most hospital-based listening is via the bedside entertainment equipment. Increasingly though patients are accessing programmes thorough internet streaming, an option that was first introduced in June 2015.

Organisation

The Hospital Broadcasting Service is run entirely by volunteers, who pay an annual membership subscription. Members are not reimbursed for any out-of-pocket expenses. It is an unincorporated association governed by a Constitution and managed by an Executive Committee elected by the membership at the Annual General Meeting each spring.

Related Organisations

The Hospital Broadcasting Service is a member of the Hospital Broadcasting Association (HBA), the national charity that is an umbrella organisation which supports and promotes hospital broadcasting in the UK. Our members regularly interact with the office bearers of HBA and when available attend the annual conference and training days they organise.

The Hospital Broadcasting Service maintains a close working relationship with NHS Greater Glasgow and Clyde including formal quarterly management meetings.

"Hi, I'm new to your station and would love to hear the Gatlin Brothers Indian Summer if you have it or Connie Francis Somebody's Fool. I'm in hospital and this would cheer me up cheers! Oh great show by the way 😊"

One of many requests received directly from our listeners

Review of Activities

Programming

Patient request shows which are broadcast every night of the week remained the core programme activity of the radio service in 2019. Record request collectors visited the wards throughout the week chatting with patients and finding out what that they'd like to hear.

In recent years we have seen a diversity in the sources of record requests with increasing numbers of these being received through electronic methods as listeners and their friends/relatives place their music choices by text message, email and social media platforms which has meant a transfer away from the more traditional telephone call.

The programme schedule continues to broadly reflect the feedback on music content that we receive from patients through the songs they ask for on the Open Line request shows. Every track requested is captured in a database and analysis of this information allows the programming team to make any adjustments to the types of shows broadcast.

During the year the programming team continued to provide entertainment and relevant information for our hospital-based audience with music and information through the night and a range of presenter-led programmes during the day and evening. The daytime programmes feature well known familiar tunes that our audience is likely to be able to relate to, while evenings consist of specialist music shows reflecting the musical styles that are regularly requested plus the nightly Open Line request show.

In September the team used new technology to broadcast live throughout a sponsored walk between the Royal Alexandra Hospital (Paisley) and The Beatson Hospital (Glasgow). The programme featured interviews with local people along the way talking about their part of the route and also lots of information about the health benefits of walking. An extract of this programme won top prize in the special event category of the UK Hospital Radio awards.

Programmes which are made in our studios are not only heard in the hospitals we serve directly but also around the world with some of the specialist music shows being shared with radio stations as far away as Canada. Similarly, we continue to broadcast some shows created elsewhere which augment the programmes created by our team locally.

Volunteers Raise Funds Through Regular Bucket Collections



A regular collection location for a number of years has been the IKEA store in Glasgow



For the first time the team held a collection at Glasgow Central Station

Hospitals Served 2019



Royal Alexandra Hospital



Beatson Oncology Centre



Queen Elizabeth University Hospital



Gartnavel General Hospital

Technical Facilities

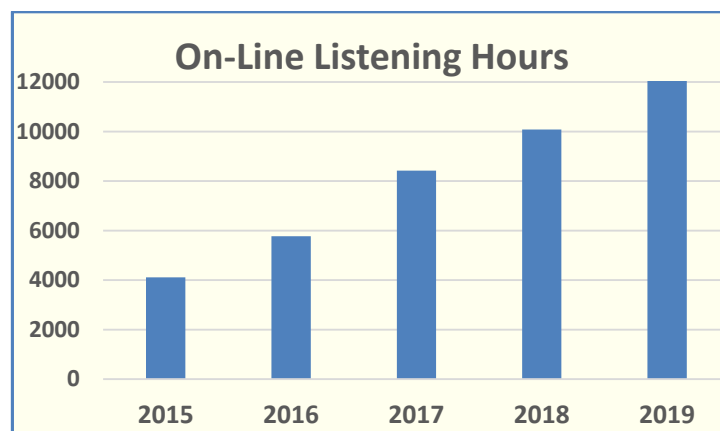
2019 in general saw no major changes. The majority of technical work was centred around ongoing equipment maintenance.

The computer network was simplified to make workflow quicker, and to allow new members to learn tasks more effectively. Additional software has been added so that more people can carry out tasks simultaneously. The result has been an effective increase in programme production and features.

Some new equipment was installed that improved the ability to keep an eye on the overall performance of programme transmission. This has led to better control of technical quality.

A programme of removing redundant facilities was commenced. This will assist in finding faults should they occur and will make future upgrades easier. This activity will be ongoing and is likely to continue well into 2020.

The majority of technical equipment required for production and transmission has been centralised to one location. The benefits of this are that it has reduced the amount of space needed and will help to keep faults to a minimum.



Operational Management

The Executive Committee continued to meet regularly to discuss the major strategic direction that the organisation should be taking and make appropriate decisions.

Management of each evening's operations is entrusted to a member who has the role of Supervisor/Producer. The Supervisors are appointed by the Executive Committee from within the Membership and are responsible for ensuring the smooth running of the evening including programme production and hospital visiting. They also deal with any external or internal enquiries, providing guidance to fellow volunteers and ensuring that information is disseminated and agreed policies are followed.

The Supervisors hold regular meetings to ensure procedures are kept up to date and that there is consistency across evenings.

Outside Broadcasts

The Service has a wide array of specialist equipment which allows it to conduct outside broadcasts from hospital wards or even the middle of a muddy field. The equipment is used for regular recording and live programme inserts, in addition to the use of the equipment for providing music and Public Address facilities at fund-raising events.

Fund-Raising

There was on average, one hands-on fund-raising event every two months during the year. These included bucket collections at IKEA plus there was a sponsored walk event held at the start of September which was also broadcast live with a focus on the health-benefits of walking as a simple and cost-free form of exercise.

Individual members organised personal fund-raising events, and also successfully nominated the Service as a beneficiary for community cash funds from their employers.

The Annual General Meeting decided that while fund-raising should be something all active volunteers are required to be involved with, unlike previous years there should not be a general target set for an individual's income generation.

In addition to raising running-costs, funding for a number of capital investment projects were pursued. Grateful thanks is due to The Miss MJM Smith Trust and the National Lottery's 'Awards for All' scheme for funding to upgrade the Production Office to make it disabled friendly, replacement of ageing computer server equipment and installation of a suitable air-conditioning system. All of these projects will be completed during 2020.

During the year a grant allowed investment in contactless payment equipment which we used for taking donations at bucket collections held at Glasgow Central Station and ASDA.

Membership

The organisation is run entirely by volunteers with a spread of ages from those in their final years of secondary school, through to retirement.

The recruitment team were kept busy with a number of induction sessions being held through the year. During the past year the organisation has tended to take on volunteers for general roles rather than running a recruitment campaign asking people to apply for specific opportunities.

Future Development

Programming

The goals for the coming year include using the new production facilities which are being delivered in-tandem with the upgrading of the production office. This upgrade will see us saying goodbye to the vinyl record library which was built up from the launch of the radio service in 1970 through to the mid-90s,

The freeing up of the space needed to house the vinyl collection will not only enable the facility to become disability-access friendly, it will also open up opportunities to use this flexible space for recordings. These would include our regular in-house drama productions which previously were using more cramped facilities in the broadcast studios. We would also intend to look at using this space too for more live music guests.

The relaunch of a regular magazine show was achieved in 2019 but only on a monthly schedule. In the coming year we intend to look at ways of increasing the frequency of this programme and expanding the number of volunteers involved in it so we can deepen our ties to other groups working in the community.

For a while we have been looking at the way to enable live shows to be broadcast from remote studios without the need for one of the volunteers to be in the central studios at the same time to make the switching happen. We would hope to implement a solution for this and be able to increase the schedule of live shows this way as often, time restrictions prevent volunteers from being able to travel to/from the city-centre studios.

Hospitals

There were no changes to the hospitals formally served during the year. With on-line streaming though, programmes are available everywhere. Discussions continue with NHS Greater Glasgow and Clyde regarding the provision of our programmes to patients who are in beds with older bedside equipment, much of which is no longer functioning.

Patients have the ability to listen to the online stream using their own mobile data allowance or via the free patient WiFi which available at all of the acute hospital sites. There are however currently some coverage issues with the WiFi signal so active ward visiting is currently suspended in these locations as we don't want to have to ask patients to effectively pay to listen. Once the NHS have confirmed that the coverage issues have been addressed then we will be able to expand the number of wards visited.

Technical

Work will begin on upgrading the studios, which will provide improved air conditioning and better acoustic wall treatment. Part of this plan will also include the construction of a booth for the transmission equipment, reducing noise and heat.

The record library will be converted to a more ergonomic and spacious production office, centred around computer-based media. It will be designed to encourage social interaction and exchange of ideas.

We are hoping to broadcast more live outside broadcasts using an online web-based system. It is likely that this will mainly involve inserts into the nightly Open Line programme.



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2019		31	December	2019

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	16,173	29,935			46,108	11,324
Legacies					-	
Grants					-	
Receipts from fundraising activities	7,288				7,288	5,570
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	23,461	29,935	-	-	53,396	16,894
					-	
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	23,461	29,935	-	-	53,396	16,894
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	17,876	16,991			34,867	15,348
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	17,876	16,991	-	-	34,867	15,348
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	17,876	16,991	-	-	34,867	15,348
Net receipts / (payments)	5,585	12,944	-	-	18,529	1,546
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	5,585	12,944	-	-	18,529	1,546

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	2,310				2,310	776
	Surplus / (deficit) shown on receipts and payments account	5,585	12,944			18,529	1,546
						-	
	Cash and bank balances at end of year	7,895	12,944	-	-	20,839	2,322
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-


B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
		Total	-	-	-

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		Total	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		Total	-	-

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

Signature	Print Name	Date of approval
	Robert Crow	19 February 2020

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

The unrestricted funds are used to meet the day-to-day running costs of the Service. The restricted funds are donations for specific projects.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
		Total	-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
John Laurie donation (Member)	300				300	550
Personal donation John Douglas	600				600	600
Hillington Park Parish Church	25				25	-
Anonymous donation	2,010				2,010	-
Kirsty Hogg donation (Member)	5				5	-
Borders Hospital Radio	168				168	525
Radio Allerton	350				350	350
Niall Anderson donation (Member)	200				200	-
Aird Sakol Ltd donation	400				400	-
HMRC Giftaid	1,406				1,406	592
Bearsden & Milngavie Highland Games	1,000				1,000	-
Tetra Capita Enterprises	200				200	-
Quiz Night	10				10	-
Fraser Barbour donation (Member)	5				5	-
Jill Korn donation	50				50	-
Robert Crow donation (Member)	50				50	-
Lenzie Community Council	450				450	-
Sponsored walk	2,356				2,356	-
Pedal for Scotland	70				70	-
Templeton Goodwill Trust	2,000				2,000	1,000
Barclays Bank	817				817	-
Scratchcard fundraisers	100				100	-
Hugh Fraser Foundation	2,000				2,000	-
Chemcem donation	1,000				1,000	1,000
British Telecom	273				273	-
MEB Charitable Trust	1,000				1,000	1,000
HBA National Grant	760				760	-
Awards For All		9,185			9,185	-
Miss MJM Smith Trust		20,750			20,750	-
Various public donations	5,531				5,531	1,634
Membership Fees	150				150	370
Online Foundation/Everyclick	175				175	12
Total	23,461	29,935	-	-	53,396	7,633

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Total	-	-	-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Rent	9,575				9,575	9,393
Electricity	2,647				2,647	2,706
Telephone	1,104				1,104	1,206
Insurance	1,158				1,158	1,132
Equipment and Repairs	189				189	213
Internet Radio	120				120	125
Fundraising Costs	1,037				1,037	145
Misc	921				921	894
Server Upgrade		7,132			7,132	
Production office upgrade		9,860			9,860	
Total	16,751	16,992	-	-	33,743	15,814

Additional analysis (2)

5 Breakdown of unrestricted funds

	Main Fund				Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	16,173				16,173	11,324
Legacies					-	
Grants					-	
Receipts from fundraising activities	7,288				7,288	5,570
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	23,461	-	-	-	23,461	16,894
-						
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	23,461	-	-	-	23,461	16,894
-						
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	16,751				16,751	15,223
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	16,751	-	-	-	16,751	15,223
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	16,751	-	-	-	16,751	15,223
Net receipts / (payments)	6,710	-	-	-	6,710	1,671
Transfers to / (from) funds					-	
Surplus / (deficit) for year	6,710	-	-	-	6,710	1,671

Nature and purpose of funds

To cover the day-to-day running expenses of the service

Additional analysis (3)

6 Breakdown of restricted funds

	Studio Development Fund				Total restricted funds	Total restricted funds last period
Receipts						
Donations	29,935				29,935	-
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	29,935	-	-	-	29,935	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	29,935	-	-	-	29,935	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	16,992				16,992	125
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	16,992	-	-	-	16,992	125
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	16,992	-	-	-	16,992	125
Net receipts / (payments)	12,943	-	-	-	12,943	(125)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	12,943	-	-	-	12,943	(125)

Nature and purpose of funds	Production Office refurbishment and server upgrade
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APPENDIX 3



Report to the trustees/members of	Independent examiner's report on the accounts v2						
	The Hospital Broadcasting Service						
Registered charity number	SC009138						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2019	to	31	12	2019
Set out on pages	7 to 12						

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

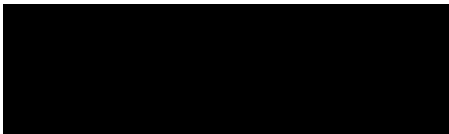
My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations
 have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

	Date:	25/02/2020
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Name:
Relevant professional qualification(s) or body (if any):

Jordan Abraham
Graduate Trainee Accountant

Address:

9 James Hamilton Drive Bellshill ML4 1AZ