

HBS
.org.uk

Hospital
Broadcasting
Service



Annual Report & Accounts 2012

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

Registered as a Charity
SC009138

Phone : 0141 - 221 - 4043
Fax : 0141 - 204 - 0404
<http://www.hbs.org.uk>

Executive Committee Members

Chairman	Niall Anderson
Treasurer	Stephen Boardman
Programme Director	David Bannerman (acting until 25/03/12)
Technical Director	David Bannerman
Annual Post Holders	Angela Campbell (until 25/10/12)
	Argyll Duffy
	Peggy Mack

Charity Number

SC009138

Principal Address

Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Bankers

The Royal Bank of Scotland
1 Roadside
The Village
Cumbernauld
G67 2SS

Signed on behalf of the Executive Committee



Niall Anderson
Chairman
14th April 2013



Stephen Boardman
Treasurer
14th April 2013

Accounts independently examined



David Parsley
Divisional Financial Controller
14th April 2013

*Cover Picture : Runner Up award
2012 Hospital Radio Station of the Year*

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 2012.

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 projects to upgrade the studios and the transmission rack to professional standards and other specific projects.

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 approximately three thousand patients in the following establishments:

- Beatson Oncology Centre (West of Scotland Cancer Centre)
- Drumchapel Hospital
- Gartnavel General Hospital
- Glasgow Homoeopathic Hospital
- Royal Alexandra Hospital
- Western Infirmary

The majority of listeners have personal bedside radios although those in Drumchapel hospital listen via speaker systems in the day-rooms.

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 (last amended in March 2005) 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 organised by the HBA plus Regional Meetings hosted by various hospital radio stations in Scotland.

The Hospital Broadcasting Service maintains a close working relationship with NHS Greater Glasgow and Clyde.

Review of Activities

Programming

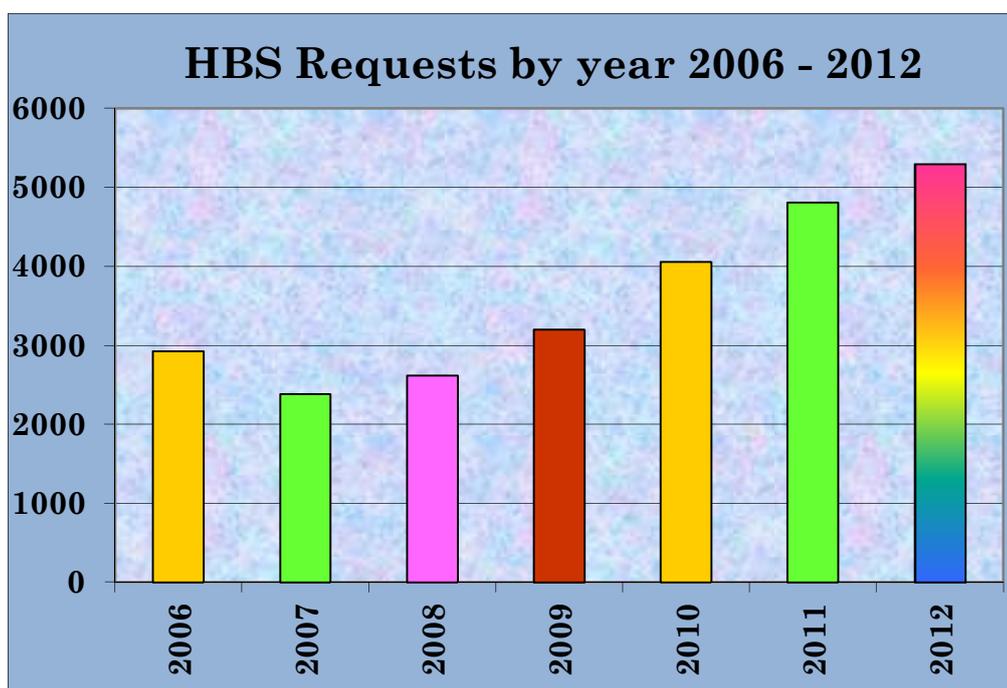
HBS has a long and distinguished track record of providing quality programmes to hospitals in the Greater Glasgow and Clyde area. To that end, a number of changes were made to the programme schedule and to the delivery of the presenter training course during the past year. We've also added a considerable number of tracks to our already extensive music library which now holds over 65,000 tracks, and we also play a consistently large proportion of patient requests.

The Service transmits both live and automated programmes 7 days a week, 365 days a year. Every evening at 6 o'clock and 7 o'clock, specialist music programmes that are designed to appeal to specific tastes within an eclectic demographic are broadcast.

Our nightly flagship programme, "The Open Line", gives listeners the opportunity to choose the music that they would like to hear, mixed with fun and entertainment. Patients can either ask for requests by talking to our nightly request collector teams, or by phoning us at any time of the day. If we can't find a track in our library that has been requested, we have the resources to obtain a copy within minutes. Listener interaction is of prime importance during the programme, so competitions and phone-ins are run regularly, which gives patients the chance to win prizes, and to speak on-air over the phone.

HBS entered 3 categories in the national Hospital Radio awards for 2012. Out of those entries, one was shortlisted in the category of Best Specialist Music Programme, and the Service was also awarded the silver prize in the Station of the Year category.

Presenter training has been revamped, and a team of 5 people has been providing this over the year. This team looks after a number of areas including technical operations, production techniques, presentation techniques and after-care for those who have graduated from the course. The course teaches a variety of subjects required for programme presentation to a professional standard, and is flexible in terms of each trainee's abilities.



Technical Facilities

2012 saw an increase in technical issues related to the studios. Most tasks were of a first-line maintenance nature, although there were a couple of major faults that had to be repaired. The Southern General relocation project is still on hold, so there are no further engineering developments in this respect.

There were occasions when serious faults, both audio and IT related, resulted in studios having to be briefly decommissioned, but due to the abilities of the volunteer engineers, disruption has been kept to a minimum.

Transmission facilities have proven to be more reliable in general, and although there have been a number of issues related to automated programme playout in the past, these have been resolved.

The computer network as a whole has been quite troublesome, and there were frequent occasions when facilities on the network and on individual PCs were unusable. Through a generous donation from The Bank of Scotland Foundation we replaced the majority of the PCs with new units, and these have so far performed without problems.

Hospital reception is still hampered by bedside radio faults and availability of headsets, although the Easiview system at the Beatson Hospital and the dayroom speaker system at Drumchapel Hospital once again proved to be the most reliable. There have been a few reports of Easiview bedside units developing faults, but with an on-site engineer from Premier Telesolutions, these faults are quickly repaired.



Some of the things our volunteers do, to keep the Service running smoothly

- | | | |
|----------------------------------|-----------------------------------|-------------------------------------|
| 1. Broadcasting a Live Programme | 2. Working in the Production Room | 3. Providing PA at Highland Games |
| 4. Meeting with NHS Management | 5. Fund-Raising at Silverburn | 6. Collecting Requests on the Wards |

Record Library

The Record Librarians have continued working their way through a vast amount of material, concentrating on cataloguing donations of CDs and also dealing with transferring audio from 'older' formats into digital files.

Librarians also work closely with each of the evening production teams, identifying issues with the library database and with any of the recordings held.

Hospitals/Wards Served

During the year, it was confirmed that Blawarthill Hospital which had been served from 1970 to 1984 and then again from 1996 was closing with the site being redeveloped. However the number of beds served at this site was small and had no negative effect on listening figures which continued their upward pattern of recent years, with a 10% increase in patient record requests.

Membership

The number of volunteers remained stable with just over seventy members. In 2006 we introduced a waiting list as the steady stream of interest from potential volunteers exceeded operational needs. During 2012 we introduced a series of quarterly Induction Days. These events allow prospective members to understand more about the work of the organisation and to re-confirm their willingness to be involved. The sessions have greatly improved the settling in process for new members.

Accommodation

In 2007 NHS Greater Glasgow and Clyde advised that we were to be offered rent-free accommodation at the city's Southern General Hospital. The NHS continued to advise that there was a delay to implementing this, although the groups who were using the earmarked rooms have now been relocated, leaving the facilities currently vacant. A number of meetings were held between the NHS Estates team and the Hospital Broadcasting Service management, to confirm the facilities required and the associated costs.

Outline plans previously developed continued to be discussed, though at the end of the year, NHS management appear to have temporarily stopped work on the project due to higher priority issues.

In the meantime, the organisation is continuing to operate from the cramped studio complex that it rents within Baltic Chambers in Glasgow City Centre. Due to the limited space available, a number of materials that have been donated for use in the relocated studio complex have continued to be stored at a combination of the Southern General Hospital and members' homes.



*Proposed New Studio Location at
Southern General Hospital*

The limitation of available working space at Baltic Chambers also means that there is a restriction on the number of people that can join our teams. This in turn limits the amount of development of new programme ideas that we are able to work on.

Operational Management

The Executive Committee continued to meet monthly 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. The Supervisors are appointed by the Executive Committee from within the Ordinary Membership and are responsible for ensuring the smooth running of the evening including the programme production and hospital visiting aspects. 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 a meeting every two months 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 fund-raising event per month during the year. Many of these were bucket collections at major stores and shopping centres. The main locations we collected at were IKEA and Braehead Shopping Centre.

The average amount raised at bucket collection events continued to increase, having been noticeably down in previous years as a result of the economic downturn.

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

The Annual General Meeting once more endorsed the policy that all active members have to support and share the fund-raising requirements of the Service.

Patient Interaction

In June, the long planned introduction of a weekly bingo game, specifically aimed at the patients in the Beatson Hospital was achieved. 'Beatson Bingo' was an instant success with hundreds of patients participating in this free to play prize game that has had winners every single week since its launch. Prizes have been donated by businesses and individuals from the local community.

Assets

The Service holds assets as valued at the lower of cost or valuations as follows:

<u>Category</u>	<u>Value (£)</u>
Studio Electrical Equipment	68,604
Library Stock – CDs, records and tapes	21,218
Other contents	5,000
Total	94,822

Future Development

Programming

It's hoped that the throughput of the presenter training course will be increased in order to enlarge the pool of available presenters. This would allow presenters to be re-allocated to different programmes, create a two-month-on, two-month-off approach to scheduling, and potentially allow the expansion of the types of programmes offered.

An increase in speech-based programmes is also under consideration. Documentaries, interviews, and discussions would be included within this field, and in the past, high quality drama has been produced, so it is intended that this should continue.

The Service submitted seven entries to the national Hospital Radio Awards competition.

A new Digital Editing course is scheduled for 2013 to teach participants the basics of audio editing. It is also designed to outline the correct procedures for audio recording, and mixing multiple audio tracks together to create a final product.

Hospitals

We will continue to work with the hospital sites to ensure the maximum numbers of patients are able to receive and participate in our broadcasts. It is anticipated that we will also have an increased presence of our volunteers on the wards recording 'get well messages' from visitors and relatives and also patients introducing their own requests, some of these being real-time live inserts using National Lottery-funded equipment.

We intend to keep an open dialogue with NHS management of hospital sites which may benefit from providing their patients with our programmes.

If the studio relocation proposals go ahead, the way that the broadcast output can be split among various hospitals will also be investigated further. This will provide the ability to run parallel request programmes so that we can be sure to offer the best possible service to our listeners.

Technical

Although we're still waiting to be given the go-ahead to begin the relocation of the Service to the Southern General, preparatory work has continued. Various site visits have taken place, and this has resulted in plans for two new studios to be constructed by Clyde Broadcast.

Due to the complexity of the overall project, research and development work has begun in order to find ways to reduce the installation time for proposed technical facilities. This includes the implementation of equipment for signal distribution and routing, as well as the potential re-use of equipment currently installed at Baltic Chambers. Fund raising has begun to raise money to purchase the studio equipment, so even if our Southern General Hospital relocation project doesn't happen, the ageing and increasingly unreliable studio equipment will still be upgraded.

It is also planned to increase the storage capacity of the main network server, so that more audio and data can be stored on it. It is anticipated that this will happen in late 2013 in conjunction with the planned studio equipment upgrade.



Glasgow Homoeopathic Hospital



Beatson Oncology Centre



Drumchapel Hospital

Hospitals served during 2012



Gartnavel General Hospital

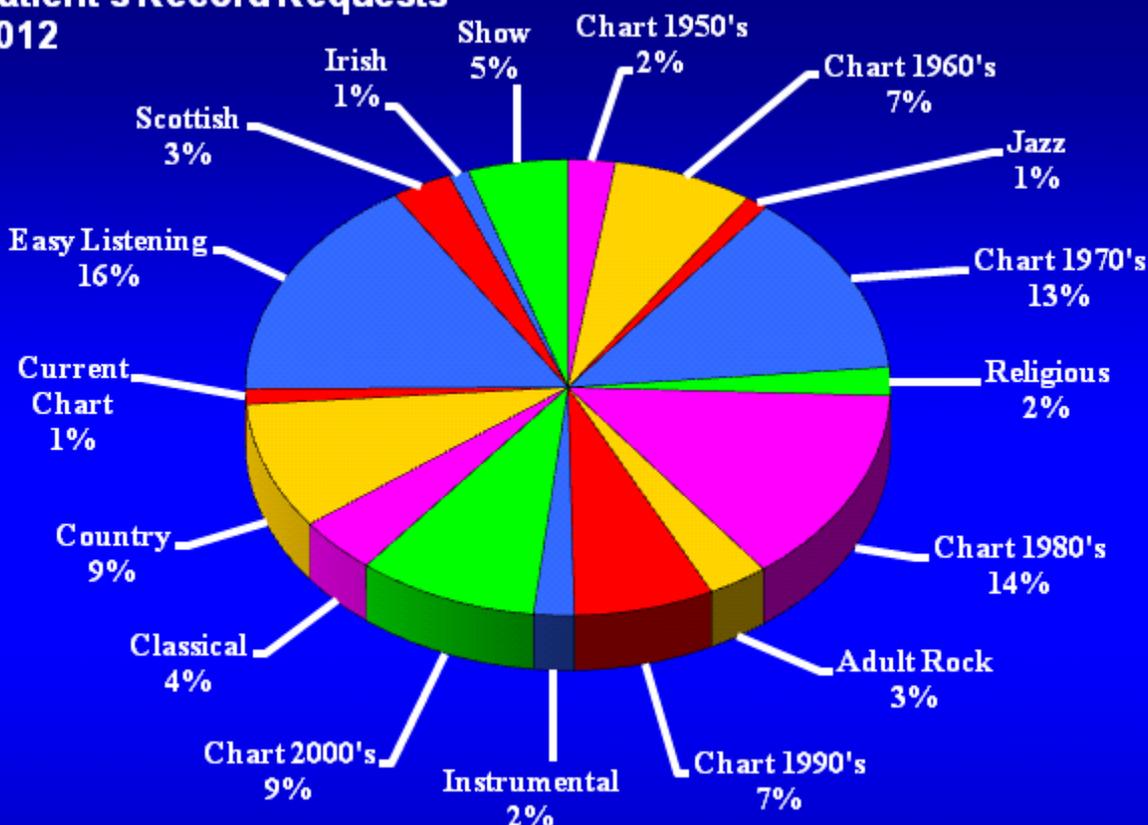


Royal Alexandra Hospital



Western Infirmary

Patient's Record Requests 2012



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2012		31	December	2012

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	5,634	25,184			30,818	8,392
Legacies					-	200
Grants		1,000			1,000	2,132
Receipts from fundraising activities	7,416				7,416	8,231
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	13,050	26,184	-	-	39,234	18,955
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	13,050	26,184	-	-	39,234	18,955
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	13,008				13,008	13,325
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	13,008	-	-	-	13,008	13,325
A4 Payments relating to asset and investment movements						
Purchases of fixed assets		5,396			5,396	1,713
Purchase of investments					-	
A4 Sub total	-	5,396	-	-	5,396	1,713
Total payments	13,008	5,396	-	-	18,404	15,038
Net receipts / (payments)	42	20,788	-	-	20,830	3,917
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	42	20,788	-	-	20,830	3,917

Hospital Broadcasting Service

SC009138

Section B Statement of balances

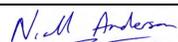
Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	3,742	5,144			8,886	4,970
	Surplus / (deficit) shown on receipts and payments account	42	20,788			20,830	3,916
						-	
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	3,784	25,932	-	-	29,716	8,886

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
		Stephen Boardman (Treasurer)	14 April 2013
		Niall Anderson (Chairman)	14 April 2013

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.

Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants			
		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)

X

Authority under which paid

£

C3b Trustee remuneration - details

None	

C4a Trustee expenses

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

X

C4b Trustee expenses - details

None	Number of trustees	£
None		

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
None			

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 £
M McCollum (member) Community work	500				500	300
Red Nose Day					-	975
Interest	1	7			8	2
Car Raffle					-	40
Scottish Community Foundation - Sport Aid Grant		981			981	
Bank of Scotland Foundation		4,196			4,196	
Awards For All		10,000			10,000	
HMRC GiftAid	321				321	
Talleg	250				250	
Marion MacDonald (Patient)	50				50	
W Munro (Rehab)	300				300	250
Stroke Association	600				600	
Atos	200				200	
Charities Trust	1,151				1,151	378
Fiona Palmer (member)	110				110	110
NHS Greater Glasgow & Clyde	500	10,000			10,500	662
Stamperland Choir	125				125	
Donation Maureen McCollum (member)	100				100	26
Waitrose Newton Mearns	490				490	480
Angela Campbell (member)	130				130	50
CAF Voucher from Ernst & Young	550				550	500
St Margarets Church Knightswood	10				10	
Pateint Donations	4				4	
Donation for use of equipment	20				20	100
Various member donations	222				222	355
Donation Peggy Mack (member)					-	30
MEB Charitable Trust					-	1,100
Donation Isobel Vincent (member)					-	4
Dandy's Recods Hull - purchase of surplus vinyl					-	200
Broomhill Badminton Club					-	50
The Endrick Trust					-	2,500
Waitrose Byers Road					-	280
					-	
Total	5,634	25,184	-	-	30,818	8,392

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
East Dunbartonshire Community Council			-	2,132
Voluntary Action Fund Scotland - NC Grant		1,000	1,000	
			-	
			-	
Total	-	1,000	1,000	2,132

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	6,902				6,902	6,902
Electricity	1,480				1,480	1,461
Telephone	1,358				1,358	1,292
Insurance	988				988	982
Equipment & Repairs	405				405	941
Stationery & Admin	1,761				1,761	678
Fundraising costs	70				70	47
Misc	44				44	360
FM Licence					-	662
					-	
Total	13,008	-	-	-	13,008	13,325

Additional analysis (2)

5 Breakdown of unrestricted funds

	Main Fund				Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	5,634				5,634	7,375
Legacies	-				-	200
Grants	-				-	-
Receipts from fundraising activities	7,416				7,416	8,231
Gross trading receipts	-				-	-
buildings	-				-	-
Rents from land & buildings	-				-	-
Gross receipts from other charitable activities	-				-	-
Sub total	13,050	-	-	-	13,050	15,806
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	13,050	-	-	-	13,050	15,806
Payments						
Expenses for fundraising activities	-				-	-
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	13,008				13,008	13,325
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	-				-	-
	-				-	-
	-				-	-
Sub total	13,008	-	-	-	13,008	13,325
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	13,008	-	-	-	13,008	13,325
Net receipts / (payments)	42	-	-	-	42	2,481
Transfers to / (from) funds					-	
Surplus / (deficit) for year	42	-	-	-	42	2,481

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	25,184				25,184	1,017
Legacies					-	-
Grants	1,000				1,000	2,132
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	26,184	-	-	-	26,184	3,149
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	26,184	-	-	-	26,184	3,149
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets	5,396				5,396	1,713
Purchase of investments					-	-
Sub total	5,396	-	-	-	5,396	1,713
Total payments	5,396	-	-	-	5,396	1,713
Net receipts / (payments)	20,788	-	-	-	20,788	1,436
Transfers to / (from) funds					-	
Surplus / (deficit) for year	20,788	-	-	-	20,788	1,436

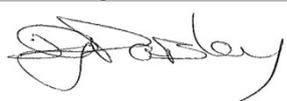
Nature and purpose of funds

--

For specific projects

OSCr

Office of the Scottish Charity Regulator

	Independent examiner's report on the accounts v2						
Report to the trustees/members of	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	to	Day	Month	Year
	01	01	2012		31	12	2012
Set out on pages	9 to 14						
Respective responsibilities of trustees and examiner	<p>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.</p>						
Basis of independent examiner's statement	<p>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.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> • 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 <p>have not been met, or</p> <ol style="list-style-type: none"> 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:	14 th April 2013		
Name:	David Parsley						
Relevant professional qualification(s) or body (if any):	FFA FIAB MCIM						
Address:	Trees Bowden Green Pangbourne RG8 8JL						