

Meeting: Trust Board Meeting in Public

27 November 2024

Agenda item	Private Board Summary Report
Board Lead	Chief Executive Officer
Type name of Author	Senior Trust Board Administrator
Attachments	None
Purpose	Information
Previously considered	n/a

Executive Summary

The purpose of this report is to provide a summary of matters discussed at the Board meeting held in private on 30 October 2024.

The matters considered at this session of the Board were as follows:

- Independence of Charity
- Microbiology Business Case
- Place Integration
- Urgent & Emergency Care Contract
- System Recovery Transformation Board

Decision	The Board is requested to note the contents of the report.			
Relevant Strategic Priority				
Outstanding Care <input checked="" type="checkbox"/>	Healthy Communities <input checked="" type="checkbox"/>	Great Place to Work <input checked="" type="checkbox"/>	Net Zero <input checked="" type="checkbox"/>	
Relevant objective				
<input checked="" type="checkbox"/> Improve waiting times in ED	<input checked="" type="checkbox"/> Give children living in most deprived communities the best start in life	<input checked="" type="checkbox"/> Zero tolerance to bullying		
<input checked="" type="checkbox"/> Improve elective waiting times	<input checked="" type="checkbox"/> Outpatient blood pressure checks			
<input checked="" type="checkbox"/> Improve safety through clinical accreditation				
Implications / Impact				
Patient Safety	Aspects of patient safety were considered at relevant points in the meeting			
Risk: link to Board Assurance Framework (BAF)/Risk Register	Any relevant risk was highlighted within the reports and during the discussion			
Financial	Where finance had an impact, it was highlighted and discussed as appropriate			
Compliance	Compliance with legislation and CQC standards were highlighted when required or relevant			
Partnership: consultation / communication	n/a			
Equality	Any equality issues were highlighted and discussed as required.			
Quality Impact Assessment [QIA] completion required?	No			

Meeting: Trust Board Meeting in Public

Date: 27 November 2024

Agenda item	BHPL Annual Accounts 2023/24
Board Lead	Jon Evans, Chief Finance Officer
Author	Wayne Preston, Commercial Director
Appendices	BHPL Annual Accounts 2023/24
Purpose	Assurance
Previously considered	BHPL Board have approved the accounts.

Executive summary

The Trust's wholly owned subsidiary Company, Buckinghamshire Healthcare Projects Ltd (BHPL) has operated as a trading company since 2018 and is now well-established, providing outpatient pharmacy services in the main hospital sites at the Trust as well as a café and salon in the National Spinal Injuries Unit. The attached report comprises its end of year audited accounts, where the audit opinion is that the financial statements:

- give a true and fair view of the state of the company's affairs as of 31 March 2024, for the 2023/24 financial year.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Companies Act 2006.

The key 2023/24 highlights were:

- The company has grown its annual turnover by 19% to £9.976m, it now employs forty people and delivered a gross profit of £1.8m, up 17% on last year.
- Debtors reduced by 25% to £295k.
- During the year, the Outpatient Pharmacy service delivered over 125,000 prescriptions.
- The company made a £66k loss in year but this included costs of £246k establishing capacity in readiness to take on board the operating of Private Patient Services.

BHPL has maintained its Social Enterprise status and continues to adopt the principles of The Blueprint for Better Business.

There was one action required by the auditors:

- Costs incurred by BHPL driving benefit solely for BHT should be recharged.

The value was below materiality levels, £44k plus vat, and as such the Accounts for 2023/24 have not been amended and the recharge will be enacted in 2024/25.

A verbal update of the discussions held at Finance & Business Performance Committee on 26 November 2024 will be provided to Trust Board.

Decision	The Committee is requested to note the Accounts as presented.		
Relevant strategic priority			
Outstanding Care <input checked="" type="checkbox"/>	Healthy Communities <input type="checkbox"/>	Great Place to Work <input checked="" type="checkbox"/>	Net Zero <input type="checkbox"/>
Relevant objective			

<input checked="" type="checkbox"/> Improve waiting times in ED. <input checked="" type="checkbox"/> Improve elective waiting times. <input type="checkbox"/> Improve safety through clinical accreditation	<input type="checkbox"/> Give children living in most deprived communities the best start in life. <input type="checkbox"/> Outpatient blood pressure checks	<input type="checkbox"/> Zero tolerance to bullying
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Implications / Impact

Patient Safety	BHPL adhere to all safety policies and procedures where patient care occurs.
Risk: link to Board Assurance Framework (BAF) and local or Corporate Risk Register	Principal Risk 2: Failure to deliver our annual financial plan No specific risk identified in CRR.
Financial	BHPL aims to deliver direct financial benefit back to BHT its parent company.
Compliance <small>Select an item.</small> Good Governance	Provide Committee with assurance BHPL is well governed.
Partnership: consultation / communication	BHPL works in partnership with BHT.
Equality	BHPL is committed to fair treatment of all patients, service users, visitors, and staff, regardless of age, colour, disability, ethnicity, gender, nationality, race, religion or belief, sexual orientation, or any other personal characteristics.
Quality Impact Assessment [QIA] completion required?	No.

REGISTERED NUMBER: 10700085 (England and Wales)

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD**

BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

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FOR THE YEAR ENDED 31 MARCH 2024**

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BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2024**

DIRECTORS:	Ms K H A Archer Ms E E L Siew
REGISTERED OFFICE:	Trust Offices (Level 2) Amersham Hospital Whielden Street Amersham Buckinghamshire HP7 0JD
REGISTERED NUMBER:	10700085 (England and Wales)
AUDITORS:	Seymour Taylor Limited, Statutory Auditor First Floor North 40 Oxford Road High Wycombe Buckinghamshire HP11 2EE

BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2024

The directors present their report with the financial statements of the company for the year ended 31 March 2024.

DIRECTORS

The directors who have held office during the period from 1 April 2023 to the date of this report are as follows:

Mrs R K Devonshire - resigned 19 February 2024
Mrs A M Williams - resigned 31 January 2024
Mr M Taylor - appointed 31 January 2024
Ms K H A Archer - appointed 31 January 2024

Ms E E L Siew was appointed as a director after 31 March 2024 but prior to the date of this report.

Mr M Taylor ceased to be a director after 31 March 2024 but prior to the date of this report.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that she ought to have taken as a director in order to make herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Seymour Taylor Limited, will be re-appointed in accordance with section 487(2) of the Companies Act 2006.

BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2024**

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....
Ms K H A Archer - Director

Date:

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

Opinion

We have audited the financial statements of Buckinghamshire Healthcare Projects Ltd (the 'company') for the year ended 31 March 2024 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2024 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Identifying and assessing potential risks related to irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified in respect of the Company's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
 - the matters discussed among the audit engagement team and involving relevant internal specialists, including tax regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Companies Act and local tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Company's ability to operate or to avoid a material penalty.

Audit response to risks identified

As a result of performing the above, we identified revenue deferrals as a key audit matter related to the potential risk of fraud. The key audit matters section of our report explains the matter in more detail and also describes the specific procedures we performed in response to that key audit matter. Our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of tax provisions; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members including internal specialists and significant component audit teams, and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Elizabeth Horton ACA FCCA (Senior Statutory Auditor)
for and on behalf of Seymour Taylor Limited, Statutory Auditor
First Floor North
40 Oxford Road
High Wycombe
Buckinghamshire
HP11 2EE

Date:

BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD**INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	31.3.24 £	31.3.23 £
TURNOVER		9,975,913	8,400,455
Cost of sales		8,149,212	6,844,387
GROSS PROFIT		1,826,701	1,556,068
Administrative expenses		1,943,984	1,527,103
OPERATING (LOSS)/PROFIT	4	(117,283)	28,965
Interest receivable and similar income		29,850	14,717
		(87,433)	43,682
Interest payable and similar expenses		-	152
(LOSS)/PROFIT BEFORE TAXATION		(87,433)	43,530
Tax on (loss)/profit		(21,048)	8,271
(LOSS)/PROFIT FOR THE FINANCIAL YEAR		(66,385)	35,259

The notes on pages 10 to 13 form part of these financial statements

BALANCE SHEET
31 MARCH 2024

	Notes	31.3.24		31.3.23	
		£	£	£	£
FIXED ASSETS					
Tangible assets	5		117,863		91,566
CURRENT ASSETS					
Stocks		500,409		544,791	
Debtors	6	295,544		403,535	
Cash at bank		262,539		687,213	
		<u>1,058,492</u>		<u>1,635,539</u>	
CREDITORS					
Amounts falling due within one year	7	<u>750,246</u>		<u>1,234,611</u>	
NET CURRENT ASSETS			<u>308,246</u>		<u>400,928</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>426,109</u>		<u>492,494</u>
CAPITAL AND RESERVES					
Called up share capital	9		1		1
Retained earnings			426,108		492,493
SHAREHOLDERS' FUNDS			<u>426,109</u>		<u>492,494</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on and were signed on its behalf by:

.....
Ms K H A Archer - Director

The notes on pages 10 to 13 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. **STATUTORY INFORMATION**

Buckinghamshire Healthcare Projects Limited is a private company limited by shares and incorporated in England and Wales. The address of the company's registered office and principal place of business is Trust Office (Level 2), Amersham Hospital, Whieldon Street, Amersham, Buckinghamshire, HP7 0JD. The registered number is 10700085.

The principal activity of the company in the period under review was that of provision of pharmacies in Buckinghamshire hospitals.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Significant judgements and estimates

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of revenue, expenses, assets and liabilities, and the disclosure of contingent liabilities at the date of the financial statements. If in the future such estimates and assumptions, which are based on the management's best judgment at the date of the financial statements, deviate from the actual circumstances, the original estimates and assumptions will be modified as appropriate in the year in which the circumstances change.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - straight line - 20%, straight line - 10%, straight line - 5% and straight line - 2%

All tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Such costs include costs directly attributable to making the asset capable of operating as intended.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Financial instruments

The company has applied the provisions of Section 11 "Basic Financial Instruments" and Section 12 "Other Financial Instrument Issues" of FRS 102 to its financial statements.

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

2. **ACCOUNTING POLICIES - continued**

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

Leasing commitments

Rentals paid under operating leases are charged to profit or loss on a straight line basis over the period of the lease.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 37 (2023 - 33).

4. **OPERATING (LOSS)/PROFIT**

The operating loss (2023 - operating profit) is stated after charging:

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	<u>26,857</u>	<u>21,581</u>

5. TANGIBLE FIXED ASSETS

		Plant and machinery etc £
COST		
At 1 April 2023		193,533
Additions		53,154
		<u>246,687</u>
At 31 March 2024		<u>246,687</u>
DEPRECIATION		
At 1 April 2023		101,967
Charge for year		26,857
		<u>128,824</u>
At 31 March 2024		<u>128,824</u>
NET BOOK VALUE		
At 31 March 2024		<u>117,863</u>
At 31 March 2023		<u>91,566</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade debtors	1,006	2,986
Other debtors	294,538	400,549
	<u>295,544</u>	<u>403,535</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade creditors	652,284	619,912
Taxation and social security	34,198	37,561
Other creditors	63,764	577,138
	<u>750,246</u>	<u>1,234,611</u>

8. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:		
	31.3.24 £	31.3.23 £
Within one year	97,845	91,138
Between one and five years	257,359	129,419
	<u>355,204</u>	<u>220,557</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

9. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.3.24	31.3.23
1	Ordinary £1	£1	£ 1	£ 1
			<u>1</u>	<u>1</u>

10. PENSION COMMITMENTS

The company operates a defined contribution scheme with contributions paid in the accounting period charged to the profit and loss account. The pension cost charge represents contributions payable by the company to the fund and amounted to £72,943 (2023: £79,095).

11. RELATED PARTY DISCLOSURES

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

12. ULTIMATE CONTROLLING PARTY

The ultimate controlling party is Buckinghamshire Healthcare NHS Trust.

BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD
**TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	31.3.24		31.3.23	
	£	£	£	£
Turnover		9,975,913		8,400,455
Cost of sales		8,149,212		6,844,387
GROSS PROFIT		1,826,701		1,556,068
Other income				
Bank account interest		29,850		14,717
		1,856,551		1,570,785
Expenditure				
Rates and water	8,965		-	
Insurance	13,876		12,818	
Pharmacy cover	54,588		53,000	
Directors' salaries	37,700		5,940	
Wages	1,253,248		936,611	
Social security	123,381		84,009	
Pensions	72,943		79,095	
Locums	45,408		48,505	
Printing, post and stationery	5,962		6,162	
Advertising	23,183		-	
Travel and subsistence	6,604		4,619	
Repairs and renewals	10,093		12,931	
Finance services	27,840		27,029	
Directors and company secretary	8,911		8,650	
Human resources services	6,318		8,406	
Subscriptions	41,535		28,460	
Sundry expenses	11,245		35,362	
Premises	116,992		104,693	
Info Gov	3,340		3,244	
Consultancy services	18,201		17,500	
Research and development costs	4,172		2,626	
Training	2,164		7,154	
Auditors' remuneration	12,048		11,555	
Depreciation of tangible fixed assets	26,857		21,581	
Profit/loss on sale of tangible fixed assets	-		297	
		1,935,574		1,520,247
		(79,023)		50,538
Finance costs				
Bank charges	8,410		6,856	
Bank interest	-		152	
		8,410		7,008
NET (LOSS)/PROFIT		(87,433)		43,530

This page does not form part of the statutory financial statements

BUCKINGHAMSHIRE HEALTHCARE PROJECTS LTD

**NOTES WHOLLY REPLACED
AND/OR ACCOUNTING POLICIES TOTALLY IGNORED
AND/OR ACCOUNTING POLICIES WITH TEXT REPLACED
BY USER'S CHOICE ON CLIENT SCREEN ENTRIES
FOR THE YEAR ENDED 31 MARCH 2024**

The following note has been REPLACED completely by user entries.

STATUTORY INFORMATION

None of the standard accounting policies has been ignored.

None of the standard accounting policies has been replaced.

PLEASE CHECK THAT THIS CHOICE IS CORRECT - all changes that would automatically be made to notes generated by IRIS as a result of posting amendments etc WILL NOT BE AMENDED where REPLACEMENT notes have been selected.

Meeting: Trust Board Meeting in Public

27 November 2024

Agenda item	Use of the Trust Seal
Board Lead	Neil Macdonald, Chief Executive Officer
Type name of Author	Elisabeth Jones, Senior Board Administrator
Attachments	None
Purpose	Information
Previously considered	None

Executive Summary

The Board is asked to note the use of the Trust seal in accordance with Standing Orders (Sealing of Documents)

Decision The Board is asked to note the information within the report.

Relevant Strategic Priority

Outstanding Care Healthy Communities Great Place to Work Net Zero

Relevant objective

<input type="checkbox"/> Improve waiting times in ED	<input type="checkbox"/> Give children living in most deprived communities the best start in life	<input type="checkbox"/> Zero tolerance to bullying
<input type="checkbox"/> Improve elective waiting times	<input type="checkbox"/> Outpatient blood pressure checks	
<input type="checkbox"/> Improve safety through clinical accreditation		

Implications / Impact

Patient Safety	The use of the Trust Seal does not have an impact on patient safety
Risk: link to Board Assurance Framework (BAF)/Risk Register	There are no relevant risks relating to the Trust Seal on the CRR or BAF
Financial	The Trust Seal is used in accordance with the Trust Standing Financial Instructions and Standing Orders
Compliance Good Governance	Meets the requirements of the Trust Standing Orders
Partnership: consultation / communication	Partnership working is undertaken in the drawing up of the documents
Equality	The use of the Trust Seal does not affect Equality
Quality Impact Assessment [QIA] completion required?	Not required

1 Introduction

There have been 8 occasions since the last report to the Trust Board (November 2023) which have required the use of the official Trust seal:

Date of Sealing	Details
05 December 2023	<p>Purchase of lease demise from L&Q for accommodation at Wycombe and the Trust.</p> <p>Value of £2,075,000.</p> <p>Signed by Chief Finance Officer and Chief People Officer</p>
14 December 2023	<p>Lease for Mandeville Medical company of Building 77 on the Stoke Mandeville site.</p> <p>£59,901 /yr.</p> <p>Signed by Chief Medical Officer and Chief Operating Officer</p>
20 March 2024	<p>Two-year lease of Harrington House</p> <p>£556k</p> <p>Signed by Chief Estates and Facilities Officer and Chief Finance Officer</p>
09 April 2024	<p>Deed of Assignment of Arrears related to the Trust purchase, from London and Quadrant Housing Trust (L&Q), of the lease associated with the key worker housing on the Wycombe Hospital site.</p> <p>£7,452.</p> <p>Signed by Chief Estates and Facilities Officer and Chief Finance Officer</p>
21 May 2024	<p>Deed of Covenant between the Trust and L&G owners of Asda site.</p> <p>No financial value.</p> <p>Signed by Chief Operating Officer and Chief Estates and Facilities Officer</p>
30 May 2024	<p>Unilateral Undertaking (UU) for the agreement for the planning permission to be issued to the Trust for the new capital project.</p> <p>£5350 for the Travel Plan referred to in the UU. £252 for the monitoring of the s106 agreement referred to in the UU.</p> <p>Signed by Chief Operating Officer and Chief Estates and Facilities Officer</p>

23 August 2024	Lease of adjoining Forest School - Child Base Partnership Ltd. £13,500 per year with 2.5% fixed inflationary charge per year Signed by Chief Estates and Facilities Officer and Chief Digital & Transformation Officer
09 October 2024	Lease between the Trust and Alexandra House (former Staples building) £150k Signed by Chief Finance Officer and Chief Digital and Transformation Officer

In accordance with the Trusts Standing Orders:

8.5.2. Sealing of Documents

Where it is necessary that a document shall be sealed, the seal shall be affixed in the presence of two senior managers duly authorised by the Chief Executive, and not also from the originating department, and shall be attested by them.

2 Action required from Trust Board

The Board is asked to note the use of the Trust seal in accordance with Standing Orders (Sealing of Documents).

Acronym 'Buster'

- A&E - Accident and Emergency
- AD - Associate Director
- ADT - Admission, Discharge and Transfer
- AfC - Agenda for Change
- AGM - Annual General Meeting
- AHP - Allied Health Professional
- AIS – Accessible Information Standard
- AKI - Acute Kidney Injury
- AMR - Antimicrobial Resistance
- ANP - Advanced Nurse Practitioner
- APC – Acute Provider Collaborative

B

- BBE - Bare Below Elbow
- BHT – Buckinghamshire Healthcare Trust
- BME - Black and Minority Ethnic
- BMA - British Medical Association
- BMI - Body Mass Index
- BOB – Buckinghamshire, Oxfordshire & Berkshire West
- BPPC – Better Payment Practice Code

C

- CAMHS - Child and Adolescent Mental Health Services
- CAS - Central Alert System
- CCG - Clinical Commissioning Group
- CCU - Coronary Care Unit
- Cdif / C.Diff - Clostridium Difficile
- CDU – Clinical Decision Unit
- CEA - Clinical Excellence Awards
- CEO - Chief Executive Officer
- CHD - Coronary Heart Disease
- CIO - Chief Information Officer
- CIP - Cost Improvement Plan
- CQC - Care Quality Commission
- CQUIN - Commissioning for Quality and Innovation
- CRL – Capital Resource Limit
- CSRU – Cardiac & Stroke Receiving Unit
- CSU - Commissioning Support Unit
- CT - Computerised Tomography
- CTG - Cardiotocography

D

- DBS - Disclosure Barring Service
- DGH - District General Hospital
- DH / DoH - Department of Health
- DIPC - Director of Infection Prevention and Control
- DNA - Did Not Attend
- DNACPR - Do Not Attempt Cardiopulmonary Resuscitation
- DNAR - Do Not Attempt Resuscitation
- DNR - Do Not Resuscitate
- DoLS - Deprivation of Liberty Safeguards
- DPA - Data Protection Act
- DSU - Day Surgery Unit
- DVT - Deep Vein Thrombosis

E

- ED&I – Equality, Diversity & Inclusion
- EBITDA - Earnings Before Interest, Taxes, Depreciation and Amortization
- ECG - Electrocardiogram
- ED - Emergency Department
- EDD - Estimated Date of Discharge
- EQIA – Equality & Quality Impact Assessment
- EIS – Elective Incentive Scheme
- EMRU – Emergency Medicine Receiving Unit
- ENT - Ear, Nose and Throat
- EOLC - End of Life Care
- EPR - Electronic Patient Record
- EPRR - Emergency Preparedness, Resilience and Response
- ERF – Elective Recovery Fund
- ESD - Early Supported Discharge
- ESR - Electronic Staff Record

F

- FBC - Full Business Case
- FFT - Friends and Family Test
- FOI - Freedom of Information
- FTE - Full Time Equivalent

G

- GI - Gastrointestinal
- GMC - General Medical Council
- GP - General Practitioner
- GRE – Glycopeptide Resistant Enterococci

H

- HAI - Hospital Acquired Infection
- HASU - Hyper Acute Stroke Unit
- HCA - Health Care Assistant
- HCAI - Healthcare-Associated Infection
- HDU - High Dependency Unit

- HEE – Health Education England
- HETV - Health Education Thames Valley
- HMRC – Her Majesty's Revenue and Customs
- HSE - Health and Safety Executive
- HSLI – Health System Led Investment
- HSMR – Hospital-level Standardised Mortality Ratio
- HSW – Healthcare Support Worker
- HWB - Health and Wellbeing Board

I

- ICS – Integrated Care System
- ICB – Integrated Care Board

M

- I&E - Income and Expenditure
- IC - Information Commissioner
- ICP - Integrated Care Pathway
- ICU - Intensive Care Unit
- IG - Information Governance
- IGT / IGTK - Information Governance Toolkit
- IM&T - Information Management and Technology
- IPR - Integrated Performance Report
- ITU - Intensive Therapy Unit / Critical Care Unit
- IV - Intravenous

J

- JAG - Joint Advisory Group

K

- KPI - Key Performance Indicator

L

- LA - Local Authority
- LCFS - Local Counter Fraud Specialist
- LD - Learning Disability
- LHRP - Local Health Resilience Partnership
- LiA - Listening into Action
- LOS / LoS - Length of Stay
- LUCADA - Lung Cancer Audit Data

M

- M&M - Morbidity and Mortality
- MDT - Multi-Disciplinary Team
- MIU - Minor Injuries Unit
- MfOP – Medicine for Older People

- MOfD – Medically Optimised for Discharge
- MRI - Magnetic Resonance Imaging
- MRSA - Meticillin-Resistant Staphylococcus Aureus

N

- NBOCAP - National Bowel Cancer Audit Programme
- NCASP - National Clinical Audit Support Programme
- NED - Non-Executive Director
- NHS – National Health Service
- NHSE – National Health Service England
- NHSLA - NHS Litigation Authority
- NICE - National Institute for Health and Care Excellence
- NICU - Neonatal Intensive Care Unit
- NMC - Nursing and Midwifery Council
- NNU - Neonatal Unit
- NOGCA - National Oesophago-Gastric Cancer Audit
- NRLS - National Reporting and Learning System / Service

O

- O&G - Obstetrics and Gynaecology
- OBC - Outline Business Case
- ODP - Operating Department Practitioner
- OHD - Occupational Health Department
- OOH - Out of Hours
- OP - Outpatient
- OPD - Outpatient Department
- OPEL – Operational Pressure Escalation Level (1-4)
- OT - Occupational Therapist/Therapy
- OUH - Oxford University Hospital

P

- PACS - Picture Archiving and Communications System / Primary and Acute Care System
- PALS - Patient Advice and Liaison Service
- PAS - Patient Administration System
- PBR - Payment by Results
- PBR Excluded – Items not covered under the PBR tariff
- PDC - Public Dividend Capital
- PDD - Predicted Date of Discharge
- PE - Pulmonary Embolism
- PFI - Private Finance Initiative
- PHE - Public Health England
- PICC - Peripherally Inserted Central Catheters
- PID - Patient / Person Identifiable Data
- PID - Project Initiation Document
- PLACE - Patient-Led Assessments of the Care Environment
- PMO - Programme Management Office
- PPE - Personal Protective Equipment
- PP – Private Patients
- PPI - Patient and Public Involvement
- PSED - Public Sector Equality Duty
- PSIRF – Patient Safety Incident Response Framework

Q

- QA - Quality Assurance
- QI - Quality Indicator
- QIP - Quality Improvement Plan
- QIPP - Quality, Innovation, Productivity and Prevention
- QIA - Quality Impact Assessment
- QOF - Quality and Outcomes Framework

R

- RAG - Red Amber Green
- RCA - Root Cause Analysis
- RCN - Royal College of Nursing
- RCP - Royal College of Physicians
- RCS - Royal College of Surgeons
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- RSV – Respiratory Syncytial Virus
- RTT - Referral to Treatment

S

- SAU - Surgical Assessment Unit
- SCAS - South Central Ambulance Service
- SEND – Special Educational Needs & Disability
- SHMI - Summary Hospital-level Mortality Indicator
- SI - Serious Incident
- SIRO – Senior Information Risk Owner
- SID - Senior Independent Director
- SLA - Service Level Agreement
- SLR - Service-Line Reporting
- SLT / SaLT - Speech and Language Therapy
- SMR - Standardised Mortality Ratio
- SoS - Secretary of State
- SSI(S) - Surgical Site Infection (Surveillance)
- SNAP - Sentinel Stroke National Audit Programme
- STF – Strategic Transformation Fund
- STP - Sustainability and Transformation Plan
- SUI - Serious Untoward Incident

T

- TIA - Transient Ischaemic Attack
- TNA - Training Needs Analysis
- TPN - Total Parenteral Nutrition
- TTA - To Take Away
- TTO - To Take Out
- TUPE - Transfer of Undertakings (Protection of Employment) Regulations 1981

U

- UGI - Upper Gastrointestinal
- UTI - Urinary Tract Infection

V

- VfM - Value for Money
- VSM - Very Senior Manager
- VTE - Venous Thromboembolism

W

- WHO - World Health Organization
- WTE - Whole Time Equivalent

Y

- YTD - Year to Date