



## **Annual Report and Financial Statements**

Year ended 31 March 2020

Registered charity number 1123195

Charitable company limited by guarantee number 06511046

Registered name St Luke's Healthcare for the Clergy

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## **Our vision, mission and values**

### **Vision**

Flourishing, healthy clergy

### **Mission**

To play a leading role in improving the health and wellbeing of Anglican clergy and their families

### **Values**

#### ***Compassionate***

High-quality care for clergy and their families is at the heart of everything we do. Our approach is holistic and confidential.

#### ***Collaborative***

We work with carefully chosen professionals to offer care, treatment, training and development for our beneficiaries. We collaborate with other charities and organisations working in this field.

#### ***Independent***

Our independence from the Church enables us to speak objectively and authoritatively as an advocate for clergy health and wellbeing.



## Reference and Administrative Details

<b>Royal Patron</b>	His Royal Highness The Prince Philip, Duke of Edinburgh KG KT
<b>President</b>	The Archbishop of Canterbury
<b>Vice-Presidents</b>	The Archbishop of York The Archbishop of Wales The Rt Revd M Marshall The Rt Revd Lord Carey of Clifton J M Graham FRCS P Mitford-Slade OBE The Revd Canon P Nicholson OBE The Revd Canon P Thomas OBE J Thomson FRCS
<b>Trustees</b>	P M Arundel (appointed 18 November 2019) G T Bell FRCPsych Revd Canon S L Fielding Revd H M Ison J Korris E C A Martineau Jean McDonald FRCS (appointed 18 November 2019) S O'Brien PhD (retired 9 September 2019) A N Simkin FCA The Ven R L Simpson The Rt Revd M C R Sowerby D M Tapley (retired 8 December 2019) The Ven P S Taylor The Rt Revd P W Wheatley
<b>Secretary</b>	M C Walker PhD

<b>Principal and registered office</b>	Room 201, Church House 27 Great Smith Street London SW1P 3AZ
<b>Charity registration number</b>	1123195
<b>Charitable company registration number</b>	06511046
<b>Registered charity name</b>	St Luke's Healthcare for the Clergy
<b>Working name</b>	St Luke's
<b>Independent examiner</b>	Janice Matthews FCA Menzies LLP, Chartered Accountants Centrum House 36 Station Road Egham Surrey TW20 9LF
<b>Bankers</b>	Yorkshire Bank 154-158 Kensington High Street London W8 7RL
<b>Solicitors</b>	Hunters Law LLP 9 New Square Lincoln's Inn London WC2A 3QN

## Chairman's Report

As always, this Report is written after the period to which it relates, but the advent of Covid-19 has made it unusually difficult to think back to the beginning of the period, April 2019, that it covers. While this is a brief overview, the details are reported more fully in the Strategic Report that follows.

The need for our health and wellbeing services for clergy was greater than ever. The number of individual clergy and their families accessing health care (physical or psychological) through St Luke's increased by 25% compared with the previous year. We are enormously grateful to our Honorary Consultants who give their time and expertise to offer the clergy speedy diagnosis, advice, treatment – and sometimes much-needed reassurance.

One of our key activities in 2019 was the Covenant for Clergy Care and Wellbeing. We were keen that those with responsibility for clergy well-being in the dioceses should have an opportunity at an early stage to discuss how they would carry forward the Covenant once it became an Act of Synod (which happened in February 2020). To that end we held a Symposium in June, and thereafter created a private forum for the wellbeing leads in every diocese, on the Sheldon Hub (courtesy of the Society of Mary and Martha). This was followed in the autumn by a second Symposium, this time focussing on informing and updating the various third sector organisations involved in helping the dioceses to develop their responses to the Covenant.

We also concentrated on the preliminary work for a fundraising appeal. Our plan was to 'go live' on this at precisely the time when Covid struck, and it was immediately apparent that charitable funding would be reduced or diverted to more obviously critical needs. While the plans had to be put on hold, our need for funds remains paramount and the appeal is a major focus for 2020 and 2021.

To address the needs of the clergy during Covid we developed sixteen weekly contributions addressing the difficult emotions and additional stresses being experienced by clergy in their ministry. As well as being published on our website as a 'Virtual Well-being Programme', they were distributed to our well-being contacts in every diocese. We were pleased to have an enthusiastic response to this initiative, which we believe was an effective and timely offering. We are extremely grateful to all those who provided valuable and thought-provoking material to support the clergy at this challenging time.

Once again, I thank my fellow Trustees and the staff for their many and various contributions to help make St Luke's a thriving, exciting and progressive charity. In this financial year we said farewell to Sue O'Brien and Mark Tapley as Trustees and we welcomed Philip Arundel and Jean McDonald.

At the time of writing, Covid is still with us, still engendering uncertainty and disruption to our daily lives. The ministry of our clergy has rarely been more needed – nor the nurturing of their well-being. St Luke's will continue to play its part.

**Edward Martineau**



23<sup>rd</sup> November 2020

## Strategic Report

### Our purposes and activities

The purposes of the charity are to support and promote the physical and mental health and wellbeing of the Anglican clergy and their families.

The emphasis in all our activities is to ensure flourishing, healthy clergy, to enable them to fulfil their vocation and serve their local communities. If they are unwell, St Luke's is here to help them get back to good health as quickly as possible. We offer access to advice, diagnosis and care, delivered compassionately and confidentially.

St Luke's achieves its charitable objectives in three ways:

- **Reparative** provision in response to requests from individuals
- **Preventive** programmes in respect of mental health and wellbeing
- **Advocacy** for the importance of clergy health and wellbeing to the mission of the Church and the benefit of the communities they serve

The charity also supports clergy whose churches are in communion with the Anglican Church, as well as other groups, including missionaries, nuns and monks. Full information on eligibility is available on our website: <https://www.stlukesforclergy.org.uk>.

The objectives we identified for the year 2019-20 were to:

- Continue to implement the results of the Strategic Review
- Complete the rebranding exercise begun in 2018
- Launch a new website
- Enhance our fundraising activities
- Host two Symposia as part of our advocacy activities
- Continue to keep abreast of developments in respect of the proposed Covenant for Clergy Care and Wellbeing
- Implement the agreed Governance Framework
- Review our Investment Policy
- Develop an impact assessment model for our activities as well as setting KPIs relevant to our evolving strategy.

These were largely achieved and are described in the subsequent sections of this report.

The objectives we have identified for the year 2020-21 are to:

- Increase the number of beneficiaries
- Widen the geographical spread of our beneficiaries
- Increase our regular income.

In deciding on these objectives, the Trustees have taken into account the Charity Commission's guidance 'Public Benefit: Running a Charity' (PB2).



## **Achievements and performance**

We had a very successful year in terms of numbers of beneficiaries reached. Over 700 members of the clergy or their family members were reached directly by St Luke's services in 2019-20. They benefited either from our reparative provision or through participating in our preventive programmes that address the wellbeing of clergy and ordinands. In addition, more than 80 delegates attended the two symposia we held to bring those with an interest in clergy wellbeing together to share learning and avoid duplication of effort.

There was a 25% increase in the number of individual members of the clergy and their families referred for specialist consultations compared with the previous year; and there was also a wider geographical spread.

The objectives for the year were largely achieved; our focus was on implementing the findings of our strategic review in 2018-19 and meeting the evolving needs of clergy and their families. The sections below address progress towards achieving last year's objectives in detail.

## **Strategic review**

This year the focus was on implementing the recommendations of the Strategic Review carried out in 2018-19. Our vision, mission and values underpin our work and our relationships within and outside the charity. The definition of our activities into three categories - reparative, preventive and advocacy - has enabled clearer and more focussed communications.

The Strategic Review points to a future where a greater emphasis on psychiatric and psychological treatments is likely, whilst recognising the importance of a holistic approach, including help with physical ailments wherever possible.

It is a stated ambition to support more individuals with targeted interventions and to reach people from a wider geographical area. During the year St Luke's expanded the number and the reach of its referrals through a change in policy, which means that, in certain circumstances, individual clergy and their family members can now be referred to local specialists.

During the year, the Strategy Implementation Group, reporting to the Board, oversaw the initial stages of strategy implementation; it subsequently broadened its membership and evolved into the Strategy Development Group (SDG), which continues to meet every six-eight weeks and reports to the Board. The Board meets three times per year. During the Covid-19 restrictions, meetings of the SDG, Finance Committee and the Board are being held remotely; the Board meeting in March 2020 had full attendance via Zoom.

## **Communications**

The rebrand carried out in the previous year resulted in a much fresher, more contemporary look. Our new website was launched in May 2019 – <https://www.stlukesforclergy.org.uk>. It communicates clearly the reasons why St Luke's is needed and what areas of help it offers.



Work on enhancing communications was taken forward during an Awayday in July 2019 for Trustees and staff.

Our revised communications strategy has seen St Luke's become more active on social media and our network of contacts has been contributing regular thought-provoking blogs to the website. We have presented our work at a number of events including a retired clergy day and the annual meeting of Bishops' Visitors. Communications with our key target audiences have been defined and prioritised within a Communications Strategy.

## **Fundraising**

The priority this year has been on planning and preparing for the launch of a broad-ranging fundraising appeal to increase income from individual donors, parishes, trusts and foundations. The launch was planned for spring 2020 and unfortunately had to be delayed due to Covid-19. Despite this setback, work is continuing in order to build communication with supporters and increase our income in order to meet increasing demand for our services.

## **Detailed reviews of reparative and preventive activity**

### ***Reparative treatments***

The emphasis here is on diagnosis, advice and/or treatment for individual clergy and members of their family, where St Luke's responds to requests for help. Historically this has focused on our honorary consultants, who provide their time free of charge. This year, we expanded our offer to enable clergy and their families who are unable to travel to London, or who request help in specialties in which we currently have no honorary consultants, to access advice and diagnosis through initial private consultations with appropriate local clinicians, funded by St Luke's.

In these circumstances, St Luke's offers to cover the cost of the initial consultation (up to £250) and the cost of any tests or scans needed to help make a diagnosis, up to a further £250. Any further tests or treatment identified during the initial consultation then need to be carried out via referral into the NHS. Patients appreciate speedy access to consultant-level advice in situations where there may be a long waiting list in the local NHS.

Besides the opportunity for earlier diagnosis, our overriding aim is to offer treatments that have a low priority for the NHS, but a benefit disproportionate to their cost for clergy, and where prompt attention will enable their ministry to flourish. These include six sessions of physiotherapy following surgery or injury; psychiatric assessment followed by up to 10 sessions of counselling or CBT; and cataract surgery, where local waiting lists are long and the loss of sight is debilitating.

The types of support available are set out in detail on our website <https://www.stlukesforclergy.org.uk/clergy-families/your-physical-and-mental-health/>. We encourage clergy and their families to contact our Medical Secretary by phone or email to discuss their needs: St Luke's will always try to help.

During the year ended 31 March 2020, 329 members of the clergy or their immediate families were referred for consultations, diagnoses, advice, second opinions and/or treatment from St Luke's honorary consultants or from specialists local to them. This is an increase of 25% on the previous year. The increase is due in part to the decision the Trustees made to offer local diagnosis and treatment in addition to the pre-existing reparative care offered by the honorary consultants, who are mostly in London.

The specialisms accessed by clergy patients are shown in the table below. The top three specialisms for which clergy were most often referred were psychiatry/psychotherapy, orthopaedics and physiotherapy.

<b>St Luke's referrals April 2019 - March 2020</b>			
Specialism	Number of referrals	Specialism	Number of referrals
Cardiology	11	Pain management	3
Dermatology	14	Physiotherapy	36
Endocrinology	3	Plastic surgery	10
ENT	13	Podiatry	6
Gastroenterology	7	Post-op care and rehabilitation	7
General surgery	11	Psychiatry/psychotherapy	60
Gynaecology	5	Rheumatology	11
Neurology	24	Urology	16
Ophthalmology	29	Vascular surgery	8
Orthopaedics	46	Other	9
<b>Total number of referrals 329</b>			

Patients were referred from 40 dioceses of the Church of England plus the Church in Wales, the Scottish Episcopal Church and the Church of Ireland. Beneficiaries from the dioceses of the Northern Province increased as a proportion of the whole compared with the previous year, and we continue to see an increase in geographical spread.

Over the last five years, 1,934 clergy or their family members have directly benefitted from St Luke's referrals.

### **Preventive activities**

St Luke's develops and promotes preventive approaches to clergy mental health and wellbeing. We encourage greater awareness of the emotional and psychological demands of ministry and the impact that these can have on clergy. Never has this been more true than it is now, when clergy are ministering in a time of Covid-19. We want to reach the point where it is 'the norm' for clergy to undertake the good practices seen in other caring professions, such as regular supervision or reflective practice, through which they can share the emotional and psychological burdens of ministry, and enable them to flourish throughout their ministerial career.

During the year ended 31 March 2020, over 350 clergy in 12 dioceses in the Church of England, two in the Church in Wales and one in the Church of Ireland participated in wellbeing activities developed and funded wholly or in part by St Luke's.

### Reflective practice groups

These are regular, confidential sessions where clergy share aspects of their life and ministry, develop insight, reduce feelings of isolation and build and maintain their resilience. Professional facilitation and group confidentiality are important factors. Reflective practice groups (RPGs) run for two years with a committed group of five or six clergy. St Luke's offers support in setting up this RPG model to all dioceses in the Church of England and the Church in Wales.

In the year 2019-2020, there were 21 RPGs established and funded by St Luke's running in eight dioceses of the Church of England and two dioceses in the Church in Wales, with 80 clergy participating. Several other dioceses continued RPGs originally set up with the help and expertise offered by St Luke's.

During the period of 'lockdown' due to Covid, beginning in March 2020, most of the RPGs have continued to meet as virtual groups, via Zoom. This enables participants to continue to share the challenges they face in their ministry at this difficult time.

### Resilience training workshops and webinars

Our resilience workshops help clergy with practical ways of building resilience and understanding their responses to stress and pressure. Workshops cover emotional awareness, coping skills and relationship-building, and participants draw up an action plan to embed learning. These workshops are led by experienced psychologists and are run for groups of 20-30 clergy.

Thirteen resilience training workshops were held in seven dioceses and two theological colleges of the Church of England during the year 2019-2020, plus one diocese of the Church of Ireland, with 234 clergy and 45 ordinands participating. Feedback from participants at the workshops continues to be highly positive. St Luke's covers the costs of the first workshop per diocese; if the diocese chooses to have further workshops this is done largely at their own cost, with some help from St Luke's.

During the last five years, over 1,500 clergy have directly benefited from these activities.

Due to the restrictions in place due to Covid, Cognacity, the company that delivers the workshops, has developed a webinar, based on the face-to-face resilience training sessions and delivered remotely. This is available for groups of up to 50 clergy and is being rolled out to dioceses that wish to access it during 2020. St Luke's is contributing to the cost of each session to make them more affordable by dioceses.

Our wellbeing and advocacy activities have been greatly helped by the appointment in August 2019 of a part-time Wellbeing Coordinator, Shannon O'Dam, who liaises between dioceses and providers of wellbeing resources and organises our symposia. During 2019-20 we established the 'Wellbeing Team', an advisory group made up of Trustees, clergy wellbeing experts and staff, to work together on developing resources to help meet the evolving needs of the clergy. This is proving to be a valuable source of ideas and advice for our preventive activities.

### St Luke's Virtual Clergy Wellbeing Programme

Recognising the additional stresses being experienced by clergy in their ministry during the Covid pandemic, St Luke's developed a new set of 16 virtual wellbeing offerings, released weekly during the lockdown period - 'Listening to Clergy'. These were designed to aid reflection and an understanding of the difficult emotions that clergy were likely to be experiencing. They were sent to all dioceses as well as being made available on the St Luke's website: <https://www.stlukesforclergy.org.uk/st-lukes-virtual-wellbeing-programme/>.

### **Advocacy**

A key aim of our advocacy activities is to bring together people with an interest in clergy wellbeing, to share examples of good practice and avoid 'reinventing the wheel'. By good practice we mean examples of 'preventive' clergy wellbeing activities carried out by dioceses, the national church and other denominations, or by other third sector organisations, as well as the preventive activities promoted by St Luke's (described above).

Our hope is that by bringing relevant people together we will catalyse the uptake and spread of good practice in clergy wellbeing across the Church. There is clear synergy between the second and third strands of our work: our experience in preventive activities and the connections we make through them feed into our advocacy work. However, we recognise that, in the long-term, responsibility for the wellbeing of the clergy lies with the dioceses and the Church.

St Luke's is keenly interested in the development of the Covenant for Clergy Care and Wellbeing - made an Act of Synod in February 2020 - and was represented by one of its Trustees, Jan Korris, on the initial Working Party that drew it up. The Covenant sets out the shared responsibility for care and wellbeing of the clergy - between the individual member of the clergy themselves, their congregation and their Bishop.

In 2019-20 St Luke's organised two symposia to review the Covenant and discuss its implementation. The first symposium was attended by representatives from 34 dioceses of the Church of England, three dioceses of the Church in Wales and one diocese of the Church of Ireland. The second symposium was attended by individuals and representatives of third sector organisations who are keen to use their expertise to help the Church to improve clergy wellbeing.

Covid-19 has forced the charity to re-assess how we bring people together; in 2020 we will be holding a virtual symposium. St Luke's looks forward to using its expertise and network of contacts to help the dioceses to implement the recommendations of the Covenant over the coming years.

### **Summary of charitable activities**

Over the past five years, St Luke's has engaged directly with many individuals and, through group work, presentations and symposia, with many more. We have reached over 3,500 individual clergy or family members across all the dioceses of the Church of England, all the dioceses of the Church in Wales, together with some of the dioceses of the Church of Ireland and the Scottish Episcopal Church.

## **Impact assessment**

St Luke's regularly receives positive feedback and expressions of gratitude from clergy and their family members about the difference the care they have received made to their lives and ministries. To date the charity has not taken a systematic approach to assessing the impact of our work but we plan to address that in the coming year.

We recognise that our reparative services for individual clergy, their spouses and children under the age of 18, are essentially reactive – we respond to the requests that we receive. While we have set objectives for 2020-21 to increase the number and the geographical reach of our services, in reality how many beneficiaries choose to seek our help is largely outside our control. We do not yet know how the coronavirus pandemic will affect the number of requests we receive, but there is evidence of an increase as we ease out of lockdown.

## **Beneficiary relations**

St Luke's always tries to help the members of the clergy and their families who contact the charity. The satisfaction of our beneficiaries in relation to how their initial enquiry was treated and the subsequent service they received is key. Plans are underway to improve how we obtain feedback from beneficiaries and how we report on it. We are pleased to note that, in 2019-20, we received no formal complaints.

## **Reach and awareness**

As part of the new strategic direction of the charity, as well as wanting to increase the number of beneficiaries (partly by focusing on lower-cost treatments in our 'reparative' activities), we also wanted to provide our services more locally to where the clergy and their families live. The decision made during the year to, in appropriate cases, cover the cost of consultations with local specialists, has already shown results. Both the number of clergy beneficiaries, and their geographical distribution, increased in 2019-20 compared with the previous year.

## **Future plans**

Detailed planning is underway to start to build our fundraising income in 2020-21 to ensure that St Luke's can continue to offer reparative and preventive health and wellbeing services.

Our aim is to meet the evolving needs of the clergy at a time when the Church of England faces significant challenges. We anticipate that there may be increased numbers of requests for psychological interventions as we ease out of lockdown, due to the additional stresses that clergy are facing during the pandemic. We aim to make our services more accessible to people from a wider geographical area and to continue to adapt to the overall changing health and charity contexts.

We are drawing on the expertise of our Wellbeing Team to develop new training and resources to help clergy to address the issues they face and help them to flourish in their ministry. We are keen to support the dioceses as they develop their responses to the Covenant for Clergy Care and Wellbeing by sharing good practice and offering advice, support and relevant training.

## Financial Review

Voluntary income this year amounted to a total of £223,567 (£231,974 in 2019-20), however the figure shown in the accounts is £186,936. The reduction of £36,631 is due to the amount received from a legacy being lower than previously estimated and provided for within the accounts in an earlier year.

Direct charitable expenditure was £289,374 (£344,996 in 2019-20). Other expenses amounted to £76,903 (£50,899 in 2019-20), including investment management fees and the costs of a full-time Fundraising Manager and specialist PR and fundraising consultancy advice in order to achieve the strategic objective of increasing the charity's voluntary income.

The operational deficit was £179,341 (£163,921 in 2018-19), which was ahead of the planned budget deficit of £100,000. After the budgeted drawdown of capital and the capital depreciation of investments, the balance sheet shows that the investment portfolio stands at £1,053,840 at 31 March 2020 (£1,410,751 in 2019) and the total net assets less current liabilities are £1,120,848 (£1,473,449 in 2019).

## Investments and investment policy

The policy was reviewed by the Trustees during the year. The charity's investment objective is to maximise the total return of the portfolio over the longer term using a balance of capital growth and income with a prudent level of risk and liquidity.

The Trustees wish to ensure that the charity's investments support a positive environmental or social impact as well as achieving the financial returns needed for its charitable activities. The Trustees' policy is therefore only to appoint managers that are signatories to the Principles for Responsible Investment developed by the United Nations (UNPRI). Brewin Dolphin, the current investment manager, is a UNPRI signatory.

The Trustees receive quarterly reports from Brewin Dolphin, which are discussed in detail by the Finance Committee on behalf of the Board. The value of investments at the end of the financial year was £1,053,838. This was a significant fall compared with the previous year (£1,410,751 in March 2019), in part due to draw-down to support charitable activities and in part due to the fall in the value of the portfolio during the financial crisis precipitated by the coronavirus pandemic. The Finance Committee, on behalf of the Board, continue to monitor the situation in close communication with the investment managers.

We note that the value of the investments increased by 13% in the first quarter of the new financial year (2020-21), which is a welcome development, but we recognise that market volatility will continue for some time.

## Reserves policy

The charity's reserves policy is to ensure that the objective of providing funding for the health and wellbeing of the clergy in the long term is achieved. In recent years legacy income has represented the majority of the charity's annual income. It is not considered prudent to plan expenditure on the basis of an inevitably volatile income stream. A strategic objective for the charity is to increase the level of income from sources other than legacies.



In recognition of the capital value of the Hospital building when it was sold and in order to provide long-term income to support the charity, in 2015 the Trustees designated the sum of £850,212 as a permanent endowment fund. During the year 2019-20, the Trustees decided that this fund, previously identified in the accounts as a permanent endowment fund, should be undesignated and merged, to form one fund, with the existing unrestricted assets of the charity.

In order to maintain a stable level of charitable giving to our beneficiaries and to meet the charity's operational costs, the charity intends to maintain a significant level of reserves, equivalent to a minimum of six months' expenditure. Since reclassifying the permanent endowment fund, our level of reserves appears high - yet the impact of Covid and the challenge of raising funds in this climate has demonstrated the need to hold significant funds.

We are expecting an increase in demand for our services over the coming months and years. The NHS has a backlog of cases and the low-cost physical interventions we support will not be the highest priority for the NHS. We also expect an increase in demand for psychological treatments from clergy and their families. We believe that the further development of preventive services is vital in the new world that is emerging. Finally, the Church of England is embarking on the implementation of the Covenant for Clergy Care and Wellbeing and St Luke's is keen to offer expertise and resources to help the dioceses to embed the Covenant and to address the huge need for enhanced clergy wellbeing.

## **Risk management**

The charity maintains a comprehensive Risk Register and the actions necessary to mitigate risks. This was subject to a major review during the year 2019-20 to take account of the updated strategic objectives. It will be reviewed again early in the 2020-21 financial year in the light of experience gained through the Covid-19 pandemic.

The charity has a Charity and Community Insurance policy with Ecclesiastical Insurance, which includes cover for Trustees' liability.

## **Review of policies**

The Trustees maintain a schedule of all policies relevant to the charity's activities, including an Employee Handbook. These are reviewed on an agreed frequency, taking external professional advice as appropriate.

## **Trustees' Report**

### **Structure, governance and management**

#### **Governing document**

St Luke's has a long history of supporting the health and wellbeing of Anglican clergy. It was established in 1892 as St Luke's Hostel, later becoming St Luke's Hospital in Fitzroy Square, which had a very high reputation for the quality and the compassionate nature of its care. The Consultants gave their time free of charge and running costs were covered by donations. In 2009, due to spiralling costs, the Hospital building in Fitzroy Square had to close, and the name was changed.

Since then, the charity has continued to evolve and grow its activities to reflect the changing context of health provision and the needs of its beneficiaries. In recent years a greater emphasis has been placed on mental health and wellbeing, including psychiatry and psychological therapies, the importance of a preventive approach to clergy wellbeing, and the sharing of good practice between dioceses.

St. Luke's Healthcare for the Clergy is a company limited by guarantee, as defined by the Companies Act 2006, with exclusively charitable objects, and is governed by its Memorandum & Articles of Association adopted on 21 February 2008 and amended on 18 June 2008 and 30 October 2009. A further amendment was made on 18 November 2019 to increase the age of retirement of Trustees.

#### **Corporate governance**

The Trustees are committed to applying the highest standards of corporate governance and believe that the affairs of the charity should be in accordance with best practice. During the year, a Governance Framework was adopted, in order to ensure that the Board pays timely attention to all its responsibilities.

#### **Governance and management**

The Directors (who are the Trustees of the charity) are responsible for the overall governance of the charity. They aim to maintain a balance on the Board between clerical members, clinical members and others with specific skills. The Board meets three times a year to review income and expenditure, strategy and performance and to agree plans and budgets. The Board delegates day-to-day management to the Chief Executive.

St Luke's is based in a rented office in Church House, Westminster. It employs three staff: Chief Executive Claire Walker, Fundraising Manager Sam Appleby and Wellbeing Coordinator Shannon O'Dam. It is also hugely fortunate to have the services of experienced Medical Secretary Hazel Adams.

Processes are in place to ensure that timely, appropriate management information is prepared, so that expenditure, performance and progress can be monitored by the Board. The systems of internal control are designed to provide reasonable assurance against material misstatement or loss.

They include:

- an annual budget approved by the Board;
- regular consideration by the Trustees of financial results, variance from budget and non-financial performance;
- identification and management of risks.

This year, the Strategy Implementation Group completed its work and the Strategy Development Group was established, composed of five Trustees plus the Chief Executive, to manage the implementation of the strategic development plans under the oversight of the full Trustee body. The Finance Committee is a formal sub-committee of the Board and meets every four months.

### **Trustee recruitment and induction**

During the year two Trustees resigned and two new Trustees were appointed. Philip Arundel was welcomed back as a Trustee with a specific role in strategic development. Jean McDonald FRCS, a longstanding honorary consultant, offers expertise in physical health of clergy and knowledge of the NHS.

Whilst recognising the need to recruit Trustees with specific skills, the Board recognises the benefit of a diverse membership. At the end of the year the Board consisted of 12 people of whom six are ordained, three are women and three have specific clinical skills. Upon appointment, new Trustees are given an induction by the Chairman and the Chief Executive as well as background information on the charity, including the Memorandum & Articles of Association, recent Reports and Accounts and Minutes of recent Board meetings.

### **Remuneration policy**

Remuneration of key personnel is disclosed in note 3f to the financial statements. All Trustees give their time related to their roles as Trustees freely. The charity's Memorandum and Articles of Association enable Directors (Trustees) to be paid for specific services. In accordance with these provisions, one Trustee received payments for services in the FY 2019-20 amounting to £950. St Luke's also uses the services of the mental wellbeing company Cognacity to provide reparative and preventive services for its beneficiaries at a concessionary rate that does not cover the company's costs in providing those services. One of the Trustees, Gary Bell, is a Director of Cognacity. He receives no personal benefit from his Trustee contribution to the charity, as he provides his clinical expertise and time free of charge as an honorary consultant.

Details of Trustees' expenses are shown in note 3e) in the financial statements.

### **Public benefit**

The Trustees confirm that they have complied with their duty under section 17 of the Charities Act 2011. They have considered the public benefit guidance published by the Charity Commission and have followed it. In supporting the healthcare needs of the clergy, active and retired, and their immediate dependents, St Luke's enables them to serve their

parishes and churches more effectively. As well as supporting individual clergy who have specific health needs, St Luke's takes a preventive approach, fostering and enabling clergy and dioceses to address wellbeing through appropriate strategies and support.

Parishes and churches are a focus for the local community and they provide activities that support community development and social cohesion as well as spiritual growth for parishioners and children at Church of England schools.

### Going concern

The Trustees have a reasonable expectation that the charity has adequate resources to continue operational existence for the foreseeable future. For this reason, the Trustees continue to adopt the going concern basis of accounting in preparing the annual financial statements.

This report, incorporating the Chairman's Report and the Strategic Report, was approved by the Trustees in their capacity as company directors on 23<sup>rd</sup> November 2020 and signed on their behalf by:



**Edward Martineau**  
Chairman

23<sup>rd</sup> November 2020

## Statement of Directors' responsibilities

The Directors (who are also Trustees of St Luke's Healthcare for the Clergy for the purposes of charity law) are responsible for preparing the Annual Report of the Company and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable Company for that period. In preparing those financial statements, the Directors are required to:

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

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Independent Examiner

Menzies LLP has been re-appointed as independent examiner for the ensuing year.

Registered office  
Room 201  
Church House  
27 Great Smith Street  
London  
SW1P 3AZ

Signed on behalf of the Trustees



**Edward Martineau**  
Chairman

23<sup>rd</sup> November 2020

## **Independent Examiner's Report**

### **Independent examiner's report to the Trustees of St Luke's Healthcare for the Clergy ('the company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2020. This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

### **Responsibilities and basis of report**

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirement of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Janice Matthews*

Dated: 08-Dec-2020

Janice Matthews FCA  
Menzies LLP, Chartered Accountants  
Centrum House, 36 Station Road  
Egham,  
Surrey TW20 9LF



## Statement of Financial Activities for the year ended 31 March 2020 (incorporating income and expenditure account)

		Unrestricted funds 2020	Restricted funds 2020	Endowment funds 2020	Total funds 2020	Total funds 2019
<b>Income from:</b>						
Donations and legacies	2a	130,287	-	11,000	<b>141,287</b>	176,618
Charitable activities	2b	4,056	-	-	<b>4,056</b>	3,667
Investments	2c	41,593	-	-	<b>41,593</b>	51,689
<b>Total income</b>		<b>175,936</b>	<b>-</b>	<b>11,000</b>	<b>186,936</b>	<b>231,974</b>
<b>Expenditure on:</b>						
Raising funds:						
Voluntary income	3a	68,277	-	-	<b>68,277</b>	40,490
Investment management		8,626	-	-	<b>8,626</b>	10,409
Charitable activities	3b	282,666	6,708	-	<b>289,374</b>	344,996
<b>Total expenditure</b>		<b>359,569</b>	<b>6,708</b>	<b>-</b>	<b>366,277</b>	<b>395,895</b>
<b>Net income/ (expenditure)</b>	3e	<b>(183,633)</b>	<b>(6,708)</b>	<b>11,000</b>	<b>(179,341)</b>	<b>(163,921)</b>
Transfers between funds		861,212	-	(861,212)	-	-
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>677,579</b>	<b>(6,708)</b>	<b>(850,212)</b>	<b>(179,341)</b>	<b>(163,921)</b>
Net gains / (losses) on investments	5	(173,260)	-	-	<b>(173,260)</b>	22,089
<b>Net movement in funds</b>		<b>504,319</b>	<b>(6,708)</b>	<b>(850,212)</b>	<b>(352,601)</b>	<b>(141,832)</b>
<b>Reconciliation of funds</b>						
Balances brought forward		604,237	19,000	850,212	<b>1,473,449</b>	1,615,281
<b>Total funds carried forward</b>		<b>1,108,556</b>	<b>12,292</b>	<b>-</b>	<b>1,120,848</b>	<b>1,473,449</b>

The notes on pages 23 to 30 form part of these financial statements

## Balance Sheet at 31 March 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	4	2	2
Investments	5	1,053,838	1,410,751
		<b>1,053,840</b>	1,410,753
<b>Current assets</b>			
Debtors	6	1,344	66,017
Cash at bank and in hand		102,891	21,992
		<b>104,235</b>	88,009
<b>Creditors:</b> amounts falling due within one year	7	(37,227)	(25,313)
<b>Net current assets</b>		<b>67,008</b>	62,696
<b>Net assets</b>		<b>1,120,848</b>	1,473,449
<b>Charity funds</b>			
Endowment fund		-	850,212
Restricted funds		12,292	19,000
Unrestricted funds		1,108,556	604,237
<b>Total funds</b>		<b>1,120,848</b>	1,473,449

The notes on pages 23 to 30 form part of these financial statements

Approved by the Trustees on 23<sup>rd</sup> November 2020 and signed on their behalf by:

**Edward Martineau**  
Chairman

23<sup>rd</sup> November 2020

## Notes to the Financial Statements for the year ended 31 March 2020

### 1. Accounting policies

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective 1 January 2015, ('Charities SORP (FRS 102)') and the Companies Act 2006. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### 1.2 Company status

St Luke's Healthcare for the Clergy ('St Luke's') is a charitable company limited by guarantee incorporated in England and Wales. The address of the registered office is shown in the Reference and Administrative Details section.

#### 1.3 Public benefit

St Luke's meets the definition of a public benefit entity under FRS 102.

#### 1.4 Going concern

The coronavirus pandemic is creating significant uncertainty, to which the charity is not immune. At this stage it is not possible to reliably forecast the long term impact of the pandemic. Although income streams have been affected, the Trustees are confident that the charity will be able to ride out the current uncertainty. The charity is taking action to control costs where appropriate and will continue to monitor the position carefully. The Trustees believe that the charity will continue in operational existence and it is their opinion that the going concern basis of preparation of the accounts continues to be appropriate.

#### 1.5 Income

Income is recognised when the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Legacy income is recognised when either probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity of the value of the distribution and the settlement date, or when a distribution has been received. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

#### 1.6 Expenditure

Liabilities are recognised as resources expended where there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and includes value added tax, which is irrecoverable.

Fundraising costs comprise investment management fees, fundraising and PR consultancy advice, the fundraising database and relevant staff salaries, namely the Fundraising Manager and a proportion of the Chief Executive's salary.

Charitable activities have traditionally been split into physical and psychological services in the accounts. In future years these will match the charity's strategic areas of reparative, preventive and advocacy work. Charitable activities include directly attributable staff salaries, namely the Wellbeing Coordinator and a proportion of the Chief Executive's salary.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and comprise an allocation of the charity's running costs (office rental, IT and website, bookkeeping fees, insurance etc) split according to the proportion of expenditure on its two areas of charitable activities.

### **1.7 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost, net of depreciation and any provision for impairment. The costs of fixed assets are written off over their estimated useful lives as follows:

Short-term leasehold property	– nil
Plant and machinery	- 33% straight line
Computer equipment	- one year

### **1.8 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction value and subsequently measured at fair value as at the balance sheet date using the closing market bid price. Investment gains and losses, realised or unrealised, are combined and shown in the SOFA as 'Net gains/(losses) on investments'.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

### **1.9 Fund accounting**

The general fund is composed of unrestricted donations or legacies available for use at the discretion of the trustees in furtherance of the charity's objects. Restricted funds are donations or legacies to be used for specific purposes as set out by the donor or which have been raised by the charity for specific purposes. The restricted funds referred to in the accounts relate to a grant from the Mercers' Company. Restricted funds of £6,708 were spent during the year.

## Notes to the Financial Statements for the year ended 31 March 2020

### 2. Income

#### a) Donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £	Total funds 2019 £
Individual donations	27,034	-	11,000	<b>38,034</b>	60,364
Legacies	59,853	-	-	<b>59,853</b>	70,846
Grants from trusts	43,400	-	-	<b>43,400</b>	45,408
Total donations and legacies	130,287	-	11,000	<b>141,287</b>	176,618

Legacy income for the year was £96,484. Legacy income previously accrued, now released, was £36,631, leaving a net figure of £59,853.

#### b) Charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £	Total funds 2019 £
Physical health services	4,056	-	-	<b>4,056</b>	3,667

#### c) Investment income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £	Total funds 2019 £
Listed investments	41,588	-	-	<b>41,588</b>	51,678
Interest on cash deposits	5	-	-	<b>5</b>	11
Total investment income	41,593	-	-	<b>41,593</b>	51,689

## Notes to the Financial Statements for the year ended 31 March 2020

### 3. Expenditure

#### a) Fundraising costs

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £	Total funds 2019 £
Costs of raising funds	37,610	-	-	<b>37,610</b>	14,638
Fundraising staff costs	30,667	-	-	<b>30,667</b>	25,852
Total fundraising costs	68,277	-	-	<b>68,277</b>	40,490

#### b) Charitable expenditure

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £	Total funds 2019 £
Physical health services	147,430	-	-	<b>147,430</b>	216,173
Psychological health services	119,007	6,708	-	<b>125,715</b>	116,287
Governance costs	16,229	-	-	<b>16,229</b>	12,536
Total charitable expenditure	282,666	6,708	-	<b>289,374</b>	344,996

In 2020 £6,708 of expenditure on psychological health services related to restricted funds.

#### c) Allocation of support costs

	Physical health services £	Psycholog- ical health services £	Governance costs £	Total 2020 £	Total 2019 £
Premises costs	6,521	5,555	-	<b>12,076</b>	12,232
IT, database and website costs	6,704	5,744	-	<b>12,448</b>	24,931
Bookkeeping services	6,962	5,931	-	<b>12,893</b>	12,137
Meetings costs and Trustees' expenses	4,173	3,554	-	<b>7,727</b>	6,946
Other office costs	6,386	5,440	-	<b>11,826</b>	11,471
Governance costs	-	-	16,229	<b>16,229</b>	12,536
Total support costs	30,746	26,224	16,229	<b>73,199</b>	80,253



## Notes to the Financial Statements for the year ended 31 March 2020

### 3. Expenditure (cont'd)

#### d) Analysis of charitable expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total 2020 £	Total 2019 £
Physical health services	116,684	30,746	<b>147,430</b>	206,280
Psychological health services	99,491	26,224	<b>125,715</b>	126,180
Governance costs	-	16,229	<b>16,229</b>	12,536
Total charitable expenditure	216,175	73,199	<b>289,374</b>	344,996

#### e) Net income/(expenditure) for the year

	2020 £	2019 £
This is stated after charging:		
Depreciation	-	329
Independent examiner's remuneration: independent examination fee	<b>6,940</b>	5,312
Independent examiner's remuneration: bookkeeping services	<b>12,893</b>	12,137

During the year, one Trustee received payments for professional services totalling £950 (2019 – £250)  
During the year, no Trustees received any benefits in kind (2019 – nil)  
Four Trustees received reimbursement of travel expenses amounting to £6,258 (2019 – four Trustees, £4,796).

#### f) Staff costs

	2020 £	2019 £
Wages and salaries	<b>77,799</b>	76,194
Social security costs	<b>3,843</b>	4,066
Other pension costs	<b>1,687</b>	878
Total staff costs	<b>83,329</b>	81,138

The average number of employees during the year ended 31 March 2020 was 3 (2019 - 3). No employee received remuneration amounting to more than £60,000 in either year.

## Notes to the Financial Statements for the year ended 31 March 2020

### 4. Tangible assets

	Freehold property £	Plant and machinery £	Computer equipment £	Total 2020 £
Cost				
At 1 April 2019 and 31 March 2020	2	8,454	329	8,785
Depreciation				
At 1 April 2019 and 31 March 2020	-	8,454	329	8,783
Net book value				
At 31 March 2019 and 31 March 2020	2	-	-	2

### 5. Investments

	Total 2020 £
Market value at 1 April 2019	<b>1,410,751</b>
Funds extracted	<b>(170,000)</b>
Net gain / (loss) on market value	<b>(186,913)</b>
Market value at 31 March 2020	<b>1,053,838</b>

### 6. Debtors

	2020 £	2019 £
Legacies receivable	<b>1,344</b>	64,079
Gift Aid recoverable, sundry debtors and prepayments	-	1,938
	<b>1,344</b>	66,017

## Notes to the Financial Statements for the year ended 31 March 2020

### 7. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	17,450	17,596
Other taxation and social security	2,294	1,661
Other creditors	508	311
Accruals and deferred income	16,975	5,745
	<b>37,227</b>	25,313

### 8. Summary of funds

#### a) Current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 March 2020 £
General funds	604,237	175,936	(359,569)	861,212	(173,260)	1,108,556
Endowment fund	850,212	11,000	-	(861,212)	-	-
Restricted funds	19,000	-	(6,708)	-	-	12,292
	<b>1,473,449</b>	<b>186,936</b>	<b>(366,277)</b>	<b>-</b>	<b>(173,260)</b>	<b>1,120,848</b>

#### b) Prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 March 2019 £
General funds	715,123	231,974	(381,409)	16,460	22,089	604,237
Endowment fund	866,672	-	-	(16,460)	-	850,212
Restricted funds	33,486	-	(14,486)	-	-	19,000
	<b>1,615,281</b>	<b>231,974</b>	<b>(395,895)</b>	<b>-</b>	<b>22,089</b>	<b>1,473,449</b>

During the year a transfer was made between the endowment and unrestricted funds following a full financial review by the charity.

## Notes to the Financial Statements for the year ended 31 March 2020

### 9. Analysis of net assets between funds

#### a) Current year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £
Tangible fixed assets	2	-	-	2
Fixed asset investments	1,053,838	-	-	1,053,838
Current assets	91,943	12,292	-	104,235
Creditors due within one year	(37,227)	-	-	(37,227)
	<b>1,108,556</b>	<b>12,292</b>	<b>-</b>	<b>1,120,848</b>

#### b) Prior year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £
Tangible fixed assets	2	-	-	2
Fixed asset investments	560,539	-	850,212	1,410,751
Current assets	69,009	19,000	-	88,009
Creditors due within one year	(25,313)	-	-	(25,313)
	<b>604,237</b>	<b>19,000</b>	<b>850,212</b>	<b>1,473,449</b>

### 10. Other financial commitments

At the year end, funds of £226,000 were committed to meet specific referral requests for investigation, diagnosis and treatment made by clergy and their families. If the funds committed are unused within a year they are written back, though beneficiaries are welcome to reapply.

### 11. Related party transactions

There were no transactions with related parties for the year ended 31 March 2020, nor for the year ended 31 March 2019.