



JOHN LEWIS PARTNERSHIP

Golden Jubilee Trust - Annual Report 2002-03

The Golden Jubilee Trust has now been running for three years and in that time has made a total of 104 awards. The Trust is registered as a charity and the trustees therefore report on each year's activities to the Charity Commission in addition to keeping Partners informed of their doings.

The report which follows is an account for Partners of the 33 awards made last year.

Who Received the Awards

Once again two Trust selection meetings were held last year in which we considered 36 applications. 33 were successful but one was later withdrawn. As at April 2003, 10 had been completed, 19 were underway, and the remainder were due to begin shortly. The charts accompanying this report illustrate the charities supported, the Partners who went to help them and the length of time they were away during Spring and Autumn 2002.

Below is a breakdown of the types of charity which were helped, and the spread across Partnership branches. Applications are invited from Partners at all levels and we have been interested to note a rise in the number of managers interested in applying to the scheme from one successful application in the first year to 15 last year. It was a disappointment, however, to see a fall in the number of applications from Waitrose. We would welcome receiving many more and are working to see if there is anything we can do to reverse the fall.

Donations by Division

		John Lewis (Inc Central Offices)			Waitrose (Branches & Head Office)			Partnership Total		
		2000	2001	2002	2000	2001	2002	2000	2001	2002
Total Number of Partners Supported	Management	1	6	13	0	3	2	1	9	15
	Non Management	21	27	15	7	7	3	28	34	18
	Total	22	33	28	7	10	5	29	43	33
Number of Organisations Supported by Type	Environmental	1	4	4	1	2	1	2	6	5
	Disability	6	5	1	2	1	0	8	6	1
	Medical/Care	3	9	6	2	1	2	5	10	8
	Elderly	2	0	4	0	0	0	2	0	1
	Homeless	1	1	1	0	0	0	2	0	1
	Youth	6	8	5	0	1	2	6	9	7
	Community	1	3	3	2	4	0	3	7	3
	Arts	1	2	1	0	0	0	1	2	1
	Animals	1	1	3	0	0	0	1	2	1
Total	22	33	28	7	9	5	29	42	33	
Number of Branches Participating		16	20	16	6	8	5	22	28	21

Promoting the Trust

We are convinced we operate a scheme which gives unique opportunities to charities while often helping Partners' personal development.

It is natural as Partners come and go that we should need to keep talking about these opportunities so new Partners are made aware of them. We are regularly invited to speak to branch councils which we welcome not only to put our own case but the opportunities they give us also to hear Partners' views about how the scheme is working.

We understand, from comments made in some branch council meetings, that we could do more to let charities know about our activities. We do so within the time available and indeed some secondments have come about as a result of charities asking us for help. Whenever a secondment gets made, there are usually articles in the local papers about our work and knowledge of our scheme is certainly spreading.

The Gazette remains absolutely essential in reaching Partners and we thank the team for sharing our enthusiasm and so successfully highlighting a sample of the awards in this special Trust issue of the Gazette. It gives Partners the opportunity to tell of their own experiences and as a full listing of awards is included, the issue provides a comprehensive account of the operation of the Trust in the last year.

In another welcome initiative the Gazette has also started to help us actively in the design and production of our publicity material and plans are well underway for the next set of new trust posters and leaflets to be distributed to branches in early July.

How the Awards are Funded

An endowment of £5m, agreed by the then Central Council, set up the scheme in February 2000 and the money has been invested in a staged programme. The trustees make their awards from the income on the investments. In 2002/03 the Trust's income amounted to £175,383 and we spent or committed £87,777 on the awards, a total donation of 10,742 man hours to UK registered charities.

The Trustees

The appointment of the Trustees is governed by the Trust Deed which allows for three trustees elected by the Partnership Council, one appointed by the Chairman and three appointed by the trustees themselves, each of whom holds office for two years. Currently the Trustees are Michael Milner who was reappointed by the Chairman in January 2002, Caroline Soper, Ian Rawlings and Dorothy Macrow who are the three Partnership Council trustees who serve until 1 June 2003 when the newly elected/ re-elected Council Trustees Caroline Soper, Ian Rawlings and Roger Pinless, take office. Prue Beard and Roger Jefcoate are the external trustees and they were reappointed in November 2002.

Thanks

As ever I am very grateful to Chris Jones for her unstinting efforts on behalf of the Trust to keep all the wheels turning and our decisions properly researched and to Prue Beard and Roger Jefcoate, the two external trustees, for the hours they put in on our behalf when many other calls on their time are being constantly made. Finally, on behalf of the other trustees may I take this opportunity to thank Dorothy Macrow for the help she has given us in the last two years at an important time in the Trust's development.

Michael Milner
Chairman of the Trustees



The Golden Jubilee Trust Awards - Spring 2002

Gordon Bagnall, Robert Sayle CMO		
Arthur Rank Hospice Charity	To help the charity in the fundraising team assisting with and initiating a variety of projects including looking into acquiring premises for a charity shop and setting it up.	2 days a week for 3 months
Helps fund the day therapy service at Arthur Rank House (hospice)		
Robert Brown, Peterborough Goods Handling		
New Ark Adventure Playground	Through his voluntary work with the charity, Robert was asked to help in the playgroup's two closed weeks, carrying out repairs, maintenance and cleaning at the adventure playground and city farm/community garden.	Full time for 2 separate weeks
An independent local voluntary organisation providing play and leisure facilities for children		
Michael Cox, Reading Despatch Theale		
Berks, Bucks and Oxon Wildlife Trust	To survey the water vole habitats in Berkshire and work with landowners in making practical contributions to habitat enhancements. The water vole is Britain's fastest disappearing mammal - Michael has 10 year's experience in nature conservation and 20 months voluntary involvement with the project.	2 days a week for 6 months
To create a better future for wildlife by motivating people to take action, safeguarding species and preservation/restoration of habitats and measuring annual wildlife gains.		
Leslie Edwards, Waitrose Caterham, Provisions		
Marie Curie Cancer Care	To support the Caterham branch nursing team within the in-patient care unit involving close liaison with patients and visitors and building personal communication with the service users. Les holds qualifications in the field of care.	1 day per week for 6 months
Dedicated to the care of people affected by cancer through its caring services, research and education.		
Gillian Hancock, Cheadle Ladies Fashions		
St Anne's Hospice	To provide office support, principally in scanning medical records to conform to new guidelines and to work in reception. Both the branch and Gillian have a close relationship with the hospice which is less than a quarter of a mile from the branch.	1 day per week for 6 months
Provides support and care for adults suffering terminal illness in Greater Manchester and Cheshire. It is the largest adult hospice in the UK.		
Sue Hilton, John Lewis Goods Handling		
Hope House, North London	Working with children on a housing association estate providing a morning mums and toddlers group and an afternoon after school club: to provide a sense of community, educational opportunities and a setting in which disadvantaged schoolchildren can develop their social skills.	1 day per week for 6 months
Provides services and facilities to young people resident in the Borough of Barnet.		

Tracey Johnson, Cheadle Customer Services		
The Stockport Plaza Trust	To set up a new customer services department for the box office; a training guide for new volunteers, training and liaison with the marketing department in promoting the Plaza 70th birthday event. Tracey has been a volunteer at the Plaza and the branch comment that the Plaza is already proving an invaluable venue for other charitable and community work.	Half a day a week for 6 months
Set up to preserve the Plaza as a heritage cinema theatre building (1932) whilst giving live entertainment facilities in Stockport. Performance income will maintain the building and enable restoration to take place.		
David Jordan, Reading Furniture		
Age Concern, Berkshire	To bring computer awareness to older people in the area. David's experience met ACB's requirements for a person with computer knowledge to develop and manage the installation, in its training room, of 6 computers with internet access to enable older people to receive one to one instruction in a relaxed environment.	1 day a week for 6 months
Aims to promote the well-being and independence of older people to help make later life a fulfilling experience and to ensure comfort and security for older people.		
Carolyn King, Waitrose Newark, Office		
Unique Coffee Bar	To work as a mentor to young people who have offended or at risk of doing so, helping them to look at their offending behaviour and its effect on the community. To also help them to gain a Youth Achievement Award.	1 day a week for 6 months
Provides a safe comfortable environment for young people aged 14 to 25 to meet. It gives access to support services and educational opportunities.		
Miles Knapman, Central Management Services		
Herts and Middlesex Wildlife Trust	Working as a volunteer ranger providing practical assistance to the trust's reserves officers in the management of its nature reserves and wetlands. The area has an excellent variety of birdlife, uncommon plants, otters and a large bat population. Supervised by the Warden, his tasks would include clearing scrub, pollarding, replacing fencing, excavating ditches to restore water levels, tree planting etc.	1 day per week for 26 weeks
The Trust exists to promote nature conservation, realising potential of nature reserves for biodiversity, heritage, safe visitor use and enjoyment.		
Peter Saker, Waitrose Burgess Hill, Dry Goods		
Wildfowl and Wetlands Trust	To assist the Interpretation Officer at WWF Arundel in redeveloping an area of the site. The garden would aim to encourage access by humans and wildlife, be used for diverse education purposes and as an example of good practice.	4 months full time and 2 days a week during August for summer activities
Exists to conserve wetlands and their variety of life, believed to be vitally important for the quality and maintenance of life		

The Golden Jubilee Trust Awards - Autumn 2002

Jamela Cox, Self Selection, John Lewis Brent Cross		
Marie Curie Cancer Care	Edenhall relies heavily on around volunteers to assist with the provision of help for patients and additional services such as visiting, beauty treatments, counselling and massage. The secondment requires work as a volunteer support worker visiting and befriending patients.	One day a week for 26 weeks
Provides care for patients suffering from cancer and other life threatening illnesses and their families.		
Paul Dolman-Darrall, DS Systems, Management Services		
School Home Liaison	To design, implement and document a contact management database; 3 other databases to support training, personnel and population information; design a website and provide training and assessment of other IT needs. Paul spent time with the charity in helping them to assess their requirements and providing clear job progression and expectation plans.	1 day a week for 4 weeks, then 2 days a week for 9 weeks then 1 day a week for 6 weeks
Aids discussion between schools and families in inner city London leading to better attendance and fewer expulsions. Trained workers go into schools to work directly with attendance problem pupils and their parents.		
Mark Draycott, Services, John Lewis Peterborough		
Exotic Pet Rescue (and British Wildlife)	To maintain the Pet Rescue site, which currently houses 400 animals, and to build enclosures. Mark says his work in Services and a stint as groundsman on Brownsea Island has equipped him to fulfil the request He also has a natural affinity with animals which would help when feeding and cleaning out of the animals was required.	One day a week for 26 weeks
To take in and care for British wildlife, with a view to release in the wild, and exotic animals which can no longer be cared for by the general public, zoos, RSPCA or other sanctuaries.		
Nick Frayne, Despatch, Stevenage/Blakelands		
Age Concern Milton Keynes	The secondment, divided roughly into thirds but running concurrently, allows Nick to undertake: repairs behind the scenes at the charity shop, project to improve the furniture collection, delivery service and work in elderly people's homes as handyman.	Full time for 3 months
Helps and promotes care and awareness issues for the elderly. the MK branch also runs a shop and furniture repair service.		
Lesley Fulton, Making up, Herbert Parkinson		
Only Foals and Horses	Essential daily duties are performed by a small team of staff , supplemented by volunteers. Through her existing voluntary work with the charity, Lesley identified the gap for help in updating their administrative work as well as fundraising and dealing with the animals.	3 days a week for 6 months
A small animal sanctuary concerned at the rounding up and sale of wild ponies for live export. Focus is on horse & foal rescue and rehabilitation Care is given to 200 equines but also to goats, pigs, sheep etc.		
Amanda Gow, Business Dining Room, Central Offices		
The Passage	Frequently supported by the branch charities committee, the charity works locally to help relieve the problems of living on the streets. Amanda was impressed by the compassion, the practical attitude and range of services offered by The Passage. Her role is in supporting the vocation and recreation worker.	1 day a week for 6 months
Seeks to encourage, inspire and challenge homeless people to transform their lives		

Peter Healy, Customer Accounts, John Lewis Glasgow		
The Earl Haigh Fund for Scotland	To take part in a recently established resident's activity project aimed at improving the residents' quality of life. Peter would be required to befriend residents on a one to one basis, accompany them on outings and become actively involved with indoor activities such as darts tournaments, card games etc.	2 days a week for 6 months. Secondment ceased after 8 weeks following Peter's resignation from the Partnership.
A residential home in Glasgow run by the Earl Haigh Fund to provide care to ex-servicemen		
Denise Jones, Electrical, John Lewis Newcastle		
Age Concern, Newcastle	Day Services is a new service developed to benefit frail older people who have missed out on regular ACN lunch club meetings. Referral to the scheme of weekly half day activities and lunch is by ACN or Social Services. Denise believes the additional knowledge and experience she will gain about elderly people will increase her contribution to the retirement committee and branch retired Partners.	2 weeks full time induction followed by 22 weeks of a day a week
Provides services for older people in Newcastle, benefiting over 2000 each week. An information & advice source also offering financial services for people of age 45+.		
Sheila Jordan, Retirement Secretary, Herbert Parkinson		
Lords House Farm Special Needs Education Centre	Sheila says the charity makes a real difference to people who attend the centre but is unable to meet its growing demands. Her role would be to initiate a project to recruit, train and support new volunteers and to introduce systems, rotas and procedures to ensure the Centre's ongoing success.	16 hours a week for 26 weeks
A local charity helping children and adults with physical and learning disabilities through contact with animals.		
Anthony Kluge, Kitchenware, John Lewis Nottingham		
The National Trust at Sudbury Hall	To use business and retail management experience to increase the commercial focus at Sudbury Hall and the Museum of Childhood. The charity's ambitions for the future will be aided through Anthony's production of a visitor survey package. He will undertake the survey, collation and analysis of results	2 days a week for 13 weeks
Works for the preservation and presentation of places of historic interest and natural beauty.		
Jennifer Laing, China/Stationery, John Lewis Glasgow		
The Prince and Princess of Wales Hospice	The job requires help across many areas - reception, cafe, hospice shop and fundraising. Jennifer has first hand knowledge of the help offered by the hospice experience she will use to offer support to others.	2 half days a week for 13 weeks
Provides high quality clinical, emotional and spiritual care to patients with a terminal illness and support to those who care for them.		
Roseanne O'Rourke, China and Glass, John Lewis Milton Keynes		
Leukaemia Research Fund	To plan and execute a presentation for children, given in schools and youth organisations, introducing young people to the aims of the fund and how it operates. To support children taking part in existing fundraising projects and also create new initiatives.	1 day a week for six months
The fund's objective is to investigate the causes of all blood cancers and improve treatments and cures.		

Paul Rich, Visual Merchandising, John Lewis Norwich		
How Hill Trust	To help secure the future viability and long term survival of the enterprise, house and estate and develop facilities to provide for a greater range of users, by assisting the Director with the promotion and marketing of the house to broaden its appeal . To also research and implement a fundraising campaign.	1 day a week for six months
Offers the opportunity to study, principally the nature and habitats of the Broads, in an exceptional setting. An 'Arts and Crafts' house, it is one of the largest thatched houses in E Anglia. The grounds, Site of Special Scientific Interest, offer Norfolk's best natural habitat.		
Elaine Saunders, Internal Audit, Central Offices		
Friends of Animal League (Foil Farm)	To increase awareness of the charity and encourage donations by researching and developing an ongoing questionnaire. To develop and implement pc awareness, research and cost a PC networked system and build PC information systems.	3 days a week for 6 months
Foil Farm gives access to 70 local schools and youth groups for educational purposes.		
Rahul Shah, Gifts/Silverware, John Lewis Brent Cross		
The Samaritans	The branch has 3 telephone lines available but volunteers are decreasing resulting in a loss of lines manned. The weekend is a particularly difficult time to cover all telephones and support is urgently required. Rahul, a fully trained Samaritan, to supervisor level has been volunteering for 6 years.	1 day a week for 26 weeks
The organisation offers 24 hour confidential emotional support with a view to reducing suicides resulting from the lack of opportunity to share feelings of emotional distress.		
Brent Simpson, Furnishing Fabrics, John Lewis Cheadle		
Manchester Cathedral Country Home, Mellor House	Refurbishment and fundraising is required at Mellor, the charity for the year adopted by the Cheadle Charities Committee. Through them the need for a project manager was identified to bring to fruition some of their ideas by providing focus and coordination in work planning, project management and a more efficient use of volunteer resources and funding. Brent was recommended as being ideally qualified.	1 day a week for 26 weeks
Provides holidays for low income and socially excluded people, principally from inner city Manchester, Salford and Stockport. Accommodation is self catering, at low or no cost.		
Judith Slack, Visual Merchandising, John Lewis Sheffield		
Sheffield Futures	Connexions is the wing dedicated to supporting disaffected young people aged 13-19 to aid success through learning, employment and personal development. Judith will make contact with and befriend some of the young people identified as benefiting from the scheme. She will arrange access to guidance and information in order for the young person to make an informed choice to 'move on'.	Full time for 26 weeks
Aims to provide individuals and organisations in the area with high quality information by combining the work of careers and youth services in a single body.		

Sheila Taylor, Horley 233 Waitrose, Office		
The Multiple Sclerosis Society, Horley	The charity will utilise Sheila's office skills although she will also be asked to give general help with day to day activities. Sheila believes that through a secondment she will gain a greater understanding of the needs of disabled people. Brambles is close to the branch, many of the clients are customers and the branch active in supporting fundraising for them.	24 hours a week for 26 weeks
A purpose built respite care home for people with MS situated close to Horley town centre		
Mark Wiles, Catering Manager, John Lewis Watford		
Pacific Venture	Mark has been invited to act as one of the chaperones, for the visit in 2003. His mother and grandparents were prisoners of war and his Partnership work has equipped him to undertake a leadership role. The secondment request is to attend residential planning and orientation weekends held in preparation for the trip.	38 hours
Gives a group of young people the opportunity to travel to Japan for cultural exchange in the spirit of peace and friendship. All of the group are descendants of former POWs, or Civilian Internees held by the Japanese 50 years ago, or have some other close link.		
Helen Wills, Management/Charity Secretary, John Lewis		
ORBIS	In March 2003 the flying eye hospital will visit Stansted to begin the charity's 21st anniversary celebrations and 100 years of flight. A secondment of a Community Officer, to act as the key point of contact for all community fundraising groups would allow the charity to maximise the opportunities presented by the celebrations and begin a community groups project -establishing and developing relationships with community groups, and improving community fundraising.	4 days a week for 26 weeks
Promotes the right to sight for all, through health education, training and treatment. Within local hospitals, training centres & using the 'flying eye hospital', an aircraft converted into a fully equipped operating theatre & teaching hospital, operations and teaching takes place from a pool of specialist volunteers.		
Julie Woodford, Central Systems, Management Services		
The Arches, Nottingham	Julie will use her people, technical and administrative skills to assist the assistant project coordinator in the management and oversight of two of the project teams combining admin, helping to set up systems and face to face work with the people the project helps.	1 day a week for 26 weeks
Operating in Nottingham (where Julie works remotely from Central), the Arches serves as a practical resource and support centre for churches in the locality.		

The Golden Jubilee Trust Awards - Spring 2003

Applicant	Department/Branch	Charity
Michele Forde	Visual Merchandising, Caleys	The British Red Cross
Kathleen Greene	Machinist, Herbert Parkinson	Help the Aged
Barbara Barrow	Electrical, John Lewis Bluewater	Citizens' Advice Bureau, Dartford
Brian Maxwell	Stockkeeper, John Lewis High Wycombe	Friends of Florence Nightingale House
Carolyn Leatherwood	Lighting, John Lewis Kingston	Refugee Action, Kingston
Gillian Chapman	Branch Council Clerk, John Lewis Kingston	Friends of the Oxford Botanic Gardens
Marie Brooks	Books, John Lewis Liverpool	The Linda McCartney Centre, Forget-Me-Not appeal
Nina Cole	Haberdashery, John Lewis Milton Keynes	Slated Row School
Derek Holloway	Goods Handling, John Lewis Milton Keynes	Salto Gymnastics Club
Christian Roberts	Electrical, John Lewis Nottingham	Duke of Edinburgh Award Scheme
Muhammad Yaqub	Shop Warehousing, John Lewis Peterborough	Peterborough Mosque Trustees/Highlees Primary School
Richard Lythgoe	Electrical, John Lewis Peterborough	RSPCA Norfolk Wildlife Hospital
Jane Rackham	Branch Systems Adviser, John Lewis Southampton	Shirley Baptist Church Social Action Programme
Janice Webster	Personal Shopping, Peter Jones	Westminster Advocacy Service for Senior Residents
Nick Frayne	Despatch, Blakelands, Stevenage	Age Concern, Milton Keynes (part 2 of the award)
Toby Hampton	Linens Buying, Central Offices	Action on Pre-Eclampsia
Stephen Hess	Partners' Dining Room, Waitrose 191 Barnet	Mildmay Hospital UK
Sarah Parker	Administration, Waitrose 654 Hythe	Dave Lees Happy Holidays
Austin Lill	Fruit and Veg, Waitrose 101 Bishop's Stortford	Herts and Middlesex Wildlife Trust
Joanna Davies	Checkouts, Waitrose 239 Waterlooville	Off the Record
Lebake Teidi	Waitrose Systems	Berkshire Women's Aid