

Minutes of the Charitable Funds Committee 3 December 2018



Agenda Item No: 12.8

Minutes of the Charitable Funds Committee

Date Monday 13 August 2018
Venue Seminar Room, Beynon Centre
Time 12.30pm

Present:

Name	Role
Sue Rawlings	Non-Executive Director (Chair)
Roger Dunshea	Non-Executive Director
Jeremy Vanes	Non-Executive Director
Kevin Stringer	Chief Financial Officer

In Attendance:

Name	Role
Helen Troalen	Deputy Chief Financial Officer
Emma Greybanks	Assistant Financial Accountant and Treasury Manager
Leanne Bood	Fundraising Coordinator
Katie Winchurch	PA to Deputy Chief Financial Officer (minute taker)
Lisa Monaghan	Team Manager – Strategic Capital Planning
Andy Malpass	Partner - Whittingham Riddell
Jane Tweedie	Senior Manager - Whittingham Riddell

Apologies:

Name	Role
David Loughton	Chief Executive
Sally Evans	Head of Communications

Item No		Action
0818/1	<p><u>Apologies of absence</u> The Committee noted that apologies had been received from David Loughton and Sally Evans.</p>	

Item No		Action
0818/2	<p><u>Minutes of the Previous Meeting held 11 June 2018</u> The minutes of the previous meeting held on the 11 June 2018 were accepted as a true record.</p>	
0818/3	<p><u>Action Log</u> Please note that "Closed Items" have been removed and placed on the "Closed Log" for future reference. Please refer to the "Open Action Log" for updates and additional Action Items transferred across from today's minutes.</p>	
0818/4	<p><u>Declarations of Interest</u> Nothing to report.</p>	
0818/5	<p><u>Charity Annual Report and Accounts 2017/18</u> E Greybanks and L Bood presented the Charity Annual Report and Accounts 2017/18.</p> <p>L Bood confirmed the Annual Report and Accounts 2017/18 has now been finalised and is with Medical Illustration for printing. The Chair said the report looks very impressive and thanked Leanne Bood, Emma Greybanks, Zoe Lees and Sally Evans for all the hard work they have put in to the report.</p> <p>The Committee approved the Charity Annual Report and Accounts 2017/18.</p>	
0818/6	<p><u>External Auditors Report of Whittingham Riddell</u> A Malpass and J Tweedie presented the External Audit Report of Whittingham Riddell.</p> <p>A Malpass said there were no significant areas of concern and for the first Audit he thought it had gone smoothly and the financial position is very well controlled. A Malpass confirmed feedback had been given back to the team on the Accounts.</p> <p>Page 2 - A Malpass confirming the Bank Letter is still outstanding. E Greybanks said this is down to change in Auditors and she will ensure it is sent earlier next year.</p> <p>Page 4 - J Tweedie and A Malpass said there are no significant risks to note. There are no issues to note on Fraud Cases.</p> <p>J Tweedie and A Malpass thanked Emma Greybanks and Zoe Lees for ensuring all the files were easy to review and helping the Audit go smoothly.</p> <p>Page 5 – Key Audit Findings. A Malpass noted they are happy with the reviews (Employment Law, Health and Safety Regulations and GDPR) and all were in hand.</p> <p>It was agreed by the Committee to add Fraud cases to note in the Finance Report. The Fraud cases are discussed at the Audit Committee. E Greybanks and L Bood to ensure this is added in to the Finance Report.</p>	<p>E Greybanks/ L Bood</p>

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	<p>Page 7 – Fund not moved. E Greybanks confirmed more work will be done for the December Meeting. There are a couple of funds which are for Cannock Hospital of which one is currently under the remit of Rheumatology but it is felt it could be used for research in other areas. E Greybanks to write a paper for the next meeting and share with K Stringer beforehand.</p> <p>A Malpass and J Tweedie said any comments are welcome to help towards next year's Audit.</p> <p>Training sessions to take place on the 6 November 2018. Whittingham Riddell to send through to E Greybanks.</p> <p>The Chair asked A Malpass and J Tweedie for their views on becoming an Independent Charity. A Malpass said being completely independent means more easier on funds and expenditure funds but it can be difficult on the Trust and Charity agreeing.</p> <p>The Chair and J Vanes thanked the Auditors for attending the meeting and for all the work on the Audit.</p> <p>The Charity Annual Report and Accounts was approved by the Committee.</p> <p>E Greybanks to put the signed copies of the Charity Annual Report and Accounts in the post to Whittingham Riddell.</p>	
0818/7	<p><u>Management Representation Letter</u></p> <p>E Greybanks circulated the Management Representation Letter to all Committee members for approval.</p> <p>The Committee approved the Management Representation Letter which The Chair and K Stringer signed at the end of the meeting.</p>	
0818/8	<p><u>Report of the Charity Fundraising Co-Ordinator</u></p> <p>L Bood presented the report of the Charity Fundraising Co-Ordinator.</p> <p><u>Charity Hub/Trading Arm of RWT Charity</u></p> <p>L Bood noted she was originally moving to where the Stroke Unit is.</p> <p>L Monaghan confirmed she has got a meeting later this month with MacMillan to discuss accommodation. Following this meeting L Monaghan will have more of an idea on accommodation for L Bood. L Monaghan to put Charity Hub on the list short/medium term.</p> <p><u>RWT Lottery</u></p> <p>L Bood confirmed the Responsible Gaming protocol was approved and adopted at Trust Management Committee in July. Browne Jacobson have reviewed the Terms and Conditions and have given advice on GDPR and data issues around submission to the local authority. L Bood confirmed she has fed the comments back to Unity and is awaiting a response from them. This means the launch will be delayed to late September/October 2018.</p> <p>L Bood confirmed it is anticipated that the terms and conditions will be signed off within the next month.</p>	

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	<p>L Bood presented the Presentation of the Charity and Volunteer Awards Joint Event Business Case for approval.</p> <p>L Bood said there had been two previous successful events and the Charity are hoping to host another one in November 2018. L Bood asked the Committee for approval to host another event with funding coming from 50% Charity and 50% General Funds. L Bood confirmed she had enquired at Grand Station but there were concerns about public transport so the event will be held at the Ramada Park Hall Hotel. L Bood confirmed invites have been sent to all Executive Directors and Non-Executive Directors.</p> <p>The Committee approved the Presentation of the Charity and Volunteer Awards Joint Event Business Case.</p>	
0818/9	<p><u>Report of the Charity Finance Team</u> E Greybanks presented the Charity Finance Team Report.</p> <p>E Greybanks confirmed this report includes all Income and Expenditure as at 30 June 2018 but it does not include apportionment of control codes, which includes pay and non pay recharges to the Trust Investment gains/losses, up to quarter 1.</p> <p>E Greybanks confirmed during the first 3 months the net cumulative balance to 30 June 2018 was £69k being £174k income in year less (£105k) expenditure with no investment gains or losses.</p> <p>E Greybanks noted the opening balance at 1 April 2018 was £2,642k and the closing fund balance at 30 June 2018 was £2,711. The highest value of individual spend for quarter 1 was for an Eyesuite Software and Touch Screen PC at £11k.</p> <p>E Greybanks confirmed the Charity have received legacies which they were not expecting.</p> <p>E Greybanks asked the Committee to consider the proposal of the re-categorisation (appendix 3) for inclusion within the new Finance System linked to the new Trust structure which includes Division 3. E Greybanks confirmed there will be a sub fund set up to keep funds separate.</p> <p>The Committee approved the re-categorisation for inclusion within the new Finance system.</p>	
0818/10	<p><u>Charitable Funds Committee Workplan 2018</u> The Committee noted the workplan.</p> <p>The Chair asked for the 'Review quarterly report of the Investment Managers' to be taken off the Workplan as this is now sent out monthly.</p>	<p>E Greybanks/ K Winchurch</p>

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	<p>The Chair asked for the following policies to be brought to the December Meeting:-</p> <p>Review of Fundraising Strategy/Objectives Review of Investment Policy Review of financial controls and governance arrangements Review of Reserves Policy</p>	E Greybanks
<p>0818/11</p> <p>0818/11.1</p> <p>0818/11.2</p> <p>0818/11.3</p>	<p><u>Any Other Business</u></p> <p>The Chair circulated a paper regarding 'Conversion to Independent Status'.</p> <p>The Chair asked for comments on the Charity becoming an Independent Charity.</p> <p>The Chair/R Dunshea don't think it is right time for the Charity to become an Independent Charity. J Vanes said maybe look at this again in the future. R Dunshea said he thought there would be a risk with the Charity being separate to the Trust.</p> <p>K Stringer said he could see both good and bad and asked the Committee not to lose sight of this.</p> <p>E Greybanks/K Winchurch to add 'Consideration to Independent Charity' to the workplan yearly.</p> <p>L Monaghan asked the Committee if Charity Funds could be used to create a Maternity Garden outside Gynae Outpatients for staff, patients and visitors to use. L Monaghan confirmed a business case is being drawn up. L Monaghan said there would be a lot of work involved which includes a slope to be put in to access the garden, slabbing, tables and chairs etc.</p> <p>R Dunshea asked for more research to be done on this and for a spec to be circulate round with what is needed and the cost and then an updated Business Case to be circulated to Committee members for approval.</p> <p>J Vanes said he thought this was a good request for staff, patients and visitors to spend time outside.</p> <p>The Committee are asked to approve funding for Overseas Nurse Training in the USA. E Greybanks confirmed there is no money in Nursing or General Purpose. K Stringer will pick this up.</p>	<p>E Greybanks/ K Winchurch</p> <p>L Monaghan</p> <p>K Stringer</p>
0818/12	<p><u>Meeting Evaluation</u></p> <p>Context all done.</p>	
0818/13	<p><u>Date and Time of Next Meeting</u></p> <p>Monday 26 November 2018 at 10.30am in the Conference Room, Hollybush House</p>	