

Approved Minutes of the Charity Committee 26 November 2018 1 April 2019

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Agenda Item No:12.11

Minutes of the Charitable Funds Committee

Date Monday 26 November 2018
Venue Conference Room, Hollybush House
Time 10.30am

Present:

Name	Role
Sue Rawlings	Non-Executive Director (Chair)
Roger Dunshea	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 (Part)	Team Manager – Strategic Capital Planning
Sally Evans	Head of Communications

Apologies:

<u>Name</u>	<u>Role</u>
David Loughton	Chief Executive
Jeremy Vanes	Chairman

Item No		Action
1118/1	<p><u>Apologies of absence</u> The Committee noted that apologies had been received from David Loughton, and Jeremy Vanes.</p>	
1118/2	<p><u>Minutes of the Previous Meeting held 13 August 2018</u> The minutes of the previous meeting held on the 13 August 2018 were accepted as a true record.</p>	

Item No		Action
1118/3	<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> <p>The Chair asked for the actions to be closed off where possible in order to maintain a more manageable succinct log.</p>	
1118/4	<p><u>Declarations of Interest</u> No interests were declared at this meeting.</p>	
1118/6	<p><u>Presentation of Magnet Conference attended in October 2018 by 3 Senior Nurses funded by Charitable Funds</u> D Hickman, B Morgan and A Wells gave a briefing on the Presentation of Magnet Conference attended in October 2018.</p> <p>D Hickman confirmed herself, B Morgan and A Wells attended the National Magnet Conference in Denver.</p> <p>The following was noted:-</p> <ul style="list-style-type: none"> • 3 day conference • 72 sessions – EBP, Innovation, Leadership and Research • Peer Speakers from Magnet Organisations • Nurses from 27 different countries attended the conference • Early booking gets you the best deal on flights, accommodation etc • A lot was learnt to bring back to the Trust/valued and inspiring • Good networking opportunity and contacts <p>A Wells noted she attended the pre-conference which was a good opportunity to see how to go through Magnet accreditation. Manuals/Books were given out at the pre-conference which to purchase these books would cost £200/£300.</p> <p>It was noted that the Nursing system framework was being presented at Trust Board.</p> <p>The Committee recognised that they could see that the conference was enjoyed by all.</p> <p>The Committee asked for bullet points to be sent regarding the proposal.</p>	<p>D Hickman/ B Morgan/ A Wells</p>
1118/5	<p><u>Summary Paper Draft for Comment – Rotary Dowding Research Fund</u> T Sheeran was not able to attend due to clinic attendance at Cannock.</p> <p>E Greybanks presented the Summary Paper Draft for comment – Rotary Dowding Research Fund in the absence of T Sheeran.</p>	

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	<p>E Greybanks confirmed she had put the paper together as requested at the meeting in August 2018. E Greybanks confirmed she had spoken to Mr Dowding's son and he was unaware that the fund was stated for a particular area of the Trust. E Greybanks said the legacy came over from Cannock as a restricted fund.</p> <p>The Chair confirmed there is no reference to it purely being for Rheumatology Research Fund but it is restricted for research at Cannock. K Stringer also, confirmed this.</p> <p>E Greybanks confirmed the legacy has not been touched. It was mentioned that there are a few other specialties now at Cannock and E Greybanks has spoken to Sarah Glover in the Research Team and confirmed this could be used for other Research areas at Cannock.</p> <p>L Monaghan left the meeting.</p> <p>The Chair asked the committee to approve to keep the restricted fund for Cannock Research and change the unrestricted fund name slightly to avoid confusion in the descriptions.</p> <p>E Greybanks read an email out from Tom Sheeran and advised one of the queries was the initial Rotary Dowding fund that was £64k and now stands at £90k. T Sheeran asked via the email what happens to the surplus £30k. K Stringer asked E Greybanks to look in to this and give an updated at the March Meeting.</p> <p>R Dunshea suggested that a member of the Committee goes over to Cannock to meet with T Sheeran to discuss this with him. The Chair confirmed she is happy to do this.</p>	<p>E Greybanks</p> <p>Chair</p>
1118/7 1118/7.1	<p><u>Business Cases – For Approval</u></p> <p><u>Eyesi Surgical Software Upgrade - £37,296</u></p> <p>E Greybanks presented the Eyesi Surgical Software Upgrade.</p> <p>The Chair asked why this business case wouldn't go through normal Trust revenue. E Greybanks confirmed it would be cheaper going through Charity due to claiming the VAT back.</p> <p>L Bood advised that the equipment will be purchased by the League of Friends. L Bood confirmed some Junior Doctors went on training and said after the training they had been provided with they would want to come and work at the Trust. Having training facilities is therefore a great benefit and good for recruitment of doctors.</p> <p>R Dunshea asked why they want two new training modules. R Dunshea asked if there were any alternate suppliers to go to so they can compare the price.</p>	

Item No		Action
1118/7.2	<p><u>Expansion of the Charity Team – Recruitment of a Band 4 Community and Events Fundraiser – Fixed Term 2 year Contract</u></p> <p>L Bood presented the Expansion of the Charity Team – Recruitment of a Band 4 Community and Events Fundraiser.</p> <p>L Bood noted that from discussions with other NHS Charities of a similar size and population demographic, it appears they have been able to increase the impact of their Charity by further developing and resourcing the Charity team. L Bood confirmed she believes this will be a benefit to the Trust.</p> <p>L Bood confirmed she would like to recruit a band 4 who's got some knowledge of the Community so they could hit the ground running.</p> <p>L Bood noted the Volunteers are asking why the team is not being expanded.</p> <p>The Chair confirmed the Charity does need to grow and develop. L Bood confirmed this post would report to L Bood. S Evans noted she supports this business cases and thinks it would be a big help to L Bood and a benefit to the Trust.</p> <p>The Committee approved this business case on the basis there would be clear targets for the new position to measure the success of the role.</p> <p>K Stringer asked if it was possible to have an apprentice in this role and if it could be fixed term rather than permanent. K Winchurch said for a fixed term contract to become a permanent contract it would have to be fixed term for a period of 4 years.</p>	
1118/8	<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 confirmed she is waiting for a decision of whether Cancer Services will be moving. The outcome of this will depend on where L Bood is based. L Bood confirmed she is next in line for accommodation.</p> <p><u>RWT Lottery</u></p> <p>L Bood confirmed the RWT Lottery was formally launched at the Charity and Volunteer Awards 2018.</p> <p><u>GDPR (General Data Protection Regulation)</u></p> <p>L Bood confirmed she had completed and submitted the Charity Privacy Notice to Governance for consideration. L Bood will give an update at the Charitable Fund Committee meeting in March 2019.</p> <p><u>Harlequin</u></p> <p>L Bood and E Greybanks confirmed the Harlequin system is now fully implemented and in use. L Bood confirmed the numbers are picking up slowly and fundraisers/donors need to ensure they are completing both sides of the form. L Bood passed her thanks on to Zoe Lees in Finance for the work put in to updating the system with existing fundraisers/donors.</p>	L Bood

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	<p><u>Wolverhampton Wanderers Visit</u> L Bood confirmed she is coordinating this year's visit for Wolves. Children's Ward, COPD, Cardiology Ward and Cardiothoracic Wards will receive visits and gifts this year. The proposed date is the 11 December 2018. L Bood said the staff are also looking forward to the Wolves visit.</p> <p><u>External Charities and Volunteer Expenses</u> L Bood confirmed discussions with colleagues in Finance and Volunteer Service have revealed that the RWT Charity is currently funding travel expenses for volunteers who formally volunteer at another organisation but may be based at one of RWT sites. L Bood confirmed she is putting together a paper to demonstrate their financial contributions to the Trust Charity. L Bood will bring the paper to the Charitable Funds Committee Meeting in March 2019. L Bood noted the amount is c.£2k per year.</p> <p><u>Business Case to Expand the Charity Team</u> Previously discussed in agenda item no 1118/7.2.</p> <p><u>Fundraising Opportunities in partnership with the Mayor</u> L Bood confirmed the Mayor asked for support from the Trust with selling tickets for his Grand raffle which will benefit his three charities. L Bood noted she had said no to something similar to this previously and doesn't think we can sell on site.</p> <p>L Bood advised the Mayor had also proposed a joint fundraising event with RWT, Mayors Charity and potentially the University. The Mayor is proposing a quiz where tickets for teams can be sold and there would be a raffle on the night. L Bood said this event would need to be held before the current Mayor leaves office in May 2019.</p> <p><u>Fundraising Strategy Review 2016-2019</u> L Bood confirmed the review of the strategy has commenced and anticipate having a draft to share with the committee at March's meeting.</p>	<p>L Bood</p>
1118/9	<p><u>Report of the Charity Finance Team</u> E Greybanks presented the Charity Finance Team Report.</p> <p>Summary Financial position to 30th September 2018: £346k income and £218k expenditure. Summary Investment report to 30th September 2018: Short Term value £1.224k, Long term value £1.274k, both less than previous quarter – in line with national Stock Exchange movements.</p> <p>E Greybanks confirmed that the Trust no longer provides the service for GUM at Cannock Chase Hospital and requested permission for her to transfer the funds to Midland Partnership Trust which is currently where the service is situated.</p>	

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1118/10 1118/10.1 1118/10.2	<p><u>Review of Policies</u></p> <p><u>Investment Policy</u> E Greybanks presented the Investment Policy. The Committee approved the Investment Policy.</p> <p><u>Reserves Policy</u> E Greybanks presented the Reserves Policy. It was noted that there may need to be a change at 3.2 staffing reserves to include L Bood's new Band 4 post. E Greybanks to check this and update if necessary. The Committee approved the Reserves Policy.</p>	E Greybanks
1118/11	<p><u>Annual Spending Plan Meeting Update</u> E Greybanks presented the Annual Spending Plan Meeting Update. E Greybanks confirmed there had been annual spending plan meetings with Ophthalmology, Renal and Cancer Services. Ophthalmology meeting was clear and well prepared and Mel Riley's understanding of the Charity's purpose was very good. There will be another request for a Ngenunity to be added to her spending plan. E Greybanks noted the Divisions have some plans to spend but will need to do a Business Case to approve the spend.</p>	
1118/12 1118/12.1 1118/12.2	<p><u>Charitable Funds Committee Workplans</u></p> <p><u>Charitable Funds Committee Workplan 2018</u> E Greybanks to take the Investment Manager off the workplan. The Committee noted the workplan 2018.</p> <p><u>Charitable Funds Committee Workplan 2019</u> The Committee noted the workplan 2019.</p>	
1118/13 1118/13.1	<p><u>Any Other Business</u></p> <p><u>Prayer Room – Reconfiguration of Ablution and Muslim Prayer Facilities Business Case - £11,391</u> H Troalen presented the Prayer Room – Reconfiguration of Ablution and Muslim Prayer Facilities Business Case on behalf of L Monghan. The Committee agreed to discuss this Business Case via email and a decision to be made.</p>	All

Item No		Action
1118/13.2	<p><u>Relocation of Bereavement Centre: Expansion of Facilities to House Expended Team - £215,931</u></p> <p>H Troalen presented the Relocation of Bereavement Centre: Expansion of Facilities to House Expanded Team on behalf of L Monghan.</p> <p>H Troalen said the reason for the proposed business case is for more space and to expand the team. E Greybanks confirmed there are legacies that could be used to fund some of this. H Troalen noted this is not in the Trust Capital Programme.</p> <p>The Committee agreed to discuss this Business Case via email and a decision to be made.</p>	All
1118/13.3	<p><u>Royal Awards</u></p> <p>L Bood noted that the sponsorship for the Royal Awards for next year has been sorted. L Bood asked for the Charity to approve that £10k will be funded from the Charity.</p> <p>The Committee approved this business case.</p>	
1118/14	<p><u>Meeting Evaluation</u></p> <p>No evaluation undertaken</p>	
1118/15	<p><u>Date and Time of Next Meeting</u></p> <p>Monday 18 March 2019 at 1.00pm in the Board Room, The Corporate Service Centre (Building 12)</p>	