

Minutes of the Charitable Funds Committee

Date Tuesday 25 August 2015
Venue Conference Room, Hollybush House
Time 3.00pm

Present:

Name	Role
Sue Rawlings (Chair)	Non-Executive Director
Rosi Edwards	Non-Executive Director
Roger Dunshea	Non-Executive Director
David Loughton	Chief Executive

In Attendance:

Name	Role
Sandra Ness	Deputy Chief Financial Officer
Matthew West	Financial Controller
Richard Radcliffe	Communications Manager
Leanne Bood	Fundraising Coordinator
Vikki Perkins	PA to Deputy Chief Financial Officer (minute taker)

Apologies:

<u>Name</u>	<u>Role</u>
Jeremy Vanes	Chairman
Kevin Stringer	Chief Financial Officer

Item No		Action
1	<p><u>Apologies of absence</u> The Committee noted that apologies had been received from Jeremy Vanes and Kevin Stringer.</p>	
2	<p><u>Minutes of the Previous Meeting held 29 June 2015</u> The minutes of the previous meeting held on the 29 June 2015 were accepted as a true record.</p>	

Item No		Action
3	<p><u>Action Log</u></p> <p><u>3.2 Action Log – Open Items – Where not covered on the Agenda</u> The open items action log was discussed, noting that a number of items were due to be updated at a future Committee. An update was provided on the following areas:-</p> <p>3.2.2 Authorised Biography of Dennis Turner L Bood confirmed that contact had been made with Mr Turners son and a meeting was due to be held during September 2015. L Bood would provide an update at the next meeting.</p> <p>3.2.3 Refurbishment of the Bereavement Area S Ness stated she had been in contact with a number of Managers to identify any work specification requirements in relation to the Bereavement Area, further to the Non Executives comments for potential use of Charitable Funds. To date nothing had been forthcoming. S Ness advised that she would link with the Deputy Chief Nurse and Head of Safeguarding, Lynne Fieldhouse and ask if she could provide support in an attempt to move this issue forward.</p> <p>3.2.4 Greggs – Collection Boxes L Bood confirmed that she had again approached Greggs regarding hosting a charity tin. Their response, from a safety aspect, was as the tin would be situated in the public area they would have no control over its security. They also restated they were not open to fund raising for any Charities other than their own nominated charities. D Loughton asked L Bood to draft a letter and he would then approach Greggs Management.</p> <p>It was noted that other items were covered on the meeting Agenda.</p>	<p>L Bood</p> <p>S Ness</p> <p>L Bood</p>
4	<p><u>Declarations of Interest</u> No interests were declared at this meeting.</p>	
5	<p><u>Quarterly Report of the Fund Managers and Investment Movements, up to June 2015.</u> M West summarised the current position of the Investment Movements up to June 2015.</p> <p>Within the portfolio valuation, M West noted the 1st quarter value had dropped from £3.4m to £3.3m significantly in June mainly due to the Greek crisis.</p>	

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	<p>M West confirmed that a general briefing that had been developed by the Fund Managers to provide an update on the current market situation and this would be circulated to Committee Members.</p> <p>It was noted that the Benchmark used to monitor investments was showing that actual performance was better than the benchmark.</p> <p>It was confirmed that the current contract for the Investment Fund Management had been extended until March 2016, whilst the tendering is undertaken.</p>	M West
6	<p><u>Update on 2015/16 Charity Income & Expenditure to 30 June 2015</u></p> <p>M West tabled a list of Fund Balances and gave a brief summary of the income and expenditure position, noting that the 1st quarter showed £71k income, of which investment income was £27k, the rest was a combination of small items. Expenditure was £107k, resulting in £36k net on going funds. It was noted that it had been reasonably quiet for the 1st quarter with no new significant spend commitments.</p> <p>On this basis, D Loughton asked if funds could be identified to be used for improved Staff Facilities at Cannock. S Ness to determine available funding, noting the significant commitments against General Funds.</p> <p>Committee Members agreed that moving fund balances to themes gave more flexibility to spend. S Ness confirmed that Finance had completed a detailed review of funds against Capital Programme requirements and there was potential to allocate £1m of the funds currently held to the Programme. Members noted that this would be discussed in full under the later agenda item relating specifically to this proposal. It was agreed that if monies are shown to be spent on large items, such as cancer equipment, it may give others momentum and generate further donations.</p>	S Ness
7	<p><u>Draft 2014/15 Annual Report and Accounts</u></p> <p>Committee Members approved the 2014/15 Charity Annual Report, subject to:-</p> <p>Page 5 - MAU Full title required.</p> <p>Page 20 - Last paragraph to be amended to update the year of approval of the Investment Strategy.</p> <p>Page 26 – Add narrative for understanding ‘Cash at bank and in hand’ for the MSFT impact.</p> <p>The report would now move forward to be approved at the next Audit Committee.</p>	

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8.	<p><u>External Auditors ISA Report</u> Committee Members noted the report. S Ness stated that she had asked PWC (PricewaterhouseCoopers) for amendment to page 2 of the report, it was felt that the contents were a little misleading. R Dunshea stated that he also felt the page needed review.</p> <p>The report would now be considered by the Audit Committee.</p>	
9.	<p><u>Charitable funding request – Diabetes Research funding £51k</u> S Ness provided a brief summary of the report and Committee Members were asked to agree to fund the next phase of the Project through available Diabetes Charitable Funds.</p> <p>R Dunshea stated that he felt the “WICKED” acronym was not appropriate. Committee Members agreed the Project was worthwhile. Moving forward it was suggested that the Business Manager link with the Directors of Planning and Performance regarding discussion with Commissioners for potential future funding.</p>	<p>D Gritton</p>
10.	<p><u>Review of Charity Funds available with reference to the Capital Programme 2015/16</u> Committee Members were asked to note the contents of the report, on behalf of the Clinical Lead, and consider the potential to use £1m charitable funds towards equipment schemes within the 2015/16 Capital Programme.</p> <p>S Ness confirmed that she had looked at the “themed” Charity balances in the context of the existing 2015/16 Capital Programme equipment priority requirements, noting that the Trust Equipment Group (TEG) had been allocated £1m capital budget for medical equipment. TEG estimated that around £2m of equipment needed urgently replacing.</p> <p>R Dunshea asked if TEG priorities were challenged at Executive level and whether the priorities Red/Amber ratings were based on a firm understanding of the prioritisation process. Committee Members agreed that it was important that the Charity’s reputation does not suffer as a result of potentially funding less significant priority items/projects.</p> <p>Committee Members approved the principle of funding £1m from Charitable Funds towards the 2015/16 Capital Programme. However, the Chair requested that it be made clear to Managers that there was no assumption that funding would be available in future years for the Programme.</p>	

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	<p>S Ness confirmed that she was happy to take this forward with Divisional Managers. D Loughton asked S Ness to link with him if any Fund Managers/Clinicians objected to the themes and use of funds towards Capital. Also, D Loughton stated he would be happy to meet with Clinical Directors with S Ness, if necessary, to progress this.</p> <p>S Ness stated that she would link back with the Chair of TEG on the issues raised regarding the prioritisation basis for equipment and provide a follow up report to the Committee.</p>	<p>S Ness</p> <p>S Ness</p>
11.	<p><u>Report of Charity Fundraising Co-ordinator</u> L Bood presented the report as Charity Fundraising Co-ordinator.</p> <p>Committee Members requested that the Fundraising Report be considered with reference to each Appendix provided, with the following actions being agreed:- <i><u>Charity Fundraising Strategy</u></i> L Bood advised that she had received a limited response on the Strategy It had been suggested to incorporate the Trust's current Memorial Policy rather than it continue to exist as a stand-alone Policy. L Bood confirmed that amendments had been made and the Strategy was to be presented to the Policy Group in September.</p> <p><i><u>Gift Aid Leaflet</u></i> Following requests from Committee Members to revise the Gift Aid leaflet L Bood confirmed amendments had been made and presented the updated leaflet. R Edwards advised that she had made comments for information to be added that had not been included, L Bood confirmed that she would make the amendments and redistribute along with the Gift Aid Strategy.</p> <p><i><u>Webpage/Intranet</u></i> L Bood confirmed that she continued to update the new webpage, including updates on spend from Charitable Funds and information regarding events being held.</p> <p><i><u>Engaging with local schools/educational establishments</u></i> L Bood confirmed that she had met with The Princes Trust to discuss future working partnerships and they had agreed L Bood's proposal. It was noted that this comprises a rolling 12 week programme working with 16-25 year olds to help young people re-enter employment, education and training. Team Leaders will individually assess their team for maturity and ability to work with RWT in a fundraising/promotional capacity. L Bood, or an appropriately trained Volunteer Charity Ambassador, will</p>	<p>L Bood</p> <p>L Bood</p>

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	<p>meet with the Group at week 3, and then revisit at week 12 to view progress of the Community Projects and how this benefited the Trust Charity.</p> <p><u>Volunteer Charity Ambassador Role</u> L Bood confirmed that she continued to promote the role using the Charity webpage and social media and confirmed dates for the “recruitment drive” across all Trust sites and various community sites.</p> <p><u>Give As You Live</u> L Bood advised that ‘Give As You Live’ was a downloadable app whereby individuals can support their chosen Charity by purchasing products. It was noted that when shopping certain stores a percentage of spend would be donated to the chosen Charity. Initial discussions on how to market this had taken place, as from an organisational perspective the Trust cannot be seen to be endorsing products. L Bood to provide an update at the next Committee.</p> <p><u>Support to The Breast Care Fund</u> L Bood confirmed that she had attended a presentation event with the Mayor and Mayoress where cheques were given to the chosen Charities from annual fundraising, this had included the RWT- Breast Care Fund. Committee Members asked how the Charity would fund a Breast Care Unit, L Bood confirmed that she would speak to Lewis Grant to identify where this sits with Trust Objectives.</p> <p><u>Goalden Gate Lottery</u> L Bood advised that since 2000, the Lottery had raised £42k for RWT Maternity Unit. Although it was appreciated that there had been a long standing history with Maternity, Committee Members asked if donations could be opened up generally, especially as Goalden Gate were requesting support to gain wider Trust staff access. It was suggested that wider support was encouraged, such as Care of the Elderly, for example. L Bood confirmed that she would have a discussion in this regard with the Manager of Goalden Gate.</p> <p><u>Arts for Health- Summer Carnival Application for Children’s Ward/Out Patients</u> L Bood confirmed that she was working with the Trust’s Arts For Health Coordinator to identify appropriate funding streams and develop a fundraising plan for a future project on Children’s Ward and Outpatient Departments. An update would be provided to the next Committee.</p> <p><u>Age UK proposal-update since last report</u> L Bood confirmed that she had met with the Chief Executive from Age UK</p>	<p>L Bood</p> <p>L Bood</p> <p>L Bood</p> <p>L Bood</p> <p>L Bood</p> <p>L Bood</p>

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	<p>Wolverhampton, (Susan Spencer), who was really keen to develop a relationship with RWT and gain their support (Help at Home Service- Practical Support and the Handyperson Service). L Bood stated that individuals or their families would be charged a fee for support on discharge from hospital. L Bood advised that the Scheme was due to be piloted.</p> <p>D Loughton stated he was not happy for the Scheme to be piloted using New Cross linked to queries he had for example, what happened if the older person did not have the money to pay for the service on discharge. D Loughton asked L Bood to arrange a meeting with himself, L Bood, Sam Mckintosh (Supportive Discharge Service) and Susan Spencer. Committee Members agreed, however, that there were many benefits to such a Scheme and the idea of a 2 year fundraising project was suggested.</p> <p><u>Lasting Tribute Scheme - Much Loved/In memory Giving</u> L Bood advised that this Scheme was an internet memorial tribute which hosts 40,000 tribute websites for over 180,000 registered users. Tribute Guests can post messages, stories, share pictures, videos and light candles in memory of loved ones. L Bood advised that she had been liaising with 'Much Loved' on how we may develop a relationship. L Bood confirmed that she would update the Committee once the cost and benefits information was received. L Bood confirmed that a full proposal would be brought back to the Committee. S Ness asked that the cost of Charity Administration, for example, bank transaction costs, was taken into account within the proposal.</p> <p><u>Care of the Elderly</u> L Bood confirmed that she continued to fundraise for the Reminiscence Room Steering Group and offer advice and support on fundraising.</p> <p><u>Stroke Unit</u> Along with Sister Amanda Bevan Webster, L Bood had delivered a presentation at Sainsbury's, (Perton), on the Trust Charity and the work of the Stroke Unit at New Cross Hospital. Feedback was very positive and Sainsburys donated £100 to support the work of the Stoke Unit.</p> <p><u>"Star Awards"</u> L Bood confirmed that she has informally discussed the awards with the Trust's Communications Manager and The Black Country Chamber of Commerce. The general opinion was that local business may be more supportive of "The Royal Awards" rather than a monthly employee recognition scheme "The Star Awards". On this basis discussions had</p>	<p>D Loughton/ L Bood</p> <p>L Bood</p>

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	R Radcliffe stated that with the Trust Vision agreed that it now gave a basis for the new brand. He agreed to develop a proposal for the Committee.	R Radcliffe
13	<p><u>Any Other Business</u></p> <p>Non Executive Committee Members noted the recent CQC visit discussions regarding the supply of water in A&E – (Outpatients Department) had taken place and it was asked if Committee Members felt that there was any scope to fund from Charity. The Chair stated that if Charity were to fund the ongoing supply needs the position would need to be maintained from a recurrent funding source, which would also, need to be addressed. S Ness confirmed that she would speak to Mike Goodwin regarding details being provided for the Committee to consider.</p> <p>S Ness stated that there had been no contact from Punjabi Wolves further to the meeting that the Chair had been present at. Further to S Ness query, Committee Members felt that S Ness should approach Punjabi Wolves with a view to setting up another meeting to promote joint working for the Charity.</p> <p>The Chair and Committee Members wished Matt West luck in his new job and thanked him for his work in support of the Charity.</p> <p>Committee members also, wished Vikki well, with the end of secondment with Finance and return to her permanent post in the Facilities Department.</p>	<p>S Ness</p> <p>S Ness</p>
14	<p><u>Meeting Evaluation</u></p> <p>Nil</p>	
15	<p><u>Date and Time of Next Meeting</u></p> <p>Next scheduled Committee was noted as Monday 14 December 2015 at 12.00pm in the Conference Room, Hollybush House.</p>	