

Trust Board Report

Meeting Date:	27 January 2014
Title:	Summary of key issues considered by the Charitable Funds Committee on 3 December 2013
Executive Summary:	<p>Summary of key issues considered by the Charitable Funds Committee Meeting on 3 December 2013:-</p> <ul style="list-style-type: none"> • Quarterly Report of Investment Fund Managers received • Income and Expenditure Position at 31 October 2013 received • Charitable Funds Managers proposed Expenditure Plans • Technical Guidance Update • Noted Capital Business Case approved for charity funding • Volunteers expenses process • Update on Fundraising appointment and links to Fundraising and Communications Strategy • Calabar (Ophthalmology) New Charity Fund request • Thanks given to previous Chairman
Action Requested:	To note the matters considered by the Charitable Funds Committee and to receive assurance that it is exercising its functions appropriately
Report of:	Ms Sue Rawlings, Non-Executive Director and Chair of the Charitable Funds Committee
Author: Contact Details:	Ms Sue Rawlings, Tel 01902 695376
Resource Implications:	None, as covered within existing funds commitments
Public or Private: (with reasons if private)	Public Session
References: (eg from/to other committees)	N/A
Appendices/ References/ Background Reading	<p>Regulations and Guidance (including Draft Guidance) for:-</p> <ul style="list-style-type: none"> • Charity Commission • Healthcare Financial Management Association (HFMA) • Statements of Recommended Practice (SORPs) and Financial Reporting Standards (FRS)
NHS Constitution: (How it impacts on any decision-making)	<p>In determining this matter, the Board should have regard to the Core principles contained in the Constitution of:</p> <ul style="list-style-type: none"> • Equality of treatment and access to services • High standards of excellence and professionalism • Service user preferences • Cross community working • Best Value • Accountability through local influence and scrutiny

Background Details	
1	<p>Quarterly Report of Investment Fund Managers received The contents of the report were noted. Funds were seen to be performing well. Gilts to be sold, circa £50k, in line with previous report of the Fund Manager and some other investments to be realised, circa £160k, to reimburse Trust for cash expended on behalf of the Charity.</p>
2	<p>Income and Expenditure Position at 31 October 2013 Position as at the end of October 2013 was presented and noted. Low value of individual donations to date was queried with reference to the impact of the Fundraising Manager vacancy.</p>
3	<p>Charitable Funds Managers proposed Expenditure Plans Noting overall lack of Managers plans for short and medium term, it was agreed that the issue would be raised at 2014/15 budget setting meetings. Furthermore, it was agreed that all Managers with low value balances would be contacted with a view to consolidation of funds to promote better use.</p>
4	<p>Technical Guidance Update The Committee noted the contents of the report including recent guidance, (including drafts), in respect of: the consolidation of Charity Accounts into Trust Accounts, 2013/14; Revised Public Benefit Guidance, 2013/14: and new Draft SORP in respect of accounting and reporting, 2015/16 impact. It was concluded that there were no significant issues arising for the Trust from the actions required to comply.</p>
5	<p>Approval of Business Case for support The Capital Business Case that had been agreed for the purchase of an Endoscopy Patient Monitor, from the Gastroenterology Charity Fund for £9,160, was noted.</p>
6	<p>Volunteers Expenses The variance in practice between community and acute areas was noted. It was agreed that the procedure should be standardised and that all expenses should be funded from General Funds. Finance to ensure that the procedure is documented moving forward and a Policy statement agreed by Trust.</p>
7	<p>Update on Fundraising appointment and links to Communication Strategy It was noted that the Director of Planning and Contracting had agreed that the Fundraiser role be incorporated into her structure, however, due to insufficient existing funding for the preferred Communications, Marketing and Fundraising Strategy and Structure, the Fundraising Manager post was to be advertised at the existing band 6 level, reporting to the Head of Strategy and Service Redesign. The Chairman confirmed involvement in the recruitment process and it was noted that if this was unsuccessful then the Committee may need to consider additional charitable funding to ensure the right skillset is acquired to enable the Charity to move forward in line with previously agreed requirements.</p>
8	<p>Any Other Business</p>
8.1	<p>Calabar (Ophthalmology) New Charity Fund Request It was agreed that the Director of Nursing be requested to submit a case to the next Committee.</p>
8.2	<p>Thanks J.Vanes was thanked for his contribution to the Charity Committee and wished well for the future.</p>