

The Royal Wolverhampton NHS Trust

Minutes of the Charitable Funds Committee

**Date** Thursday, 20 December 2012  
**Venue** Conference Room, Hollybush House  
**Time** 10.00am

**Present:**

Name	Role
Jeremy Vanes (Chair)	Non-Executive Director
Surrinder Kalirai	Non-Executive Director
Kevin Stringer	Chief Financial Officer

**In Attendance:**

Name	Role
Sandra Ness	Deputy Chief Financial Officer
Matthew West	Financial Controller
Robert Jinks	Fundraising Manager
Katie Winchurch	PA to Deputy Chief Financial Officer (minute taker)

**Apologies:**

Name	Role
David Loughton	Chief Executive
Sue Rawlings	Non-Executive Director

Item No		Action
1	<b><u>Apologies of absence</u></b> None received	
2	<b><u>Minutes of the Previous Meeting held on the 20 December 2012</u></b> The minutes of the meeting held on the 20 December 2012 were agreed as a correct record.	

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3	<p><b><u>Matters Arising</u></b></p> <p><u>External Fund Raisers – Update</u> The content of the Briefing Note was noted by the committee.</p> <p>3.1 <u>Eye Infirmary reception area – update</u> S Ness confirmed to the Committee that she had spoken again with Carolyn Robinson from Estates Development and the Eye Infirmary Reception is being considered as part of a wider scheme for 2013/14 Capital Programme funding. The Chairman stated he was happy for this item to be taken off the agenda for future meetings as it was being addressed operationally.</p> <p>3.2 <u>Cazenove</u> M West confirmed to the Committee that he had agreed with K Stringer that Cazenove will attend the Committee half yearly.</p>	
4	<p><b><u>Declaration of Interest</u></b> The Committee concurred there was nothing to declare.</p>	
5	<p><b><u>Charity Income and Expenditure position as at 30 September 2012</u></b> M West presented the Charity Income and Expenditure position as at 30 September 2012.</p> <p>M West confirmed that there were no items of significant note. He highlighted the Sainsbury’s donation of £1,500 made to Deanesly, following a presentation by R Jinks and meetings at the local store.</p> <p>S Kalirai requested that future reports show the periods consistently, to provide the same comparison period, thus, enabling trends to be more clearly seen.</p>	<b>M West</b>
6	<p><b><u>Quarterly Report of the Fund Managers and Investment Movements – up to 30 September 2012</u></b> The Committee noted the report.</p> <p>M West gave an update to the Committee.</p> <p>M West confirmed that Emma Greybanks is receiving monthly valuation reports and he is happy with the new Investment Managers performance.</p>	

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	<p>Following S Kalirai query regarding the high level of cash held, M West to provide a briefing note. S Ness noted that there was also, a high level of Creditors, which normally included cash owed to the Trust in respect of invoices settled at month end on behalf of the Charity, where cash is then reimbursed from the Charity Bank Account.</p> <p>Linked to this, M West to circulate for information, the Investment Tender Specification and the appropriate elements of the Cazenove contract, including the agreed risk management policy.</p>	<p><b>M West</b></p> <p><b>M West</b></p>
7	<p><b><u>Progress update from Fund Raising Manager</u></b> R Jinks presented his Fund Raising Progress Report Update.</p> <p>The Chairman said that he thought R Jinks had settled well into the Fund Raising Manager position. S Ness said R Jinks had done a lot of work understanding fund raising activity within the Trust and raising awareness with staff to ensure they are aware of his role and that correct protocol is followed with fundraising activity.</p> <p>R Jinks confirmed to the Committee that he had been out and met with Baby Blues and Golden Gate and felt he now had a better understanding of what the organisations are about and what they are donating to the Trust.</p> <p>It was noted that R Jinks and M West have been out and met with the main Fundholding Managers, reported under Agenda Item 8, and that this proactive approach had been useful.</p> <p>The Chairman thanked R Jinks for all his hard work.</p> <p>K Stringer said that the report was a helpful summary.</p>	
8	<p><b><u>Charitable Expenditure Plans</u></b> The Committee noted the Report.</p> <p>M West and R Jinks had met up with most of the main Fundholding Managers, the exception being Cardiac where the date was being rearranged, also, as the Ophthalmology meeting was only the day before the Committee, the report did not include feedback for this area.</p>	

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	<p>M West noted that there were ongoing discussions with the Medical Director about new camera equipment in Ophthalmology likely to be funded through Charitable Funds.</p> <p>M West advised that there may be some issues that would need addressing with Managers moving forward where equipment is not deemed to be appropriate use of charitable monies. M West confirmed that this would be addressed by Finance staff with the appropriate Clinical Manager, once further information in respect of the items were provided.</p> <p>M West advised that the majority of the Fund Managers had no specific fundraising requirements. Some had already linked with the Fundraising Manager to support their efforts and would request fundraising input moving forward as required on an ad hoc basis.</p> <p>M West highlighted the Managers expenditure plans, provided within the table at Section 3 of the report.</p> <p>M West stated that the Manager for the Breast Care Charitable Fund had mentioned that the Breast Care Action Team are interested in carrying out a major fundraising appeal to create a dedicated Breast Care Unit as currently services are spread around the site. This would be subject in the first instance to a full proposal being considered by the Division.</p> <p>M West and R Jinks confirmed that they would continue to identify to Managers that any spending plans, which identified charitable monies as the funding source were still required to have a Business Case completed and the normal process followed. For example, if this involved any change or pilot of patient practice, it would still need to be approved by the Contracting and Commissioning Forum.</p> <p>K Stringer asked that an update be brought back to the next Committee meeting identifying the overall percentage of funds Managers were looking to spend, with the update for Cardiac and Ophthalmology, to enable this to be considered in line with the Reserves Policy.</p>	<p style="text-align: center;"><b>M West</b></p> <p style="text-align: center;"><b>M West</b></p>
9	<p><b><u>Fund Raising Strategy for Charitable Funds</u></b></p> <p>R Jinks presented the draft Fund Raising Strategy for discussion. R Jinks confirmed that there was a typing error in the figure in 4.2, which should state £285.00.</p>	

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	<p>The Chairman queried the inclusion of the Linear Accelerator replacement equipment identified for charitable fund raising. S Ness apologised that this had not first been discussed with the Chairman. S Ness stated that the original equipment had been funded from National Opportunities Funding and highlighted that existing Capital Programme bids significantly exceeded the available funding. Having regard to the significant cost of these items, it had been proposed that cancer specific external Trusts only would be approached for funding, to ensure that this did not impact on the main fundraising A &amp; E Appeal. The Chairman stated that the Trust Board needed to consider the Charity's position in relation to the Linear Accelerators and asked that a briefing paper be taken to the Trust Board for consideration.</p> <p>K Stringer stated he would liaise with University Hospitals Birmingham to identify how they had addressed the funding issue for replacement equipment originally purchased through National Opportunities monies.</p> <p>It was noted that the Medical Director had been asked for input into the focus of the A &amp; E Appeal, to determine the main items of expenditure that the fund raising activity would focus on. K Stringer stated that the Appeal needed to be actively taken forward now without this detail and that an Action Plan needed to be determined, noting that this would be a significant and challenging project. R Jinks with S Ness support to provide a Plan to K Stringer, with an update brought back to the next meeting on progress.</p> <p>K Stringer stated he would link with Birmingham Children's Hospital's Fund raiser to ask them to provide information to R Jinks on how they went about their major fundraising appeals.</p> <p>S Ness stated that contact had been made with the communications external company representing the Trust, however, they were not available to attend the meeting, but would be requested to attend future meetings. In addition, a meeting would be arranged to discuss their input into the Fund Raising Strategy and a Communications Strategy for the Charity.</p> <p>The Chairman queried whether the main Appeal required specialist support from experienced fund raising professionals. Noting the lack of specialist experience internally it was agreed that this could be progressed and would be considered as part of the Appeal Action Plan.</p>	<p><b>R Jinks/ S Ness</b></p> <p><b>K Stringer</b></p> <p><b>R Jinks/ S Ness/ K Stringer</b></p> <p><b>K Stringer</b></p> <p><b>R Jinks/ S Ness</b></p> <p><b>S Ness/ K Stringer</b></p>

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Item No		Action
10	<p><b><u>Reserves Policy Review</u></b>  M West presented the Reserves Policy. He advised that the guidance had not changed, but would need to be kept under constant review.</p> <p>M West confirmed that the Reserves Policy would need to be brought back to the Committee at year end, to consider and agree prior to the production of the Annual Report.</p>	<b>M West</b>
11	<p><b><u>Administration Recharge 2013/14</u></b>  M West presented the Recharge Report.</p> <p>The report was approved and the Chairman noted that the Administration Recharge appeared reasonable.</p>	
12	<p><b><u>Any Other Business</u></b>  S Ness advised the Committee that a request for feedback on the “Review of the regulation and governance of NHS Charities” had been received. S Ness stated that an update report would be provided to the next meeting of the Committee.</p>	<b>S Ness/ M West</b>
13	<p><b><u>Date and Time of Next Meeting</u></b>  Meeting dates were discussed and K Winchurch was requested to schedule an additional date for March 2013.</p> <p>Future Committee dates agreed as:-</p> <p>6 June 2013 at 12.00pm in the Conference Room, Hollybush House  29 August 2013 at 2.30pm in the Conference Room, Hollybush House  19 December 2013 at 2.30pm in the Conference Room, Hollybush House</p>	<b>K Winchurch</b>
14	<p><b><u>Date and Time of Next Meeting</u></b>  March 2013 date to be agreed.</p>	