

Minutes of the Charitable Funds Committee

Date Monday 29th June 2015
Venue Board Room, Corporate Services
Time 4.00pm

<u>Present:</u>	Name	Role
	Sue Rawlings (Chair)	Non-Executive Director
	Rosi Edwards	Non-Executive Director
	Roger Dunshea	Non-Executive Director
	Jeremy Vanes	Chairman
	David Loughton	Chief Executive
	Kevin Stringer	Chief Financial Officer

<u>In Attendance:</u>	Name	Role
	Sandra Ness	Deputy Chief Financial Officer
	Matthew West	Financial Controller
	Richard Radcliffe	Communications Manager
	Vikki Perkins	PA to Deputy Chief Financial Officer (minute taker)

<u>Apologies:</u>	<u>Name</u>	<u>Role</u>
	Leanne Bood	Fundraising Coordinator

Item No		Action
1	<p><u>Apologies of absence</u> The Committee noted that apologies had been received from Leanne Bood.</p>	
2	<p><u>Minutes of the Previous Meeting held 23rd March 2015</u> The minutes of the previous meeting held on the 29th March 2015 were accepted as a true record.</p>	

Item No		Action
3	<p><u>Action Log</u></p> <p><u>3.1 Action Log – Closed Items</u> The Committee agreed the closed items action log.</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 actions were for future committees. An update was provided on the following actions:</p> <p>3.2.1 Major Appeal and Cystic Fibrosis The Chair confirmed that a meeting had been held with the Director of Planning and Contracts and it was agreed that the correct decision had been made to withdraw from the Cystics Appeal and furthermore, that this would be communicated to the Cystic Fibrosis Leads.</p> <p>3.2.2 Authorised Biography of Dennis Turner S Ness advised that she was aware that L Bood had moved forward this action but was unsure on the current position. Committee Members asked that L Bood provide an update at the August 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 and potential for use of Charitable Funds. To date nothing had been forthcoming, a further update would be provided at the next meeting.</p> <p>3.2.4 Greggs – Collection Boxes S Ness confirmed that L Bood had been in contact with Greggs and would request L Bood to provide an update to the next meeting.</p> <p>3.2.5 Gift Aid Leaflet S Ness confirmed that the Leaflet changes had been made and was currently with Medical Illustration and hoped that it would be being used by the next Committee meeting date.</p> <p>3.2.6 Twitter/Facebook Monitoring R Radcliffe confirmed that both social media Trust sites were being monitored regularly and posts were all of a positive nature to date, with the Charity’s Facebook page and Twitter feed continued to receive a good response from the local community.</p>	<p>M Espley</p> <p>L Bood</p> <p>S Ness</p> <p>L Bood</p> <p>S Ness/ L Bood</p>

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	<p>3.2.7 Opening of Eye Infirmary S Ness stated that she had previously spoken with the Head of Capital Development who had at that time confirmed that the opening of the Eye Infirmary was imminent.</p> <p>3.2.8 Volunteers Insurance S Ness stated that she had spoken to Mr John Harris, Legal Services Advisor, regarding the potential for NHSLA Income Generation Volunteers insurance cover. He confirmed that the NHSLA had been consulted and although Volunteers were covered under the Scheme, Income Generation Volunteers were specifically excluded, with no intention of extending the Scheme for them in the future. Additional insurance has since been purchased to cover them.</p> <p>3.2.9 Harlequin On cost M West confirmed that a small reduction in price had been agreed.</p> <p>3.2.10 Charitable Funds/Capital Programme S Ness confirmed that a piece of work had been undertaken to look at areas where Charitable Funds could potentially be used to support the Trusts Capital Programme. S Ness would arrange a meeting with the Chair to review the proposal prior to the August meeting.</p> <p>Other open items were included within Agenda items.</p>	<p>S Ness/ S Rawlings</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 March 2015.</u></p> <p>M West summarised the current position of the Investment Movements up to March 2015.</p> <p>Within the portfolio valuation, M West noted the Income over the last 3 months of £18,495, the Net Movements of minus (£31,156), and the value as at 31 March 2015 of £3,414,311.</p> <p>The portfolio had improved, outperforming the benchmark for the quarter.</p> <p>The general opinion of the Committee Members was that there was clearly an improvement and focus was required on spending.</p>	

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	<p>S Ness advised that bench marking would be undertaken as part of the re-tendering of the Investment Fund Management contract. Whilst the contract process was being undertaken the current contract with Schroeder had been extended as an interim measure. The Chair and J Vanes confirmed that they would wish to be involved in the contract award process.</p>	S Ness
5	<p><u>Draft Set of 2014/15 Charity Accounts</u></p> <p>M West gave a brief summary of the Statement of Financial Activities for the year ended 31 March 2015.</p> <p>M West confirmed a transfer of income from MSFT for Cannock Hospital Charitable Funds of £500K.</p> <p>The Chair was happy that the Accounts looked in a healthy position, and reiterated the requirement for Managers to plan and spend Funds moving forward. S Ness was hopeful that with the Introduction of ‘Themes’, and with links to the use of funds for Capital schemes, this should allow monies to be spent more easily.</p> <p>R Radcliffe asked whether funds raised for Cannock Hospital were held specifically for Cannock. M West confirmed that where Funds were restricted solely for use at Cannock, they were held for that purpose. Where Funds were assigned to a Specialty, currently or previously based at Cannock, and were of insignificant value, these had in some cases been amalgamated with the Trust wide Specialty Fund already in existence.</p> <p>An analysis of Fund Balances, including an analysis grouped into the previously agreed “Themes”, were circulated to the Committee Members and noted. S Ness stated that she or M West were happy to receive any specific queries on these, phone or email, from Members, due to the late circulation.</p> <p>S Ness confirmed that the Final Audited Accounts would be presented at the August Committee meeting.</p>	
7	<p><u>Update on 2015/16 Charity Income & Expenditure</u></p> <p>M West tabled a list of Fund Balances and gave a brief summary of the Income and Expenditure position.</p>	

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8	<p><u>Charitable Fund Capital Business Cases</u></p> <p>Committee Members noted the following Business Cases, previously approved at the Capital Review Group, (CRG), meetings:-</p> <p>Stroke Unit Charitable Funding – Purchase of Patient Hoist, £5,700, Capital S Ness confirmed that the Business Case had been agreed at the CRG meeting of 16th April 2015, noting the specialty area had specifically requested donations for this purpose.</p> <p>Rheumatology Charitable Funding – Purchase of Ultrasound Equipment to support Clinical Trials in the MSK Ultrasound Unit, Cannock, £67,315, Capital - Agreed at the CRG meeting of the 18th June 2015 and due to the value, in line with SFIs, to be ratified at the next Board meeting. Based on the time bar on the discounted cost negotiated, and the funding being available in what is a restricted Cannock Research Fund, the Chief Executive had agreed the placement of the order in advance of the Board meeting.</p> <p>Haematology Charitable Funding – Purchase of Nautlius ECG Machine and Nanomaxx Ultrasound machine, £17,400, Capital Agreed at the CRG meeting of the 18th June 2015, noting that the League of Friends have agreed to provide funding for this NICE approved equipment, as well as the extended warranty and training, with the Directorate funding the ongoing maintenance moving forward and the related disposables.</p> <p>Committee Members were requested to consider the Case for the use of Charitable Funds as follows:-</p> <p>SimWard Extension – £92,940, Capital, however, S Ness advised that latterly, external funds of £50,000 had been obtained, (although requires formal confirmation), and thus, the balance of £42,940 was to be considered for Trust Charity funding.</p> <p>This Case had been referred by the CRG to be considered by the Charity Committee for funding, following the CRG meeting of the 18th June 2015.</p> <p>S Ness asked Committee Members to note the significant recurrent commitments against General Funds.</p>	

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	<p>Committee Members valued the work of the SimWard and supported the extension and Charity Fund request. Further to discussion, it was agreed that the balance of funding being sought of £42,940 would be funded from all Charitable Funds, based on a percentage being applied to all Un Restricted Charity Funds, excluding General Funds. Committee Members stated that this would require some sensitive communication to be issued to Fund Managers to notify them of the decision.</p>	
9	<p><u>Report of the Charity Fundraising Co-Ordinator</u></p> <p>With L Bood unforeseen absence, S Ness gave a brief summary on the report of Charity Fundraising Co-Coordinator.</p> <p>It was confirmed that a revised Charity webpage had been produced to include a “Donate Now” button.</p> <p>R Radcliffe made recommendations that work on the Charity logo was deferred until work on the Trust brand had concluded. Though it was understood that the Charity needed to establish its own identity to help generate support, it was imperative that the final design was in keeping with the Trust own approach.</p> <p>Committee Members were asked to give consideration to:-</p> <ul style="list-style-type: none"> • Fundraising Targets/Corporate Partnerships; and • Corporate Sponsorship agreements and legal input. <p>R Radcliffe confirmed that he and L Bood were working on a proposal for these to be bought back to the Committee.</p> <p>With regard to the Age UK proposal, further to discussion, Committee Members were generally supportive but asked for more information on what work was involved, what it would achieve, how the information would be captured and who would lead on this from the Trust. J Vanes suggested that a pilot was initiated for 1 year to gather data, after which time an independent review should be arranged to analyse the data collected. An updated report was requested to be bought back to a future Committee.</p> <p>Committee Members agreed that the Fundraising pack was a useful guide.</p>	<p>L Bood</p>
10	<p><u>Charity items “Shopping List” update</u></p> <p>S Ness stated she was aware that L Bood had struggled to get people engaged but had latterly approached Nurse Training Section, who had</p>	

Item No		Action
	<p>been very helpful. S Ness indicated that the paper put forward was an initial starting document, and that R Radcliffe and S Ness would meet with L Bood to develop this. Committee Members agreed that the list did require some more work but felt it was a good first draft.</p>	<p>R Radcliffe/ S Ness/ L Bood</p>
11	<p><u>2015/16 Annual Report Update</u></p> <p>R Radcliffe confirmed that the Annual Report was due to be drafted 27th July 2015 for review.</p>	<p>R Radcliffe/ L Bood/ S Ness</p>
12	<p><u>Update on the Publication of Strategy and formal relaunch of Charity</u></p> <p>R Radcliffe advised that as the Trust Strategy would be looking at rebranding the organisation, as a single entity, to bring all areas together, including: Cannock; Community Services and the Charity.</p> <p>Committee Members asked that a progress report on the Strategy be brought back to the August Committee.</p> <p>Following advice from the Trust Secretary on the Charity Communications Strategy would now be referred to as The Trust Charity Marketing & Communications Plan and sit within the Charity's overarching Fundraising Strategy.</p> <p>R Radcliffe confirmed that the Charity Fundraising Strategy was currently under a 6 week consultation period. R Radcliffe asked Committee Members to refer to Policies Under Consultation Page on the staff intranet for further information.</p> <p><i>J Vanes and D Loughton left the meeting at this point.</i></p>	<p>R Radcliffe</p>
13	<p><u>Any Other Business</u></p> <p>Star Awards Initiative – S Ness outlined the intentions of the Awards. The proposal was currently in draft and put forward by the Director of Human Resources. The Awards would not currently replace the Royal Awards, which have historically been funded from Charity General Funds. S Ness noted that she had previously spoken to the Chair with regard to the request that the funding for these awards initially be funded from Charitable General Funds, although the intention was that external sponsorship would be sought to fund the Awards moving forward. R Radcliffe and L Bood were supporting HR in this regard. Committee Members agreed that the request for initial Charity funding was appropriate use of funds and it was felt that this was sensible to support.</p>	

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14	<p data-bbox="251 289 542 323"><u>Meeting Evaluation</u></p> <p data-bbox="251 363 1281 396">None due to time constraints with late start, due to other Board meetings.</p>	
15	<p data-bbox="251 422 716 455"><u>Date and Time of Next Meeting</u></p> <p data-bbox="251 457 1291 600">Next scheduled Committee was noted as Tuesday 25th August 2015, 3.00pm, in the Conference Room, Hollybush House, noting the main focus of the meeting was to sign off the 2014/15 Charity Accounts and Annual Report, to then be considered by Audit Committee.</p>	